



SunLine Transit Agency
March 28, 2018
10:20 a.m. – 11:10 a.m.

AGENDA

FINANCE/AUDIT COMMITTEE

Wellness Training Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

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

In compliance with the Americans with Disabilities Act, Government Code Section 54954.2, and the Federal Transit Administration Title VI, please contact the Clerk of the Board at (760) 343-3456 if special assistance is needed to participate in a Board meeting, including accessibility and translation services.

Notification of at least 48 hours prior to the meeting time will assist staff in assuring reasonable arrangements can be made to provide assistance at the meeting.

ITEM

RECOMMENDATION

1. CALL TO ORDER
2. ROLL CALL
3. PRESENTATIONS
4. FINALIZATION OF AGENDA
5. PUBLIC COMMENTS

RECEIVE COMMENTS

NON AGENDA ITEMS

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

<u>ITEM</u>	<u>RECOMMENDATION</u>
6. COMMITTEE MEMBER COMMENTS	RECEIVE COMMENTS
7. 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.	
7a) Checks \$1,000 and Over Report for January 2018	(PAGE 1-5)
7b) Credit Card Statement for January 2018	(PAGE 6-11)
7c) Monthly Budget Variance Report for January 2018	(PAGE 12-19)
7d) Contracts Signed in Excess of \$25,000 February 2018	(PAGE 20-21)
7e) Union & Non-Union Pension Investment Asset Summary January 2018	(PAGE 22-24)
7f) Quarterly Performance Summary for Q4 of Calendar Year 2017	(PAGE 25-27)
7g) Ridership Report for February 2018	(PAGE 28-30)
7h) SunDial Operational Notes for February 2018	(PAGE 31-34)
7i) Metrics for February 2018	(PAGE 35-46)
7j) Board Member Attendance for February 2018	(PAGE 47-48)
8. FOLLOW-UP ON QUESTION REGARDING PENSION ASSET ALLOCATION (Staff: Luis Garcia, Deputy Chief Financial Officer)	DISCUSS (PAGE 49-50)
9. FOLLOW-UP ON WELLS FARGO CREDIT CARD SOLUTIONS (Staff: Luis Garcia, Deputy Chief Financial Officer)	DISCUSS (PAGE 51-52)
10. REJECTION OF BIDS 18-011 FOR CNG EQUIPMENT (Staff: Tommy D. Edwards, Chief Operations Officer)	APPROVE (PAGE 53-54)
11. CANCELLATION OF INVITATION FOR BIDS 16-093 CNG FUELING STATION (Staff: Eric Taylor, Deputy Chief Financial Services)	INFORMATION (PAGE 55)
12. SERVICE PROVIDER AGREEMENT WITH ROTHBART DEVELOPMENT CORP. (Staff: Anita M. Petke, Transit Communication Services Specialist)	APPROVE (PAGE 56)
13. RESOLUTION NO. 0768 TO OBTAIN LOW CARBON TRANSIT OPERATIONS PROGRAM FUNDING (Staff: Eric Taylor, Deputy Chief Financial Services)	APPROVE (PAGE 57-60)
14. ADJOURN	

SunLine Transit Agency
CONSENT CALENDAR

DATE: March 28, 2018

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

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

Summary:

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

- For the month of January, the largest payments issued were for milestone payments for the five (5) hydrogen fuel cell bus project which is funded primarily through the Federal Transit Administration's Low or No Emission Vehicle program.

Recommendation:

Receive and file.

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

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
BAE SYSTEMS CONTROLS, INC.	WIP-Drive System and Integrated Bus Parts Lo-No	674187	01/02/2018	1,619,189.00
ELDORADO NATIONAL (CALIFORNIA), INC.	WIP-Bus Gliders Lo-No	674354	01/24/2018	1,080,086.40
<u>CALPERS</u>	<u>Group Health Ins Prem</u>	<u>674424</u>	<u>01/29/2018</u>	<u>680,050.49</u>
LUXFER CANADA LIMITED	WIP-Hydrogen FCB Lo-No	674353	01/24/2018	209,459.30
PERMA - INSURANCE	Gen Liability/WC Prem	674195	01/08/2018	139,537.79
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Payroll Liab Jan 26</u>	<u>674460</u>	<u>01/29/2018</u>	<u>97,636.04</u>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Jan 12 Payroll Liab Pension</u>	<u>674342</u>	<u>01/18/2018</u>	<u>94,305.90</u>
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	674212	01/12/2018	44,735.83
AIR & LUBE SYSTEMS INC	WIP-Bus Lift Replacement Retention	674205	01/12/2018	36,495.04
SO CAL GAS CO.	Utilities	674333	01/18/2018	35,866.50
DIVERSIFIED INDUSTRIES CONSULTING	Center of Excellence Project	674299	01/18/2018	27,690.45
<u>RELIANCE STANDARD</u>	<u>LTD/STD/LIFE Ins. Prem</u>	<u>674447</u>	<u>01/29/2018</u>	<u>25,954.32</u>
MICHELIN NORTH AMERICA, INC.	Tire Leasing	674315	01/18/2018	25,096.09
MUNICIPAL RESOURCE GROUP LLC	HR Consulting Services	674193	01/08/2018	24,500.00
PRUDENTIAL OVERALL SUPPLY	Uniforms	674446	01/29/2018	22,838.07
IMPERIAL IRRIGATION DIST	Utilities	674312	01/18/2018	22,283.66
WSP USA INC.	TDM & Vanpool Program	674417	01/26/2018	22,082.46
PVL SIGNS & GRAPHICS INC.	WIP- SunLine Entrance Signs	674260	01/12/2018	20,750.00
WSP USA INC.	TDM & Vanpool Program	674349	01/18/2018	20,081.51
UOP LLC	Hydrogen Mat/Supplies	674413	01/26/2018	18,317.50
MC CRAY ENTERPRISES	WIP-Bus Rehab	674242	01/12/2018	16,568.89
PERMA - INSURANCE	Insurance Losses	674325	01/18/2018	15,000.00
BYD COACH & BUS LLC	Monthly Electric Bus Lease	674366	01/26/2018	14,965.48
STATE BOARD OF EQUALIZATION	Use Fuel Tax Return 2017-Operator	674465	01/30/2018	14,874.00
BYD COACH & BUS LLC	Monthly Electric Bus Lease	674214	01/12/2018	14,591.51
ADVANCED WEB OFFSET, INC.	Rider's Guides	674200	01/12/2018	9,326.25
RUTAN & TUCKER, LLP	Legal Services	674262	01/12/2018	8,934.35
CALIFORNIA DENTAL NETWORK, INC.	Dental Insurance	674422	01/29/2018	8,346.58
CUMMINS PACIFIC, LLC	Inventory Repair Parts	674370	01/26/2018	8,269.83
ADMIRAL SECURITY SERVICES, INC.	Security Services	674276	01/18/2018	8,230.02
TEC OF CALIFORNIA, INC.	Inventory Repair Parts	674339	01/18/2018	7,871.75
VERIZON WIRELESS	Wireless Telephone Service	674347	01/18/2018	7,420.99
PE FACILITY SOLUTIONS, LLC	Janitorial Service	674255	01/12/2018	7,240.00
AMALGAMATED TRANSIT UNION	Union Dues	674280	01/18/2018	6,667.98
STATE BOARD OF EQUAL	Use Sales Tax	674337	01/18/2018	6,663.00
AMALGAMATED TRANSIT UNION	Union Dues	674419	01/29/2018	6,658.20
VASQUEZ AND COMPANY LLP	Financial Auditing Services	674414	01/26/2018	6,100.00
GENFARE	Printing Expenses	674233	01/12/2018	5,378.89
ZEN AND THE ART OF CLEAN ENERGY	WIP-Refurbished Hydrogen Fueling Station	674350	01/18/2018	5,225.00

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

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
AMERICAN CAB	Taxi Voucher Program	674206	01/12/2018	4,882.49
YELLOW CAB OF THE DESERT	Taxi Voucher Program	674273	01/12/2018	4,875.24
MURCHISON & CUMMING, LLP	Insurance Losses	674194	01/08/2018	4,872.90
YELLOW CAB OF THE DESERT	Taxi Voucher Program	674418	01/26/2018	4,760.04
AFTERMARKET PARTS COMPANY, THE	Inventory Repair Parts	674201	01/12/2018	4,730.67
NAPA AUTO PARTS	Inventory Repair Parts	674389	01/26/2018	4,676.09
AFTERMARKET PARTS COMPANY, THE	Inventory Repair Parts	674277	01/18/2018	4,409.24
AFTERMARKET PARTS COMPANY, THE	Inventory Repair Parts	674356	01/26/2018	4,312.57
NORTON MEDICAL INDUSTRIES	Medical- Exams and Testing	674394	01/26/2018	4,250.00
STATE BOARD OF EQUALIZATION	Use Fuel Tax Return 2017-User	674464	01/30/2018	3,910.00
AMERICAN CAB	Taxi Voucher Program	674360	01/26/2018	3,802.24
TPX COMMUNICATIONS	Telephone Service	674409	01/26/2018	3,746.86
PROPER SOLUTIONS	Temporary Help Service	674398	01/26/2018	3,697.50
COMPLETE COACH WORKS	Inventory Repair Parts	674293	01/18/2018	3,566.53
PRUDENTIAL OVERALL SUPPLY	Uniforms	674326	01/18/2018	3,501.94
ANDREA CARTER & ASSOCIATES	Marketing Service	674282	01/18/2018	3,500.00
CUMMINS PACIFIC, LLC	Inventory Repair Parts	674221	01/12/2018	3,387.46
CREATIVE BUS SALES, INC,	Inventory Repair Parts	674295	01/18/2018	3,294.63
TRAPEZE SOFTWAREGROUP, INC.	Support for 2018 Schedules	674271	01/12/2018	3,171.88
TK SERVICES, INC.	Inventory Repair Parts	674340	01/18/2018	3,156.37
EYE MED	Vision Insurance	674431	01/29/2018	3,079.28
TIME WARNER CABLE	Utilities	674197	01/08/2018	3,049.50
SOCO GROUP INC, THE	Lubricants-Oils	674402	01/26/2018	3,028.49
PDC MACHINES, INC	Inventory Repair Parts-SunFuels	674396	01/26/2018	2,940.00
SHI INTERNATIONAL CORP.	WIP-Information Technology Project	674399	01/26/2018	2,850.86
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	674308	01/18/2018	2,700.32
CUMMINS PACIFIC, LLC	Inventory Repair Parts	674296	01/18/2018	2,691.43
RENOGY	WIP-Bus Shelter Lighting	674328	01/18/2018	2,658.13
TRANSIT PRODUCTS & SERVICES	Inventory Repair Parts	674270	01/12/2018	2,636.00
COUNTY OF RIVERSIDE	WIP-Hydrogen Electric Hybrid FC8 & Station Application	674351	01/24/2018	2,500.00
HD INDUSTRIES	Lubricants-Oils	674436	01/29/2018	2,476.77
CARQUEST AUTO PARTS - CATHEDRAL CITY	Inventory Repair Parts	674290	01/18/2018	2,450.59
SAFETY-KLEEN CORPORATION	Contract Service-Hazardous Waste Removal	674451	01/29/2018	2,415.00
SOCO GROUP INC, THE	Lubricants-Oils	674453	01/29/2018	2,291.01
SOCO GROUP INC, THE	Lubricants-Oils	674335	01/18/2018	2,289.01
HOME DEPOT CREDIT SERVICES	Facility Maintenance	674382	01/26/2018	2,288.44
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	674423	01/29/2018	2,271.52
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	674288	01/18/2018	2,271.52
MOHAWK MFG & SUPPLY CO	Inventory Repair Parts	674388	01/26/2018	2,245.60

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IMHOF AND ASSOCIATES, INC	Legal Service	674191	01/08/2018	2,171.34
GATEWAY COMPRESSION, INC.	Inventory Repair Parts	674232	01/12/2018	2,169.86
ACCOUNTEMPS	Temporary Help Service	674355	01/26/2018	2,149.28
HENSON CONSULTING GROUP, LLC	Staff Development Consultant	674190	01/08/2018	2,143.75
FLEET-NET CORPORATION	Computer Network Software Agreement	674231	01/12/2018	2,130.00
SOCALGAS	Utilities	674401	01/26/2018	2,104.46
VALLEY OFFICE EQUIPMENT, INC.	Office Equipment Maintenance	674345	01/18/2018	2,090.84
GENFARE	Inventory Repair Parts	674379	01/26/2018	1,951.88
CALSTART, INC.	Annual Membership	674216	01/12/2018	1,950.00
GRAINGER	Inventory Repair Parts	674234	01/12/2018	1,891.19
DESERT CITY CAB	Taxi Voucher Program	674373	01/26/2018	1,763.13
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	674261	01/12/2018	1,741.16
INSPECTORATE AMERICA CORPORATION	Inventory Repair Parts	674313	01/18/2018	1,708.85
CAPITAL ONE COMMERCIAL (COSTCO)	Fill The Bus Event Items	674289	01/18/2018	1,672.19
FIESTA FORD, INC.	Inventory Repair Parts	674306	01/18/2018	1,605.62
OPW FUELING COMPONENTS	Inventory Repair Parts-SunFuels	674322	01/18/2018	1,526.64
SMARTDRIVE SYSTEMS, INC.	General Services	674400	01/26/2018	1,520.00
BURRTEC WASTE & RECYCLING SERVICES	Utilities	674287	01/18/2018	1,480.80
HIRERIGHT, LLC	Background Service	674237	01/12/2018	1,458.09
PATRICK M. BRASSIL	Contracted Services-Hydrogen	674324	01/18/2018	1,440.00
SOCALGAS	Utilities	674334	01/18/2018	1,431.91
PROPER SOLUTIONS	Temporary Help Service	674258	01/12/2018	1,402.50
SWRCB ACCOUNTING OFFICE	Annual Operating Permit Div-2 Jan2018-Dec2018	674456	01/29/2018	1,400.00
DESERT CITY CAB	Taxi Voucher Program	674223	01/12/2018	1,373.80
IMPERIAL IRRIGATION DIST	Utilities	674437	01/29/2018	1,340.92
SMARTDRIVE SYSTEMS, INC.	General Services	674264	01/12/2018	1,324.60
NORTON MEDICAL INDUSTRIES	Medical Exam and Testing	674245	01/12/2018	1,319.30
WESTERN EXTERMINATOR COMPANY	Bird Control Baiting	674463	01/29/2018	1,250.00
GREATER PALM SPRINGS CVB	Annual Membership	674311	01/18/2018	1,200.00
CORNWELL TOOLS	Shop Supplies	674219	01/12/2018	1,195.79
FAST UNDERCAR PALM DESERT	Inventory Repair Parts	674304	01/18/2018	1,174.56
ACCOUNTEMPS	Temporary Help Service	674198	01/12/2018	1,162.80
CREATIVE BUS SALES, INC,	Inventory Repair Parts	674369	01/26/2018	1,084.77
BURRTEC WASTE & RECYCLING SERVICES	Utilities	674213	01/12/2018	1,063.10
ZEN AND THE ART OF CLEAN ENERGY	WIP-Refurbished Hydrogen Fueling Station	674274	01/12/2018	1,057.66
TREMBLAY IRON WORKS	Facility Maintenance Parts	674410	01/26/2018	1,039.00
DECALS BY DESIGN, INC.	Inventory Repair Parts	674372	01/26/2018	1,024.46
TRANSIT RESOURCES, INC.	Inventory Repair Parts	674458	01/29/2018	1,014.23
CIVIC RESOURCE GROUP INTERNATIONAL	Contracted Services Web Hosting	674218	01/12/2018	1,000.00

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Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
BOYLIN MANAGEMENT INSTITUTE	Employee Development Program	674210	01/12/2018	1,000.00
TOTALFUNDS	Postage Supplies	674269	01/12/2018	1,000.00
Total Checks Over \$1,000	\$4,636,455.67			
Total Checks Under \$1,000	\$45,169.15			
Total Checks	\$4,681,624.82			

SunLine Transit Agency
CONSENT CALENDAR

DATE: March 28, 2018

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Credit Card Statement for January 2018

Summary:

The attached report summarizes the Agency's credit card expenses for January 2018. Note that items 5 and 6 were related to the Center the Excellence and are reimbursable expenses through the through the Federal Transit Administration's Low or No Emission Vehicle program.

Recommendation:

Receive and file.

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 2/02/18

Name on Card: Lauren Skiver

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges	GL#
1	1/2/2018	1/3/2018	Wells Fargo	Rewards Annual Membership Fee		\$75.00	41-5090801000
2	1/2/2018	1/3/2018	Omni	Omni Rancho Las Palmas Rancho Mirage CA (charge was later credited on 1/17/18) Deposit to hold block of rooms for Center of Excellence Workshop		\$500.00	N/A
3	1/8/2018	1/8/2018	Dickey's BBQ	Dickey's Barbecue; January Board Meeting - Board of Directors		\$488.38	40-5090200002
4	1/11/2018	1/11/2018	APTA	APTA Seminar; 2018 APTA Transit CEOs Seminar - Lauren Skiver, CEO/General Manager - Registration Fee		\$820.00	40-5090200000
5	1/11/2018	1/11/2018	Blu Ember	Blu Ember Omni Rancho Las Palmas; Center of Excellence Workshop - Dinner (Reimbursable through FTA LONO Grant)		\$2,650.96	44-5039900013
6	1/12/2018	1/12/2018	Daily Grill	Daily Grill; Center of Excellence Workshop - Breakfast & Lunch (Reimbursable through FTA LONO Grant)		\$3,209.33	44-5039900013
7	1/17/2018	1/17/2018	American Airlines	American Airlines Miami; APTA CEOs Seminar - Lauren Skiver, CEO/General Manager		\$464.61	40-5090200000
8	1/17/2018	1/17/2018	American Airlines	American Airlines Miami (Seat Upgrade); APTA CEOs Seminar - Lauren Skiver, CEO/General Manager		\$70.04	40-5090200000
9	1/17/2018	1/17/2018	APTA Housing	APTA Seminar Lodging; Lauren Skiver, CEO/General Manager - Deposit for 2 rooms		\$753.42	40-5090200000 (\$376.71) 11-5090200000 (\$376.71)
10	1/17/2018	1/17/2018	APTA	APTA Legislative Conference; Lauren Skiver, CEO/General Manager & Tommy D. Edwards, Chief Operating Officer - Registration Fees		\$1,700.00	40-5090200000 (\$850) 11-5090200000 (\$850)
11	1/17/2018	1/17/2018	Hotels.com	Hotels.com (charge was credited on the same day) - room for Jeanette Jaurez, Budget Manager/Financial Analyst, cancelled	\$745.75	\$745.75	N/A
12	1/17/2018	1/17/2018	Expedia	Expedia.com (charge was credited on the same day) - room for Jeanette Jaurez, Budget Manager/Financial Analyst, cancelled	\$951.11	\$951.11	N/A
13	1/17/2018	1/17/2018	Expedia	APTA CEOs Seminar Lodging; Lauren Skiver, CEO/General Manager - Room for 4 nights at Hyatt Regency Miami		\$1,441.84	40-5090200000
14	1/17/2018	1/17/2018	Expedia	GFOA Budget Training; Jeanette Juarez - Room for 3 nights at Wyndham Anaheim Garden Grove		\$544.89	41-5090200000
15	1/17/2018	1/17/2018	United	Additional charges for FareLock for flights for Lauren Skiver, CEO, and Tommy Edwards, COO, from Palm Springs to Washington, DC		\$21.98	40-5090200000
16	1/17/2018	1/17/2018	Omni	Omni Rancho Las Palmas Rancho Mirage CA (charge credited) Deposit refunded on the block of rooms for Center of Excellence Workshop	\$500.00		
17	1/23/2018	1/23/2018	Firehouse Subs	Lunch for Capital Projects Meeting		\$108.49	44-509020001
18	1/25/2018	1/25/2018	United	APTA Legislative Conference; Lauren Skiver, CEO/General Manager - Airfare		\$816.00	40-5090200000
19	1/25/2018	1/25/2018	United	APTA Legislative Conference; Tommy D. Edwards, Chief Operating Officer - Airfare		\$816.00	11-5090200000

Credits and Charges: \$2,196.86 \$16,177.80

Total: \$13,980.94



CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	02/02/18
Days in Billing Cycle	31
Next Statement Date	03/02/18

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

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

Credit Line	\$40,000
Available Credit	\$25,335

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

Payment Information

New Balance	\$14,664.07
Current Payment Due (Minimum Payment)	\$734.00
Current Payment Due Date	02/27/18

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

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

Account Summary

Previous Balance		\$683.13
Credits	-	\$2,196.86
Payments	-	\$0.00
Purchases & Other Charges	+	\$16,177.80
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$14,664.07

Wells Fargo Elite Cash Back Advantage

Previous Balance		\$7.83
Cash Earned this Month		\$139.06
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$50.00
Cash Back Balance	=	\$196.89
Cash Awarded this Period		\$0.00
Year to Date Cash Back Awarded		\$0.00

Cash Back Notice

Your next cash back reward is scheduled for 03/2018.

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

See reverse side for important information.

5596 0007 YTG 1 7 2 180202 0 PAGE 1 of 4 10 3268 1000 ELA3 01DR5596 56939

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	\$14,664.07
Total Amount Due (Minimum Payment)	\$734.00
Current Payment Due Date	02/27/18

07340034664070044846100042659416

Print address or phone changes:

Work ()

Amount Enclosed:



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

SUNLINE TRANSIT
LUIS GARCIA
32505 HARRY OLIVER TRL
THOUSAND PALMS CA 92276-3501
56939
MSP 291

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.

Promotional Rates:

All promotional rates are subject to early termination if there are late payments or other defaults. Please see sections "Default" and "Remedies" in your Cardholder Agreement.



Rate Information

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

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

Important Information

\$0 - \$14,664.07 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 02/27/18. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

TOTAL *FINANCE CHARGE* BILLED IN 2017 \$0.00

TOTAL *FINANCE CHARGE* PAID IN 2017 \$0.00

Summary of Sub Account Usage

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	[REDACTED]	40,000	\$13,905.94

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
01/02	01/03	2448461QK00XTMJG9	REWARDS ANNUAL MEMBERSHIP FEE TOTAL 4484610004265941 \$75.00		75.00

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

01/02	01/03	2475542QK4YBD7DRV	OMNI RANCHO LAS PALMAS RANCHO MIRAGE CA		500.00
01/08	01/08	2469216QT2XLB5SM9	DICKEYS CA-1249 RANCHO MIRAGE CA		488.98
01/11	01/11	2463923QWS66K970Q	APTA 202-4964800 DC		820.00
01/11	01/11	2475542QWM7ZER03V	BLU EMBER OMNI RANCHO LP RANCHO MIRAGE CA		2,650.96
01/12	01/12	2422443QX31T95GXA	GRILL CONCEPTS - P PALM DESERT CA		3,209.33
01/17	01/17	2443106D2WESNQGK	AMERICAN AIR0012167998071 FORT WORTH TX SKIVER/LAURA		464.61
		02/09/18			
		1 AA V	LOS ANGELES MIAMI		
		2 AA G	MIAMI LOS ANGELES		
01/17	01/17	2443106D2WESPE62A	AMERICAN AIR0010615627892 FORT WORTH TX SKIVER/LAURA		70.04
		01/17/18			
		1 AA Y	RVU FEE		
01/17	01/17	2443106D20D17SFYX	APTA HOUSING OFFICE FALLS CHURCH VA		753.42
01/17	01/17	2463923D2S66KRFAG	APTA 202-4964800 DC		1,700.00
01/17	01/17	2469216D12XGGFEWY	HOTELS.COM144645938405 HOTELS.COM WA		745.75
01/17	01/17	2469216D12XGGG5T4	EXPEDIA 7323154416751 EXPEDIA.COM WA		951.11
01/17	01/17	2469216D12XHL2JHH	EXPEDIA 7323194283418 EXPEDIA.COM WA		1,441.84
01/17	01/17	2469216D12XLN91B1	EXPEDIA 7323253648021 EXPEDIA.COM WA		544.89
01/17	01/17	2469216D22XWQ1PA4	UNITED 0162929455339800-932-2732 TX		21.98
01/17	01/17	7469216D12XLNA2EH	EXPEDIA 7323154416751 EXPEDIA.COM WA	951.11	
01/17	01/17	7469216D12XM3L99V	HOTELS.COM144645938405 HOTELS.COM WA	745.75	
01/17	01/17	7475542D64YFRELDT	OMNI RANCHO LAS PALMAS RANCHO MIRAGE CA	500.00	
01/23	01/23	2422443D82ZXSJ4F9	FIREHOUSE SUBS #12 760-832-1760 CA		108.49
01/25	01/25	2469216D92X8B9VWK	UNITED 0162382714691800-932-2732 TX SKIVER/LAURALEE		816.00
		03/17/18			
		1 UA Q	PALM SPRINGS DENVER		
		2 UA Q	DENVER WASHINGTON		
		3 UA Q	WASHINGTON CHICAGO		
		4 UA Q	CHICAGO PALM SPRINGS		
01/25	01/25	2469216D92X8B9VWV	UNITED 0162382714691800-932-2732 TX EDWARDS/TOMMYDALE		816.00
		03/17/18			
		1 UA Q	PALM SPRINGS DENVER		

Transaction Details

Trans	Post	Reference Number	Description	Credits	Charges
		2 UA Q	DENVER WASHINGTON		
		3 UA Q	WASHINGTON CHICAGO		
		4 UA Q	CHICAGO PALM SPRINGS		
			TOTAL	\$13,905.94	
LAURA SKIVER / Sub Acct Ending In [REDACTED]					

Wells Fargo News

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

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

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



SunLine Transit Agency
CONSENT CALENDAR

DATE: March 28, 2018

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Monthly Budget Variance Report for January 2018

Summary:

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

- As of January 31, 2018, the organization's expenditures are \$1,545,738 under budget or 7.6% below the YTD budget.
- As requested at the February Finance/Audit Committee meeting, the budget variance report now includes a column representing the percentage of budget remaining.

The percentage of remaining budget is derived using the following equation;

$$\text{Budget Remaining} = \frac{\text{FY18 Budget} - \text{YTD Actual}}{\text{FY18 Budget}} \times 100$$

Recommendation:

Receive and file.

SunLine Transit Agency
Budget Variance Report
January 2018

Description	FY 18 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 18 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
Operating Expenses:								
Wages & Benefits	25,128,991	2,094,592	2,094,083	(509)	13,632,678	14,658,578	1,025,901	45.7%
Services	2,665,156	213,289	222,096	8,808	1,719,740	1,554,674	(165,066)	35.5%
Fuels & Lubricants	1,983,085	147,211	165,257	18,046	1,032,616	1,156,799	124,183	47.9%
Tires	254,824	19,491	21,235	1,744	133,879	148,647	14,768	47.5%
Materials as of January 31, 2018, the organization's expenditures are \$1,5	1,554,425	120,846	129,535	8,689	901,365	906,748	5,382	42.0%
Utilities	1,919,372	142,503	159,948	17,445	1,080,507	1,119,634	39,127	43.7%
Casualty & Liability	1,885,324	(218,728)	157,110	375,839	811,867	1,099,772	287,906	56.9%
Taxes and Fees	168,200	15,797	14,017	(1,780)	117,861	98,117	(19,744)	29.9%
Miscellaneous Expenses	1,001,650	34,174	83,471	49,297	288,777	584,296	295,519	71.2%
Self Consumed Fuel	(1,681,000)	(134,836)	(140,083)	5,247	(918,346)	(980,583)	62,237	45.4%
Total Operating Expenses (Before Depreciation)	34,880,026	2,434,337	2,906,669	472,332	18,800,944	20,346,682	1,545,738	46.1%
								41.7%
Revenues:								
Passenger Revenue	2,984,371	250,603	248,698	1,905	1,697,394	1,740,883	(43,489)	43.1%
Other Revenue	2,469,132	271,664	205,761	65,903	1,639,348	1,440,327	199,021	33.6%
Total Operating Revenue	5,453,503	522,267	454,459	67,808	3,336,742	3,181,210	155,532	38.8%
Net Operating Gain (Loss)		\$ (1,912,071)			\$ (15,464,202)			
Subsidies:								
Local - Measure A	5,153,400	334,857	429,450	94,593	2,708,211	3,006,150	297,939	47.4%
State - LTF	18,753,800	1,218,581	1,562,817	344,236	9,855,482	10,939,717	1,084,235	47.4%
Federal - 5307, 5310, 5311, 5316, 5317 & CMAQ, LCTOP	5,519,323	358,633	459,944	101,310	2,900,510	3,219,605	319,095	47.4%
Total Subsidies	29,426,523	1,912,071	2,452,210	540,139	15,464,202	17,165,472	1,701,269	47.4%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

SunLine Transit Agency
Budget Variance Report
January 2018

Description	FY 18 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 18 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
Operating Revenues:								
Passenger Revenue	2,984,371	250,603	248,698	1,905	1,697,394	1,740,883	(43,489)	43.1%
Other Revenue	2,469,132	271,664	205,761	65,903	1,639,348	1,440,327	199,021	33.6%
Total Operating Revenue	5,453,503	522,267	454,459	67,808	3,336,742	3,181,210	155,532	38.8%
Operating Expenses:								
Oj As of January 31, 2018, the organization's expenditures are \$1,5	9,537,771	804,631	794,814	(9,817)	5,166,908	5,563,700	396,791	45.8%
Operator & Mechanic Overtime	1,159,221	70,824	96,602	25,778	670,195	676,212	6,017	42.2%
Administration Salaries & Wages	5,302,986	431,975	441,916	9,941	2,782,245	3,093,409	311,164	47.5%
Administration Overtime	13,593	2,993	1,133	(1,860)	10,378	7,929	(2,449)	23.7%
Fringe Benefits	9,115,420	784,169	759,618	(24,551)	5,002,951	5,317,328	314,377	45.1%
Communications	218,000	14,448	18,167	3,718	99,690	127,167	27,477	54.3%
Legal Services - General	80,000	7,052	6,667	(385)	66,848	46,667	(20,181)	16.4%
Computer/Network Software Agreement	452,868	29,362	37,739	8,377	220,234	264,173	43,939	51.4%
Uniforms	112,550	3,107	9,379	6,272	45,677	65,654	19,977	59.4%
Contracted Services	458,822	35,564	38,235	2,672	215,137	267,646	52,509	53.1%
Equipment Repairs	7,500	156	625	469	2,285	4,375	2,090	69.5%
Security Services	103,604	8,967	8,634	(333)	59,957	60,436	479	42.1%
Fuel - CNG	1,565,432	101,894	130,453	28,559	814,891	913,169	98,278	47.9%
Fuel - Hydrogen	243,501	32,893	20,292	(12,601)	117,382	142,042	24,660	51.8%
Tires	254,824	19,491	21,235	1,744	133,879	148,647	14,768	47.5%
Office Supplies	72,400	3,876	6,033	2,158	33,956	42,233	8,277	53.1%
Travel/Training	142,033	3,915	11,836	7,921	65,540	82,853	17,312	53.9%
Repair Parts	1,218,100	80,784	101,508	20,725	736,803	710,558	(26,245)	39.5%
Facility Maintenance	43,000	5,118	3,583	(1,535)	27,210	25,083	(2,127)	36.7%
Electricity - CNG & Hydrogen	175,000	15,309	14,583	(725)	103,798	102,083	(1,715)	40.7%
Natural Gas	1,446,372	104,216	120,531	16,315	817,571	843,717	26,146	43.5%
Water	7,500	452	625	173	2,510	4,375	1,865	66.5%
Insurance Losses	1,136,702	(271,977)	94,725	366,702	530,155	663,076	132,921	53.4%
Insurance Premium - Property	13,315	1,049	1,110	61	7,341	7,767	426	44.9%
Repair Claims	200,000	3,230	16,667	13,436	27,006	116,667	89,660	86.5%
Fuel Taxes	168,200	15,797	14,017	(1,780)	117,861	98,117	(19,744)	29.9%
Other Expenses	3,312,312	259,879	276,026	16,147	1,840,879	1,932,182	91,303	44.4%
Self Consumed Fuel	(1,681,000)	(134,836)	(140,083)	5,247	(918,346)	(980,583)	62,237	45.4%
Total Operating Expenses (Before Depreciation)	34,880,026	2,434,337	2,906,669	472,332	18,800,944	20,346,682	1,545,738	46.1%
Operating Expenses in Excess of Operating Revenue		\$ (1,912,071)			\$ (15,464,202)			
Subsidies:								
Local - Measure A	5,153,400	334,857	429,450	94,593	2,708,211	3,006,150	297,939	47.4%
State - LTF	18,753,800	1,218,581	1,562,817	344,236	9,855,482	10,939,717	1,084,235	47.4%
Federal - 5307, 5310, 5311, 5316, 5317, CMAQ, LCTOP	5,519,323	358,633	459,944	101,310	2,900,510	3,219,605	319,095	47.4%
Total Subsidies	29,426,523	1,912,071	2,452,210	540,139	15,464,202	17,165,472	1,701,269	47.4%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

Budget Variance Analysis - SunLine Transit

Passenger Revenue - Unfavorable

- Fixed-route ridership has continued to decrease.
- System Total Ridership is presently 103,731 trips below FY17 YTD amounts.
- Ridership is currently at 4.2% below FY17 YTD totals.
- The ridership demand follows a seasonal pattern. Ridership is higher October through April.

Ridership

	FY17-Jan	FY18-Jan	Variance	%Δ
Fixed Route	343,928	340,121	(3,807)	-1.1%
Paratransit	13,419	12,939	(480)	-3.6%
SolVan	-	2,228	2,228	
System Total	357,347	355,288	(2,059)	-0.6%

Ridership

	YTD-FY17	YTD-FY18	Variance	%Δ
Fixed Route	2,402,691	2,294,785	(107,906)	-4.5%
Paratransit	96,597	92,122	(4,475)	-4.6%
SolVan	-	8,650	8,650	
System Total	2,499,288	2,395,557	(103,731)	-4.2%

Other Revenue - Favorable

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

	YTD - January	YTD Budget	Variance	%Δ
TAXI SMART CARD	\$ 64,511	\$ 27,222	\$ 37,289	137.0%
OUTSIDE FUELING REVENUE	\$ 897,342	\$ 700,000	\$ 197,342	28.2%
EMISSIONS CREDITS REVENUE	\$ 517,369	\$ 437,500	\$ 79,869	18.3%

Operator & Mechanic Salaries & Wages - Favorable

- Contributing factors include operators using vacation time, sick time, short-term disability, long-term disability. Also, there are some vacant positions.
- The favorable balance is primarily attributed to vacant operator positions.
 Department 12 Operations - Fixed Route has five vacant operator positions.
 Department 14 Operations - Paratransit has five vacant paratransit operator positions.
- Other factors include operators and mechanics using vacation time, sick time, short-term disability, and long-term disability.
 Department 12 Operations - Fixed Route has four operators on long-term disability and one part-time operator out on workers compensation leave.
- For January there was an increase in wages due operators and mechanics working through an observed holiday in January.

Operator & Mechanic Overtime - Favorable

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

January

	Scheduled Overtime (Hours)	Unscheduled Overtime (Hours)	Total Overtime (Hours)	Total Expense
Fixed Route	153	1,241	1,394	\$ 44,342
Paratransit	N/A	659	659	\$ 16,449
Mechanics	N/A	193	193	\$ 8,025

YTD-January

	Scheduled Overtime (Hours)	Unscheduled Overtime (Hours)	Total Overtime (Hours)	Total Expense
Fixed Route	2,462	11,953	14,415	\$ 459,847
Paratransit	N/A	6,868	6,868	\$ 162,463
Mechanics	N/A	1,153	1,153	\$ 41,328

Administration Salaries & Wages - Favorable

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

Administration Overtime - Unfavorable

- Vacancies across the agency contribute to the unfavorable balance in overtime.
- Department 13 Ops Admin - Paratransit had an unfavorable variance due to staff working two holidays in January.
- Department 41 Finance had an unfavorable variance in overtime due to staff working on year-end tax form preparations.
- Department 45 Customer Service had a negative variance in January due to staff having to work on two holidays in the month.

Fringe Benefits - Favorable

- Fringe benefits are favorable due to vacant positions across the agency.
- The unfavorable variance in January is attributed to the annual unemployment tax expense. Additionally, health insurance benefit expenses increased in January.

Communications - Favorable

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

Legal Services - General - Unfavorable

- General legal counsel costs are higher than anticipated.
- YTD - January SunLine had 342.64 billable hours from Burke, Williams, and Sorenson.

Computer/Network Software Agreement - Favorable

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

Uniforms - Favorable

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

Contracted Services - Favorable

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

Equipment Repairs - Favorable

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

Security Services - Favorable

- Security Service expenses are within an acceptable range of the budget.

Fuel - CNG - Favorable

- Internal consumption has decreased by 12,066 GGE's below FY17 YTD amounts.
The lower internal consumption is primarily attributed to a decrease in total miles traveled FY18 YTD in comparison to the last fiscal year.

Internal GGE Usage

	GGE Usage	Variance FY17 vs. FY18	Variance Previous Month	%Δ FY17 vs FY18	%Δ Previous Month
January FY 17	109,967				
January FY 18	110,221	254	1,911	0.23%	1.76%
December FY 18	108,310				
YTD January FY 17	853,907				
YTD January FY 18	841,841	(12,066)		-1.41%	

Fuel - Hydrogen - Favorable

- The favorable variance is primarily attributed to a lower quantity of mechanical failures.
The reduction in mechanical failures means that more hydrogen gas is produced in-house as opposed to ordering the fuel through an outside source at a higher cost.
- Two fuel buses were down long-term for significant repairs.
FC5 was down for an APS controller from 09/13/17 to 12/17/17.
FC6 was down for a radiator replacement from 05/14/17 to 11/30/17.

Tires - Favorable

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

Office Supplies - Favorable

- Office supplies are a variable expense; costs vary throughout the year as required.

Travel/Training - Favorable

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

Repair Parts -Unfavorable

- Aging fleet has led to the unpredictability of component failures and therefore have increased the number of repairs.
- In January fixed route had costs of \$57,041 for preventative maintenance services to the fleet.
- For January paratransit had expenses of \$17,341 for engine rebuilds (e.g., Lower intake manifold, Upper Intake Manifold, Injector Harness).
The additional expenses for Paratransit repair parts are due to two Ford Block Engine Rebuilds, a Transmission, and a Smart Drive System.
- Additionally, there is an increase of \$4,000 in support vehicle repair parts over the previous fiscal year.
The additional expenses for Support Vehicles are due to a higher quantity of tire expenses, and more substantial costs (e.g., power steering).
- Two Fixed Route buses required engine rebuilds.

Facility Maintenance - Unfavorable

- In the first quarter, there were high expenses for plumbing related issues and electrical issues in the Thousand Palms facility.
- In January there were higher expenses for general parts. Additionally, there was an expense for a portable toilet rental due to a water main break on the south side of the property.

Electricity - CNG & Hydrogen - Unfavorable

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

Natural Gas - Favorable

- The favorable balance of natural gas costs is primarily attributed to an average \$0.07 decrease in internal GGE cost over YTD-FY17.
- In January there were 3,232 more GGE's used for outside fueling sales than in the previous month.
- GGE outside usage has increased 27,938 GGE's above FY17 YTD amounts.

Outside GGE Usage

	GGE Usage	Variance FY17 vs FY18	Variance Previous Month	%Δ FY17 vs FY18	%Δ Previous Month
January FY 17	48,536				
January FY 18	53,824	5,288	3,232	10.90%	6.39%
December FY 18	50,592				
YTD January FY 17	332,831				
YTD January FY 18	360,769	27,938		8.39%	

Water and Gas - Favorable

- Gas expenses in the Indio facility follow a seasonal pattern. The costs begin to increase in the winter months.
- The Bus Wash has been down for different repairs and therefore has used less water.

Insurance Losses - Favorable

- The favorable variance is mainly attributed to large reconciliations for accrued insurance liabilities.
- Deposit premiums are intended to cover claim expenses and settlements. Annual deposit premiums are based on actuarially-determined rates for each coverage layer (pool), based on estimates of the probable losses.
- Insurance losses can vary widely from month to month.

Insurance Premium - Property - Favorable

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

Repair Claims - Favorable

- Repair claims can vary significantly from month to month.
 - As of January, there have been a total of 55 collisions, that is an increase on one collision over the fiscal year 2017.
- Though there is an increase in the number of collisions, the average dollar cost is significantly lower.

The decrease in repair claim expenses is attributed to accidents being minor in scale (e.g., collisions with gates, mirror to mirror contacts or collisions with trash bin).

Fuel Taxes - Unfavorable

- The unfavorable balance of fuel taxes is due to a higher quantity of outside fueling sales.
- Outside fueling sales are currently \$81,392 above FY17 YTD amounts.
- For January sales have increased \$13,016 from the previous month.

Outside Fueling Revenue

	Revenue	Variance FY17 vs FY18	Variance Previous Month	%Δ FY17 vs FY18	%Δ Previous Month
January FY 17	\$ 120,836				
January FY 18	\$ 133,853	\$ 13,016	\$ 7,099	10.77%	5.60%
December FY 18	\$ 126,754				
YTD January FY 17	\$ 815,949				
YTD January FY 18	\$ 897,342	\$ 81,392		9.98%	

Other Expenses - Favorable

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

Self Consumed Fuel - Favorable

- The favorable balance FY18 YTD is primarily attributed to a decrease in total miles traveled FY18 YTD in comparison to FY17 YTD. There is a decrease of 39,702 miles traveled in FY18 YTD in comparison to FY17 YTD.

Mileage

	December FY18	January FY18	Variance	%Δ
Fixed Route	316,777	321,925	5,148	1.6%
Paratransit Passenger	92,812	99,678	6,866	7.4%
System Total	409,589	421,603	12,014	2.9%

Mileage YTD-December

	YTD-FY17	YTD-FY18	Variance	%Δ
Fixed Route	2,277,063	2,264,493	(12,570)	-0.6%
Paratransit Passenger	719,618	692,486	(27,132)	-3.8%
System Total	2,996,681	2,956,979	(39,702)	-1.3%

SunLine Transit Agency

CONSENT CALENDAR

DATE: March 28, 2018

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

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

Summary:

The attached report summarizes SunLine's contracts signed in excess of \$25,000. For the month of February, there was one contract signed with Andrea Carter & Associates for marketing services.

Recommendation:

Receive and file.

Contracts Signed in Excess of \$25,000

February 2018

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Andrea Carter & Associates	Marketing Services	Marketing services for the Agency.	FY18/FY19 Operating budget	\$ 75,000.00	\$ 60,000.00	Executed Agreement Board Approved

SunLine Transit Agency
CONSENT CALENDAR

DATE: March 28, 2018 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

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

Summary:

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

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

Recommendation:

Receive and file.

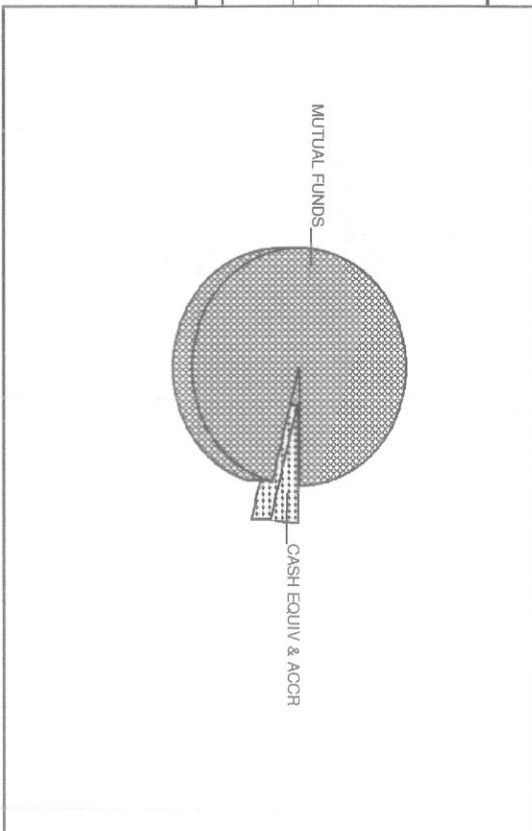
00323101
 40--01-B-61 -037-01
 100 -13-02869-01

SUNLINE TRANSIT AGENCY - NON-UNION
 ACCOUNT 6746032100



ASSET SUMMARY

ASSETS	01/31/2018 MARKET	01/31/2018 BOOK VALUE	% OF MARKET
Cash And Equivalents	277,210.39	277,210.39	1.00
Mutual Funds-Equity	18,262,994.70	15,881,961.59	66.03
Mutual Funds-Fixed Income	9,119,690.05	9,275,307.94	32.97
Total Assets	27,659,895.14	25,434,479.92	100.00
Accrued Income	253.45	253.45	0.00
Grand Total	27,660,148.59	25,434,733.37	100.00
Estimated Annual Income		592,825.37	



00323101
 40-01-B-61-037-01
 100 -13-02869-01

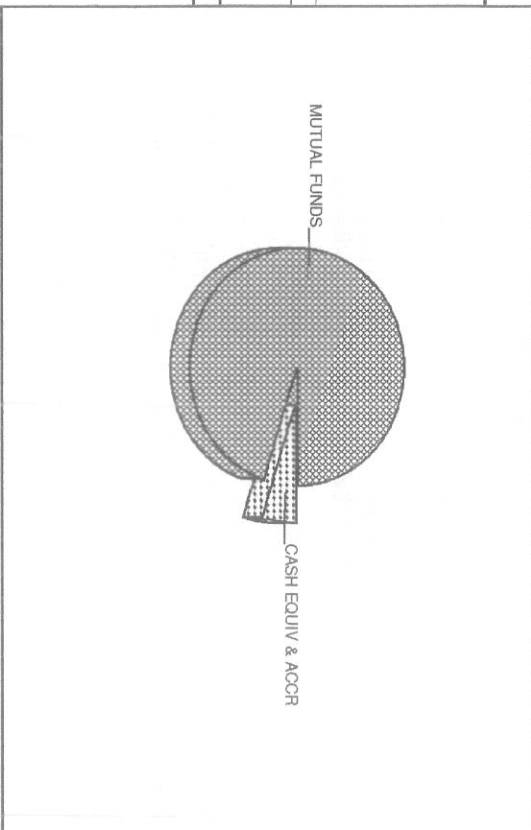
SUNLINE TRANSIT AGENCY - UNION
 ACCOUNT 6746032000



ASSET SUMMARY

ASSETS	01/31/2018 MARKET	01/31/2018 BOOK VALUE	% OF MARKET
Cash And Equivalents	510,298.18	510,298.18	1.89
Mutual Funds-Equity	17,680,512.84	15,375,421.10	65.43
Mutual Funds-Fixed Income	8,828,740.95	8,979,392.59	32.67
Total Assets	27,019,551.97	24,865,111.87	99.99
Accrued Income	3,750.91	3,750.91	0.01
Grand Total	27,023,302.88	24,868,862.78	100.00

Estimated Annual Income 576,818.61



SunLine Transit Agency**CONSENT CALENDAR**

DATE: March 28, 2018

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Quarterly Performance Summary for Q4 of Calendar Year 2017

Summary:

At the February 2018 Finance/Audit Committee meeting, it was requested that staff provide the performance of the assets invested in the Agency's retirement plans. The following quarterly performance summary demonstrates the performance of the bargaining and non-bargaining pension plans for the fourth quarter of calendar year 2017. The report shows market value, asset allocation percentage and performance over multiple time frames compared to benchmarks.

This report will be added to the consent calendar on a quarterly basis moving forward.

Recommendation:

Receive and file.

Asset Allocation & Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	2017	1 Year	3 Years	5 Years	Since Inception	Inception Date
Total Fund	26,155,070	100.00	3.80	N/A	N/A	N/A	N/A	7.49	07/01/2017
<i>Blended Benchmark</i>			3.93	N/A	N/A	N/A	N/A	7.14	07/01/2017
<i>PFM Blended Benchmark</i>			3.66	N/A	N/A	N/A	N/A	7.19	07/01/2017
Equities	16,767,319	64.11	5.86	N/A	N/A	N/A	N/A	11.19	07/01/2017
<i>Russell 3000 Index</i>			6.34	21.13	21.13	11.12	15.58	11.20	07/01/2017
<i>PFM Blended Equity Benchmark</i>			5.88	23.26	23.26	10.02	12.50	11.31	07/01/2017
Vanguard Total Stock Index	9,949,835	38.04	6.34	21.17	21.17	11.08	15.55	11.17	07/01/2017
<i>Russell 3000 Index</i>			6.34	21.13	21.13	11.12	15.58	11.20	07/01/2017
T. Rowe Price Dividend Growth	789,665	3.02	5.63	19.33	19.33	9.61	14.14	8.54	07/01/2017
<i>S&P 500</i>			6.64	21.83	21.83	11.41	15.79	11.42	07/01/2017
Vanguard Total International Stock	2,109,908	8.07	4.88	27.55	27.55	8.53	7.12	11.12	07/01/2017
Vanguard International Value	1,390,448	5.32	4.90	27.96	27.96	7.74	7.35	11.95	07/01/2017
J. O. Hambro International Select	1,663,358	6.36	4.05	22.89	22.89	7.44	12.55	10.02	07/01/2017
<i>MSCI AC World ex USA (Net)</i>			5.00	27.19	27.19	7.83	6.80	11.48	07/01/2017
Oppenheimer International Small-Mid Company	864,106	3.30	6.25	38.30	38.30	16.68	18.30	13.08	07/01/2017
<i>MSCI AC World ex USA Small Cap (Net)</i>			6.56	31.65	31.65	11.96	10.03	13.92	07/01/2017
Fixed Income	8,901,769	34.03	0.43	N/A	N/A	N/A	N/A	1.57	07/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			0.39	3.54	3.54	2.24	2.10	1.24	07/01/2017
Baird Core Plus	2,940,924	11.24	0.56	4.65	4.65	3.15	2.91	1.61	07/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			0.39	3.54	3.54	2.24	2.10	1.24	07/01/2017
DoubleLine Core Fixed Income	1,329,803	5.08	0.47	4.66	4.66	3.12	2.97	0.09	09/01/2017
Prudential Total Return Bond Fund	893,457	3.42	1.12	6.71	6.71	3.84	3.54	0.77	09/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			0.39	3.54	3.54	2.24	2.10	-0.09	09/01/2017
Vanguard Interm-Term Invest. Grade	2,929,656	11.20	0.16	4.15	4.15	3.16	2.76	1.25	07/01/2017
<i>Blmbg. Barc. U.S. Credit 5-10 Year Index</i>			0.44	5.57	5.57	3.81	3.30	1.85	07/01/2017
Vanguard High Yield Corporate	807,928	3.09	0.11	7.13	7.13	5.58	5.21	2.15	07/01/2017
<i>Blmbg. Barc. U.S. Corp: High Yield</i>			0.47	7.50	7.50	6.35	5.78	2.45	07/01/2017
Cash Equivalent	485,982	1.86	0.24	N/A	N/A	N/A	N/A	0.46	07/01/2017
First American Prime Obligation - Z	485,982	1.86	0.31	0.98	0.98	0.44	0.27	0.59	07/01/2017

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



Asset Allocation & Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	2017	1 Year	3 Years	5 Years	Since Inception	Inception Date
Total Fund - Non-Bargaining	26,785,633	100.00	3.82	N/A	N/A	N/A	N/A	7.51	07/01/2017
<i>Blended Benchmark</i>			3.93	N/A	N/A	N/A	N/A	7.14	07/01/2017
<i>PFM Blended Benchmark</i>			3.66	N/A	N/A	N/A	N/A	7.19	07/01/2017
Equities	17,319,716	64.66	5.78	N/A	N/A	N/A	N/A	11.12	07/01/2017
<i>Russell 3000 Index</i>			6.34	21.13	21.13	11.12	15.58	11.20	07/01/2017
<i>PFM Blended Equity Benchmark</i>			5.88	23.26	23.26	10.02	12.50	6.28	01/01/2001
Vanguard Total Stock Index	10,277,755	38.37	6.34	21.17	21.17	11.08	15.55	11.17	07/01/2017
<i>Russell 3000 Index</i>			6.34	21.13	21.13	11.12	15.58	11.20	07/01/2017
T. Rowe Price Dividend Growth	815,618	3.04	5.88	19.47	19.47	N/A	N/A	9.15	07/01/2017
<i>S&P 500</i>			6.64	21.83	21.83	11.41	15.79	11.42	07/01/2017
Vanguard Total International Stock	2,179,410	8.14	4.88	27.55	27.55	8.53	7.12	11.12	07/01/2017
Vanguard International Value	1,436,238	5.36	4.90	27.96	27.96	7.74	7.35	11.95	07/01/2017
J. O. Hambro International Select	1,718,171	6.41	4.05	22.89	22.89	7.44	12.55	10.02	07/01/2017
<i>MSCI AC World ex USA (Net)</i>			5.00	27.19	27.19	7.83	6.80	11.48	07/01/2017
Oppenheimer International Small-Mid Company	892,524	3.33	6.25	38.30	38.30	16.68	18.30	13.08	07/01/2017
<i>MSCI AC World ex USA Small Cap (Net)</i>			6.56	31.65	31.65	11.96	10.03	13.92	07/01/2017
Fixed Income	9,195,203	34.33	0.43	N/A	N/A	N/A	N/A	1.59	07/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			0.39	3.54	3.54	2.24	2.10	1.24	07/01/2017
Baird Core Plus	3,037,867	11.34	0.56	4.65	4.65	3.15	2.91	1.61	07/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			0.39	3.54	3.54	2.24	2.10	1.24	07/01/2017
DoubleLine Core Fixed Income	1,373,638	5.13	0.47	4.66	4.66	3.12	2.97	0.09	09/01/2017
Prudential Total Return Bond Fund	922,909	3.45	1.12	6.71	6.71	3.84	3.54	0.77	09/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			0.39	3.54	3.54	2.24	2.10	-0.09	09/01/2017
Vanguard Interm-Term Invest. Grade	3,026,228	11.30	0.16	4.15	4.15	3.16	2.76	1.25	07/01/2017
<i>Blmbg. Barc. U.S. Credit 5-10 Year Index</i>			0.44	5.57	5.57	3.81	3.30	1.85	07/01/2017
Vanguard High Yield Corporate	834,560	3.12	0.11	7.13	7.13	5.58	5.21	2.15	07/01/2017
<i>Blmbg. Barc. U.S. Corp: High Yield</i>			0.47	7.50	7.50	6.35	5.78	2.45	07/01/2017
Cash & Equivalent	270,714	1.01	0.24	N/A	N/A	N/A	N/A	0.46	07/01/2017
First American Prime Obligation - Z	270,714	1.01	0.31	0.98	0.98	0.44	0.27	0.59	07/01/2017

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



SunLine Transit Agency
CONSENT CALENDAR

DATE: March 28, 2018

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Ridership Report for February 2018

Summary:

System-wide ridership this February decreased 4.3% versus February 2017.

Ridership		
	Feb 2017	Feb 2018
Fixed Route	350,849	330,536
Van Pool	0	1,922
Sundial	12,692	12,086
System Total	363,541	344,544

Factors to consider when comparing to a year ago:

- Revenue service hours this February were 4% lower than last February. The main contributor to the reduction in revenue service hours was due to the January 7, 2018 service changes.
- 9 out of 16 fixed routes saw an increase in ridership in comparison to February of last year.

Recommendation:

Receive and file.



SunLine Transit Agency Monthly Ridership Report February 2018

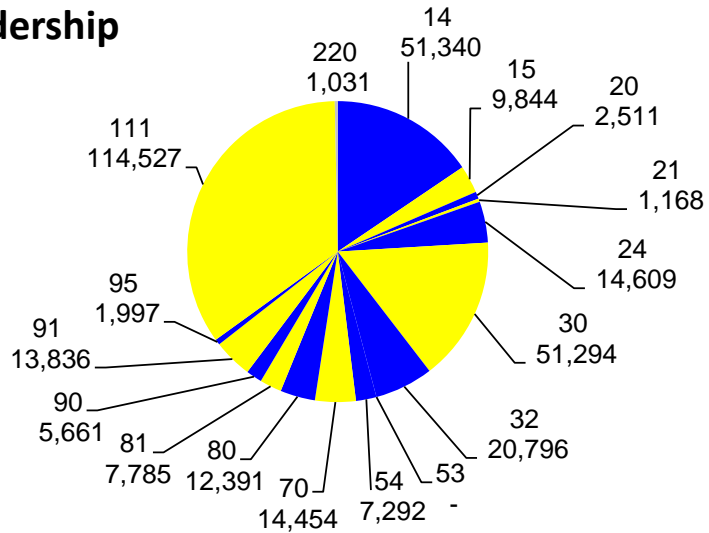
		FY 2017 & 2018													
Line	Fixed Route Description	Feb 2018	Feb 2017	Jan 2018	FY 2018 Month Var.	% Var.	FY 2018 YTD	FY 2017 YTD	YTD Var.	% Var.	Bikes		Wheelchairs		
											Monthly	YTD	Monthly	YTD	
14	DHS/PS	51,340	53,902	52,637	(2,562)	-4.8%	404,949	415,553	(10,604)	-2.6%	1,582	12,798	494	4,536	
15	DHS	9,844	9,211	9,982	633	6.9%	76,450	68,444	8,006	11.7%	134	991	68	567	
20	DHS/PD	2,511	2,398	1,892	113	4.7%	15,610	16,508	(898)	-5.4%	86	641	12	68	
21	PD	1,168	-	876	1,168	100.0%	2,044	-	2,044	100.0%	56	73	20	25	
24	PS	14,609	13,703	14,659	906	6.6%	107,213	107,525	(312)	-0.3%	353	2,704	94	791	
30	CC/PS	51,294	56,771	54,245	(5,477)	-9.6%	421,574	459,486	(37,912)	-8.3%	1,672	16,404	313	3,598	
32	PD/RM/TP/CC/PS	20,796	20,544	21,029	252	1.2%	156,442	163,750	(7,308)	-4.5%	845	6,368	104	696	
53	PD/IW	-	4,328	650	(4,328)	-100.0%	21,867	32,697	(10,830)	-33.1%	-	893	-	152	
54	Indio/LQ/IW/PD	7,292	6,885	5,932	407	5.9%	47,341	50,209	(2,868)	-5.7%	266	1,705	36	260	
70	LQ/BD	14,454	16,175	15,455	(1,721)	-10.6%	106,226	117,238	(11,012)	-9.4%	489	3,752	15	205	
80	Indio	12,391	11,705	12,737	686	5.9%	86,087	95,155	(9,068)	-9.5%	183	1,844	51	850	
81	Indio	7,785	7,010	8,416	775	11.1%	60,166	57,145	3,021	5.3%	65	580	41	347	
90	Coachella/Indio	5,661	12,332	6,415	(6,671)	-54.1%	67,616	98,028	(30,412)	-31.0%	51	1,063	59	516	
91	I/Cch/Th/Mec/Oas	13,836	14,885	13,641	(1,049)	-7.0%	121,641	114,170	7,471	6.5%	186	2,322	10	255	
95	I/Cch/Th/Mec/NS	1,997	2,487	1,899	(490)	-19.7%	14,724	19,822	(5,098)	-25.7%	27	317	1	80	
111	PS to Indio	114,527	117,513	118,598	(2,986)	-2.5%	905,880	929,057	(23,177)	-2.5%	4,410	34,669	585	5,224	
220	PD to Riverside	1,031	1,000	1,058	31	3.1%	9,491	8,753	738	8.4%	15	254	9	78	
Fixed Route Total		330,536	350,849	340,121	(20,313)	-5.8%	2,625,321	2,753,540	(128,219)	-4.7%	10,420	87,378	1,912	18,248	
SolVan		1,922	-	2,228	1,922	0.0%	10,572	-	10,572	100.0%					
Demand Response															
SunDial		12,086	12,692	12,939	(606)	-4.8%	104,208	109,289	(5,081)	-4.6%					
System Total		344,544	363,541	355,288	(18,997)	-5.2%	2,740,101	2,862,829	(122,728)	-4.3%					
		Feb-18	Feb-17	Jan-18											
Weekdays:		20	20	22											
Saturdays:		4	4	4											
Sundays:		4	4	5											
Total Days:		28	28	31											

Please note:

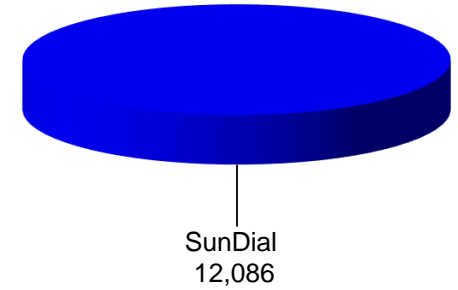
* Weekend Service on 1/1/2018 due to New Years Day.

SunLine Transit Agency Monthly Ridership Report February - 2018

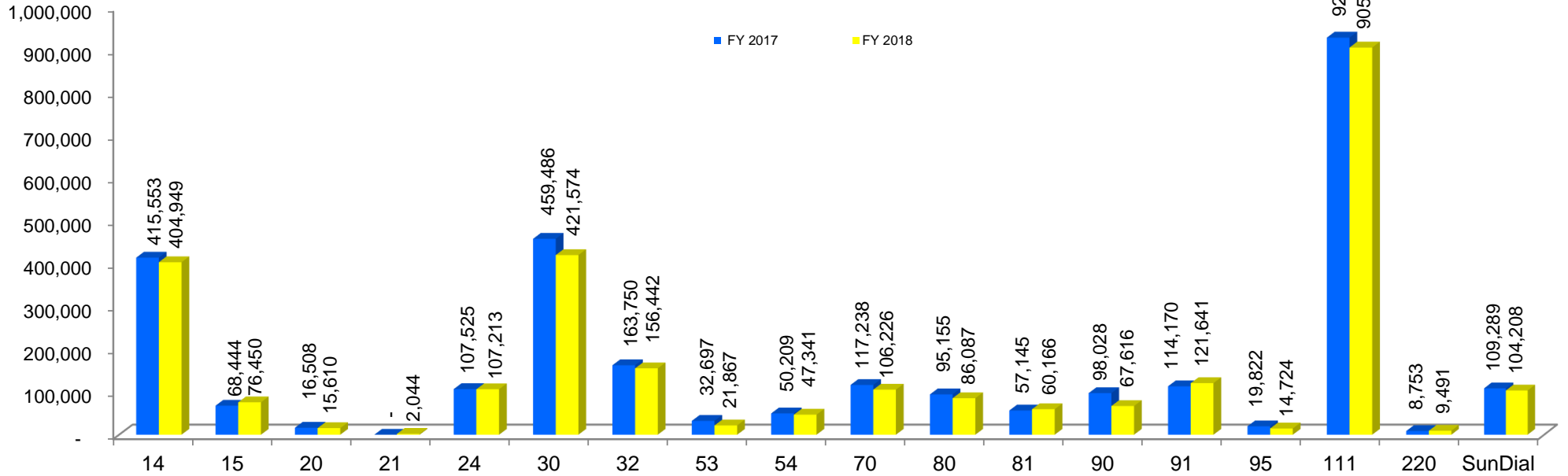
Fixed Route Ridership



Demand Response Ridership



Year-to-Date System Ridership



SunLine Transit Agency
CONSENT CALENDAR

DATE: March 28, 2018

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: SunDial Operational Notes for February 2018

Summary:

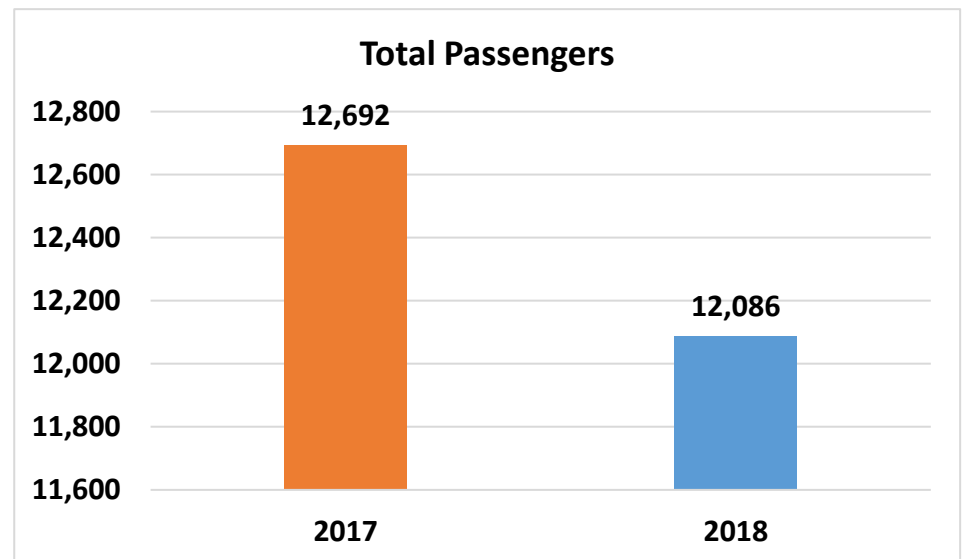
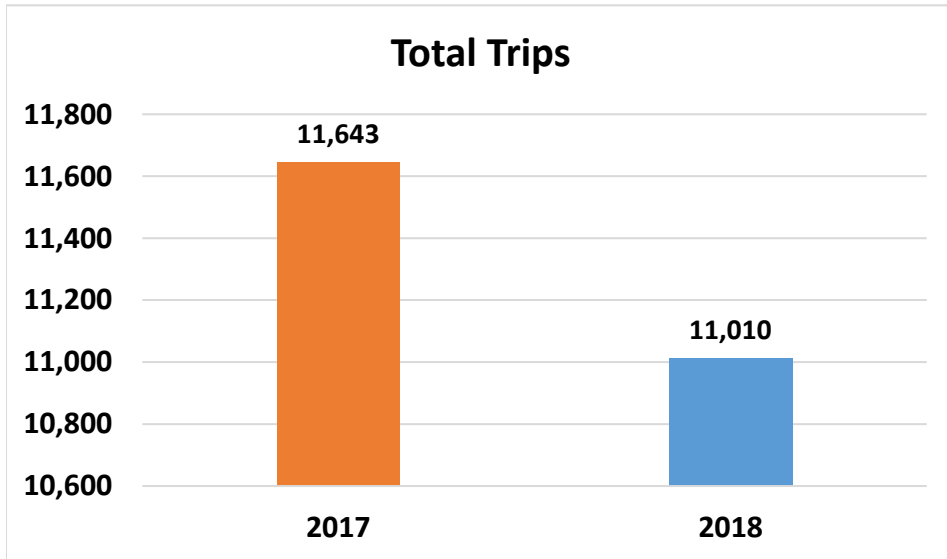
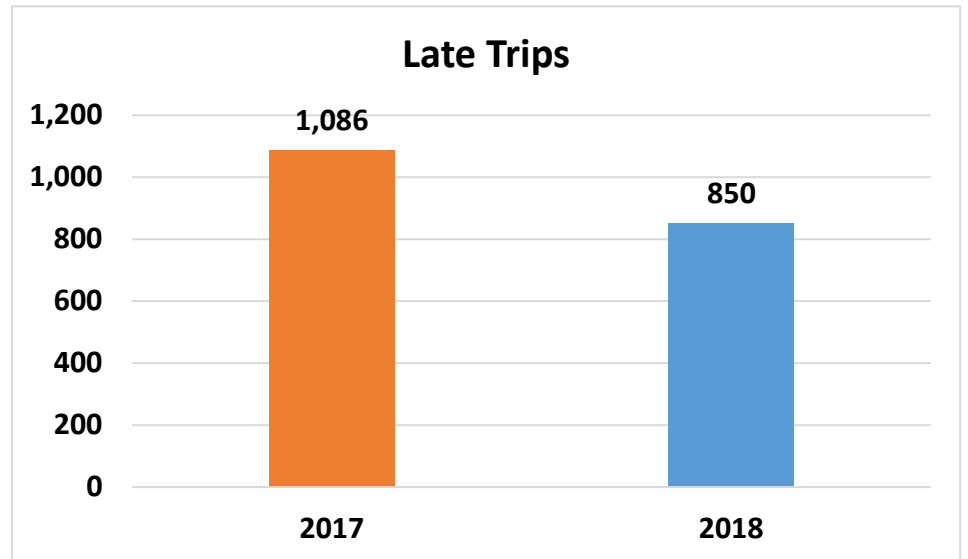
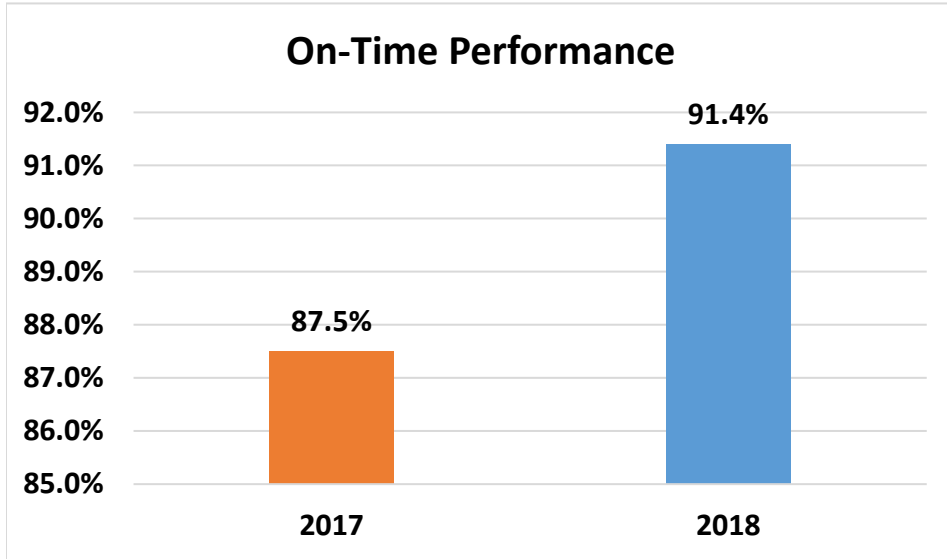
The attached report summarizes SunDial's operation for February 2018. Highlights of this report include an on-time performance percentage of 91.4 % compared to 87.5% in February 2017 and a total of 33 onboard inspections. Throughout the month, SunLine staff campaigned for road supervisors to focus on safety evaluations and onboard inspections.

Recommendation:

Receive and file.

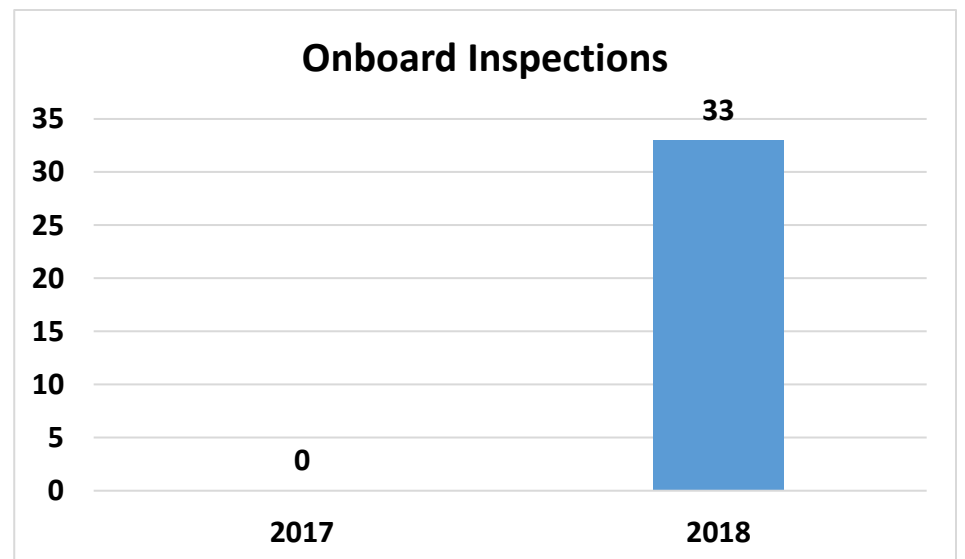
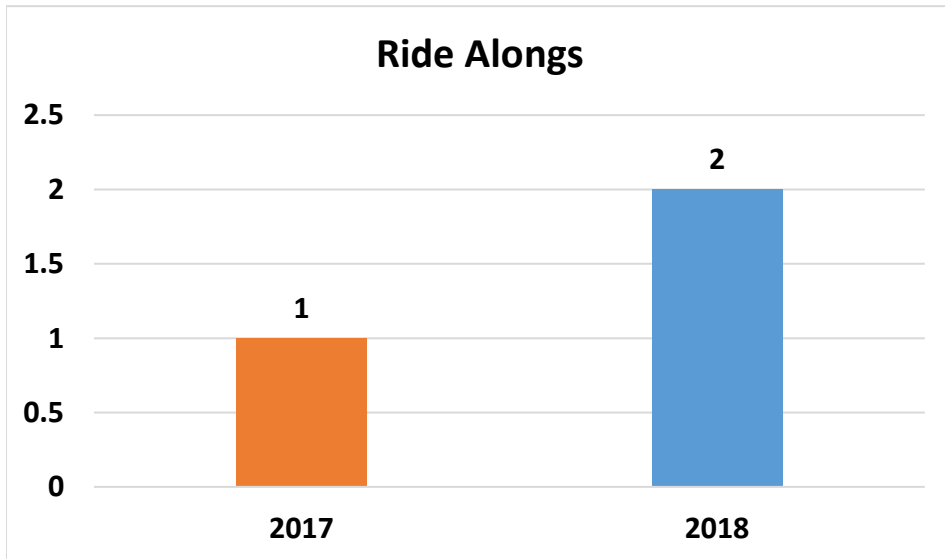
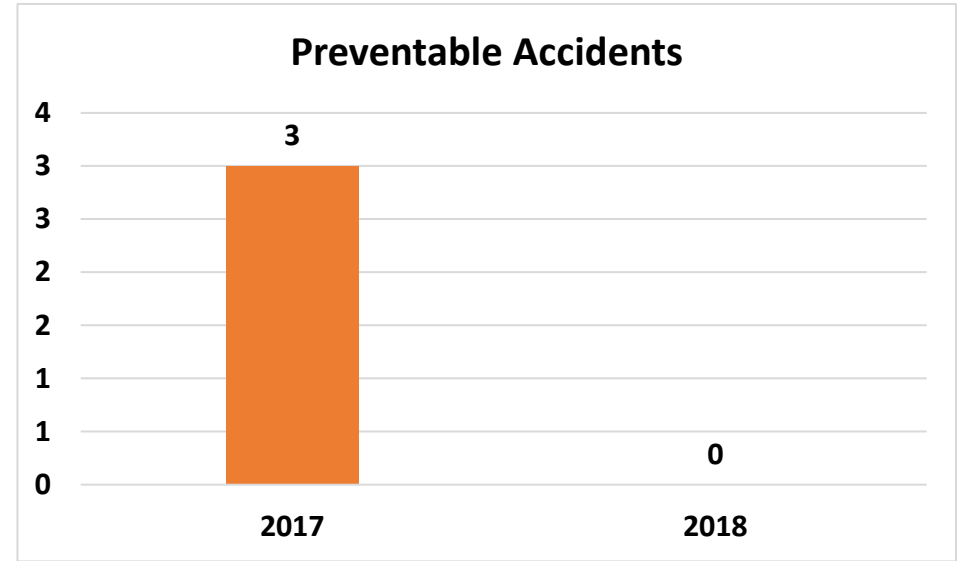
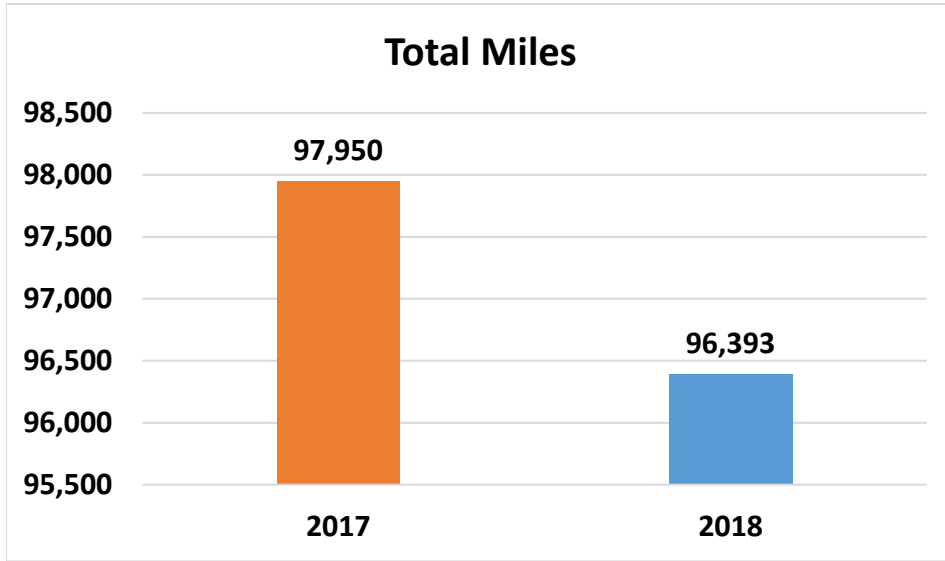
SunDial Operational Notes

FEBRUARY 2017/2018



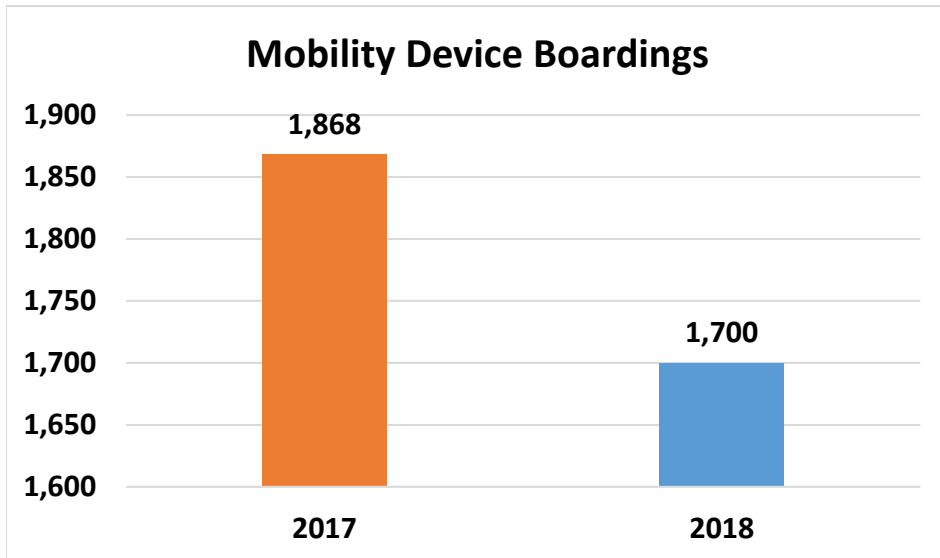
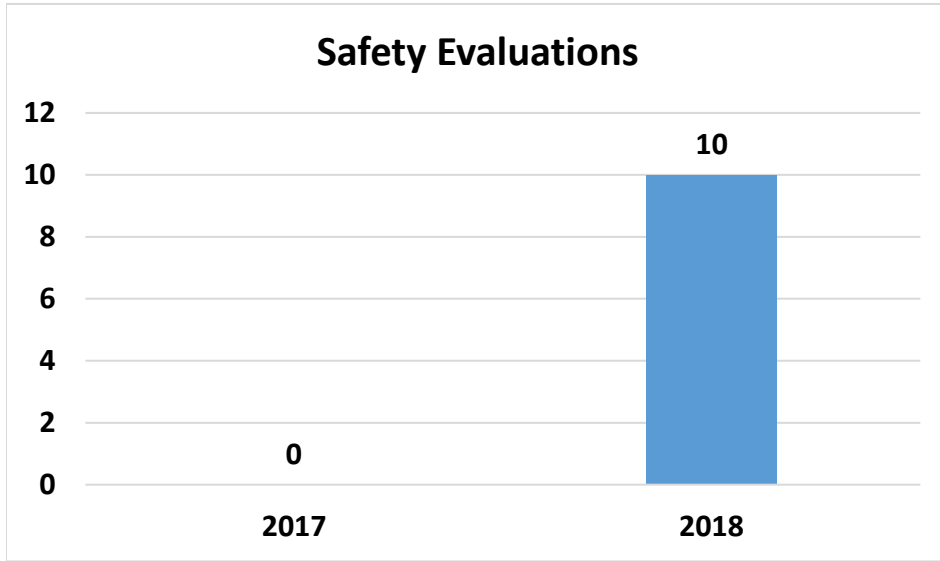
SunDial Operational Notes

FEBRUARY 2017/2018



SunDial Operational Notes

FEBRUARY 2017/2018



SunLine Transit Agency
CONSENT CALENDAR

DATE: March 28, 2018

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Metrics for February 2018

Summary:

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

As requested at the February Finance/Audit Committee meeting, the metrics packet now includes charts noting which routes are performing and underperforming. These charts can be found from pages 44 to 46.

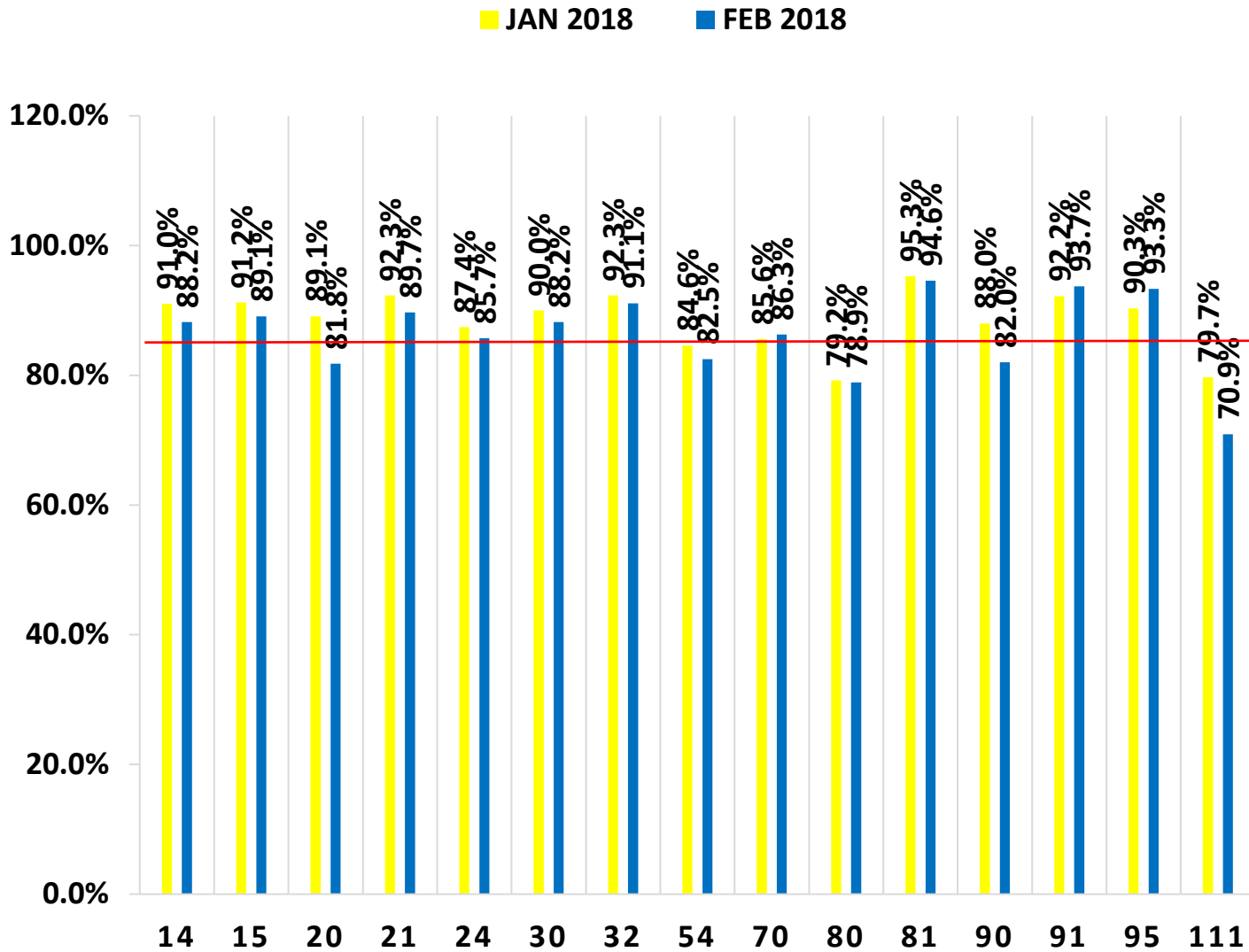
The charts are grouped into three categories: local routes, trunk routes and market-based services. A definition of each category is found below for the Board's reference.

- Local Routes – Secondary routes that connect to the trunk routes and supplement the SunBus network. Local routes operate in areas with less density and lower demand.
- Trunk Routes – Highly traveled corridors serving a variety of trip purposes and connect a variety of regional destinations. Trunk routes comprise the backbone of the network linking major communities.
- Market-Based Services – Tailored to serve specific market segments at specific times of the day, including supplemental service. Market-based routes have flexible routing and schedules that may vary.

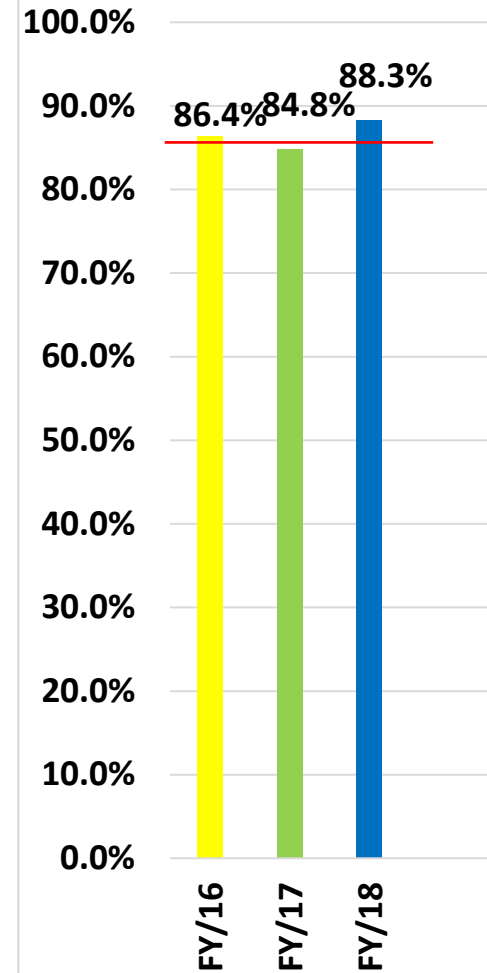
Recommendation:

Receive and file.

On-Time Performance Percent by Line



On Time Performance System Wide



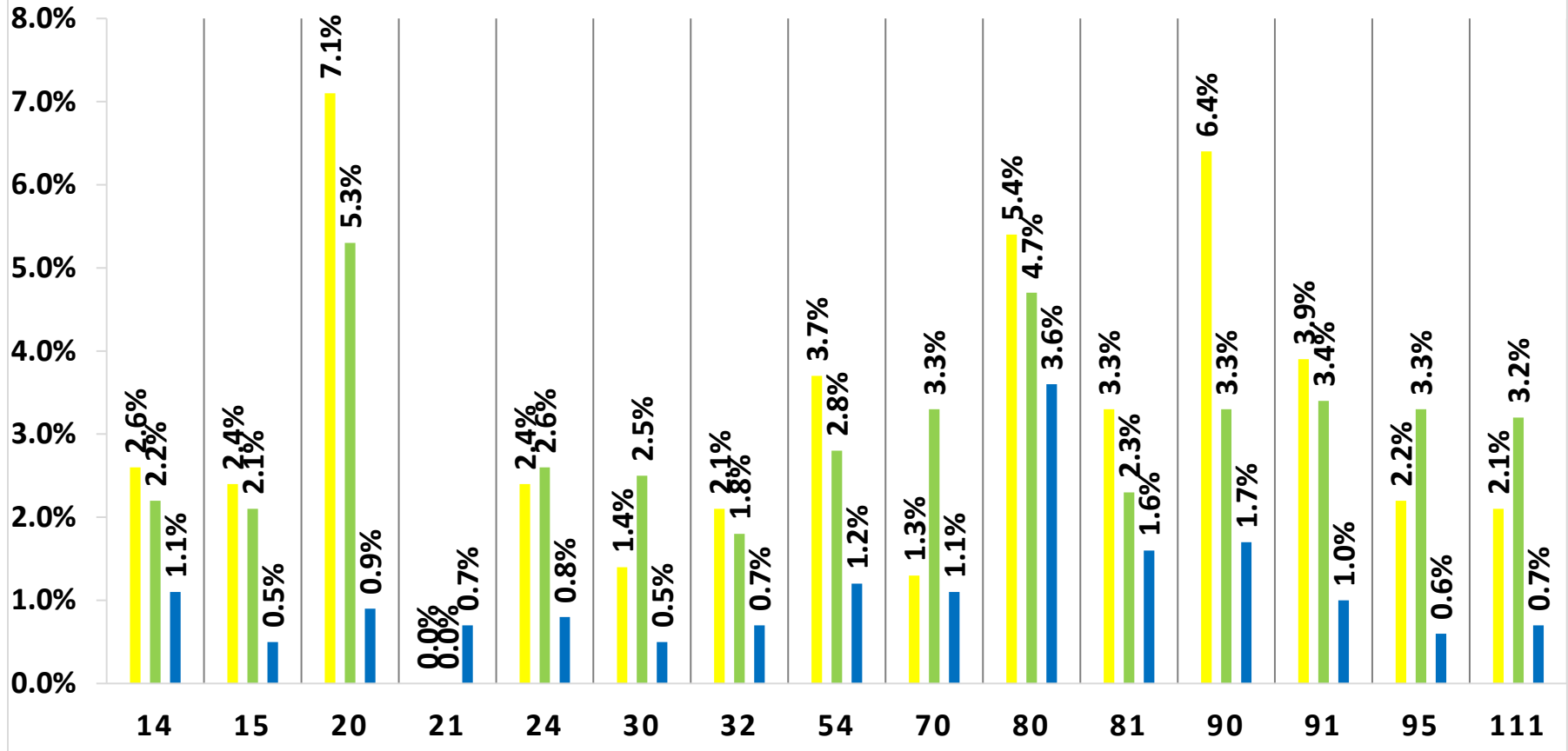
Definiton: "On Time" - when a trip departs a timepoint within range of zero minutes early to five minutes late.

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

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

Early Departures by Line YTD

FY/2016 FY/2017 FY/2018

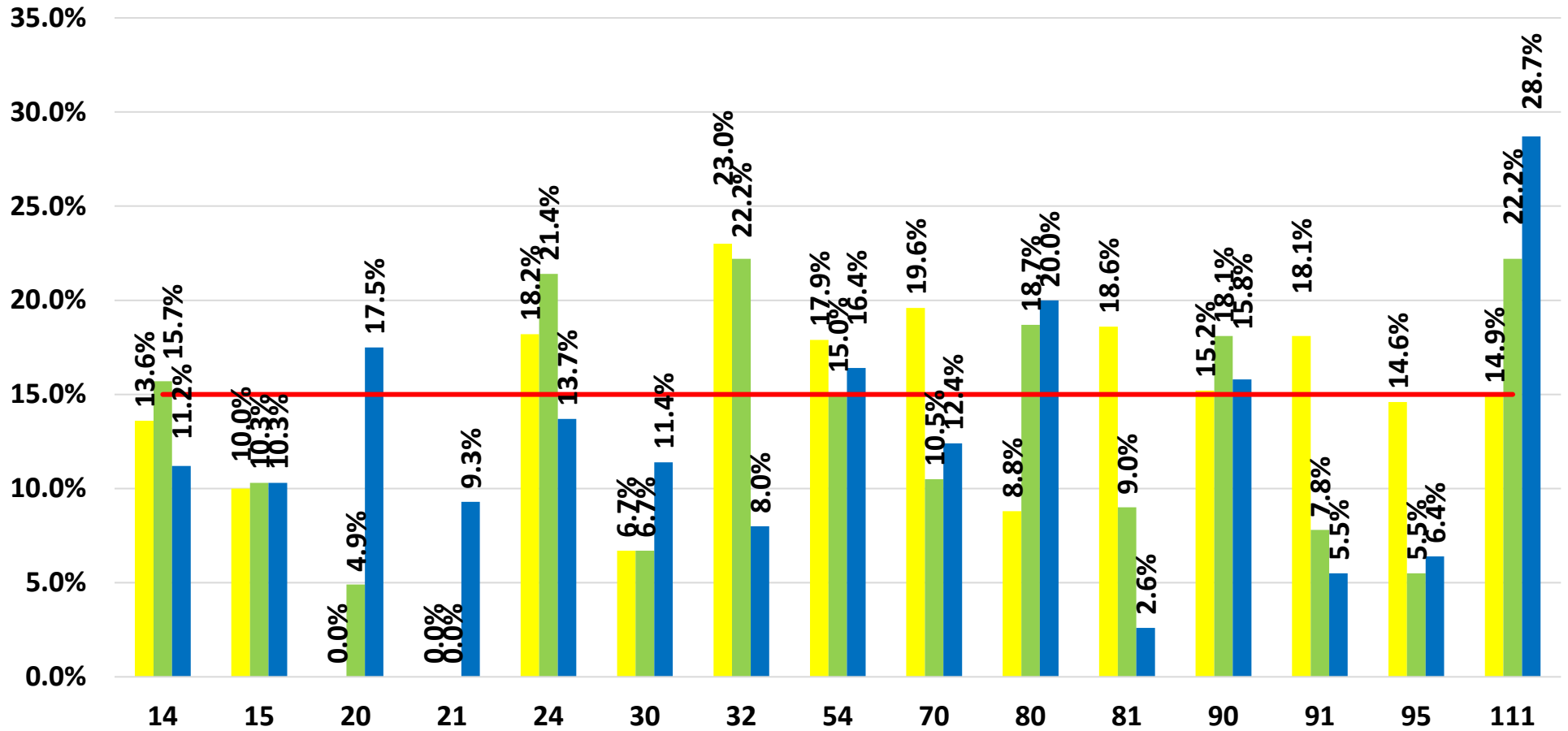


Definition: When a bus leaves a time point, ahead of the scheduled departure time.

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

Late Departures by Line February

2016 2017 2018 Trigger

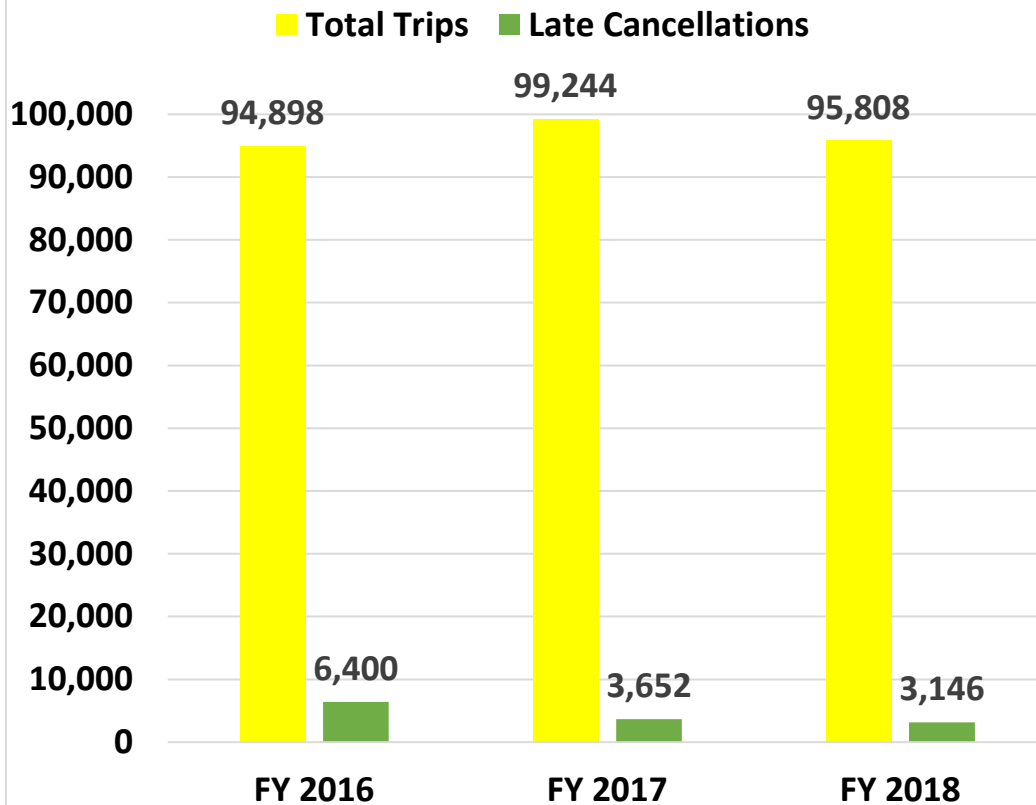


Late Definition: When a bus leaves a time point, after the scheduled departure time.

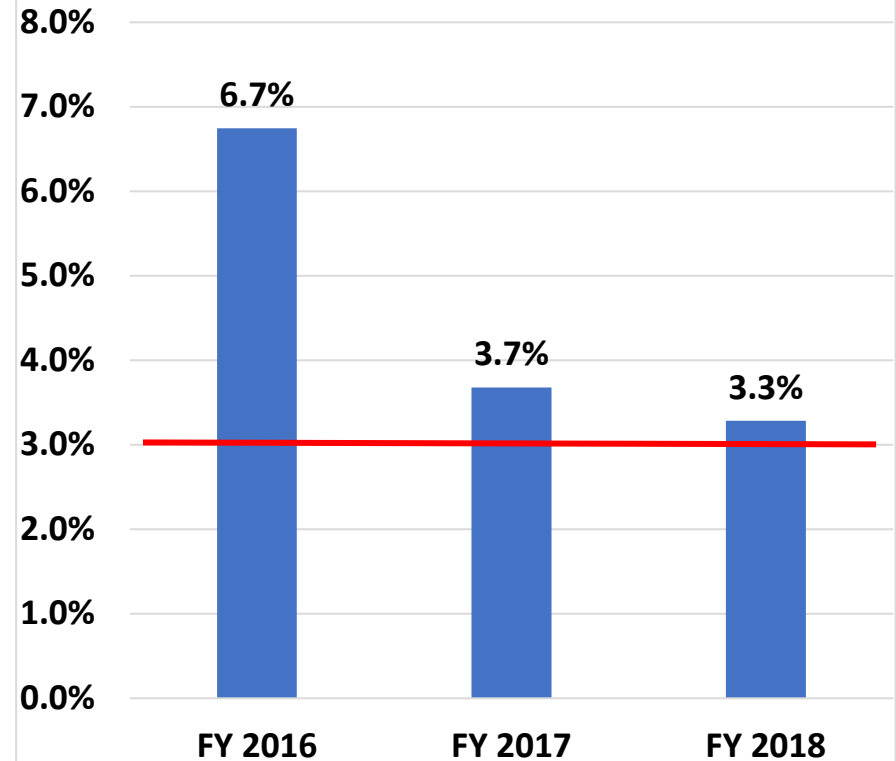
The line is running late with a departure greater than 5 minutes.

Goal: To reduce late departures to 15%

Total Trips Vs Late Cancellations Y.T.D.



Late Cancellation Percentage Y.T.D.

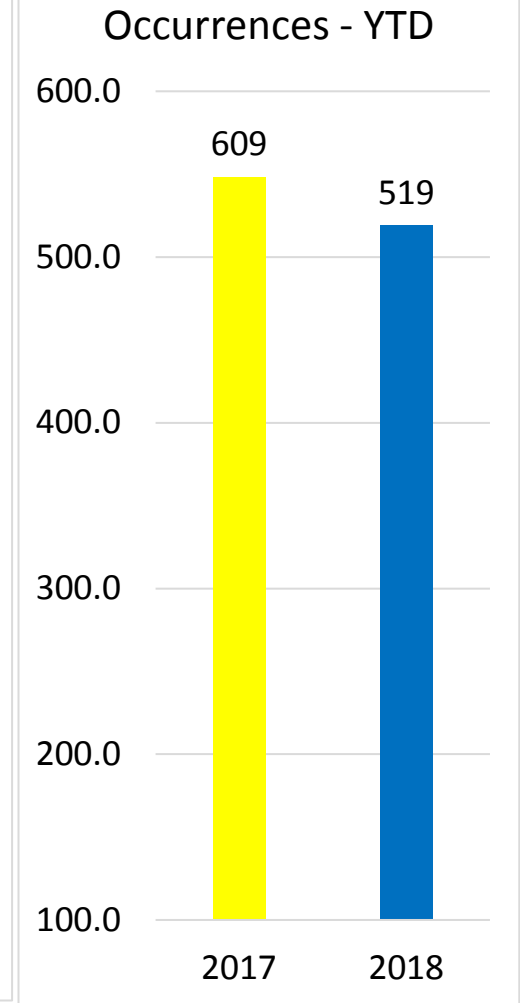
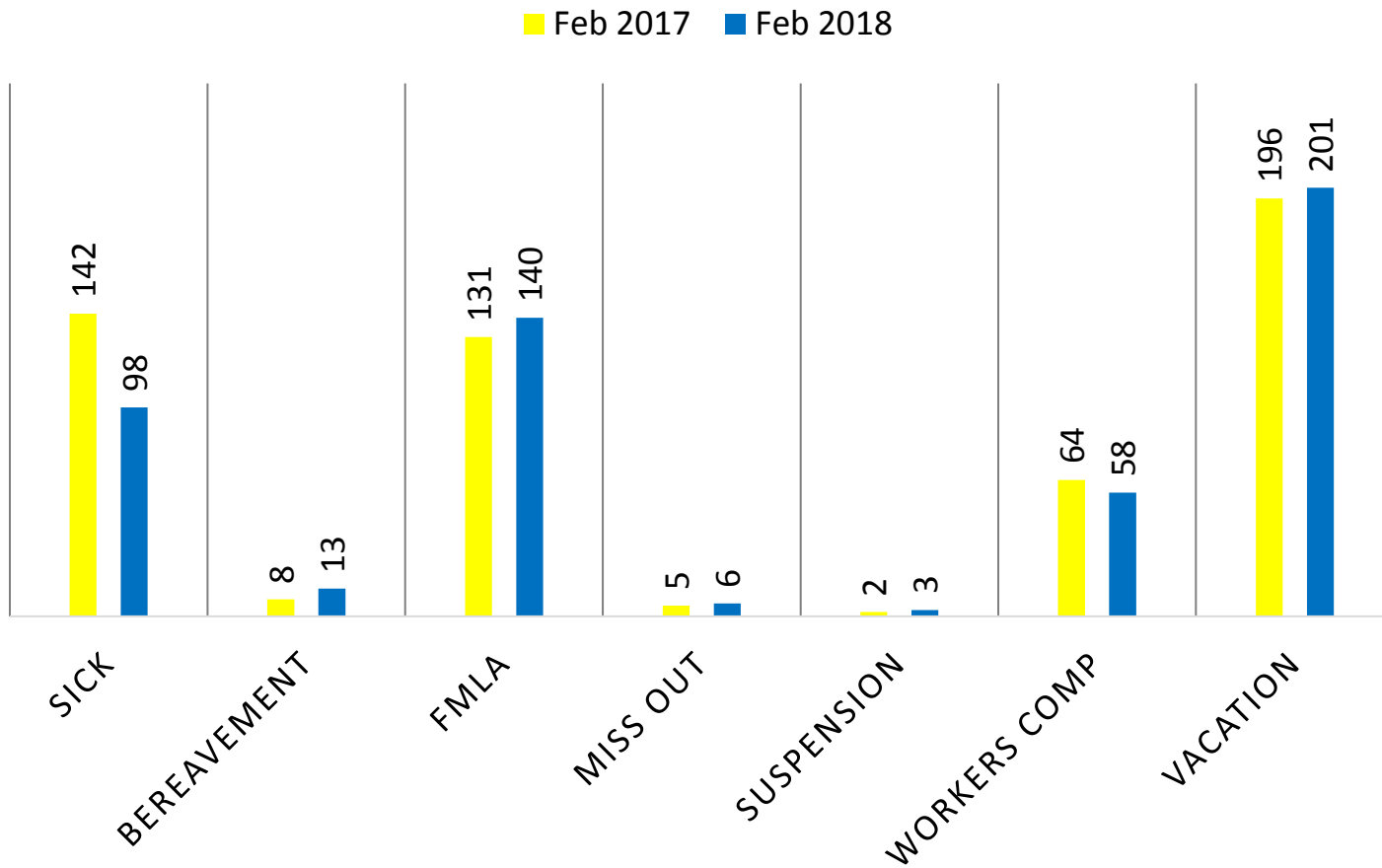


Trip: A one-way ride booked by the client. A round trip is counted as two trips.

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

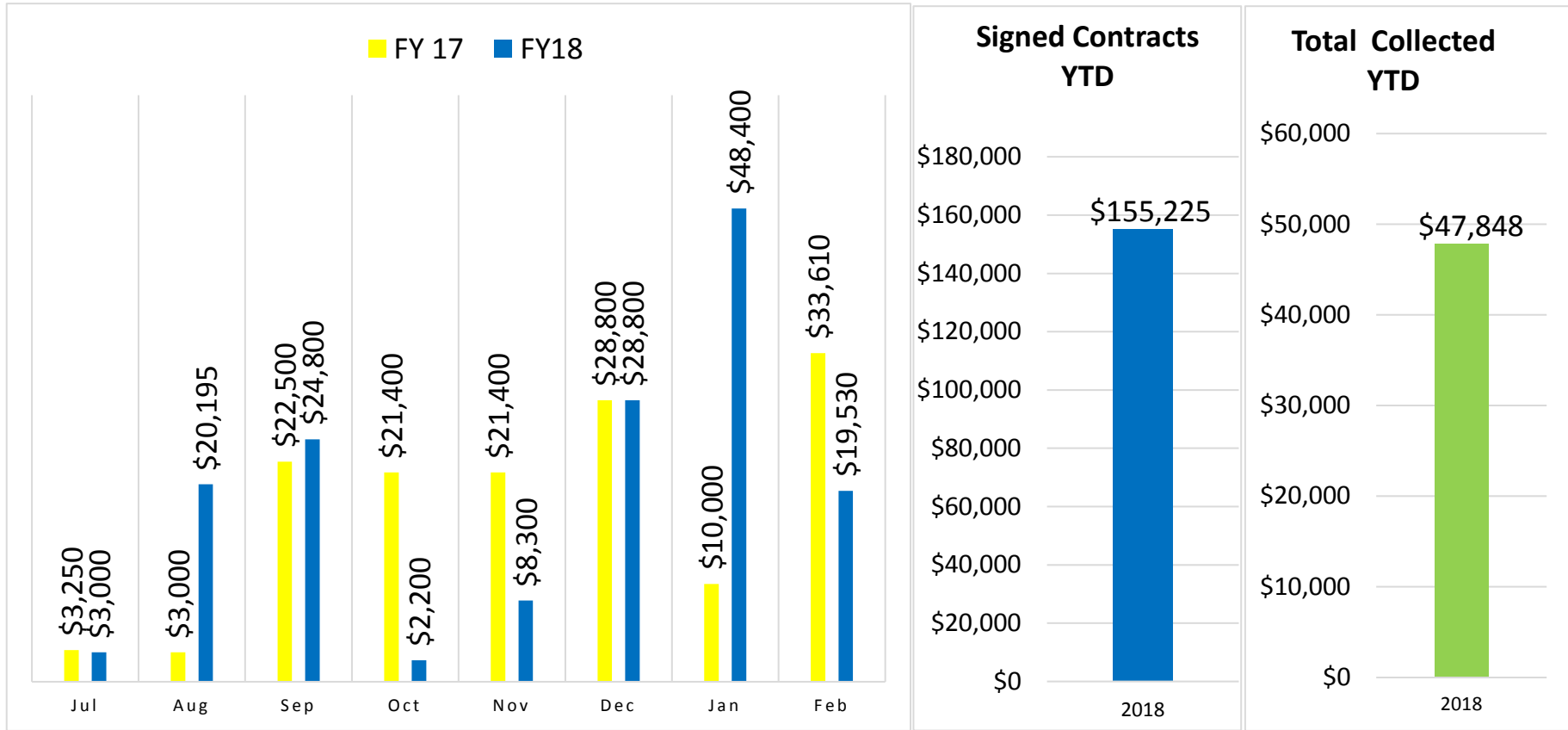
Goal for Late Cancellations: 3% or below.

Driver absence occurrences - YTD



Goal: reduce by 2% - By enforcing attendance policy regularly and monitor trending - Absences include scheduled & unscheduled for Fixed Route drivers.
 Vacation occurrences added as of September 2015 metric.

Contracted Advertising - February - YTD FY18



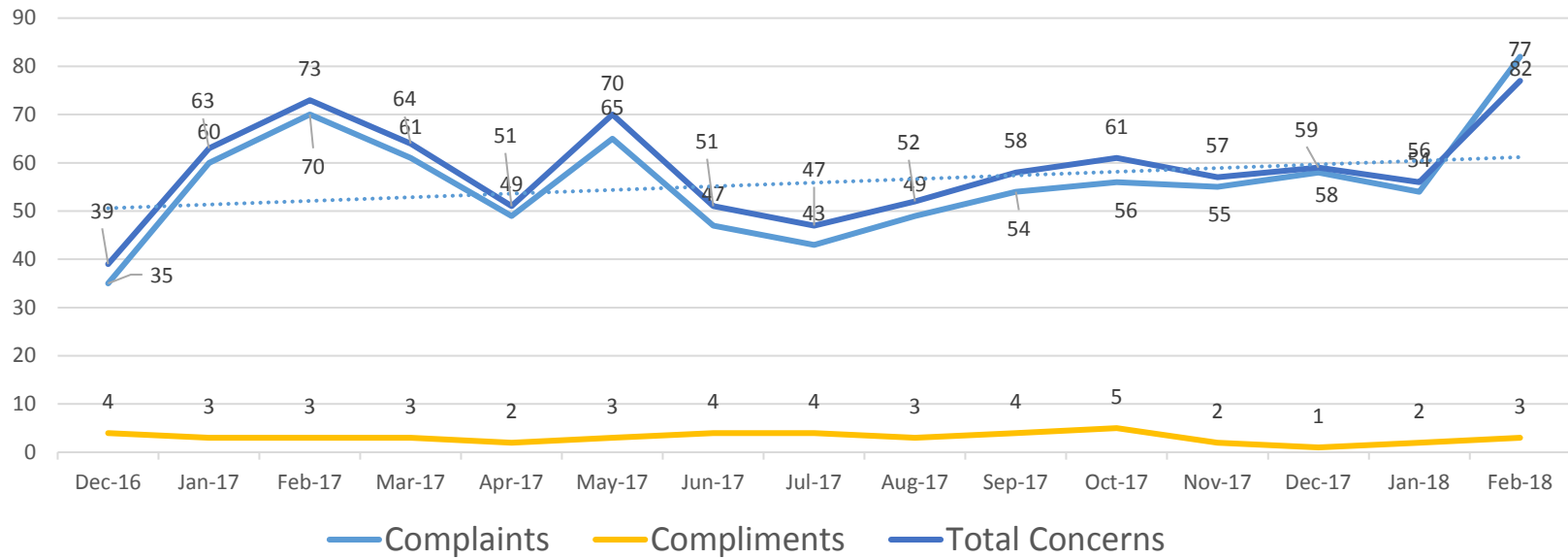
Tracks monthly advertising revenue earned (contracted) and received for bus shelters and exterior bus advertising.

Does not include "Barter Contracts"

Tracks receivables - payments received for the previous month .

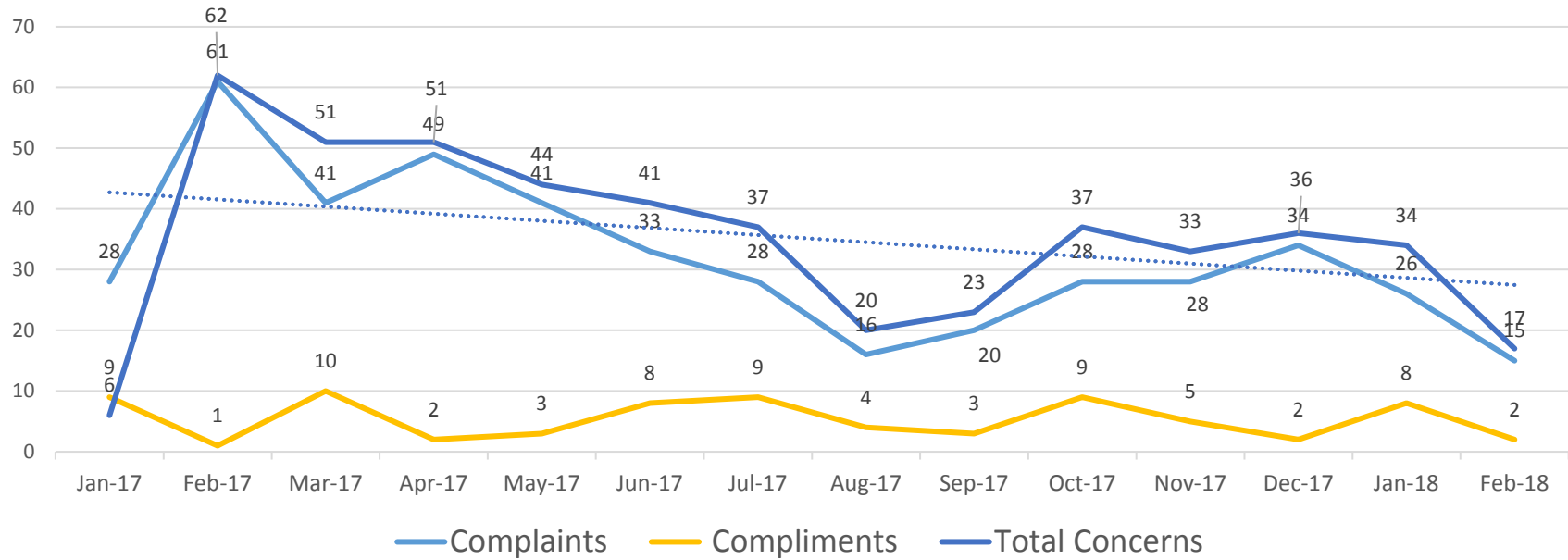
The goal is \$225,000 for FY 18

Fixed Route Customer Comments for February 2018



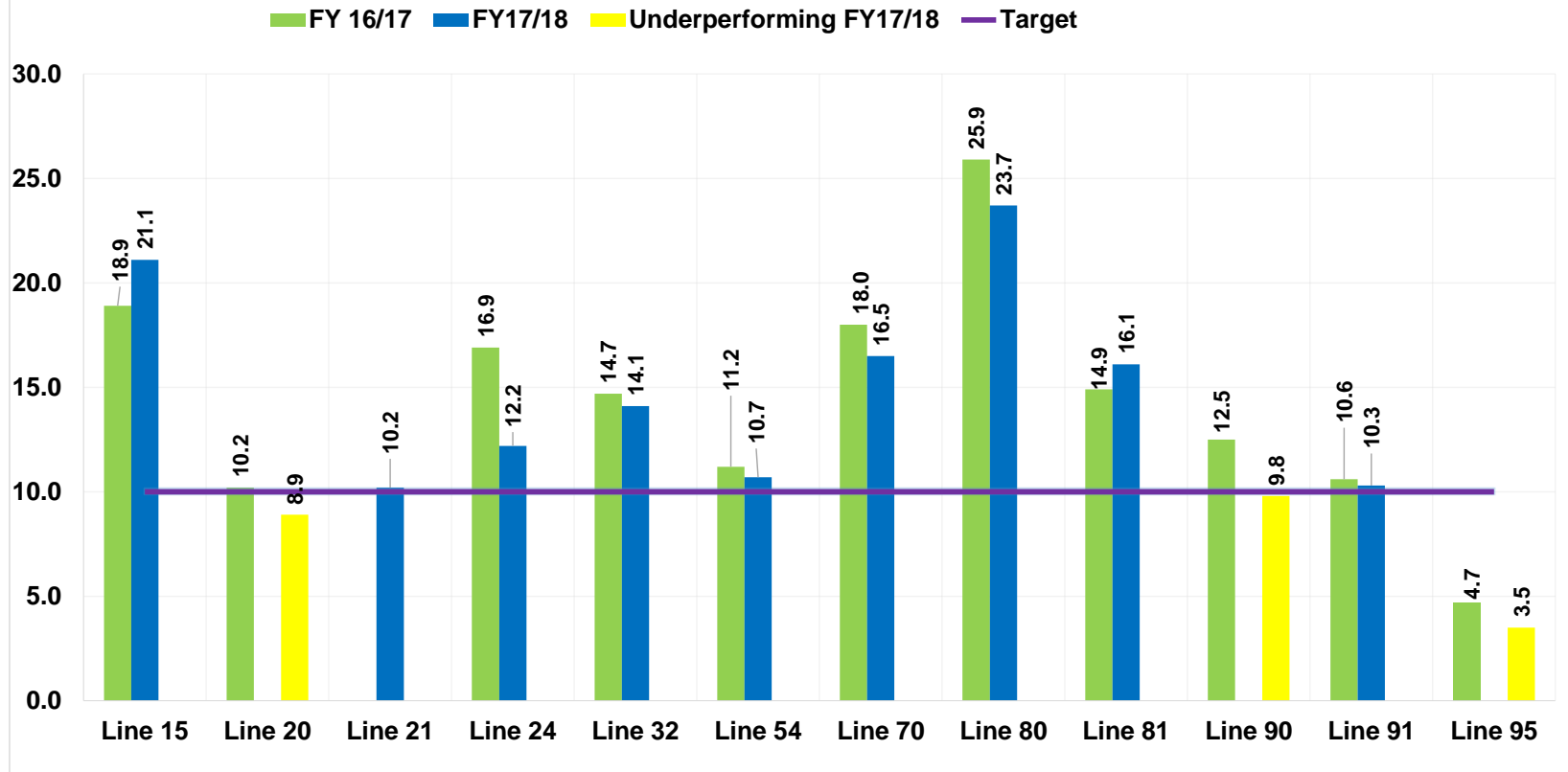
All Fixed-Route concerns, both compliments and complaints for February 2018. There has been a marked rise in complaints – almost exclusively driven by the delays and pass-bys relating to those delays on the 111.

Paratransit Customer Comments For February 2018



All Paratransit concerns, both compliments and complaints for February 2018. Significant drop in complaints that report February well under the trend line. Good job to Paratransit and the service they provide.

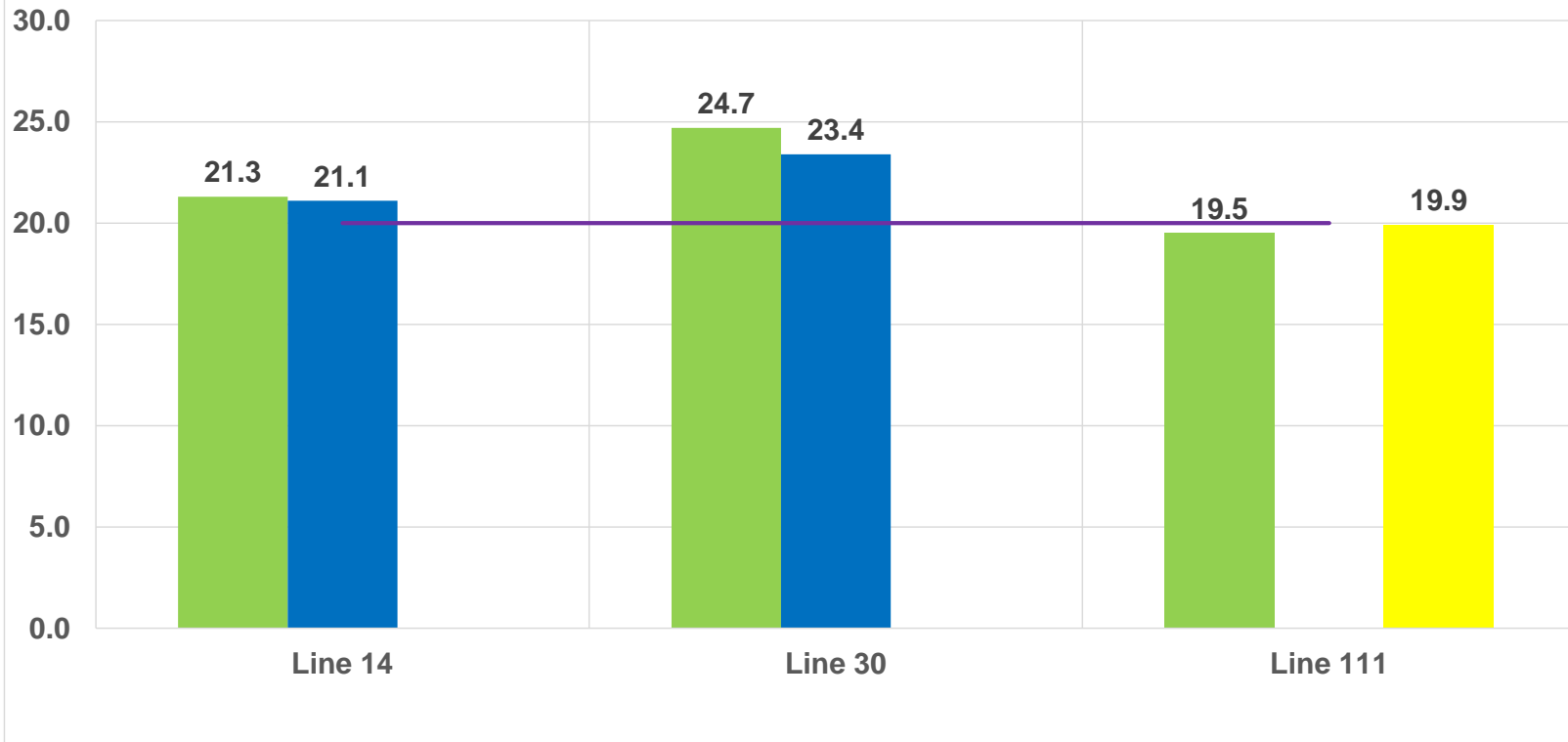
SYSTEM PERFORMANCE (LOCAL ROUTES) FEBRUARY 2018



The chart above represents the system performance on local routes for passenger per revenue hour (PPRH). The goal for local fixed routes is 10 PPRH. The FY17/18 goal tier is based on board approved service standards policy.

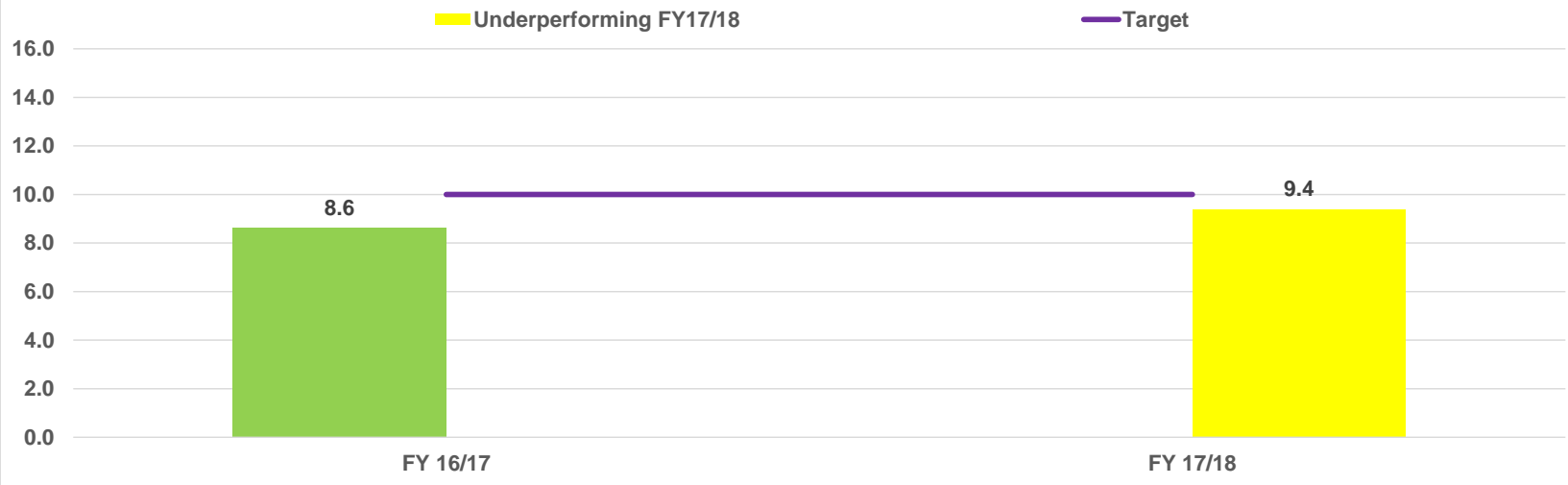
SYSTEM PERFORMANCE (Trunk Routes) February 2018

FY 16/17 FY 17/18 Underperforming FY17/18 Target



The chart above represents the system performance on trunk routes for passengers per revenue hour (PPRH). The goal for trunk routes is 20 PPRH. The FY17/18 goal tier is based on board approved service standards policy.

SYSTEM PERFORMANCE (Market-Based Service)
Link 220 - February 2018



The chart above represents the system performance on market-based service for Link 220 for passengers per revenue trip (PPRT) . The goal for market-based service is 10 PPRT. The FY17/18 goal tier is based on board approved service standards policy.

SunLine Transit Agency

CONSENT CALENDAR

DATE: March 28, 2018

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Board Member Attendance for February 2018

Summary:

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

Recommendation:

Receive and file.

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

X - ATTENDED (Primary/Alternate)

DARK –

SunLine Transit Agency

DATE: March 28, 2018 **DISCUSSION**

TO: Finance/Audit Committee

FROM: Luis Garcia, Deputy Chief Financial Officer

RE: Follow-Up on Question Regarding Pension Asset Allocation

Background

During the Finance/Audit Committee in February, a question was posed regarding whether the Agency's pension plans had assets invested in gun manufacturers. After consulting with our investment manager, it was determined that SunLine's bargaining and non-bargaining pension plans do have a small allocation associated with gun manufacturers via a mutual fund.

SunLine's current investment plan identifies a goal of 60% investment into equities. Within the equities segment, SunLine invests into mutual funds with diversified holdings. The largest allocation of the Agency's investments is in the Vanguard Total Stock Market Index fund. As of February 28, 2018, the Vanguard Total Stock Market Index fund held a total 3,646 total stocks. In order to reduce risk, these stocks are held in many diversified industries such as consumer goods, health care, technology and many other industries. Out of these holdings, there are three (3) organizations associated with gun manufacturing.

As of February 28, 2018, SunLine's total market value in the Vanguard Total Stock Market Index fund equaled \$20,512,571.53 for both of SunLine's pension plans. The total amount of investments associated with gun manufacturers is less than 0.01% of the fund or \$2,051.26. The total amount \$2,051.26 is equivalent to 0.0039% of the total assets of \$53,150,753.90 invested through both of the Agency's pension plans.

In order to dissociate SunLine's investment in gun manufacturers, the investment manager would have to remove SunLine's assets from the Vanguard Total Stock Market Index fund. Since the gun manufacturers are small capitalization stocks, one option would be to remove all current exposure to small capitalization stocks and replacing the fund with the Vanguard S&P 500 Index fund and the Vanguard Midcap Index fund. This option's blended performance is estimated to be of zero impact over 5 years based on historical performance.

The second option would be to move all domestic equity assets to funds implementing a socially responsible strategy which screens stocks for environmental, social and governance issues (ESG). Historically, investments in socially responsible funds have

returned 14.9% over five (5) years compared to 15.3% for unrestricted domestic equities.

Based on the options and potential financial impact provided by SunLine's investment manager, staff recommends moving forward with the first option. This method removes SunLine's exposure to gun manufacturers while being the least impactful to the performance of the plan assets. Following the discussion today, staff will bring forward an action item for April in accordance with the recommendation of the Finance/Audit Committee.

SunLine Transit Agency

DATE: March 28, 2018 **DISCUSSION**

TO: Finance/Audit Committee

FROM: Luis Garcia, Deputy Chief Financial Officer

RE: Follow-Up on Wells Fargo Credit Card Solutions

Background

In January 2018, staff brought forward a discussion item to the Finance Committee regarding credit card solutions for the Agency. During the discussion, committee members identified areas for staff to address in a policy. The following table identifies questions discussed at the January Committee meeting and the corresponding answers. The discussion today shall be to continue the conversation regarding SunLine's proposed credit card program. After today's discussion, staff proposes to bring forward a policy for approval to the Board Operations Committee at a later date.

Questions/Discussion	Response
Will there be regularized scheduled and unscheduled monitoring of credit card transactions?	The Deputy Chief Financial Officer will be the proposed Program Administrator who will monitor transactions. Transactions will be reviewed at least ten (10) times per month on random dates. Monthly reports will be reconciled and added to the consent calendar for Board Meetings.
What can be seen in terms of a dashboard for monitoring?	Wells Fargo's Commercial Electronic Office (CEO) portal can be viewed online through a desktop browser or on a smartphone.
Are transactions viewed in real time?	Yes, transactions as well as spending limits are all real time.
Can you turn off an account?	Yes, cards can be turned off at any time through the Commercial Electronic Office portal.
A recommendation was made regarding one card for the CEO/General Manager and one other card for the Finance Department.	The move from one (1) card to two (2) cards would improve flexibility for the Agency. The card would be assigned to a cardholder whose name would be listed on the card. This increases accountability for purchases made with the card and reduces the possibility of unauthorized purchases.

	<p>The CEO/General Manager's card would remain for booking of travel expenses and other normal uses related to the duties of the CEO/General Manager. The card in the Finance Department will alleviate any issues associated with coordination of the CEO/General Manager's card for other staff travel.</p> <p>Staff would follow the current approval requirements for travel and any bookings would only be made with appropriate approval signatures. Purchases for the Agency shall still follow the purchase requisition procedures and the credit card will only be used when it benefits the Agency.</p> <p>Finally, the credit card in the Finance Department would allow the Agency to take advantage of the revenue sharing capabilities through the credit card program. This would be accomplished by replacing checks with the credit card for payment to vendors that accept our purchase orders.</p>
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SunLine Transit Agency

DATE: March 28, 2018 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Tommy D. Edwards, Chief Operating Officer

RE: Rejection of Bids 18-011 for CNG Equipment

Recommendation

Recommend that the Board of Directors reject all bids submitted in response to Invitation for Bid (IFB) 18-011 for Compressed Natural Gas (CNG) Equipment.

Background

SunLine, as a leader in innovation, sought to save money by incorporating an innovative project delivery method. This method allowed the purchase of the equipment to proceed on a parallel track from the general contractor work. Several iterations of this method were attempted but none have produced the desired results. SunLine held a mandatory pre-bid conference, brought in contracted project management support, and had the IFB reviewed by an experienced engineering firm prior to this most recent solicitation. Notwithstanding these efforts, all bids received by SunLine contained some sort of condition or qualification which was not consistent with the Agency's requirements.

The technical challenges presented by the current acquisition method appears to involve defining the equipment sufficiently to promote competition while preserving the integrity of the bid process. The Agency has determined that this method is not consistent with supplier protocol.

Staff is recommending the rejection of all bids for Compressed Natural Gas fueling station equipment. The question of conditions and qualifications have been the subject of a protest in the past. As was the case before, these conditions and qualifications were in varying areas and unacceptable to SunLine.

This would be the third occasion where SunLine has received bids that included unacceptable conditions and qualifications to the bid terms and specifications. SunLine staff now recommends proceeding with a more conventional project delivery method that places the responsibility of project delivery on a single design/build firm. This conventional method is less likely to produce the desired cost savings, however staff believes it is more likely to obtain the needed equipment and facility in a timely manner. Since expanding

SunLine's CNG fueling capability is critical to SunLine's operations, adhering to the project schedule has become crucial to ensuring continuity of operations and a successful project.

Financial Impact

No financial impact.

SunLine Transit Agency

DATE: March 28, 2018 **INFORMATION**

TO: Finance/Audit Committee

FROM: Eric Taylor, Deputy Chief Financial Services

RE: Cancellation of Invitation for Bids 16-093 CNG Fueling Station

Background

The previous agenda item (Item 10) on the Finance/Audit Committee's agenda identified how SunLine had taken a split approach to procuring the equipment and services necessary for the Compressed Natural Gas (CNG) Fueling Station project. With the goal of preserving Agency resources, the equipment needed for the project was solicited separately from the construction portion.

Three separate solicitation attempts to obtain the equipment did not produce the desired results. Staff, legal counsel, and external resources determined that utilizing a more standard approach to obtain the needed equipment and services through a single solicitation would be more effective.

Bids for the construction solicitation, which had been released concurrently with the CNG Equipment solicitation, were due prior to the scheduled Board meeting. SunLine staff issued a cancellation of the Invitation for Bids 16-093 for the CNG Fueling Station on March 20, 2018. The cancellation was issued per SunLine's Purchasing Policies and Procedures, establishing that the cancellation was in the best interest of SunLine. The Notice of Cancellation explained to potential bidders that SunLine would be redrafting the scope of work and would provide notification once a new solicitation has been developed.

SunLine Transit Agency

DATE: March 28, 2018

ACTION

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

FROM: Anita M. Petke, Transit Communication Services Specialist

RE: Service Provider Agreement with Rothbart Development Corp.

Recommendation

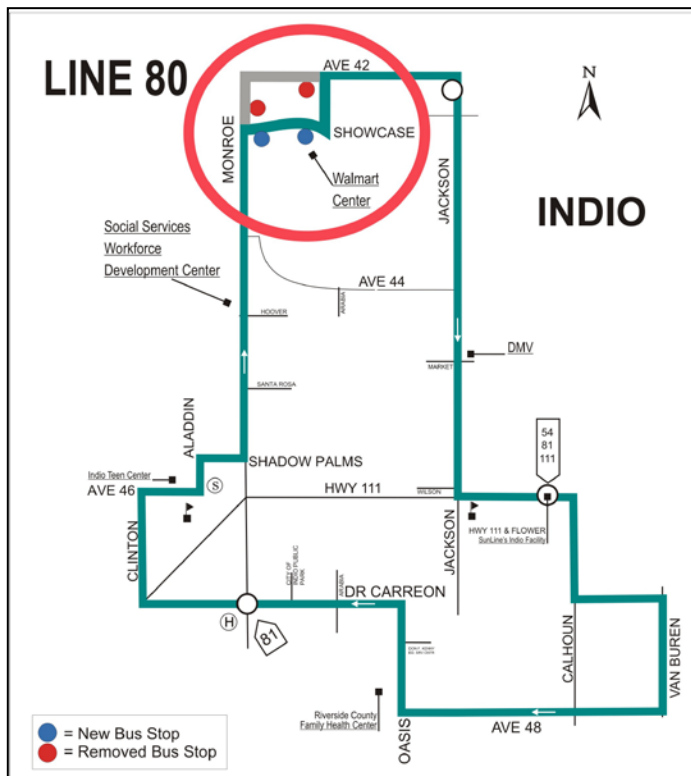
Recommend that the Board of Directors delegate authority to SunLine Transit Agency’s (SunLine) CEO/General Manager to negotiate and execute a 10-year service provider agreement with Rothbart Development Corp. for bus access and bus stop(s) to be placed at The Palms property located at Avenue 42 and Monroe Street in the City of Indio.

Background

This agreement will allow SunLine to install and maintain two (2) stops as well as allow bus access on The Palms property adjacent to the Walmart Center. These service enhancements will allow riders more convenient access to the Walmart Center. SunLine anticipates implementing these services improvements as part of the May 6, 2018 service changes.

Financial Impact

No financial impact.



SunLine Transit Agency

DATE: March 28, 2018 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Eric Taylor, Deputy Chief Financial Services

RE: [Resolution No. 0768 to Obtain Low Carbon Transit Operations Program Funding](#)

Recommendation

Recommend that the Board of Directors approve Resolution No. 0768, which grants authorization to the CEO/General Manager to execute the certifications and assurances, Authorized Agent Form, and required documentation to obtain the Low Carbon Transit Operations Program (LCTOP) FY 2017-18 funding.

Background

SunLine's various funding agencies require a resolution from the Board of Directors authorizing the CEO/General Manager to act on behalf of the Agency in completing the necessary paperwork to obtain program funds.

The State Legislature approved SB 862, which establishes long-term funding programs from the Greenhouse Gas Reduction Fund for Transit, Affordable Housing, and Sustainable Communities Program. Five percent of these funds are appropriated by the State Controller and administered by Caltrans to the Low Carbon Transit Operations Program. The LCTOP provides funding allocations based on criteria included in the Public Utilities Code, which are based on population and farebox revenue. SunLine will be submitting for an appropriated funding award of \$696,048, which can be utilized to reduce greenhouse gas emissions and improve mobility with a priority on serving disadvantaged communities.

The award will be utilized to establish a "Haul Pass" program, which will fund public transportation for local college students in the Coachella Valley. The goal is to build a program which, utilizing assistance from local cities and schools, can become self-sustaining to provide this beneficial service to the community.

Financial Impact

The financial impact is \$696,048 in program funding, which will be budgeted in the upcoming FY 2018/19 SRTP.

SUNLINE TRANSIT AGENCY

RESOLUTION NO. 0768

RESOLUTION AUTHORIZING THE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES, AUTHORIZED AGENT FORM AND REQUIRED DOCUMENTATION FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) FOR THE HAUL PASS PROJECT FOR \$696,048

WHEREAS, the SunLine Transit Agency is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, the SunLine Transit Agency wishes to delegate authorization to execute these documents and any amendments thereto to the CEO/General Manager; and

WHEREAS, the SunLine Transit Agency wishes to implement the LCTOP projects listed above,

NOW THEREFORE, BE IT RESOLVED by the Board Of Directors of the SunLine Transit Agency that the fund recipient agrees to comply with all conditions and requirements set forth in the certification and assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

NOW THEREFORE, BE IT FURTHER RESOLVED that the CEO/General Manager be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

NOW THEREFORE, BE IT RESOLVED by the Board Of Directors of the SunLine Transit Agency that it hereby authorizes the submittal of the following project nomination and allocation request to the Department in FY 2017-18 LCTOP funds:

Project name: Haul Pass
Amount of LCTOP Funds Requested: \$696,048
Short description of project: This project will fund public transportation for local college students in the Coachella Valley.

ADOPTED THIS ____ DAY OF March, 2018

ATTEST:

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

AYES:

NOES:

ABSENT:

ABSTAIN:

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

Brittney B. Sowell
Clerk of the Board
SunLine Transit Agency