



**BOARD OPERATIONS COMMITTEE AGENDA**

**January 24, 2018**

**11:30 – 12:00 a.m.**

**Wellness Center  
SunLine Transit Agency  
Thousand Palms, CA**

Public Comments will be accepted on each Agenda item upon the conclusion of the staff report on that item. Public comments on non-agendized items will be accepted during the Public comments section. Comments may be limited to 3 minutes in length. Please notify the Committee Chair if you wish to comment.)

1. **Call to Order**
2. **Roll Call**
3. **Confirmation of Agenda**
4. **Presentations**
5. **Public Comments**  
Anyone wishing to address the Taxi Committee on items not on the Agenda should do so at this time. Each presentation is limited to three minutes.
6. **Committee Member Comments**

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7. **[Checks Policy #B-030403 Revision Approval](#)** **Approve**  
(Gregg Pettis, Chair of Board Operations Committee;  
Staff: Luis Garcia, Deputy Chief Financial Officer)  
Recommend that the Board of Directors approve the attached revised Checks Policy # B-030403. (Page 1-4)
8. **[Fare Policy #B-060102 Revision Approval](#)** **Approve**  
(Gregg Pettis, Chair of Board Operations Committee;  
Staff: Luis Garcia, Deputy Chief Financial Officer)  
Staff recommends that the Board of Directors approve the attached revised Fare Policy # B-060102. (Page 5-7)
9. **Adjourn**

## SunLine Transit Agency

**DATE:** January 24, 2018 **ACTION**

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

**FROM:** Deputy Chief Financial Officer

**RE:** Checks Policy #B-030403 Revision Approval

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### **Recommended Action**

Recommend that the Board of Directors approve the [attached revised Checks Policy# B-030403](#).

### **Background**

The Check Policy was originally adopted in October 2006 and most recently revised in July 2016. This proposed revision updates the list of reoccurring vendors on page four (4) and five (5) of the policy by replacing BP Energy Company and Metlife with Element Markets, LLC and Reliance Standard. Additionally, the revision moves the list of reoccurring vendors to an appendix on page seven (7) which will be reviewed and approved by the Finance/Audit Committee in future updates.

The vendors on this list are essential to SunLine's operations and are therefore exempt from the requirements for checks above \$25,000. The additional requirements for payments over \$25,000 to these vendors would cause an unnecessary burden on the Agency.

### **Financial Impact**

No financial impact.

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Luis Garcia  
Deputy Chief Financial Officer

Accounting Manager or Senior Accountant shall review the log on a quarterly basis in order to verify that all checks have been properly accounted for.

## 5. Request for Payment

The Accounting Technician, Accounts Payable, shall prepare and submit to the Chief Financial Officer, Deputy Chief Financial Officer, Accounting Manager or Senior Accountant, a transaction report that lists all check payees, prior to requesting the key to the locked unit in which the check stock is kept. The transaction report shall also itemize, describe, and justify all proposed expenditures by check.

All check payments shall be supported by purchase orders; sales receipts; time cards; personal action forms; and any other necessary supporting documentation. Only original invoices (no photocopies unless unable to receive original) totaling the amount of the disbursement shall be attached to the request for payment prior to execution.

All requests for payment, and all attached invoices shall be stamped "PAID" in order to avoid duplicate payments.

## 6. Signature Authority

Only the Chairperson, Vice-Chairperson, CEO/General Manager, Chief Financial Officer, Chief Operations Officer, Chief Performance Officer, Chief Safety Officer and Deputy Chief Financial Officer shall have check-signing authority on SunLine's behalf. A dual-signature requirement shall be in effect at all times. Blank checks are never to be signed.

Checks between \$25,000 and \$50,000 must be signed by the CEO/General Manager and the Chief Financial Officer or Deputy Chief Financial Officer. Along with another authorized signatory, the Chairperson or Vice Chairperson must sign all checks over \$50,000 with an original signature with the exception of the following list of reoccurring weekly, bi-weekly, monthly or quarterly vendors, which are reviewed by the Finance Committee:

U.S. Bank – Pension fund payments

CalPers – Health Care Vendor

Southern California Gas – Natural Gas

[Reliance Standard – Benefit Insurance Provider](#)

PERMA – Insurance Vendor

Imperial Irrigation - Electricity

[BP Energy Company](#)~~Element Markets, LLC~~ – Natural Gas

[MetLife SBC](#)--- [Supplemental \(LTD/STD\), Group Life and Dental Insurance](#)

Michelin North America---Tire Leasing

## SunLine Transit Agency

**DATE:** January 24, 2018 **ACTION**

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

**FROM:** Deputy Chief Financial Officer

**RE:** Fare Policy #B-060102 Revision Approval

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### **Recommendation**

Staff recommends that the Board of Directors approve the [attached revised Fare Policy# B-060102](#).

### **Background**

The Fare Policy was originally adopted in January 2002 and most recently revised in October 2013. This proposed revision removes the minimum requirement of monthly purchases for the Employer Pass on page five (5) and also adds digital fares as a payment method on page one (1) and two (2) of the policy.

The inclusion of digital fares into the Fare Policy is a step towards increasing value for SunLine's customers and integral to the Agency's Rethink Transit initiative. Existing pass distribution channels make prepaid fares widely available using traditional retail, mail-order, and online methods. However, emerging customer expectations are demanding more immediate access to prepaid fares. The convenience of electronic fare payments is becoming more common in retail transactions and it is essential that SunLine try and align its business with consumer behavior.

The revised policy would set the foundation for SunLine to possibly test and identify a method of digital fares that best suit the Agency's needs and consumer requests.

### **Financial Impact**

There is no immediate financial impact to the change in this policy.

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Luis Garcia  
Deputy Chief Financial Officer

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## FARE POLICY

### A. Purpose:

The purpose of this Fare Policy is to establish guidelines for setting public transit fares for SunLine Transit Agency (SunLine). This Policy will be used to provide direction in making decisions about changes to the fare structure and to monitor fare collection. This Fare Policy supports SunLine's goal of providing high quality transportation services in the Coachella Valley that are safe, efficient and effective, and applies to both fixed route and paratransit services.

### B. Policy Objectives:

1. To promote ridership by making the fare structure attractive to users
2. To promote the equity of fare payment among transit patrons
3. To improve the efficiency of fare collection
4. To improve the farebox recovery ratio

### C. Method of Payments:

#### i. Fixed Route Service

The following fare payment options are available for use on the fixed route system.

1. Magnetic strip cards offering multi-ride options are made available for purchase at SunLine or pass outlets. This includes Day, 10-Ride, Coachella Valley Employer and 31-Day passes, as well as the GO pass. Day passes and Transfers will also be issued from the fareboxes on the bus.
2. Cash fare payment will be accepted on fixed route buses.
3. Digital fares will be accepted on fixed route buses. Digital fares are purchased via electronic payment and verified electronically when boarding the bus.
4. Miscellaneous passes may also be introduced periodically as part of a special promotion or service. These will be specially printed fare passes associated with specific events and will only be accepted during a limited time span.

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ii. Paratransit Service

1. Fare payment for SunDial customers are classified as fares paid for trips within each city or trips for travel from one city to another city the Coachella Valley. Both passes are punched by the operator depending on the trip.
2. Digital fares will be accepted on paratransit vehicles. Digital fares are purchased via electronic payment and verified electronically when boarding the vehicle.
3. Currently, diamond fareboxes are installed in the paratransit buses.

**D. Fare Levels:**

For purposes of this Fare Policy, there are four distinct fare levels, which are defined below.

1. Adult: Adults are considered general passengers from ages 18 to 59 years.
2. Senior/Disabled/Medicare: Seniors are considered 60 years and over. Disabled passengers are those who meet disability requirements. Both groups qualify to pay half the fare of an adult passenger as well as those who hold Medicare Cards.
3. Youth: Youth are classified as passengers between ages 5 and 17.

College/University Students: The youth category, effective 1 November 2013, includes approved Coachella Valley colleges and universities for bulk purchase of 31 day passes (or term or semester or annual passes if developed) for sale to their students (the \$24 31-day youth pass). These will be sold to the college or university at a ticket agent discount rate of \$22.25) and must be sold to students at this rate or lower (if subsidized by the college or university). These passes must be purchased in minimum order of 100 passes per month and not to exceed \$50,000 per fiscal year in total purchases. Part time and full time college and university students are eligible for these passes, and they may be used for any trips on SunLine services (excluding paratransit and Commuter Link 220). The rider must display their college ID card whenever validating the pass on a SunLine bus.

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220 fare. Day or 30-Day Commuter Link 220 passes also allow free transfers to/from any RTA bus service.

The following Riverside Transit Agency (RTA) passes are valid for use between Riverside and Cabazon (Zone 1) on Commuter Link 220: RTA Commuter ticket/pass, U-PASS, Go Pass, City of Riverside Employee ID Pass and Metrolink ticket /pass.

An additional \$3.00 fare can be paid with these passes for travel to/from Zone 2.

Coachella Valley Employer Passes:

Employers in the Coachella Valley can purchase 31-day passes for the \$24 rate for workers. ~~(minimum 6 passes per employer per 31-day period).~~

SUNDIAL Fare

\$1.50 within one city

\$2.00 within multiple cities

These fares are consistent with the FTA requirement that the paratransit fares not exceed twice the full peak period adult fare on fixed route for the equivalent journey.

Exact fare required. Operator does not make change and there are NO refunds.

**F. Refund:**

1 Exact Fare:

Passengers must have the exact fare ready to deposit in the farebox when boarding. SunBus Operators do not carry money to make change. Passengers are advised to carry one (\$1) dollar bills to pay for their cash fares. Passengers who pay their fares with bills larger than a one (\$1.00) bill will not be issued refunds and are encouraged to refrain from using \$2.00, \$5.00, \$10.00, and \$20.00 dollar bills.

2. Transfers:

Transfers are only valid for the day it was purchased and there will be no refunds for any transfers issued and not used within the time and date printed on the back.

3. Passes:

The following is established as part of SunLine's Refund Policy: