

SUNLINE TRANSIT AGENCY BOARD MEETING AGENDA

Wednesday, April 26, 2017
12:00 p.m.
Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

NOTE: IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT SUNLINE AT (760) 343-3456. NOTIFICATION 48 HOURS PRIOR TO THE MEETING WILL ENABLE SUNLINE TO MAKE REASONABLE ACCOMMODATION TO ENSURE ACCESSIBILITY TO THIS MEETING.

THE CHAIR REQUESTS THAT ALL CELLULAR PHONES AND PAGERS BE TURNED OFF OR SET ON SILENT MODE FOR THE DURATION OF THE BOARD MEETING.

AGENDA TOPICS

RECOMMENDATION

- | | | |
|----|---|-------------------------|
| 1. | <u>Call to Order</u>
Chairperson Russell Betts | |
| 2. | <u>Flag Salute</u> | |
| 3. | <u>Roll Call</u> | |
| 4. | <u>Presentations</u>
Plaque Presentation - Captain Combs – Palm Springs Police Department | |
| 5. | <u>Finalization of Agenda</u> | |
| 6. | <u>Public Comments</u>
(NOTE: Those wishing to address the Board should complete a Public Comment Card and will be called upon to speak.) | Receive Comments |

NON AGENDA ITEMS

Anyone wishing to address the Board on items not on the agenda may do so at this time. A limitation of 3 minutes may be imposed upon each person so desiring to address the Board during the first Public Comments designation on the agenda.

AGENDA ITEMS

Anyone wishing to address specific items on the agenda should notify the Clerk at this time so those comments can be made at the appropriate time. A limitation of 3 minutes may be imposed upon each person so desiring to address the Board.

7. **Board Member Comments** **Receive Comments**
Any Board Member who wishes to speak may do so at this time.

----- **RECEIVE AND FILE** -----

8. **Consent Calendar** **Receive & File**
All items on the Consent Calendar will be approved by one motion, and there will be no discussion of individual items unless a Board Member requests a specific item be pulled from the calendar for separate discussion. The public may comment on any item.
- a) **Checks over \$1,000 report for February 2017 (Pages 1-3)**
 - b) **Credit Card Statement for February 2017 (Pages 4-8)**
 - c) **Monthly Budget Variance Report for February 2017 (Pages -12)**
 - d) **Contracts Signed in Excess of \$25,000 February 2017 (Page 13)**
 - e) **Ridership Report for February 2017 (Pages 14-15)**
 - f) **SunDial Operational Notes for February 2017 (Page 16)**
 - g) **Metrics (On time Performance, Early Departures, Late Departures, Late Cancellations, Driver Absence, Advertising Revenue, Fixed Route Customer Comments, Paratransit Customer Comments) (Pages 17-24)**
 - h) **Board Member Attendance (Page 25)**

----- **ACTION** -----

9. **Approval of Minutes** **Approve**
Request to the Board to approve the Minutes of the March 22, 2017 Regular Board of Directors Meeting and the Minutes of the March 30, 2017 Special Board meeting. (Pages 26-58)
10. **Policy Revisions Accounts Receivable-Cash Receipts and Advertising Policy** **Approve**
(Greg Pettis, Chair of Board Operations Committee;
(Staff: Ramon Aguiar)
Recommend that the Board of Directors approve the attached revisions to the Accounts Receivable – Cash Receipts Policy# B-010604 and Advertising Policy# B-020598. (Pages 59-65)

11. **[Safety Management System Policy #B190117](#)** **Approve**
Greg Pettis, Chair of Board Operations Committee;
(Staff: Pete Gregor)
Recommend that the Board of Directors approve the attached Safety Management System Policy No. B190117: Pursuant to the Federal Transit Administration's requirement for Transit Agency's receiving Federal assistance to implement a Safety Plan based on the principles of Safety Management Systems, Policy No. B190117 codifies the Agency's commitment to safety. (Pages 66-70)
12. **[Resolution to Amend Section 3.1 of the Board Bylaws](#)** **Approve**
Greg Pettis, Chair of Board Operations Committee;
(Russell Betts, Chair of the Board)
Recommend that the Board of Directors adopt Resolution Number No. 0764 amending Section 3.1 of the SunLine Transit Agency Bylaws. (Pages 71-74)
13. **[Resolution No. 0763 to Obtain Grant Funding](#)** **Approve**
Greg Pettis, Chair of Finance Committee;
(Staff: Eric Taylor)
Recommend that the Board of Directors approve the attached Resolutions that grant authorization to the CEO/General Manager's authority to execute Proposition 1B grant; Transit System Safety, Security, for Fiscal Year 2017. (Pages 75-78)
14. **[Purchase of Battery Electric Vehicles](#)** **Approve**
Greg Pettis, Chair of Finance Committee;
(Staff: Rudy Le Flore)
Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute an agreement with BYD in an amount Not to Exceed amount of \$3,648,048 plus \$12,000 contingency for four (4) Battery Electric Buses. (Pages 79-80)
15. **[Construction Management Services Contract](#)** **Approve**
Greg Pettis, Chair of Finance Committee;
(Staff: Tommy Edwards)
Recommend that the Board of Directors grant authority to the CEO/General Manager to execute a contract with Psomas for construction management services in an amount not to exceed \$180,896.13, upon approval as to form by legal counsel. (Pages 81-86)

16. Advanced Web Offset, Inc. (Option Year Two) Approve

**Greg Pettis, Chair of Finance Committee;
(Staff: Norma Stevens)**

Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute option year two (2) of two (2) with Advanced Web Offset for printing services for Rider's Guide booklets. (Page 87)

17. CEO/General Manager's Report**18. Closed Session****a.) 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

b) Public Employee Performance Evaluation

Pursuant to Government Code Section 54957(b)

Position Title: Chief Executive Office / General Manager

19. Next Meeting Date

May 24, 2017

12 o'clock Noon – Board Room

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

20. Adjourn

SunLine Transit Agency
Checks \$1,000 and Over
For the month of February 2017

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 #	Check	Amount
CalPERS	Group Health Ins Prem	670990	2/24/2017	<u>\$318,830.55</u>
<i>AIR & LUBE SYSTEMS INC</i>	<i>WIP-Replace Bus Lifts (2)</i>	<i>670895</i>	<i>2/16/2017</i>	<i>\$182,999.34</i>
<i>CREATIVE BUS SALES, INC.</i>	<i>WIP-FY16 Replace Vehs</i>	<i>670999</i>	<i>2/24/2017</i>	<i>\$123,541.65</i>
<i>CREATIVE BUS SALES, INC.</i>	<i>WIP-FY16 Replace Vehs</i>	<i>671004</i>	<i>2/24/2017</i>	<i>\$123,277.10</i>
<i>CREATIVE BUS SALES, INC.</i>	<i>WIP-FY16 Replace Vehs</i>	<i>670998</i>	<i>2/24/2017</i>	<i>\$123,277.10</i>
<i>CREATIVE BUS SALES, INC.</i>	<i>WIP-FY16 Replace Vehs</i>	<i>671000</i>	<i>2/24/2017</i>	<i>\$123,277.10</i>
<i>CREATIVE BUS SALES, INC.</i>	<i>WIP-FY16 Replace Vehs</i>	<i>671001</i>	<i>2/24/2017</i>	<i>\$123,277.10</i>
<i>CREATIVE BUS SALES, INC.</i>	<i>WIP-FY16 Replace Vehs</i>	<i>671003</i>	<i>2/24/2017</i>	<i>\$123,277.10</i>
<i>CREATIVE BUS SALES, INC.</i>	<i>WIP-FY16 Replace Vehs</i>	<i>671002</i>	<i>2/24/2017</i>	<i>\$123,277.10</i>
U.S. BANK INSTITUTIONAL TRUST-	Pension Deposits	671068	2/24/2017	<u>\$93,295.07</u>
U.S. BANK INSTITUTIONAL TRUST-	Pension Deposits	670890	2/14/2017	<u>\$93,120.19</u>
PERMA - Insurance	Gen Lib/WC	670952	2/16/2017	\$92,655.48
BP ENERGY COMPANY	CNG	670985	2/24/2017	\$89,042.82
PRUDENTIAL OVERALL SUPPLY	Uniforms	670845	2/9/2017	\$75,878.13
SO CAL GAS CO.	Utilities	671058	2/24/2017	\$34,507.30
PARSONS BRINKERHOFF, INC.	VAN POOL	670945	2/16/2017	\$29,208.56
PERMA - Insurance	Gen Lib/WC	670951	2/16/2017	\$28,237.78
<u>RELIANCE STANDARD</u>	<u>LTD/STD/LIFE Ins Prem</u>	<u>671051</u>	<u>2/24/2017</u>	<u>\$25,286.02</u>
MICHELIN NORTH AMERICA, INC.	Tire Leasing	670937	2/16/2017	\$24,535.47
IMPERIAL IRRIGATION DIST	Utilities	670933	2/16/2017	\$20,230.82
THE AFTERMARKET PARTS COMPANY,	Bus Parts	671066	2/24/2017	\$17,500.12
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	670986	2/24/2017	\$16,241.71
CIVIC RESOURCE GROUP	Custom Web Site Design	670914	2/16/2017	\$16,091.25
BYD COACH & BUS LLC	WIP-Electric Buses Lease	670798	2/9/2017	\$14,591.51
BYD COACH & BUS LLC	WIP-Electric Buses Lease	670912	2/16/2017	\$14,591.51
STRICKLAND KENNY INC.	Lubricants & Oils	670964	2/16/2017	\$11,528.73
TRANSIT PRODUCTS & SERVICES	Repair Parts	670971	2/16/2017	\$10,447.04
CIVIC RESOURCE GROUP	Custom Web Site Design	670802	2/9/2017	\$8,955.00
GENFARE	Farebox	670818	2/9/2017	\$8,276.10
VERIZON WIRELESS	Wireless Cell Service	670864	2/9/2017	\$7,516.68
HEPTAGON SEVEN	WIP-Yard Repavement	671024	2/24/2017	\$7,255.40
PRUDENTIAL OVERALL SUPPLY	Uniforms	670846	2/9/2017	\$7,141.10
THE AFTERMARKET PARTS COMPANY,	Bus Parts	670857	2/9/2017	\$6,948.32
PEI OPERATIONS INC	Janitorial Servs	670949	2/16/2017	\$6,924.00
THE AFTERMARKET PARTS COMPANY,	Bus Parts	670966	2/16/2017	\$6,448.32
AMALGAMATED TRANSIT UNION	Union Dues	670982	2/24/2017	\$6,360.41
AMALGAMATED TRANSIT UNION	Union Dues	670867	2/14/2017	\$5,993.32
HDR ENGINEERING, INC.	WIP-TP Fac Masterplan Update	670824	2/9/2017	\$5,908.00
SOCALGAS	Indio Facility Gas	670929	2/16/2017	\$5,570.52

SunLine Transit Agency
Checks \$1,000 and Over
For the month of February 2017

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 #	Check	Amount
CYNTHIA L. HENSON	Staff Development	670807	2/9/2017	\$5,250.00
THE COACHELLA VALLEY ART SCENE	Advertisement	670858	2/9/2017	\$5,050.00
NAPA AUTO PARTS	Vehicle Repair Parts	671038	2/24/2017	\$5,032.95
IMPERIAL IRRIGATION DIST	Utilities	671027	2/24/2017	\$4,958.36
ALTON HILLIS	Recruiting Employees	670902	2/16/2017	\$4,709.26
CREATIVE BUS SALES, INC.	Bus Repair Parts	670805	2/9/2017	\$4,591.87
PARTNERS IN DIVERSITY, INC.	WIP-Hydrogen FCB (5) Lo-No	670840	2/9/2017	\$4,160.60
CALIFORNIA DENTAL NETWORK, INC.	Dental Insurance	670868	2/14/2017	\$4,068.85
PRUDENTIAL OVERALL SUPPLY	Uniforms	670953	2/16/2017	\$4,030.62
ALPHA MEDIA LLC	Advertisement	670788	2/9/2017	\$4,002.00
AMERICAN CAB	Taxi Voucher Program	670983	2/24/2017	\$3,936.50
SARDO BUS & COACH	Upholstery	671056	2/24/2017	\$3,790.80
YELLOW CAB OF THE DESERT	Taxi Voucher Program	670866	2/9/2017	\$3,682.91
MOHAWK MFG & SUPPLY CO	Bus Repair Parts	670938	2/16/2017	\$3,671.65
TIME WARNER CABLE	Utilities	670968	2/16/2017	\$3,450.44
YELLOW CAB OF THE DESERT	Taxi Voucher Program	671074	2/24/2017	\$3,410.53
AMERICAN CAB	Taxi Voucher Program	670789	2/9/2017	\$3,153.06
CUMMINS PACIFIC, LLC	Bus Repair Parts	670918	2/16/2017	\$2,990.03
PVC CONSULTING, LLC	Fuel Cell Bus	670848	2/9/2017	\$2,900.00
KUNA-FM	Advertisement	670827	2/9/2017	\$2,830.00
PATRICK M. BRASSIL	Hydrogen Maintenance	670948	2/16/2017	\$2,800.00
HOME DEPOT CRD SRVS	Facility Maintenance	670885	2/14/2017	\$2,699.71
FRANKLIN TRUCK PARTS, INC	Bus Repair Parts	671017	2/24/2017	\$2,677.15
BURRTEC WASTE & RECYCLING	Facility Trash Removal	670911	2/16/2017	\$2,662.25
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	670989	2/24/2017	\$2,646.02
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	670869	2/14/2017	\$2,646.02
FIESTA FORD, INC.	Repair Parts/Support	671012	2/24/2017	\$2,573.76
CARQUEST AUTO PARTS	Repair Parts	670993	2/24/2017	\$2,567.89
AIRWAVE COMMUNICATIONS	WIP-DAR Equip.	670897	2/16/2017	\$2,539.65
ACCESS SECURITY CONTROLS	FA-STRUCTURES	670977	2/24/2017	\$2,503.36
STRICKLAND KENNY INC.	Lubricants & Oils	670855	2/9/2017	\$2,346.10
MAGALDI & MAGALDI, INC.	Repair Parts	671029	2/24/2017	\$2,251.70
MOHAWK MFG & SUPPLY CO	Bus Repair Parts	670832	2/9/2017	\$2,216.26
WESTGATE CENTER FOR	Staff Development	670865	2/9/2017	\$2,190.00
FLEET-NET CORPORATION	Software & Licenses	670928	2/16/2017	\$2,130.00
CV PLASTICS, INC.	Plastic for bus stops	670919	2/16/2017	\$2,128.24
CAPITAL ONE COMMERCIAL (COSTCO)	Boardroom Supplies	670913	2/16/2017	\$2,111.21
GRAINGER	Facility Maintenance	671020	2/24/2017	\$2,108.34
MURCHISON & CUMMING, LLP	Insurance Losses	670939	2/16/2017	\$2,029.29

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Vendor Name	Description	Check #	Check	Amount
VALLEY OFFICE EQUIPMENT, INC.	Fax/Copier Supplies	670974	2/16/2017	\$2,025.51
BOYLIN MANAGEMENT INSTITUTE	Staff Development	670796	2/9/2017	\$2,000.00
DESERT COMMUNITY COLLEGE	Employee Training	670809	2/9/2017	\$2,000.00
ALEXANDER COHN, ESQ	Legal Services	670899	2/16/2017	\$2,000.00
OPW FUELING COMPONENTS	CNG/Hydrogen Station Parts	671042	2/24/2017	\$1,980.89
OFFICETEAM	Temporary Services	670942	2/16/2017	\$1,980.00
SIGN A RAMA	Signage	670852	2/9/2017	\$1,836.00
OFFICE DEPOT	Office Supplies	670941	2/16/2017	\$1,821.65
HARBOR DIESEL & EQUIPMENT INC.	Bus Repair parts	671022	2/24/2017	\$1,771.15
SWRCB ACCOUNTING OFFICE	Annual Operating Permit	670856	2/9/2017	\$1,676.00
THE GREATER COACHELLA VALLEY	Membership & Subscriptions	670859	2/9/2017	\$1,675.00
AIRWAVE COMMUNICATIONS	WIP-DAR Equip.	670898	2/16/2017	\$1,532.98
TK SERVICES, INC.	Bus Repair Parts	670969	2/16/2017	\$1,514.11
DESERT CITY CAB	Taxi Voucher Program	670808	2/9/2017	\$1,478.22
ALLIED UNIVERSAL SECURITY	Security Services	670900	2/16/2017	\$1,434.63
ALLIED UNIVERSAL SECURITY	Security Services	670980	2/24/2017	\$1,434.63
SMARTDRIVE SYSTEMS, INC.	Security Equipment	670960	2/16/2017	\$1,360.00
STRICKLAND KENNY INC.	Lubricants & Oils	671061	2/24/2017	\$1,291.97
ROMAINE ELECTRIC CORP.	Repair Parts	670956	2/16/2017	\$1,214.86
DECALS BY DESIGN, INC.	Bus Decals/Logos	670920	2/16/2017	\$1,206.26
UNITED RENTALS, INC.	Facility Maintenance	670863	2/9/2017	\$1,193.51
SOUTH COAST AIR QUALITY	Annual Operating Permit	670961	2/16/2017	\$1,188.93
CUMMINS PACIFIC, LLC	Bus Repair Parts	670806	2/9/2017	\$1,174.95
PARTNERS IN DIVERSITY, INC.	WIP-Hydrogen FCB (5) Lo-No	670946	2/16/2017	\$1,172.00
PARTNERS IN DIVERSITY, INC.	WIP-Hydrogen FCB (5) Lo-No	671044	2/24/2017	\$1,172.00
NORTON MEDICAL INDUSTRIES	Medical-Exams and Testing	671039	2/24/2017	\$1,104.50
DECALS BY DESIGN, INC.	Bus Decals/Logos	671005	2/24/2017	\$1,100.40
CREATIVE BUS SALES, INC.	Bus Repair Parts	670917	2/16/2017	\$1,077.39
FAST UNDERCAR PALM DESERT	Repair Parts	670924	2/16/2017	\$1,069.53
TOTALFUNDS BY HASLER	Postage Supplies	671067	2/24/2017	\$1,026.42
MARCELLA HERNANDEZ	Property Damage	670936	2/16/2017	\$1,011.14

Total of Checks Over \$1,000	\$2,326,342.83
Total of Checks Under \$1,000	\$44,532.04
Total of All Checks for the Month	\$2,370,874.87
Total Amount of Checks Prior Years Same Month	\$1,325,627.07

Wells Fargo
 SunLine Transit Agency Visa Credit Card Statement
 Closing Date: March 2, 2016

Lauren Skiver – Detail

02/02/17	APTA	Registration for APTA/L Skiver, CEO/GM/T Edwards, COO	\$ 1950.00
02/13/17	Southwest	Early Bird check in/ARB Event/L Skiver, CEO,GM/R LeFlore, CPC T Strange/Board Member	\$ 90.00
02/09/17	Omni	ZEBRA Event/L Skiver, CEO/GM	\$ 1925.03
02/10/17	Panda	Attorney – Investigation Training	\$ 168.09
02/14/17	Hilton	CEO Conference/L Skiver, CEO/GM	\$ 1498.52
02/16/17	Redlands Chevron	CEO Conference/L Skiver, CEO/GM	\$ 69.77
02/17/17	Panera	Lunch/Finance/winners of Around the World	\$ 261.84
02/21/17	Ontario Airport	ARB Event/L Skiver, CEO/GM	\$ 18.00
02/22/17	Sacto Taxi	ARB Event/L Skiver, CEO/GM	\$ 49.44
02/22/17	Sherman's	February Board Meeting Lunch	\$ 441.65
02/23/17	Panera	Executive Leadership Meeting	\$ 149.01
02/24/17	APTA Housing	APTA Conference/Roadeo/M Garcia/Superintendent/V M Duran Trainer/J Rodriguez/MCO	\$ 366.12
02/24/17	ACT Expo 2017	ACT Expo/T Edwards, COO	\$ 325.00
02/24/17	Expedia	Chief Planning Interview/Seth Morgan (\$600.15 refund)	\$ 900.49
02/24/17	United	Chief Planning Interview/Seth Morgan	\$ 697.60
02/27/17	Expedia	GFOA Workshop/M Zapanta/Accounting Manager	\$ 258.40
02/27/17	Expedia	GFOA Workshop/M Zapanta/Accounting Manager	\$ 37.95

Total Amount \$9,206.91

Credits: \$1,140.21

Total Amount **\$8,066.70**



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	11.740%	.03216%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	24.490%	.06709%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Important Information

\$0 - \$9,206.91 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 03/27/17. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

TOTAL *FINANCE CHARGE* BILLED IN 2016 \$0.00
TOTAL *FINANCE CHARGE* PAID IN 2016 \$0.00

Summary of Sub Account Usage

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	5958	40,000	\$8,066.70

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	F3268001U00CHGDDA	7,521.75	
		AUTOMATIC PAYMENT - THANK YOU		
		TOTAL 4484610004265941 \$7,521.75-		

Transaction Summary For **LAURA SKIVER**
Sub Account Number Ending In **5958**

02/02	02/03	246392312S66KRF9H	APTA 202-4964800 DC	1,950.00	
02/02	02/03	24692161400TNWE3N	SOUTHWES 5262484667513800-435-9792 TX	90.00	
	02/02/17	STRANGE/TROY			
	1 WN Y	DALLAS DALLAS			
02/02	02/03	74692161400TS7EWB	SOUTHWES 5262484667501800-435-9792 TX	180.02	\$540.06 { credit + AX B in p
02/02	02/03	74692161400TS7EWK	SOUTHWES 5262484667513800-435-9792 TX	180.02	
02/02	02/03	74692161400TS7EW3	SOUTHWES 5262484667490800-435-9792 TX	180.02	
02/09	02/09	24692161900RWMW5W	OMNI SAN DIEGO SAN DIEGO CA	1,925.03	
02/10	02/10	24431061ARQEFJQX	PANDA EXPRESS #745 T RANCHO MIRAGE CA	168.09	
02/14	02/14	24610431E231VS7QA	HILTON HOTELS GASLAMP QRT SAN DIEGO CA	1,498.52	
02/16	02/16	24692161F00Q3Y8A8	CHEVRON 0098167 REDLANDS CA	69.77	
02/17	02/17	24231681G2DJSD8VV	PANERA BREAD #601771 314-984-3495 CA	261.84	
02/21	02/21	24323031M05JSKSA6	ONT AIRPT PRKING LOT 4 ONTARIO CA	18.00	
02/21	02/21	24692161M00AHLXXD	SQ *SACRAMENTO TAXI (STA) Sacramento CA	49.44	
02/22	02/22	24559301NBLH1QMBX	SHERMANS DELI AND BAKERY PALM DESERT CA	441.65	
02/23	02/23	24231681N2E07BKHY	PANERA BREAD #601771 314-984-3495 CA	149.01	
02/24	02/24	24431061P0D17XTA7	APTA HOUSING OFFICE FALLS CHURCH VA	368.12	
02/24	02/24	24436541R082JRE62	GLADSTEIN, NEANDROSS & AS310-3141934 CA	325.00	
02/24	02/24	24692161P00XTG3S1	EXPEDIA7246825938839 EXPEDIA.COM WA	900.49	
02/24	02/24	24692161R00HXDLDK	UNITED 0162337456591800-932-2732 TX	697.60	
	03/03/17	MORGAN/SETHE			
	1 UA U	PROVIDENCE CHICAGO			
	2 UA U	CHICAGO PALM SPRINGS			
	3 UA L	PALM SPRINGS HOUSTON			
	4 UA L	HOUSTON BOSTON			
02/24	02/24	74692161P002DM35Z	EXPEDIA7246825938839 EXPEDIA.COM WA	600.15	Credit + Chief Planning Review
02/27	02/27	24692161V00QJXH4E	UNITED 0167989545431800-932-2732 TX	258.40	
	05/20/17	ZAPANTA/MARIA I			
	1 UA L	ONTARIO DENVER			
	2 UA L	DENVER ONTARIO			
	33895934	TRAVELONG			
02/28	02/28	24692161V000X2BR6	COA*CHEAPOAIR.COM AIR CHEAPOAIR.COM NY	37.95	

If your card is ever lost or stolen:

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

Questions about your statement:

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

**For all your personal or business financial service needs
Visit us at www.wellsfargo.com**

Important Payment Information:

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

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

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

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

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

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

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



CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	03/02/17
Days in Billing Cycle	28
Next Statement Date	04/04/17
Credit Line	\$40,000
Available Credit	\$30,526

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

Inquiries or Questions:
WF Business Direct PO Box 29482
Phoenix, AZ 85038-8650

Payments:
Payment Remittance Center PO Box 6415
Carol Stream, IL 60197-6415

Payment Information

New Balance	\$9,206.91
Current Payment Due (Minimum Payment)	\$500.00
Current Payment Due Date	03/27/17

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		\$8,661.96
Credits	-	\$1,140.21
Payments	-	\$7,521.75
Purchases & Other Charges	+	\$9,206.91
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$9,206.91

Wells Fargo Elite Cash Back Advantage

Previous Balance		\$112.43
Cash Earned this Month		\$80.67
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$0.00
Cash Back Balance	=	\$0.00
Cash Awarded this Period		\$193.10
Year to Date Cash Back Awarded		\$193.10

See reverse side for important information.

5596 0013 YTG 1 7 2 170302 0 PAGE 1 of 4 1 0 3268 1000 ELA3 01DR5596 2228

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	\$9,206.91
Total Amount Due (Minimum Payment)	\$500.00
Current Payment Due Date	03/27/17

05000009206910044846100042659419

Print address or phone changes:

Work ()

Amount Enclosed:



PAYMENT REMITTANCE CENTER YTG

 PO BOX 6415 29

 CAROL STREAM IL 60197-6415

SUNLINE TRANSIT

 LUIS GARCIA

 32505 HARRY OLIVER TRL

 THOUSAND PALMS CA 92276-3501

Transaction Details

<i>Trans</i>	<i>Post</i>	<i>Reference Number</i>	<i>Description</i>	<i>Credits</i>	<i>Charges</i>
			TOTAL		\$8,066.70
LAURA SKIVER / Sub Acct Ending In 5958					

Wells Fargo News

Now you have more choices when it comes to paying with your card. Mobile wallets make it easy to use your Wells Fargo Business Elite Card at over 1 million merchants displaying the "contactless" symbol. Mobile wallets allow you to:

- Tap and pay without physically taking out a card
- Save time when making online purchases
- Control the security of your PIN and account number at point of purchase

Explore Mobile Wallet features and how to use them by going to <https://www.wellsfargo.com/mobile-payments/mobile-wallet-basics>



SunLine Transit Agency
Budget Variance Report
February 2017

Description	FY 17 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 17 YTD Budget	Favorable (Unfavorable)
Operating Revenues:							
Passenger Revenue	3,339,121	262,824	278,260	(15,436)	2,028,836	2,226,081	(197,245)
Other Revenue	2,767,887	273,475	230,657	42,818	2,857,271	1,845,258	1,012,013
Total Operating Revenue	6,107,008	536,300	508,917	27,382	4,886,107	4,071,339	814,768
Operating Expenses:							
Operator & Mechanic Salaries & Wages	9,334,128	668,646	777,844	109,198	5,839,358	6,222,752	383,394
Operator & Mechanic Overtime	983,000	87,807	81,917	(5,890)	829,205	655,333	(173,872)
Administration Salaries & Wages	5,451,610	358,839	454,301	95,462	3,004,961	3,634,407	629,445
Administration Overtime	5,000	1,833	417	(1,416)	11,798	3,333	(8,465)
Fringe Benefits	8,915,841	675,918	742,987	67,069	5,641,409	5,943,894	302,485
Communications	203,000	7,209	16,917	9,707	131,158	135,333	4,176
Legal Services - General	75,000	5,050	6,250	1,200	50,297	50,000	(297)
Computer/Network Software Agreement	350,550	29,925	29,171	(754)	235,617	233,367	(2,251)
Uniforms	149,320	2,399	12,443	10,044	126,445	99,547	(26,898)
Contracted Services	584,786	55,086	48,732	(6,354)	322,635	389,857	67,222
Equipment Repairs	7,500	591	625	34	2,143	5,000	2,857
Security Services	74,600	6,156	6,217	61	51,892	49,733	(2,159)
Fuel - CNG	1,326,852	106,204	110,571	4,367	993,536	884,568	(108,968)
Fuel - Hydrogen	231,000	11,247	19,250	8,003	201,228	154,000	(47,228)
Tires	211,500	16,630	17,625	995	146,579	141,000	(5,579)
Office Supplies	79,002	4,381	6,584	2,203	39,297	52,668	13,371
Travel/Training	158,395	10,086	13,200	3,114	73,886	105,597	31,711
Repair Parts	978,500	85,288	81,542	(3,746)	860,391	652,333	(208,057)
Facility Maintenance	43,000	1,989	3,583	1,594	30,208	28,667	(1,542)
Electricity - CNG & Hydrogen	190,000	14,065	15,833	1,768	106,065	126,667	20,602
Natural Gas	1,268,112	114,202	105,676	(8,526)	1,040,683	845,408	(195,275)
Water	6,000	1,066	500	(566)	4,883	4,000	(883)
Insurance Losses	768,827	1,378	64,069	62,691	735,448	512,551	(222,897)
Insurance Premium - Property	12,000	1,049	1,000	(49)	8,390	8,000	(390)
Repair Claims	60,000	10,001	5,000	(5,001)	80,218	40,000	(40,218)
Fuel Taxes	167,700	15,643	13,975	(1,668)	125,907	111,800	(14,107)
Other Expenses	3,360,558	174,014	280,047	106,033	1,779,786	2,240,372	460,586
Self Consumed Fuel	(1,521,170)	(117,417)	(126,764)	9,347	(1,089,411)	(1,014,113)	(75,298)
Total Operating Expenses (Before Depreciation)	33,474,111	2,349,284	2,789,509	440,225	21,384,012	22,316,074	932,062
Operating Expenses in Excess of Operating Revenue		\$ (1,812,985)			\$ (16,497,906)		
Subsidies:							
Local - Measure A	5,835,696	386,597	486,308	99,711	3,517,974	3,890,464	372,490
State - LTF, LCTOP	19,185,848	1,271,002	1,598,821	327,819	11,565,941	12,790,565	1,224,624
Federal - 5307, 5310, 5311, 5316, 5317 & CMAQ	2,345,559	155,386	195,463	40,077	1,413,990	1,563,706	149,716
Total Subsidies	27,367,103	1,812,985	2,280,592	467,607	16,497,906	18,244,735	1,746,830
Net Operating Gain (Loss) After Subsidies	\$ -	\$	RETURN TO TOP		\$ -		

SunLine Transit Agency
Budget Variance Report
February 2017

Description	FY 17 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 17 YTD Budget	Favorable (Unfavorable)
Operating Expenses:							
Wages & Benefits	24,689,579	1,793,043	2,057,465	264,422	15,326,732	16,459,719	1,132,988
Services	2,668,665	174,550	222,389	47,839	1,836,494	1,779,110	(57,384)
Fuels & Lubricants	1,720,552	125,594	143,379	17,786	1,295,071	1,147,035	(148,037)
Tires	211,500	16,630	17,625	995	146,579	141,000	(5,579)
Materials and Supplies	1,317,749	98,183	109,812	11,629	1,041,644	878,499	(163,145)
Utilities	1,779,112	151,624	148,259	(3,364)	1,329,635	1,186,075	(143,561)
Casualty & Liability	1,389,707	53,899	115,809	61,910	1,049,958	926,471	(123,487)
Taxes and Fees	167,700	15,643	13,975	(1,668)	125,907	111,800	(14,107)
Miscellaneous Expenses	1,050,717	37,536	87,560	50,024	321,403	700,478	379,075
Self Consumed Fuel	(1,521,170)	(117,417)	(126,764)	9,347	(1,089,411)	(1,014,113)	(75,298)
Total Operating Expenses (Before Depreciation)	33,474,111	2,349,284	2,789,509	440,225	21,384,012	22,316,074	932,062
Revenues:							
Passenger Revenue	3,339,121	262,824	278,260	(15,436)	2,028,836	2,226,081	(197,245)
Other Revenue	2,767,887	273,475	230,657	42,818	2,857,271	1,845,258	1,012,013
Total Operating Revenue	6,107,008	536,300	508,917	27,382	4,886,107	4,071,339	814,768
Net Operating Gain (Loss)		\$ (1,812,985)			\$ (16,497,906)		
Subsidies:							
Local - Measure A	5,835,696	386,597	486,308	99,711	3,517,974	3,890,464	372,490
State - LTF, LCTOP	18,646,475	1,235,270	1,553,873	318,603	11,240,787	12,430,983	1,190,196
Federal - 5307, 5310, 5311, 5316, 5317 & CMAA	2,884,932	191,118	240,411	49,293	1,739,144	1,923,288	184,144
Total Subsidies	27,367,103	1,812,985	2,280,592	467,607	16,497,906	18,244,735	1,746,830
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -		

[RETURN TO TOP](#)

Budget Variance Analysis - SunLine Transit

Passenger Revenue - Unfavorable

- Fixed route ridership has continued to decrease. Ridership is currently at 5.1% below FY16 YTD amounts.

Other Revenue - Favorable

- Increase in CNG production and consumption has increased the CNG rebate and emission credit revenue

Operator & Mechanic Salaries & Wages - Favorable

- Operators on short & long term disability and vacant positions.

Operator & Mechanic Overtime - Unfavorable

- Operators on short & long term disability and vacant positions.

Administration Salaries & Wages - Favorable

- The favorable balance in administrative wages are attributed to vacant positions across the Agency.

Administration Overtime - Unfavorable

- Increased workload due to vacant positions.

Fringe Benefits - Favorable

- Fringe benefit expenses will increase during the first three months of the calendar year due to Federal Unemployment Tax Act (FUTA) taxes.

Communications - Favorable

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

Legal Services - General - Unfavorable

- General legal counsel expenses were higher than anticipated for January. General legal counsel expense is still within an acceptable range of the budgeted amount.

Computer/Network Software Agreement - Unfavorable

- Software agreement charges were higher than anticipated. IT has made note of this expense for upcoming FY18.

Uniforms - Unfavorable

- Uniform budget includes transitional fees associated with the change in uniform providers. Final payment to previous vendor reduced favorable amount.
- Transition to new uniform vendor caused a delay in initial bill reconciliation for purchase of uniforms. Payment of this invoice reduced the favorable balance.

Contracted Services - Favorable

- Savings primarily attributed to lower than expected proposals for custodial services.
- The unfavorable balance for the month of February can be attributed to expenses incurred for the company website.

Equipment Repairs - Favorable

- Equipment repair expenses are lower than anticipated.

Security Services - Unfavorable

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

Fuel - CNG - Unfavorable

- Additional CNG consumption was required during issues with Hydrogen reformer.
- Commodity and transmission charges higher than anticipated.

Fuel - Hydrogen - Unfavorable

- Unfavorable balance attributed to mechanical issues with the Hydrogen reformer & the need to purchase Hydrogen.

Tires - Unfavorable

- Tire expenses are higher than anticipated due to increased miles traveled.

Office Supplies - Favorable

- Office supply purchases currently lower than projected. Expenses vary throughout the year as required.

Travel/Training - Favorable

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

Repair Parts -Unfavorable

- Several collisions have required an increase in repair parts spending. Aging equipment requires additional maintenance.

Facility Maintenance - Unfavorable

- Annual sewage charge paid in September 2016.
- Purchase of additional decomposed granite (DG) for landscaping charged in December 2016.

Electricity - CNG & Hydrogen - Favorable

- Electricity expense savings primarily attributed to lower costs associated with lower Hydrogen production due to mechanical issues.

Natural Gas - Unfavorable

- Additional CNG consumption was required during issues with Hydrogen reformer.
- Commodity and transmission charges higher than anticipated.

Water - Unfavorable

- Water service expenses are unfavorable due to the addition of the Hub in Coachella that incur additional water expenses.
- Operations has been made aware to adjust budget accordingly for FY18.

Insurance Losses - Unfavorable

- Insurance losses vary greatly from month to month. There were greater than normal losses in the first two quarters of the FY.

Insurance Premium - Property - Unfavorable

- Insurance premiums for property are within an acceptable range of the budgeted amount.

Repair Claims - Unfavorable

- Repairs complete on bus #564. In addition accident repairs paid in January 2017 for Paratransit vehicle 9865 contributed to the unfavorable balance.
- Unfavorable balance for the month of February is due to a repair for Fixed Route Vehicle 714.

Fuel Taxes - Unfavorable

- Fuel taxes attributed to additional consumption of CNG due to Hydrogen reformer issues.
- Exempt Bus Operator Fuel Taxes paid in February. The tax is paid on an annual basis.

Other Expenses - Favorable

- Savings primarily attributed to consulting & Year of Learning expenses not yet incurred.

Self Consumed Fuel - Unfavorable

- Additional CNG consumption was required during issues with Hydrogen reformer.
- Commodity and transmission charges higher than anticipated.

Contracts Signed in Excess of \$25,000

February 2017

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Engineering, Procurement and Construction	Technical Support for Hydrogen System Upgrade	To perform technical and analytical studies and make recommendations that will ensure the success of the Hydrogen System Upgrade Project.	SRTP FY2015/2016	\$ 1,500,000.00	\$ 106,433.93	Executed Agreement. Board Approved 1/25/2017.



SunLine Transit Agency Monthly Ridership Report February 2017

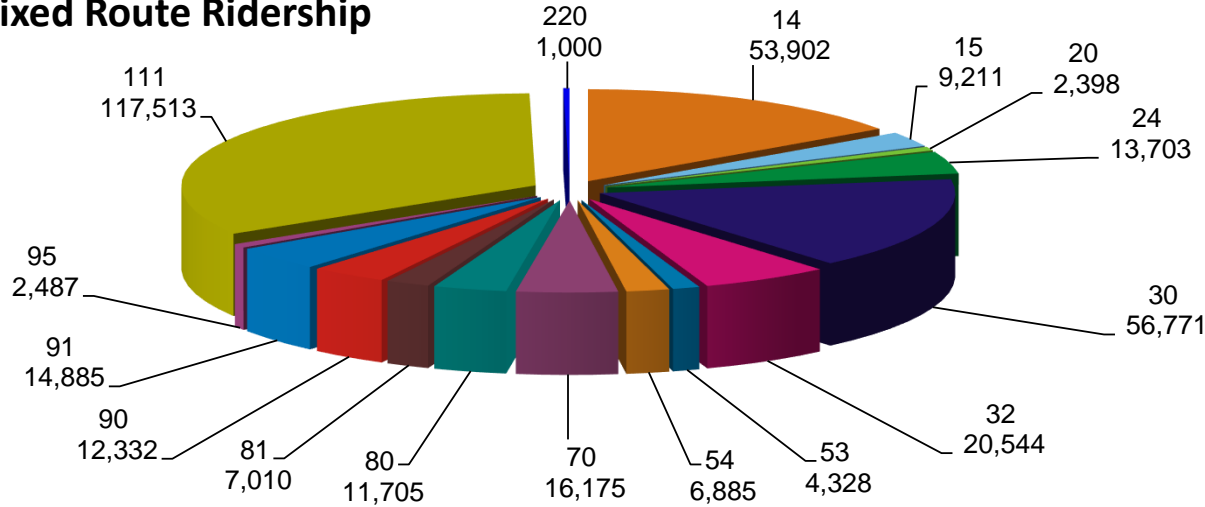
Line	Fixed Route Description	FY 2016 & 2017				% Var.	FY 2017 YTD	FY 2016 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
		Feb 2017	Feb 2016	Jan 2017	Month Var.						Monthly	YTD	Monthly	YTD
		14	DHS/PS	53,902	56,290						50,838	(2,388)	-4.2%	415,553
15	DHS	9,211	9,139	8,868	72	0.8%	68,444	70,003	(1,559)	-2.2%	162	1,383	42	370
20	DHS/PD	2,398	1,877	1,725	521	-	16,508	2,885	13,623	-	43	477	18	59
24	PS	13,703	13,974	13,424	(271)	-1.9%	107,525	109,703	(2,178)	-2.0%	269	2,788	86	1,203
30	CC/PS	56,771	62,062	58,022	(5,291)	-8.5%	459,486	485,091	(25,605)	-5.3%	1,834	15,262	355	3,167
32	PD/RM/TP/CC/PS	20,544	23,475	20,416	(2,931)	-12.5%	163,750	184,441	(20,691)	-11.2%	696	5,626	77	869
53	PD/IW	4,328	5,886	4,328	(1,558)	-26.5%	32,697	36,737	(4,040)	-11.0%	106	1,026	12	171
54	Indio/LQ/IW/PD	6,885	8,483	5,208	(1,598)	-18.8%	50,209	59,572	(9,363)	-15.7%	192	1,663	35	196
70	LQ/BD	16,175	16,257	15,872	(82)	-0.5%	117,238	126,887	(9,649)	-7.6%	433	3,504	40	353
80	Indio	11,705	12,498	12,889	(793)	-6.3%	95,155	98,431	(3,276)	-3.3%	254	2,011	107	742
81	Indio	7,010	6,681	7,372	329	4.9%	57,145	59,362	(2,217)	-3.7%	57	622	60	469
90	Coachella/Indio	12,332	14,281	11,562	(1,949)	-13.6%	98,028	134,398	(36,370)	-27.1%	254	2,024	96	1,092
91	I/Cch/Th/Mec/Oas	14,885	17,674	13,601	(2,789)	-15.8%	114,170	131,961	(17,791)	-13.5%	405	3,021	34	261
95	I/Cch/Th/Mec/NS	2,487	3,755	2,364	(1,268)	-33.8%	19,822	22,425	(2,603)	-11.6%	39	456	3	26
111	PS to Indio	117,513	127,589	116,428	(10,076)	-7.9%	929,057	944,419	(15,362)	-1.6%	4,443	37,673	686	6,247
220	PD to Riverside	1,000	1,230	1,011	(230)	-18.7%	8,753	8,695	58	0.7%	25	227	12	104
Fixed route total		350,849	381,151	343,928	(30,302)	-8.0%	2,753,540	2,911,664	(158,124)	-5.4%	10,762	91,345	2,135	19,020
Demand Response														
SunDial		12,692	13,489	13,419	(797)	-5.9%	109,289	106,212	3,077	2.9%				
System total		363,541	394,640	357,347	(31,099)	-7.9%	2,862,829	3,017,876	(155,047)	-5.1%				
		Feb-17	Feb-16	Jan-17										
	Weekdays:	20	20	21										
	Saturdays:	4	4	4										
	Sundays:	4	5	* 6										
	Total Days:	28	29	31										

Please note:

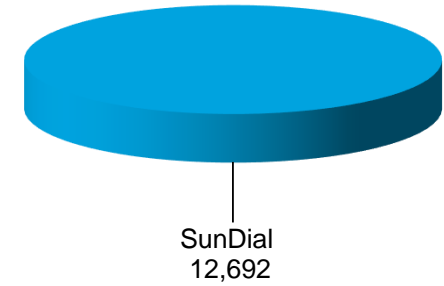
* Weekend Service on 1/2/17 and 1/1/2016 due to New Years Day.

SunLine Transit Agency Monthly Ridership Report February - 2017

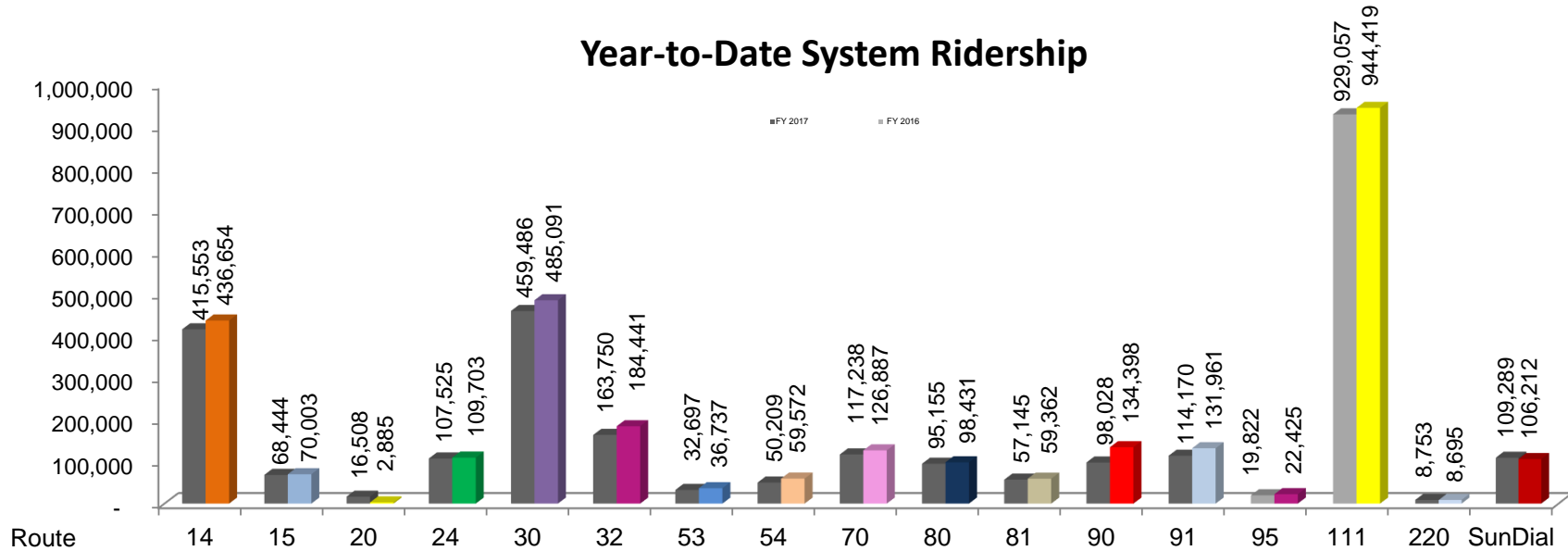
Fixed Route Ridership



Demand Response Ridership



Year-to-Date System Ridership



Submitted by: _____

Date: _____

Approved by: _____

Date: _____



Complimentary Paratransit Service
Serving Persons with Disabilities Throughout the Coachella Valley

SunDial Operational Notes
February 2017

1. ON-TIME PERFORMANCE

<u>Last Year</u>	<u>This Year</u>	
87.8	91.0	Total trips carried in the on-time window
1,611	1,086	Total trips late during the month
12,167	11,644	Total trips

2. RIDERSHIP and MILEAGE

<u>Last Year</u>	<u>This Year</u>	
13,489	12,692	Total passengers for the month
103,410	97,950	Total miles traveled for the month

3. SAFETY

<u>Last Year</u>	<u>This Year</u>	
0	3	Total preventable accidents

4. RIDE-A-LONG & ONBOARD EVALUATIONS

<u>Last Year</u>	<u>This Year</u>	
0	0	Total Ride-a-Long Evaluations
13	0	Total Onboard Inspections
3	0	Total Safety Evaluations

5. DENIALS

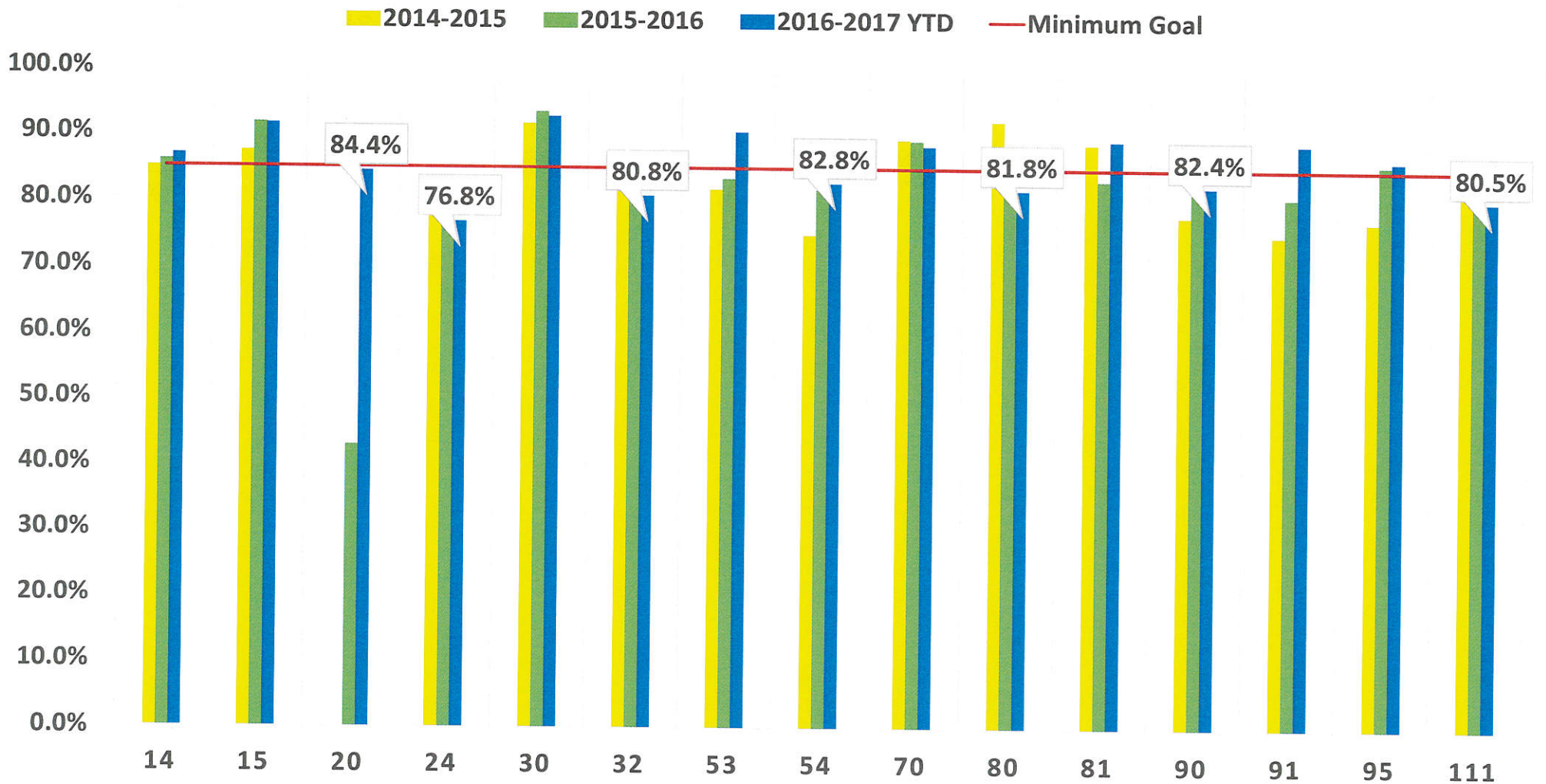
<u>Last Year</u>	<u>This Year</u>	
0	0	Total Denied Trips

6. WHEELCHAIR BOARDINGS

<u>Last Year</u>	<u>This Year</u>	
2,017	1,868	Total Mobility Device Boarding's

cc: Lauren Skiver, Tommy Edwards, Vanessa Mora, Diane Beebe

ON TIME PERFORMANCE % BY LINE FEBRUARY YTD



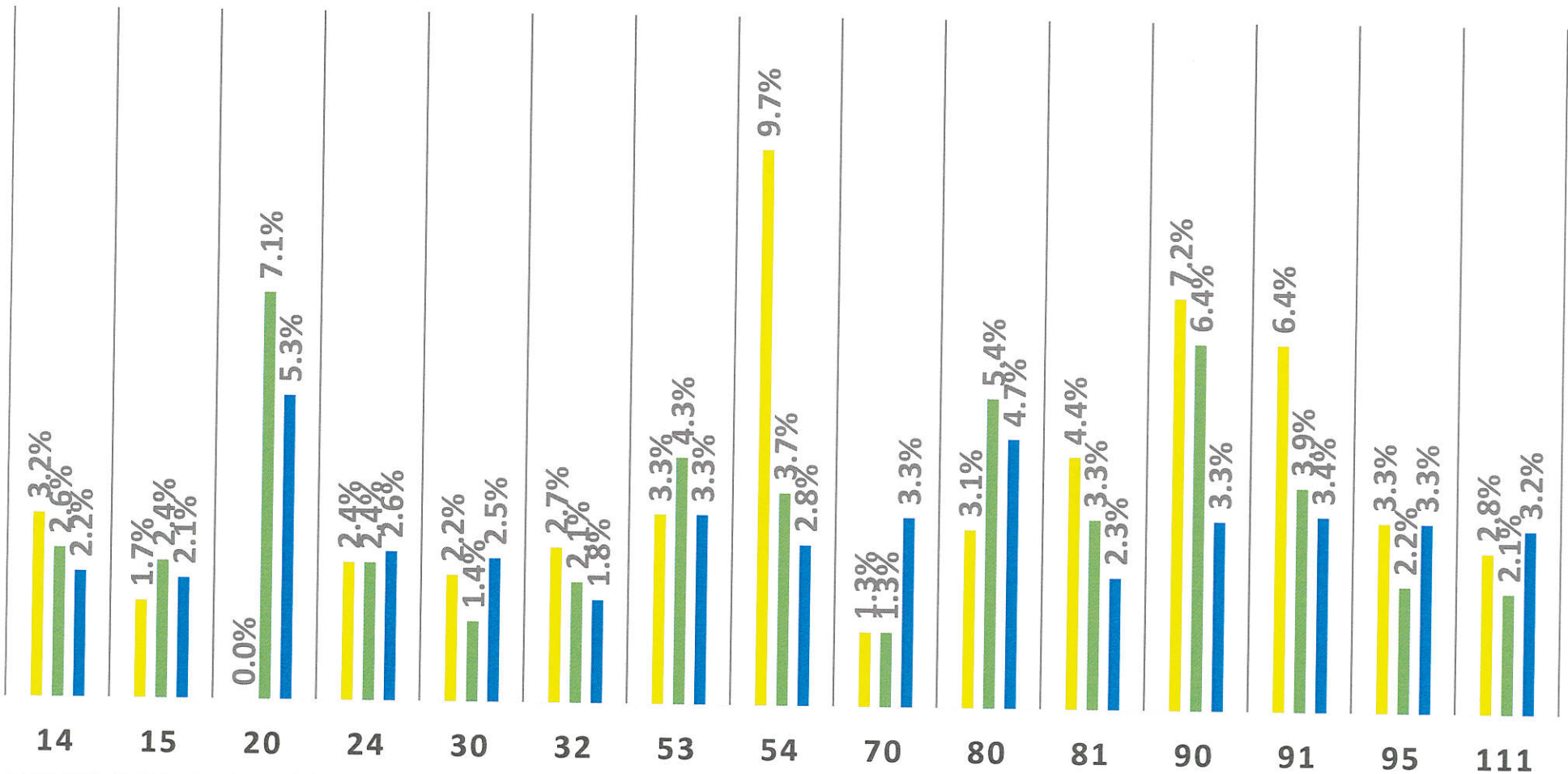
Definition: "On Time" - when a trip departs a timepoint within range of zero minutes early to five minutes late.
Goal: minimum target for On Time performance is 85%.

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

On-Time Performance by line by Fiscal Year

EARLY DEPARTURES BY LINE - FEBRUARY YEAR TOTALS

■ 2014/2015
 ■ 2015/2016
 ■ 2016/2017

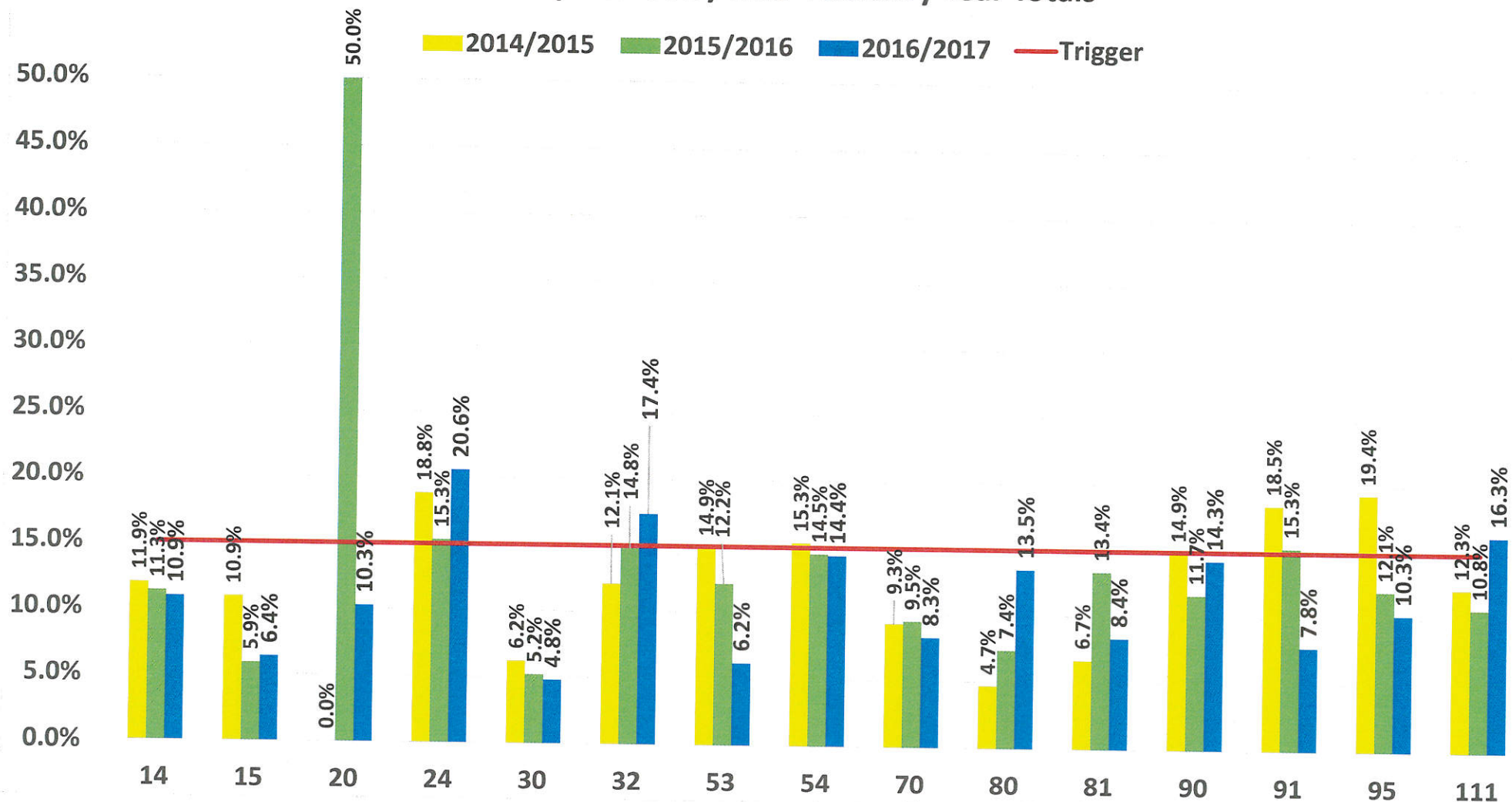


Definition: When a bus leaves a time point, ahead of the scheduled departure time.

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

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Late Departures By Line- February Year Totals

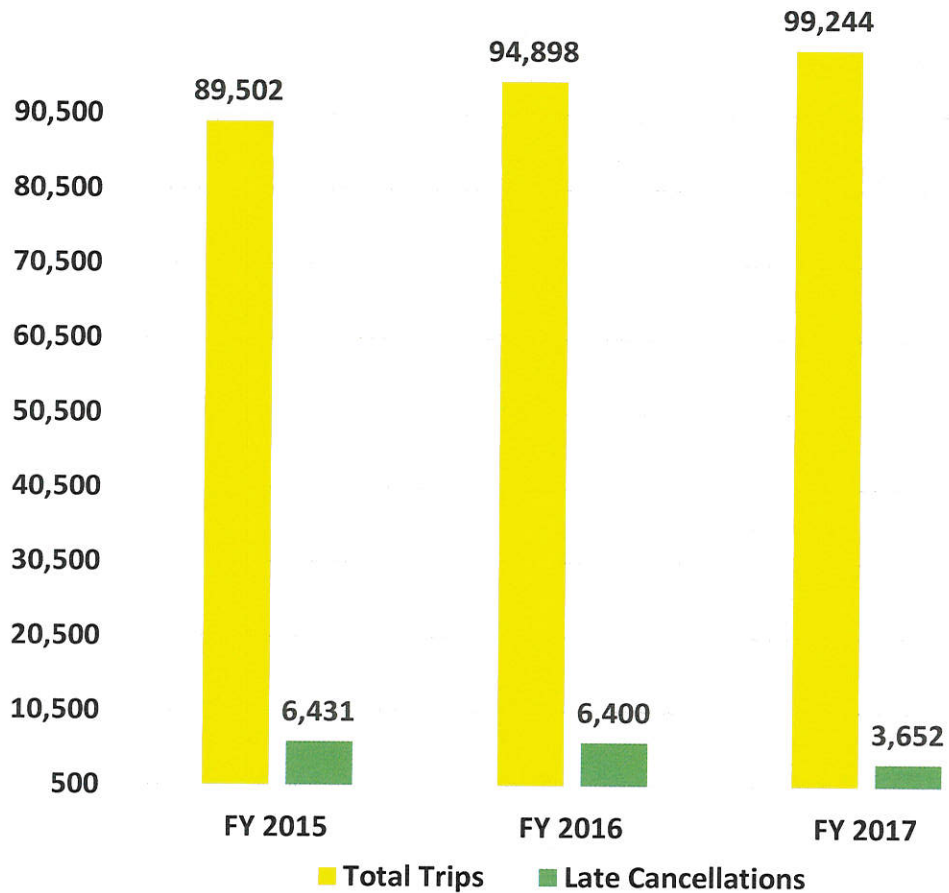


Definition: When a bus leaves a time point behind the scheduled departure time.

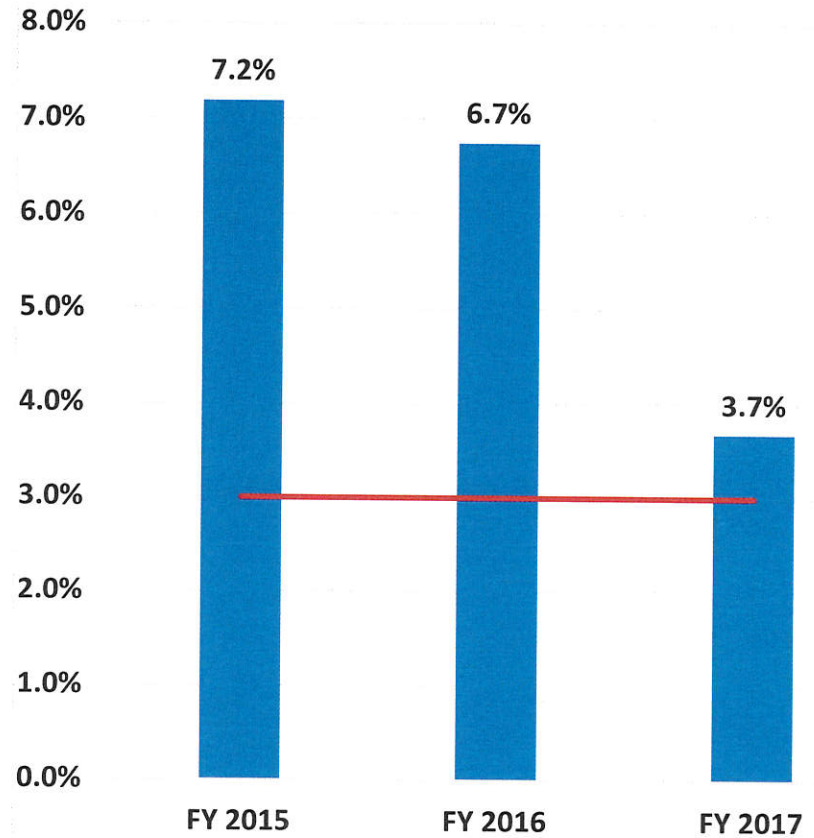
The line is running late with a departure greater than 5 minutes.

Goal: to reduce late departures to 15% for each line.

**TOTAL TRIPS VS LATE CANCELLATIONS
Y.T.D.**



**LATE CANCELLATION PERCENTAGE
Y.T.D.**

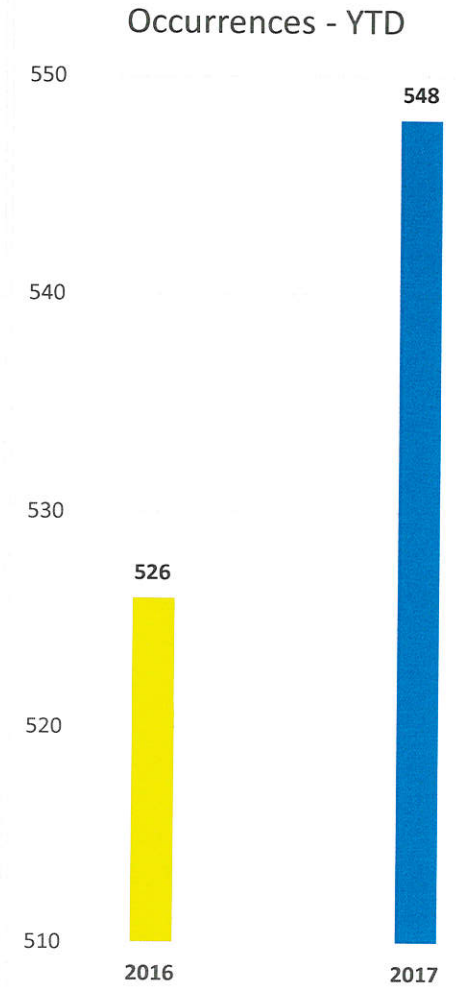
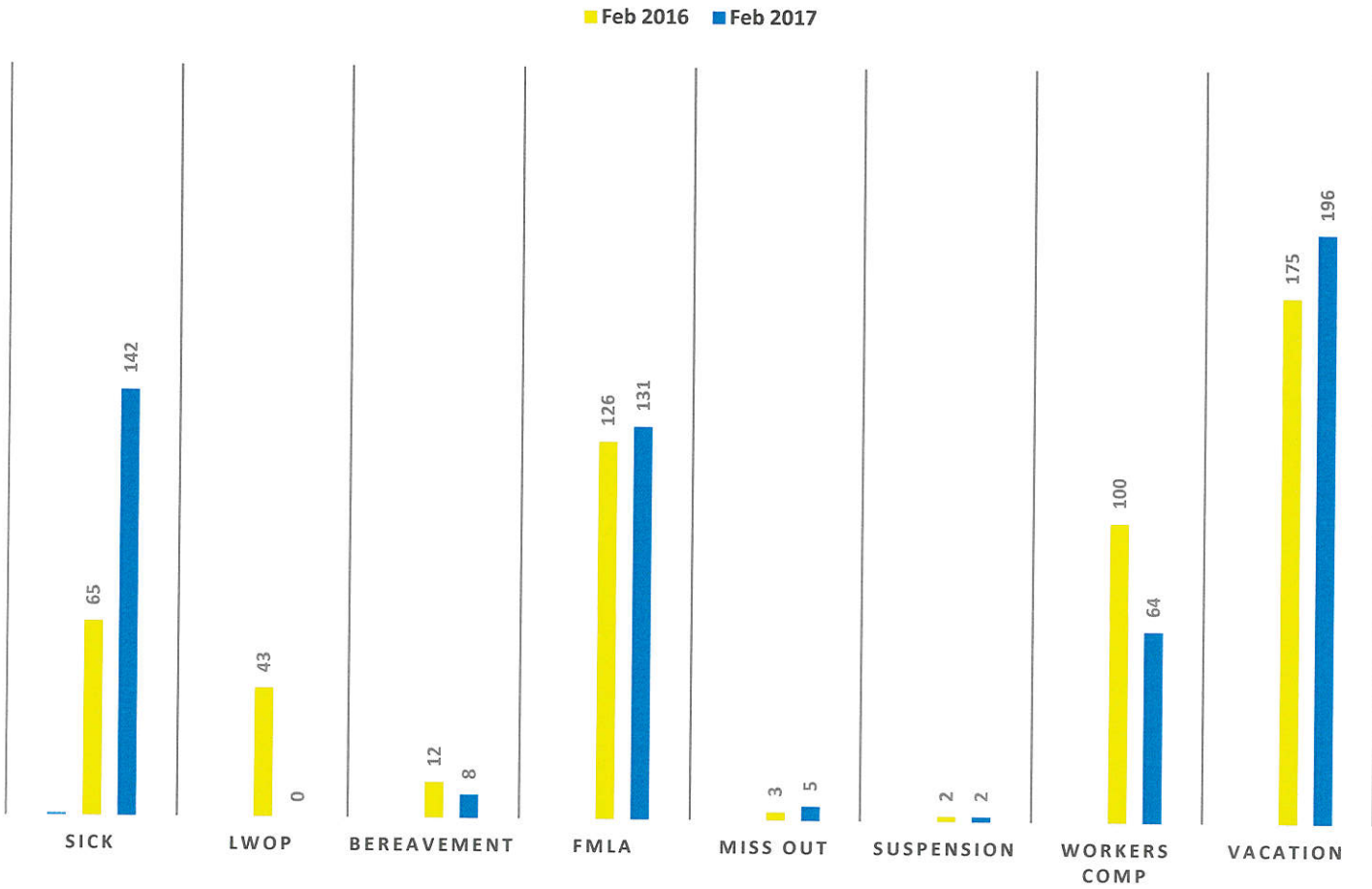


Trip: A one-way ride booked by the client. A round trip is counted as two trips.

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

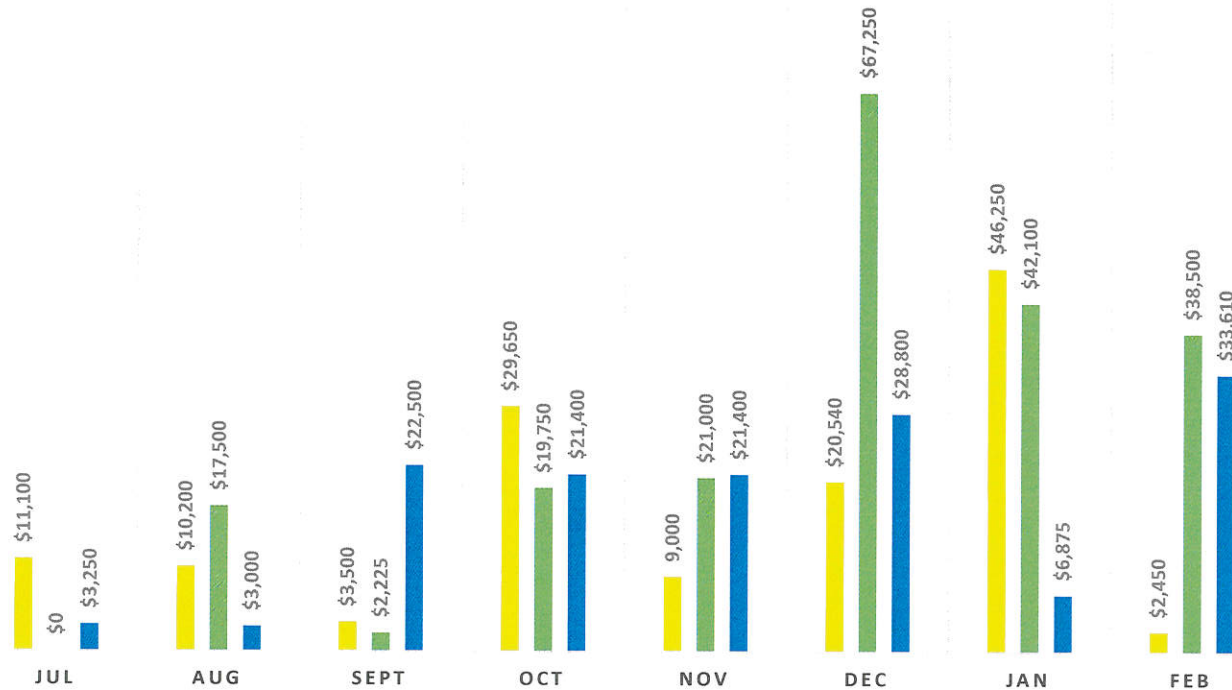


Goal: reduce by 2% - By enforcing attendance policy regularly and monitor trending -

Absences include scheduled & unscheduled for Fixed Route drivers.

Vacation occurrences added as of September 2015 metric.

ADVERTISING



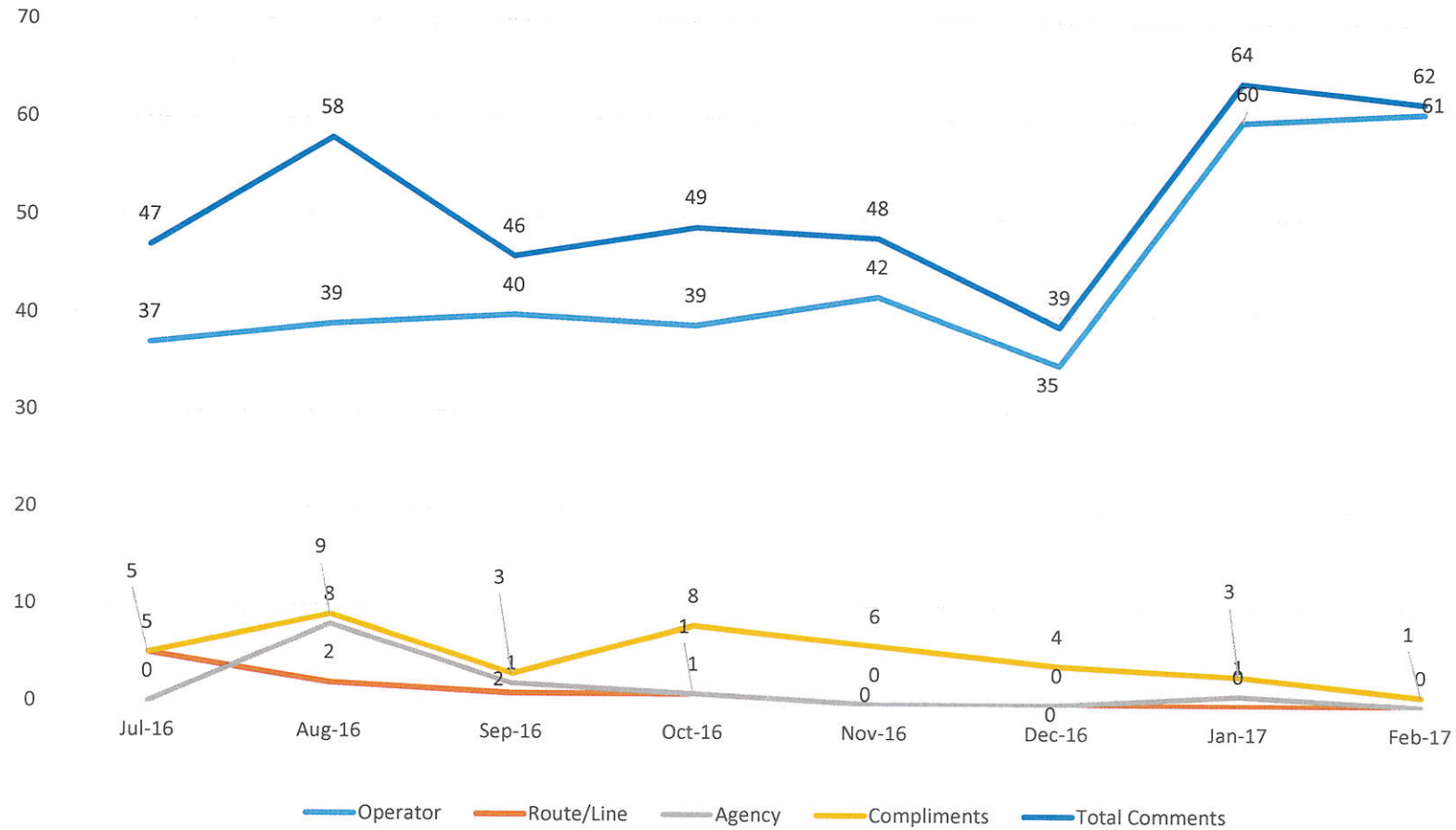
YTD TOTALS



Tracks monthly advertising revenue earned (contracted) for bus shelters and exterior bus advertising. Does not include "Barter Contracts."
SunLine Transit Agency budgeted \$173,202 in advertising revenue for FY 16/17.

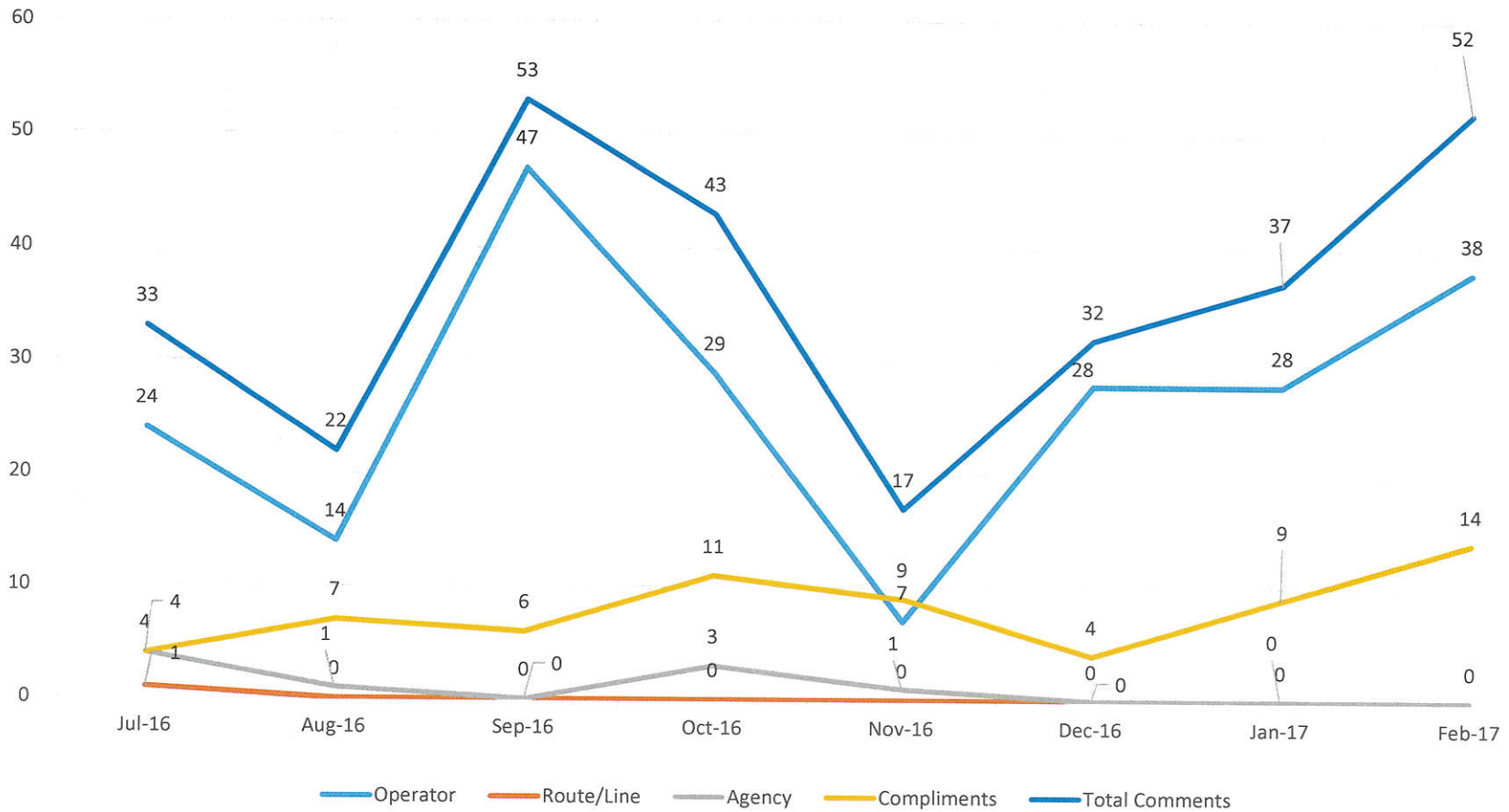
The goal is \$173,202 for FY 17

Fixed Route Comments July 2016 through February 2017



The comments for February 2017 include 61 operator issues, and one Operator compliment. There were 17 for rude driver, 3 were counseled. There were 11 pass-bys and 4 operators were counseled. Some pass-bys were due to road work which caused stops to be closed.

Paratrasit Comments July 2016 through February 2017



The comments for February 2017 include 38 operator issues, and 14 Operator compliment. There were 3 for rude driver. There were 18 no-shows (client not where they should be when driver arrives). SunDial staff no-showed the client or informed the client that they had been accumulating no-show points and need to be careful. Many of these calls were clients protesting the no-shows.

FY 16/17	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	X				10	7
Palm Desert			X	X		X	EX	X	X				10	5
Palm Springs	EX		X	X		X	X	EX	X				10	5
Cathedral City	X		X	X			X	X	X				10	6
Rancho Mirage	EX		X	X		X	X	X	X				10	6
Indian Wells	X		X	EX		X	X	X	X				10	6
La Quinta	X		X	X		X	X	X	X				10	7
Indio			X	X		X	X	X	X				10	6
Coachella	X		X	X				X					10	4
County of Riverside	X		X	EX		X	X	X	X				10	6

ATTENDED

EX- EXCUSED

DARK =

MINUTES
SunLine Transit Agency
Board of Directors Meeting
March 22, 2017

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:05 pm on Wednesday, March 22, 2017 in the Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

1. Call to Order

The meeting was called to order at 12:05 p.m. by Chairperson Russel Betts.

2. Flag Salute

SunLine Agency Board Member Hobart led all in a salute to our flag.

3. Roll Call

Completed.

Members Present

Russell Betts, Chair, SunLine Agency Board Member, City of Desert Hot Springs
Ginny Foat, SunLine Agency Board Member City of Palm Springs
Greg Pettis, SunLine Agency Board Member, City of Cathedral City
Dana Hobart, SunLine Agency Board Member, City of Rancho Mirage
Kathleen Kelly, SunLine Agency Board Member, City of Palm Desert
Ty Peabody, SunLine Agency Board Member, City of Indian Wells
Robert Radi, SunLine Agency Board Member, City of La Quinta
Troy Strange, Vice Chair, SunLine Agency Board Member, City of Indio
Pat Cooper, SunLine Agency Board Member (Sup. Benoit Alternate), County of Riverside

Members Absent

Emmanuel Martinez, SunLine Agency Board Member, City of Coachella

4. Presentations

None

5. Finalization of Agenda

No changes to the agenda.

6. Public Comments

Non-Agenda Items – None.

Agenda Items – None.

7. Board Member Comments**8. Consent Calendar**

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.

- a) Checks over \$1,000 report for January 2017
- b) Credit Card Statement for December 2016/January 2017
- c) Monthly Budget Variance Report for January 2017
- d) Contracts Signed in Excess of \$25,000 January 2017
- e) Ridership Report for January 2017
- f) SunDial Operational Notes for January 2017
- g) Metrics (On time Performance, Early Departures, Late Departures, Late Cancellations, Driver Absence, Advertising Revenue, Fixed Route Customer Comments, Paratransit Customer Comments)
- h) Board Member Attendance

SunLine Agency Board Member Radi moved to approve the consent calendar. The motion was seconded by SunLine Agency Board Member Strange. The consent calendar was approved by a vote of 9 yes; 0 no;

9. Modification of Pension Investment Manager Information (Greg Pettis, Chair of Finance/Audit Committee; Staff: Luis Garcia)

SunLine Agency Board Member Betts asked Lauren Skiver, CEO/General Manager to give a brief run down on this agenda item. Lauren Skiver, CEO/General Manager addressed the board and stated that SunLine has been using the same pension investor ever since 2009 and we believe it was time to go out and look for a new investment manager and firm so that we can bring the best return for our employees on their pension benefits. She stated that the Finance team along with the Pension Committee solicited more investment managers and this was done in collaboration with the ATU to ensure that they had a say in who we chose and we believe that PFM is going to be a great choice for us. They have done public service work in the past and we believe both competitively and their fees that they will be a great choice for the agency.

SunLine Board Member Hobart asked if the fees we will be paying are above or below what we are paying now. Lauren Skiver, CEO/General Manager stated they would be below.

10. Transportation Demand Management Outreach to Cities

(Staff: Vicky Castaneda)

Vicky Castaneda, Project Manager addressed the board and stated that in July 2016 the board approved the SunLine's Transportation Demand Management Vanpool Program to WSP Parsons Brinckerhoff. As part of the program, we will be reaching out to the employers of the Coachella Valley and the cities. She stated that Parsons Brinckerhoff will be contacting the Human Resources representative and providing them informational material and incentives about the program.

SunLine Transit Agency Board Member Betts asked if this was a presentation we could get to the city councils. Vicky Castaneda, Project Manager stated that they could develop a presentation. SunLine Transit Agency Board Member Betts stated that he would contact her to make that happen.

Lauren Skiver, CEO/General Manager stated that this item is about ensuring that if your HR person in your city is asking about this van pool that you were aware that we are going to be reaching out to the cities. This is to ensure that anyone who needs vanpool services, employees of your cities, would also have the opportunity to potentially enroll and benefit from the program.

11. Approval of Minutes

SunLine Agency Board Member Strange moved to approve the minutes of the February 22, 2017 Board meeting. The motion was seconded by SunLine Agency Board Member Cooper. The motion was approved by a vote of 8 yes; 0 no; 1 abstain

**12. Formal Selection of Pension Committee Members
(Greg Pettis, Chair of Finance/Audit Committee;
Staff: Luis Garcia):**

SunLine Agency Board Member Pettis stated that the Finance/Audit Committee reviewed this item and unanimously approved it and he moved to approve. The motion was seconded by SunLine Agency Board Member Radi. The motion carried by a unanimous vote of 9 yes; 0 no;

**13. Resolutions to Obtain Grant Funding
(Greg Pettis, Chair of Finance/Audit Committee;
Staff: Eric Taylor)**

SunLine Agency Board Member Radi stated that the Finance/Audit Committee reviewed this item and unanimously approved it and he moved to approve. The motion was seconded by SunLine Agency Board Member Strange. The motion carried by a unanimous vote of 8 yes; 0 no 1 Recusal;

**14. Project Support for CARB Funded Project
(Greg Pettis, Chair of Finance/Audit Committee;
Staff: Rudy Le Flore)**

SunLine Agency Board Member Pettis stated that the Finance/Audit Committee reviewed this item and unanimously approved it and he moved to approve. The motion was seconded by SunLine Agency Board Member Foat. The motion carried by a unanimous vote of 9 yes; 0 no;

SunLine Agency Board Member Strange asked what program specifically it would be for, for Maintenance and what specifically would they be providing? Lauren Skiver, CEO/General Manager stated that this was not for ongoing maintenance or construction this is for technical assistance and actually getting all the components and the management of the bus program. This is for the new electrolyzer and buses that will be operating in a new configuration than SunLine has been operating in with the current hydrogen fleet. She stated that this will be employing consultants that have direct knowledge on how to deliver that project and they will be helping with project management, ensuring that timelines are met by both the construction part of the electrolyzer and all the components that need to be bought and configure to work together. They will also be helping us with the creation and delivery of the buses that will be a second part of this grant to encompass the whole 12.5 million.

15. CEO/General Manager's Report

CEO/General Manager, Lauren Skiver addressed the Board and stated that she wanted to make them aware that we will be conducting Pantry to the People Food Drive this Saturday, March 25th from 7:00 a.m. to 7:00 p.m. and this will be held at the Albertson's on Highway 111 and Deep Canyon. She mentioned that there was a radio spot by KMIR about this event this morning on the radio. She stated that Galilee Center in Mecca will be the recipient of the food collected and KMIR 99.5 will be there and she gave a shout out to the Palm Desert Sunset and Noon Rotary Clubs as they always help us support this event with staff to work the event and we couldn't do it without them. She invited the board to come out and donate some food. Ms. Skiver stated that having KMIR do the radio spot with the morning news is helpful and Norma Stevens, Public Outreach Specialist does a good job of making sure the word gets out. Ms. Skiver also let the board know that we will be doing an Earth Day Celebration on April 21st and the Clerk will be sending more information out to you. Along with celebrating Earth Day, we will be receiving the 12.5 million dollar award from ARB and there will be dignitaries in attendance along with Assemblyman Eduardo Garcia. We will be making this an event and we would love to have you all here because it is through you leadership and dedication that we get these awards and that the agency continues to be a leader in alternative fuels. We will get more information and an invitation to you and if you would like to speak at it we would love to have you participate.

Lauren Skiver, CEO/General Manager said that she looks forward to the Visioning Session on March 30th and if you have any questions about logistics or we can do anything to help with that before next week please let us know.

That concludes my report.

SunLine Agency Board Member Hobart stated that he thought he had read something in the newspaper about the potential effects of the Federal Government budget impacting our organization and he wondered if Lauren Skiver, CEO/General Manager could give some insight into what that is all about.

Lauren Skiver, CEO/General Manager stated that we did get a media inquiry regarding the administration's budget and she stated it is early to tell what the actual budget will be. She stated that we do know the two categories; Amtrak funding won't affect us and TIGER Grants, which we don't have an active TIGER Grant and we are not affected in those two areas. It could affect us going after a TIGER Grant if that program is completely gone away. The middle category about capital funding is directed toward new starts which are typically rail projects, rail stations, light rail lines, so currently she doesn't see where it will have an impact although she does see where there will be effects of a lack of federal funding that will come our way but it is early to tell. SunLine Transit Board Member Betts stated that would be his comment also as the budget process in Washington is very early right now.

SunLine Agency Board Member Betts asked if it was possible to get notices out to the cities and the members here on the two events that Lauren Skiver, CEO/General Manager mentioned. Lauren Skiver, CEO/General Manager stated that absolutely notices would go out.

16. Closed Session

Concluded discussion and there was no reportable action.

17. Next Regular Board Meeting Date

April 26, 2017

12:00 p.m., Board Room

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

18. Adjourn

Meeting was adjourned at 12:29 p.m.

Respectfully Submitted,

Diane Beebe
Clerk of the Board

**MINUTES
SPECIAL MEETING
SunLine Transit Agency
Board of Directors Meeting
March 30, 2017**

A Special meeting of the SunLine Transit Agency Board of Directors was held at 9:00 am on Thursday, March 30, 2017, in the Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

1. Call to Order

The Special meeting of the SunLine Transit Agency Board was called to order at 9:00 a.m. by Chairman Russell Betts.

2. Roll Call

Completed.

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
Ginny Foat, SunLine Agency Board Member, City of Palm Springs
Shelley Kaplan, SunLine Agency Board Member (alternate), City of Cathedral City
Kathleen Kelly, SunLine Agency Board Member, City of Palm Desert
Dana Reed, SunLine Agency Board Member (alternate), City of Indian Wells
Robert Radi, SunLine Agency Board Member, City of La Quinta
Jonathan Hoy, City Engineer, (guest for Emmanuel Martinez), City of Coachella
Patricia Cooper, SunLine Agency Board Member (Sup. Benoit alternate), County of Riverside

Members Absent

G. Dana Hobart, Councilmember, City of Rancho Mirage

3. Presentations

4. Finalization of Agenda

No changes.

5. Public Comments

Non-Agenda Items – None.
Agenda Items – None.

6. Board Member Comments

None.

7. **Agency Visioning Session**

Lauren Skiver, CEO/General Manager welcomed Board Members, staff and visitors and began with introductions to make sure that the alternates know everyone here and everybody on the team at SunLine. Ms. Skiver gave a safety briefing making everyone aware of where the facilities were and directions in the event of an emergency. She went over the agenda and stated that there would be some fun today and not just us talking to them all day. There will be some talking to set context and give you some updates so as we work through our working session today you have an idea of some of the goal setting that we want to do and get your input on. The first thing we are going to do is a warm up that Cindy is going to lead us in and we are going to go through agency goals and we are going to give you updates on the agency goals. We will take a break and then we will go through our funding projections for next year, some prioritization of attributes or activities that the board wants to give us some feedback on and then we will have lunch and a wrap up.

Meeting Agenda

- Welcome/Introductions
- Warm Up
- Agency Goals
 - Ridership
 - Project Delivery
 - Year of Learning – Staffing
 - **10 Minute Break**
- SunLine Transit Funding
 - Prioritization Activity
- Wrap Up/Lunch

Ms. Skiver turned the floor over to Cindy Henson, Facilitator. Cindy thanked everyone for coming today and she thanked them for taking the time to talk to her over the last couple weeks. Cindy stated that what they should know is from the information they provided we designed today so it could be optimal for you.

Fun Facts

- Cindy kicked off the exercise with the following Fun Facts for Board Members to guess the answers:
 - What is SunLine's approximate gross payroll for a single pay period?
 - What is the fare for an adult to ride SunLine's Fixed Route Service?
 - What is the fare for a city-to-city ride on SunLine's Paratransit service?
 - What is SunLine's FY 17 Operating budget?
 - What is the percentage increase of passengers in Paratransit from 2010 to 2016?
 - In 2014, the Fixed Route traveled 4.9M miles throughout the Coachella Valley. How many total miles did the Fixed Route buses Travel in 2016?

- SunLine Transit Agency is currently operating 16 Fixed Route Lines. How many routes did SunLine Agency Operate in 2010?
- How many Bus Stops do we have? How many Bus Shelters do we have?
- In 2007 SunLine Transit Agency used and sold a total of 800K gallon of CNG. How many total gallons of CNG were used and sold in 2016?
- How many new Motor Coach Operators has SunLine trained from January 2013 to March 2017?

Cindy thanked everyone for participating and gave each board member a card with the Fun Facts printed on the card. Cindy turned the floor over to Pete Gregor, Chief Safety Officer to present the Year in Review.

A YEAR IN REVIEW:

Major Accomplishments

- Technology and Passenger Amenities
 - Mobile Real Time Bus Application.
 - WIFI on all Fixed Route Buses
 - Electronic Way Finding Signs
 - Automated Passenger Counter Validation
 - Real Time video surveillance capability
- Establishment of Three Agency Goals
 - Ridership Decline
 - Project Delivery
 - Year of Learning
- Successful Federal Triennial Review
- Successful Financial Audit
- Settlement of Union Contract
- Creation of an Operator Focus Group
 - Engages Bus Operators to participate in the route planning process providing valuable feedback on customer needs and route performance.
- Enhanced Safety Culture
 - Implementation of an Operator Accident/Incident Point System
 - Adherence to the Federal Safety System Management Protocol
- Implementation of Culture of Excellence Program
- Continued progress on Performance Management
 - Tracking to save \$1 million on this years budget

- Implementation of the Center of Excellence
- Total awards of \$16.8 million in discretionary funding

Pete Gregor, Chief Safety Officer spoke on the Year in Review and stated that these topics would be expanded on more in today's session. He asked if anyone had any questions. SunLine Agency Board Member Foat asked if he could expound on the Center of Excellence and explain more what that is. Pete Gregor, Chief Safety Officer stated that we possess a lot of expertise in fuel cell and just yesterday Orange County, OCTA, sent one of their buses up here to get repaired because we have the experts. He stated that we were the first transit agency to go to 100% alternative fuel based buses in the country and that was in 1994. He stated that we are going to take that expertise and we are going to leverage it and turn this place into where you want to go when you want to learn about alternative fuels. We are going to partner with, hopefully, Cal State San Bernardino and some other upper learning centers to be the place to go to learn about how to do this. On top of that the financial benefit that is going to hit the Coachella Valley with travelers, hotel rooms, etc.

Lauren Skiver, CEO/General Manager addressed the board and said think about the brick and mortar training center with a bay that we got funded to build, a curriculum that Rudy and teammates here have instituted colleges to be written and which is already in progress. With the opportunity for both public and private entities transit companies to send people here to get that expertise and training and to be able to do hands on wheel dwell work because we have a facility set up to house that kind of equipment. Possibly in the future be something that has jobs for the center beyond public transit and goes to light duty cars, heavy duty dredge, port vehicles of all kinds that are all moving to zero emission, fuel cell projects that are happening right here in California. It's an idea we had for transit but we knew that it had to have more customers than just transit. She stated that you can't build a facility out here and then just every transit agency that might get into zero emission use it. So we expanded that out to see how can we tap into private industry to use that facility as well. SunLine Agency Board Member Foat asked if we had costed it out and if we are going to charge. Lauren Skiver, CEO/General Manager stated yes and we are looking at funders to make it a requirement of the grant that when you win money to get zero emission buses you must pay to go to the center it is a condition of getting the grant. She stated that is what will be the public customer to us. Also, on top of that we want to look at private customers to pay to use the center. Ms. Skiver stated that it is an idea of ours but the funders at the federal government and on the state side see such a need that they funded it. Ms. Skiver stated that we will go into a lot more detail about the grants when we get to Rudy Le Flore's section and we can talk more about the center if you have more questions come up about it.

SunLine Board Member Cooper stated it was mentioned that there has been improved Customer Service and she wondered how that was measured and how they get that feedback. Pete Gregor, Chief Safety Officer stated that there is a lot of informal feedback that contact our Bus Operators have with our customers and we have a focus group for them to tell us what that feedback is. He stated that we also do Customer Service surveys to find out what the needs of the customers are. Lauren Skiver, CEO/General Manager stated that we also have a software that we collect customer comments through web and phone and the power of it is, because it is connected to our scheduling software, so it reduces the amount of time we have to go and find out because it will attach the customers comment to the bus the time and the driver. That allows us to have this piece of information that the system does because it puts those two things together. This software also helps us categorize what are people complaining or complimenting us on better. This software has helped us be able to forecast. We know when we have a bad day with service running late because we can address that in a category of search where we didn't have that power over our data before. She stated that is a customer service attribute for us if we can respond quicker to our customers as there was a time when the reputation was that you could contact SunLine but they wouldn't respond. She stated that is something this team has worked really hard on in responding back.

SunLine Agency Board Member Kelly stated that the Operator's Focus Group is extremely exciting to her because in her every day life she constantly encounters front line people who feel completely powerless to influence decision makers. They have been taught to smile as though that is good customer service but there is absolutely no linkage between the people actually encountering users and decision makers. She stated this combines the best human assets with the technology to maximize results.

SunLine Agency Board Member Cooper stated that she was curious about the safety of the Bus Operators and are we making improvements to ensure that they have quick access to law enforcement agencies that they need or is there a way for them to protect themselves? Pete Gregor, Chief Safety Officer stated that was a big benefit of having the real time live video on the buses. He stated that if the operator calls in stating there is a problem passenger on the bus we can pull the video up and get that picture on time and relay it to law enforcement and we can give them real information such as what the suspect is wearing, what he looks like and even where he is seated. He stated that we will be implementing a pilot program with Indio Police Department where the actual officers in the field have MDT's in their vehicles, which is a computer cellular based, so the video goes right into the cruiser as they are approaching the scene. If it's an armed subject they know where that person is and the best way to get on the bus and know who they need to confront and best respond to that situation.

SunLine Agency Board Member Betts stated that they brought their Police Chief to SunLine for a meeting and it was beneficial for him to understand the capabilities of the SunLine buses and the video. He stated that on their way home he stated it was very helpful to the department and SunLine Agency Board Member Betts stated that other cities might want to consider schedule a meeting and Lauren could schedule that.

The question was asked if there was research with respect to self-driving buses. Pete Gregor, Chief Safety Officer stated that is probably going to be coming. Lauren Skiver, CEO/General Manager stated that L.A. Metro just had a demonstration of an autonomous bus not in service but on the property. H.A.R.T. in Tampa, Florida has a grant to explore autonomous vehicles. She stated that autonomous vehicles are not going to reduce congestion unless there are changes in the way that we look to use them. She thinks they are great but there will have to be a lot of thought around it because if we have six hundred autonomous vehicles on the road it's the same as having six hundred that are being driven. There is some driver error that is reduced but the congestion is the same. We are paying attention to what is happening out there in the industry and like a lot of other things it's being tested in transit and then it will roll out to light duty and other applications.

Pete Gregor, Chief Safety Officer turned the floor over to Tommy Edwards, Chief Operations Officer.

AGENCY GOALS:

Ridership Trends

- National
- Southern California
- SunLine

SunLine Agency Board Member Kelly stated that in 2015 there was a significant drop Riverside and San Diego and she asked what was happening. She stated that clearly it was dramatic in 2015 and it's throughout the region. Tommy Edwards, Chief Operating Officer stated that he would be going into that in more depth in his presentation.

Tommy Edwards, Chief Operating Officer stated that Orange County reacted with a typical transit plan by cutting service and layoffs which they did in 2011 and ridership continued to drop. In 2013 to try to shore up their revenue problems they put a fare revenue increase in place and ridership continued to drop further. He stated that in 2016/17 they have put a large marketing program in place and went back and looked at some of their deficiencies and redesigned some of their service and are now seeing some modest recovery. He stated that those were lessons we want to learn from.

SunLine Agency Board Member Betts asked what happened with New York that is bucking the trend. Tommy Edwards, Chief Operating Officer discussed the National Ridership Trend slide and discussed the New York ridership which is a large urban system and stated that they are the only ones that have come back slightly from the ridership decline. Lauren Skiver, CEO/General Manager stated that we all know New York is famous from disincentivizing driving so the more disincentivized the urbanized area they drive the more transit usage there is. They did decline for a period but many big systems invested everything in their rail system and totally desecrated their bus. What New York did was recognize that not everybody is walking up to the train to ride and they did some improvements in their bus service. A lot of systems have a commuter rail program and they take all their money out of bus and put it into rail which is a shinier more sought after service for some riders but you have transit dependent people that aren't driving to a rail station and getting on the train and you leave those people with no options. Transit is starting to reverse from concentrating on the higher priced rail trip and go back to grass roots and get the bus system back in order. SunLine Agency Board Member Foat stated that in New York you don't own a car and she stated that they redid the whole bus lines.

SunLine Agency Board Member Kelly went back to the issue of what's happening and stated that the price of gas has to be a huge factor here over which we have no control. Tommy Edwards, Chief Operating Officer stated that his next few slides would talk to that and stated that it does sometimes have an effect. He stated that when the downward trend began in 2015 we 2016 we formed a Ridership Project Action Team (PAT) that was taking the approach of cracking this issue and trying to find the root cause. After much research and review the Ridership PAT determined that there was no root cause that we could come up with. We decided to move on and determine what we could do best to retain current customers and gain new riders.

SunLine Agency Board Member Betts asked if we had this information by route. Lauren Skiver, CEO/General Manager stated that we have it by hour and by day and by route and this information is included in the board packet.

Determining Root Cause

- Culture Change/Wealth
- Fuel Cost
- Fear/Indimidation
- Convenience
- Crime/Homeless
- Transit System Planning
- TNC
- Marketing
- Headways
- Finalize Metric Books

Ridership Project Action Team (PAT)

- Understanding Upcoming Generations
 - Generation X
 - Millennials (Also known as Gen Y)
 - Generation Z
- Ridership PAT recommended less focus on the past and more focus on the future by:
 - Focus on future to attract and capture new passengers
 - Target new generations
 - Introduce new technology
 - Education Campaign
 -
- **Ridership PAT Outcomes**
- Ridership Attraction Efforts
 - Fare Collection
 - Mobile ticketing exploration
 - WIFI on all buses
 - Completed
 - "From One Cool Place to Another" Campaign
 - In development stage
 - How to use the bus videos
 - Completed Bike and Ride (English and Spanish)
 - Travel Training (English completed. Video has not been completed for Spanish)

Driving Solutions for Increased Ridership

- **Ridership PAT**
 - Researching integration of cashless fare system
 - Verifying demographic(s) and usage of SunBus Tracker app
 - Monitoring Wi-Fi success to determine its effect on ridership
- **SunDial PAT**
 - Spoke with Riverside Transit team that oversees taxi runs and how they use them to assist in picking up paratransit clients.
 - Meeting with administration to provide copies of ADA applications for review and authorization to send to new applicants and renewals.
 - Brainstorming SunTaxi start-up and what will be needed.
 - FC-4/5 = Buses built on AFCB Platform
- **Customer Service PAT**
 - Surveying customers and front line employees
 - Developing new training protocols
 - Creating a detailed Customer Service Satisfaction Procedures
- **Current Line Performance Actions**
 - Green is meeting or exceeding
 - Yellow needs some improvement
 - Red is under performing

- Shows current minimum performance standards of 25 passengers per revenue hour on our urban lines and 15 passengers per revenue line on our non-urban lines. The urban lines are the lines that are in the larger cities and the non-urban lines are the more rural and a mixture between some cities and some rural. The lines in the red – the Lines 20 and the 95 haven't reached their maturity and they are being subsidized by grants and we feel they have not met their full potential.

SunLine Agency Board Member Foat asked what areas these lines go to. Tommy Edwards, Chief Operations Officer stated that the Line 20 is an express service from Desert Hot Springs to the center of Palm Desert and C.O.D. The Line 95 serves the disadvantaged geographical area at the east end of the valley and the purpose of the line is to serve those communities that are considered transit dependent and have a genuine need for transportation. The commuter route is also there and we use passenger trips per hour for that line and the purpose of the 220 is to connect the Coachella Valley to Riverside and Los Angeles via the Metro and is a very much needed service.

SunLine Agency Board Member Betts asked about the Line 53. Tommy Edwards, Chief Operations Officer stated that the Line 53 presents some opportunities as it is an under performer. This line may be considered for elimination. It circulates through the city of Palm Desert out towards the college campus on Cook. We may be able to incorporate some of that line into a more stable line and we are looking at that very closely. SunLine Agency Board Member Kelly stated that currently that's the link from Town Center out to CSUSB Palm Desert Campus. She stated that presumably the thought was that the Line 20 would get students from Desert Hot Springs to the core and the Line 53 would get people out to CSUSB. She stated that it is a huge need if we don't have the right routes to match it we don't just quit we figure out what works better. Lauren Skiver, CEO/General Manager stated that we are in talks with the colleges, UCR and Dr. Sharon Brown-Welty because there is growth planned. She stated it's growing but just like density in a city we need density at the college so that's why we have been putting in minor changes and tweaking the Line 53. We are presenting it as there needs to absolutely be service to that campus area where we have two major universities co-located how we do that and what kind of service it is is what we are working with the college on. We have some ideas that we will talk about more about college students in the valley that would make ridership easier for them. SunLine Agency Board Member Kelly stated it's kind of a chicken egg problem because what I hear from students out there was I couldn't use the bus because it took five hours and that was before the Line 20 came into being. She was hopeful that this combination was meeting the express concern. It's a hard sell for ridership without the right route and a sustained route without the right ridership. Lauren Skiver, CEO/General Manager stated that what we want the board to understand is that building ridership on a transit line like the 20 that is not something that you put out and in three to six months it's packed. She

stated that in our business it takes a while to build ridership. We are not making any knee jerk moves at this point because we don't absolutely think those connections have come to maturity and it doesn't mean that we don't need to look at what's not performing and why because we may never get there if we don't continue to study and listen to those riders about what's not working.

Proposed Service Standards

Tommy Edwards, Chief Operating Officer stated that about a year ago our former planning contractor, TMD, had recommended increases to the passenger per revenue hour based on what other transit agencies had adopted. We found that this new standard does not accommodate our unique service in the Coachella Valley. As you see our routes are spread out over 1120 square miles and we are not the average urban transit. He stated that we should probably have kept our original service standards where they were as they seemed to fit our system better and we will be bringing that back to the board in April to set the minimum standards back where they were. These standards are 20 passengers per revenue mile for the urban routes and 10 passengers for the non urban routes. He stated that the Strategic Planning Committee did voice some concerns when we brought this forward but our Planning Staff and our contracts were adamant that we needed to move on this and it would work well for us. SunLine Agency Board Member Reed asked if the new one was 20 and 15 and the old one was 20 and 10. Tommy Edwards, Chief Operating Officer stated that the current one is 25 and 15 and the one that we are going back to is 20 and 10. He then showed the slide with the old standards showing the lines performing much better.

SunLine Agency Board Member Betts asked if that was the old standard showing the lines performing better and Ms. Skiver answered that it was. Tommy Edwards, Chief Operating Officer reiterated that it was going to be the new standard. Ms. Skiver clarified that we need the old standard back. Ms. Skiver mentioned to SunLine Agency Board Member Strange that he was on the Committee and the members on the Committee were questioning if we were sure we wanted to up how we were measuring ourselves. She stated that TMD was convinced that if we upped our standards somehow more funding would come to us which some of us didn't understand but we didn't have the depth in that subject to question even though our intuition was telling us something was wrong. We made the decision to do it and we thought it might give us justification for more frequency but when there is no more money it doesn't matter how much justification you have you're not getting more money. So now we need to go back to our old standard. She stated that was some of the history as many of you weren't on the board then. Lauren Skiver, CEO/General Manager explained that revenue hour refers to when the bus is in service. Tommy Edwards, Chief Operating Officer stated that it could effect our funding if we were underperforming and we are allowed to set our service standards based on our unique service and our geographical area. SunLine Agency Board Member Kelly asked what defines urban versus non urban. Mr. Edwards stated that our urban

lines are mainly in the bigger cities based on TDA Funding and some other things but for this exercise it would be Palm Springs, Cathedral City, and it's based on population, so the lines in those cities are considered urban lines. The non urban lines are considered rural lines or a blend of some of the smaller cities and rural. Lauren Skiver, CEO/General Manager stated that we could show them, we don't have it here, but if you would like to see the census data that is used as an overlay to create what's urban and non urbanized for us and we can show you that. She stated that our Planning Team uses Remix and some other data sets so we get census data in and we formulate it onto the map and it helps us to look at areas that are considered urbanized and non urbanized. She stated that urbanized in the valley isn't even really urbanized in other places so you can imagine that we don't have a lot of opportunity by the formula that creates urbanized to be counting a lot of our service area as that. Lauren Skiver, CEO/General Manager stated this was an important point and wants to make sure, before going into the next board meeting, they all understand that we want to go back to our former service standards and we want to bring that to the board at the next meeting and this exercise was about showing you visually why.

SunLine Agency Board Member Strange stated that urban was based on population and asked what that threshold was. Tommy Edwards, Chief Operating Officer stated that it's not really a threshold it takes the demographical area and we overlay the population on the map and there is a formula for that. Lauren Skiver, CEO/General Manager stated that we don't control it and our funder RCTC there's a lot of what happens with the data. We use it but it is provided to us in a way where we don't control how we formulate that.

Paratransit Service

- Why is paratransit so much more costly on a per-passenger basis than fixed route?
 - The key reason is that paratransit carries very few passenger trips compared to fixed route in the same amount of time.
 - Increasing numbers of passengers on fixed route service can fit onto a bus until there is no more room for standees, with a very low marginal cost for each additional passenger trip. Each new paratransit trip responds to a rider's individualized request for service, with a new origin and new destination. The marginal cost of an additional passenger on paratransit may be as high as the full cost for a trip.
- Paratransit should only be made available to riders who cannot independently access fixed route service.
 - Categories of eligibility should include
 - Unconditional – Cannot under any circumstances use fixed route
 - Conditional – Can use fixed route under certain conditions

- Temporary – Have a temporary disability or condition for a shorter duration
- Visitor – For people with disabilities who do not live in the Valley but have a qualifying disability or condition

Paratransit Ridership

- Paratransit Eligibility Reform
 - Current Process
 - Paper application that is outdated
 - Inadequate review/decision process
 - SunLine only uses the “unconditional” category
 - Needed Changes
 - Utilize all provisions of ADA categories
 - Strengthen application and verification process
 - Increase travel training and education activities
 - Expand training for SunLine employees on Paratransit and ADA required service attributes
- SunLine is working on an RFP to contract with an experienced firm to assist in the creation, public process and implementation of an enhanced eligibility process
- Paratransit costs up to \$50 per one way trip. Just transitioning 30 customers who ride 1 round trip per day to fixed route could save approximately \$700,000 annually.

SunLine Agency Board Member Betts asked what our percentage of budget was for paratransit. Luis, Deputy Chief Financial Officer will get that information. Lauren Skiver, CEO/General Manager stated that when you look in a 10% growth at \$50 a trip and you look at the growth in the budget from five years ago five years from now and the age of the population here in the valley it could absolutely be a crisis to our budget. SunLine Agency Board Member Betts stated that we were doing 200,000 trips a year at \$50 a trip so that is \$10 million a year and a third of the budget. Lauren Skiver, CEO/General Manager stated that this is why it is very important and we have already started initiatives. She stated that she wanted the board to know that she ran paratransit for a long time and she understands the community. Our position is not to walk into the communities and say you are off our service that is not what we are looking to do. We are going to start requiring all the attributes under the law and all of the rights and responsibilities we have which currently we are not doing. Our current application process is you fill out a paper application that you send to us that your doctor has signed it and we have a staff person who signs it off and you are on the service. Many transit agencies do functional assessments and they look to local contracts and non-profits to help with understanding a persons disability. This is an individual decision that the transit agency should be making not a blanket decision that the agency should be making just because someone puts an application in.

SunLine Agency Board Member Foat asked if we had done an analysis as to what's making that increase happen besides the aging population. Have we looked at distance from areas to a bus stop and looked at ways to put more bus stops and have less need for paratransit if there was a closer bus. She stated that she was thinking about the senior centers and mentioned the Joslyn Senior Center in Palm Desert that doesn't have a bus stop that's near them. Lauren Skiver, CEO/General Manager stated that we put service in to serve Joslyn Senior Center. SunLine Agency Board Member Foat stated that it didn't have previously and that is what she was talking about. She asked if we were looking at it from an angle of people who are using paratransit where are they going and is there a way to change that by changing a route. Lauren Skiver, CEO/General Manager stated that yes there was but we also have to be concentrating on our process as our process is about fifteen years behind the times on what transit is doing to dynamically and more accurately make decisions and help people make decisions about the best transportation vehicle for their use. She stated leveraging money that we have for bus stops where there is large concentrations near a senior center or homes where groups live and looking at how those can be served in a way that might not need a big fixed route bus but would be more efficient for point-to-point service. Being innovative is exactly what we want to do. She stated that we will be looking at changes including where are people going and where do they need to go. We are working on an RFP and we need some help and we need some people to come in here and help us with policy and how we are going to communicate. Our job is making sure you don't have to communicate it.

Lauren Skiver, CEO/General Manager turned the floor over to Rudy LeFlore, Chief Performance Consultant.

Agency Goal

Making Much Needed Investments In Capital Infrastructure

- 24 Year Old CNG Fueling Station needs replacement (20 Year Useful Life)
 - Money Secured
 - Preliminary Engineering Complete.
- 11 Year Old Hydrogen Station needs Replacement (10 Year Useful Life)
 - Discretionary Grant Won for Upgrade
- 25/30 Year Old Trailers need Demolition (20 Year Useful Life)
 - Housing Operations/Fueling/Facilities staff
 - Money secured
 - Preliminary Engineering RFP for Release in April 2017

Investing in Much Needed Capital Project Management Capabilities

- External Training Provided to Staff in 4th Quarter 2016

- Capital Project Ranking Tool Developed
- Internal Staff Training Provided 2nd Quarter 2016
- New Rigorous Project Approval Process Developed 2016
- Metrics Developed to Monitor Project Status by Senior Leadership Team Monthly

Winning Much Needed Capital Funds

- Low No Discretionary Grant FY 13-14 (\$9.8M to SunLine for Buses)
- Low No Discretionary Grant FY 16 (\$1.5
 - FTA awarded the FY 2016 funds after a competitive review of more than 100 applications (20 Awards) .
- AQUIP (12.3M to SunLine for Buses and Hydrogen Fueling)
 - ARB received 38 applications requesting \$290 million in funding (with \$83 million budgeted for the projects).
- TIRCP (\$2.4M to SunLine for Buses)
 - \$3 Billion requested \$449 Million Awarded
- CVAG CMAQ (\$1.9M to SunLine for VanPool).

SunLine Agency Board Member Strange asked if all of the projects were funded or if they were in different stages of funding. Rudy LeFlore, Chief Performance Consultant stated that all of the projects were funded. He stated that the money isn't here for some of them as the federal grant has to be applied for and then you get the funds but the projects are funded.

Project List (By Project Total)

- CNG Fueling Station Upgrade (\$5.5M)
- New Operations Facility (\$7M)
- Battery Dominant Fuel Cell Bus (5.1M)
- Hydrogen Fueling Station Upgrade (\$8.4M)
- Hydrogen Electric Buses BAE (5 ea) (\$13.1M)
- Hydrogen Electric Buses New Flyer (5 ea) (\$7.4M)
- Battery Electric Buses (4 ea) \$3.2M)
- Solar Canopies (\$657,000)
- Center of Excellence Building (\$1.7M)
- SunLine Center of Excellence Training (\$270K)
- Fixed Route Bus Replacement (Various)
- Transportation Demand Management Program (\$1.9M)

Rudy LeFlore, Chief Performance Consultant turned the floor over to Stephaine Buriel, Interim Deputy Chief Administration.

Year of Learning

Goal for Year of Learning

- Challenge in attracting talent

- Strategy in retaining employees
 - Staff investment
 - Employee retention
 - Transit knowledge
- **Accomplishments**
 - Year of Learning has become part of SunLine culture
 - Staff is engaged
 - Teaching each other
 - Surveys indicate positive feedback for all classes
 - Increased morale
 - Quarterly updates
- **SunLine University Classes**
 - Contracts Training
 - Project Management
 - Adult Learning
 - Public Records Requests
 - Metrics
 - Happy Healthy Holidays
 - Finance 101
 - SunLine 101

 - Intermediate Finance
 - Minimizing Workplace Negativity
 - Behavioral Based Interviewing
 - Spanish 101
 - SRTP
 - Managing UP
 - Communication Skills
 - Leadership Academy
 - MOU Training
 - Healthy Habits
 - Effective Business Writing

SunLine Agency Board Member Kelly asked if they could enroll. SunLine Agency Board Member Cooper asked what was the most popular class. Stephanie Buriel, Interim Deputy Chief Administration stated there was high attendance in the Minimizing Workplace Negativity. SunLine Agency Board Member Strange reflected on organizations that spend a lot of time concentrating on their day-to-day and very little time on research and development and with the technology advancements and all the things that are going on do we have an area that we can prioritize or budget for research and development. He stated we have always been on the cutting edge but keeping up with what's happening and create what we want to see. Lauren Skiver, CEO/General Manager stated we can certainly do it after this discussion today and bring back some ideas on what kind of things, and poll our employees too, we are so focused on zero emission

technology and what are the other things in technology that we need to think about and be more focused on.

Stephanie Buriel, Interim Deputy Chief Administration turned the floor over to Cindy Henson, Facilitator.

A Retrospective Look

Culture of Excellence

- **Created a “Culture of Strategic Execution”**
 - Focus and solve issues
 - Develop “depth in the bench”
 - Organizational sustainability
- **Established Team Norms**
 - Performance expectations – data driven
 - Meeting Protocols - focus
- **Individual Development Plans**
 - Collaborative plan between supervisor and employee
 - Complements SunLine’s FY 16-17 goals
 - Directs efforts of investment in training and skills
- **Created Project Action Teams (PATS)**
 - A cross departmental group of team members focused on developing plans, solving issues and/or delivering a project

10 Minute Break

Lauren Skiver, CEO/General Manager addressed the board and stated that there were some things that we want the board to understand about our FY 18 budget projections. She stated that she appreciates all of their time with the overview of what we have been working on. It’s good to know where the agency is right now but we do need to talk about next year’s budget and she will turn the floor over to Luis Garcia, Deputy Chief Financial Officer and Al Hillis, Chief Financial Officer to go over the budget allocations we have gotten from RCTC and the federal. Keep in mind these are the projected budget alloctions and things can change and once we go through this section on the budget we will talk a little about some options and break up into groups to get some of your feedack.

SunLine Funding/Revenue

SunLine Operation Funding

SunLine Operation Expenses:

FY16 Funding Strategy

- Transition FTA 5307 operating funds to Local Transportation funds
 - Preserve additional 5307 funds for capital programs
 - Consume annual LTF allocations versus returning funds to RCTC controlled reserve

- Utilize more FTA Section 5307 for capital projects
 - Total est. yearly appropriation = \$4.5M
 - Est. \$3.2M of total appropriations utilized for operating

- Strategy duration
 - Apply strategy in FY17 & FY18 if financially appropriate

FY2018 Budget Projections

Operating Fund Analysis

Al Hillis, Chief Financial Officer stated that the green line is the funding line and the red line is the expense. He stated that FY12-16 we had an excess of funds available of which most were Local Transportation Funds (LTF) and resides at RCTC. He stated that this is idle cash that sits in a reserve account for our use however we had not really tapped into that the last period. In 2016 Senior Management made a decision to use more LTF and try to preserve capital within the 5307 program which is an LTA Grant and were going to look at this for a two year period. In 2017 there is a gap and that gap is a shortfall in funding to meet those expenses and that caused us to go into the reserve account and draw down funds to cover the expenses. The projection in the next year FY18 is going to require the same strategy in utilizing our reserve funds in order to meet those expenses. Mr. Hillis stated there is one significant point on the expense line which Luis is going to talk about, those expenses year after year are increasing at a decreasing rate which is extraordinary in our business. As much as we have tried to control and have demonstrated control over those expenses we did have some adverse situations come up in that we lost some funding and we had reduction in funding which causes a greater demand upon the Local Transportation Funds. The one thing that we didn't count on in this whole scenario is that the Federal Government, which we rely on for funding, is now in a state of continuing resolution. They reduced our annual subsidy and gave us seven months of funding versus twelve. This is through April 28th and if they

don't pass a budget by that time, which he doesn't think is going to happen, so, in theory they would shut the government down. That amounted to 58% of our funding for the 5307 program so that is a large challenge for us. The 42%, he believes, will be reinstated at the rate they initially appropriated which is \$4.5M of which we could use 75% of that for covering our operating expenses. The strategy and the attitude of management throughout SunLine is we are trying to bend these curves. We did a pretty good job on the expense curve bending that to where it is relatively flat and that is the best you are going to get. The challenge for us now is to address the funding curve which we want to bend that up and we want to close that gap and try to utilize the appropriation from the LTF Fund and not dip into reserves. Mr. Hillis wanted to mention one thing going forward that the growth in the LTF Fund year after year is not keeping up with the cost of transportation. Although we had some significant cuts that came up this year even without that in the long term we would run out of money. This accelerated the discussion about what to do with LTF. All-in-all the situation we are faced with now is how to resolve and close that gap. All-in-all SunLine is in pretty good shape and we have a robust capital program and we have expenses under control so we need to look at the subsidy and fund line to close that gap.

SunLine Agency Board Member Betts asked what the acronym was for LTF and was told it was Local Transportation Fund. He asked if we only have one reserve account and it was confirmed that we only have one reserve account. Lauren Skiver, CEO/General Manager stated that we don't hold it RCTC holds it for us. She also stated that we have STA Funds in reserve that are capital funds but to use for operating we only have the reserve funds at RCTC. SunLine Agency Board Member Betts asked if we had been dipping into those. Lauren Skiver, CEO/General Manager stated that we did last year because we have been returning \$2M a year back to our reserve fund which we don't control. In discussion with the Finance Committee the thought was spend it and stop returning it instead of using some of our federal money for operating we dipped in to borrow back that \$2M we had returned and we used it for operating. SunLine Agency Board Member Betts asked how much was in reserve. Lauren Skiver, CEO/General Manager stated there is \$12M in reserve and we have two restricted for the Operations Building so \$10M in reserve. Al Hillis, Chief Financial Officer stated that the LTF is based on the sales tax which public transportation receives twenty five basis points which is not a lot in the scheme of things and once they apply the twenty five basis points then it becomes prorated over the population between the Coachella Valley and Riverside and Palo Alto. There are a lot of people feeding of the twenty five basis points. He stated that one of the considerations might be to increase to fifty basis points and tackle this problem proactively and not reactively.

SunLine Agency Board Member Radi stated that there was discussion about this at RCTC. He stated that there was direction to staff to look into bringing to the board in 2018 potentially what is called a new Measure A , Measure A2, to

address this very issue. SunLine Agency Board Member Foat asked if there was a percentage or an industry standard for reserves or percentage of reserves in relation to your budget. Lauren Skiver, CEO/General Manager stated that you would find a lot of transit agencies have zero. Luis Garcia, Deputy Chief Financial Officer stated that in their discussions they would at least like to have ideally three months of our burn rate which is about \$2M. Lauren Skiver, CEO/General Manager stated that was local reserves and she is talking about reserves in general. She stated that when you look at Orange County who had to slash service and raise fares they didn't have a reserve and a lot of transit agencies don't. She stated that the system of having a reserve has been a beneficial thing. She pointed out that if you look back at the graph you see where SunLine budgeted all the way up to that green line and we saved money to add to it during those years. We have been adding money that was budgeted allocated and approved by the board back to our reserve in those years you see the green line. She stated this was not just the money that was taken out by RCTC when allocations came out but actual budget return back in. So \$33M allocation, RCTC immediately takes 10% out for reserves and we were still returning money back in these years prior to last year on top of that.

Al Hillis, Chief Financial Officer stated that what really should happen to encourage efficiencies within SunLine which we strive for, those surpluses in the year that we were appropriating should not revert back to RCTC. It should revert and be accounted for within SunLine. He stated that our working capital is miserably low so short term financing we could handle but in the event that we get tight on cashflow which happens because of the way grants flow we would have to go back to RCTC and borrow our own funds back.

Lauren Skiver, CEO/General Manager stated that as many are new she wants them to understand where the board was and the Finance Committee about all of this money we were returning back. We were returning it back through being efficient and we can ask for it back in a bridge loan but we don't own it here on the property. We don't have a working capital here which is different than most transit agencies who, if they save money, they get to keep it. SunLine Agency Board Member Foat asked if it was RCTC that had the rule that we can't keep the money and she was told yes.

SunLine Agency Board Member Betts asked how we fund the payroll. Lauren Skiver, CEO/General Manager stated that we are not allowed to carry reserves. Everything we have going into the next year's budget if we have savings it is reverted back to RCTC. She stated that the money comes in as the money goes out and if you save any it goes back. SunLine Agency Board Meeting Radi asked what we can do from an advocacy point of view. Lauren Skiver, CEO/General Manager stated that RTA might want to be a part of this discussion as well for there to be a change for transit based on the nature of our business to have a percentage of reserve and maybe it could only be through efficiency. This is what our problem has always been as some agencies might not be working to be

efficient and spend every dollar that they get but some are really working to continue to work on efficiency and there is no incentive. She stated that having a reserve is also a good thing because now we need it. It would be nice if there was a certain threshold that we kept here and the rest went back to RCTC. SunLine Agency Board Member Radi stated that at the end of the table there is the person who has the most knowledge about transportation ever and is the incoming chair for RCTC, SunLine Agency Board Member Reed. SunLine Agency Board Member Reed stated that this is something that is very important and we are not in a vacuum here there is Riverside Transit and a small one out in Blythe and we need to make sure we are not being treated worse than anyone else. If we all want to be treated better we need to go in as a team and he stated he had no idea what the facts are but it sounds reasonable. Lauren Skiver, CEO/General Manager stated that she would take that as an action to reach out to Larry Rubio and others about how they are working in their organization with reserves and what are they getting in efficiencies and do they have money that they are returning. All of that will be important in the dialogue. She stated that we will take that as a staff item to collect some data about how they are operating.

SunLine Agency Board Member Strange asked if the funds being held at RCTC are in interest bearing accounts. SunLine Agency Board Member Radi stated that it was a free loan to RCTC.

SunLine Agency Board Member Kelly asked why the Measure A was less. Luis Garcia, Deputy Chief Financial Officer stated that Measure A is growing at a slower rate. He stated that RCTC approved these allocations on January 11th and the allocation is based off of the projections of the sales tax. He stated that RCTC is conservative when they do their projections and they aren't projecting large increases for sales tax.

Lauren Skiver, CEO/General Manager stated that when you see the \$6M number we know that doesn't include what they take out in the 10% so you put one and a half back. She stated that right now we are tracking to come in, even borrowing \$2M from our reserves, we are coming in \$1M under. This is so far as anything can happen as we are not at the end of the year. That is potentially \$2.5M coming off of that \$6M amount. We have given you the budget with 3% that we know our wages are going to go up over last year's budget but we haven't had time to look at where would we start to reduce budget lines for you for next month when know we have the reserves and will still have \$7M in reserves after we use a portion about and putting into action plans for the next years budget if this funding cycle continues and this is where we want to engage you today.

Potential Remedies

Traditional Transit Plan

- **June 2017**
 - Create public participation plan for service changes
 - Initiate Paratransit Reform
 - Intensify advertising and fuel revenue opportunities
- **January 2018**
 - Eliminate underperforming lines
 - % to savings and % to improving frequency on other performing lines
- **June 2018**
 - Deeper service cuts/layoffs
 - Hiring freeze for Administrative
 - Launch Paratransit eligibility reform
- **January 2019**
 - Fare increase
 - Contract a portion of operations/maintenance

Lauren Skiver, CEO/General Manager stated that this is a traditional transit plan and you have to have one in a situation like this. There has to be a plan about how are you going to start making service change and what are you going to do to reform services that are expensive. She mentioned paratransit and that making some reform to paratransit gives big relief in budget. She stated that we are already looking at this and looking at our advertising program to see how we can start advertising our fuel and advertising more on the buses. How can we reinvigorate revenue streams that are outside of what we get state and federal. We are already looking at what kind of service would we eliminate and here's what I want you to expand your mind to. There are changes that we need to make at SunLine that this is the reason to do it and it's good for the network and it's good for the riders. Sometimes you have service that's running that hasn't been looked at for a whole lot of reasons that now we are looking at more carefully. Not to just cut the service but to find ways to maybe move it, to eliminate some of it and save money and put more of it into more productive areas. Transit agencies use this as a way to make change all the time. Looking at service and looking at ways we can make it more productive and some lines need more frequency and we know the ridership would go up. This is the time to do it. We go into January with some clear plans on what are some of the things we would change to make the frequency better and some of the unproductive service less unproductive. In June we are going to start seeing this time next year what FY19 is looking like and if we are continuing to see a \$4M, a \$3M, \$2M gap then we can't continue as we are only going to be able to get so efficient. She stated that the engagement process with our customers would have to start really soon. The engagement process with our employees has to start soon. If we continue in this same trajectory a fare increase would have to happen but fare increases drive down ridership and it's proven and studied.

SunLine Agency Board Member Betts asked what we were looking at in a fare increase \$1.10/\$2.00? Lauren Skiver, CEO/General Manager stated that at \$1.25 you will lose a percentage of ridership. SunLine Agency Board Member Radi stated unless you are engaging WiFi you are talking about apps and talking about technology in added value that would justify a consumer paying a little bit extra for the service. He stated that we are trying to ramp up to that in looking at 2019. Lauren Skiver, CEO/General Manager stated that if she has taken the service network and made it more efficient and I now have express service running on the 111 because I have taken some resources from somewhere else that's not performing and now giving you a direct trip with three stops in every city and now I am charging you \$2.50 for that because now it is express fare. Those are the kinds of ways you start with a fare increase. SunLine Agency Board Member Betts asked what percentage of our revenue is farebox. It was stated that the revenue from farebox is 10%. SunLine Agency Board Member Foat stated that everything she is describing is what was mentioned earlier that Orange County did and wasn't too successful. Lauren Skiver, CEO/General Manager stated that they didn't restructure their network they ended a lot of their bus service. They didn't thoughtfully look at a comprehensive analysis of what's working and what's not working. They got into a financial crisis with no reserve and to slash and burn their organization.

SunLine Agency Board Member Kelly stated that she wanted to make sure that this perspective always stays a part of the fare conversation. The reason public transit is subsidized is because we have the cultural perspective that basic transportation should be a part of our society just as we furnish arts and we furnish public safety and we furnish fire service. We always want to make sure that we are well serving that part of the population which most need public transit and has no choice. She stated that it's great to leverage WiFi for professional potential rider or even people who have more toys for their entertainment. When it comes to the basic fare for nonexpress services she will always preach that we need to remember our reason for being is to serve those who have no other alternative. She stated that she likes the idea of distinguishing express service from other service.

Lauren Skiver, CEO/General Manager stated that some of these things were the impetus for moving to contract service. She stated that Orange County and Oceanside had a huge issue with funding and they used that as the reason and the impetus to start contracting out service. Right now we are not saying we would contract out service as right now we have a union agreement that prevents it. She stated that we do have the ability to work through that and it would be advantageous to start looking at it. Using some of the taxis to do paratransit service and looking at ways to move people is something we have to be doing. This agency doesn't plan to be disrupted and this agency as a first in the nation to be the first transit agency to offer a complement of services that are so flexible our ridership has gone up.

Additional Areas of Exploration

- Board Direction
 - University and School system contributions for specialized/tripper service
 - Contract service including taxis and private providers
 - Explore Buzz Ridership for NTD reporting and potentially eliminate duplicate service during Buzz operating periods
 - Casino and other private entity contributions for specific services
 - Look for tax initiatives to expand state/city funding
 - Explore Coachella Valley Transportation related funding and how it's being divided and spent
 - Group considerations/ideas

Lauren Skiver, CEO/General Manager stated that we have put some things up to consider and what we need from this group is what are some of the other things that we could explore and what would be the priorities of you, as our governing body, for us to explore. She stated that we want to have a group exercise about this where they have a chance to get up and talk and then talk to us about what you are thinking. Ms. Skiver explained that there was a handout with the same information of areas to explore and the pros and cons and we have left space for them to add ideas and suggestions to that list for consideration. Lauren Skiver, CEO/General Manager turned the floor over to Cindy Henson, Facilitator to take them through the exercise.

Prioritization Exercise

Cindy Henson, Facilitator stated that she wanted the group report outs to be an opportunity for other groups to understand what their thinking is so as we progress we will start to see some alignment starting to happen.

Report Outs

- Cathedral City
- Riverside County
- Coachella
 - Presenter – SunLine Agency Board Member Kaplan
 - Fair amount of discussion relative to the first six items on the list and we would be looking at a way to increase revenue and control expenses
 - Discussion about working with the festivals/Coachella/Stagecoach
 - Making sure that we are using the RCTC model that provides information about seasonal traffic

- Working with the casinos and other entities was listed as their highest priority
- Looking at the Buzz to see if there were any overlaps of service associated with it and how to improve efficiency and effectiveness that way
- Looking at universities and school systems
- State and city funding
- Contract services
- Utilize taxi services

SunLine Agency Board Member Betts stated that on the subject of the Buzz there was confusion in his group about what the actual proposal was and they weren't clear on that. He thought the suggestion that Buzz has replaced SunLine service. SunLine Agency Board Member Cooper stated since the city is already paying for that service then why use SunLine to also have duplicate services. SunLine Agency Board Member Foat stated that it's not the same rider. SunLine Agency Board Member Betts stated that the conversation in their group was that it's a completely different rider with it's economic development as primary function in Palm Springs versus providing public transportation. So their group checked that one off their list. Lauren Skiver, CEO/General Manager stated that it would be considered a transit service. SunLine Agency Board Member Foat stated that people who are riding the Buzz are not going to ride the bus. Lauren Skiver, CEO/General Manager stated that we are going to do some studies on that because we believe we have lost ridership on the bus from the Buzz. She stated that we will do a data study on it to better understand whether it's true or not. She stated that it covers all the way to Smoke Tree Plaza. She stated that what we can do is bring you back some data about ridership levels in the Palm Springs area before it came aboard and ridership now. SunLine Agency Board Member Betts stated that the conversation in their group was that the numbers for Buzz could be used for SunLine which would possibly impose restrictions or mandates on the Buzz that it doesn't have now. Rudy LeFlore, Chief Performance Consultant stated that when they talked about the Buzz and utilizing the public transit aspect of the Buzz in the ridership and NTD and any benefit that SunLine could have from that there would have to be a discussion about that and if there was a financial benefit of doing that. There would have to be a discussion of the Buzz currently being funded by the City of Palm Springs and how that would work. Lauren Skiver, CEO/General Manager stated that she heard there word restrictions and it all counts as public transit system being ran outside of the typical funds of public transit. Rudy LeFlore, Chief Performance Consultant stated that they established that it is a public transportation system. SunLine Agency Board Member Betts stated that if you are using federal funds there are strings attached that don't exist now with the system they have in place. Lauren Skiver, CEO/General Manager stated that we will dive deeper into this subject and also provide the data with more information on it. SunLine Agency Board Member Betts stated that it was interesting that one group thought it was a great idea and their group basically scratched it off the list.

- Desert Hot Springs
- Palm Springs
- Palm Desert
 - Presenter – Erica Vega – Legal Counsel
 - Working with universities and school districts – rationale – in other areas the cost associated with that had been rolled into student registration fees which means it's a guaranteed funding source. Also, there are young people/millennials and incentivizing and getting them trained on using public transportation and investing in long term ridership
 - Contracting service and private providers relating to paratransit costs – explore cost savings and implement in a way that is ADA compliant
 - Accelerating traditional transit plan – if forecasting large deficits take more swift action now

Lauren Skiver, CEO/General Manager asked if there was anyone on the board that has, from a leadership standpoint, a strong relationship with C.O.D. SunLine Agency Board Member Strange stated that he does. Lauren Skiver, CEO/General Manager asked if we could tap into a meeting at the highest level about this subject. SunLine Agency Board Member Strange stated yes we could. Ms. Skiver stated that Dr. Brown-Welty has made herself available to us and San Bernardino Campus already does this and since San Bernardino controls the Palm Desert Campus and they already have a transportation fee in their enrollment and she thinks it is going to be very easy to do it for them. We need to get audience with some decision makers at C.O.D. Erica Vega, Legal Counsel stated that from a legal standpoint she had worked with Omnitrans and helped them with their agreements with the colleges.

SunLine Agency Board Member Radi asked for clarification on the cost saving potentially on the paratransit with the taxi contracting. He stated that in their group they talked about a 30% saving. Lauren Skiver, CEO/General Manager stated that what they talked about is if you take a customer and put them on a taxi for a point-to-point paratransit trip if our cost is close to \$50 we could negotiate a flat rate taxi trip probably under \$12. She stated that they also talked about taxi needing another source of revenue. It provides an additional source of revenue to the taxi franchises and operators and reduces overall expenses for us that could be put into other line services. SunLine Agency Board Member Betts suggested using the paratransit as taxi service and set up on uber-type app and make it available for ordinary riders to ride that as a source of transportation. Lauren Skiver, CEO/General Manager stated that was something to explore, more difficult to do, but still something to explore. She stated maybe not with our paratransit vehicles but with something else.

- Indian Wells
- La Quinta
- Indio
 - Presenter – SunLine Agency Board Member Reed
 - Broke up information into two categories – Ridership
 - Revenue

SunLine Agency Board Member Reed stated that there was a correlation between the two with ridership only paying 10% of the cost of providing the service. Starting with the increased ridership we are talking about attracting new riders. We already have the transit dependent they are already using the service because they have no choice. What we are talking about is attracting new riders the rider that does have an option of taking his or her own car and for various reasons choose to take the bus. Whether it's because of air quality or saving money, relieving congestion on the roads or any host of reasons that's what we want are new riders. We talked about exploring event transportation such as the tennis tournament where they paid \$30 parking. Possibly coordinating with the hotels for Coachella and other events as our biggest problem is first mile/last mile. How do you get the people to the bus and then when they get to where they are going how do you get them from the bus stop to where they are going. Discussion was held on bicycles to the extend we are going after the millenials and right now we can deal with three bikes. Maybe we have bike stations where you can park and lock your bike. The same with paratransit – we take them all over the place when maybe we can just take them to the bus and they can take the regular fixed route to wherever they are going and then somebody picks them up. Making it cool to ride the bus and riding the bus doesn't mean that you are a second class citizen. Riding the bus means that you are concerned about air quality, you are concerned about saving money, congestion and it's the right thing to do.

SunLine Agency Board Member Reed stated that on the revenue side obviously we need to increase revenue and we need to reduce expenditures. He stated contracting for services such as paratransit is something that we think staff ought to look at very closely. Lauren Skiver, CEO/General stated the group also discussed looking at the funding streams for the Coachella Valley through CVAG and RCTC. SunLine Agency Board Member Reed stated that 90% of our money comes from outside the Coachella Valley and we need to look at those funding streams and make sure we are getting our fair share.

Cindy Henson, Facilitator stated that looking at all of this information there are a lot of similarities. She recommended that we take this back as staff work and prioritize it and provide back to you the next time you all convene what we heard and the direction we are going to go and do a check with everyone that we got it right.

SunLine Agency Board Member Cooper stated that she feels comfortable with that because one of her thoughts as they were going through the process was some of these things that we think should be the priority we don't know how much we are actually saving. It may not be enough to make it the priority.

SunLine Agency Board Member Strange stated that he wanted to reiterate what he and SunLine Agency Board Member Radi talked about at lunch. Looking at ways that the industry may change and if it changes we want to be the ones that change and control our destiny opposed to outside entities. We need to have someone on the pulse of what's happening in that next innovative cutting edge idea where we can sustain ourselves and create the future.

Lauren Skiver, CEO/General Manager stated that they are in charge of an agency that is smart and wants to be green and wants to be growing and we have to keep checking in on you on the risk that you are willing to put out there. She stated by bringing you back information about this you can have the real data to assess that risk and give even more direction. We are willing, as we said earlier, to go in a totally different direction for transportation. It doesn't mean we would abandon what we do it means we would move where this community is going so that we stay at pace with it. To the extent that we can make sure that you are comfortable with that is what my job and this team's job is to do. Today was the start of that and you gave us a lot today and it was really valuable to this team on how we are going forward.

SunLine Agency Board Member Betts stated that one thought he came in today with was if he was going to go to Portland, Oregon I know, just from the experience of Portland, I'm going to take public transit to the hotel and everywhere I need to go in the city. When thinking of the Coachella Valley I don't think I am going to land here and rely on public transportation. It doesn't exist. He stated the system isn't reliable enough for new users. Except Palm Springs where they have the Buzz and you don't need a car. SunLine Agency Board Member Foat asked why there isn't more frequency. She stated there are 2.6M people in and out of the Palm Springs Airport last year and she asked why we don't have service. Lauren Skiver, CEO/General Manager stated that the old way of transit was to cover as much of the community as you can even if it's sparsely. We have 1120 square miles with seventy four buses. In the early stages of providing transit you were really only trying to meet the transit dependent which meant long trips with long lines with little frequency. The world has changed and people will ride a skateboard before they will wait an hour for a bus. She stated that we are also not the kind of animal that can change things immediately. We have a whole layer of change and that's what we are on the cusp of doing.

SunLine Agency Board Member Kelly stated one incremental step towards transformation which builds on a couple of comments that have been made. The first mile/last mile is huge towards addressing what SunLine Agency Board

Member Betts brought up. She stated that bicycles are increasingly popular and not just with millenials but with active retirees. She stated that for the traveler, who SunLine Agency Board Member Betts is envisioning, bicycle sharing operations where you can get off the bicycle and park it someplace and these are a big part of solving the first mile/last mile problem. These are bicycles everywhere that you have access to so you don't have to own a bicycle. SunLine Agency Board Member Kaplan stated that Palm Springs and Cathedral City have been in discussion with a company called Zagster with our City Manager relative to a bike sharing program where they basically provide the bikes and take care of all of the maintenance repairs. Lauren Skiver, CEO/General Manager stated that there we did a study on that about three years ago but we couldn't take it anywhere because we needed the cities and we thought The River would be a great place for a bike share location with hotels around there. We are happy to resurrect that study and bring that too. She stated that some of these things we are going to need your help to take them to the next level with the cities or an engineering discussion and that's why we need to bring you a list of priorities flushed out that you can further refine them because we are gong to need your contacts and your brain trust and your ability to connect doors for us to really get some of them up and going.

Ms. Skiver thanked the Board members and staff as they worked really hard and a lot of long hours. Some of the folks that spoke in front of you today are newer in their positions and this was a nerve racking exercise for them and she thinks that being in front of you, who care about this agency and care about what we do, is the best place for them to practice their skills and she appreciates that in all of you.

SunLine Agency Board Member Betts stated that he thought it was a good and concise presentation and the part at the beginning with the questions was a nice warm up and there was some good information there.

8. Adjourn

Chairman Betts adjourned the meeting at 12:45 p.m.

Respectfully Submitted,

Diane Beebe
Clerk of the Board

SunLine Transit Agency

DATE: April 26, 2017 **ACTION**

TO: Board Operations Committee
Board of Directors

FROM: Assistant Financial Services & Support Manager

RE: [Policy Revisions Accounts Receivable-Cash Receipts and Advertising Policy](#)

Recommendation

Recommend that the Board of Directors approve the attached revisions to the Accounts Receivable – Cash Receipts Policy# B-010604 and Advertising Policy# B-020598.

Background

SunLine currently invoices for Advertising on net 30 terms. By updating the policy to require payment prior to the start of an advertising period (Flight), SunLine can ensure advertising revenue is collected in a timely manner.

In February 2016, SunLine acquired a new accounting software, Tyler In-Code, which was implemented in conjunction with the existing Fleet-Net software. The new software changed how cash receipt transactions are processed. Accordingly, this revision will update the terminology to reflect new processes.

With revisions to the Accounts Receivable – Cash Receipt Policy, revisions are also being made to the Advertising Policy to ensure consistency between the policies.

Financial Impact

Requiring upfront payment on advertising invoices will reduce the Agency's exposure of bad debt and reduce staff efforts related to the collection of aging invoices.

By updating the existing policy to reflect new procedures, SunLine staff can be more productive in their efforts related to cash receipts.

Ramon Aguiar

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ACCOUNTS RECEIVABLE/ CASH RECEIPTS POLICY

POLICY

SunLine Transit Agency (SunLine) will carefully monitor Accounts Receivable and will make all attempts to recover ~~monies all amounts due owed the agency to SunLine,~~ recognizing that these are public funds.

Accounts Receivable

- Invoices will be prepared by the Accounting Technician every week. All invoices – excluding advertising invoices – will be on net thirty (30) terms. All invoices will be supported by appropriate documentation.
Customers requesting advertisement orders will need to provide payment upfront – before each advertising period (flight) begins
- ~~Accounts Receivable will be billed every thirty (30) days, and re-billed if still outstanding during the next billing cycle. All billings will be supported by appropriate documentation.~~
- All outstanding Accounts Receivable invoices will be reviewed by the Accounting ~~Technician~~Manager with follow up, on a monthly basis, and the accounts receivable accountant will follow up to resolve outstanding balances, ~~under his/her supervision.~~
- A monthly listing of aged Accounts Receivable will be provided to the Senior Accountant~~Chief Financial Officer~~, with explanation for outstanding balances.

Cash Receipts

SunLine will carefully monitor cash receipts procedures, to protect the integrity of incoming funds.

- On a daily basis, incoming checks, cash and/or credit card payments or cash are will be received by the Front Desk Receptionist, either by in the mail and/or

Finance Policies & Procedures
Accounts Receivable/Cash Receipts Policy
Policy No: B-010604

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at the counter from walk-up customers. ~~Payments are entered into accounting software and will produce receipts that are attached with appropriate documentation and stored in a locked drawer. Receipts are written by the Receptionist, in triplicate form, and are entered into a Cash Receipts log by the accounts receivable clerk, and stored in a locked cash box, for transmission to the Accounts Receivable accountant who then verifies, signs and dates the cash receipts log.~~

- ~~At the end of each day the Accounting Technician will pick up all cash receipts with appropriate forms of payment and documentation and verify, sign and date the daily cash log. The following day he/she will then verify the receipts against checks, cash, and credit card receipts submitted and balance the totals.~~
- ~~Each day the Accounts Receivable accountant verifies the receipts against checks/cash submitted, and balances the totals. The Accounting Manager or his/her designee then verifies the receipts, signs and dates.~~
- ~~All checks are copied and stamped “For Deposit Only” and processed through the desktop desktop deposit machine located on the Accounting Technician’s desk. A deposit slip is prepared for cash and coins which are then sealed in a WFB deposit bag and locked in the Finance safe until pick-up. Daily deposits will be given to a coin room employee to be included with other deposits from the Coin Room which are picked-up on Monday, Wednesday, and Friday of each week.~~
- ~~All checks are copied, and stamped “For Deposit Only”, and a deposit slip prepared. The deposit slip and checks/cash are then sealed in a key-locked bank courier bag~~
- Motor bus fare receipts are deposited into the coin room vault each evening by Utility personnel. Fare boxes are sealed, and opened only upon proper connection to the fare box vault. —Employees have no physical contact with cash ~~at~~ this point. —Each morning, the ~~Coin Room Clerks~~~~Cash Counting Clerk~~ removes all cash receipts from the vault, separates ~~ing~~ coin, ~~and~~ currency, ~~and~~ ~~passes~~. —Coins are counted by machine, emptied into coin bags. —Currency is counted by currency counting machines. —This activity is monitored by

Finance Policies & Procedures
Accounts Receivable/Cash Receipts Policy
Policy No: B-010604

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cameras with terminals located in Safety Security, with the Accounting Technician and the Senior Accountant at the front Reception desk.

The Coin Room Cash Counting Clerks prepares forms detailing the contents of each deposit, and a courier deposit slip is attached to the locked bag(s) which are then kept in the vault until pick-up. -An Armored Truck Services' The courier employee signs for the bag(s) upon pick-up, and a copy of the deposit form is given to the Accounting Technician faxed to the bank, and a copy is given to the Accountant. —Any discrepancies between actual deposits per the bank, and deposit records per the Cash Room, are monitored closely by the Accounting Technician Manager and the Senior Accountant.

K:\policies&procedures\AcctRecv Policy

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.

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.

Advertising Guidelines

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, 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.

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.

~~Sunline specifically rescinds the previously approved Bus Advertising Policy as was approved on May 23, 2012, and replaces it with this new Policy.~~

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 26, 2017 **ACTION**

TO: Board Operations Committee
Board of Directors

FROM: Chief Safety Officer

RE: [Safety Management System Policy B190117](#)

Recommendation

Recommend that the Board of Directors approve the attached Safety Management System Policy No. B190117: Pursuant to the Federal Transit Administration's requirement for Transit Agency's receiving Federal assistance to implement a Safety Plan based on the principles of Safety Management Systems, Policy No. B190117 codifies the Agency's commitment to safety.

Background

The Federal Transit Administration (FTA) issued its final rule to establish substantive and procedural rules for FTA's administration of a comprehensive safety program to improve the safety of the Nation's public transportation systems on August 11, 2016. The FTA administers a national transit safety program and program compliance oversight process to advance safe, reliable, and equitable transit service throughout the U.S. FTA's Office of Transit Safety & Oversight (TSO) helps make transit safer through policy development, hazard investigation, data collection, risk analysis, oversight programs and information sharing.

SMS is a formal, top-down, organization-wide approach to managing safety risks and assuring the effectiveness of safety risk mitigations. It is a basic management tenet that accountabilities flow top-down. Therefore, as a management system, SMS requires that safety accountability reside with the top executive of a transit agency. While this is usually at the CEO or General Manager level, an agency's Board of Directors also plays an integral role for establishing a sound foundation for safety management.

Safety Management System Policy B190117 confirms SunLine Transit Agency's commitment to safety. The Policy is the first step toward implementing a Safety Plan based on the principles of Safety Management Systems.

Financial Impact

No initial fiscal impact. Full implementation of a Safety Plan that complies with the principles of Safety Management Systems will require future resources dedicated to Risk/Hazard Identification, Documentation and Management, Training and Communication. No personnel resources beyond the current Safety Department staffing levels will be required. Fiscal impact of Risk/Hazard mitigation and solutions will vary dependent upon identified hazards and solutions. Expenses may be offset by reduced workers compensation claims and a reduction of incidents placing the Agency in position subject to litigation.

Pete Gregor

Safety Management System Policy
Policy No: B190117

SMS POLICY STATEMENT

I. PURPOSE

The purpose of this document is to establish SunLine Transit Agency's commitment to safety, safety procedures, expectations and roles of all employees within the Agency for all employees and the general public.

II. POLICY

The management of safety is one of our core business functions. SunLine Transit Agency is committed to developing, implementing, maintaining, and constantly improving processes to ensure that all our transit service delivery activities take place under a balanced allocation of organizational resources, aimed at achieving the highest level of safety performance and meeting established standards.

All levels of management and all employees are accountable for the delivery of this highest level of safety performance, starting with the Chief Executive Officer.

SunLine Transit Agency commitment is to:

1. Resources

Support the management of safety through the provision of appropriate resources, that will result in an organizational culture that fosters safe practices, encourages effective employee safety reporting and communication, and actively manages safety with the same attention to results as the attention to the results of the other management systems of the organization;

2. Integration

Integrate the management of safety among the primary responsibilities of all managers and employees;

3. Roles and Responsibilities

Clearly define for all staff, managers and employees alike, their accountabilities and responsibilities for the delivery of the organizations safety performance and the performance of our safety management system.

4. Hazard Identification

Establish and operate hazard identification and analysis, and safety risk evaluation activities, including an employee safety reporting program as a fundamental source for safety concerns and hazard identification, in order to eliminate or mitigate the safety risks of the consequences of hazards resulting from our operations or activities to a point which is consistent with our acceptable level of safety performance;

5. Encouragement

Ensure that no action will be taken against any employee who discloses a safety concern through the employee safety reporting program, unless disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures;

6. Regulation

Comply with, and wherever possible exceed, legislative and regulatory requirements and standards;

7. Personnel

Ensure that sufficient skilled and trained human resources are available to implement safety management processes;

8. Training

Ensure that all staff are provided with adequate and appropriate safety-related information and training, are competent in safety management matters, and are allocated only tasks commensurate with their skills;

9. Review

Establish and measure our safety performance against realistic and data driven safety performance indicators and safety performance targets;

10. Amend

Continually improve our safety performance through management processes that ensure that appropriate safety management action is taken and is effective.

11. Standards

Ensure externally supplied systems and services to support our operations are delivered meeting our safety performance standards.

Approved:

Lauren Skiver
Chief Executive Officer/General Manager

SunLine Transit Agency

DATE: April 26, 2017 **ACTION**

TO: Board Operations Committee
Board of Directors

FROM: Russell Betts, Chair of the Board

RE: [Resolution No. 0764 to Amend Section 3.1 of the Board Bylaws](#)

Recommendation

Recommend that the Board of Directors adopt Resolution Number 0764 amending Section 3.1 of the SunLine Transit Agency Bylaws.

Background

Sunline Transit Agency currently appoints from its members a Chairperson and a Vice Chairperson by a majority vote.

SunLine Transit Agency Bylaws provides:

Section 3.1 Presiding Officer

The Chairperson shall be the Presiding Officer at all meetings of the Board. In the absence of the Chairperson, the Vice Chairperson shall preside. In the absence of both the Chairperson and the Vice Chairperson, the Board shall elect a temporary Presiding Officer to serve until the arrival of the Chairperson or Vice Chairperson or until adjournment.

In accordance with the Joint Powers Agreement, the Board shall elect, from among its members, a Chairperson and Vice Chairperson to serve for one year terms, said terms expiring at the end of each fiscal year. The Board shall meet at its first regularly scheduled meeting in July and choose one of its members as Chairperson and one as Vice Chairperson. Each selection shall be by a majority vote of the quorum in attendance, and a failure to achieve such total of affirmative votes, shall be deemed a selection of the incumbent(s) to remain in office. Each person so selected shall serve until a successor is chosen (at any time) by affirmative votes, provided that at the first regular meeting in July of each year, the office of Chairperson and Vice Chairperson shall automatically be reconsidered by the Board.

In order to ensure each member entity of SunLine Transit Agency's Board of Directors is provided an equal opportunity to serve as Chair and Vice Chair, an amendment to Section

3.1 of the Bylaws has been requested by the current Chair. A clear rotation rather than appointments by a majority vote allows for the positions of Chair and Vice Chair to be filled in an orderly and predictable manner. The rotation shall be in alphabetical order based on the member agency, beginning with the letter "I" to guarantee that the current Vice Chair will become the next Chair of the Board of Directors. If this amendment to the bylaws is approved, the rotation shall be as follows:

1. Indian Wells
2. Indio
3. La Quinta
4. Palm Springs
5. Rancho Mirage
6. Riverside County
7. Cathedral City
8. Coachella
9. Desert Hot Springs

As a safeguard, the proposed amendment includes a provision that allows this alphabetical rotation to be superceded in the event 2/3rds of the Board agree that a particular member agency's representative should not serve as the Chair or Vice Chair.

Financial Impact

There is no fiscal impact.

SUNLINE TRANSIT AGENCY

RESOLUTION NO. 0764

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SUNLINE TRANSIT AGENCY AMENDING SECTION 3.1 OF THE RULES OF PROCEDURE ADOPTED BY RESOLUTION 0747 FOR SELECTION OF CHAIR AND VICE-CHAIR OF THE BOARD OF DIRECTORS

WHEREAS, on July 29, 2015, the Board unanimously approved Resolution 0747 "A Joint Resolution Amending and Adopting Rules for Board Meetings and Related Functions and Activities, and Adopting Bylaws for all Board Committees";

WHEREAS, Section 3.1 of the Bylaws states that the selection of a Chairperson and Vice-Chairperson shall be by a majority vote of the quorum in attendance; and

WHEREAS, the Board of Directors of the Sunline Transit Agency desire to amend Section 3.1 of the Bylaws through the adoption of this resolution to provide for an alphabetical rotation of the Chair and Vice-Chair positions.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of SunLine Transit Agency:

Section 1. Section 3.1 of the Bylaws entitled Presiding Officer, paragraph two (2) shall be amended to read as follows:

"In accordance with the Joint Powers Agreement, at its first regularly scheduled meeting in July the Board shall elect, from among its members, a Chairperson and Vice Chairperson to serve for one year terms, said terms expiring at the end of each fiscal year. The election of Chairperson and Vice Chairperson shall be by an alphabetical rotation by the name of the member agency except as provided herein.

The Board shall be deemed to have satisfied the requirements of the Joint Powers Agreement to appoint a Chairperson and Vice Chairperson if it:

1. Confirms the appointment of the Chairperson and/or Vice Chairperson based on the alphabetical rotation by a majority vote; or
2. Elects to dispense with the alphabetical rotation for either or both of the appointments and appoints another member to serve as the Chairperson or Vice Chairperson, by a 2/3rds vote of the entire membership of the Board.

Each person so selected shall serve until a successor is chosen (at any time) by a 2/3rds vote fo the entire membership of the Board, except that if the Chairperson or Vice Chairperson has two or more unexcused absences per fiscal

quarter then the Board may appoint a successor by a majority vote. Any decision by the Board to dispense of the alphabetical rotation for a particular appointment or to appoint a new Chairperson or Vice Chairperson mid-term shall not change the alphabetical rotation for future appointments.”

Section 2. At the July 2017 Board regular meeting, the alphabetical rotation shall commence in the following order, with the member from Indian Wells being proposed as Chairperson and the member from Indio being proposed as the Vice Chairperson:

1. Indian Wells
2. Indio
3. La Quinta
4. Palm Springs
5. Rancho Mirage
6. Riverside County
7. Cathedral City
8. Coachella
9. Desert Hot Springs

Section 3. This Resolution shall take effect immediately.

PASSED, APPROVED AND ADOPTED by the Board of Directors of SunLine Transit Agency on this 27th day of April, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Diane Beebe
Clerk of the Board
SunLine Transit Agency

Russell Betts
Chairperson of the Board
SunLine Transit Agency

APPROVED AS TO FORM

Eric Vail
General Counsel

SunLine Transit Agency

DATE: April 26, 2017 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Financial Services and Support Manager

RE: [Resolution No. 0763 to Obtain Grant Funding](#)

Recommendation

Recommend that the Board of Directors approve the attached Resolution No. 0763 that grants authorization to the CEO/General Manager's authority to execute Proposition 1B grant; Transit System Safety, Security, for Fiscal Year 2017.

Background

Each year the various funding agencies to which SunLine applies for either grants or formula funding require a Resolution from the Board of Directors authorizing the General Manager to act on behalf of the Agency in completing the necessary paperwork to obtain operating or capital funds.

Fiscal Implications

These Resolutions are necessary to obtain operating and capital funds to operate the Agency. Anticipated fund will be in the amount of \$298,909

Eric Taylor

SUNLINE TRANSIT AGENCY

RESOLUTION NO. 0763

RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE GOVERNOR'S OFFICE OF HOMELAND FOR A GRANT UNDER THE HIGHWAY SAFETY, TRAFFIC REDUCTION, AIR QUALITY AND PORT SECURITY BOND ACT (PROPOSITION 1B – FY2016/17 FUNDING)

WHEREAS, the Governor is authorized to make grants for the California Transit Security Grant Program under the Transit System Safety, Security and Disaster Response Account, and

WHEREAS, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 authorizes the issuance of general obligation bonds for specified purposes, including, but not limited to, funding made available for capital projects that provide increased protection against security and safety threats, and for capital expenditures to increase the capacity of transit operators to develop disaster response transportation systems; and

WHEREAS, the California Governor's Office of Emergency Services (Cal OES) administers such funds deposited in the Transit System Safety, Security, and Disaster Response Account under the California Transit Security Grant Program (CTSGP); and

WHEREAS, the SunLine Transit Agency is eligible to receive CTSGP funds; and

WHEREAS, the SunLine Transit Agency will apply for FY 16/17 CTSGP funds in an amount up to \$298,909 for Bus Stop Safety and Security Improvements. This project prolongs the useful life of bus stops because the improvements will have modern features that are ADA compliant and adequate lighting for the safety of the passengers and operators during evening hours; and

WHEREAS, SunLine Transit Agency recognizes that it is responsible for compliance with all Cal OES CTSGP grant assurances, and state and federal laws, including, but not limited to, laws governing the use of bond funds; and

WHEREAS, Cal OES requires SunLine Transit Agency to complete and submit a Governing Body Resolution for the purposes of identifying agent(s) authorized to act on behalf of SunLine Transit Agency to execute actions necessary to obtain CTSGP funds from Cal OES and ensure continued compliance with Cal OES CTSGP assurances, and state and federal laws.

THEREFORE, IT IS HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF SUNLINE TRANSIT AGENCY THAT LAUREN SKIVER, AND/OR HER DESIGNEE, is hereby authorized to execute for and on behalf of SunLine Transit Agency, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining financial assistance provided by the California Governor's Office of Emergency Services under the CTSGP.

ADOPTED THIS 26th DAY OF April, 2017

ATTEST:

Diane Beebe
CLERK OF THE BOARD
SunLine Transit Agency

Russell Betts
CHAIRMAN of the Board
SunLine Transit Agency

APPROVED AS TO FORM:

General Counsel
Eric Vail

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

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

AYES:

NOES:

ABSENT:

ABSTAIN:

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

Diane Beebe
CLERK OF THE BOARD
SunLine Transit Agency

SunLine Transit Agency

DATE: April 26, 2017 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Chief Performance Consultant

RE: Purchase of Battery Electric Vehicles

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute an agreement with BYD in an amount Not to Exceed amount of \$3,648,048 plus \$12,000 contingency for four (4) Battery Electric Buses.

Background

SunLine won a competitive state grant through the Transit and Intercity Rail Capital Program (TIRCP) in the amount of \$2,449,000 for zero emissions vehicles. SunLine has been running BYD Battery Electric vehicles for over a year under a lease program. SunLine has already invested in the charging infrastructure for BYD buses. SunLine would need to consider a different charging infrastructure and the cost and time associated with that of a different bus model. SunLine is satisfied with their operational performance. BYD offers in industry leading warranty on the battery system which is the best in the industry.

This 12 year warranty should reduce SunLine's operating costs. SunLine purchased these vehicles utilize the Washington State Department of Enterprise Services Contract. This reduced the acquisitions cost of the vehicles and ensured that the funds were spent within the timeline provided for in the grant.

These buses will be utilized to serve disadvantaged communities in the East Valley.

Reason for Selection of Procurement Process

The Washington Department of Enterprise Services Contract was utilized to reduce both acquisition lead times and the cost of the acquisitions process.

Reason for Selection of Contract Type

A Firm Fixed Price Contract will be utilized because it places that maximum risk of performance on the contractor.

Reason for Selection of the Contractor

BYD was selected because of their warranty, the compatibility of these buses with SunLine's existing charging infrastructure and SunLine's satisfaction with the buses overall performance. .

How Price was Determined Fair and Reasonable

This purchasing cooperative represents pricing that is subject to the competitive marketplace. Staff also conducted a price analysis and concluded that the price being offered is fair and reasonable.

Financial Impact

In order to reduce costs, SunLine will be utilizing discount vouchers under the California Air Resources Board's (ARB) Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP) program. The HVIP vouchers reduce the total project cost by \$474,000. The remaining project cost, including contingency, is \$3,186,048 and will be funded as follows:

TIRCP Award:	\$2,449,000
Prop1B (SL-16-06):	\$ 737,048

Rudy Le Flore

SunLine Transit Agency

DATE: April 26, 2017 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Chief Operations Officer

RE: Construction Management Services Contract

Recommendation

Recommend that the Board of Directors grant authority to the CEO/General Manager to execute a contract with Psomas for construction management services in an amount not to exceed \$180,896.13, upon approval as to form by legal counsel.

Background

SunLine issued a Request for Qualification (RFQ) for Construction Management Services. SunLine publicized the bid on its website and advertised the RFQ in The Desert Sun. SunLine received responses from Three (3) Construction Management Firms.

The complexity and diverse nature of the Compressed Natural Gas Fueling Facility Upgrades requires skills in both project and construction management services. This effort includes inspection and testing. Additionally, SunLine does not have an engineering department or engineering staff to provide technical construction oversight.

In recognition of this need, Sunline has solicited several firms to provide this support. The California Government Code § 4525 also requires SunLine to utilize a qualifications based selection process. This process requires SunLine to select the most qualified firm and then commence negotiations on a fair and reasonable price.

Reason for Selection of the Procurement Process

The Invitation for Request for Qualification (RFQ) was selected as the procurement method in order to select the highest qualified Construction Management firm, with the opportunity to negotiate services and price.

SunLine has met several times with the most qualified firm, Psomas and has negotiated a fair and reasonable price. The negotiated price includes the requested and required items from the RFQ with sufficient coverage to minimize financial risk to SunLine.

Reason for Selection of the Contract Type

A contract in the amount not to exceed price of \$180,896.13 was selected to provide flexibility for SunLine and Psomas to be able to service the project in an effective manner with the complexities involved.

Reason for Selection of Contractor

The [three requests for quotation](#) were graded by a panel of SunLine personnel. Psomas received the highest point total.

How Price was Determined Fair and Reasonable

Based on previous projects of similar nature, Psomas cost are inside the normal range for the services proposed.

Financial Impact

The financial impact of \$180,896.13 will be funded by State Transit Assistance funds which were approved in the Fiscal Year 2015 SRTP under project SL 15-05.

Tommy D. Edwards

Bidders List**Abacus Project Management, Inc.**

Laurie Parris
 20201 SW Birch Street, Suite 240
 Newport Beach, CA 92660
 9498511015
lparris@abacuspmp.com

Arcadis U.S.

Jennefer Garcia
 1111 Figueroa Place Box 234
 Wilmington, CA 90744
 760-218-4142
jennefer.garcia@arcadis-us.com

Beezley Management

Adriano Salucci
 23632 Calabasas rd. suite 105
 Calabasas, CA 91302
 818-591-8555
salucci@beezleymanagement.com

Doug Wall Construction, Inc.

Doug Wall
 78450 Avenue 41
 Bermuda Dunes, CA 92203
 (760) 772-8446
doug@dwallconst.com

Gateway Science and Engineering

David Rilling
 155 N. Lake Ave, Suite 320
 Pasadena, CA 91101
 626 696-1600
drilling@gateway-sci-eng.com

Heery International, Inc.

Leslie Dickey
 444 South Flower Street, Suite 800
 Los Angeles, CA 90071
 213 488-3200
ldickey@heery.com

Heptagon Seven

74900 Highway 111, Suite 111
 Indian Wells, CA 92210
 602.741.1979 Cell
 760.895.0044 Main
 760.895.0046 Fax
 877.895.7876 Toll Free
lbeaman@hept7.com

Hill International, Inc.

Steven Riggs
 18100 Von Karman Avenue, Suite 700
 Irvine, CA 92612
 949-748-5481
stevenriggs@hillintl.com

LAE Associates, Inc.

650 N. Rose Drive, # 182
 Placentia, CA 92870
 Tel: [714.993.2840](tel:714.993.2840)
KevinA@LAEassociates.com

MARRS Services, Inc.

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 7142138650
rubina@marrscorp.com

Michael Baker International

Jillian Betts
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 909-974-4929
Jillian.Betts@mbakerintl.com

Pacifica Services, Inc

Nelson Martinez
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PMCS Group

Hanh Ngo
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PSOMAS

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(714)751-7373
Monika.Bowden@psomas.com

Systems Consulting, LLC

Nicole Burton
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Costa Mesa, CA 92626
949-413-6480
nburton@systemscl.com

The PENTA Building Group

Jacqueline Danos
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760-776-6111
jdanos@gmail.com

USS Cal Builders

Rani El-Djoundi
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Stanton, CA 90680
714-828-4882
eldjoundi@usscalbuilders.com

Vali Cooper & Associates, Inc.

Debbie Martin
1935 Chicago Avenue, Unit A
Riverside, CA 92507
951-788-6028
debbie.martin@valicooper.com

WDL Construction

Don Wilcox
71687 Highway 111, Suite 203
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dwillcox@wdlconstruction.com

DBE

AMC, Inc.

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Jshah1221@yahoo.com

Andersonpenna Partners, Inc.

Angelique Lucero
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Berg & Associates

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deborah@bergcm.com

C2PM

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rowena@c2pm.com

Capitol Construction Management

Frank Fernandez
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Roseville, CA 95661
(916) 672-8574
frank@capitolcm.com

Chaudhary and Associates, Inc.

Arvin Chaudhary
211 Gateway Road West, Suite 204
Napa, CA 94558
(707) 255-5021
arvin@chaudhary.com

Civil Source, Inc.

Amy Amirani
9890 Irvine Center Drive
Irvine, CA 92618
(949) 585-0477
amy@civil-source.com

CJ Roberts, Inc.

Lisette Roberts
10515 Blue Granite Drive
San Diego, CA 92127
(858) 228-3655
lisette@cjrobertsinc.com

Construction Inspection Specialists

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(707)838-1679
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Construction Management Solutions

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(415) 397-6102
cmwest@flash.net

CPM Partners

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Encinitas, CA 92024
(760) 230-8009
sevda@cpm-partners.com

ERG Engineering Consultants

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562-865-2200
erjengineering@hotmail.com

GC Green Incorporated

Elizabeth Perez
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8554248387
liz@gcgreen.com

**Kelagoon Construction Management
& Consultants**

Kelvin Alexis
14880 Shetland Lane
Fontana, CA 92336
(909) 660-1343
kelagood@gmail.com

Lee Construction Management, Inc.

Quan Lee
7326 Jackson Drive
San Diego, CA 92119
(619) 955-3948
quan@leecmi.com

**Linkall Construction Management,
Inc.**

Jongwoo Jeon
15456 Adams Lane
Fontana, CA 92336
(909) 427-1565
jongwoo.jeon@linkallcm.com

**Simplex Construction Management,
Inc.**

Roger Soneja
4501 E. La Palma Avenue
Anaheim, CA 92807
(714) 575-1148
rsoneja@simplex-cm.com

The "G" Crew (TGC)

Ella Daya

116 N Maryland Ave, Suite 130

Glendale, CA 91206

818.240.4157

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SunLine Transit Agency

DATE: April 26, 2017 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Public Outreach Specialist

RE: Advanced Web Offset, Inc. (Option Year Two)

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute option year two (2) of two (2) with Advanced Web Offset for printing services for Rider's Guide booklets.

Background

Sunline Transit Agency entered into a contract with Advanced Web Offset, Inc. in June of 2015 for Rider's Guides printing services.

SunLine will have three (3) printings in one year with an estimated quantity of 60,000 per printing. The Rider's Guide is printed in conjunction with service changes that typically occur in January, May and September of each year.

The actual number of books printed and purchases is subject to change with each printing. The quantities listed above are estimates based on past usage.

Marketing staff recommends that Advanced Web Offset, Inc. be offered the option to continue providing printing services for Rider's Guide to SunLine Transit Agency for an additional year.

Financial Impact

The financial impact of \$41,523.84 will be budgeted in the FY18 operating budget.

Norma Stevens