



FINANCE/AUDIT COMMITTEE AGENDA

December 6, 2017

11:15 a.m. – 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 Finance/Audit Committee on items not on the Agenda should do so at this time. Each presentation is limited to three minutes.

6. **Committee Member Comments**

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

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.

- a) Checks over \$1,000 report for September & October 2017 (Page 1-6)
- b) Credit Card Statement for September & October 2017 (Page 7-16)
- c) Monthly Budget Variance Report for September & October 2017 (Page 17-26)
- d) Contracts Signed in Excess of \$25,000 September 2017 (Page 27)
- e) Union & Non Union Pension Investment Asset Summary September & October 2017 (Page 28-31)
- f) Ridership Report for October 2017 (Page 32-33)
- g) SunDial Operational Notes for October 2017 (Page 34-36)

- h) Metrics (On time Performance, Early Departures, Late Departures, Late Cancellations, Driver Absence, Advertising Revenue, Fixed Route Customer Comments, Paratransit Customer Comments) October 2017 (Page 37-44)
- i) Board Member Attendance for October 2017 (Page 45)

----- **INFORMATION** -----

8. **Management Letter Comments – Fiscal Year 2017 Audit**

**(Greg Pettis, Chair of Finance/Audit Committee;
Staff: Luis Garcia, Deputy Chief Finance Officer)**

In accordance with State and Federal requirements, SunLine completed its fiscal year 2017 audits which were presented at SunLine's October Board meeting. At the October meeting, the Agency's auditor's, Vasquez & Company, LLP, presented an unmodified opinion on SunLine's financial position. Additionally, the auditors did not identify any material misstatements or significant deficiencies. During the audit, a deficiency was identified in regards to a need for formal procedures on allowability of costs. Staff have submitted a corrective action plan to Vasquez for the completion of said procedure. (Page 46-58)

9. **CNG Project Acquisition**

**(Greg Pettis, Chair of Finance/Audit Committee;
Staff: Tommy Edwards, Chief Operations Officer)**

On November 3, 2014 staff released a solicitation for preliminary engineering work on the replacement of the SunLine CNG Fueling Station at Thousand Palms. This fueling station was approved by the SunLine Board for the design/build project delivery method on December 4, 2013. Fuel Solutions was selected as the engineering firm to provide the preliminary engineering work and a contract was executed on February 13, 2015. (Page 59-60)

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

10. **College of the Desert Barter Deal**

Approve

**(Greg Pettis, Chair of Finance/Audit Committee;
Staff: Norma Stevens, Public Outreach Specialist)**

Staff recommends that the Board of Directors grant authority to the CEO/General Manager to negotiate and execute a barter contract with College of the Desert to provide bus wrap advertising services in exchange for educational training for SunLine staff not-to-exceed the value of \$62,400. (Page 61)

11. **Contracts Agreement For Advertising, Installation and Maintenance Related to Bus Shelters**

Approve

**(Greg Pettis, Chair of Finance/Audit Committee;
Staff: Anita Petke, Planning Manager)**

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute 5-year revenue sharing contracts with the cities of Cathedral City, Indio, and Palm Springs for Advertising, Installation and Maintenance related to bus shelters. (Page 62)

12. **Environmental Determinations Center of Excellence** **Approve**
(Greg Pettis, Chair of Finance/Audit Committee;
Staff: Rudy LeFlore, Chief Performance Officer)
Recommend that the Board of Directors authorize staff to file the required California Environmental Quality Act (CEQA) Exemption with the County of Riverside for the SunLine Center of Excellence Training and Maintenance Facility. (Page 63)
13. **Resolution for Affordable Housing and Sustainable Communities** **Approve**
(Greg Pettis, Chair of Finance/Audit Committee;
Staff: Rudy LeFlore, Chief Performance Officer)
Recommend that the Board of Directors approve the attached resolution authorizing the CEO/General Manager to request funding from the Affordable Housing and Sustainable Communities Program (AHSC). (Page 64-67)
14. **Adjourn**

Sunline Transit Agency
Checks \$1,000 and Over
For the month of September 2017

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

Vendor Name	Description	Check #	Check	Amount
PERMA - Insurance	Gen Lib/WC	673136	9/22/2017	\$137,103.89
PERMA - Insurance	Gen Lib/WC	672948	9/11/2017	\$135,532.18
STYL & TECH INC	WIP Hydrogen FCB Lo-No	673143	9/22/2017	\$120,000.00
<u>U.S. BANK INSTITUTIONAL TRUST-</u>	<u>Pension Deposits</u>	<u>672958</u>	<u>9/11/2017</u>	<u>\$95,082.31</u>
<u>U.S. BANK INSTITUTIONAL TRUST-</u>	<u>Pension Deposits</u>	<u>673150</u>	<u>9/22/2017</u>	<u>\$94,127.93</u>
BAE SYSTEMS CONTROLS, INC.	WIP Thor/AT Bus	673065	9/22/2017	\$85,501.70
BP ENERGY COMPANY	CNG/Hydrogen	673158	9/29/2017	\$83,334.14
SO CAL GAS CO.	Utilities	673189	9/29/2017	\$41,396.43
WSP USA INC.	Van Pool	673043	9/15/2017	\$26,933.98
<u>RELIANCE STANDARD</u>	<u>LTD/STD/LIFE Ins Prem</u>	<u>673186</u>	<u>9/29/2017</u>	<u>\$26,060.57</u>
MICHELIN NORTH AMERICA, INC.	Tire Leasing	673170	9/29/2017	\$25,138.32
ZEN AND THE ART OF CLEAN ENERGY	WIP Refurb Hydrogen Station	673046	9/22/2017	\$22,909.16
IMPERIAL IRRIGATION DIST	Utilities	673009	9/15/2017	\$22,868.69
VASQUEZ AND COMPANY LLP	Audit Services (SLT)	672960	9/11/2017	\$17,271.75
BYD COACH & BUS LLC	Fixed Rt Buses	673068	9/22/2017	\$15,357.85
VASQUEZ AND COMPANY LLP	Audit Services (SLT)	673203	9/29/2017	\$15,204.50
BYD COACH & BUS LLC	Vehicle Operating Leases	673045	9/18/2017	\$14,591.51
AFTERMARKET PARTS COMPANY, LLC	Bus Parts	672962	9/15/2017	\$13,255.36
XEBEC ADSORPTION INC.	WIP Reformer Repair	673044	9/15/2017	\$12,241.00
VEHICLE TECHNICAL CONSULTANTS,	WIP Replacement Vehicle	673041	9/15/2017	\$12,000.00
TK SERVICES, INC.	Bus Repair Parts	673198	9/29/2017	\$11,782.64
SOLTERIS	WIP Admin Building Phase 2	673039	9/15/2017	\$9,605.00
ADVANCED WEB OFFSET, INC.	Printing Rider's Guide	673050	9/22/2017	\$9,326.25
ACCONTEMPS	Temporary Help	673048	9/22/2017	\$9,204.57
PRAXAIR, INC.	Hydrogen	673029	9/15/2017	\$8,187.01
VERIZON WIRELESS	Wireless Cell Service	673042	9/15/2017	\$7,911.84
FRANKLIN TRUCK PARTS, INC	Bus Repair Parts	673097	9/22/2017	\$7,561.36
PATRICK M. BRASSIL	Hydrogen Maintenance	673180	9/29/2017	\$7,330.61
IMPERIAL IRRIGATION DIST	Utilities	673166	9/29/2017	\$7,233.87
PE FACILITY SOLUTIONS LLC	Janitorial Servs	673026	9/15/2017	\$6,924.00
YELLOW CAB OF THE DESERT	Taxi Voucher Program	672961	9/11/2017	\$6,688.36
TEC OF CALIFORNIA, INC.	Repair Parts	673145	9/22/2017	\$6,464.94
AMALGAMATED TRANSIT UNION	Union Dues	673060	9/22/2017	\$6,461.18
AMALGAMATED TRANSIT UNION	Union Dues	672927	9/11/2017	\$6,461.18
HEPTAGON SEVEN	WIP Yard Repavement	673008	9/15/2017	\$6,345.41
AFTERMARKET PARTS COMPANY, LLC	Bus Parts	673051	9/22/2017	\$6,089.03
PRAXAIR, INC.	Hydrogen	673138	9/22/2017	\$5,954.51
CUMMINS PACIFIC, LLC	Bus Repair Parts	673082	9/22/2017	\$5,507.66
MOHAWK MFG & SUPPLY CO	Bus Repair Parts	673171	9/29/2017	\$5,205.16

Sunline Transit Agency
Checks \$1,000 and Over
For the month of September 2017

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RELIANCE STANDARD	PPO DENTAL	673032	9/15/2017	\$5,015.36
HARBOR DIESEL & EQUIPMENT INC.	Bus Repair parts	673165	9/29/2017	\$4,883.84
CALIFORNIA DENTAL NETWORK, INC.	Dental Insurance	673070	9/22/2017	\$4,833.33
AMERICAN CAB	Taxi Voucher Program	672928	9/11/2017	\$4,676.11
YELLOW CAB OF THE DESERT	Taxi Voucher Program	673155	9/22/2017	\$4,162.51
TPX COMMUNICATIONS	Telephone Service	673148	9/22/2017	\$3,974.93
TRANSIT PRODUCTS & SERVICES	Repair Parts	672957	9/11/2017	\$3,821.25
TRANSIT PRODUCTS & SERVICES	Repair Parts	673040	9/15/2017	\$3,548.00
AIRGAS REFRIGERANTS, INC.	Freon Refrigerant	672972	9/15/2017	\$3,538.10
PRUDENTIAL OVERALL SUPPLY	Uniforms	673183	9/29/2017	\$3,453.07
VALLEY SANITARY DISTRICT	Annual Sewer Charge	673154	9/22/2017	\$3,443.00
IMPERIAL IRRIGATION DIST	Utilities	673116	9/22/2017	\$3,419.03
CREATIVE BUS SALES, INC.	Bus Repair Parts	673080	9/22/2017	\$3,417.51
CUMMINS PACIFIC, LLC	Bus Repair Parts	672985	9/15/2017	\$3,391.79
CARQUEST AUTO PARTS	Repair Parts	673073	9/22/2017	\$3,215.19
AMERICAN CAB	Taxi Voucher Program	673061	9/22/2017	\$3,182.91
NORTON MEDICAL INDUSTRIES	Medical-Exams and Testing	673175	9/29/2017	\$3,174.15
SOCO GROUP INC. THE	Lubricants & Oils	673038	9/15/2017	\$3,020.34
BURRTEC WASTE & RECYCLING	Facility Trash Removal	673067	9/22/2017	\$3,018.38
FIESTA FORD, INC.	Repair Parts/Support	673091	9/22/2017	\$2,957.90
INDIO CITY OF	WIP Yard Repavement Dep	673010	9/15/2017	\$2,856.00
AVAIL TECHNOLOGIES	ITS Implementation	673064	9/22/2017	\$2,850.87
AIRWAVE COMMUNICATIONS	WIP WirelessVideoLink (Buses)	672926	9/11/2017	\$2,819.29
SOCO GROUP INC. THE	Lubricants & Oils	673142	9/22/2017	\$2,782.51
GOLDLINE USA	RBLT A/C COMP.	673003	9/15/2017	\$2,690.00
TK SERVICES, INC.	Bus Repair Parts	672956	9/11/2017	\$2,667.59
SMARTDRIVE SYSTEMS, INC.	Security Equipment	673036	9/15/2017	\$2,591.40
OFFICETEAM	Temporary Services	673133	9/22/2017	\$2,590.92
GRAINGER	Facility Maintenance	673004	9/15/2017	\$2,404.50
OFFICE DEPOT	Office Supplies	673125	9/22/2017	\$2,351.75
MAGALDI & MAGALDI, INC.	Repair Parts	672947	9/11/2017	\$2,263.74
ROMAINE ELECTRIC CORP.	Repair Parts	673187	9/29/2017	\$2,233.73
PERMA - Insurance	Gen Lib/WC	673027	9/15/2017	\$2,222.37
SOCALGAS	Indio Facility Gas	673037	9/15/2017	\$2,186.38
TK SERVICES, INC.	Bus Repair Parts	673146	9/22/2017	\$2,180.93
FIESTA FORD, INC.	Repair Parts/Support	672996	9/15/2017	\$2,152.33
AFTERMARKET PARTS COMPANY, LLC	Bus Parts	672925	9/11/2017	\$2,147.42
FLEET-NET CORPORATION	Software & Licenses	673095	9/22/2017	\$2,130.00
HOME DEPOT CRD SRVS	Facility Maintenance	673110	9/22/2017	\$2,018.28

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CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	672929	9/11/2017	\$1,991.27
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	673071	9/22/2017	\$1,991.27
HARBOR DIESEL & EQUIPMENT INC.	Bus Repair parts	673006	9/15/2017	\$1,862.99
SAFETY-KLEEN CORPORATION	Solvent Tank Service	673033	9/15/2017	\$1,744.00
HI-TECH MACHINE	Repair Parts	673012	9/15/2017	\$1,685.02
OPW FUELING COMPONENTS	CNG/Hydrogen Station Parts	673023	9/15/2017	\$1,520.00
GENFARE	Farebox	673103	9/22/2017	\$1,500.35
NAPA AUTO PARTS	Vehicle Repair Parts	673119	9/22/2017	\$1,462.85
LUIS GARCIA	Tuition Reimbursement	672946	9/11/2017	\$1,454.48
PROPER SOLUTIONS	Temp. Emp Serv	673139	9/22/2017	\$1,440.00
ELLSWORTH TRUCK & AUTO	Repair Parts	672936	9/11/2017	\$1,424.06
SOCALGAS	Indio Facility Gas	673190	9/29/2017	\$1,354.22
DECALS BY DESIGN, INC.	Bus Decals/Logos	673085	9/22/2017	\$1,321.29
ORANGE COUNTY FIRE PROTECTION	Repair Parts	673176	9/29/2017	\$1,307.75
OFFICE DEPOT	Office Supplies	673020	9/15/2017	\$1,246.00
AMERICAN SEATING COMPANY	Seats and Inserts	672974	9/15/2017	\$1,207.28
ATLAS COPCO COMPRESSORS LLC	Sunfuels Repair Parts	673157	9/29/2017	\$1,196.00
C V WATER DISTRICT	Utilities	673160	9/29/2017	\$1,170.55
<i>DESERT CITY CAB</i>	<i>Taxi Voucher Program</i>	<i>672933</i>	<i>9/11/2017</i>	<i>\$1,163.52</i>
APOLLO VIDEO TECHNOLOGY	Security Camera Equipment	672977	9/15/2017	\$1,136.45
BAY CITY EQUIPMENT INDUSTRIES,	Generator Repairs	673066	9/22/2017	\$1,121.50
ERIC TAYLOR	Tuition Reimbursement	672938	9/11/2017	\$1,080.00
MAKAI SOLUTIONS	Security Equipment	673015	9/15/2017	\$1,020.91
TOTALFUNDS	Postage Supplies	673147	9/22/2017	\$1,000.00
SCR TTC	Membership & Subscriptions	673034	9/15/2017	\$1,000.00

Total of Checks Over \$1,000	\$1,310,844.32
Total of Checks Under \$1,000	\$39,440.63
Total of All Checks for the Month	\$1,350,284.95

Total Amount of Checks Prior Years Same Month	\$2,235,017.87
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BALLARD POWER SYSTEMS	WIP Hydrogen FCB Lo-No	673416	10/25/2017	\$2,298,819.31
BAE SYSTEMS CONTROLS, INC.	WIP Hydrogen FCB Lo-No	673415	10/25/2017	\$1,387,876.00
CalPERS	Group Health Ins Prem	673210	10/6/2017	\$323,462.83
PERMA - Insurance	Gen Lib/WC	673299	10/6/2017	\$135,611.09
LUXFER CANADA LIMITED	WIP Hydrogen FCB Lo-No	673417	10/25/2017	\$104,759.65
<u>U.S. BANK INSTITUTIONAL TRUST-</u>	<u>Pension Deposits</u>	<u>673409</u>	<u>10/23/2017</u>	<u>\$94,676.82</u>
<u>U.S. BANK INSTITUTIONAL TRUST-</u>	<u>Pension Deposits</u>	<u>673268</u>	<u>10/6/2017</u>	<u>\$93,976.25</u>
WSP USA INC.	VAN POOL	673350	10/13/2017	\$46,613.97
SO CAL GAS CO.	Utilities	673341	10/13/2017	\$39,612.44
<u>RELIANCE STANDARD</u>	<u>LTD/STD/LIFE Ins Prem</u>	<u>673397</u>	<u>10/23/2017</u>	<u>\$25,027.31</u>
TRANSLOC INC.	WIP SolVan Ride Pilot Program	673344	10/13/2017	\$25,000.00
IMPERIAL IRRIGATION DIST	Utilities	673327	10/13/2017	\$23,754.78
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	673435	10/27/2017	\$20,709.33
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	673304	10/13/2017	\$18,575.94
ENGINEERING PROCUREMENT &	WIP Refurb Hydrogen Station	673319	10/13/2017	\$16,800.86
TEC OF CALIFORNIA, INC.	Repair Parts	673502	10/27/2017	\$14,740.90
BYD COACH & BUS LLC	Fixed Rt Buses	673437	10/27/2017	\$14,591.51
BYD COACH & BUS LLC	Fixed Rt Buses	673306	10/13/2017	\$14,591.51
ZEN AND THE ART OF CLEAN ENERGY	WIP Refurb Hydrogen Station	673510	10/27/2017	\$14,272.50
MURCHISON & CUMMING, LLP	Insurance Losses	673386	10/23/2017	\$13,185.91
MARTIN A. BELSON (Diver	Consulting	673330	10/13/2017	\$13,049.20
CV PLASTICS, INC.	WIP Bus Shelter Lighting	673451	10/27/2017	\$12,690.36
FIESTA FORD, INC.	Repair Parts/Support	673461	10/27/2017	\$10,774.70
AFTERMARKET PARTS COMPANY, LLC	Bus Parts	673420	10/27/2017	\$10,624.73
NAPA AUTO PARTS	Vehicle Repair Parts	673474	10/27/2017	\$8,844.98
DESERT AIR CONDITIONING, INC.	Emergency A/C Replacement	673213	10/6/2017	\$8,826.84
ENGINEERING PROCUREMENT &	WIP Refurb Hydrogen Station	673459	10/27/2017	\$8,654.83
IMPERIAL IRRIGATION DIST	Utilities	673472	10/27/2017	\$8,503.93
MURCHISON & CUMMING, LLP	Insurance Losses	673235	10/6/2017	\$8,163.66
CUMMINS PACIFIC, LLC	Bus Repair Parts	673447	10/27/2017	\$7,941.52
VERIZON WIRELESS	Wireless Cell Service	673348	10/13/2017	\$7,893.56
CUMMINS PACIFIC, LLC	Bus Repair Parts	673286	10/6/2017	\$7,867.08
HARBOR DIESEL & EQUIPMENT INC.	Bus Repair parts	673467	10/27/2017	\$7,626.87
AFTERMARKET PARTS COMPANY, LLC	Bus Parts	673353	10/23/2017	\$7,532.34
PVC CONSULTING, LLC	WIP Battery Dom/Lo-No	673396	10/23/2017	\$7,100.00
AFTERMARKET PARTS COMPANY, LLC	Bus Parts	673275	10/6/2017	\$7,040.20
PE FACILITY SOLUTIONS LLC	Janitorial Servs	673244	10/6/2017	\$6,924.00
TIME WARNER CABLE	Utilities	673514	10/30/2017	\$6,620.10
AMALGAMATED TRANSIT UNION	Union Dues	673355	10/23/2017	\$6,473.68

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AMALGAMATED TRANSIT UNION	Union Dues	673205	10/6/2017	\$6,473.68
<i>TYLER TECHNOLOGIES, INC.</i>	<i>WIP ERP Project</i>	<i>673508</i>	<i>10/27/2017</i>	<i>\$5,921.24</i>
CREATIVE BUS SALES, INC.	Bus Repair Parts	673361	10/23/2017	\$5,825.36
HARBOR DIESEL & EQUIPMENT INC.	Bus Repair parts	673227	10/6/2017	\$5,479.78
CUMMINS PACIFIC, LLC	Bus Repair Parts	673364	10/23/2017	\$4,745.43
<i>YELLOW CAB OF THE DESERT</i>	<i>Taxi Voucher Program</i>	<i>673412</i>	<i>10/23/2017</i>	<i>\$4,586.82</i>
TK SERVICES, INC.	Bus Repair Parts	673405	10/23/2017	\$4,542.44
SOCO GROUP INC. THE	Lubricants & Oils	673260	10/6/2017	\$4,406.03
ROMAINE ELECTRIC CORP.	Repair Parts	673252	10/6/2017	\$4,304.59
RELIANCE STANDARD	PPO Dental	673398	10/23/2017	\$4,169.44
CREATIVE BUS SALES, INC.	Bus Repair Parts	673281	10/6/2017	\$4,094.93
SOCO GROUP INC. THE	Lubricants & Oils	673500	10/27/2017	\$3,884.66
<i>AMERICAN CAB</i>	<i>Taxi Voucher Program</i>	<i>673356</i>	<i>10/23/2017</i>	<i>\$3,884.06</i>
<i>TRI-PACIFIC SUPPLY, INC.</i>	<i>F/A Misc. Equip.</i>	<i>673507</i>	<i>10/27/2017</i>	<i>\$3,857.27</i>
TPX COMMUNICATIONS	Telephone Service	673505	10/27/2017	\$3,813.48
<i>AMERICAN CAB</i>	<i>Taxi Voucher Program</i>	<i>673206</i>	<i>10/6/2017</i>	<i>\$3,735.43</i>
AIRGAS REFRIGERANTS, INC.	Freon Refrigerant	673427	10/27/2017	\$3,538.10
PRUDENTIAL OVERALL SUPPLY	Uniforms	673497	10/27/2017	\$3,472.49
ST. BOARD OF EQUALIZATION	Use Sales Tax	673511	10/30/2017	\$3,401.00
LOZANO SMITH, LLP	Legal Services	673329	10/13/2017	\$3,286.53
FRANKLIN TRUCK PARTS, INC	Bus Repair Parts	673294	10/6/2017	\$3,197.29
EYE MED	Employee Benefits	673373	10/23/2017	\$3,189.50
CARQUEST AUTO PARTS	Repair Parts	673440	10/27/2017	\$3,117.75
<i>YELLOW CAB OF THE DESERT</i>	<i>Taxi Voucher Program</i>	<i>673273</i>	<i>10/6/2017</i>	<i>\$3,106.94</i>
ANDREA CARTER & ASSOCIATES	Marketing Consulting & PR	673351	10/16/2017	\$3,000.00
SMARTDRIVE SYSTEMS, INC.	Security Equipment	673258	10/6/2017	\$2,880.00
ELLSWORTH TRUCK & AUTO	Repair Parts	673458	10/27/2017	\$2,697.42
MAGELLAN BEHAVIORAL HEALTH	Employee Assistance	673297	10/6/2017	\$2,679.27
HARBOR DIESEL & EQUIPMENT INC.	Bus Repair parts	673380	10/23/2017	\$2,543.46
BURRTEC WASTE & RECYCLING	Facility Trash Removal	673305	10/13/2017	\$2,484.03
<i>ZEN AND THE ART OF CLEAN ENERGY</i>	<i>WIP Refurb Hydrogen Station</i>	<i>673413</i>	<i>10/23/2017</i>	<i>\$2,426.70</i>
LOZANO SMITH, LLP	Legal Services	673385	10/23/2017	\$2,419.36
<i>LSAP CONSULTANTS LLC</i>	<i>Fencing Project Div 1</i>	<i>673232</i>	<i>10/6/2017</i>	<i>\$2,400.00</i>
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	673358	10/23/2017	\$2,367.33
ACCONTEMPS	Temporary Help	673419	10/27/2017	\$2,146.44
PROPER SOLUTIONS	Temp. Emp Serv	673248	10/6/2017	\$2,115.00
PRUDENTIAL OVERALL SUPPLY	Uniforms	673249	10/6/2017	\$2,081.35
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	673209	10/6/2017	\$2,007.33
BOYLIN MANAGEMENT INSTITUTE	Staff Development	673434	10/27/2017	\$2,000.00

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Vendor Name	Description	Check #	Check	Amount
DECALS BY DESIGN, INC.	Bus Decals/Logos	673290	10/6/2017	\$1,917.95
ROMAINE ELECTRIC CORP.	Repair Parts	673499	10/27/2017	\$1,864.08
SOCALGAS	Indio Facility Gas	673342	10/13/2017	\$1,846.24
SPORTWORKS NORTHWEST, INC.	Fuel Cell Bus Parts	673262	10/6/2017	\$1,702.85
CREATIVE BUS SALES, INC.	Bus Repair Parts	673446	10/27/2017	\$1,638.81
CREATIVE BUS SALES, INC.	Bus Repair Parts	673309	10/13/2017	\$1,585.52
PRUDENTIAL OVERALL SUPPLY	Uniforms	673336	10/13/2017	\$1,569.58
OPW FUELING COMPONENTS	CNG/Hydrogen Station Parts	673332	10/13/2017	\$1,524.64
PAUL ASSOCIATES	Printing	673335	10/13/2017	\$1,522.00
PROPER SOLUTIONS	Temp. Emp Serv	673496	10/27/2017	\$1,440.00
OFFICETEAM	Temporary Services	673240	10/6/2017	\$1,435.50
DESERT CITY CAB	Taxi Voucher Program	673214	10/6/2017	\$1,336.88
RENOVA PLUS	Solar Panel Project	673251	10/6/2017	\$1,300.00
ELLSWORTH TRUCK & AUTO	Repair Parts	673216	10/6/2017	\$1,286.21
FIESTA FORD, INC.	Repair Parts/Support	673375	10/23/2017	\$1,270.98
CIVIC RESOURCE GROUP	Custom Web Site Design	673444	10/27/2017	\$1,218.75
PALM SPRINGS MOTORS, INC.	Non-Rev Repair Parts	673333	10/13/2017	\$1,158.22
TOTALFUNDS	Postage Supplies	673406	10/23/2017	\$1,060.26
AFTERMARKET PARTS COMPANY, LLC	Bus Parts	673300	10/13/2017	\$1,043.73
PLATINUM REPORTERS	Insurance Losses	673246	10/6/2017	\$1,007.00

Total of Checks Over \$1,000	\$5,054,822.62
Total of Checks Under \$1,000	\$46,607.55
Total of All Checks for the Month	\$5,101,430.17
Total Amount of Checks Prior Years Same Month	\$959,542.51

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 10/03/17

Name on Card: Lauren Skiver

Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
9/7/2017	9/7/2017	Registration	APTA Conference Registration - Rudy LeFlore, Chief Performance Consultant		\$900.00
9/7/2017	9/7/2017	Southwest Airlines	Flight; California Hydrogen & Fuel Cell Summit - Tommy Edwards, Chief of Operations		\$327.96
9/11/2017	9/11/2017	Dickeys BBQ	Dickeys Barbecue Pit - AQUIP Kick Off Meeting Lunch		\$211.25
9/14/2017	9/14/2017	Expedia	Marriott Las Vegas; Intro to Transit Operation Planning - Victor Duran, Dispatch/Ops Admin		\$446.76
9/16/2017	9/16/2017	Expedia	American Airlines to APTA Conference - Lauren Skiver, CEO/General Manager		\$302.81
9/16/2017	9/16/2017	Expedia	American Airlines to APTA Conference - Lauren Skiver, CEO/General Manager		\$281.80
9/16/2017	9/16/2017	Expedia	American Airlines to APTA Conference - Rudy LeFlore, Chief Performance Consultant		\$490.11
9/16/2017	9/16/2017	Expedia	American Airlines to APTA Conference - Lauren Skiver, CEO/General Manager		\$5.01
9/18/2017	9/18/2017	Panda Express	Panda Express - Rethink Transit Meeting Lunch with all Chiefs (Executive Team)		\$170.25
9/20/2017	9/20/2017	Best Western	Lodging; National Transit Database - Anita Petke, Transit Planning manager		\$509.04
9/27/2017	9/27/2017	The Slice	The Slice; Board Meeting Lunch for September - Board of Directors		\$350.00
9/27/2017	9/27/2017	Hyatt Hotels	Lodging; California Hydrogen & Fuel Cell Summit - Tommy Edwards, Chief of Operations		\$929.40
9/28/2017	9/28/2017	Marriott Hotels	Marriott Digital/Audio/Visual Services - ZEBRA Presentation at APTA		\$1,526.25

Grand Total:

\$0.00	\$6,450.64
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CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	10/03/17
Days in Billing Cycle	29
Next Statement Date	11/02/17

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

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

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

COPY

Credit Line	\$40,000
Available Credit	\$31,033

Payment Information

New Balance	\$6,450.64
Current Payment Due (Minimum Payment)	\$500.00
Current Payment Due Date	10/30/17

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

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

Account Summary

Previous Balance		\$13,974.00
Credits	-	\$269.01
Payments	-	\$13,704.99
Purchases & Other Charges	+	\$6,450.64
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$6,450.64

Wells Fargo Elite Cash Back Advantage

Previous Balance		\$0.00
Cash Earned this Month		\$64.51
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$0.00
Cash Back Balance	=	\$64.51
Cash Awarded this Period		\$0.00
Year to Date Cash Back Awarded		\$753.35

Cash Back Notice

Your next cash back reward is scheduled for 12/2017.

See reverse side for important information.

5596 0012 YTG 1 7 2 171003 0 PAGE 1 of 4 10 3268 1000 ELA3 010R5596 14580

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	\$6,450.64
Total Amount Due (Minimum Payment)	\$500.00
Current Payment Due Date	10/30/17

Print address or phone changes:

Work ()

Amount Enclosed:



PAYMENT REMITTANCE CENTER YTG
 PO BOX 6415 29
 CAROL STREAM IL 60197-6415

SUNLINE TRANSIT
 LUIS GARCIA 14580
 32505 HARRY OLIVER TRL
 THOUSAND PALMS CA 92276-3501 B110

If your card is ever lost or stolen:

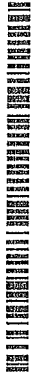
Please notify us immediately by calling: 1-800-231-5511, 24 hours a day, 7 days a week.

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	12.240%	.03353%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	24.990%	.06846%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Important Information

\$0 - \$6,450.64 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 10/30/17. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

Summary of Sub Account Usage

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	6958	40,000	\$6,450.64

Transaction Details

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

Trans	Post	Reference Number	Description	Credits	Charges
09/04	09/05	75282307REHM09ATB	CASH BACK REDEMPTION ACOT NON-FUNDABLE	259.01	
09/29	09/29	F3258008G00CHGDDA	AUTOMATIC PAYMENT - THANK YOU	13,704.99	
TOTAL					\$13,974.00

Transaction Summary For LAURA SKIVER
Sub Account Number Ending In ~~6958~~

09/07	09/07	24638237VS86K021V	APTA 202-4964800 DC		900.00
09/07	09/07	24692167V2XLKDMNF	SOUTHWES 5268761839992800-435-9792 TX		327.96
		09/24/17	EDWARDS/TOMMY DALE		
		1 WN Q	ONTARIO SACRAMENTO		
		2 WN M	SACRAMENTO ONTARIO		
09/11	09/11	24692167Z2XYAKWL2	DICKEYS CA-1305 PALM SPRING CA		211.25
09/14	09/14	2469216812XEAZ030	EXPEDIA 7295789889314 EXPEDIA.COM WA		446.76
09/16	09/16	244310684A16SQR91	AMERICAN AIR0018655429213 FORT WORTH TX		302.81
		10/11/17	SKIVER/LAURA LEE		
		1 AA G	ATLANTA PHOENIX		
		2 AA G	PHOENIX PALM SPRINGS		
		11617270	EXPEDIA INC		
09/16	09/16	244310684A16SQSPZ	AMERICAN AIR0018655436511 FORT WORTH TX		281.80
		10/08/17	SKIVER/LAURA LEE		
		1 AA S	PALM SPRINGS PHOENIX		
		2 AA S	PHOENIX ATLANTA		
		11617270	EXPEDIA INC		
09/16	09/16	244310684A16SQT5Y	AMERICAN AIR0018655432455 FORT WORTH TX		490.11
		10/06/17	LEFLORE/RUDOLPHUS		
		1 AA S	BURBANK PHOENIX		
		2 AA S	PHOENIX ATLANTA		
		3 AA Q	ATLANTA PHOENIX		
		4 AA Q	PHOENIX BURBANK		
		11617270	EXPEDIA INC		
09/16	09/16	2469216832XL07DL2	EXPEDIA 7296094367531 EXPEDIA.COM WA		5.01
09/18	09/18	244310686RQEFBZEF	PANDA EXPRESS #745 T RANCHO MIRAGE CA		170.25
09/20	09/20	2473334880V0J8HNA	BEST WESTERN PLUS DRAGON 213-617-3077 CA		509.04
09/27	09/27	24013398E05485AG3	THE SLICE RANCHO MIRAGE CA		350.00
09/27	09/27	24610438F231VH5N8	HYATT HOTELS SACRAMENTO SACRAMENTO CA		929.40
09/28	09/28	24692168F2XN22747	MARRIOTT ATLANTA MARQU 866-435-7627 GA		1,526.25
TOTAL					\$6,450.64
LAURA SKIVER / Sub Acct Ending In 6958					



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.

WELLS FARGO
BUSINESS ELITE CARD
CARD NUMBER
EXPIRES
NAME
ADDRESS
CITY
STATE
ZIP
PHONE
FAX
E-MAIL
WEBSITE
WELLS FARGO
BUSINESS ELITE CARD
CARD NUMBER
EXPIRES
NAME
ADDRESS
CITY
STATE
ZIP
PHONE
FAX
E-MAIL
WEBSITE
WELLS FARGO
BUSINESS ELITE CARD
CARD NUMBER
EXPIRES
NAME
ADDRESS
CITY
STATE
ZIP
PHONE
FAX
E-MAIL
WEBSITE

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 11/02/17

Name on Card: Lauren Skiver

Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
10/2/2017	10/4/2017	Hyatt Hotels	APTA Conference Lodging - Rudy LeFlore, Chief of Performance		\$754.98
10/2/2017	10/4/2017	Hyatt Hotels	APTA Conference Lodging - Peter Gregor, Chief of Safety		\$754.98
10/2/2017	10/4/2017	Hyatt Hotels	APTA Conference Lodging - Lauren Skiver, CEO/General Manager		\$1,006.64
10/6/2017	10/6/2017	American Airlines	APTA Conference Luggage Fee - Lauren Skiver, CEO/General Manager		\$25.00
10/6/2017	10/6/2017	SurveyMonkey	Rethink Tansit Online Survey - Stephanie Buriel, Deputy Chief of Administration		\$35.00
10/11/2017	10/11/2017	Panera Bread	Hydrogen Fueling Station Kick Off Meeting - Lauren Skiver, CEO/General Manager		\$108.06
10/11/2017	10/11/2017	American Airlines	APTA Conference Flight Change for Peter Gregor - Lauren Skiver, CEO/General Manager		\$75.00
10/11/2017	10/11/2017	Hyatt Hotels	APTA Conference Lodging - Tommy Edwards, Chief of Operations		\$1,006.64
10/12/2017	10/12/2017	CAL ACT	CAL ACT Conference Registration - Lauren Skiver, CEO/General Manager		\$430.00
10/13/2017	10/13/2017	Expedia	APTA Interviews; American Airlines Washington - Lauren Skiver, CEO/General Manager		\$556.80
10/13/2017	10/13/2017	Expedia	APTA Interviews; American Airlines Washington - Lauren Skiver, CEO/General Manager		\$1,376.70
10/13/2017	10/13/2017	Expedia	APTA Interviews; American Airlines Washington - Lauren Skiver, CEO/General Manager		\$418.80
10/16/2017	10/16/2017	Panera Bread	Strategic Planning Committee Meeting - Board Members & SunLine Staff		\$193.67
10/19/2017	10/19/2017	Mariott Hotels	Marriott Digital/Audio/Visual Services - ZEBRA Presentation at APTA Atlanta, GA		\$4,498.21
10/23/2017	10/23/2017	Palm Springs Air	APTA Interviews; Palm Springs Airport Parking - Lauren Skiver, CEO/General Manager		\$68.00
10/23/2017	10/23/2017	American Airlines	Luggage Fee CAL ACT Conference; Monterey, CA - Lauren Skiver, CEO/General Manager		\$25.00
10/25/2017	10/25/2017	Daily Grill	Daily Grill; October Board Meeting - Board of Directors		\$468.71
10/28/2017	10/28/2017	American Airlines	CAL ACT Conference AirFare - Lauren Skiver, CEO/General Manager		\$784.60
10/28/2017	10/28/2017	American Airlines	CAL ACT Conference AirFare Upgrade - Lauren Skiver, CEO/General Manager		\$87.78
10/30/2017	10/30/2017	Panera Bread	Executive Leadership Team Meeting Lunch - Chiefs (Skiver, Edwards, Gregor, LeFlore)		\$158.32
10/30/2017	10/30/2017	Marriot Hotels	Marriott Digital/Audio/Visual Services - ZEBRA Presentation at APTA Atlanta, GA **CREDIT**	\$1,535.00	\$0.00
10/31/2017	10/31/2017	CalTransit	California Transit Association Registration - Joseph Friend, I.T Administrator		\$1,075.00

Charges and Credits: \$1,535.00 \$13,907.89

Grand Total: \$12,372.89



CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	11/02/17
Days in Billing Cycle	30
Next Statement Date	12/04/17
Credit Line	\$40,000
Available Credit	\$25,636

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

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

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

0-6
1-02

Payment Information

New Balance	\$12,372.89
Current Payment Due (Minimum Payment)	\$619.00
Current Payment Due Date	11/27/17

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

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

Account Summary

Previous Balance		\$6,450.64
Credits	-	\$1,535.00
Payments	-	\$6,450.64
Purchases & Other Charges	+	\$13,907.89
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$12,372.89

Wells Fargo Elite Cash Back Advantage

Previous Balance	\$64.51
Cash Earned this Month	\$123.73
Trades From Other Company Cards	\$0.00
Bonus/Adjustments	\$50.00
Cash Back Balance	= \$238.24
Cash Awarded this Period	\$0.00
Year to Date Cash Back Awarded	\$753.35

Cash Back Notice

Your next cash back reward is scheduled for 12/2017.

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 0008 YTG 1 7 2 171102 0 PAGE 1 of 4 10 3268 1000 ELAS 01DR5596 2026

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	\$12,372.89
Total Amount Due (Minimum Payment)	\$619.00
Current Payment Due Date	11/27/17

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
2026 1111

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	12.240%	03353%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	24.990%	06846%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Important Information

\$0 - \$12,372.89 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 11/27/17. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

9-18

Summary of Sub Account Usage

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	[REDACTED]	40,000	\$12,372.89

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
10/30	10/30	F3268009F00CHGDDA	AUTOMATIC PAYMENT - THANK YOU TOTAL 4484610004265941 \$6,450.64-	6,450.64	

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

10/02	10/04	24610438L231VELDB	HYATT HOTELS ATLANTA ATLANTA GA		754.98
10/02	10/04	24610438L231VELED	HYATT HOTELS ATLANTA ATLANTA GA		754.98
10/02	10/04	24610438L231VELE5	HYATT HOTELS ATLANTA ATLANTA GA		1,006.64
10/06	10/06	24431068RWESP2A1Q	AMERICAN AIR0010264791440 FORT WORTH TX		25.00
		10/06/17	SKIVER/LAURA LEE		
		1 AA Y	EBC FEE		
10/06	10/06	24906418P1A4WJKFE	SMK*SURVEYMONKEY.COM 971-2445555 CA		35.00
10/11	10/11	24231688W2E02VF6Q	PANERA BREAD #601771 314-984-3495 CA		108.06
10/11	10/11	24431068XWESNSGN9	AMERICAN AIR0010659688543 FORT WORTH TX		75.00
		10/11/17	GREGOR/PETER J		
		1 AA Y	EXC FEE		
10/11	10/11	24610438X231VF9PG	HYATT HOTELS ATLANTA ATLANTA GA		1,006.64
10/12	10/12	24493988X8B0M0QKK	CALACT SACRAMENTO CA		430.00
10/13	10/13	24431068ZA16SDWNK	AMERICAN AIR0018663357343 FORT WORTH TX		556.80
		10/23/17	SKIVER/LAURA LEE		
		1 AA M	WASHINGTON CHICAGO		
		2 AA M	CHICAGO PALM SPRINGS		
		11578626	EXPEDIA.COM		
10/13	10/13	24692168Z2Y0P3V3B	EXPEDIA 7302678982923 EXPEDIA.COM WA		1,376.70
10/13	10/13	24717058ZTQXLLK1V	DELTA AIR 0088663357341 BELLEVUE WA		418.80
		10/20/17	SKIVER/LAURA LE		
		1 DL K	PALM SPRINGS SALT LAKE CITY		
		2 DL K	SALT LAKE CITY WASHINGTON		
		11578626	EXPEDIA.COM		
10/16	10/16	2423168912DL3TM05	PANERA BREAD #601771 314-984-3495 CA		193.67
10/19	10/19	2469216942X9T9GT7	MARRIOTT ATLANTA MARQU 866-435-7627 GA		4,498.21
10/23	10/23	244310698BLLMRM0Y	PALM SPRINGS AIRPORT PALM SPRINGS CA		66.00
10/23	10/23	244310699WESNTR1H	AMERICAN AIR0010266375107 FORT WORTH TX		25.00
		10/23/17	SKIVER/LAURA LEE		
		1 AA Y	EBC FEE		
10/25	10/25	24224439B30VG1X6F	GRILL CONCEPTS - P PALM DESERT CA		468.71
10/28	10/28	24431069EWESMVHGV	AMERICAN AIR0012155786036 FORT WORTH TX		784.60
		11/01/17	SKIVER/LAURA		
		1 AA G	PALM SPRINGS PHOENIX		
		2 AA G	PHOENIX MONTEREY		
		3 AA K	MONTEREY PHOENIX		
		4 AA K	PHOENIX PALM SPRINGS		

Transaction Details

Trans	Post	Reference Number	Description	Credits	Charges
10/28	10/28	24431069EWESNNX24 10/28/17 1 AA Y	AMERICAN AIR0010610788870 FORT WORTH TX SKIVER/LAURA RVU FEE		87.78
10/30	10/30	24231689F2DYT0ZLK	PANERA BREAD #601771 314-984-3495 CA		158.32
10/30	10/30	74692189G6SM427XP	MARRIOTT ATLANTA MARQU 866-435-7627 GA	1,535.00	
10/31	10/31	24121579H00926TR9	CALIFORNIA TRANSIT ASS 916-4404658 CA		1,075.00
			TOTAL	\$12,372.89	
			LAURA SKIVER / Sub Acct Ending in [REDACTED]		

Wells Fargo News

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SunLine Transit Agency
Budget Variance Report
September 2017

Description	FY 18 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 18 YTD Budget	Favorable (Unfavorable)
Operating Revenues:							
Passenger Revenue	2,984,371	246,076	248,698	(2,622)	667,227	746,093	(78,866)
Other Revenue	2,469,132	209,765	205,761	4,004	649,743	617,283	32,460
Total Operating Revenue	5,453,503	455,841	454,459	1,382	1,316,970	1,363,376	(46,406)
Operating Expenses:							
Operator & Mechanic Salaries & Wages	9,537,771	713,888	794,814	80,926	2,185,421	2,384,443	199,022
Operator & Mechanic Overtime	1,159,221	124,531	96,602	(27,930)	378,243	289,805	(88,437)
Administration Salaries & Wages	5,302,986	363,315	441,916	78,600	1,176,759	1,325,747	148,988
Administration Overtime	13,593	1,756	1,133	(624)	4,406	3,398	(1,008)
Fringe Benefits	9,116,643	698,771	759,720	60,949	2,073,540	2,279,161	205,621
Communications	218,000	14,463	18,167	3,704	41,286	54,500	13,214
Legal Services - General	80,000	6,447	6,667	219	31,924	20,000	(11,924)
Computer/Network Software Agreement	452,868	29,925	37,739	7,814	89,808	113,217	23,409
Uniforms	112,550	6,116	9,379	3,263	11,600	28,138	16,537
Contracted Services	464,022	24,968	38,669	13,701	89,575	116,006	26,430
Equipment Repairs	7,500	0	625	625	1,742	1,875	133
Security Services	103,604	17,529	8,634	(8,895)	25,857	25,901	44
Fuel - CNG	1,565,432	123,413	130,453	7,040	372,789	391,358	18,569
Fuel - Hydrogen	250,000	7,734	20,833	13,099	44,814	62,500	17,686
Tires	258,100	18,261	21,508	3,247	53,476	64,525	11,049
Office Supplies	72,400	3,216	6,033	2,817	16,980	18,100	1,120
Travel/Training	143,000	9,226	11,917	2,690	32,793	35,750	2,957
Repair Parts	1,218,500	125,771	101,542	(24,229)	356,701	304,625	(52,076)
Facility Maintenance	43,000	5,860	3,583	(2,277)	12,157	10,750	(1,407)
Electricity - CNG & Hydrogen	175,000	16,266	14,583	(1,683)	46,180	43,750	(2,430)
Natural Gas	1,450,000	122,571	120,833	(1,738)	368,819	362,500	(6,319)
Water	7,500	311	625	314	1,058	1,875	817
Insurance Losses	1,136,702	178,021	94,725	(83,296)	473,602	284,176	(189,426)
Insurance Premium - Property	13,315	1,049	1,110	61	3,146	3,329	183
Repair Claims	200,000	1,044	16,667	15,623	12,615	50,000	37,385
Fuel Taxes	168,200	17,106	14,017	(3,089)	49,494	42,050	(7,444)
Other Expenses	3,291,119	272,733	274,260	1,527	822,748	822,780	32
Self Consumed Fuel	(1,681,000)	(131,073)	(140,083)	9,010	(403,490)	(420,250)	16,760
Total Operating Expenses (Before Depreciation)	34,880,026	2,773,220	2,906,669	133,449	8,374,042	8,720,007	345,965
Operating Expenses in Excess of Operating Revenue		\$ (2,317,380)			\$ (7,057,072)		
Subsidies:							
Local - Measure A	5,153,400	405,837	429,450	23,613	1,235,889	1,288,350	52,461
State - LTF, LCTOP	18,753,800	1,476,888	1,562,817	85,929	4,497,538	4,688,450	190,912
Federal - 5307, 5310, 5311, 5316, 5317 & CMAQ	5,519,323	434,654	459,944	25,289	1,323,645	1,379,831	56,186
Total Subsidies	29,426,523	2,317,380	2,452,210	134,831	7,057,072	7,356,631	299,559
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -		

SunLine Transit Agency
Budget Variance Report
September 2017

Description	FY 18 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 18 YTD Budget	Favorable (Unfavorable)
Operating Expenses:							
Wages & Benefits	25,130,214	1,902,262	2,094,185	191,922	5,818,368	6,282,554	464,185
Services	2,657,004	260,231	221,417	(38,814)	715,479	664,251	(51,228)
Fuels & Lubricants	1,991,632	139,906	165,969	26,064	466,159	497,908	31,749
Tires	258,100	18,261	21,508	3,247	53,476	64,525	11,049
Materials and Supplies	1,537,125	140,939	128,094	(12,846)	423,040	384,281	(38,759)
Utilities	1,923,000	161,429	160,250	(1,179)	485,965	480,750	(5,215)
Casualty & Liability	1,885,324	229,168	157,110	(72,058)	639,690	471,331	(168,359)
Taxes and Fees	168,200	17,106	14,017	(3,089)	49,494	42,050	(7,444)
Miscellaneous Expenses	1,010,427	34,992	84,202	49,210	125,861	252,607	126,746
Self Consumed Fuel	(1,681,000)	(131,073)	(140,083)	9,010	(403,490)	(420,250)	16,760
Total Operating Expenses (Before Depreciation)	34,880,026	2,773,220	2,906,669	133,449	8,374,042	8,720,007	345,965
Revenues:							
Passenger Revenue	2,984,371	246,076	248,698	(2,622)	667,227	746,093	(78,866)
Other Revenue	2,469,132	209,765	205,761	4,004	649,743	617,283	32,460
Total Operating Revenue	5,453,503	455,841	454,459	1,382	1,316,970	1,363,376	(46,406)
Net Operating Gain (Loss)		\$ (2,317,380)			\$ (7,057,072)		
Subsidies:							
Local - Measure A	5,153,400	405,837	429,450	23,613	1,235,889	1,288,350	52,461
State - LTF, LCTOP	18,753,800	1,476,888	1,562,817	85,929	4,497,538	4,688,450	190,912
Federal - 5307, 5310, 5311, 5316, 5317 & CMAQ	5,519,323	434,654	459,944	25,289	1,323,645	1,379,831	56,186
Total Subsidies	29,426,523	2,317,380	2,452,210	134,831	7,057,072	7,356,631	299,559
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 57,767 trips below FY17 YTD amounts.
- Ridership is currently at 5.8% below FY17 YTD totals.
- The ridership demand follows a seasonal pattern. Ridership is higher October through April. The increase in ridership during the peak season will help adjust the current negative variance in passenger revenue.

Passenger Revenue				
	FY17-Sept	FY18-Sept	Variance	%Δ
Fixed Route	\$ 247,341	\$ 218,238	\$ (29,103)	-11.8%
Paratransit	\$ 29,306	\$ 27,837	\$ (1,468)	-5.0%
System Total	\$ 276,647	\$ 246,076	\$ (30,571)	-11.1%

Passenger Revenue				
	YTD-FY17	YTD-FY18	Variance	%Δ
Fixed Route	\$ 661,631	\$ 591,850	\$ (69,782)	-10.5%
Paratransit	\$ 87,618	\$ 80,106	\$ (7,512)	-8.6%
System Total	\$ 749,249	\$ 671,956	\$ (77,293)	-10.3%

Ridership				
	FY17-Sept	FY18-Sept	Variance	%Δ
Fixed Route	362,355	333,098	(29,257)	-8.1%
Paratransit	14,574	13,359	(1,215)	-8.3%
SolVan	-	1,222	1,222	
System Total	376,929	347,679	(29,250)	-7.8%

Ridership				
	YTD-FY17	YTD-FY18	Variance	%Δ
Fixed Route	978,687	919,823	(58,864)	-6.0%
Paratransit	14,617	13,402	(1,215)	-8.3%
SolVan	-	2,312	2,312	
System Total	993,304	935,537	(57,767)	-5.8%

Other Revenue - Favorable

- The favorable balance is due to higher revenues than budgeted amounts for outside fueling revenues and Bus Stop Shelter Maintenance Revenue.

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.

Operator & Mechanic Overtime - Unfavorable

- The unfavorable balance is primarily attributed to vacant operator positions.
- Other factors include operators and mechanics using vacation time, sick time, short-term disability, and long-term disability. To cover the actual workload, the active employees have to work extended hours.

	September			
	Scheduled	Unscheduled	Total	Total Expense
	Overtime	Overtime	Overtime	
Fixed Route	384.45	2,359.98	2,744.43	\$ 87,040.81
Paratransit	N/A	978.50	978.50	\$ 28,322.83
Mechanics	N/A	208.00	208.00	\$ 7,839.00

	YTD-September			
	Scheduled	Unscheduled	Total	Total Expense
	Overtime	Overtime	Overtime	
Fixed Route	1,153.35	7,588.31	8,741.66	\$ 275,014.28
Paratransit	N/A	2,932.25	2,932.25	\$ 75,048.17
Mechanics	N/A	629.33	629.33	\$ 24,450.12

September	
	Intermittent FMLA Usage
Fixed Route	17
Paratransit	4
Maintenance	5

Administration Salaries & Wages - Favorable

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

Administration Overtime - Unfavorable

- Vacancies across the agency contribute to the unfavorable balance in overtime.
- In September there was a holiday observed, employees that worked (e.g., controllers) on the observed holiday were paid from the overtime GL.
- Division 49 had a negative variance in overtime for August and September due to additional hours worked for the service change proposal.

Fringe Benefits - Favorable

- Fringe benefits are favorable due to vacant positions across the agency
- Unemployment Tax expense will be paid in January.

Communications - Favorable

- Budget is twelve-period allocation, but some expenses are yet to be incurred.
- The budget includes an allowance for additional internet circuits as well as additional devices for users and buses

Legal Services - General - Unfavorable

- General legal counsel costs are higher than anticipated.
- Burke, Williams, and Sorenson had one invoice paid in September equaling \$6,497.
- In September SunLine had 27.0 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. The payments for 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

- Contracted service expenses vary throughout the year.

Equipment Repairs - Favorable

- Equipment repairs are within an acceptable range of the budget.

Security Services - Favorable

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

Fuel - CNG - Favorable

- Internal consumption has decreased by 6,775 GGE's below FY17 YTD amounts.
The lower internal consumption is primarily attributed to a decrease of 27,058 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
September FY 17	126,777				
September FY 18	126,544	(233)	(5,741)	-0.18%	-4.34%
August FY 18	132,285				
YTD September FY 17	394,005				
YTD September FY 18	387,230	(6,775)		-1.72%	

Fuel - Hydrogen - Favorable

- The favorable variance is primarily attributed to lower maintenance expenses.
- The mechanical failures that occurred in the beginning of the fiscal year, the replacement parts were capitalized.
- Three Fuel Cell Buses were out of service in September and therefore have not utilized the Hydrogen Fuel.

Tires - Favorable

- Tire expenses are within an acceptable range of the budget.
- The favorable variance is primarily attributed to a decrease of 27,058 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.
- The negative variance is primarily attributed to an increase of \$13,059.41 in Paratransit repair parts YTD in comparison to the previous fiscal year.
The additional expenses for Paratransit repair parts is due to two Ford Block Engine Rebuilds, a Transmission, and a Smart Drive System.
- In addition two Fixed Route busses 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.

Electricity - CNG & Hydrogen - Unfavorable

- Electricity for CNG and hydrogen costs are higher in the summer months and begin to decrease in the winter months.

Natural Gas - Unfavorable

- The unfavorable balance of natural gas costs is primarily attributed to an increase in outside fueling sales.
- GGE outside usage has increased 12,586 GGE's above FY17 YTD amounts.
- In September there were 2,869 more GGE's used for outside fueling sales than in the previous month.

Outside GGE Usage

	GGE Usage	Variance FY17 vs FY18	Variance Previous Month	%Δ FY17 vs FY18	%Δ Previous Month
September FY 17	48,831				
September FY 18	51,700	2,869	68	5.88%	0.13%
August FY 18	51,632				
YTD September FY 17	136,003				
YTD September FY 18	148,589	12,586		9.25%	

Water - Favorable

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

Insurance Losses - Unfavorable

- In September there was a \$153,608 cost to reconcile a deposit held by PERMA for workers compensation insurance. The reconciliation contributed to the unfavorable variance. 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.
- As of September 30, 2017, there are seventy-five active workers compensation claims. That is an increase of six claims over the first quarter of the previous fiscal year. The estimated loss retention has increased due to the rise in claims.
- 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.
- The favorable balance can be attributed to repairs not yet completed. Currently Bus 569, 610, and Vehicle 207 are out for repair.

Fuel Taxes - Unfavorable

- The unfavorable balance of fuel taxes is due to a higher quantity of outside fueling sales.
- Outside fueling sales are currently \$39,218 above FY17 YTD amounts.
- For September sales are up \$799 from the previous month.

Outside Fueling Revenue

	Revenue	Variance FY17 vs FY18	Variance Previous Month	%Δ FY17 vs FY18	%Δ Previous Month
September FY 17	\$ 120,366				
September FY 18	\$ 128,645	\$ 8,279	\$ 799	6.88%	0.62%
August FY 18	\$ 127,846				
YTD September FY 17	\$ 330,319				
YTD September FY 18	\$ 369,537	\$ 39,218		11.87%	

Other Expenses - Favorable

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

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 27,058 miles traveled FY18 YTD in comparison to FY17 YTD.
- The favorable balance for the month is primarily attributed to an increase in total miles traveled in September.
- In September there was a decrease of 14,022 total miles traveled in comparison to the previous month.

Mileage

	August FY18	September FY18	Variance	%Δ
Fixed Route	334,850	320,243	(14,607)	-4.4%
Paratransit Passenger	99,284	99,869	585	0.6%
System Total	434,134	420,112	(14,022)	-3.2%

Mileage

	YTD-FY17	YTD-FY18	Variance	%Δ
Fixed Route	984,733	977,222	(7,511)	-0.8%
Paratransit Passenger	312,098	292,551	(19,547)	-6.3%
System Total	1,296,831	1,269,773	(27,058)	-2.1%

SunLine Transit Agency
Budget Variance Report
October 2017

Description	FY 18 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 18 YTD Budget	Favorable (Unfavorable)
Operating Revenues:							
Passenger Revenue	2,984,371	274,239	248,698	25,541	943,915	994,790	(50,876)
Other Revenue	2,469,132	265,275	205,761	59,514	914,943	823,044	91,899
Total Operating Revenue	5,453,503	539,514	454,459	85,055	1,858,858	1,817,834	41,023
Operating Expenses:							
Operator & Mechanic Salaries & Wages	9,537,771	765,706	794,814	29,109	2,951,127	3,179,257	228,130
Operator & Mechanic Overtime	1,159,221	62,886	96,602	33,715	441,129	386,407	(54,722)
Administration Salaries & Wages	5,302,986	427,230	441,916	14,685	1,603,989	1,767,662	163,673
Administration Overtime	13,593	1,207	1,133	(75)	5,613	4,531	(1,082)
Fringe Benefits	9,116,643	683,551	759,720	76,170	2,757,091	3,038,881	281,790
Communications	218,000	14,450	18,167	3,716	55,737	72,667	16,930
Legal Services - General	80,000	19,714	6,667	(13,047)	51,638	26,667	(24,971)
Computer/Network Software Agreement	452,868	30,390	37,739	7,349	120,197	150,956	30,759
Uniforms	112,550	3,141	9,379	6,238	14,742	37,517	22,775
Contracted Services	464,022	33,525	38,669	5,143	123,100	154,674	31,574
Equipment Repairs	7,500	353	625	272	2,095	2,500	405
Security Services	103,604	8,684	8,634	(50)	34,541	34,535	(6)
Fuel - CNG	1,565,432	116,189	130,453	14,264	488,977	521,811	32,833
Fuel - Hydrogen	243,501	10,824	20,292	9,467	55,639	81,167	25,528
Tires	254,824	19,655	21,235	1,581	73,130	84,941	11,811
Office Supplies	72,400	3,207	6,033	2,827	20,186	24,133	3,947
Travel/Training	143,000	10,171	11,917	1,746	42,964	47,667	4,703
Repair Parts	1,218,500	102,997	101,542	(1,455)	459,883	406,167	(53,716)
Facility Maintenance	43,000	6,755	3,583	(3,171)	18,911	14,333	(4,578)
Electricity - CNG & Hydrogen	175,000	14,531	14,583	52	60,711	58,333	(2,378)
Natural Gas	1,446,372	118,113	120,531	2,418	486,932	482,124	(4,808)
Water	7,500	261	625	364	1,319	2,500	1,181
Insurance Losses	1,136,702	87,223	94,725	7,502	560,825	378,901	(181,924)
Insurance Premium - Property	13,315	1,049	1,110	61	4,195	4,438	244
Repair Claims	200,000	0	16,667	16,667	12,615	66,667	54,051
Fuel Taxes	168,200	13,295	14,017	721	62,789	56,067	(6,723)
Other Expenses	3,304,522	278,319	275,377	(2,942)	1,100,990	1,101,507	518
Self Consumed Fuel	(1,681,000)	(127,052)	(140,083)	13,031	(530,542)	(560,333)	29,791
Total Operating Expenses (Before Depreciation)	34,880,026	2,706,374	2,906,669	200,295	11,080,524	11,626,675	546,152
Operating Expenses in Excess of Operating Revenue		\$ (2,166,860)			\$ (9,221,666)		
Subsidies:							
Local - Measure A	5,153,400	379,477	429,450	49,973	1,614,969	1,717,800	102,831
State - LTF, LCTOP	18,753,800	1,380,960	1,562,817	181,856	5,877,055	6,251,267	374,212
Federal - 5307, 5310, 5311, 5316, 5317 & CMAQ	5,519,323	406,422	459,944	53,521	1,729,642	1,839,774	110,132
Total Subsidies	29,426,523	2,166,860	2,452,210	285,350	9,221,666	9,808,841	587,175
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -		

SunLine Transit Agency
Budget Variance Report
October 2017

Description	FY 18 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 18 YTD Budget	Favorable (Unfavorable)
Operating Expenses:							
Wages & Benefits	25,130,214	1,940,581	2,094,185	153,604	7,758,949	8,376,738	617,789
Services	2,654,756	248,196	221,230	(26,966)	963,675	884,919	(78,756)
Fuels & Lubricants	1,983,085	141,882	165,257	23,375	608,041	661,028	52,987
Tires	254,824	19,655	21,235	1,581	73,130	84,941	11,811
Materials and Supplies	1,554,825	123,009	129,569	6,560	546,157	518,275	(27,882)
Utilities	1,919,372	151,487	159,948	8,461	637,452	639,791	2,339
Casualty & Liability	1,885,324	135,330	157,110	21,780	775,020	628,441	(146,579)
Taxes and Fees	168,200	13,295	14,017	721	62,789	56,067	(6,723)
Miscellaneous Expenses	1,010,427	59,991	84,202	24,211	185,852	336,809	150,957
Self Consumed Fuel	(1,681,000)	(127,052)	(140,083)	13,031	(530,542)	(560,333)	29,791
Total Operating Expenses (Before Depreciation)	34,880,026	2,706,374	2,906,669	200,295	11,080,524	11,626,675	546,152
Revenues:							
Passenger Revenue	2,984,371	274,239	248,698	25,541	943,915	994,790	(50,876)
Other Revenue	2,469,132	265,275	205,761	59,514	914,943	823,044	91,899
Total Operating Revenue	5,453,503	539,514	454,459	85,055	1,858,858	1,817,834	41,023
Net Operating Gain (Loss)		\$ (2,166,860)			\$ (9,221,666)		
Subsidies:							
Local - Measure A	5,153,400	379,477	429,450	49,973	1,614,969	1,717,800	102,831
State - LTF, LCTOP	18,753,800	1,380,960	1,562,817	181,856	5,877,055	6,251,267	374,212
Federal - 5307, 5310, 5311, 5316, 5317 & CMAQ	5,519,323	406,422	459,944	53,521	1,729,642	1,839,774	110,132
Total Subsidies	29,426,523	2,166,860	2,452,210	285,350	9,221,666	9,808,841	587,175
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 74,646 trips below FY17 YTD amounts.
- Ridership is currently at 5.3% below FY17 YTD totals.
- The ridership demand follows a seasonal pattern. Ridership is higher October through April.
The increase in ridership during the peak season will help adjust the current negative variance in passenger revenue.

Passenger Revenue				
	FY17-Oct	FY18-Oct	Variance	%Δ
Fixed Route	\$ 250,568	\$ 244,241	\$ (6,327)	-2.5%
Paratransit	\$ 32,403	\$ 29,998	\$ (2,406)	-7.4%
SolVan	\$ -	\$ 2,178		
System Total	\$ 282,971	\$ 276,417	\$ (6,554)	-2.3%

Passenger Revenue				
	YTD-FY17	YTD-FY18	Variance	%Δ
Fixed Route	\$ 912,199	\$ 833,855	\$ (78,343)	-8.6%
Paratransit	\$ 120,021	\$ 110,059	\$ (9,962)	-8.3%
SolVan	\$ -	\$ 5,878		
System Total	\$ 1,032,220	\$ 949,793	\$ (82,427)	-8.0%

Ridership				
	FY17-Oct	FY18-Oct	Variance	%Δ
Fixed Route	381,907	365,697	(16,210)	-4.2%
Paratransit	14,620	14,511	(109)	-0.7%
SolVan	-	1,217	1,217	
System Total	396,527	381,425	(15,102)	-3.8%

Ridership				
	YTD-FY17	YTD-FY18	Variance	%Δ
Fixed Route	1,360,594	1,285,520	(75,074)	-5.5%
Paratransit	57,092	53,991	(3,101)	-5.4%
SolVan	-	3,529	3,529	
System Total	1,417,686	1,343,040	(74,646)	-5.3%

Other Revenue - Favorable

- The favorable balance is due to higher revenues than budgeted amounts for Taxi Smart Card, Outside Fueling Revenue, and Emissions Credit Revenue.

	YTD - October	YTD Budget	Variance	%Δ
TAXI SMART CARD	\$ 35,189	\$ 15,556	\$ 19,633	126.2%
OUTSIDE FUELING REVENUE	\$ 504,706	\$ 400,000	\$ 104,706	26.2%
EMISSIONS CREDITS REVENUE	\$ 272,205	\$ 250,000	\$ 22,205	8.9%

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.

Operator & Mechanic Overtime - Unfavorable

- The unfavorable balance is primarily attributed to vacant operator positions.
- Other factors include operators and mechanics using vacation time, sick time, short-term disability, and long-term disability.
To cover the actual workload, the active employees have to work extended hours.

	October		Total	
	Scheduled Overtime	Unscheduled Overtime	Overtime	Total Expense
Fixed Route	384.45	843.17	1,227.62	\$ 39,173.25
Paratransit	N/A	1,070.00	1,070.00	\$ 20,821.53
Mechanics	N/A	83.33	83.33	\$ 2,891.66

	YTD-October			
	Scheduled Overtime	Unscheduled Overtime	Total Overtime	Total Expense
Fixed Route	1,537.80	8,431.47	9,969.27	\$ 314,187.50
Paratransit	N/A	4,002.25	4,002.25	\$ 95,869.70
Mechanics	N/A	712.66	712.66	\$ 27,341.78

October	
	Intermittent FMLA Usage
Fixed Route	20
Paratransit	1
Maintenance	3

Administration Salaries & Wages - Favorable

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

Administration Overtime - Unfavorable

- Vacancies across the agency contribute to the unfavorable balance in overtime.
- In October there was a holiday observed, employees that worked (e.g., controllers) on the observed holiday were paid from the overtime GL.
- Division 49 had a negative variance in overtime for August and September due to additional hours worked for the service change proposal.

Fringe Benefits - Favorable

- Fringe benefits are favorable due to vacant positions across the agency
- Unemployment Tax expense will be paid in January.
- Health insurance benefit expenses will increase in January.

Communications - Favorable

- Budget is twelve-period allocation, but some expenses are yet to be incurred.
- The budget includes an allowance for additional internet circuits as well as other devices for users and buses.

Legal Services - General - Unfavorable

- General legal counsel costs are higher than anticipated.
- Burke, Williams, and Sorenson had one invoice paid in October equaling \$19,865.
- In October SunLine had 87.7 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

- Contracted service expenses vary throughout the year.

Equipment Repairs - Favorable

- Equipment repairs are within an acceptable range of the budget.

Security Services - Unfavorable

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

Fuel - CNG - Favorable

- Internal consumption has decreased by 15,302 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 vs FY18	%Δ Previous Month
October FY 17	125,731				
October FY 18	122,930	(2,801)	(3,614)	-2.23%	-2.86%
September FY 18	126,544				
YTD October FY 17	519,736				
YTD October FY 18	510,160	(9,576)		-1.84%	

Fuel - Hydrogen - Favorable

- The favorable variance is primarily attributed to lower maintenance expenses.
 The replacement parts for the mechanical issues that occurred at the beginning of the fiscal year were capitalized.
- Also, in September there were three Fuel Cell Buses down, and therefore did not utilize the hydrogen gas.

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.
- The unfavorable variance is primarily attributed to an increase of \$13,059.41 in Paratransit repair parts YTD in comparison to the previous fiscal year.
 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 \$7,638 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 expenses (e.g., power steering).
- Two Fixed Route buses required engine rebuilds.

Facility Maintenance - Unfavorable

- In October there were high expenses for the replacement of a circuit board, and exterminating expenses for the Thousand Palms facility.
- In the first quarter, there were high expenses for plumbing related issues and electrical issues in the Thousand Palms facility.

Electricity - CNG & Hydrogen - Unfavorable

- Electricity for CNG and hydrogen costs are higher in the summer months and begin to decrease in the winter months.
- The electricity expense is seasonal, for October there was a favorable variance of \$52.

Natural Gas - Unfavorable

- The unfavorable balance of natural gas costs is primarily attributed to an increase in outside fueling sales.
- GGE outside usage has increased 15,302 GGE's above FY17 YTD amounts.
- In October there were 2,990 more GGE's used for outside fueling sales than in the previous month.

Outside GGE Usage

	GGE Usage	Variance FY17 vs FY18	Variance Previous Month	%Δ FY17 vs FY18	%Δ Previous Month
October FY 17	51,974				
October FY 18	54,690	2,716	2,990	5.23%	5.78%
September FY 18	51,700				
YTD October FY 17	187,977				
YTD October FY 18	203,279	15,302		8.14%	

Water - Favorable

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

Insurance Losses - Unfavorable

- The unfavorable variance is mainly attributed to large reconciliations to deposits held by Perma in August and September.
- 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.
- As of the first quarter, there are seventy-five active workers compensation claims. An increase of six claims over the first quarter of the fiscal year 2017. The estimated loss retention has increased due to the rise in claims.
- 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.
- The favorable balance can be attributed to repairs not yet completed. Currently, Bus 569, 610, and Vehicle 207 are out for repair.

Fuel Taxes - Unfavorable

- The unfavorable balance of fuel taxes is due to a higher quantity of outside fueling sales.
- Outside fueling sales are currently \$46,986 above FY17 YTD amounts.
- For October sales are up \$6,524 from the previous month.

Outside Fueling Revenue

	Revenue	Variance FY17 vs FY18	Variance Previous Month	%Δ FY17 vs FY18	%Δ Previous Month
October FY 17	\$ 127,404				
October FY 18	\$ 135,169	\$ 7,765	\$ 6,524	6.09%	5.07%
September FY 18	\$ 128,645				
YTD October FY 17	\$ 457,723				
YTD October FY 18	\$ 504,706	\$ 46,983		10.26%	

Other Expenses - Favorable

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

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.

Contracts Signed in Excess of \$25,000

October 2017

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
TPX Communications	Voice SDWAN	Telephone line services which includes equipment and configuration changes.	FY18 Operating budget FY19 Operating budget FY20 Operating budget FY21 Operating budget FY22 Operating budget	\$50,000.00	\$47,000 per year	Executed Agreement Board approved 5/24/2017
RNL Interplan	A&E Ops Building	Professional engineering services to initiate the Design/Build process of the Operations Facility.	SRTP FY16/17	\$ 7,000,000.00	\$ 347,609.56	Executed Agreement Board approved 7/26/2017
Bay City Electric Works	Natural Gas Standby Generator	Natural Gas Generator is part of the CNG Equipment for the CNG Fueling Station project.	SRTP FY14/15	\$ 165,000.00	\$ 163,876.61	Executed Agreement Board approved 7/26/2017
Trapeze Software Group, Inc.	Trapeze Support	Trapeze support for January and May 2018.	FY18 Operating budget	\$ 85,000.00	\$ 34,575.00	Executed Agreement
Shoretel Maintenance	Packetfusion	Shoretel Maintenance.	FY18 Operating budget FY19 Operating budget FY20 Operating budget	\$10,420.00	\$8,671.10 per year	Executed Agreement

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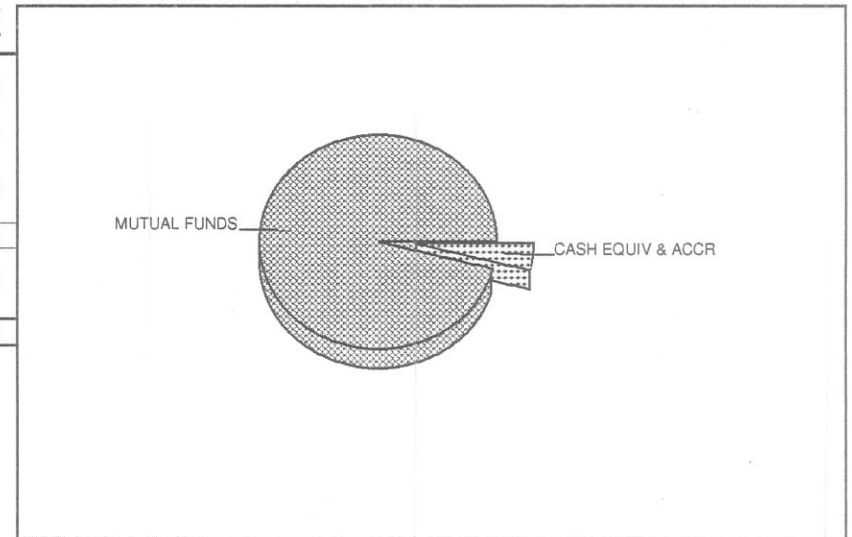
SUNLINE TRANSIT AGENCY - UNION
 ACCOUNT 6746032000

Page 8 of 26
 Period from September 1, 2017 to September 30, 2017

ASSET SUMMARY

ASSETS	09/30/2017 MARKET	09/30/2017 BOOK VALUE	% OF MARKET
Cash And Equivalents	339,539.17	339,539.17	1.35
Mutual Funds-Equity	15,851,612.10	15,223,848.96	63.27
Mutual Funds-Fixed Income	8,863,721.03	8,880,670.87	35.38
Total Assets	25,054,872.30	24,444,059.00	100.00
Accrued Income	247.44	247.44	0.00
Grand Total	25,055,119.74	24,444,306.44	100.00

Estimated Annual Income 548,643.02

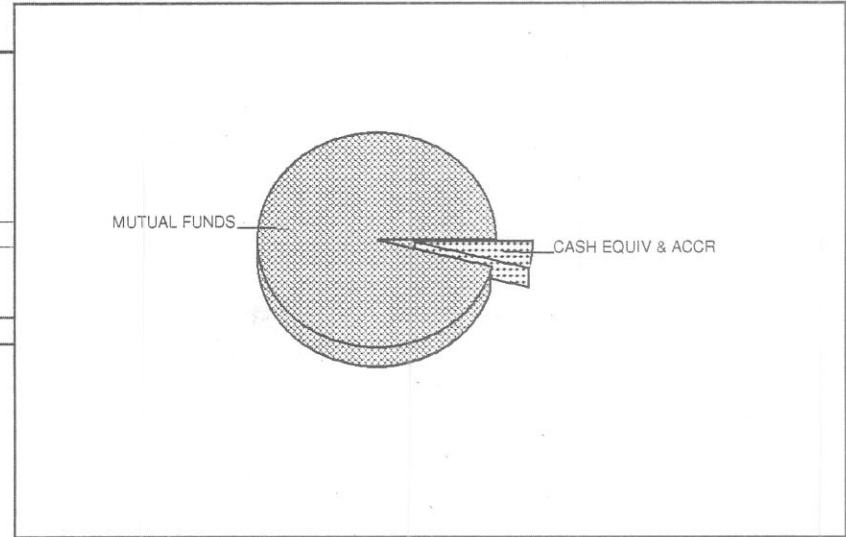




ASSET SUMMARY

ASSETS	09/30/2017 MARKET	09/30/2017 BOOK VALUE	% OF MARKET
Cash And Equivalents	317,422.10	317,422.10	1.23
Mutual Funds-Equity	16,373,840.95	15,725,398.02	63.35
Mutual Funds-Fixed Income	9,155,824.53	9,173,332.98	35.42
Total Assets	25,847,087.58	25,216,153.10	100.00
Accrued Income	233.52	233.52	0.00
Grand Total	25,847,321.10	25,216,386.62	100.00

Estimated Annual Income 566,420.82



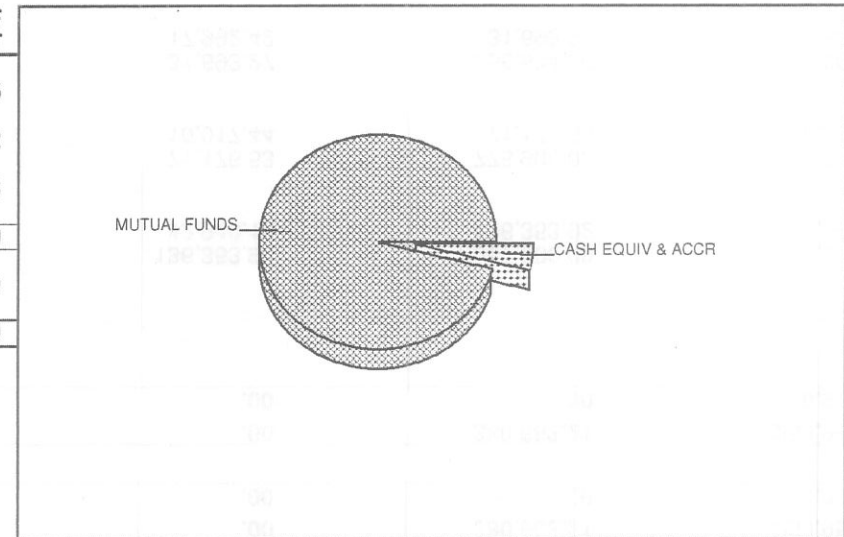
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SUNLINE TRANSIT AGENCY - NON-UNION
 ACCOUNT 6746032100

ASSET SUMMARY

ASSETS	10/31/2017 MARKET	10/31/2017 BOOK VALUE	% OF MARKET
Cash And Equivalents	380,663.21	380,663.21	1.45
Mutual Funds-Equity	16,713,850.76	15,725,398.02	63.62
Mutual Funds-Fixed Income	9,175,226.85	9,196,727.97	34.93
Total Assets	26,269,740.82	25,302,789.20	100.00
Accrued Income	252.50	252.50	0.00
Grand Total	26,269,993.32	25,303,041.70	100.00



Estimated Annual Income 567,966.35

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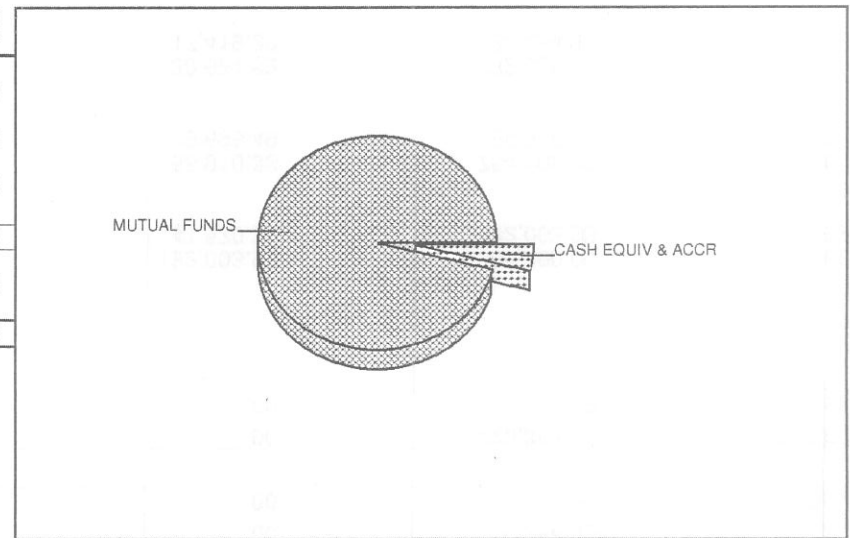


SUNLINE TRANSIT AGENCY - UNION
 ACCOUNT 6746032000

ASSET SUMMARY

ASSETS	10/31/2017 MARKET	10/31/2017 BOOK VALUE	% OF MARKET
Cash And Equivalents	420,354.85	420,354.85	1.65
Mutual Funds-Equity	16,180,777.05	15,223,848.96	63.49
Mutual Funds-Fixed Income	8,882,504.60	8,903,319.55	34.86
Total Assets	25,483,636.50	24,547,523.36	100.00
Accrued Income	279.28	279.28	0.00
Grand Total	25,483,915.78	24,547,802.64	100.00

Estimated Annual Income 550,315.52





SunLine Transit Agency Monthly Ridership Report October 2017

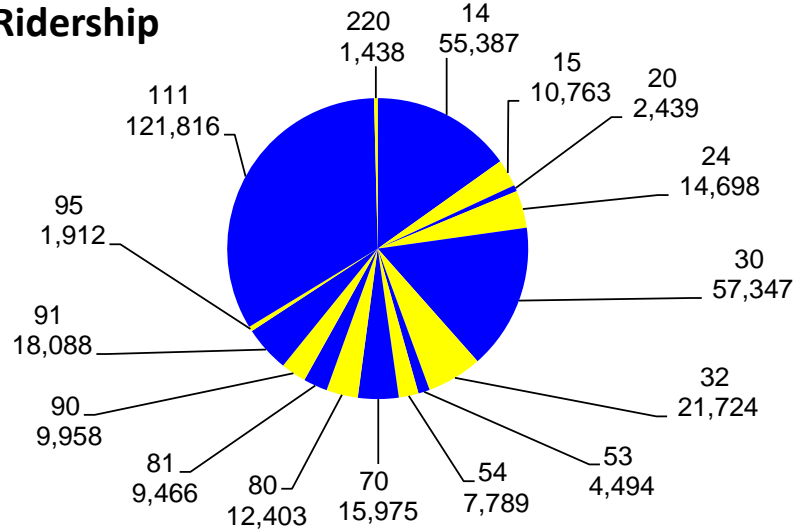
Line	Fixed Route Description	Oct 2017	Oct 2016	Sep 2017	FY 2016 & 2017		FY 2018 YTD	FY 2017 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
					Month Var.	% Var.					Monthly	YTD	Monthly	YTD
14	DHS/PS	55,387	57,239	51,898	(1,852)	-3.2%	201,087	207,470	(6,383)	-3.1%	1,648	6,224	522	2,461
15	DHS	10,763	9,494	10,284	1,269	13.4%	37,807	33,307	4,500	13.5%	86	462	97	294
20	DHS/PD	2,439	2,605	2,279	(166)	-6.4%	7,436	7,921	(485)	-6.1%	83	328	10	29
24	PS	14,698	14,914	13,524	(216)	-1.4%	52,180	54,370	(2,190)	-4.0%	405	1,304	106	369
30	CC/PS	57,347	63,423	52,195	(6,076)	-9.6%	209,850	227,970	(18,120)	-7.9%	2,299	8,738	480	2,027
32	PD/RM/TP/CC/PS	21,724	22,843	19,462	(1,119)	-4.9%	74,852	80,984	(6,132)	-7.6%	908	3,203	89	314
53	PD/IW	4,494	4,893	3,842	(399)	-8.2%	13,688	15,688	(2,000)	-12.7%	146	527	19	80
54	Indio/LQ/IW/PD	7,789	8,199	6,810	(410)	-5.0%	22,155	24,674	(2,519)	-10.2%	212	777	30	102
70	LQ/BD	15,975	17,145	14,243	(1,170)	-6.8%	49,460	55,691	(6,231)	-11.2%	562	1,883	24	89
80	Indio	12,403	13,892	11,903	(1,489)	-10.7%	39,878	46,023	(6,145)	-13.4%	247	976	140	454
81	Indio	9,466	8,669	8,422	797	9.2%	28,663	28,719	(56)	-0.2%	91	322	51	177
90	Coachella/Indio	9,958	13,885	9,540	(3,927)	-28.3%	37,392	49,703	(12,311)	-24.8%	151	707	72	288
91	I/Cch/Th/Mec/Oas	18,088	16,171	15,857	1,917	11.9%	61,513	56,377	5,136	9.1%	341	1,350	32	179
95	I/Cch/Th/Mec/NS	1,912	2,533	1,903	(621)	-24.5%	7,811	10,120	(2,309)	-22.8%	98	203	17	60
111	PS to Indio	121,816	124,825	109,746	(3,009)	-2.4%	436,748	456,908	(20,160)	-4.4%	4,290	17,524	701	2,717
220	PD to Riverside	1,438	1,177	1,190	261	22.2%	5,000	4,669	331	7.1%	34	133	12	49
Fixed Route Total		365,697	381,907	333,098	(16,210)	-4.2%	1,285,520	1,360,594	(75,074)	-5.5%	11,601	44,661	2,402	9,689
SolVan		1,217	-	1,222	1,217	0.0%	3,529	-	3,529	0.0%				
Demand Response														
SunDial		14,511	14,620	13,359	(109)	-0.7%	53,991	57,092	(3,101)	-5.4%				
System Total		381,425	396,527	347,679	(15,102)	-3.8%	1,343,040	1,417,686	(74,646)	-5.3%				
		Oct-17	Oct-16	Sep-17										
Weekdays:		22	21	20										
Saturdays:		4	5	5										
Sundays:		5	5	* 5										
Total Days:		31	31	30										

Please note:

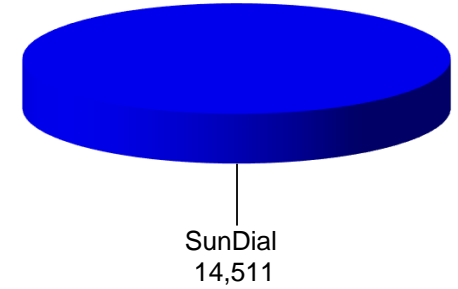
*Running the Saturday/Sunday service on September 4, 2017 Labor Day Holiday. Weekday and Sunday total days reflect the change.

SunLine Transit Agency Monthly Ridership Report October - 2017

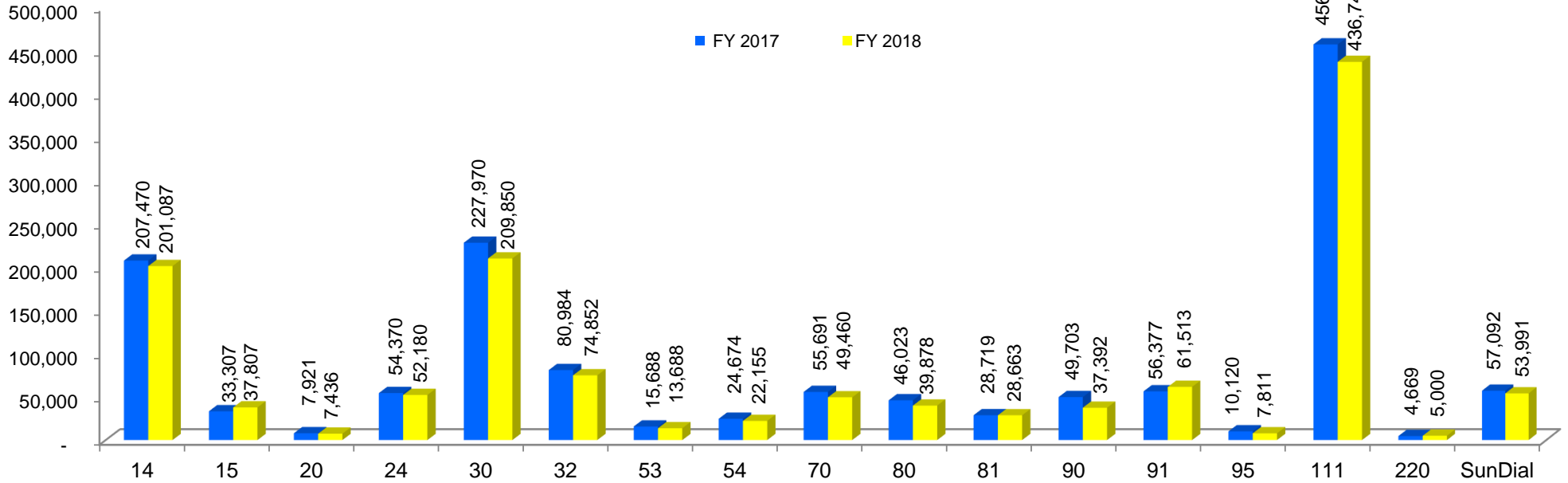
Fixed Route Ridership



Demand Response Ridership



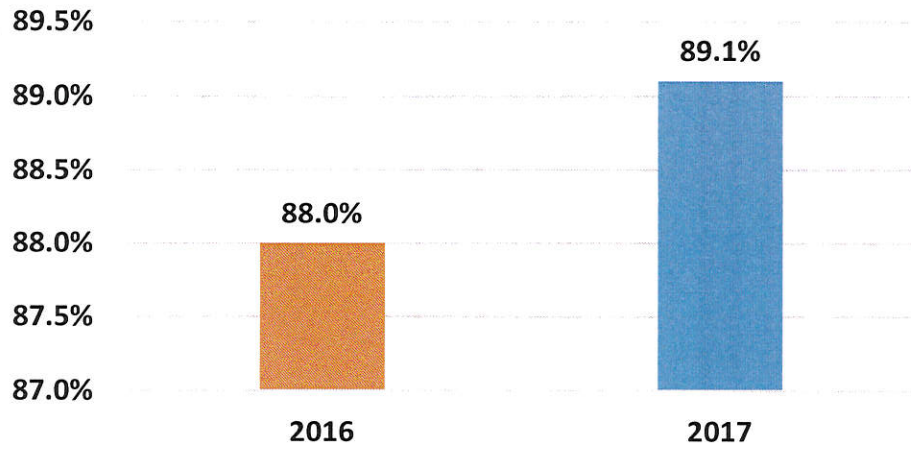
Year-to-Date System Ridership



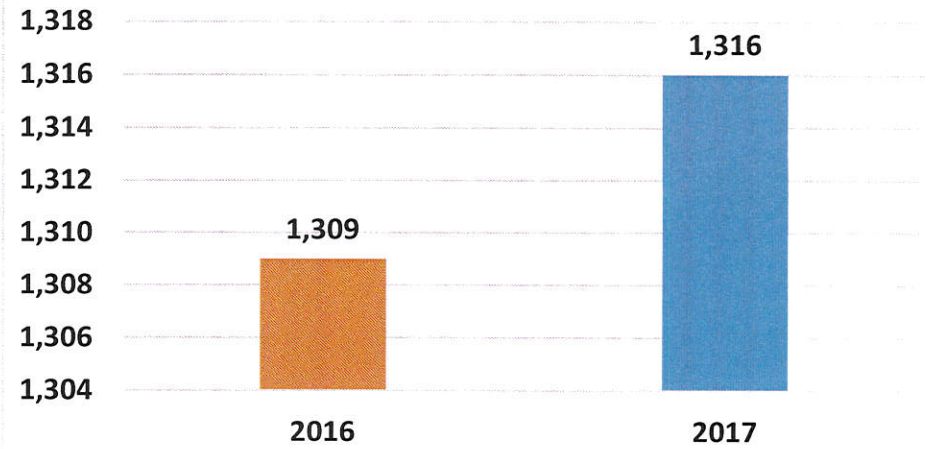
SunDial Operational Notes

OCTOBER 2016/2017

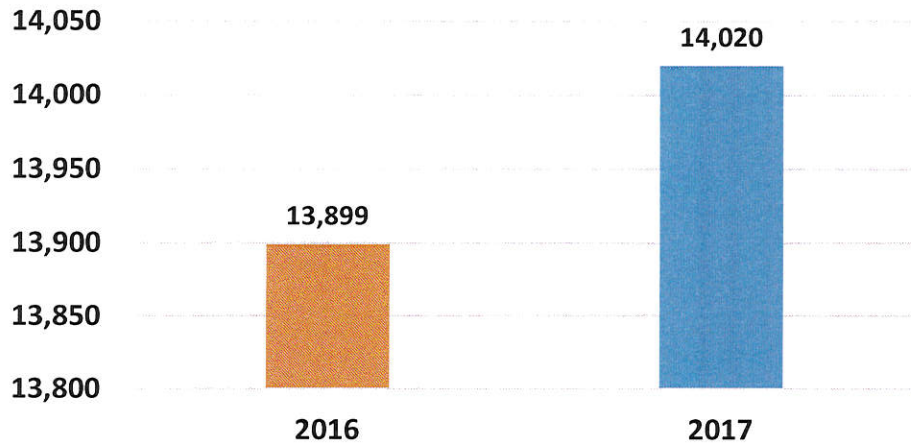
On-Time Performance



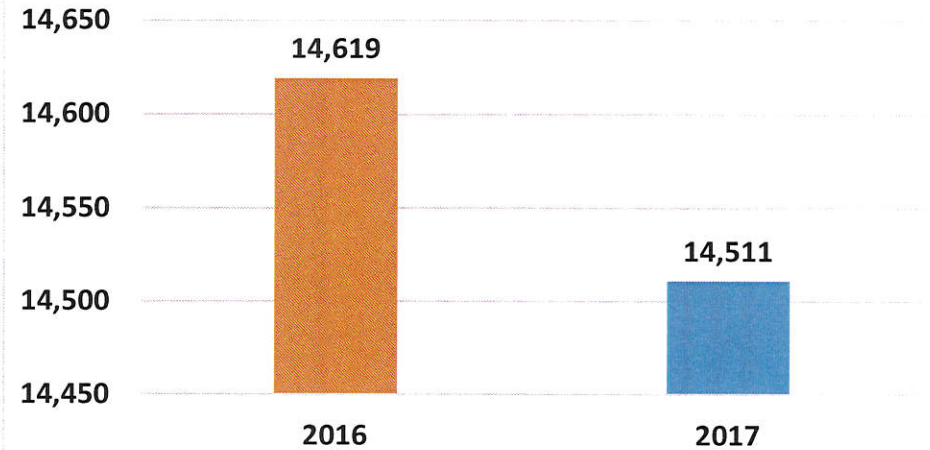
Late Trips



Total Trips



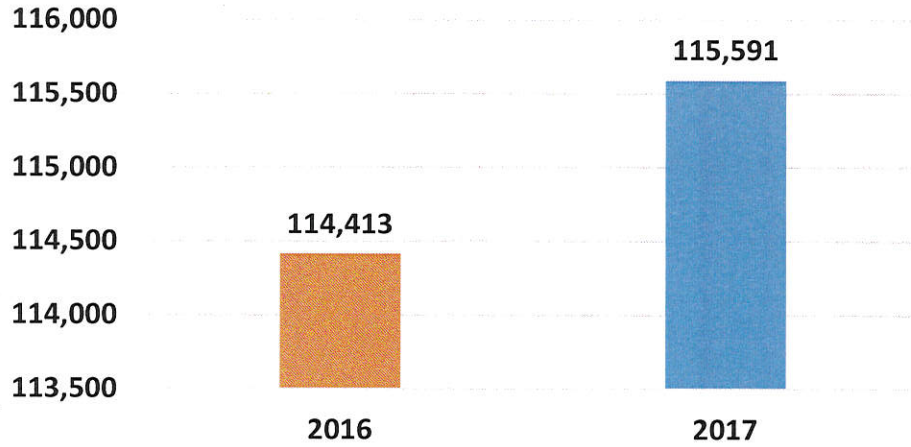
Total Passengers



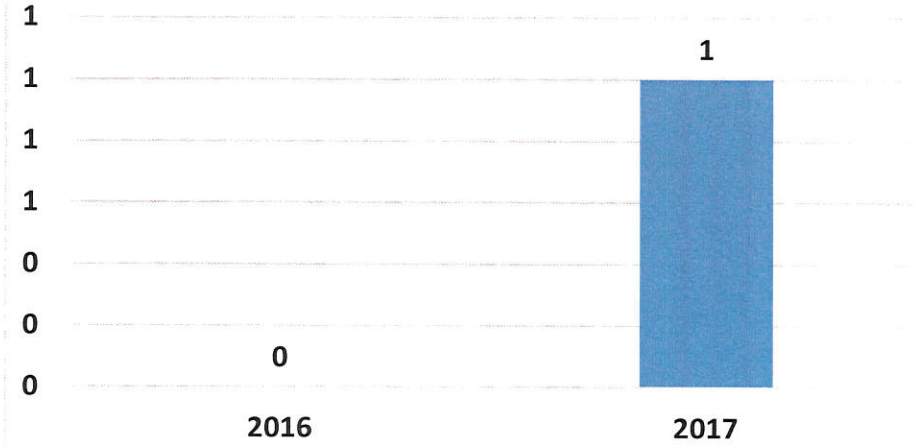
SunDial Operational Notes

OCTOBER 2016/2017

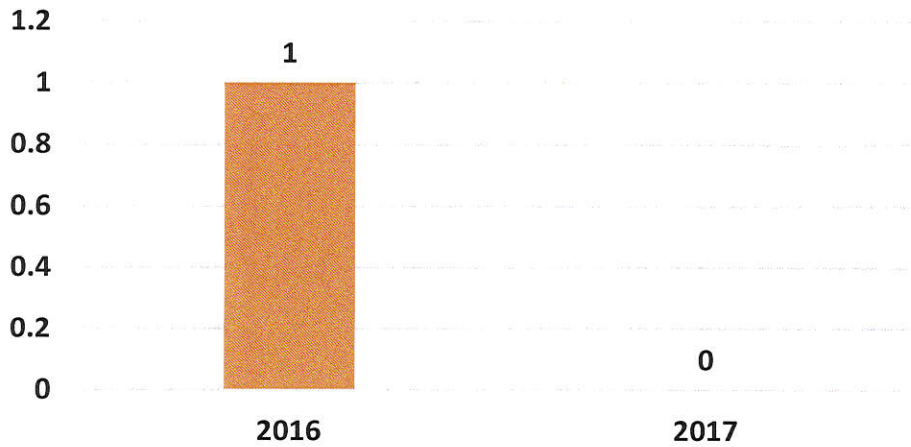
Total Miles



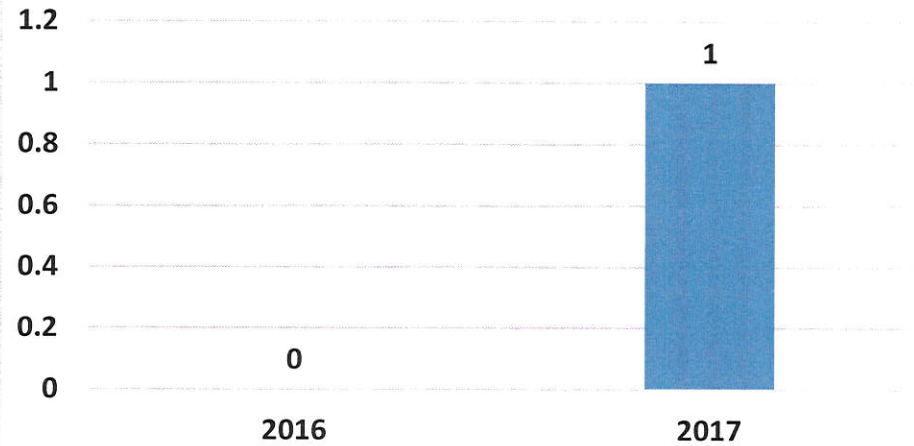
Preventable Accidents



Ride Alongs



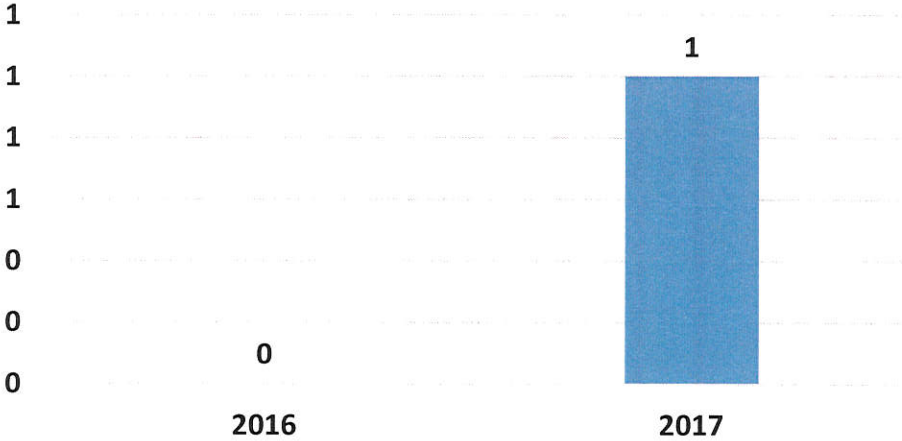
Onboard Inspections



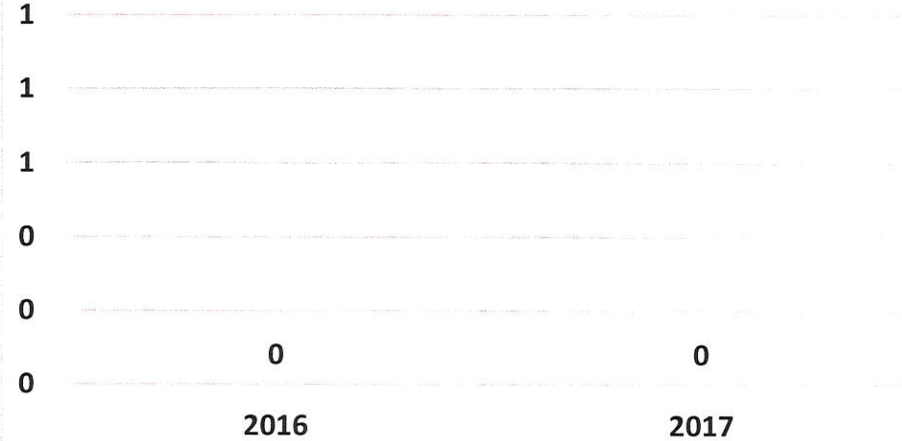
SunDial Operational Notes

OCTOBER 2016/2017

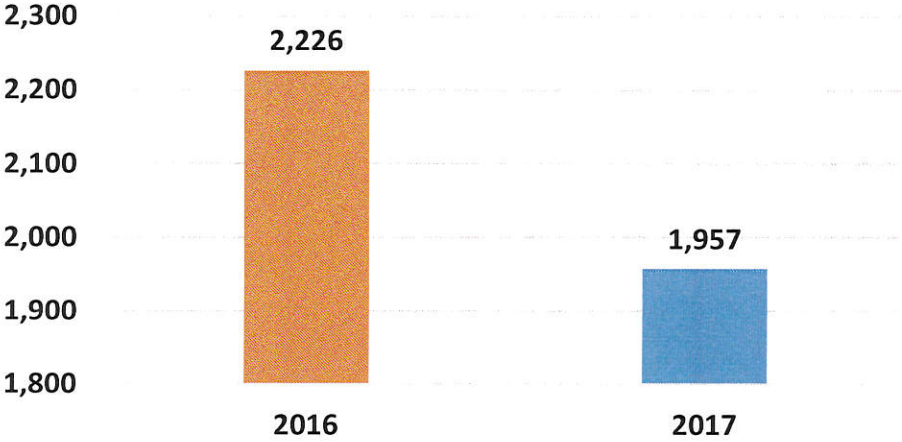
Safety Evaluations



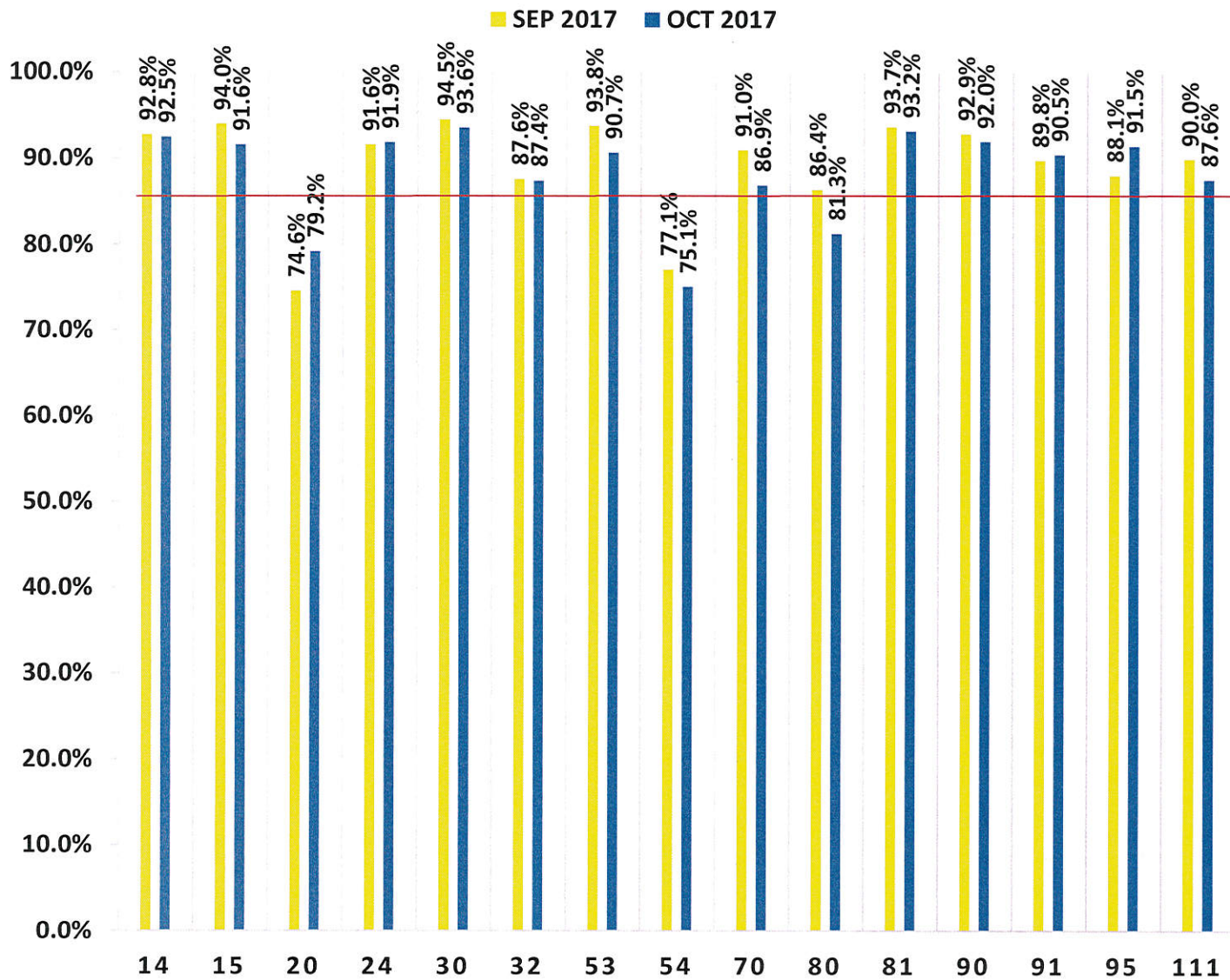
Trip Denials



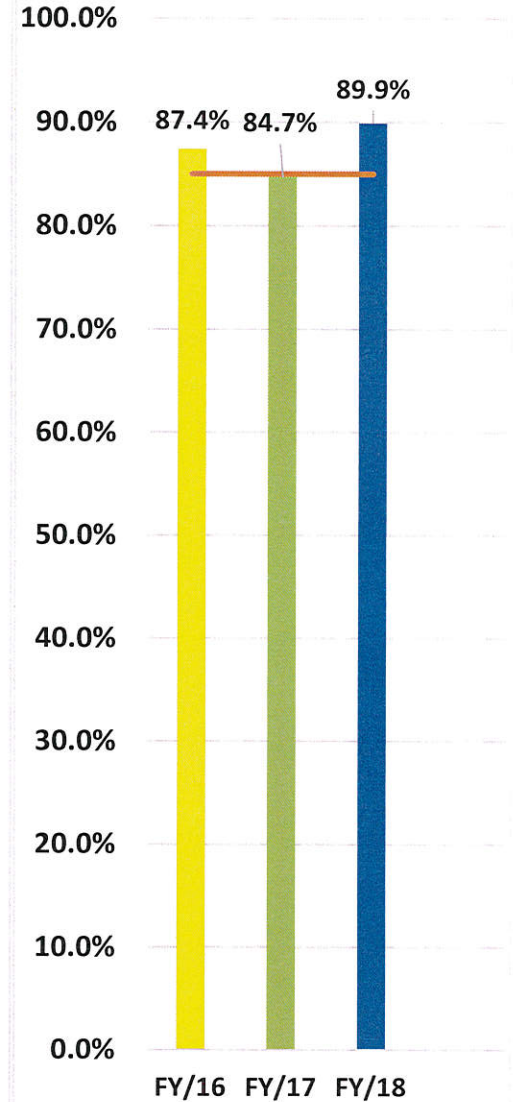
Mobility Device Boardings



ON TIME PERFORMANCE % BY LINE OCTOBER 2017



On Time Performance System Wide



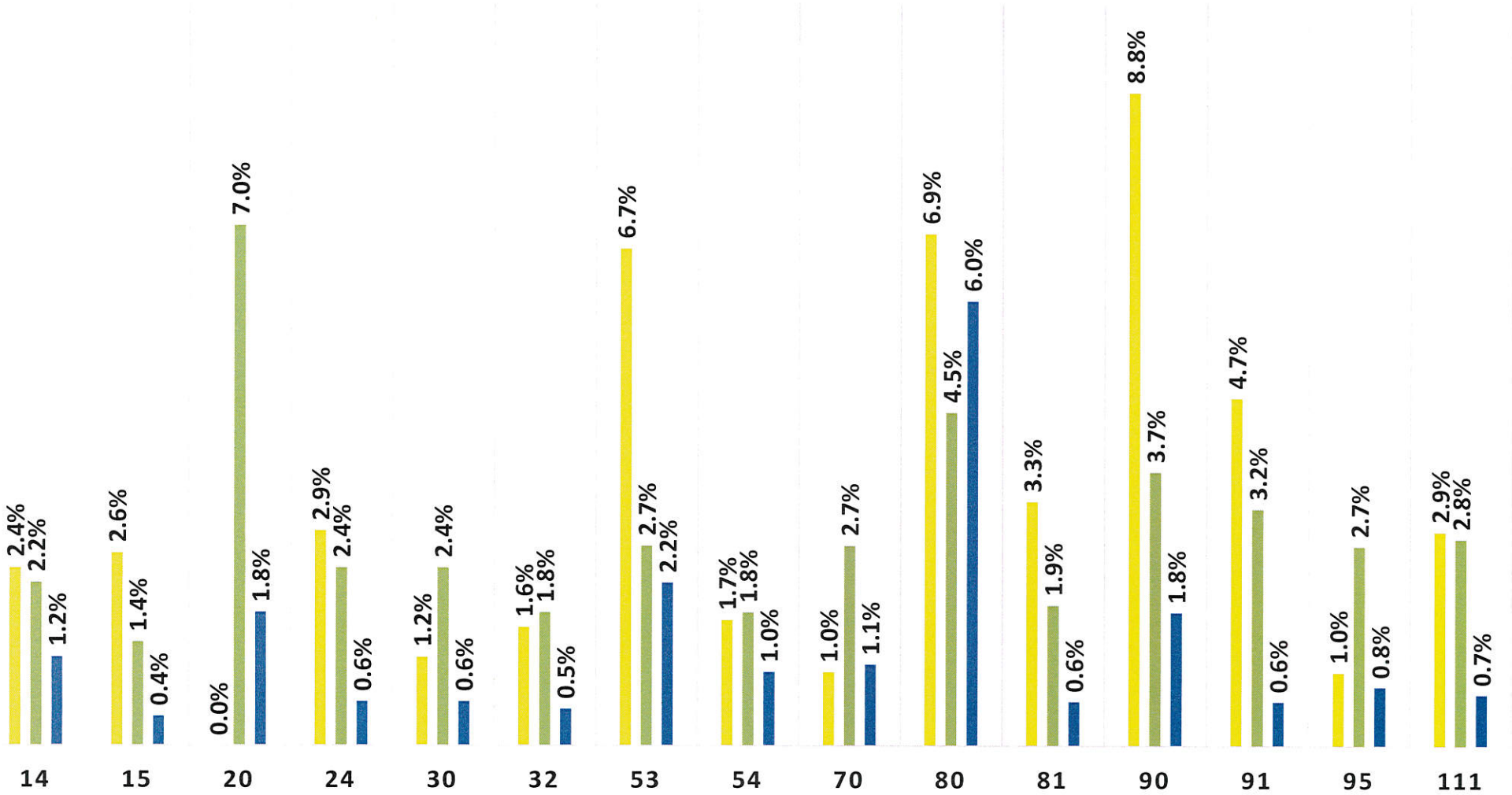
Definiton: "On Time" - when a trip departs a timepoint within range of zero minutes early to five minutes late.

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

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

EARLY DEPARTURES BY LINE OCTOBER

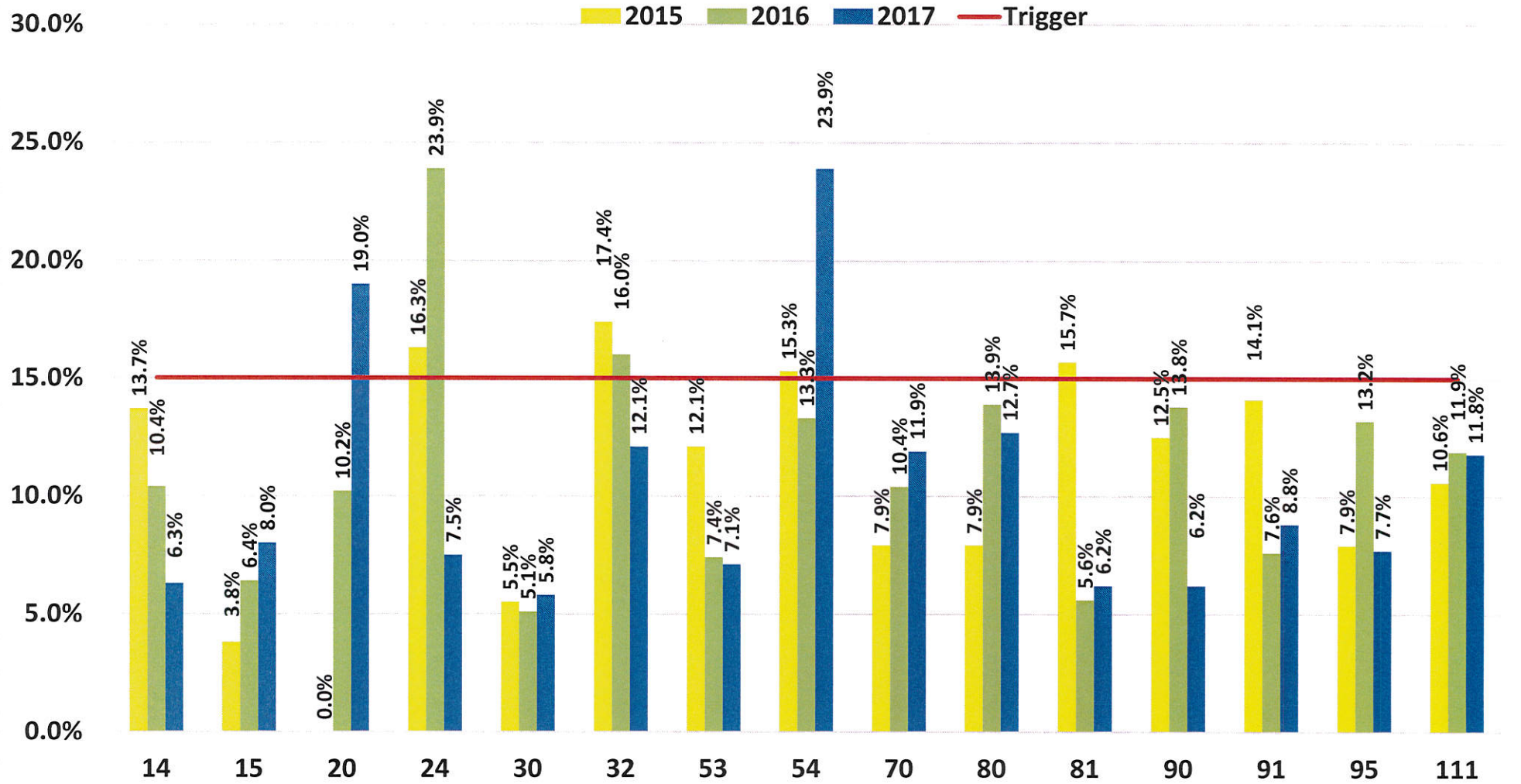
2015 2016 2017



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

Goal: To reduce early departures to 0%

LATE DEPARTURES BY LINE OCTOBER

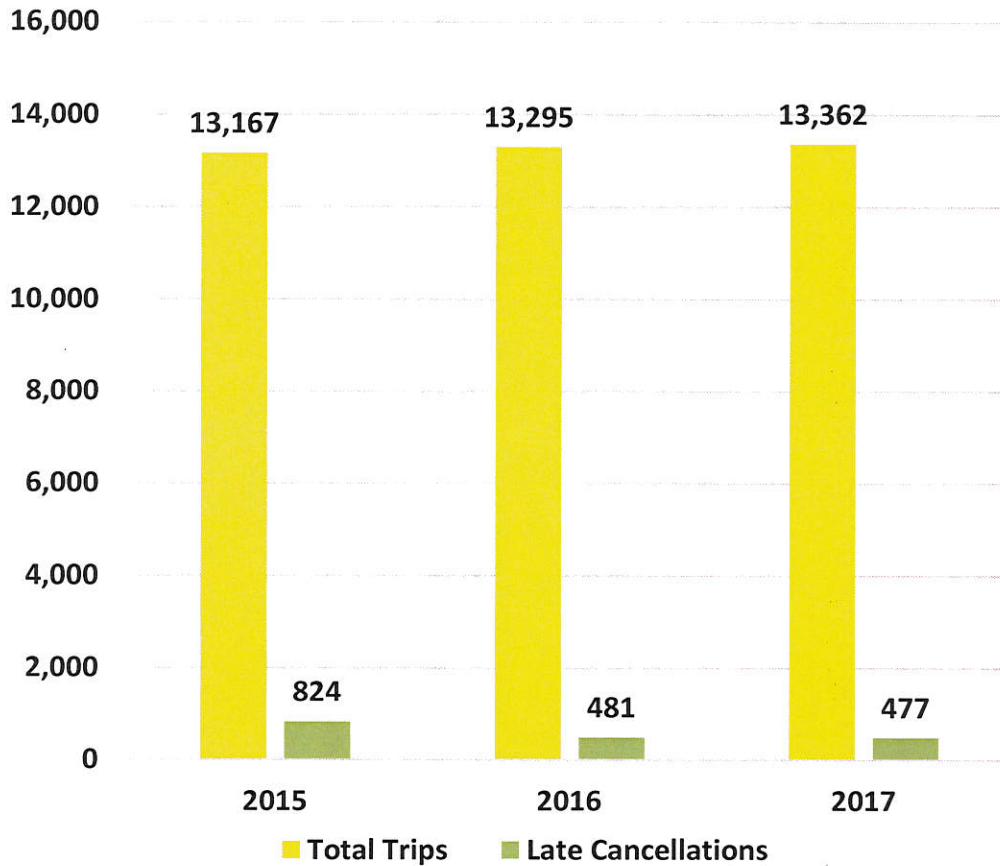


Definition: When a bus leaves a time point, behind the scheduled departure time.

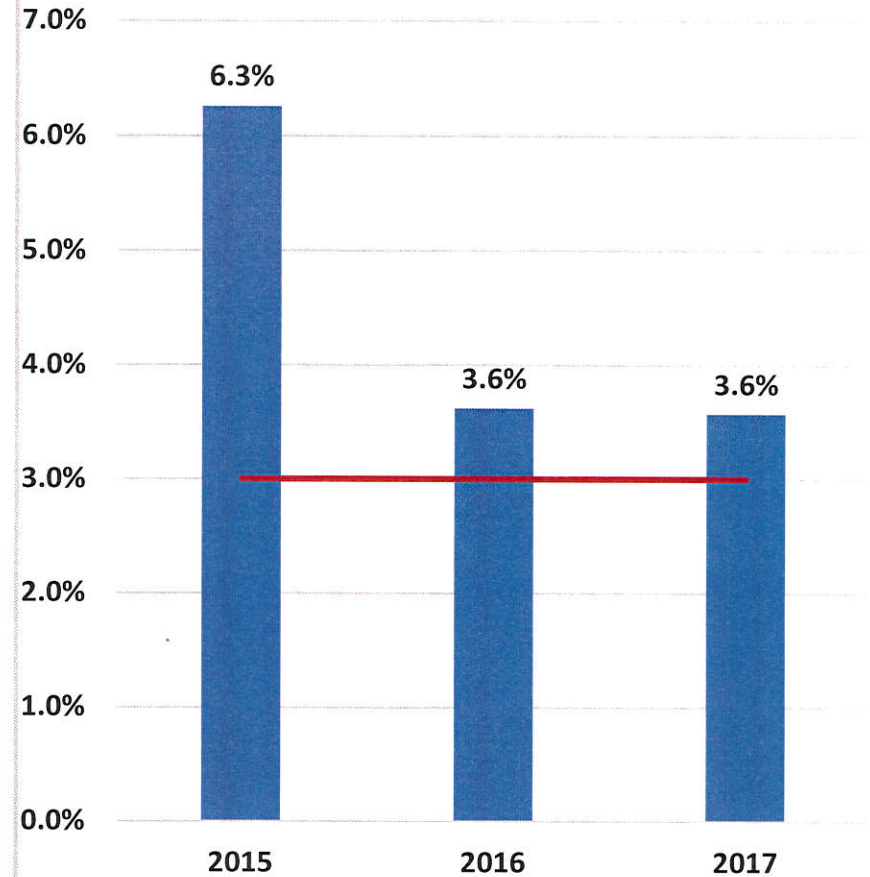
The line is running late with a departure greater than 5 minutes.

Goal: To reduce late departures to 15%

**TOTAL TRIPS VS LATE CANCELLATIONS
OCTOBER**



**LATE CANCELLATION PERCENTAGE
OCTOBER**



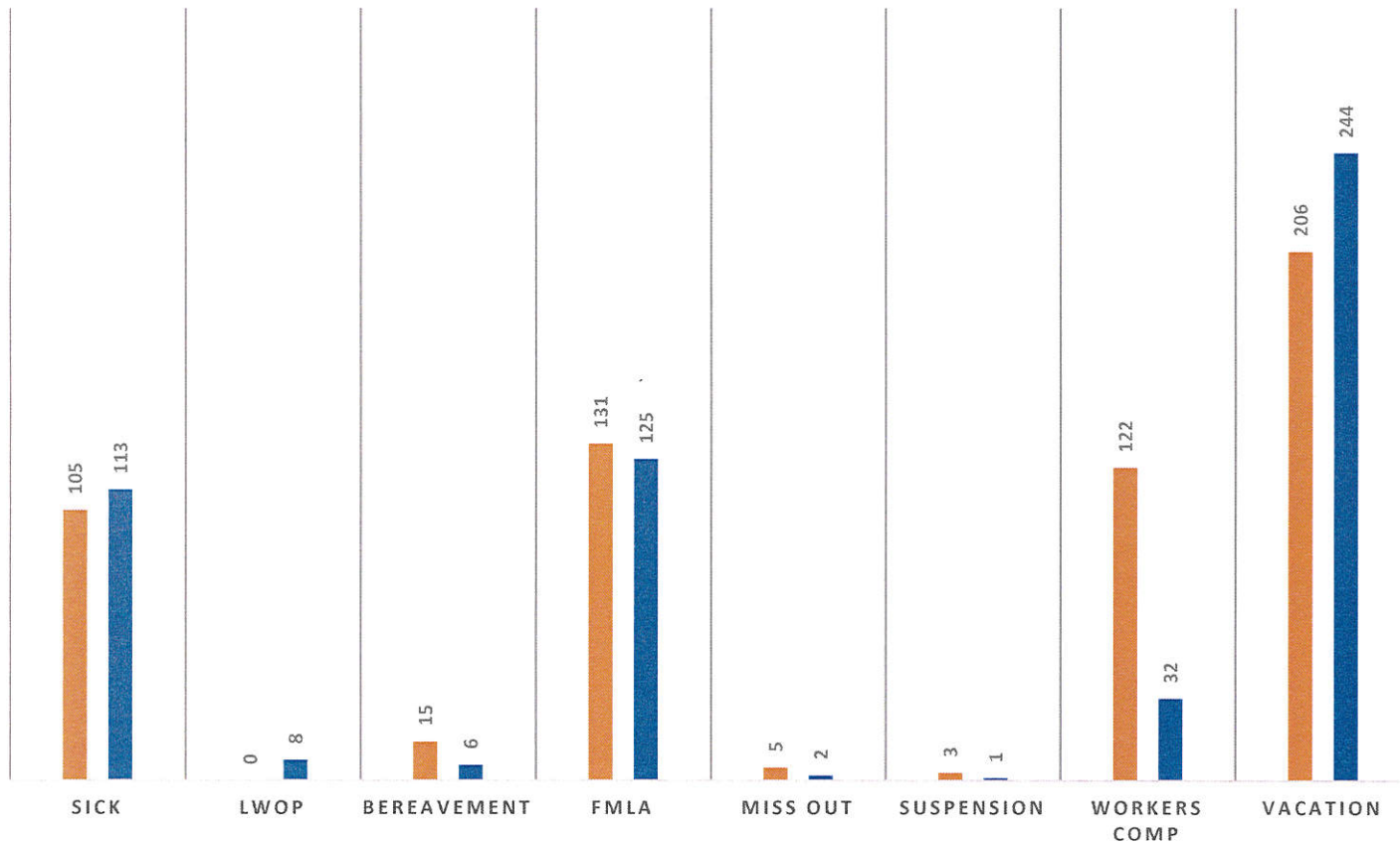
Trip: A one-way ride booked by the client. A round trip is counted as two trips.

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

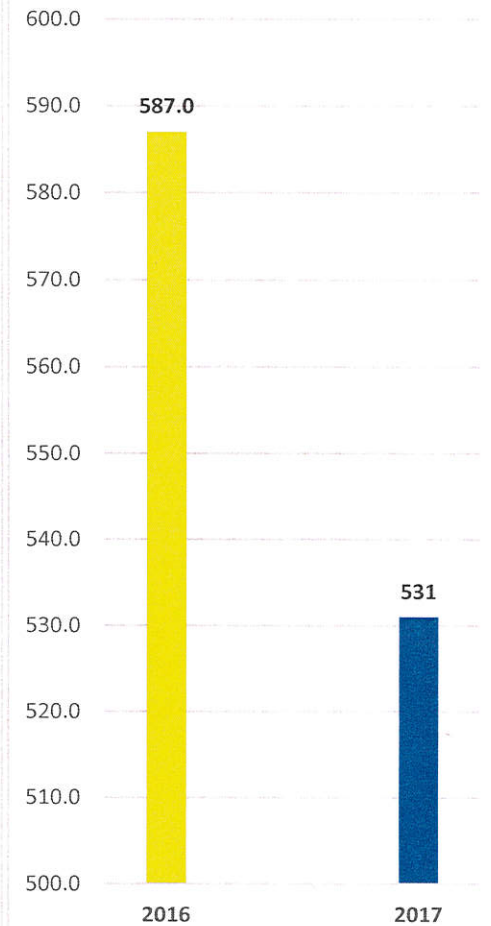
Goal for Late Cancellations: 3% or below.

DRIVER ABSENCE OCCURRENCES - YTD

■ Oct 2016 ■ Oct 2017



Occurrences - YTD



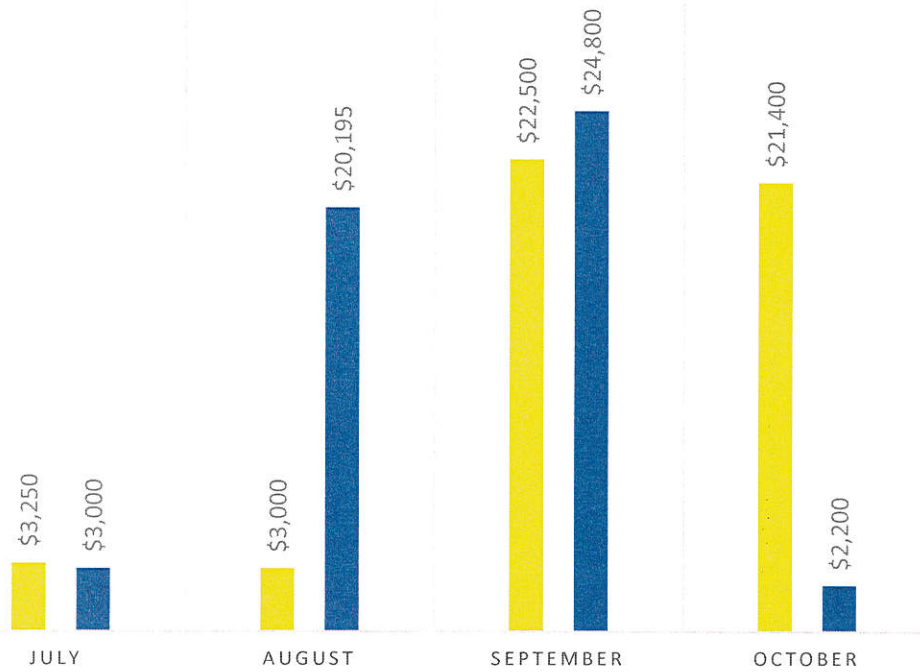
Goal: reduce by 2% - By enforcing attendance policy regularly and monitor trending -

Absences include scheduled & unscheduled for Fixed Route drivers.

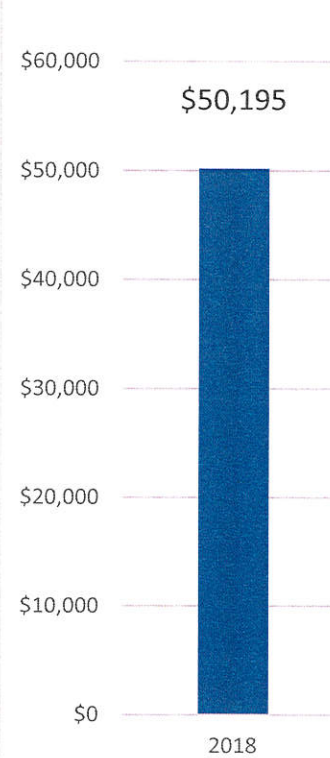
Vacation occurrences added as of September 2015 metric.

CONTRACTED ADVERTISING OCTOBER - YTD FY18

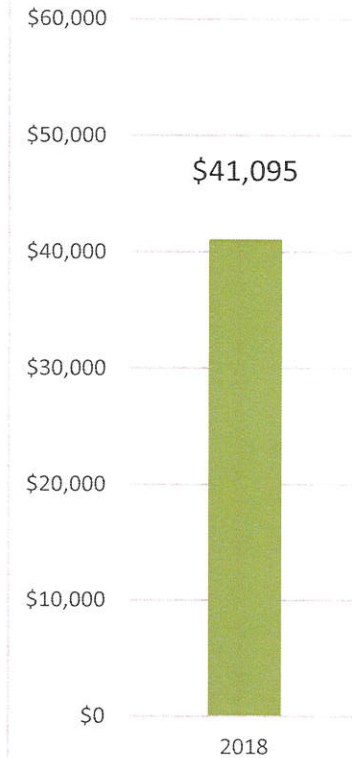
■ FY 17 ■ FY18



SIGNED CONTRACTS - YTD



TOTAL COLLECTED - YTD



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 .

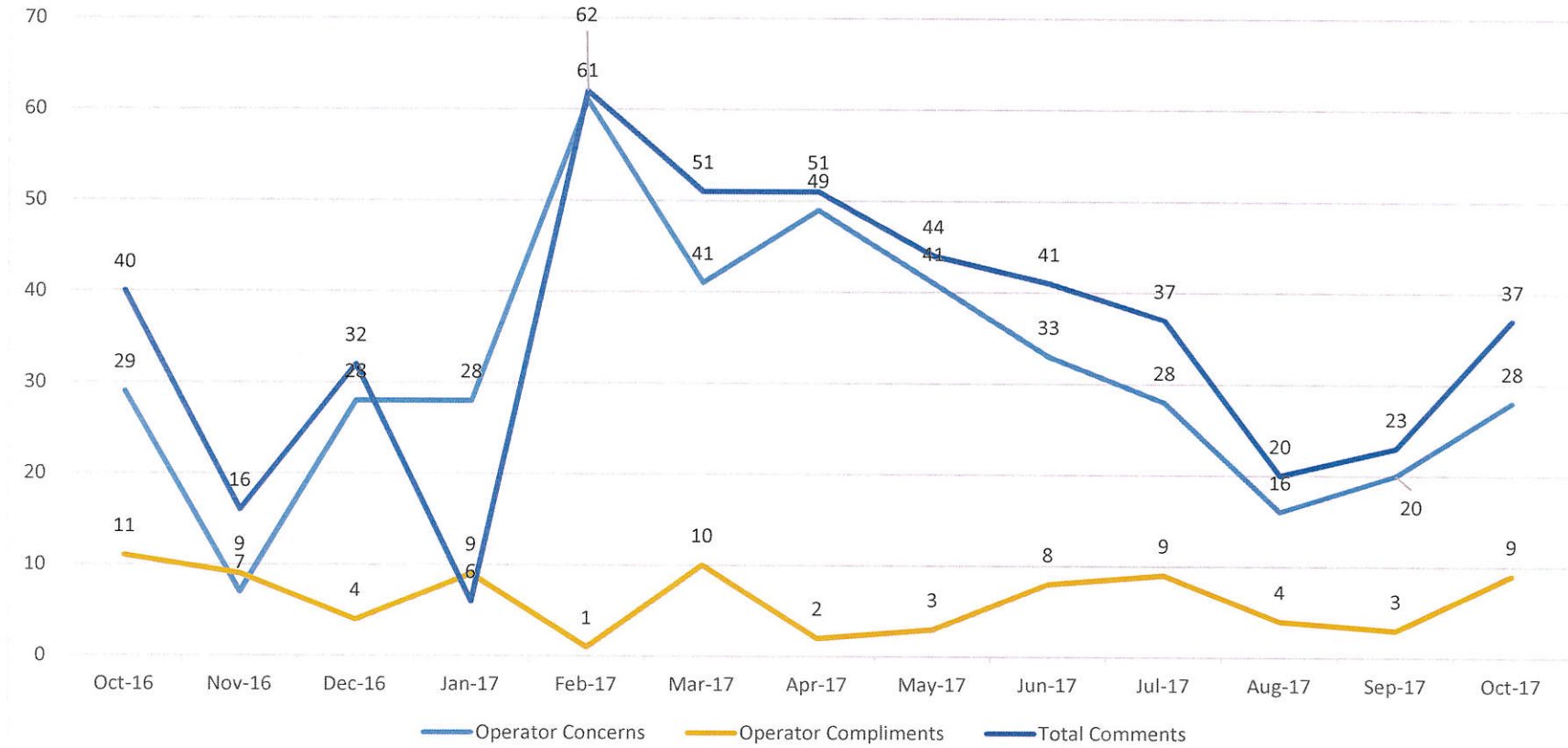
The goal is \$225,000 for FY 18

Fixed Route Customer Comments for October 2017



The 61 operator comments for October 2017 include 56 operator concerns and 5 operator compliments. From May 2017 we are experiencing a decline in concerns but with a slight rise this month. Rudeness and pass-bys were the higher concerns. Most concerns were deemed not valid by the Operations Department investigator.

PARATRANSIT CUSTOMER COMMENTS FOR OCTOBER 2017



The 37 Paratransit operator comments for October 2017 include 28 operator concerns and 9 operator compliments. Arrived late and rudeness were the higher concerns.

FY 17/18	Board Member Matrix Attendance													Total Meetings	Total Attended
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
Desert Hot Springs	X		X	X										10	3
Palm Desert	X		X	X										10	3
Palm Springs			X	X										10	2
Cathedral City	X		X	X										10	3
Rancho Mirage	X		X	X										10	3
Indian Wells	X		X	X										10	3
La Quinta	X		X	X										10	3
Indio	X		X	X										10	3
Coachella	X		X	X										10	3
County of Riverside	X		X	X										10	3

X - ATTENDED (Primary/Alternate)

DARK –

SunLine Transit Agency

DATE: December 6, 2017

INFORMATION

TO: Finance/Audit Committee
Board of Directors

FROM: Deputy Chief Financial Officer

RE: Management Letter Comments – Fiscal Year 2017 Audit

Background

In accordance with State and Federal requirements, SunLine completed its fiscal year 2017 audits which were presented at SunLine's October Board meeting. At the October meeting, the Agency's auditor's, Vasquez & Company, LLP, presented an unmodified opinion on SunLine's financial position. Additionally, the auditors did not identify any material misstatements or significant deficiencies. During the audit, a deficiency was identified in regards to a need for formal procedures on allowability of costs. Staff has submitted a corrective action plan to Vasquez for the completion of said procedure.

Along with any required disclosures in the Agency's financial or single audits, it is common for auditors to identify recommendations in a separate document for Management's reference. These recommendations are placed in the [Management Letter Comments \(MLC\) document](#). These deficiencies identify areas where management can strengthen internal controls and implement best practices, but do not constitute disclosure in the regular audit statements. As a result of the auditor's recommendations, staff has provided responses and developed actions to improve the specific areas in the comments.

Luis Garcia



Sunline Transit Agency
Letter of Comments to Management
Year Ended June 30, 2017

Sunline Transit Agency
Letter of Comments to Management
Year Ended June 30, 2017

**To the Board of Directors and Management
Sunline Transit Agency
Thousand Palms, California 92276**

In planning and performing our audit of the financial statements of SunLine Transit Agency (STA) as of and for the year ended June 30, 2017, in accordance with auditing standards generally accepted in the United States of America, we considered STA's internal control over financial reporting (internal control) as a basis for designing our auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of STA's internal control. Accordingly, we do not express an opinion on the effectiveness of STA's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weakness or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A deficiency in design exists when (a) a control necessary to meet the control objective is missing, or (b) an existing control is not properly designed so that, even if the control operates as designed, the control objective would not be met. A deficiency in operation exists when a properly designed control does not operate as designed or when the person performing the control does not possess the necessary authority or competence to perform the control effectively.

A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Following are descriptions of identified deficiencies in internal control that we determined did not constitute significant deficiencies or material weaknesses:



A. Financial Audit

1. Accounting Discipline

Comments

In the process of performing our audit, we encountered various instances where audit schedules and support provided by management did not reconcile with what was recorded in the general ledger. We also encountered errors in the preparation of schedules related to fixed assets and compensated absences. Management posted over 50 post-closing journal entries that resulted in an inefficient audit process.

Recommendation

We acknowledge that the system conversion process created an additional burden on the finance and accounting staff. STA should ensure that a review process is operating effectively especially during the yearend closing. We recommend that STA continues its efforts to improve its control structure by performing the following:

- Establishing effective review and reconciliation policies and procedures as a customary part of the accounting process. This would involve monthly reconciliations of all accounts, making various adjustments throughout the year that have typically been performed at yearend only, and performing more frequent reviews of the general ledger throughout the year.
- Developing a continuous training program. We recommend that STA evaluate the current accounting department structure with the understanding of the importance of having personnel who have appropriate level of experience and knowledge in their respective areas.
- Implementing controls to ensure financial statements are accurate and complete.
- Ensuring reconciliations are completed and reconciled to the accounting records on a timely basis.

STA's Response

As referenced in the auditor's comments, in FY 17 Finance staff worked for over one (1) year completing parallel entries into two systems while the Finance department transitioned into a new accounting software. This transition period required additional reviews and reconciliations for two financial statements. This parallel time frame ensured the accuracy of the data before transitioning into the new software. Along this time, staff had to learn and train new employees in two software systems while maintaining set goals and standards of accuracy required by the Agency.

The management team in finance reviews financial statements for accuracy on a monthly basis prior to issuance of statements. The preparation of the monthly financial statements includes reviews for reasonableness against historical transactions and budgeted estimates. Any questionable balances are reviewed individually and corrected, if necessary, prior to the issuance of statements. Additionally, key accounts are individually reconciled on a monthly basis to ensure accuracy of the data.

Staff agrees that written procedures on the entire review and reconciliation process would be beneficial to the department. Staff will write the reconciliation procedures necessary to ensure the accuracy of the data while taking into consideration the materiality of associated expenses. The reconciliation procedure will be included in the department's accounting manual.



2. Payroll Review

Comments

During our review and testing of internal control over payroll transactions, we noted the following:

- A periodic review and reconciliation of payroll and other benefit information is not operating as designed;
- STA made 81 payroll payments during the year, 25 out of the 81 payments were related to regular payroll and the remaining 56 were considered as special payroll payments. Special payroll payments were due to incorrect time sheet data, late paperwork, or input errors in the payroll system.

Recommendation

To ensure that payroll information and benefits are captured correctly in the payroll system, we recommend that someone independent of the payroll preparation review the payroll information and data in the payroll system and reconcile such information with records maintained by the Human Resources Department. We also recommend that balances of payroll related liabilities be reconciled monthly with supporting schedules.

Furthermore, there should be written documentation of the procedures for processing payroll, reviewing the reports to ensure accuracy, incorporating segregation of duties and responsibility of each department involved. Payroll policies should be incorporated into the accounting policies and procedures manual.

In addition, STA should improve controls over documentation, authorization, and reconciliation of time and attendance records.

STA's Response

SunLine's fifty-two (52) regular payroll cycles are scheduled at the beginning of every calendar year. Twenty six (26) of the payroll cycles are the result of SunLine's regular bi-weekly payroll periods. The remaining twenty six (26) payroll cycles are scheduled to make payments for employee benefits such as bargaining requirements as well as sick and vacation sell backs as outlined in the employee handbook and Memorandum of Understanding (MOU). Additionally, terminated employees must be paid at the time of termination (Labor Code Sections 201 and 227.3) while the employer is given up to 72 hours to make final payment for resignations (Labor Code Section 202). These requirements rarely line up with a regularly scheduled payroll cycle and must be paid as an additional payroll payment.

3. Disposal of Capital Assets

Comments

During our internal controls testing on capital assets, we noted that established procedures for disposal of capital assets were not consistently followed. The "Disposal Form" for asset record no. 3969 was not completed timely. The disposal form on file was prepared and signed on November 10, 2016. However, the asset was actually disposed on July 28, 2016. Nevertheless, management has already verbally approved of the disposal prior to auction/donation.

Recommendation

The disposal form should be completed and approved by the appropriate personnel prior to or at the time of disposal.

STA's Response

Staff will ensure that the disposal form is completed in a timely manner for all future disposals.



B. Information Technology General Controls

1. Alignment of IT Strategy with Overall Business Plan

Comments

Although STA has an IT Strategic Plan in place, their current plan is not aligned with the overall business plan for the organization. Alignment of the two plans is essential for an IT organization to ensure that its information resources will support established business goals and objectives. A strategic plan should be reliant of an overall business plan, and be the basis for which its project Management direction is operating towards.

Risk

By not aligning the IT Strategic Plan with the overall business plan, STA faces the risk of inadequate project planning, limited personnel resources, and incorrect determination of required future resources and IT requirements. This can lead to the organizational culture becoming reactive to the needs of the organization as opposed to being strategic.

Recommendation

We highly recommend that STA's IT department continues to work with all other departments to develop an IT Strategic Plan that aligns with the overall business plan. A comprehensive IT strategic analysis should be performed to assist in the evaluation of the current IT function, as well as the future information/system needs. The future IT objectives should be linked to the overall business strategic plan taking into account the industry, stakeholder and regional forces shaping STA's business and operations. Management should ensure that the IT Strategic Plan is updated continuously to ensure that any enabling technologies that may provide a strategic advantage are considered for usage within the organization.

STA's Response

Starting 2011 the IT Department's strategic plan was to bring technology resources to an enterprise level of performance. IT reviews its strategic plan annually to make sure that it aligns with known projects and initiatives.

Utilizing the recommendation of the Auditors, the IT Department will adjust its process for strategic planning by increased communication with senior management to make sure that its plan aligns with the Agency's long term goals. Steps for implementation:

- a. The IT Department meets with the Projects team on a monthly basis to present the department's progress on IT managed projects. IT will add a discussion to the meeting with the projects team on how it can support the other departmental projects. IT will attend development meetings for current and future projects. For example, IT has participated in the development of the New CNG station and the New Operations building to understand and support the technology needs of these projects.
- b. The IT Department will conduct semi-annual goals re-cap with the Deputy Chief Administration Officer to ensure that IT's planning goals align with the Agency's direction.
- c. The IT Department will attend Agency strategy sessions to give input and to receive information on Agency long term goals. IT will participate in the development of the SRTP (Short Range Transit Plan) and the LRTP (Long Range Transit Plan).



1. Alignment of IT Strategy with Overall Business Plan (Continued)

- d. The IT Department will re-assess the current IT Strategic Plan and modify the plan for increased alignment with the Agency's long term goals. The updated IT Strategic Plan will be submitted to the Agency Executive team for review and advice. Initial reassessment of the current IT Strategic will be submitted to the Executive team by January 19,2018

2. Business Contingency and Disaster Recovery Planning

Comments

During our review, we identified that neither a Business Contingency Plan nor a Disaster Recovery Plan had been formally documented. However, an outline of the plan has been started but needs to be completed.

Risk

A lack of an organization-wide business contingency planning may hinder SunLine's ability to recover its operations during a disaster. Delays in its ability to recover its operations could have a significant impact on its operational performance and results.

Recommendation

To ensure prompt and proper reaction to service disruptions, we recommend that Management document an organization-wide Business Contingency Plan and Disaster Recovery Plan. The plan should be detailed and well organized to reflect the chosen strategies and activities for business resumption. The Business Contingency Plan and Disaster Recovery Plan should address and/or include the following areas:

- Identification of key business processes internally and externally,
- Identification and evaluation of both interim and long term recovery strategies,
- Identification and documentation of recovery teams and personnel,
- Identification and development of resource requirements including supplies and equipment,
- Identification and documentation of business recovery procedures including those related to IT and telecommunications,
- Recovery procedures training,
- Plan testing and maintenance,
- Identification of critical business forms and supplies, and
- Detailed backup restoration procedures for all key systems.

STA's Response

The IT Department has been working on formal written Disaster Response (DR)/Continuity of Operations Plan (COOP) for the Agency. It is scheduled to be completed and delivered to the Executive team by January 8, 2018. The IT DR/COOP plan is a high priority for the IT Department. As part of the plans' development the IT participates on the Agency's Emergency Preparedness Committee. This participation allows the coordination of the Agency's overall DR/COOP plan and the IT DR/COOP plan.



3. Enterprise Information Technology (IT) Risk Management Process

Comments

Although SunLine has a number of very good internal system controls in place, Management should consider implementing an enterprise-wide IT risk Management process for further understanding of its internal technology control structure and potential control weaknesses. A thorough IT risk Management process allows Management to understand the many forms of technology risks it faces and to create an effective plan of action for controlling those risks, and facilitates the governance of IT by providing the tools and documentation necessary that control.

Risk

By not having an IT risk Management process in place, IT risks and business risks are managed independently, with the impact of IT risk on the business being undetected. Significant risks are not given appropriate attention from an operational standpoint.

Recommendation

Management should implement an integrated approach to information technology risk Management that provides for the identification, measurement, monitoring and controlling of technology-related risks throughout SunLine, and that will be treated as an essential Management function of the organization. With an IT risk Management process in place, Management will have a framework by which to better understand its controls related not just to security, but also to areas such as business continuity, application controls such as data integrity, process-based controls, physical and environmental controls, systems development and change management, staffing, vendor Management, project Management, data backup and restoration, and strategic planning. The goal of effective risk Management is to ensure that each risk is identified, documented, prioritized, and mitigated whenever possible. This allows Management to know when a risk will occur and the impact it will have on the organization.

STA's Response

During the development of the IT DR/COOP plan and recent interruption events the IT team has started to identify technology risks to the Agency. An After Action Report on a recent event lists 12 planned actions for risk remediation. The risks identified in the After Action Report will be used as part of the risk assessment for Agency Technology Resources. The development of the Technology Risk Management Process will be developed concurrently with the DR/COOP plan and be delivered to the Executive team at the same time.



4. Information Security Management

Comments

In review of the organizational structure at SunLine, we noted that due to the size of the Information Technology team, certain integral internal controls mechanisms are unable to be fulfilled. These include the following:

- The Information Security function is unable to be independent from IT operations due to the size of the IT department. Per best practice, proper segregation of duties is a key aspect of a well-managed IT function because it holds IT personnel accountable from an information security policy and procedure standpoint.
- A formal mechanism for reporting of security violations in the IT environment has been initiated. However, review of audit logs are consuming too much of IT's time given the amount of individuals within the IT team and other tasks that need to be performed.

Risk

There are inherent segregation risks when an information security function is combined with an IT operations function. This type of organizational structure does not allow for clear objectivity that will create confidence within the user communities that security related tasks are objective and free of bias. This creates an environment that lacks the independence needed to properly carry out a risk management oversight function. It is very easy for an IT operations function to bypass security related controls in this type of organizational structure. This can lead to an improper amount of time and resources to review key security events and other actions that appear on the various types of audit logs throughout the IT infrastructure. Currently, SunLine operates with the risk of either not identifying unauthorized activity within the IT and operational process environment or foregoing other necessary operational tasks. There is a high probability that SunLine would not be aware of unauthorized access to technology and data resources, if it were to occur.

Recommendation

We understand that having an independent security function is very difficult when the organizational structure cannot support such a capability from a resource perspective, especially when IT operations personnel are also responsible for IT security. The same organizational issue impacts a robust change control function, and the ability to consistently review security and other audit logs from different IT infrastructure components (i.e., servers, firewalls, applications). A viable solution would be to implement procedures to ensure IT security tasks are performed independently of IT related projects within the IT organization. This would include the review of security related events through the audit logging capability. Although we understand that enabling the audit logging feature within the IT environment can provide processing overhead, we recommend that Management determine an acceptable framework for logging and follow-up of security-related events. As a start, a risk-based approach can be considered where only those IT assets identified as high-risk have security event logging capabilities enabled. Processing overhead can be kept to a minimum if file-level activity logging is minimized to only important files and directories. Ideally, Management could develop an event correlation and anomaly detection capability to identify activity that is not normal to the IT environment, and be able to efficiently analyze and assess for potential threats. This capability is needed to quickly plan and provide for the countermeasures necessary to stop such activity.



4. Information Security Management (Continued)

STA's Response

Currently, Information Security Management is managed by exception through review of various systems reporting tools. The IT Department does maintain a Syslog server that is mainly focused on performance data for network infrastructure. The IT Department is currently evaluating software/hardware solutions that could provide a unified and highly secure store of technology security information.

The IT Department just completed a trial and review of a DarkTrace appliance. This device sits on the backbone of the network and learns normal network operations. After it establishes a baseline for activity, it will start reporting on anomalies. During the trial we received reports on network changes, unusual data transfers, and failed authentication attempts.

Currently, enterprise programs such as Tyler Incode, Trapeze, and AVAIL keep audit logs on transactional activities in their system. Until an effective utility can be put in place, the IT Department will work with vendors to find methodologies for identifying and reporting on security threats.

* * * * *

This communication is intended solely for the information and use of the management and members of the Board of Directors of the SunLine Transit Agency and others within the entity, and is not intended to be and should not be used by anyone other than these specified parties.

Los Angeles, California
October 19, 2017



www.vasquezcpa.com

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SunLine Transit Agency

DATE: December 6, 2017

INFORMATION

TO: Finance/Audit Committee
Board of Directors

FROM: Chief Operations Officer

RE: CNG Project Acquisition

Background

On November 3, 2014 staff released a solicitation for preliminary engineering work on the replacement of the SunLine CNG Fueling Station at Thousand Palms. This fueling station was approved by the SunLine Board for the Design/Build project delivery method on December 4, 2013. Fuel Solutions was selected as the engineering firm to provide the preliminary engineering work and a contract was executed on February 13, 2015.

SunLine added additional scope to the Fuel Solutions Contract to include the requirement for new specialty equipment. This new scope was added in order to move people from trailers that have exceeded their useful life and modernize facilities necessary for servicing SunLine's vehicles.

It was suggested by Fuel Solutions that SunLine could save meaningful dollars by purchasing the equipment separately from the civil construction work. This is a departure from the traditional design/build methodology where the equipment and construction work are combined. Staff decided to pursue these savings by separating the construction work from the equipment purchase. Fuel Solutions represented that they knew of at least 3 suppliers that could meet SunLine's equipment needs.

This effort has proven more difficult than it appeared. The first attempt at procuring the equipment resulted in a recommendation for award that was questioned by one of the unsuccessful bidders. The issues raised related to the clarity of the specifications. After a review of the issues raised regarding the transaction, Staff decided to reject all bids and request that Fuel Solutions reduce some of the apparent ambiguity in their equipment specifications.

On July 21, 2017 Staff released a second solicitation for the equipment purchase. Guidance was provided to Fuel Solutions to streamline the specifications and to eliminate some of the ambiguity noted by the bidders and internal SunLine Staff. Bids were received and a Notice of Intent to award was issued to CMD, one of the bidders. On September 18, 2017 a Protest was received from ANGI, alleging that the lower bidders did not meet the specification requirements.

After seeking the advice of Counsel, Staff decided again to reject all bids and resolicit. Staff also decided to seek the guidance of its construction management firm and to agree to a mutual termination with Fuel Solutions as their work did not produce the desired results. The preliminary engineering work produced by Fuel Solutions is still planned to serve as a technical baseline for completing the project, so this was not completely wasted effort. However, the bid

specifications will be reviewed for clarity by Psomas, the Construction Management Firm hired by SunLine for this project.

Staff has also decided to modify its acquisition strategy to reduce the possibility that a third solicitation will not produce the desired result. Staff will hold a pre-bid conference to ensure that all bidders fully understand the bid requirements as well as allowing them to comment on the bid specifications.

The fueling station construction addresses both the public and private fueling needs of SunLine as its existing station has reached the end of its useful life.

Tommy Edwards

SunLine Transit Agency

DATE: December 06, 2017 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Public Outreach Specialist

RE: College of the Desert Barter Deal

Recommended Action

Staff recommends that the Board of Directors grant authority to the CEO/General Manager to negotiate and execute a barter contract with College of the Desert to provide bus wrap advertising services in exchange for educational training for SunLine staff not-to-exceed the value of \$62,400.

Background

SunLine currently has inventory of buses available for advertising. SunLine is choosing to provide two bus wraps for a one-year period with an option year 2 in exchange for educational training as part of the SunLine University Program.

If the value of the classes are less than the advertising, College of the Desert will pay the difference.

This contract is part of ongoing efforts to enhance employee knowledge and skills through employee development.

Financial Impact

SunLine will cover \$3,000 in production and installation fees. This amount will be expensed from SunLine's existing operating budget.

Norma Stevens

SunLine Transit Agency

DATE: December 6, 2017 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Transit Planning Manager

RE: Contracts for Advertising, Installation and Maintenance Related to Bus Shelters

Recommended Action

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute 5-year revenue sharing contracts with the cities of Cathedral City, Indio, and Palm Springs for Advertising, Installation and Maintenance related to bus shelters.

Background

In 2007 and 2009, the Board approved contracts between SunLine and the cities of Cathedral City, Indio and Palm Springs that outline the procedures for the installation, maintenance, and repair of SunLine's bus shelters. At this time, the original agreements with these jurisdictions have reached their expiration date.

Financial Impact

SunLine shall pay each City the sum of \$25 per month, per paid panel, generated from advertising revenue which has been budgeted in the FY 2017/18 operating budget.

Anita M. Petke

SunLine Transit Agency

DATE: December 6, 2017 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Chief Performance Officer

RE: Environmental Determinations Center of Excellence

Recommendation

Recommend that the Board of Directors authorize staff to file the required California Environmental Quality Act (CEQA) Exemption with the County of Riverside for the SunLine Center of Excellence Training and Maintenance Facility.

Background

SunLine won a competitive grant to construct a maintenance and training facility focused on zero emissions technology from the Federal Transit Administration under its Low or No-Emissions Vehicle Bus Program. SunLine plans to construct this facility just north of the Administration Building in Thousand Palms.

CEQA Guideline 15303 exempts the “construction and location of limited numbers of new, small facilities or structures.”

The exemption applies to up to four such commercial buildings not exceeding 10,000 square feet in floor area on sites zoned for such use, if not involving the use of significant amounts of hazardous substances where all necessary public services and facilities are available and the surrounding area is not environmentally sensitive.

The SunLine Center of Excellence facility is planned to be between 4,000 and 5,000 square feet. SunLine Staff will file the necessary paperwork with the County of Riverside as required under CEQA Guidelines.

This project will also be exempt under the National Environmental Policy Act because it is less than \$5,000,000.

Financial Impact

Funds for this effort will be from Capital Project Funds allocated for this purpose. SunLine has \$1,500,000 for the in federal funds that will be utilized on this project with approximately \$168,000 in local match.

SunLine Transit Agency

DATE: December 6, 2017 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Chief Performance Consultant

RE: [Resolution No. 0766 for Affordable Housing and Sustainable Communities](#)

Recommendation

Recommend that the Board of Directors approve the attached resolution authorizing the CEO/General Manager to request funding from the Affordable Housing and Sustainable Communities Program (AHSC).

Background

SunLine is working with the City of Coachella to increase transit infrastructure and amenities while supporting the developmental needs of the City. SunLine will construct, on property provided by the City, facilities that will improve its customer experience while producing needed infrastructure investments in the East Valley.

Financial Impact

SunLine will apply for approximately \$1,801,000 of funds as a part of its grant application. If awarded, SunLine will add these amounts to its operating and capital budgets as appropriate.

Rudy Le Flore

SUNLINE TRANSIT AGENCY

RESOLUTION NO. 0766

**RESOLUTION OF THE BOARD OF
DIRECTORS OF SUNLINE TRANSIT AGENCY
AUTHORIZING APPLICATION FOR THE
AFFORDABLE HOUSING AND
SUSTAINABLE COMMUNITIES PROGRAM**

WHEREAS:

A. The State of California, the Strategic Growth Council (SGC) and the Department of Housing and Community Development (Department) has issued a Notice of Funding Availability dated October 2, 2017 (NOFA), under the Affordable Housing and Sustainable Communities (AHSC) Program established under Division 44, Part 1 of the Public Resources Code commencing with Section 75200.

B. SunLine Transit Agency (Co-Applicant) desires to apply for AHSC Program funds and submit applicable documents, to Chelsea Investments (Applicant) pertaining to the Application Package released by the Department for the AHSC Program.

C. The SGC is authorized to approve funding allocations for the AHSC Program, subject to the terms and conditions of the NOFA, Program Guidelines, Application Package, and Standard Agreement. The Department is authorized to administer the approved funding allocations of the AHSC Program.

THEREFORE, IT IS RESOLVED THAT:

1. Applicant is hereby authorized and directed to apply for and submit to the Department the AHSC Program Application as detailed in the NOFA dated October 2, 2017, for Round 3 in a total amount not to exceed \$16,000,000 of which no more than \$13,000,000.00 is requested as a loan for an Affordable Housing Development (AHD) ("AHSC Loan") and no more than \$3,000,000.00 is requested for a grant for Housing-Related Infrastructure (HRI), Sustainable Transportation Infrastructure (STI), Transit-Related Amenities (TRA) or Program (PGM) activities ("AHSC Grant") as defined the AHSC Program Guidelines adopted by SGC on July 17, 2017 errata August 14, 2017. If the application is approved, the Applicant is hereby authorized and directed to enter into, execute, and deliver a State of California Standard Agreement (Standard Agreement) in a total amount not to exceed \$16,000,000.00 (no more than \$13,000,000.00 for the AHSC Loan and no more than \$3,000,000.00 for the AHSC Grant), and any and

all other documents required or deemed necessary or appropriate to secure the AHSC Program funds from the Department, and all amendments thereto (collectively, the "AHSC Documents").

2. Applicant and Co-Applicant shall be subject to the terms and conditions as specified in the Standard Agreement. Funds are to be used for allowable capital asset project expenditures to be identified in Exhibit A of the Standard Agreement. The application in full is incorporated as part of the Standard Agreement. Any and all activities funded, information provided, and timelines represented in the application are enforceable through the Standard Agreement. Applicant and Co-Applicant hereby agree to use the funds for eligible capital asset(s) in the manner presented in the application as approved by the Department and in accordance with the NOFA and Program Guidelines and Application Package.

3. The SunLine CEO/General Manager is authorized to execute in the name of Co-Applicant the AHSC Program Application Package and the AHSC Program Documents as required by the Department for participation in the AHSC Program. Adopted this 6th Day of December, 2017.

ATTEST:

Diane Beebe
CLERK OF THE BOARD
SunLine Transit Agency

Russell Betts
CHAIRPERSON of the Board
SunLine Transit Agency

APPROVED AS TO FORM:

General Counsel
Eric Vail

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

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

AYES:

NOES:

ABSENT:

ABSTAIN:

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

Diane Beebe
CLERK OF THE BOARD
SunLine Transit Agency