



SunLine Transit Agency  
April 25, 2018  
12:00 p.m.

## AGENDA

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

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

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

<u>ITEM</u>	<u>RECOMMENDATION</u>
1. CALL TO ORDER	
2. ROLL CALL	
3. PRESENTATIONS	
a) Capital Projects (Staff: Rudy Le Flore, Chief Project Consultant)	
4. FINALIZATION OF AGENDA	
5. <u>APPROVAL OF MINUTES – MARCH 28, 2018 BOARD MEETING</u>	APPROVE (PAGE 1-4)
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. <u>CONSENT CALENDAR</u>	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 February 2018	(PAGE 5-9)
8b) Credit Card Statement for February 2018	(PAGE 10-14)
8c) Monthly Budget Variance Report for February 2018	(PAGE 15-22)
8d) Contracts Signed in Excess of \$25,000 March 2018	(PAGE 23-24)
8e) Union & Non-Union Pension Investment Asset Summary February 2018	(PAGE 25-27)
8f) Quarterly Capital Project Update for 1 <sup>st</sup> Quarter 2018	(PAGE 28-30)
8g) Ridership Report for March 2018	(PAGE 31-33)
8h) SunDial Operational Notes for March 2018	(PAGE 34-37)
8i) Metrics for March 2018	(PAGE 38-49)
8j) Board Member Attendance for March 2018	(PAGE 50-51)
9. <b>TEMPORARY DISPENSER CHANGE ORDER</b> (Greg Pettis, Chair of Finance/Audit Committee; Staff: Rudy Le Flore, Chief Project Consultant)	<b>APPROVE</b> (PAGE 52-53)
10. <b>AUTHORIZATION TO AWARD AGREEMENT TO HUB INTERNATIONAL FOR BROKERAGE SERVICES</b> (Greg Pettis, Chair of Finance/Audit Committee; Staff: Stephanie Buriel, Deputy Chief Administration Officer)	<b>APPROVE</b> (PAGE 54-57)
11. <b>AWARD OF CONTRACT FOR PARATRANSIT VEHICLES</b> (Greg Pettis, Chair of Finance/Audit Committee; Staff: Demetrius Genera, Deputy Chief Operating Officer-Maintenance)	<b>APPROVE</b> (PAGE 58)
12. <b>RESOLUTION NO. 0769 TO OBTAIN FEDERAL GRANT FUNDING</b> (Greg Pettis, Chair of Finance/Audit Committee; Staff: Eric Taylor, Deputy Chief Financial Services)	<b>APPROVE</b> (PAGE 59-62)
13. <b>APPROVE REVISIONS TO ADVERTISING POLICY NO. B-020598</b> (Greg Pettis, Chair of Board Operations Committee; Staff: Norma Stevens, Public Outreach Specialist)	<b>APPROVE</b> (PAGE 63-67)

**ITEM**

**RECOMMENDATION**

14. **BOARD MEETING PUBLIC COMMENT –  
REQUEST FOR SUNDIAL SERVICE TO  
AUGUSTINE CASINO**  
(Staff: Anita M. Petke, Transit Communication  
Services Specialist)

**INFORMATION**  
(PAGE 68-69)

15. **CEO/GENERAL MANAGER'S REPORT**

16. **CLOSED SESSION**

- a) **Conference with Legal Counsel – Existing Litigation**  
Pursuant to Government Code Section 54956.9(d)(1)  
Mahmoud Alzayat v. Gerald Hebb, SunLine Transit Agency  
Superior Court, County of Riverside Case No. INC124627
- b) **Conference with Labor Negotiator**  
Pursuant to Government Code 54957.6  
Agency Designated Representative: Russell Betts, Chair of the Board,  
Eric Vail, Legal Counsel  
Unrepresented Employees, Position – CEO/General Manager
- c) Public Employee Performance Evaluation  
Pursuant to Government Code Section 54957(b)  
Position Title: CEO/ General Manager

17. **NEXT MEETING DATE**

May 23, 2018  
12 p.m. – Board Room  
32-505 Harry Oliver Trail  
Thousand Palms, CA 92276

18. **ADJOURN**

## MINUTES

### SunLine Transit Agency Board of Directors Meeting March 28, 2018

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:13 p.m. on Wednesday, March 28, 2018 in the Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

#### 1. CALL TO ORDER

The meeting was called to order at 12:13 p.m. by Chairperson Russell Betts.

#### 2. ROLL CALL

##### Members Present:

Russell Betts, Chair, SunLine Agency Board Member, City of Desert Hot Springs

Troy Strange, Vice Chair, SunLine Agency Board Member, City of Indio

*(Board Vice-Chair Troy Strange excused himself from the meeting at 12:54 p.m.)*

Greg Pettis, SunLine Agency Board Member, City of Cathedral City

Robert Radi, SunLine Agency Board Member, City of La Quinta

Kathleen Kelly, SunLine Agency Board Member, City of Palm Desert

V. Manuel Perez, SunLine Agency Board Member, County of Riverside

Ty Peabody, SunLine Agency Board Member, City of Indian Wells

Lisa Middleton, SunLine Agency Board Member City of Palm Springs

##### Members Absent:

Emmanuel Martinez, SunLine Agency Board Member, City of Coachella

G. Dana Hobart, SunLine Agency Board Member, City of Rancho Mirage

#### 3. PRESENTATIONS

Presentations were made to the Board by Brittney Sowell, Clerk of the Board/Special Assistant to the CEO and Luis Garcia, Deputy Chief Financial Officer.

#### 4. FINALIZATION OF AGENDA

No changes to the agenda.

#### 5. PUBLIC COMMENTS

Public Comments were made by:

Amy Stuart, SunDial Customer

Marcia Rose, SunDial Customer

**6. BOARD MEMBER COMMENTS**

None.

**7. CONSENT CALENDAR**

- 7a) Checks \$1,000 and Over Report for January 2018
- 7b) Credit Card Statement for January 2018
- 7c) Monthly Budget Variance Report for January 2018
- 7d) Contracts Signed in Excess of \$25,000 February 2018
- 7e) Union & Non-Union Pension Investment Asset Summary January 2018
- 7f) Quarterly Performance Summary for Q4 of Calendar Year 2017
- 7g) Ridership Report for February 2018
- 7h) SunDial Operational Notes for February 2018
- 7i) Metrics for February 2018
- 7j) Board Member Attendance for February 2018

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

**8. BUDGET AND FUNDING SHORTFALL**

Chairman of the Board Russell Betts provided an overview of this information item. An Ad-Hoc Committee was formed to discuss the matter further, with the following Board Members volunteering to serve: Ty Peabody (City of Indian Wells), Kathleen Kelly (City of Palm Desert), and Robert Radi (City of La Quinta).

**9. HAUL PASS PROGRAM**

CEO, Lauren Skiver, provided an update to the Board on SunLine Transit Agency's proposed Haul Pass Program and the funding match that is needed from each of the respective cities.

*Board Vice-Chair Troy Strange excused himself from the meeting at 12:54 p.m.*

**10. APPROVAL OF MINUTES – FEBRUARY 28, 2018 BOARD MEETING**

SunLine Agency Board Member Kelly moved to approve the minutes of the February 24, 2018 Board meeting. The motion was seconded by SunLine Agency Board Member Perez. The motion was approved by a vote of 6 yes; 0 no; 1 abstain

**11. APPROVE NEW ACCESS ADVISORY COMMITTEE MEMBER**

SunLine Agency Board Member Perez motioned to approve the New Access Advisory Committee Member and the motion was seconded by Board Member Middleton. The motion carried by a unanimous vote of 7 yes; 0 no; 0 abstain

**12. PROPOSED MAY 2018 SERVICE CHANGES**

SunLine Agency Board Member Peabody motioned to approved the Proposed May 2018 Service Changes with amendments to the financial impact statement as follows: FY 18 Operating Costing was changed to \$6,040 from \$9,151 and FY 19 Operating Costing was changed to \$39,522 from \$59,781. The motion was seconded by Board Member Kelly. The motion carried by a unanimous vote of 7 yes; 0 no; 0 abstain

**13. APPROVE MEDIA POLICY NO. B-130118**

Board Operations Committee Chair Pettis reported that this item was brought to the committee and they unanimously approved the item. SunLine Agency Board Member Pettis motioned to approve Media Policy No. B-130118 and the motion was seconded by Board Member Middleton. The motion carried by a unanimous vote of 7 yes; 0 no; 0 abstain

**14. APPROVE FINANCIAL AUDIT ROTATION POLICY NO. B-060118**

Board Operations Committee Chair Pettis reported that this item was brought to the committee and they unanimously approved the item. SunLine Agency Board Member Pettis motioned to approve Financial Audit Rotation Policy No. B-060118 and the motion was seconded by Board Member Radi. The motion carried by a unanimous vote of 7 yes; 0 no; 0 abstain

**15. SERVICE PROVIDER AGREEMENT WITH ROTHBART DEVELOPMENT CORP.**

Finance/Audit Committee Chair Pettis reported that this item was brought to the committee and they unanimously approved the item. SunLine Agency Board Member Pettis motioned to approve the Service Provider Agreement with Rothbart Development Corp. and the motion was seconded by Board Member Radi. The motion carried by a unanimous vote of 7 yes; 0 no; 0 abstain

**16. RESOLUTION NO. 0768 TO OBTAIN LOW CARBON TRANSIT OPERATIONS PROGRAM FUNDING**

Finance/Audit Committee Chair Pettis reported that this item was brought to the committee and they unanimously approved the item. SunLine Agency Board Member Pettis motioned to approve Resolution No. 0768 to Obtain Low Carbon Transit Operations Program Funding and the motion was seconded by Board Member Radi. The motion carried by a unanimous vote of 7 yes; 0 no; 0 abstain

**17. REJECTION OF BIDS 18-011 FOR CNG EQUIPMENT**

Finance/Audit Committee Chair Pettis reported that this item was brought to the committee and they unanimously approved the item. SunLine Agency Board Member Pettis motioned to approve the Rejection of Bids 18-011 for CNG Equipment and the motion was seconded by Board Member Radi. The motion carried by a unanimous vote of 7 yes; 0 no; 0 abstain

**18. CEO/GENERAL MANAGER'S REPORT**

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

**19. CLOSED SESSION**

There was no reportable action.

**20. NEXT REGULAR BOARD MEETING DATE**

Wednesday, April 25, 2018 at 12:00 p.m.  
SunLine Transit Agency Board Room  
32-505 Harry Oliver Trail  
Thousand Palms, CA 92276

**21. MEETING ADJOURNMENT**

The meeting was adjourned at 1:18 p.m.

Respectfully Submitted,

Brittney B. Sowell  
Clerk of the Board

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

DATE: April 25, 2018

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

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

Summary:

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

- For the month of February, the largest payments issued were for delivery payment for FC8 & FC9 (2 out of 5) hydrogen fuel cell bus project which is funded primarily through the Federal Transit Administration's LoNo Vehicle program.

Recommendation:

Receive and file.

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

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

Vendor Name	Description	Check #	Payment Date	Payment Amount
<b>ELDORADO NATIONAL (CALIFORNIA), INC.</b>	<b>WIP-Hydrogen FCB Lo-No</b>	<b>674763</b>	<b>02/28/2018</b>	<b>810,064.80</b>
PERMA - INSURANCE	Gen Liability/WC Prem	674653	02/16/2018	135,439.55
<b>LUXFER CANADA LIMITED</b>	<b>WIP-Hydrogen FCB Lo-No</b>	<b>674764</b>	<b>02/28/2018</b>	<b>104,729.65</b>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Payroll Liab Feb 9</u>	<u>674584</u>	<u>02/09/2018</u>	<u>99,157.59</u>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Payroll Liab Feb 23</u>	<u>674756</u>	<u>02/23/2018</u>	<u>97,612.66</u>
ELEMENT MARKETS RENEWABLE ENERGY, LLC	CNG/Hydrogen	674486	02/02/2018	79,058.41
<b>STYL &amp; TECH INC.</b>	<b>WIP-Hydrogen FCB Lo-No</b>	<b>674516</b>	<b>02/02/2018</b>	<b>40,000.00</b>
SO CAL GAS CO.	Utilities	674658	02/16/2018	31,433.30
HARBOR DIESEL & EQUIPMENT INC.	Inventory Repair Parts	674492	02/02/2018	28,592.60
MURCHISON & CUMMING, LLP	Insurance Losses	674556	02/09/2018	26,306.92
MICHELIN NORTH AMERICA, INC.	Tire Leasing	674730	02/23/2018	25,825.96
IMPERIAL IRRIGATION DIST	Utilities	674634	02/16/2018	23,377.49
<b>WSP USA INC.</b>	<b>TDM &amp; Vanpool Program</b>	<b>674761</b>	<b>02/23/2018</b>	<b>23,084.61</b>
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	674606	02/16/2018	22,645.32
<b>FUEL SOLUTIONS INC.</b>	<b>WIP-CNG Station</b>	<b>674626</b>	<b>02/16/2018</b>	<b>22,557.27</b>
MERCURY INSURANCE CO.	Insurance Losses	674555	02/09/2018	19,366.99
CUMMINS PACIFIC, LLC	Inventory Repair Parts	674614	02/16/2018	11,520.09
AFTERMARKET PARTS COMPANY, THE	Inventory Repair Parts	674676	02/23/2018	10,015.10
ADMIRAL SECURITY SERVICES, INC.	Security Services	674593	02/16/2018	8,623.41
GENFARE	Printing Expenses	674627	02/16/2018	8,130.82
VERIZON WIRELESS	Wireless Telephone Service	674669	02/16/2018	7,560.20
<b>ENGINEERING PROCUREMENT</b>	<b>WIP-Refurbished Hydrogen Fueling Station</b>	<b>674619</b>	<b>02/16/2018</b>	<b>7,515.04</b>
IMPERIAL IRRIGATION DIST	Utilities	674718	02/23/2018	7,407.93
PE FACILITY SOLUTIONS, LLC	Janitorial Service	674652	02/16/2018	7,240.00
AFTERMARKET PARTS COMPANY, THE	Inventory Repair Parts	674468	02/02/2018	7,199.75
<b>TRAPEZE SOFTWAREGROUP, INC.</b>	<b>WIP-ERP Project</b>	<b>674583</b>	<b>02/09/2018</b>	<b>7,125.00</b>
IMPERIAL IRRIGATION DIST	Utilities	674495	02/02/2018	6,980.35
NAPA AUTO PARTS	Inventory Repair Parts	674557	02/09/2018	6,797.02
<b>AMALGAMATED TRANSIT UNION</b>	<b>Union Dues</b>	<b>674529</b>	<b>02/09/2018</b>	<b>6,592.98</b>
<b>AMALGAMATED TRANSIT UNION</b>	<b>Union Dues</b>	<b>674680</b>	<b>02/23/2018</b>	<b>6,513.90</b>
AFTERMARKET PARTS COMPANY, THE	Inventory Repair Parts	674594	02/16/2018	6,442.68
<u>PRINCIPAL LIFE INSURANCE COMPANY</u>	<u>Dental Insurance</u>	<u>674567</u>	<u>02/09/2018</u>	<u>6,415.32</u>
SOCO GROUP INC, THE	Lubricants-Oils	674660	02/16/2018	6,367.45
<b>ZEN AND THE ART OF CLEAN ENERGY</b>	<b>WIP-Refurbished Hydrogen Fueling Station</b>	<b>674673</b>	<b>02/16/2018</b>	<b>6,319.25</b>
<b>ENGINEERING PROCUREMENT</b>	<b>WIP-Refurbished Hydrogen Fueling Station</b>	<b>674705</b>	<b>02/23/2018</b>	<b>5,563.05</b>
AVAIL TECHNOLOGIES	Inventory Repair Parts	674475	02/02/2018	5,418.20
<b>YELLOW CAB OF THE DESERT</b>	<b>Taxi Voucher Program</b>	<b>674762</b>	<b>02/23/2018</b>	<b>5,337.94</b>
CUMMINS PACIFIC, LLC	Inventory Repair Parts	674483	02/02/2018	5,169.91
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	674565	02/09/2018	5,153.79

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

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

<b>Vendor Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
ANDREA CARTER & ASSOCIATES	Marketing Service	674602	02/16/2018	5,050.00
TEC OF CALIFORNIA, INC.	Inventory Repair Parts	674580	02/09/2018	4,964.64
<b>KAMBRIAN CORPORATION</b>	<b>WIP-Information Technology Projects</b>	<b>674638</b>	<b>02/16/2018</b>	<b>4,894.54</b>
HENSON CONSULTING GROUP, LLC	Staff Development Consultant	674615	02/16/2018	4,550.00
SOCALGAS	Utilities	674659	02/16/2018	4,536.22
<b>OLD AMERICAN, INC.</b>	<b>WIP-Information Technology Projects</b>	<b>674563</b>	<b>02/09/2018</b>	<b>4,278.76</b>
FIESTA FORD, INC.	Inventory Repair Parts	674623	02/16/2018	4,265.10
AFTERMARKET PARTS COMPANY, THE	Inventory Repair Parts	674527	02/09/2018	4,207.46
WESTGATE CENTER FOR LEADERSHIP	Employee Development Program	674760	02/23/2018	4,200.00
PATRICK M. BRASSIL	Contracted Services-Hydrogen	674736	02/23/2018	4,171.74
ALTON HILLIS	Reimbursement Expenses	674473	02/02/2018	4,152.90
<b>YELLOW CAB OF THE DESERT</b>	<b>Taxi Voucher Program</b>	<b>674589</b>	<b>02/09/2018</b>	<b>4,100.39</b>
<b>AMERICAN CAB</b>	<b>Taxi Voucher Program</b>	<b>674681</b>	<b>02/23/2018</b>	<b>4,079.08</b>
AVAIL TECHNOLOGIES	Inventory Repair Parts	674683	02/23/2018	3,847.98
<b>AMERICAN CAB</b>	<b>Taxi Voucher Program</b>	<b>674530</b>	<b>02/09/2018</b>	<b>3,662.06</b>
HARBOR DIESEL & EQUIPMENT INC.	Inventory Repair Parts	674717	02/23/2018	3,390.14
CARQUEST AUTO PARTS - CATHEDRAL CITY	Inventory Repair Parts	674689	02/23/2018	3,365.02
CREATIVE BUS SALES, INC.	Inventory Repair Parts	674481	02/02/2018	3,359.56
<b>KAMBRIAN CORPORATION</b>	<b>WIP-Information Technology Projects</b>	<b>674552</b>	<b>02/09/2018</b>	<b>3,247.58</b>
MC CRAY ENTERPRISES	Repair Claims	674569	02/09/2018	3,230.29
<b>AIR &amp; LUBE SYSTEMS INC</b>	<b>Fixed Assets-Maint Equipment</b>	<b>674472</b>	<b>02/02/2018</b>	<b>3,161.36</b>
<b>CDW GOVERNMENT, INC</b>	<b>WIP-Information Technology Projects</b>	<b>674609</b>	<b>02/16/2018</b>	<b>3,146.90</b>
EYE MED	Vision Insurance	674547	02/09/2018	3,109.45
COMPLETE COACH WORKS	Inventory Repair Parts	674695	02/23/2018	2,973.90
NORTON MEDICAL INDUSTRIES	Medical- Exams and Testing	674561	02/09/2018	2,904.10
PROPER SOLUTIONS	Temporary Help Service	674568	02/09/2018	2,814.56
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	674511	02/02/2018	2,811.86
TIME WARNER CABLE	Utilities	674581	02/09/2018	2,805.00
BURRTEC WASTE & RECYCLING SERVICES	Utilities	674607	02/16/2018	2,779.03
DECALS BY DESIGN, INC.	Advertising	674542	02/09/2018	2,773.15
MAGELLAN HEALTHCARE	Employee Assistance Program	674724	02/23/2018	2,694.45
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	674710	02/23/2018	2,613.73
TRANSIT PRODUCTS & SERVICES	Inventory Repair Parts	674664	02/16/2018	2,609.06
FLEET-NET CORPORATION	Contracted Services	674707	02/23/2018	2,406.25
GENFARE	Inventory Repair Parts	674550	02/09/2018	2,390.29
<b>CALIFORNIA STATE DISBURSEMENT UNIT</b>	<b>Garnishments</b>	<b>674534</b>	<b>02/09/2018</b>	<b>2,271.52</b>
<b>CALIFORNIA STATE DISBURSEMENT UNIT</b>	<b>Garnishments</b>	<b>674688</b>	<b>02/23/2018</b>	<b>2,271.52</b>
ASPEN REFRIGERANTS, INC.	Repair Parts-Fixed Route	674605	02/16/2018	2,138.10
FLEET-NET CORPORATION	Computer Network Software Agreement	674548	02/09/2018	2,130.00

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

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

<b>Vendor Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
MOHAWK MFG & SUPPLY CO	Inventory Repair Parts	674501	02/02/2018	2,102.24
COMPLETE COACH WORKS	Inventory Repair Parts	674540	02/09/2018	2,079.58
PROPER SOLUTIONS	Temporary Help Service	674741	02/23/2018	2,068.69
CREATIVE BUS SALES, INC.	Inventory Repair Parts	674613	02/16/2018	1,965.31
FIESTA FORD, INC.	Inventory Repair Parts	674488	02/02/2018	1,870.91
TRANSIT RESOURCES, INC.	Inventory Repair Parts	674582	02/09/2018	1,849.52
ACCOUNTEMPS	Temporary Help Service	674467	02/02/2018	1,834.77
DESERT AIR CONDITIONING, INC.	Contract Services-A/C	674616	02/16/2018	1,746.00
ALPHA MEDIA LLC	Advertising	674601	02/16/2018	1,734.00
AVAIL TECHNOLOGIES	Inventory Repair Parts	674533	02/09/2018	1,706.12
OFFICE DEPOT	Computer Supplies	674562	02/09/2018	1,698.36
TOXGUARD FLUID	Freon & Coolant	674663	02/16/2018	1,693.86
PATRICK M. BRASSIL	Contracted Services-Hydrogen	674650	02/16/2018	1,680.00
LUMINATOR MASS TRANSIT, LLC	Inventory Repair Parts	674639	02/16/2018	1,632.82
<b>DESERT CITY CAB</b>	<b>Taxi Voucher Program</b>	<b>674700</b>	<b>02/23/2018</b>	<b>1,606.45</b>
PROPER SOLUTIONS	Temporary Help Service	674655	02/16/2018	1,604.80
WESTPORT DALLAS, INC.	Inventory Repair Parts	674588	02/09/2018	1,598.79
NRM & ASSOCIATES	Consulting-General	674733	02/23/2018	1,581.82
PAUL ASSOCIATES	Printing Expenses	674737	02/23/2018	1,542.23
SMARTDRIVE SYSTEMS, INC.	General Services	674657	02/16/2018	1,520.00
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	674656	02/16/2018	1,519.93
GERVEL SAMPSON PHOTOGRAPHY	Center of Excellence	674628	02/16/2018	1,500.00
TK SERVICES, INC.	Inventory Repair Parts	674753	02/23/2018	1,435.04
SOCO GROUP INC, THE	Lubricants-Oils	674513	02/02/2018	1,367.08
<b>TYLER TECHNOLOGIES, INC.</b>	<b>WIP-ERP Project</b>	<b>674666</b>	<b>02/16/2018</b>	<b>1,305.00</b>
SOUTH COAST AIR QUALITY	Permits & Licenses	674577	02/09/2018	1,262.30
SOCO GROUP INC, THE	Lubricants-Oils	674750	02/23/2018	1,261.01
ACCOUNTEMPS	Temporary Help Service	674675	02/23/2018	1,212.00
ACCOUNTEMPS	Temporary Help Service	674592	02/16/2018	1,209.58
ACCOUNTEMPS	Temporary Help Service	674526	02/09/2018	1,207.15
PARKHOUSE TIRE, INC.	Inventory Repair Parts	674507	02/02/2018	1,156.84
TRANSIT RESOURCES, INC.	Inventory Repair Parts	674520	02/02/2018	1,122.61
TRANSIT RESOURCES, INC.	Inventory Repair Parts	674665	02/16/2018	1,082.82
GREATLAND CORPORATION	Benefit Management Expenses	674715	02/23/2018	1,079.80
PLAZA TOWING, INC.	Contracted Services Towing	674654	02/16/2018	1,060.00
VALLEY POWER SYSTEMS, INC	Inventory Repair Parts	674524	02/02/2018	1,026.57
LUMINATOR MASS TRANSIT, LLC	Inventory Repair Parts	674498	02/02/2018	1,026.41
BOYLIN MANAGEMENT INSTITUTE	Employee Development Program	674476	02/02/2018	1,000.00
PERMA - INSURANCE	Insurance Losses	674738	02/23/2018	1,000.00

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

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

<b>Vendor Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
TOTALFUNDS	Postage Supplies	674662	02/16/2018	1,000.00
CIVIC RESOURCE GROUP INTERNATIONAL	Contracted Services Web Hosting	674610	02/16/2018	1,000.00
<b>Total Checks Over \$1,000</b>	\$1,942,970.40			
<b>Total Checks Under \$1,000</b>	\$52,487.82			
<b>Total Checks</b>	\$1,995,458.22			

**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: April 25, 2018

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Credit Card Statement for February 2018

Summary:

The attached report summarizes the Agency's credit card expenses for February 2018.

Recommendation:

Receive and file.

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 3/02/18

Name on Card: Lauren Skiver

Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges	GL#
1 2/7/2018	2/7/2018	Red Robin	Red Robin; Lunch meeting with KMIR News, Gene Steinberg, Andrea Carter (Andrea Carter & Associates) and Norma Stevens, Public Outreach Specialist, Lauren Skiver, CEO/General Manager		\$77.59	40-5090200000
2 2/7/2018	2/7/2018	Senior Inspiration	Senior Inspiration Award; Hosted by all 9 cities and county, 3 tickets - Lauren Skiver, CEO/General Manager, Brittney Sowell, Clerk of the Board, Yvonne Eckert, Special Assistant to GM		\$101.16	40-5090200000
3 2/7/2018	2/7/2018	GoDaddy	GoDaddy; ZEBRA website registration		\$49.59	40-5090100000
4 2/9/2018	2/9/2018	Luna Grill	Luna Grill; February Board Meeting - Board of Directors		\$412.54	40-5090200002
5 2/9/2018	2/9/2018	APTA	APTA Bus & Paratransit Conference; Lodging for Tommy D. Edwards, Chief Operating Officer		\$218.40	11-5090200000
6 2/9/2018	2/9/2018	APTA	APTA Bus & Paratransit Conference; Lodging for Lauren Skiver, CEO/General Manager & Peter Gregor, Chief Safety Officer		\$436.80	40-5090200000 (\$218.40) 15-5090200000 (\$218.40)
7 2/9/2018	2/9/2018	APTA	APTA Bus & Paratransit Conference; Lodging for 1 Driver		\$189.28	11-5090200000
8 2/9/2018	2/9/2018	ACT Expo	ACT Expo 2018; Registration Fee for William Loper, Alternative Fuels Manager		\$325.00	11-5090200000
9 2/9/2018	2/9/2018	APTA	APTA Bus & Paratransit Conference; Registration Fee for Lauren Skiver, CEO/General Manager, Peter Gregor, Chief Safety Officer & Tommy D. Edwards, Chief Operating Officer		\$2,925.00	40-5090200000 (\$975) 11-5090200000 (\$975) 15-5090200000 (\$975)
10 2/10/2018	2/10/2018	CalACT	CALACT Spring Conference & Expo; (charged was credited on 2/13/18) Registration Fee for William Loper, Alternative Fuels Manager		\$490.00	N/A
11 2/13/2018	2/13/2018	CalACT	CalACT Spring Conference & Expo; (charged was credited) Registration Fee for William Loper, Alternative Fuels Manager	\$490.00		N/A
12 2/13/2018	2/13/2018	Hyatt	APTA CEOs Seminar; Bottled Water for Lauren Skiver, CEO/General Manager Pending		\$3.00	40-5090200000
13 2/13/2018	2/13/2018	LAX Airport	LAX Airport; 2018 APTA Transit CEOs Seminar - Lauren Skiver, CEO/General Manager - Parking Fee		\$150.00	40-5090200000
14 2/16/2018	2/16/2018	CSUSB	Leadership Symposium; Table for the day event. Attendees: Lauren Skiver, CEO/General Manager, Brittney Sowell, Clerk of the Board, Peter Gregor, Chief Safety Officer, Luis Garcia, Deputy Chief Finance Officer, Tommy D. Edwards, Chief Operating Officer		\$250.00	40-5090200000
15 2/16/2018	2/16/2018	CSUSB	Leadership Symposium; Convenience Fee. Attendees: Lauren Skiver, CEO/General Manager, Brittney Sowell, Clerk of the Board, Peter Gregor, Chief Safety Officer, Luis Garcia, Deputy Chief Finance Officer, Tommy D. Edwards, Chief Operating Officer		\$6.88	40-5090200000
16 2/16/2018	2/16/2018	CashNet	Network Solutions; SunLine.org domain renewal fee for 3 years		\$119.97	42-5030300011
17 2/21/2018	2/21/2018	Alaska Airlines	Alaska Airlines Seattle, WA; Green Transportation Summit for Lauren Skiver, CEO/General Manager		\$367.60	40-5090200000
18 2/23/2018	2/23/2018	American Airlines	American Airlines Tampa, FL; APTA Bus & Paratransit Conference for Lauren Skiver, CEO/General Manager		\$485.00	40-5090200000
19 2/23/2018	2/23/2018	American Airlines	American Airlines Tampa, FL; APTA Bus & Paratransit Conference for Peter Gregor, Chief Safety Officer		\$485.00	15-5090200000
20 2/23/2018	2/23/2018	American Airlines	American Airlines Tampa, FL; APTA Bus & Paratransit Conference for Tommy D. Edwards, Chief Operating Officer		\$448.50	11-5090200000
21						
22						
23						

Credits and Charges: \$490.00 \$7,541.31

Total: **\$7,051.31**



CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	03/02/18
Days in Billing Cycle	28
Next Statement Date	04/03/18

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

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

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

Credit Line	\$40,000
Available Credit	\$32,726

Payment Information

New Balance	\$7,273.91
Current Payment Due (Minimum Payment)	\$500.00
Current Payment Due Date	03/27/18

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

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

Account Summary

Previous Balance		\$14,664.07
Credits	-	\$757.40
Payments	-	\$14,174.07
Purchases & Other Charges	+	\$7,541.31
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$7,273.91

Wells Fargo Elite Cash Back Advantage

Previous Balance		\$196.89
Cash Earned this Month		\$70.51
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$0.00
Cash Back Balance	=	\$0.00
Cash Awarded this Period		\$267.40
Year to Date Cash Back Awarded		\$267.40

See reverse side for important information.

5596 0007 YTG 1 7 2 180502 0 PAGE 1 of 6 1 0 3268 1000 ELA3 01DR5596 70238

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	\$7,273.91
Total Amount Due (Minimum Payment)	\$500.00
Current Payment Due Date	03/27/18



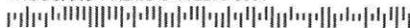
Print address or phone changes:

Work ( )

Amount Enclosed:



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

SUNLINE TRANSIT  
 LUIS GARCIA 70238  
 32505 HARRY OLIVER TRL  
 THOUSAND PALMS CA 92276-3501 P403  




**Rate Information**

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

TYPE OF BALANCE	ANNUAL INTEREST RATE	DAILY FINANCE CHARGE RATE	AVERAGE DAILY BALANCE	PERIODIC FINANCE CHARGES	TRANSACTION FINANCE CHARGES	TOTAL FINANCE CHARGES
PURCHASES	12.490%	.03421%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	25.240%	.06915%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

**Important Information**

\$0 - \$7,273.91 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 03/27/18. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

TOTAL \*FINANCE CHARGE\* BILLED IN 2017 \$0.00  
TOTAL \*FINANCE CHARGE\* PAID IN 2017 \$0.00

**Summary of Sub Account Usage**

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	0263	40,000	\$7,051.31

**Transaction Details**

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

Trans Post	Reference Number	Description	Credits	Charges
02/27 02/27	F326800EA00CHGDDA	AUTOMATIC PAYMENT - THANK YOU TOTAL 4484610004265941 \$14,174.07-	14,174.07	
03/02 03/02		WELLS FARGO CASH BACK - CREDIT	267.40	

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

02/07 02/07	2444500DPEJ0GZK9L	RED ROBIN NO 253 RANCHO MIRAGE CA		77.59
02/07 02/07	2449215DPLS5N7XN9	EB SENIOR INSPIRATION 801-413-7200 CA		101.16
02/07 02/07	2490641DN1F5AQMPC	DNH'GODADDY.COM 480-5058855 AZ		49.59
02/09 02/09	2422443ED31TG7T60	LUNA GRILL CATERIN 858-450-1188 CA		412.54
02/09 02/09	2443106DR0D17S7GS	APTA HOUSING OFFICE FALLS CHURCH VA		218.40
02/09 02/09	2443106DR0D17S7HL	APTA HOUSING OFFICE FALLS CHURCH VA		436.80
02/09 02/09	2443106DR0D17S7HQ	APTA HOUSING OFFICE FALLS CHURCH VA		189.28
02/09 02/09	2443654DT08RAK6VB	GLADSTEIN, NEANDROSS & AS310-3141934 CA		325.00
02/09 02/09	2463923DSS66MFD4S	APTA 202-4964800 DC		2,925.00
02/10 02/10	2449398DT8B0M6FXJ	CALACT SACRAMENTO CA		490.00
02/13 02/13	7449398DW8B0MQK90	CALACT SACRAMENTO CA	490.00	
02/13 02/13	2461043DX231RYLB2	HYATT HOTELS MIAMI MIAMI FL		3.00
02/13 02/13	2475542DW4YPPKT6X	LAX AIRPORT LOT P 4 LOS ANGELES CA		150.00
02/16 02/16	2438894DZQJSQR2QJ	CSUSB 800-3398131 CA		250.00
02/16 02/16	2438894DZQJSQR2QS	CASHNET*SERVICE FEE 800-3398131 CT		6.88
02/16 02/16	2490641DZ1FH2BVXD	WEB*NETWORKSOLUTIONS 888-6429675 FL		119.97
02/21 02/21	2443106E59M3DKD3W	ALASKA AIR 0277050402650 SEATTLE WA		367.60
	04/17/18	SKIVER/LAURA LEE		
	1 AS Q	PALM SPRINGS SEATTLE		
	2 AS G	SEATTLE PALM SPRINGS		
	11617270	EXPEDIA INC		
02/23 02/23	2443106E7A16SHH5H	AMERICAN AIR0017051160453 FORT WORTH TX		485.00
	05/04/18	SKIVER/LAURA LEE		
	1 AA S	PALM SPRINGS PHOENIX		
	2 AA S	PHOENIX TAMPA		
	3 AA O	TAMPA FORT WORTH		
	4 AA O	FORT WORTH PALM SPRINGS		
	11617270	EXPEDIA INC		
02/23 02/23	2443106E7A16SHH59	AMERICAN AIR0017051160452 FORT WORTH TX		485.00
	05/04/18	GREGOR/PETER J		



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

DATE: April 25, 2018

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

RE: Monthly Budget Variance Report for February 2018

Summary:

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

- As of February 28, 2018, the organization's revenues net of subsidies are \$198,963 over budget or 5.5% above the YTD budget. Expenditures are \$1,924,873 under budget or 8.3% below the YTD budget.
- The net operating gain (loss) after subsidies is 0.

Recommendation:

Receive and file.

SunLine Transit Agency  
Budget Variance Report  
February 2018

Description	FY 18 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 18 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
<b>Operating Revenues:</b>								
Passenger Revenue	2,984,371	252,254	248,698	3,556	1,949,314	1,989,581	(40,267)	34.7%
Other Revenue	2,469,132	245,971	205,761	40,210	1,885,319	1,646,088	239,231	23.6%
<b>Total Operating Revenue</b>	<b>5,453,503</b>	<b>498,225</b>	<b>454,459</b>	<b>43,766</b>	<b>3,834,632</b>	<b>3,635,669</b>	<b>198,963</b>	<b>29.7%</b>
<b>Operating Expenses:</b>								
Operator & Mechanic Salaries & Wages	9,537,771	705,285	794,814	89,529	5,872,193	6,358,514	486,320	38.4%
Operator & Mechanic Overtime	1,159,221	47,953	96,602	48,649	718,149	772,814	54,665	38.0%
Administration Salaries & Wages	5,302,986	388,647	441,916	53,269	3,170,892	3,535,324	364,433	40.2%
Administration Overtime	13,593	1,893	1,133	(760)	12,271	9,062	(3,209)	9.7%
Fringe Benefits	9,115,420	698,558	759,618	61,061	5,701,509	6,076,947	375,438	37.5%
Communications	218,000	14,498	18,167	3,669	114,188	145,333	31,146	47.6%
Legal Services - General	80,000	6,210	6,667	456	73,058	53,333	(19,725)	8.7%
Computer/Network Software Agreement	452,868	32,989	37,739	4,750	253,223	301,912	48,689	44.1%
Uniforms	112,550	2,180	9,379	7,199	47,858	75,033	27,176	57.5%
Contracted Services	458,822	36,954	38,235	1,281	252,091	305,881	53,790	45.1%
Equipment Repairs	7,500	78	625	547	2,363	5,000	2,637	68.5%
Security Services	103,604	6,936	8,634	1,697	66,894	69,069	2,176	35.4%
Fuel - CNG	1,565,432	93,305	130,453	37,148	908,195	1,043,621	135,426	42.0%
Fuel - Hydrogen	243,501	12,863	20,292	7,429	130,245	162,334	32,089	46.5%
Tires	254,824	17,687	21,235	3,548	151,566	169,882	18,316	40.5%
Office Supplies	72,400	6,181	6,033	(147)	40,137	48,267	8,130	44.6%
Travel/Training	142,033	9,516	11,836	2,320	75,057	94,689	19,632	47.2%
Repair Parts	1,217,700	101,435	101,475	40	838,239	811,800	(26,439)	31.2%
Facility Maintenance	43,000	1,639	3,583	1,944	28,849	28,667	(182)	32.9%
Electricity - CNG & Hydrogen	175,000	13,003	14,583	1,580	116,801	116,667	(135)	33.3%
Natural Gas	1,446,372	95,252	120,531	25,279	912,823	964,248	51,425	36.9%
Water	7,500	427	625	198	2,937	5,000	2,063	60.8%
Insurance Losses	1,136,702	71,630	94,725	23,095	601,786	757,801	156,015	47.1%
Insurance Premium - Property	13,315	1,049	1,110	61	8,389	8,877	487	37.0%
Repair Claims	200,000	3,842	16,667	12,824	30,849	133,333	102,485	84.6%
Fuel Taxes	168,200	15,883	14,017	(1,866)	133,744	112,133	(21,610)	20.5%
Other Expenses	3,312,712	247,854	276,059	28,205	2,088,733	2,208,474	119,741	36.9%
Self Consumed Fuel	(1,681,000)	(106,214)	(140,083)	33,869	(1,024,560)	(1,120,667)	96,106	39.1%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>34,880,026</b>	<b>2,527,534</b>	<b>2,906,669</b>	<b>379,135</b>	<b>21,328,478</b>	<b>23,253,351</b>	<b>1,924,873</b>	<b>38.9%</b>
<b>Operating Expenses in Excess of Operating Revenue</b>		<b>\$ (2,029,309)</b>			<b>\$ (17,493,846)</b>			
<b>Subsidies:</b>								
Local - Measure A	5,153,400	355,388	429,450	74,062	3,063,657	3,435,600	371,943	40.6%
State - LTF	18,753,800	1,293,298	1,562,817	269,519	11,148,993	12,502,533	1,353,541	40.6%
Federal - 5307, 5310, 5311, 5316, 5317, CMAQ, LCTOP	5,519,323	380,623	459,944	79,320	3,281,196	3,679,549	398,353	40.6%
<b>Total Subsidies</b>	<b>29,426,523</b>	<b>2,029,309</b>	<b>2,452,210</b>	<b>422,901</b>	<b>17,493,846</b>	<b>19,617,682</b>	<b>2,123,836</b>	<b>40.6%</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>			

SunLine Transit Agency  
Budget Variance Report  
February 2018

Description	FY 18 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 18 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
<b>Operating Expenses:</b>								
Wages & Benefits	25,128,991	1,842,336	2,094,083	251,747	15,475,013	16,752,661	1,277,647	38.4%
Services	2,668,329	218,206	222,361	4,155	1,937,946	1,778,886	(159,060)	27.4%
Fuels & Lubricants	1,983,085	119,704	165,257	45,553	1,152,320	1,322,056	169,736	41.9%
Tires	254,824	17,687	21,235	3,548	151,566	169,882	18,316	40.5%
Materials and Supplies	1,554,025	121,761	129,502	7,741	1,023,127	1,036,016	12,890	34.2%
Utilities	1,919,372	130,845	159,948	29,102	1,211,353	1,279,582	68,229	36.9%
Casualty & Liability	1,885,324	125,469	157,110	31,641	937,336	1,256,883	319,547	50.3%
Taxes and Fees	168,200	15,883	14,017	(1,866)	133,744	112,133	(21,610)	20.5%
Miscellaneous Expenses	998,877	41,856	83,240	41,383	330,633	665,918	335,285	66.9%
Self Consumed Fuel	(1,681,000)	(106,214)	(140,083)	33,869	(1,024,560)	(1,120,667)	96,106	39.1%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>34,880,026</b>	<b>2,527,534</b>	<b>2,906,669</b>	<b>379,135</b>	<b>21,328,478</b>	<b>23,253,351</b>	<b>1,924,873</b>	<b>38.9%</b>
<b>Revenues:</b>								
Passenger Revenue	2,984,371	252,254	248,698	3,556	1,949,314	1,989,581	(40,267)	34.7%
Other Revenue	2,469,132	245,971	205,761	40,210	1,885,319	1,646,088	239,231	23.6%
<b>Total Operating Revenue</b>	<b>5,453,503</b>	<b>498,225</b>	<b>454,459</b>	<b>43,766</b>	<b>3,834,632</b>	<b>3,635,669</b>	<b>198,963</b>	<b>29.7%</b>
<b>Net Operating Gain (Loss)</b>		<b>\$ (2,029,309)</b>			<b>\$ (17,493,846)</b>			
<b>Subsidies:</b>								
Local - Measure A	5,153,400	355,388	429,450	74,062	3,063,657	3,435,600	371,943	40.6%
State - LTF	18,753,800	1,293,298	1,562,817	269,519	11,148,993	12,502,533	1,353,541	40.6%
Federal - 5307, 5310, 5311, 5316, 5317 & CMAQ, LCTOP	5,519,323	380,623	459,944	79,320	3,281,196	3,679,549	398,353	40.6%
<b>Total Subsidies</b>	<b>29,426,523</b>	<b>2,029,309</b>	<b>2,452,210</b>	<b>422,901</b>	<b>17,493,846</b>	<b>19,617,682</b>	<b>2,123,836</b>	<b>40.6%</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>			

**Budget Variance Analysis - SunLine Transit Agency**

**Passenger Revenue - Unfavorable**

- Fixed-route ridership has continued to decrease.
- System Total Ridership is presently 122,728 trips below FY17 YTD amounts.
- Ridership is currently at 4.3% below FY17 YTD totals.
- The ridership demand follows a seasonal pattern. Ridership is higher October through April.

**Passenger Revenue**

	FY17-Feb	FY18-Feb	Variance	%Δ
Fixed Route	\$ 238,348	\$ 225,773	\$ (12,575)	-5.3%
Paratransit	\$ 27,520	\$ 26,480	\$ (1,040)	-3.8%
System Total	\$ 265,869	\$ 252,254	\$ (13,615)	-5.1%

**Ridership**

	FY17-Feb	FY18-Feb	Variance	%Δ
Fixed Route	350,849	330,536	(20,313)	-5.8%
Paratransit	12,692	12,086	(606)	-4.8%
SolVan	-	1,922	1,922	
System Total	363,541	344,544	(18,997)	-5.2%

**Passenger Revenue**

	YTD-FY17	YTD-FY18	Variance	%Δ
Fixed Route	\$ 1,844,461	\$ 1,733,673	\$ (110,789)	-6.0%
Paratransit	\$ 228,748	\$ 215,641	\$ (13,107)	-5.7%
System Total	\$ 2,073,210	\$ 1,949,314	\$ (123,896)	-6.0%

**Ridership**

	YTD-FY17	YTD-FY18	Variance	%Δ
Fixed Route	2,753,540	2,625,321	(128,219)	-4.7%
Paratransit	109,289	104,208	(5,081)	-4.6%
SolVan	-	10,572	10,572	
System Total	2,862,829	2,740,101	(122,728)	-4.3%

**Other Revenue - Favorable**

- The favorable balance is due to higher revenues than budgeted amounts for Taxi Smart Card, Outside Fueling Revenue, and Emissions Credit Revenue.  
The increase in fueling revenue is mainly attributed to higher sales from Burrtec than previously anticipated. Burrtec has yet to complete its fueling station and has therefore been purchasing a higher quantity of CNG than initially budgeted.

	YTD - February	YTD Budget	Variance	%Δ
TAXI SMART CARD	\$ 72,464	\$ 31,111	\$ 41,353	132.9%
OUTSIDE FUELING REVENUE	\$ 1,023,271	\$ 800,000	\$ 223,271	27.9%
EMISSIONS CREDITS REVENUE	\$ 607,920	\$ 500,000	\$ 107,920	21.6%

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

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

**Operator & Mechanic Overtime - Favorable**

- Operator and Mechanic Overtime is within an acceptable range of the budgeted amount.

February				
	Scheduled Overtime (Hours)	Unscheduled Overtime (Hours)	Total Overtime (Hours)	Total Expense
Fixed Route	153	747	900	\$ 28,633
Paratransit	N/A	745	745	\$ 18,666
Mechanics	N/A	18	18	\$ 624

YTD-February				
	Scheduled Overtime (Hours)	Unscheduled Overtime (Hours)	Total Overtime (Hours)	Total Expense
Fixed Route	2,613	12,746	15,359	\$ 488,480
Paratransit	N/A	7,173	7,173	\$ 181,129
Mechanics	N/A	1,171	1,171	\$ 41,952

**Administration Salaries & Wages - Favorable**

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

**Administration Overtime - Unfavorable**

- Vacancies across the agency contribute to the unfavorable balance in overtime.
- Department 13 Ops Admin - Paratransit had an unfavorable variance due to staff working during an observed holiday in February.
- Department 32 Human Resources had an unfavorable variance in overtime due to staff working overtime to reconcile benefit changes.
- Department 42 Information Technology had an unfavorable variance in overtime due to staff working on Saturdays for Disaster Recovery Plan testing.
- Department 45 Customer Service had an unfavorable variance in February due to staff having to work during an observed holiday.

**Fringe Benefits - Favorable**

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

**Communications - Favorable**

- The favorable variance is mainly attributed to an allowance for additional internet circuits as well as other devices for users and buses. The IT department has adjusted its communication plan for FY 2018 and may not consume all of the communication costs.

**Legal Services - General - Unfavorable**

- General legal counsel costs are higher than anticipated.
- YTD - February SunLine had 397.54 billable hours from Burke, Williams, and Sorenson.

**Computer/Network Software Agreement - Favorable**

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

**Uniforms - Favorable**

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

**Contracted Services - Favorable**

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

**Equipment Repairs - Favorable**

- Equipment repair costs vary depending on the needs of the agency (i.e., Shop Equipment, Farebox).

**Security Services - Favorable**

- The YTD variance is attributed to a credit for an overcharge for holiday pay.
- The favorable variance in February is attributed to charges incurred for 28 days instead of 30 days.

**Fuel - CNG - Favorable**

- Internal consumption has decreased by 25,471 GGE's below FY17 YTD amounts.

The lower internal consumption is primarily attributed to a decrease in total miles traveled FY18 YTD in comparison to the last fiscal year.

**Internal GGE Usage**

	GGE Usage	Variance FY17 vs. FY18	Variance Previous Month	%Δ FY17 vs FY18	%Δ Previous Month
February FY 17	114,145				
February FY 18	100,740	(13,405)	(9,481)	-11.74%	-8.60%
January FY 18	110,221				
YTD February FY 17	968,052				
YTD February FY 18	942,581	(25,471)		-2.63%	

**Fuel - Hydrogen - Favorable**

- The favorable variance is primarily attributed to a lower quantity of mechanical failures.

The reduction in mechanical failures means that more hydrogen gas is produced in-house as opposed to ordering the fuel through an outside source at a higher cost.

- Two fuel buses were down long-term for significant repairs.

FC5 was down for an APS controller from 09/13/17 to 12/17/17.

FC6 was down for a radiator replacement from 05/14/17 to 11/30/17.

**Tires - Favorable**

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

**Office Supplies - Favorable**

- Office supplies are a variable expense; costs vary throughout the year as required.
- The unfavorable variance for February is attributed to a more significant quantity of printer cartridge replacements.

**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 February fixed route had costs of \$79,601 for preventative maintenance services, three engine rebuilds, radiator replacement, and a core replacement.
- For February paratransit had expenses of \$14,791 for preventative maintenance, one engine replacement, and one transmission replacement.
- Additionally, there is an increase of \$4,587 in support vehicle repair parts over the previous fiscal year.

The additional expenses for Support Vehicles are due to a higher quantity of tire expenses, and more substantial costs (e.g., power steering).

**Facility Maintenance - Unfavorable**

- In the first quarter, there were high expenses for plumbing related issues and electrical issues in the Thousand Palms facility.
- In February there is a favorable variance due to lower expenses and maintenance issues in the Thousand Palms and Indio facilities.

**Electricity - CNG & Hydrogen - Unfavorable**

- Electricity for CNG and Hydrogen production costs are higher in the summer months and begin to decrease in the winter months.
- Additionally, the increase in sales of outside fuels leads to increased production of CNG and therefore higher electricity usage.

**Natural Gas - Favorable**

- The favorable balance of natural gas costs is primarily attributed to an average \$0.05 decrease in internal GGE cost over YTD-FY17.
- In February there were 4,188 less GGE's used for outside fueling sales than in the previous month.
- GGE outside usage has increased 29,569 GGE's above FY17 YTD amounts.

**Outside GGE Usage**

	GGE Usage	Variance FY17 vs FY18	Variance Previous Month	%Δ FY17 vs FY18	%Δ Previous Month
February FY 17	48,005				
February FY 18	49,636	1,631	(4,188)	3.40%	-7.78%
January FY 18	53,824				
YTD February FY 17	380,836				
YTD February FY 18	410,405	29,569		7.76%	

**Water and Gas - Favorable**

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

**Insurance Losses - Favorable**

- The favorable variance is mainly attributed to large reconciliations for accrued insurance liabilities.
- 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 premiums for the property are within an acceptable range of the budgeted amount.

**Repair Claims - Favorable**

- Repair claims can vary significantly from month to month.
- As of February, there have been a total of 62 collisions, that is a decrease of one collision over the fiscal year 2017.  
The average dollar cost is significantly lower. In FY 18 the average cost per collision is \$916 compared to \$2,013 in FY 17.  
The decrease in repair claim expenses is attributed to accidents being minor in scale (e.g., collisions with gates, mirror to mirror contacts or collisions with trash bin).

**Fuel Taxes - Unfavorable**

- The unfavorable balance of fuel taxes is due to a higher quantity of outside fueling sales.
- Outside fueling sales are currently \$88,530 above FY17 YTD amounts.
- For February sales have decreased \$7,924 from the previous month.

**Outside Fueling Revenue**

	Revenue	Variance FY17 vs FY18	Variance Previous Month	%Δ FY17 vs FY18	%Δ Previous Month
February FY 17	\$ 118,791				
February FY 18	\$ 125,929	\$ 7,138	\$ (7,924)	6.01%	-5.92%
January FY 18	\$ 133,853				
YTD February FY 17	\$ 934,741				
YTD February FY 18	\$ 1,023,271	\$ 88,530		9.47%	

**Other Expenses - Favorable**

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

**Self Consumed Fuel - Favorable**

- The favorable balance FY18 YTD is primarily attributed to a decrease in total miles traveled FY18 YTD in comparison to FY17 YTD. There is a decrease of 53,016 total miles traveled in FY18 YTD in comparison to FY17 YTD.

**Mileage**

	January FY18	February FY18	Variance	%Δ
Fixed Route	321,925	289,086	(32,839)	-10.2%
Paratransit Passenger	99,678	92,106	(7,572)	-7.6%
System Total	421,603	381,192	(40,411)	-9.6%

**Mileage YTD-February**

	YTD-FY17	YTD-FY18	Variance	%Δ
Fixed Route	2,578,565	2,553,579	(24,986)	-1.0%
Paratransit Passenger	812,622	784,592	(28,030)	-3.4%
System Total	3,391,187	3,338,171	(53,016)	-1.6%

**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: April 25, 2018

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

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

Summary:

The attached report summarizes SunLine's contracts signed in excess of \$25,000. For the month of March, there was one contract amendment signed with Vasquez & Company for the final option year for financial auditing services.

Recommendation:

Receive and file.

Contracts Signed in Excess of \$25,000

March 2018

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Vasquez & Company	Financial Auditing Services	Exercise final option year for Financial Auditing services.	To be programmed in FY18/19 Operating Budget	\$ 72,000.00	\$ 51,796.00	Executed Amendment Board Approved

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

DATE: April 25, 2018 **RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Union & Non-Union Pension Investment Asset Summary February 2018

Summary:

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

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

Recommendation:

Receive and file.

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 40-01-B-61-065-01  
 100-13-02869-01



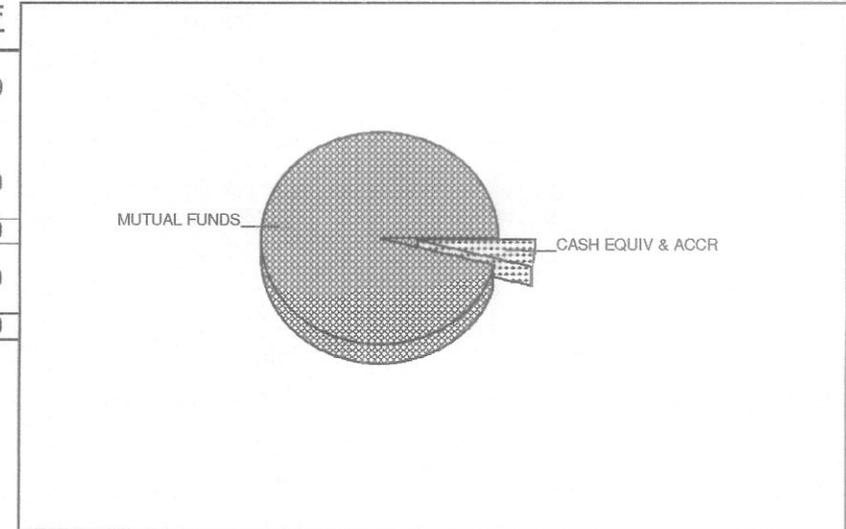
SUNLINE TRANSIT AGENCY - NON-UNION  
 ACCOUNT 6746032100

Page 7 of 23  
 Period from February 1, 2018 to February 28, 2018

**ASSET SUMMARY**

ASSETS	02/28/2018 MARKET	02/28/2018 BOOK VALUE	% OF MARKET
Cash And Equivalents	291,752.38	291,752.38	1.09
Mutual Funds-Equity	17,551,827.47	15,956,809.52	65.31
Mutual Funds-Fixed Income	9,029,566.76	9,298,518.56	33.60
<b>Total Assets</b>	<b>26,873,146.61</b>	<b>25,547,080.46</b>	<b>100.00</b>
Accrued Income	270.57	270.57	0.00
<b>Grand Total</b>	<b>26,873,417.18</b>	<b>25,547,351.03</b>	<b>100.00</b>

Estimated Annual Income 590,171.85



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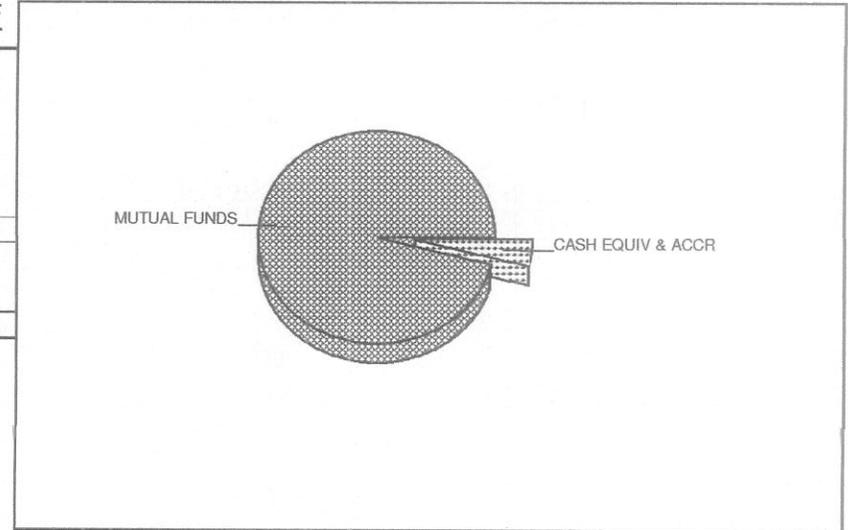


SUNLINE TRANSIT AGENCY - UNION  
 ACCOUNT 6746032000

Page 7 of 22  
 Period from February 1, 2018 to February 28, 2018

**ASSET SUMMARY**

<b>ASSETS</b>	<b>02/28/2018 MARKET</b>	<b>02/28/2018 BOOK VALUE</b>	<b>% OF MARKET</b>
Cash And Equivalents	544,539.77	544,539.77	2.08
Mutual Funds-Equity	16,992,025.83	15,447,892.47	64.66
Mutual Funds-Fixed Income	8,741,493.66	9,001,862.80	33.26
<b>Total Assets</b>	<b>26,278,059.26</b>	<b>24,994,295.04</b>	<b>100.00</b>
Accrued Income	503.33	503.33	0.00
<b>Grand Total</b>	<b>26,278,562.59</b>	<b>24,994,798.37</b>	<b>100.00</b>
<b>Estimated Annual Income</b>	<b>574,754.17</b>		



**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: April 25, 2018

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Quarterly Capital Project Update for 1<sup>st</sup> Quarter 2018

Summary:

The capital projects update summarizes the quarterly status of the large capital projects that are in progress. For the first quarter of 2018, there are fourteen large projects in progress.

Recommendation:

Receive and file.

QUARTERLY CAPITAL PROJECT UPDATE 1ST QUARTER 2018

Project Title	Brief Description	Current Status	Current Funding
New CNG Fueling Station	This CNG Station will be located at the Thousand Palms facility and will replace the existing Station that has exceeded its useful life.	Preliminary Design Complete, Construction Management firm selected. Finalizing scope for Design Build bids.	\$5,500,778
Solar Canopies	Project to Complete solar canopies at the SunLine's Administrative building parking in Thousand Palms .	Preliminary Engineering drawings complete. Qualified bidders have been shortlisted. Finalizing scope for bidding documents for shortlisted bidders.	\$657,192
New Operations Facility	The Operations Facility replacement project will allow SunLine to complete demolition, removal and rebuild an Operations Building in Thousand Palms.	Preliminary Architectural & Engineering firm selected. Finalizing documents to apply for conditional use permit with Riverside County.	\$7,000,000
(5) Hydrogen Fuel Cell Buses – LoNo	Buses are required to meet growing demand for transit services. SunLine would like to continue its leadership in alternative fuels by acquiring the additional hydrogen fuel cell buses.	Two buses (FC8) and (FC9) have been delivered to SunLine. Remaining buses are in the production line with last bus expected to arrive in July, 2018.	\$13,103,860
(5) Hydrogen Buses & Onsite Hydrogen Fueling Station	This project will deploy (5) new 40' fuel cell electric buses and include upgrading SunLine's existing hydrogen refueling station with a new electrolyzer.	Buses are getting ready to enter the production line. Hydrogen Refueling Station 95% design drawings are being finalized. Station equipment is under production.	\$16,836,791
(4) Zero Emission Electric Buses	Purchase four zero emission buses (3 for replacement, 1 for expanded service) for cleaner and more frequent service on SunLine routes serving disadvantaged communities, accelerating SunLine's efforts to transition to an all zero-emission fleet.	Buses are in production. Buses are expected to be delivered in second quarter of 2018.	\$3,223,799
Transportation Demand Management – Vanpool	Program will assist riders in identifying the correct mode of transportation given their particular transportation needs. This project will help reduce single occupant	Eight Enterprise vans and seven farm-related (CalVans) vans are participating under SolVan.	\$1,990,000

QUARTERLY CAPITAL PROJECT UPDATE 1ST QUARTER 2018

	vehicle trips within the Coachella Valley to surrounding areas which will help improve air quality and ease congestion. This program features a Vanpool Pilot program to assist in the agricultural community and large employers.		
Indio Division Yard Repaving	Project to repave the existing bus yard and staff car parking area along with CNG public fueling station in the Indio operating division.	Engineering Design complete. Bids are out for Indio yard repaving contract.	\$595,079
New Accounting Tool (ERP/Tyler)	This project is to provide the agency a modern accounting tool to help improve financial management.	Software Product implementation is underway.	\$699,222
SunLine Division-I Fencing project	Project to install perimeter fencing on West and South side of SunLine's Thousand Palm facility.	Fence is being installed.	\$549,954
Transit Redesign & Network Analysis	Project to conduct study to provide comprehensive analysis to SunLine's fixed route bus and paratransit bus system to accomplish reliability and passenger convenience of its services.	Project Kickoff meeting held in January, 2018. Project is progressing per schedule.	\$450,000
Transit Enhancements	The enhancement of the bus stop system to enhance access for persons with disabilities and the general public through modernization of bus shelters, benches and lighting to enhance security and safety of all SunLine customers.	Finalizing the project scope for procurement documents.	\$770,339
Transit Security Camera project	Project to update surveillance system to take advantage of the new technology, to change the system so as to increase video surveillance coverage of fixed assets at SunLine Division 1 and the Transit hub.	Finalizing the project scope for procurement documents.	\$330,116
Purchase Support Vehicles	Project is to purchase (1) new and (8) replacement non-revenue support vehicles.	Finalizing the project scope for procurement documents.	\$459,394

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

DATE: April 25, 2018

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

RE: Ridership Report for March 2018

Summary:

System-wide ridership this March decreased -5.2% versus February 2017.

<b>Ridership</b>		
	<b>Mar 17</b>	<b>Mar 18</b>
<b>Fixed Route</b>	398,712	351,050
<b>Van Pool</b>	-	2,000
<b>Sundial</b>	14,408	13,506
<b>System Total</b>	<b>413,120</b>	<b>366,556</b>

Factors to consider when comparing to a year ago:

	<b>Mar-18</b>	<b>Mar-17</b>
<b>Weekdays:</b>	22	23
<b>Saturdays:</b>	5	4
<b>Sundays:</b>	4	4
<b>Total Days:</b>	<b>31</b>	<b>31</b>

March Comparison:

- An average weekday will see higher ridership in comparison to a Saturday/Sunday. This year, there was one less weekday and one more Saturday than in March 2017. Seeing as ridership would be higher on a weekday, the fact that there was one less weekday this year had an impact on SunLine's ridership.

Recommendation:

Receive and file.



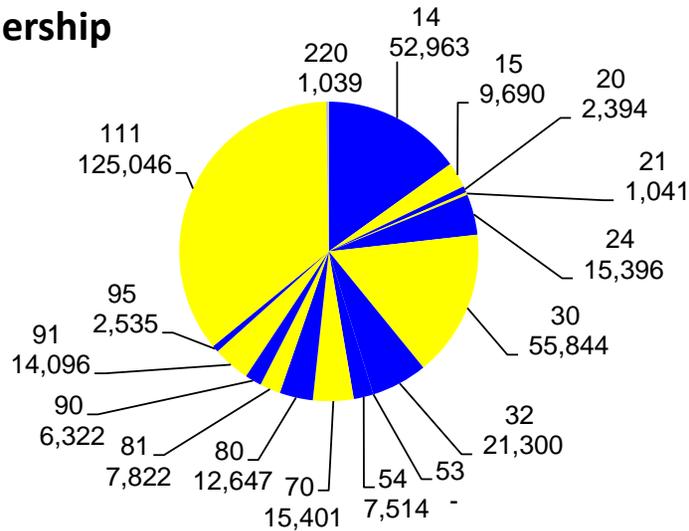
## SunLine Transit Agency Monthly Ridership Report March 2018

Line	Fixed Route Description	Mar 2018	Mar 2017	Feb 2018	FY 2017 & 2018		FY 2018 YTD	FY 2017 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
					Month Var.	% Var.					Monthly	YTD	Monthly	YTD
14	DHS/PS	52,963	62,062	51,340	(9,099)	-14.7%	457,912	477,615	(19,703)	-4.1%	1,672	14,470	564	5,100
15	DHS	9,690	10,162	9,844	(472)	-4.6%	86,140	78,606	7,534	9.6%	145	1,136	78	645
20	DHS/PD	2,394	2,832	2,511	(438)	-15.5%	18,004	19,340	(1,336)	-6.9%	89	730	14	82
21	PD	1,041	-	1,168	1,041	100.0%	3,085	-	3,085	100.0%	32	105	51	76
24	PS	15,396	15,560	14,609	(164)	-1.1%	122,609	123,085	(476)	-0.4%	391	3,095	111	902
30	CC/PS	55,844	64,990	51,294	(9,146)	-14.1%	477,418	524,476	(47,058)	-9.0%	1,706	18,110	340	3,938
32	PD/RM/TP/CC/PS	21,300	24,583	20,796	(3,283)	-13.4%	177,742	188,333	(10,591)	-5.6%	780	7,148	87	783
53	PD/IW	-	4,796	-	(4,796)	-100.0%	21,867	37,493	(15,626)	-41.7%	-	893	-	152
54	Indio/LQ/IW/PD	7,514	8,514	7,292	(1,000)	-11.7%	54,855	58,723	(3,868)	-6.6%	231	1,936	56	316
70	LQ/BD	15,401	19,386	14,454	(3,985)	-20.6%	121,627	136,624	(14,997)	-11.0%	534	4,286	29	234
80	Indio	12,647	13,526	12,391	(879)	-6.5%	98,734	108,681	(9,947)	-9.2%	235	2,079	94	944
81	Indio	7,822	9,107	7,785	(1,285)	-14.1%	67,988	66,252	1,736	2.6%	77	657	45	392
90	Coachella/Indio	6,322	12,025	5,661	(5,703)	-47.4%	73,938	110,053	(36,115)	-32.8%	73	1,136	31	547
91	I/Cch/Th/Mec/Oas	14,096	17,670	13,836	(3,574)	-20.2%	135,737	131,840	3,897	3.0%	192	2,514	47	302
95	I/Cch/Th/Mec/NS	2,535	2,456	1,997	79	3.2%	17,259	22,278	(5,019)	-22.5%	48	365	12	92
111	PS to Indio	125,046	129,871	114,527	(4,825)	-3.7%	1,030,926	1,058,928	(28,002)	-2.6%	4,642	39,311	658	5,882
220	PD to Riverside	1,039	1,172	1,031	(133)	-11.3%	10,530	9,925	605	6.1%	26	280	2	80
<b>Fixed Route Total</b>		<b>351,050</b>	<b>398,712</b>	<b>330,536</b>	<b>(47,662)</b>	<b>-12.0%</b>	<b>2,976,371</b>	<b>3,152,252</b>	<b>(175,881)</b>	<b>-5.6%</b>	<b>10,873</b>	<b>98,251</b>	<b>2,219</b>	<b>20,467</b>
<b>SolVan</b>		2,197	-	1,922	2,197	0.0%	12,769	-	12,769	100.0%				
<b>Demand Response</b>														
<b>SunDial</b>		13,506	14,408	12,086	(902)	-6.3%	117,714	123,697	(5,983)	-4.8%				
<b>System Total</b>		<b>366,753</b>	<b>413,120</b>	<b>344,544</b>	<b>(46,367)</b>	<b>-11.2%</b>	<b>3,106,854</b>	<b>3,275,949</b>	<b>(169,095)</b>	<b>-5.2%</b>				
		<b>Mar-18</b>	<b>Mar-17</b>	<b>Feb-18</b>										
	<b>Weekdays:</b>	22	23	20										
	<b>Saturdays:</b>	5	4	4										
	<b>Sundays:</b>	4	4	4										
	<b>Total Days:</b>	<b>31</b>	<b>31</b>	<b>28</b>										

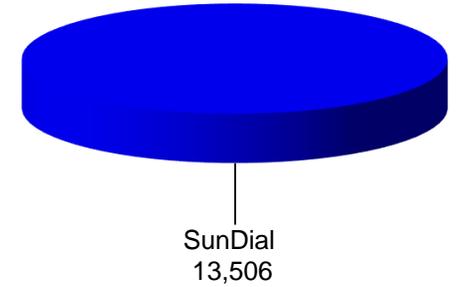
Please note:

# SunLine Transit Agency Monthly Ridership Report March - 2018

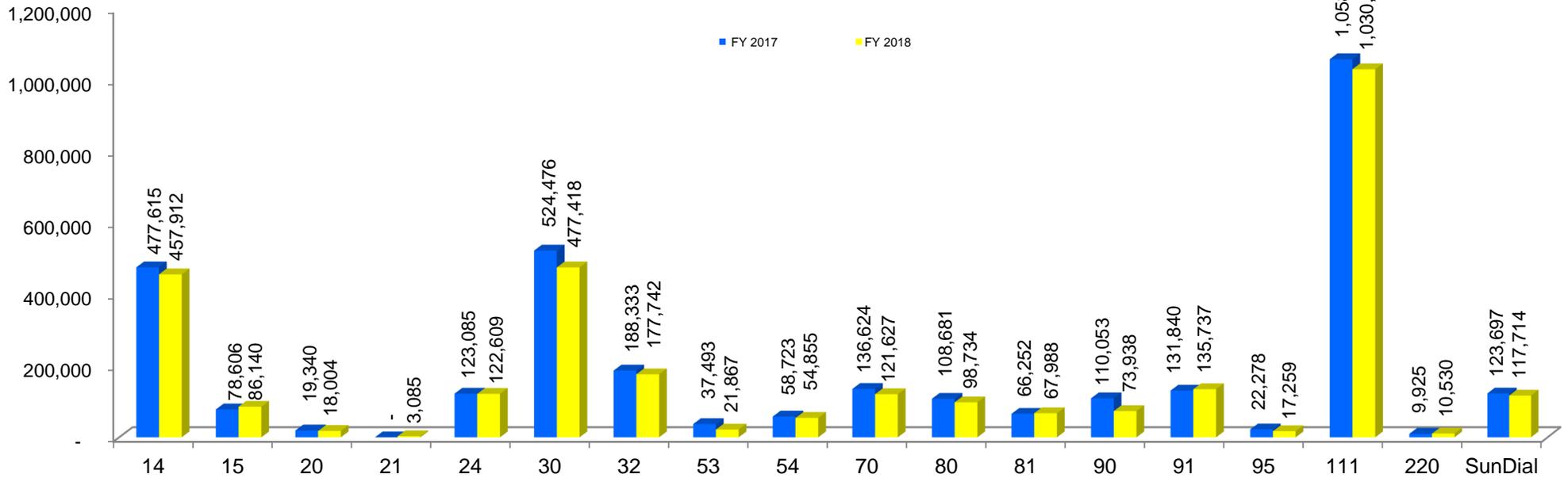
## Fixed Route Ridership



## Demand Response Ridership



## Year-to-Date System Ridership



**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: April 25, 2018

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: SunDial Operational Notes for March 2018

Summary:

The attached report summarizes SunDial's operation for March 2018. Highlights of this report include an on-time performance percentage of 91.3 % compared to 87.3% in March 2018.

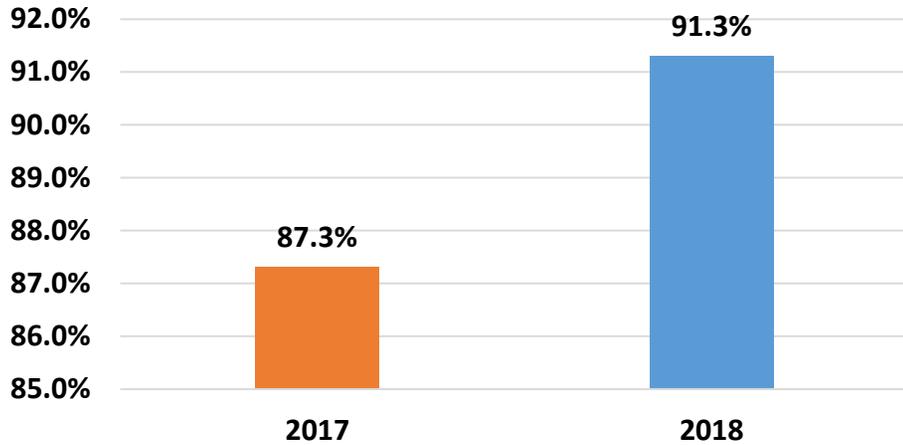
Recommendation:

Receive and file.

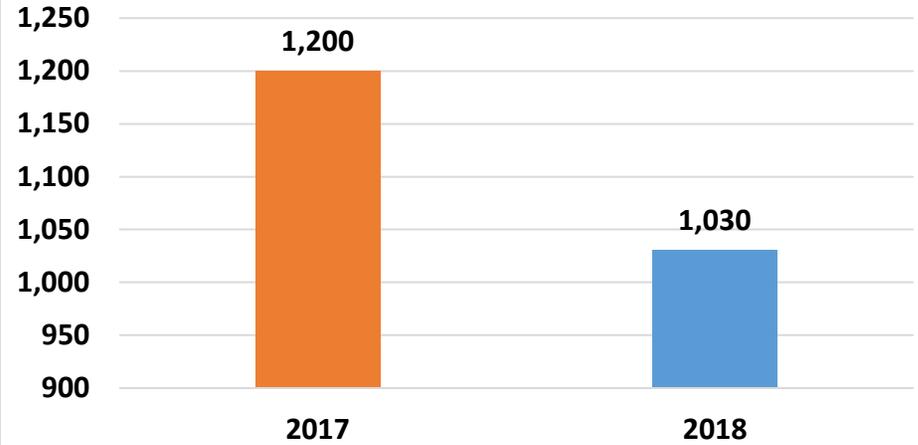
# SunDial Operational Notes

## March 2017/2018

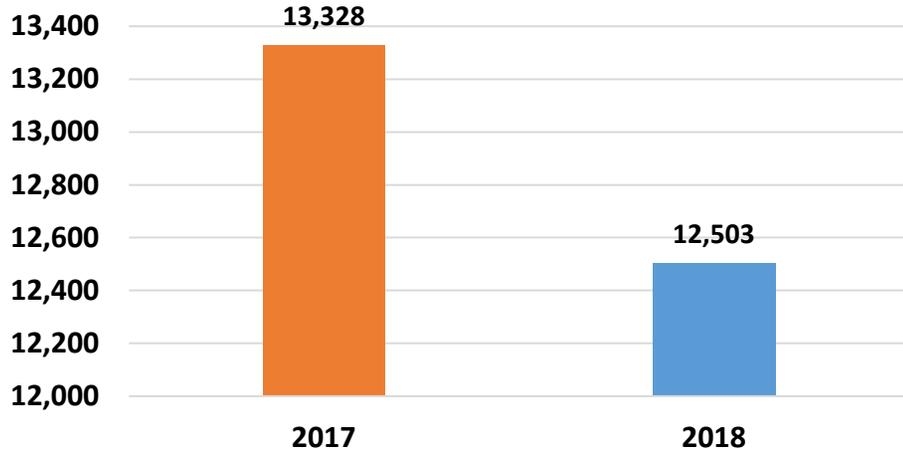
### On-Time Performance



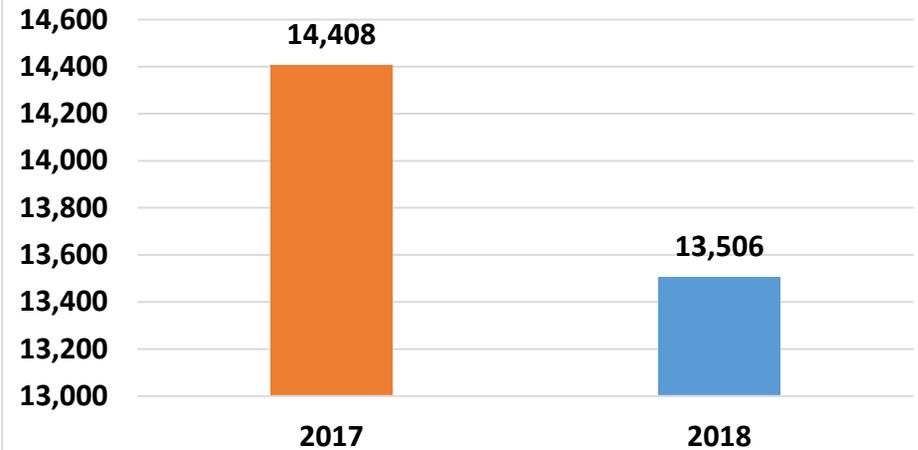
### Late Trips



### Total Trips

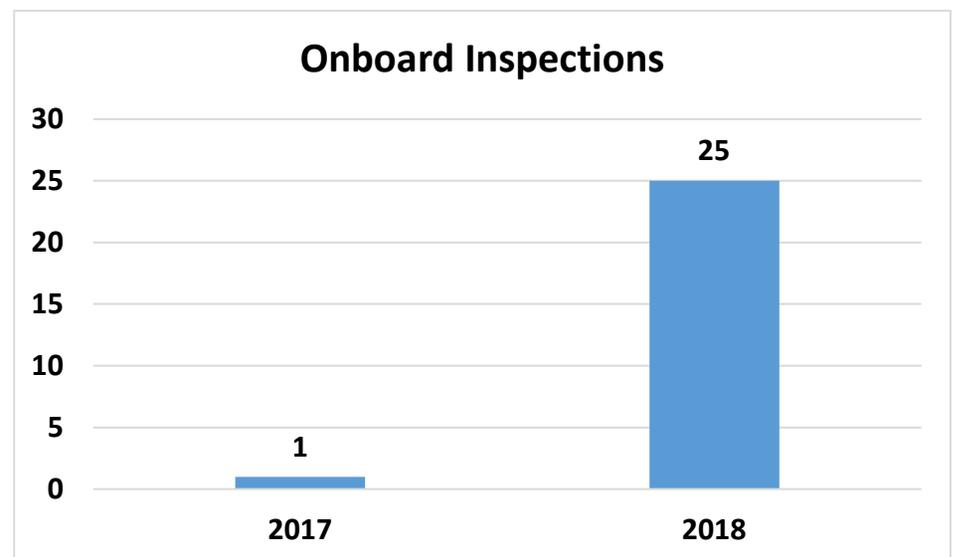
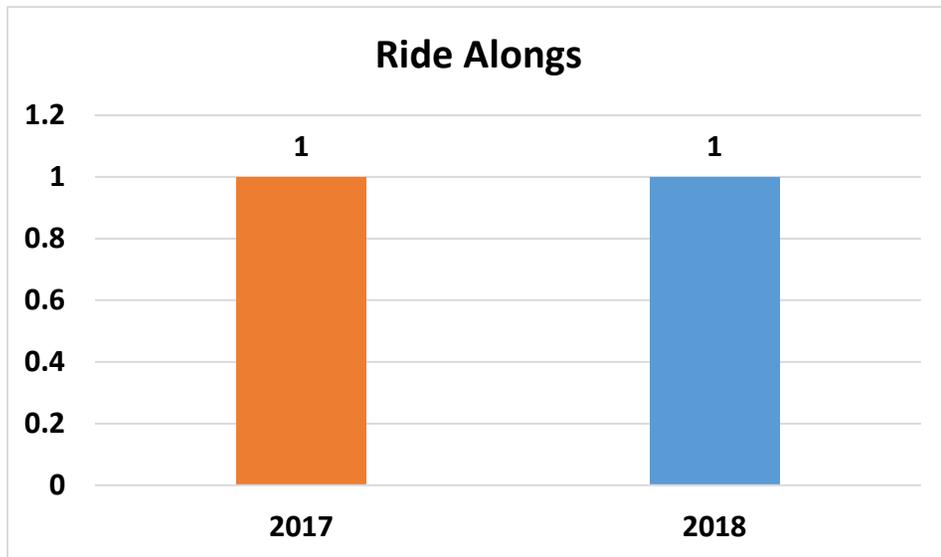
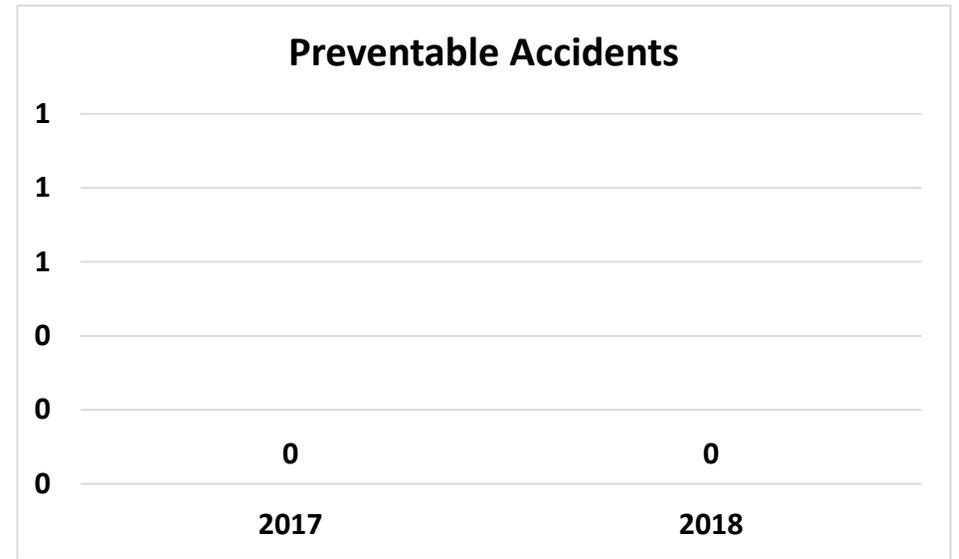
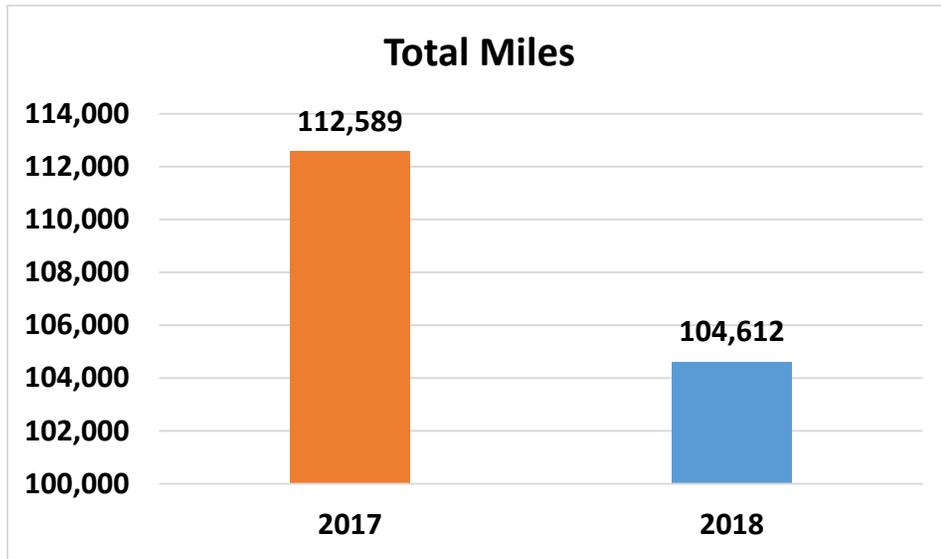


### Total Passengers



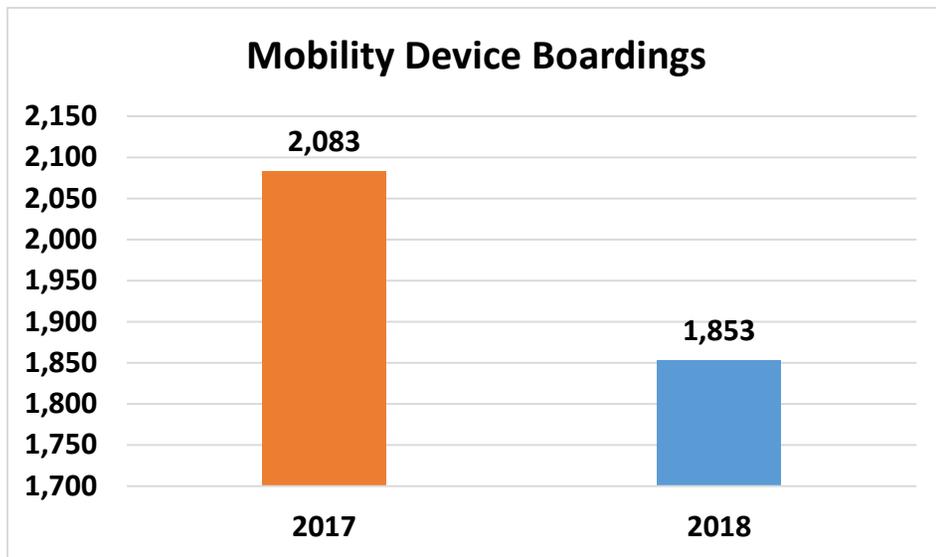
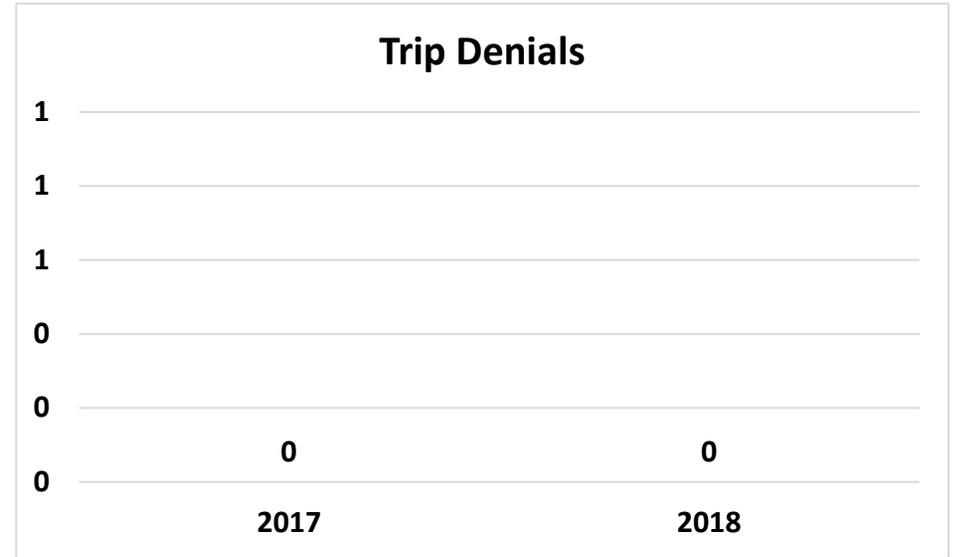
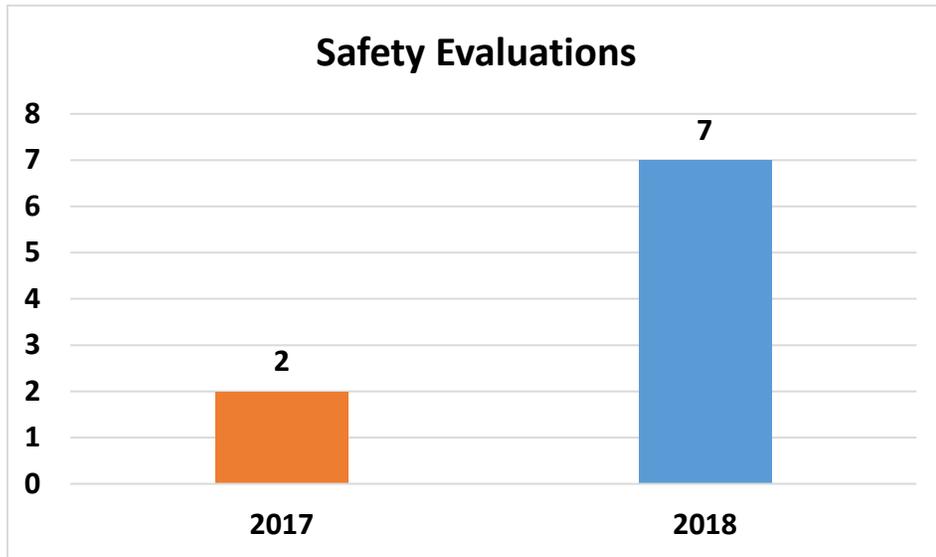
# SunDial Operational Notes

## March 2017/2018



# SunDial Operational Notes

## March 2017/2018



**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: April 25, 2018

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Metrics for March 2018

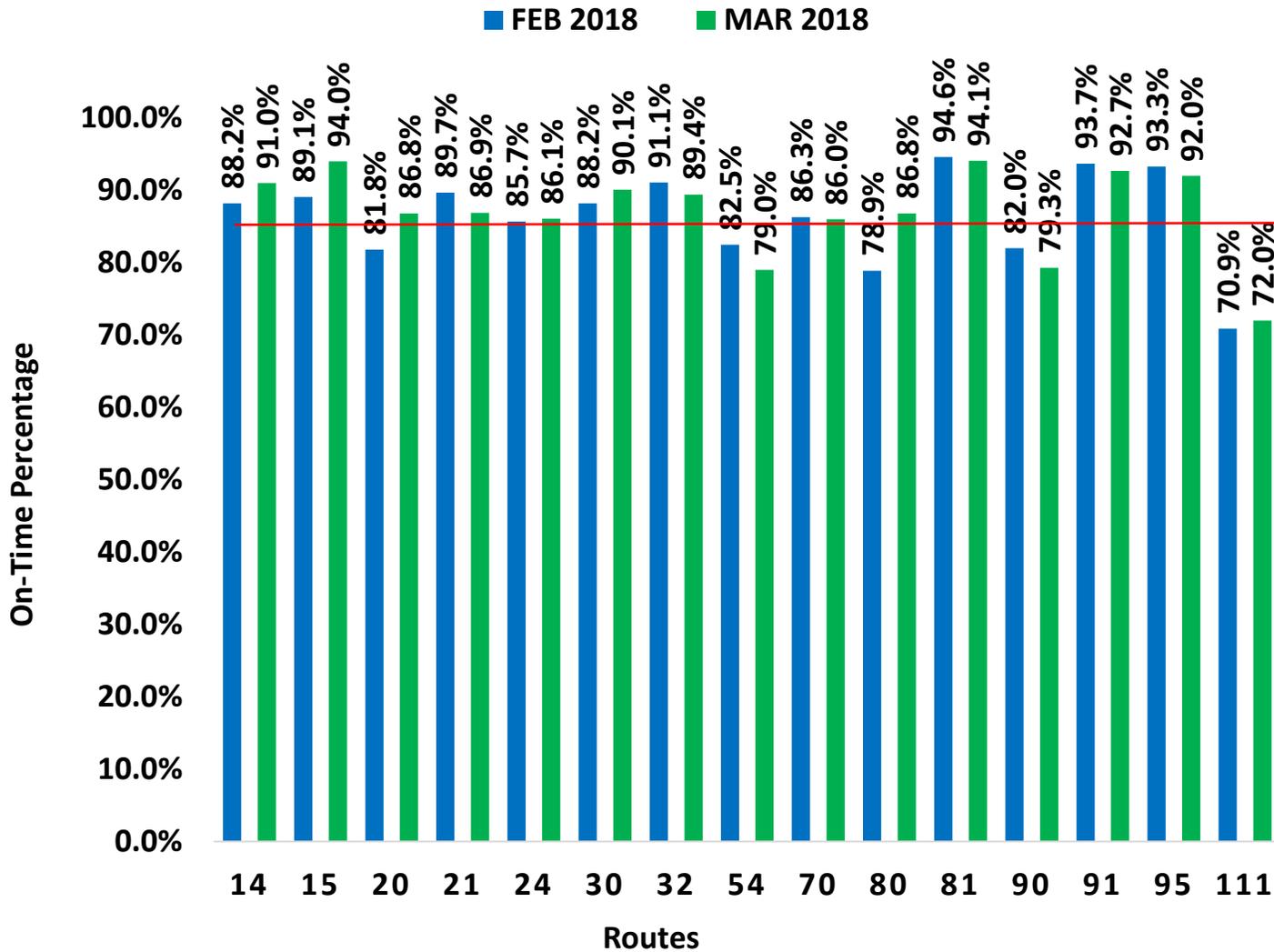
Summary:

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

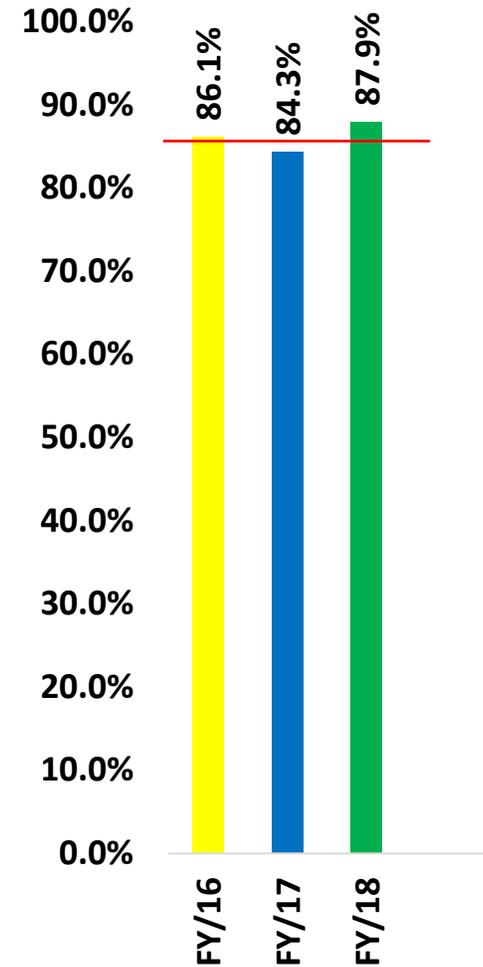
Recommendation:

Receive and file.

## On-Time Performance Percent by Line



## On Time Performance System Wide

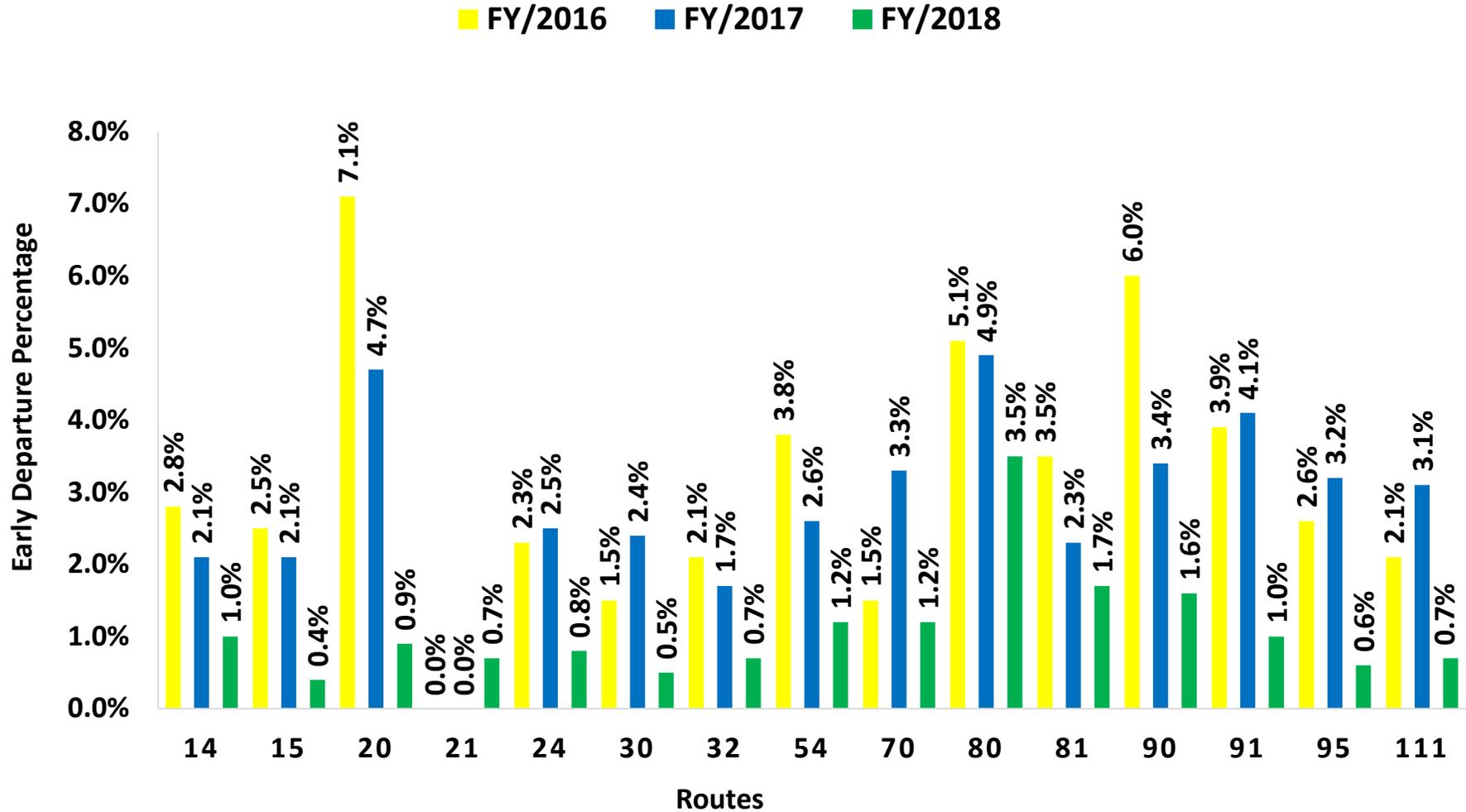


**Definintion:** "On Time" - when a trip departs a timepoint within range of zero minutes early to five minutes late.

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

**Exceptions:** Detours, train stuck on tracks, passenger problems, Avail System Issues

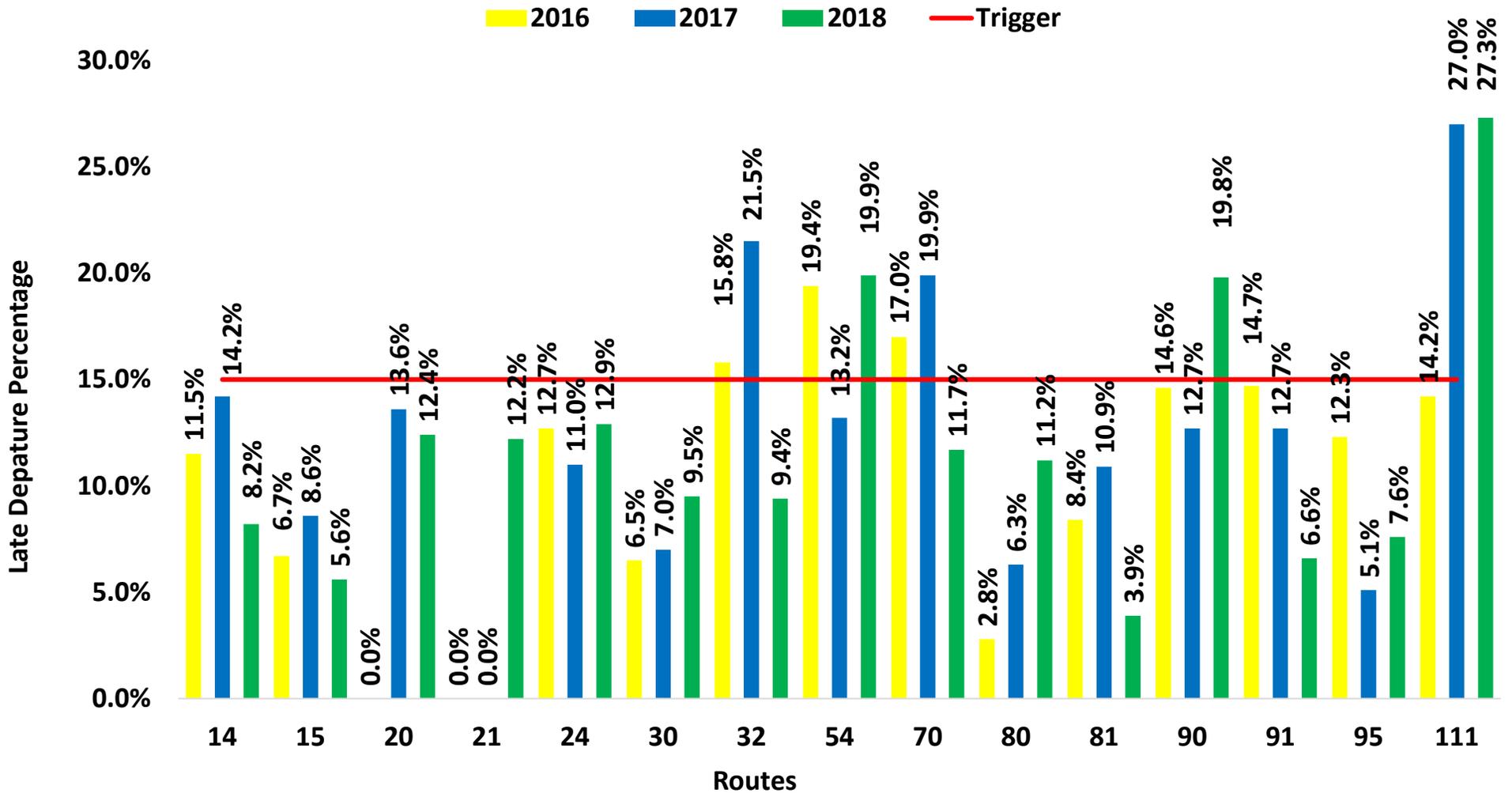
# Early Departures by Line YTD



**Definition:** When a bus leaves a time point, ahead of the scheduled departure time.

**Goal:** To reduce early departures to 0% for each line.

# Late Departure Percent by Line March

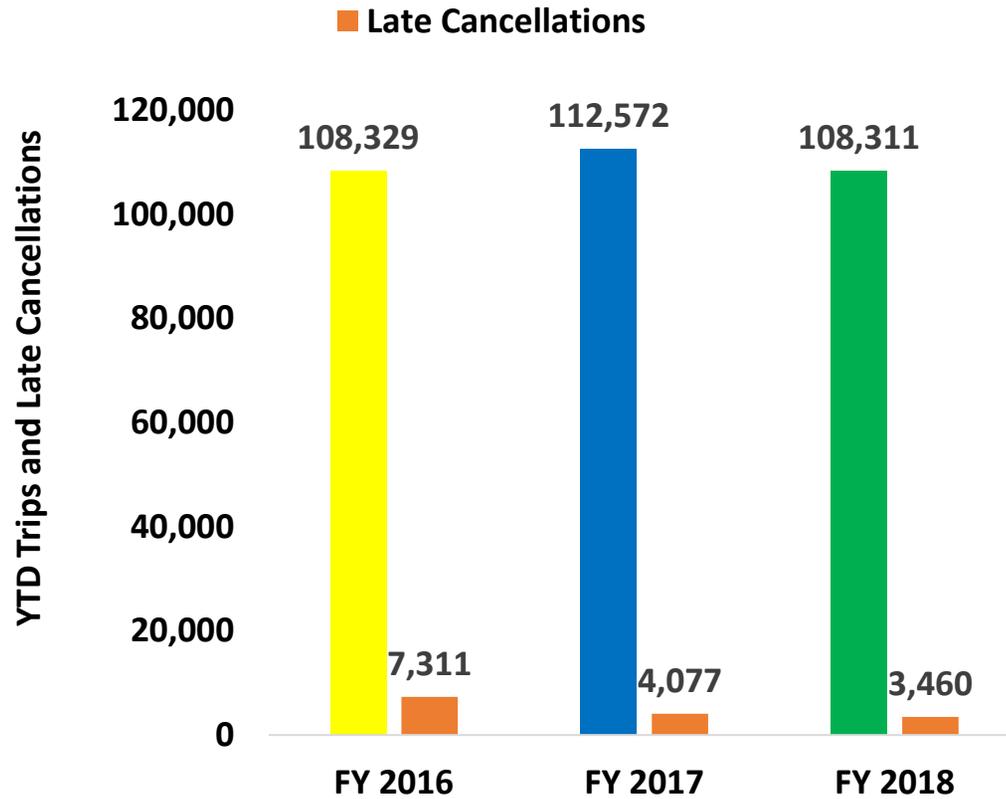


**Late Definition:** When a bus leaves a time point, after the scheduled departure time.

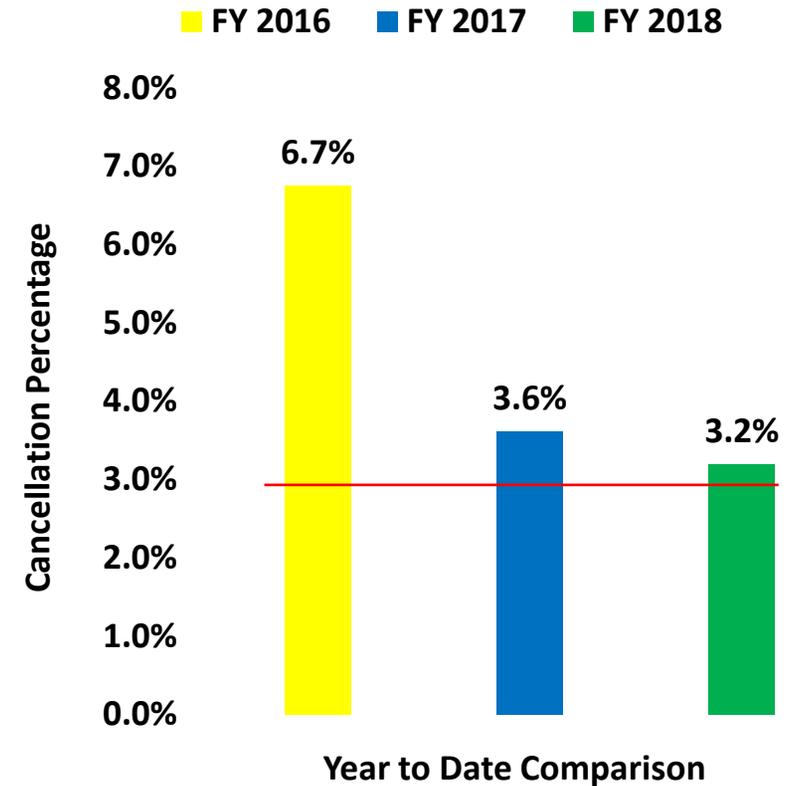
The line is running late with a departure greater than 5 minutes.

**Goal:** To reduce late departures to 15%

## Total Trips Vs Late Cancellations Y.T.D.



## Late Cancellation Percentage Y.T.D.

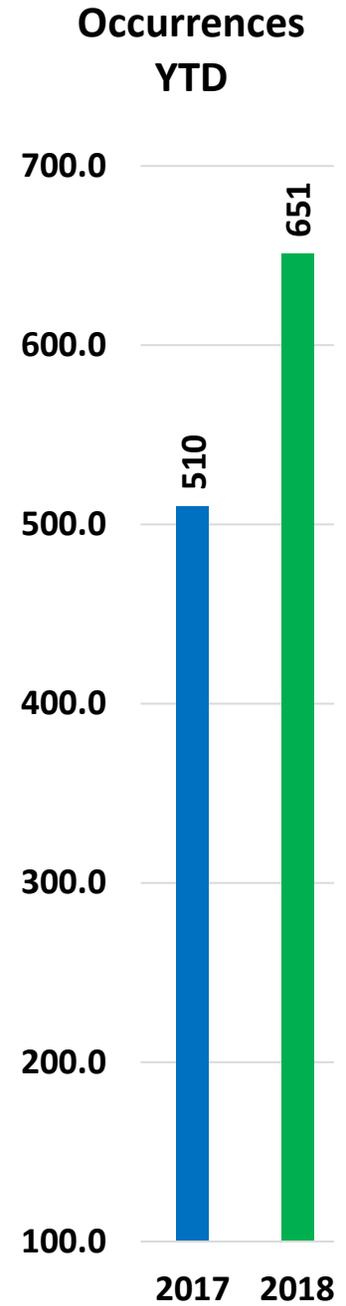
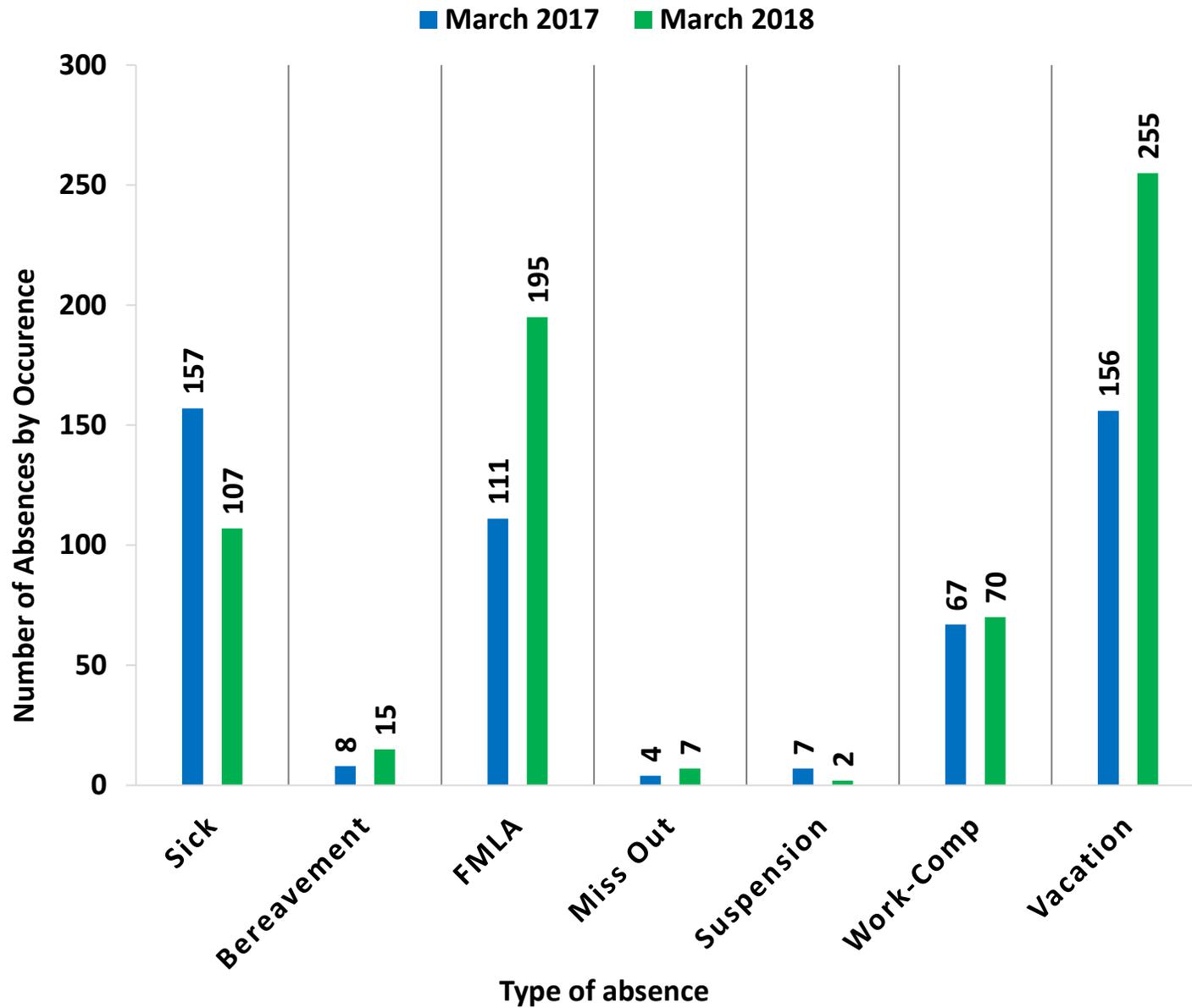


**Trip:** A one-way ride booked by the client. A round trip is counted as two trips.

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

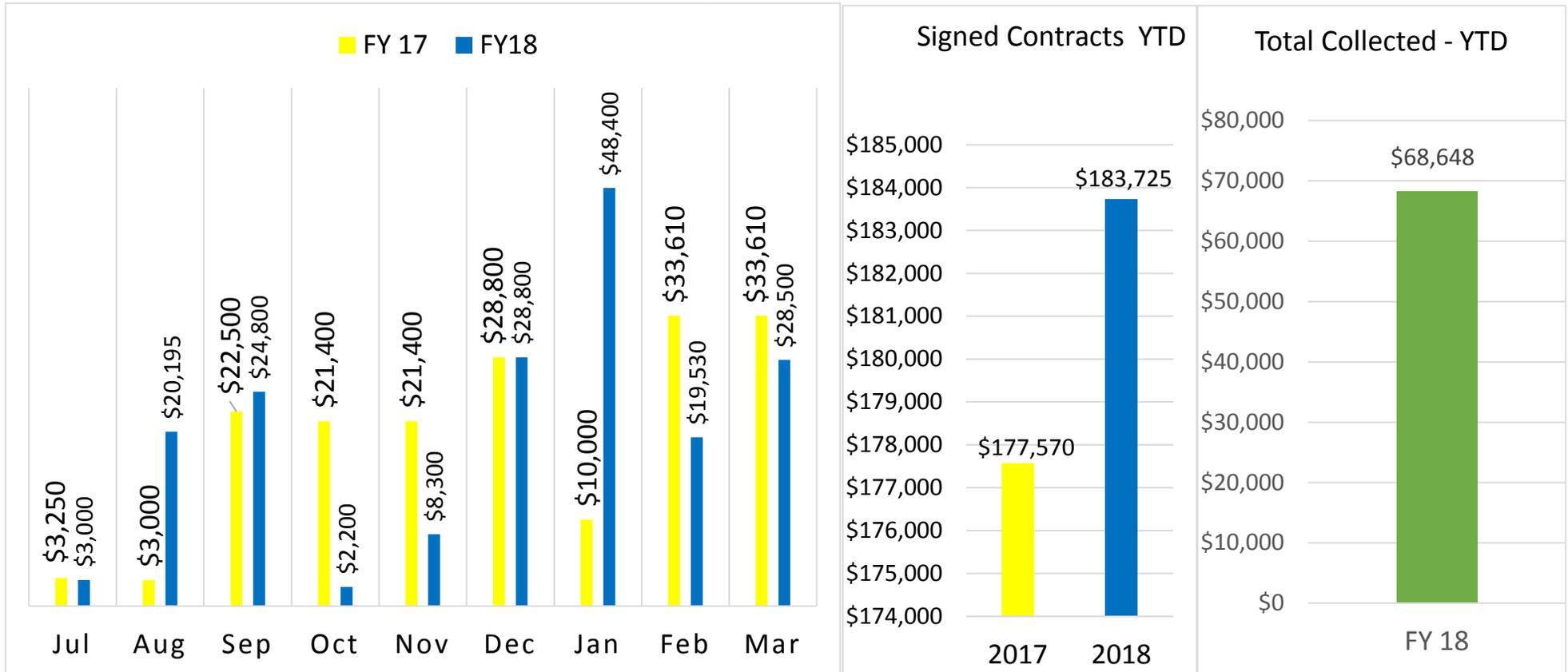
**Goal for Late Cancellations:** 3% or below.

# Driver Absence Occurrences - YTD



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

## Contracted Advertising - March - YTD FY18



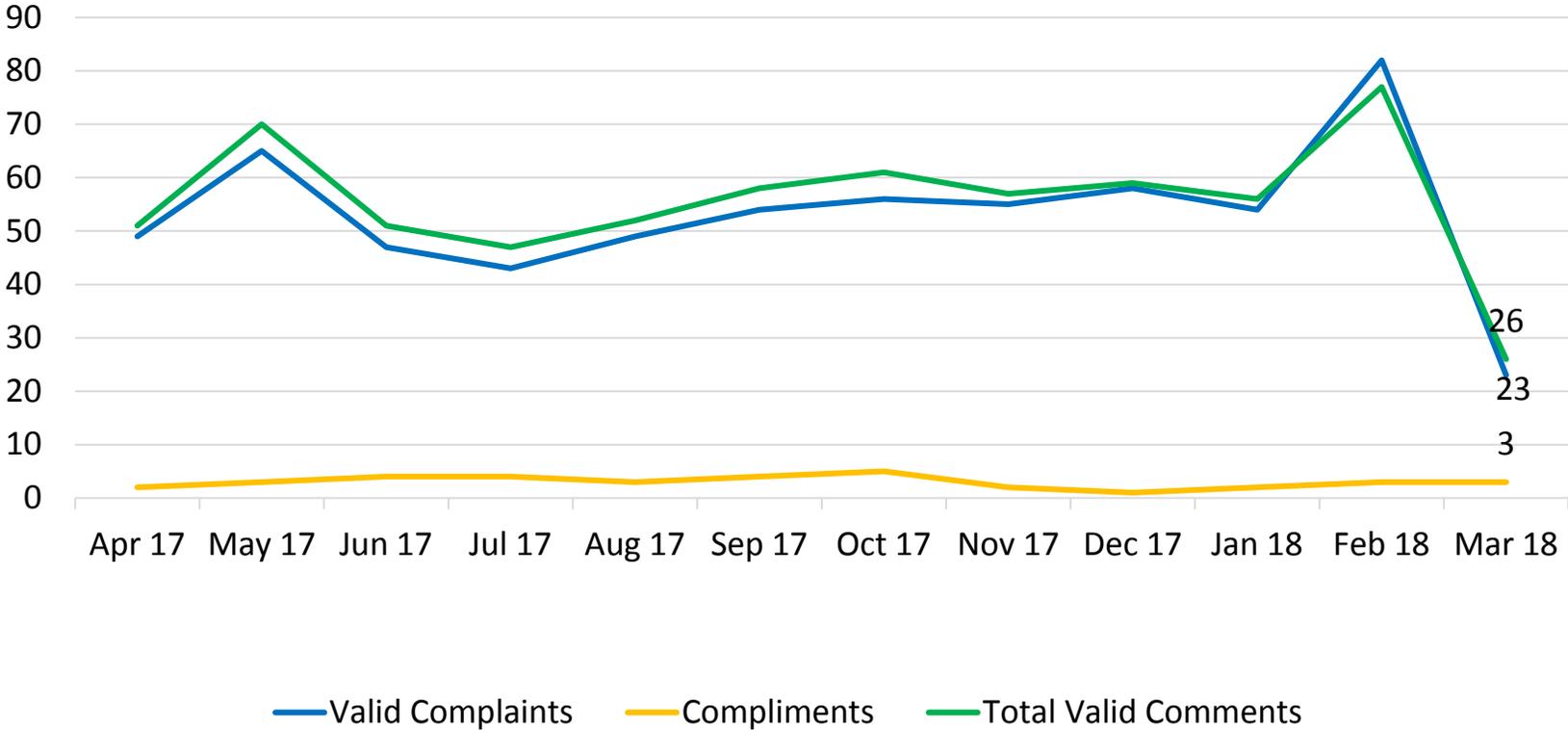
Tracks monthly advertising revenue earned (contracted) and received for bus shelters and exterior bus advertising.

Does not include "Barter Contracts"

Tracks receivables - payments received for the previous month .

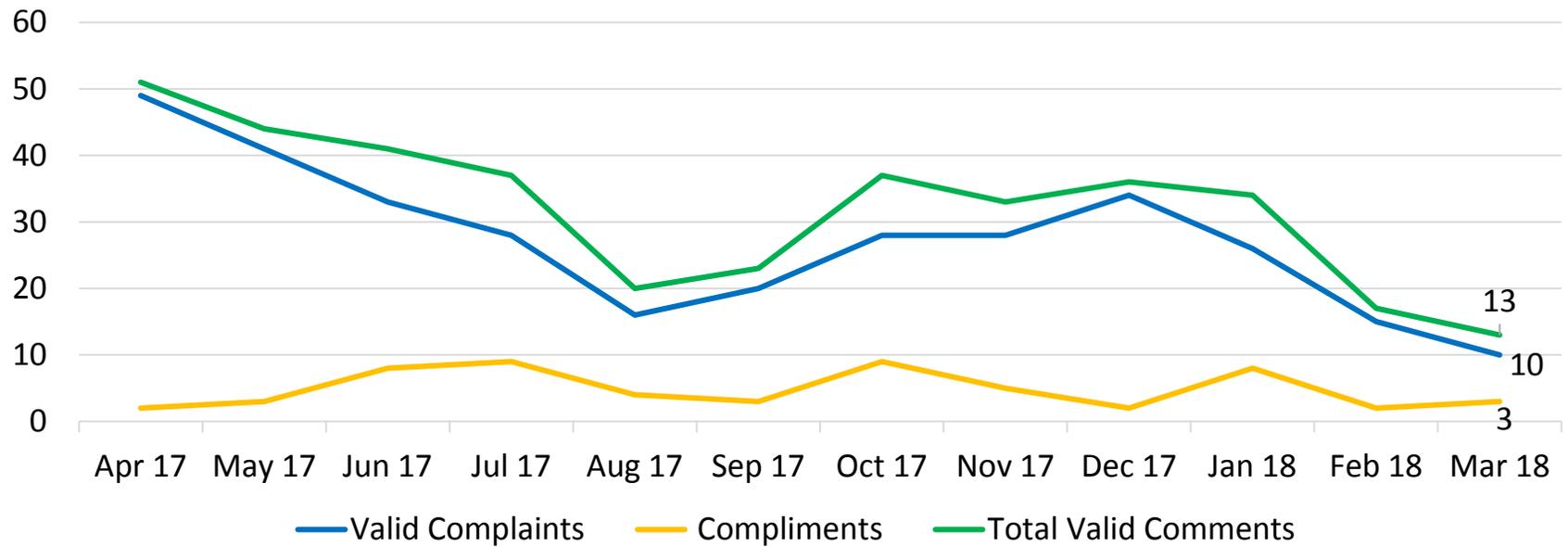
The goal is \$225,000 for FY 18

# Valid Fixed-Route Customer Comments for March 2018



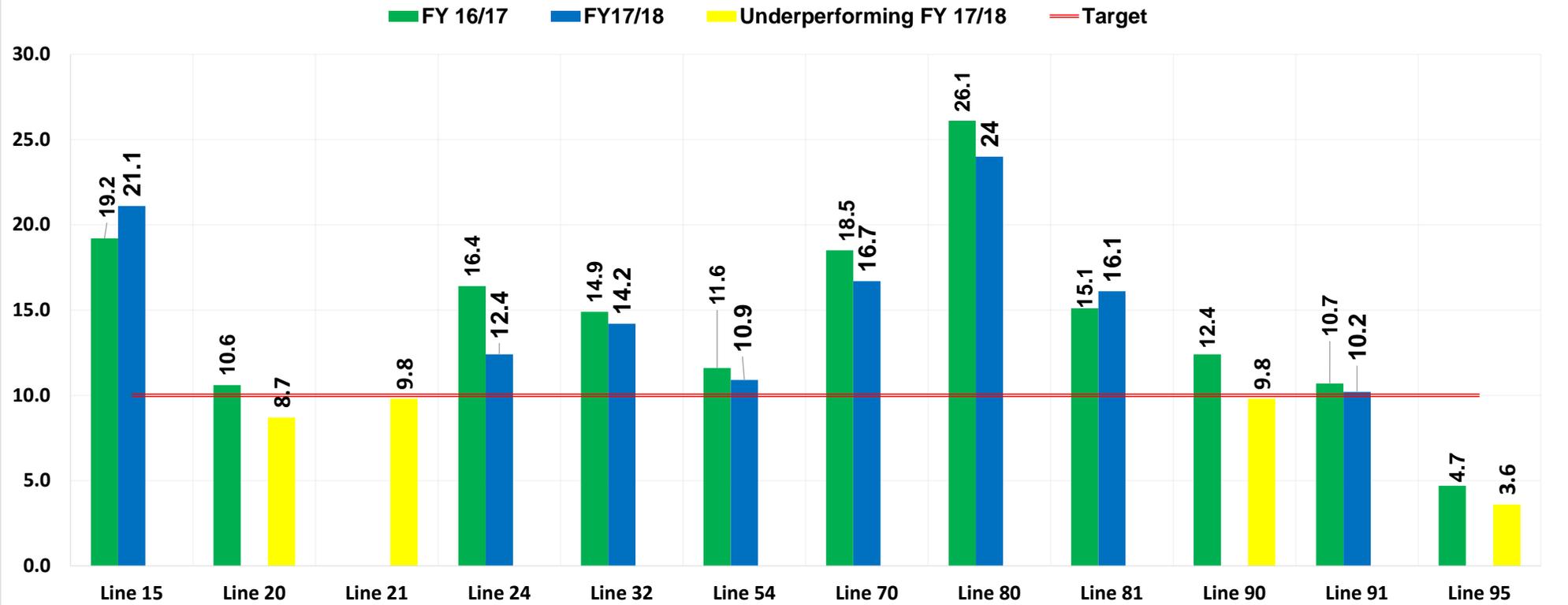
All Valid Fixed-Route comments, both compliments and complaints, for March 2018.

## Valid Paratransit Customer Comments For March 2018



All Valid Paratransit comments, both compliments and complaints for March 2018

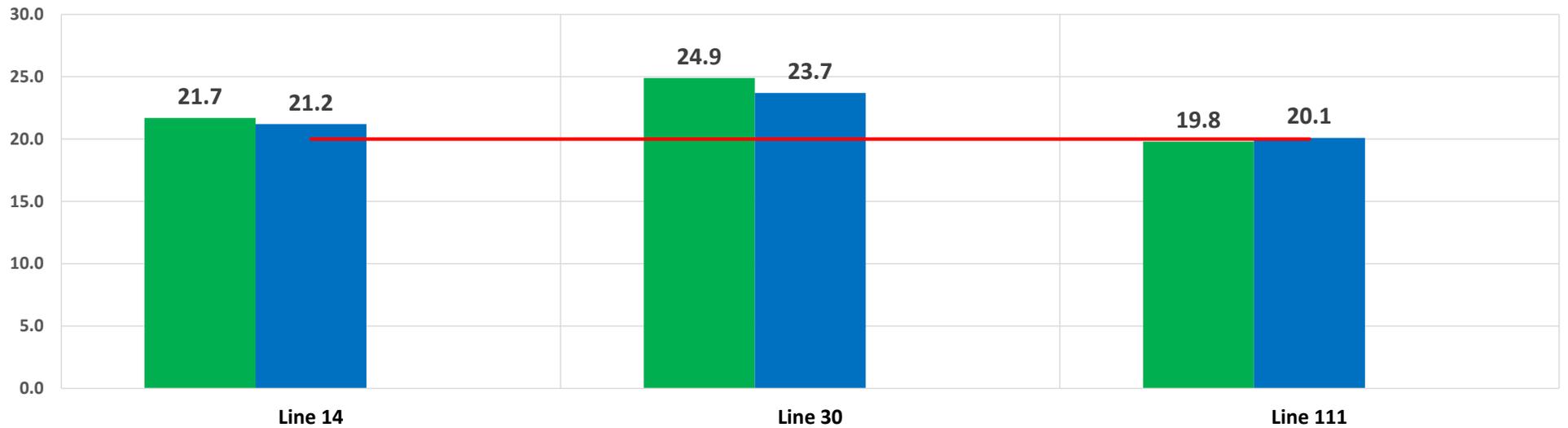
## System Performance (Local Routes) March 2018



The chart above represents the system performance on local routes for Passenger Per Revenue Hour (PPRH). The goal for local fixed routes is 10 PPRH. The FY 17/18 goal is based on board approved service standards policy.

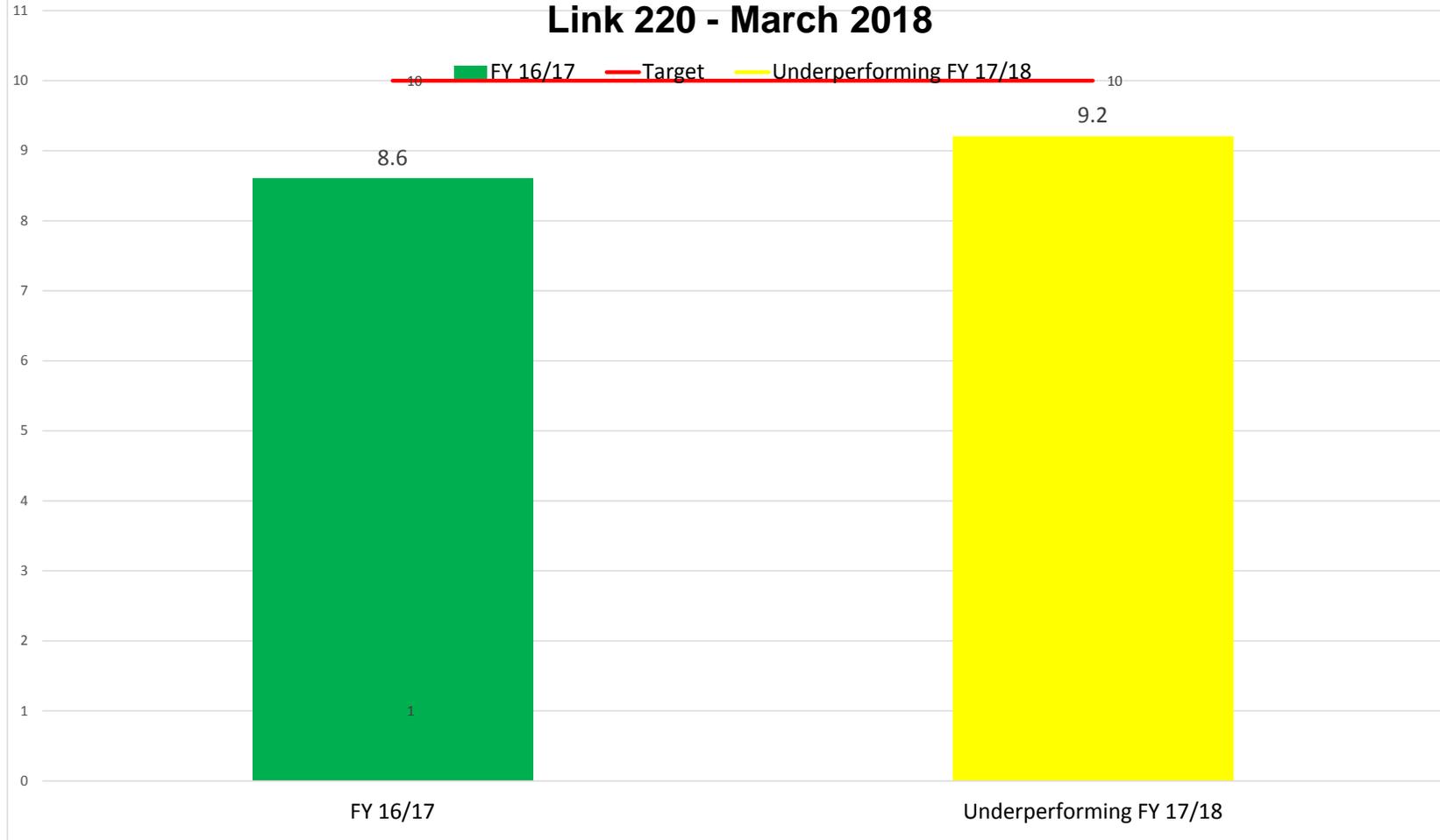
## System Performance (Trunk Routes) March 2018

FY 16/17    FY 17/18    Underperforming FY 17/18    Target



The chart above represents the system performance on trunk routes for Passenger Per Revenue Hour (PPRH). The goal for trunk fixed routes is 20 PPRH. The FY 17/18 goal is based on board approved service standards policy.

## System Performance (Market-Based Service) Link 220 - March 2018



The chart above represents the system performance on market-based service for Link 220 for Passenger Per Revenue Trip (PPRT). The goal for market-based service is 10 PPRT. The FY 17/18 goal is based on board approved service standards policy.

**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: April 25, 2018

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Board Member Attendance for March 2018

Summary:

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

Recommendation:

Receive and file.

FY 17/18	Board Member Matrix Attendance													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Meetings	Total Attended
Desert Hot Springs	X		X	X			X	X	X				10	6
Palm Desert	X		X	X		X	X	X	X				10	7
Palm Springs			X	X		X		X	X				10	5
Cathedral City	X		X	X		X	X	X	X				10	7
Rancho Mirage	X		X	X		X		X					10	5
Indian Wells	X		X	X		X		X	X				10	6
La Quinta	X		X	X		X	X	X	X				10	7
Indio	X		X	X		X	X	X	X				10	7
Coachella	X		X	X				X					10	4
County of Riverside	X		X	X		X	X	X	X				10	7

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

**DARK –**

**SunLine Transit Agency**

**DATE:** April 25, 2018 **ACTION**

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

**FROM:** Rudy Le Flore, Chief Project Consultant

**RE:** Temporary Dispenser Change Order

---

**Recommendation**

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a change order in the amount not to exceed \$137,500 with Proton Energy Systems Inc.

**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 specialized technology.

This is the first request for a change order on this contract. Because of the timing of the award of the discretionary funding for the hydrogen electrolyzer, SunLine is managing concurrent public works projects involving both Compressed Natural Gas (CNG) and hydrogen. The use of a temporary dispenser will help reduce costs for travel and fueling during the construction period.

A temporary dispenser is necessary because:

- a) the current dispenser is not equipped to handle the communications necessary between the electrolyzer and the dispenser
- b) the hydrogen needs to be chilled and the current dispenser does not have this level of functionality
- c) the final location is not known for the permanent dispenser

The final location and construction of the combined hydrogen and CNG fueling station will be the responsibility of the selected CNG contractor. That procurement action is in process. SunLine needs the hydrogen from its new hydrogen system to fuel its fleet of hydrogen powered vehicles prior to completion of the CNG effort.

SunLine has received a proposal in the amount of \$137,500. This amount is subject to verification by SunLine’s technical oversight contractor. The current contract value for Proton Energy Systems Inc. is \$8,334,391.

**Financial Impact**

The financial impact of \$137,500 for this effort will be from capital project funds budgeted for this purpose in FY17 SRTP. SunLine has negotiated savings in the project that will cover this expense.

**Change Order Log**

<b>Amount of Original Contract = \$8,334,391</b>		
<b>Approved Change Orders:</b>		
\$137,500	CO #1	Need for Temporary Dispensers
\$137,500	<b>Total Changes</b>	
\$8,471,891	<b>Total Contract</b>	

**SunLine Transit Agency**

**DATE:** April 25, 2018 **ACTION**

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

**FROM:** Stephanie Buriel, Deputy Chief Administration Officer

**RE:** Authorization to Award Agreement to HUB International for  
Brokerage Services

---

**Recommendation**

Staff recommends that the Board of Directors authorize the CEO/General Manager to execute a contract with HUB International for health/insurance brokerage services for the term of one (1) year with three (3), one (1) year options, at a not to exceed commission rate of 2.5% (equal to an amount of approximately \$11,000 annually), paid for by the benefits providers.

**Background**

The Agency is seeking to contract with HUB International, an insurance brokerage firm that will survey the market for health and welfare benefits such as dental, vision, short term disability and long term disability insurance. On an annual basis, the brokerage firm assists staff in obtaining insurance benefits for employees and eligible employee dependents. The benefits program is intended to maximize employee benefits while containing costs. In addition, the brokerage firm will provide regular assistance throughout the year with issues that may arise with billing, employee claims, enrollment, and carrier contracts.

On January 12, 2018, the Agency issued a Request for Proposal (RFP). The RFP was publicly advertised in a newspaper of general circulation and a notice was posted on the Agency's website along with a copy of the RFP document. In addition, the Agency solicited [eight \(8\) companies](#) to provide insurance broker services. On February 12, 2018, two (2) proposals were received from Boelzner and Associates Insurance Services from Palm Desert, CA and HUB International from La Quinta, CA.

The submittals were reviewed by an evaluation committee representing staff from the human resources and procurement departments. Both firms were determined to be technically responsive. At the conclusion of the technical review, staff conducted an [analysis of the commission rates charged](#) by each firm which are a percentage of the Agency's annual premiums. After carefully considering all of the requirements outlined

in the RFP, it was staff's determination that the firm with the highest ranked, most responsive and responsible submittal was HUB International.

In addition to the insurance brokerage services, other value-added services provided by HUB International include:

- Open Enrollment Presentations
- Employee Communication Booklets
- HUB HR Membership – unlimited access to HR attorney
- ThinkHR – 200 online training courses to ensure compliance
- MyWaveHR – comprehensive guides full of federal legislation information
- Sexual Harassment trainings
- Wellness Programs – provided by the HUB Regional Wellness Coordinator
- COBRA administration services

**Financial Impact**

No financial impact to the Agency. The brokerage commission is paid for by the benefits vendor providing services.

**Bidders List****Ascend Insurance**

36917 Cook St., Ste 101  
Palm Desert, CA 92211  
(760) 341-3477  
Dennis Vanbuskirk  
[info@ascendins.com](mailto:info@ascendins.com)

**Boelzner & Associates Insurance Services, Inc.**

73-350 El Paseo, Suite 107  
Palm Desert, CA 92260  
(760) 773-5671  
[info@boelzner.com](mailto:info@boelzner.com)

**Bolton & Company**

2390 E. Orangewood Ave, Suite 430  
Anaheim, CA 92806  
(800) 439-9337  
Ester Caballos  
[ecaballos@boltonco.com](mailto:ecaballos@boltonco.com)

**Burnham**

2211 Michelson Drive, Suite 1200  
Irvine, CA 92612  
(949) 833-2983  
[inquiries@burnhambenefits.com](mailto:inquiries@burnhambenefits.com)

**Epic Brokers**

3633 Inland Empire Blvd., Suite 640  
Ontario, CA 91764  
(909) 919-7880  
[Dan.ryan@epicbrokers.com](mailto:Dan.ryan@epicbrokers.com)

**Heffernan Insurance Brokers**

18004 Sky Park Circle, Suite 210  
Irvine, CA 92614  
(949) 771-3400  
[teresac@heffinf.com](mailto:teresac@heffinf.com)

**HUB International La Quinta**

79440 Corporate Centre Drive, Suite 115  
La Quinta, CA 92253  
(760) 771-1658  
[debbie.pickett@hubinternational.com](mailto:debbie.pickett@hubinternational.com)

**Keenan**

PO Box 4328  
Torrance, CA 90510  
(310) 212-3344  
Molly Sanchez  
[msanchez@keenan.com](mailto:msanchez@keenan.com)



**PRICE ANALYSIS**

	HUB	Boelzner and Associates Insurance Services, Inc.	Alltrust
Commission Fee	2.5%	2%	3.5%

Difference between HUB and Boelzner and Associates Insurance Services, Inc.	0.50%
Delta	25.0%

Difference between HUB and Alltrust	1.00%
Delta	28.57%

There was adequate competition since two (2) proposers, HUB and Boelzner and Associates Insurance Services, Inc., independently contended for the contract that is to be awarded and all were responsive to the requirements of the solicitation. The commission rate from Alltrust was the commission rate Alltrust provided to Pinellas County for the Juvenile Welfare Board and Neighborhood Family Centers. HUB and Boelzner were asked to submit a Best and Final Offer (BAFO).

Based on the findings, the commission rate submitted by the highest evaluated proposer, HUB, is 25% higher than the commission rate provided by Boelzner and Associates Insurance Services Inc, and 28.57% lower than Alltrust's commission rate. HUB offers a variety of services that are in addition to the original scope of work in the Request for Proposal providing extra value to the Agency.

Based on the results, it is determined that the commission rate submitted by HUB is considered fair and reasonable.

Prepared by:

Jennifer Tran, Contracts Administrator

**SunLine Transit Agency**

**DATE:** April 25, 2018 **ACTION**

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

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

**RE:** Award of Contract for Paratransit Vehicles

---

**Recommendation**

Staff recommends that the Board delegate authority to the CEO/General Manager to approve award of contract to Creative Bus Sales for fourteen (14) replacement paratransit buses. Total cost not to exceed \$1,700,000, (\$120,000 per bus), upon approval from Legal Counsel as to form.

**Background**

SunDial is an origin-to-destination advanced reservation transportation service for persons with disabilities. SunLine Transit Agency provides service to individuals who are certified under the Americans with Disabilities Act (ADA). Persons who are certified are eligible for trips throughout the SunLine Transit Agency service area that are within three-quarters of a mile of any local fixed route bus service and during the hours of bus service operation. SunLine's paratransit fleet currently consists of thirty seven (37) El Dorado Aero-Tech Ford Cut-A-Way CNG powered buses. Fourteen (14) vehicles have reached the end of their useful life.

Staff has requested fourteen (14) vehicle assignments from the CalAct-Morongo Basin Transit Authority (MBTA) Vehicle Purchasing Cooperative. Vehicle assembly and delivery schedule will be 120 days from award of contract.

The StarTrans Senator II paratransit bus was selected because they are comparable with the current SunLine paratransit fleet. The cost of the StarTrans Senator II versus the El Dorado Areo Tech is considerably lower, as prices of the Areo Tech have risen to over \$11,000.00 per vehicle. Creative Bus Sales is the authorized dealer for the StarTrans Senator II paratransit bus in Southern California and was awarded a competitive bid contract through a state and federal approved cooperative.

**Financial Impact**

SunLine's cost for these vehicles is not to exceed \$1,700,000. FTA Section 5307 and state funds budgeted in the FY17 SRTP will be used to pay for these vehicles.

## SunLine Transit Agency

**DATE:** April 25, 2018 **ACTION**

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

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

**RE:** [Resolution No. 0769 to Obtain Federal Grant Funding](#)

---

### **Recommendation**

Recommend that the Board of Directors approve Resolution No. 0769, which grants authorization to the CEO/General Manager to file and execute the required documentation to apply for grants and obtain funds for the fiscal year 2018/2019.

### **Background**

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

### **Financial Impact**

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

5307	\$ 4,583,248
5310	\$ 135,000
5311	\$ 352,874
5311(f)	\$ 204,721
5339	\$ 465,933

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

**SUNLINE TRANSIT AGENCY**

**RESOLUTION NO. 0769**

**RESOLUTION AUTHORIZING THE FILING OF  
AN APPLICATION WITH THE UNITED STATES  
DEPARTMENT OF TRANSPORTATION, FOR A  
GRANT UNDER SECTIONS 5304, 5307, 5309,  
5310, 5311, 5311(f), 5312, 5317, 5339 OR CMAQ  
FUNDING OF THE URBAN MASS  
TRANSPORTATION ACT OF 1964, AS  
AMENDED FOR FISCAL YEAR 2018/2019**

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

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

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

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

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

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

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

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

ADOPTED THIS 25th DAY OF APRIL, 2018

ATTEST:

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Brittney B. Sowell  
Clerk Of The Board  
SunLine Transit Agency

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Russell Betts  
Chairperson of the Board  
SunLine Transit Agency

APPROVED AS TO FORM:

---

General Counsel  
Eric Vail

STATE OF CALIFORNIA     )  
  ) ss.  
COUNTY OF RIVERSIDE    )

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

AYES:

NOES:

ABSENT:

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

\_\_\_\_\_  
Brittney B. Sowell  
Clerk Of The Board  
SunLine Transit Agency

**SunLine Transit Agency**

**DATE:** April 25, 2018 **ACTION**

**TO:** Board Operations Committee  
Board of Directors

**FROM:** Norma Stevens, Public Outreach Specialist

**RE:** Approve Revisions to [Advertising Policy No. B-020598](#)

---

**Recommendation**

Recommend that the Board of Directors approve the revised Advertising Policy No. B-020598 which reflects revisions to the types of advertisements that are excluded in an effort to retain and build ridership.

**Background**

SunLine Transit Agency's desire to sell advertisement space stems from the recognized need to earn revenues to supplement operating costs that are not otherwise met through farebox revenue, local, state and federal levies, taxes and grants.

In January 2015, the Board approved revisions to the Advertising Policy that incorporated guidelines for permitted and excluded advertisements. During a recent review, staff recognized the need to incorporate language that protects the Agency from accepting advertisements that are in direct competition with public transit or discourages the use of public transportation. Additionally, under item six (6), advertising content that "depicts or promotes the sale of alcohol, tobacco products, any illegal products, service or entity and/or firearms" was revised to include cannabis.

The attached revised Advertising Policy highlights the recommended revisions.

**Financial Impact**

No financial impact.

SunLine Transit Agency  
Advertising Policy  
Policy No: B-020598

Adopted: 01/28/98  
Revised: ~~04/26/17~~04/25/18

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## ADVERTISING POLICY

### STATEMENT OF PURPOSE

SunLine Transit Agency (STA), acting in a proprietary capacity, operates public bus service in the Coachella Valley. STA's desire to sell advertisement space stems from the recognized need to earn revenues to supplement operating costs that are not otherwise met through farebox revenue and local, state and federal levies, taxes and grants.

### SCOPE

This policy applies to all SunLine Transit Agency employees or contractors.

### ADVERTISING GUIDELINES POLICY

It is STA's policy that its buses, bus shelters and any and all other forums for advertising under this policy are not public forums for political discourse or expressive activity.

These areas are not intended to provide a forum for all types of advertisements, but only the limited advertisements accepted under the policy. All advertising shall be subject to this uniform view point neutral policy.

Excluded advertising: Copy may not be displayed and, if displayed, will be removed by STA if it falls within the categories listed below.

In excluding said advertising, STA seeks to maintain a professional advertising environment that will maximize advertising revenue and minimize interference with or disruption to its transit system.

It further seeks to maintain an image of neutrality on political, religious and other issues that are not the subject of commercial advertising and may instead be the subject of public debate and concern. Finally, STA's goal is to continue to build and retain ridership.

Subject thereto, a proposed advertisement will be excluded if Sunline, in its sole discretion, determines it:

1. Contains defamatory, libelous or obscene matter.

2. Is false, misleading or deceptive.
3. Supports or opposes any labor organization or any action by, on behalf of or against any labor organization.
4. Relates to or promotes any illegal activity.
5. Contains implicit or explicit sexual references, pictures or text, or includes material harmful to minors.
6. Depicts or promotes the sale of alcohol, cannabis, tobacco products, any illegal products, service or entity and/or firearms.
7. Depicts or advocates violence.
8. Includes language that is obscene, vulgar or profane.
9. Demeans, degrades or has the effect of promoting discrimination against any group or individual on the basis of race, color, religion, national origin, age, sex, disability, ancestry or sexual orientation.
10. Opposes the nomination or election of a candidate for public office, the investigation, prosecution or recall of a public official or the passage of a levy or bond issue. Constitutes an unauthorized endorsement defined as advertising that implies or declares that STA endorses a product, service, viewpoint, event or program. This definition does not include advertising for a service, event or program for which STA is an official sponsor, co-sponsor or participant.
11. Constitutes a religious advertisement defined as advertising that contains direct or indirect reference to religion, a deity or which includes reference to the existence, non- existence or other characteristics of a deity or any religious creed, denomination, belief, tenet, cause or issue relating to, opposing or questioning any religion. This includes, text, symbols, images commonly associated with any religion or deity or any religious creed, denomination, belief, tenet, cause or issue relating to, opposing or questioning any religion.
12. Advertising that encourages person to refrain from using SunLine Transit Agency services or public transit in general.
13. Advertising that explicitly and directly promotes or encourages the use or means of transportation in direction competition with public transit.

## **PERMITTED ADVERTISING**

In permitting limited advertising, STA seeks only to supplement fare revenue and other

income that funds its operations and to promote its services.

STA does not desire to have its passengers subject to advertisements containing controversial material relating to political, religious or other issues about which public opinion can be widely divergent.

To realize the maximum benefit from the sale of space, all advertising programs must be managed in a manner that will generate as much revenue as practicable while ensuring that the advertising does not discourage use of the system, does not diminish STA's reputation in the communities it serves and is consistent with the goal of providing safe and efficient public transportation.

1. Commercial advertising has a sole purpose of promoting a business or to sell products, goods or services. It does not include advertising that both promotes a business or offers to sell products, goods or services and also conveys a political or religious message or can be construed as issue advocacy or which expresses an opinion or position.
2. Operations advertising is permitted. This is defined as advertising that promotes STA and its services.
3. Governmental advertising is permitted. This is defined as advertising that promotes programs and events of governmental entities, political subdivisions and state agencies.
4. Political advertising is permitted. Ad content must be approved and must state "Paid Advertisement" as part of the creative artwork. The font must be an appropriate size.
5. Entering into barter deals is permitted if Sunline determines that it is a benefit to Sunline Transit Agency.
6. Customers requesting advertisement orders will need to provide payment upfront – before each advertising period (flight) begins.

### **ADMINISTRATION AND ENFORCEMENT OF POLICY**

Review by the General Manager.

The CEO/General Manager or designee shall review all advertisement content and determine whether it complies with this policy.

If the CEO/General Manager or designee determines that the advertisement does not comply, written notification of same shall be provided to the advertiser with a copy of this policy.

On an as needed basis, the CEO/General Manager may refer any controversial proposed

ad content to the Board for approval or rejection with a majority vote.

The Board of Directors may override any decision by the CEO/General Manager on ad content with a majority vote.

Sunline Transit Agency shall submit bus shelter ad content to the corresponding city, delegated to the City Manager, for approval. The cities have five business days to respond. Sunline Transit Agency will have ad content approval discretion, if the corresponding city fails to respond within the five day period.

The Board designates the General Manager to administer the Advertising Policy. This delegation is with the power of re-delegation to appropriate staff.

**SunLine Transit Agency**

**DATE:** April 25, 2018 **INFORMATION**

**TO:** Board of Directors

**FROM:** Anita M. Petke, Transit Communication Services Specialist

**RE:** Board Meeting Public Comment – Request for SunDial Service to Augustine Casino

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**Background**

This is a follow up from the March 28, 2018 SunLine Transit Agency Board of Directors meeting and the public comment received by a SunDial customer requesting Americans with Disabilities Act (ADA) paratransit service to the Augustine Casino located at 84-001 Avenue 54, Coachella, CA 92236.

SunDial is a special service provided to individuals with disabilities that is comparable to the level of service provided to individuals without a disability who use the fixed route system. The service is by nature, a shared-ride service. SunDial's standard of service is not intended to reflect that of a taxi service, which typically transports passengers directly to their destination. A SunDial trip is identical to a trip on the fixed route system, comparable in length, including the time necessary to travel to the bus stop, wait for the bus, actual riding time, transfers, and travel from the final stop to the individual's destination. SunLine provides ADA complementary paratransit service within ¾-mile of a fixed route.

The SunDial customer identified a stop being within the service area. SunLine measures service from any point along a local fixed route to a destination. A complete review was presented to the customer.

