

# SUNLINE TRANSIT AGENCY BOARD MEETING AGENDA

Wednesday, February 28, 2018  
12:00 p.m.  
Board Room  
32-505 Harry Oliver Trail  
Thousand Palms, CA 92276

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

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

## AGENDA TOPICS

## RECOMMENDATION

- |    |  |                         |
|----|--|-------------------------|
| 1. | <u>Call to Order</u><br>Chairperson Russell Betts  |                         |
| 2. | <u>Roll Call</u>   |                         |
| 3. | <u>Presentations</u>   |                         |
| 4. | <u>Finalization of Agenda</u>  |                         |
| 5. | <u>Public Comments</u><br>(NOTE: Those wishing to address the Board should complete a Public Comment Card and will be called upon to speak.) | <b>Receive Comments</b> |

### **NON AGENDA ITEMS**

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

### **AGENDA ITEMS**

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

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

----- **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 December 2017 (Page 1-5)
  - b) Credit Card Statement for December 2017 (Page 6-8)
  - c) Monthly Budget Variance Report for December 2017 (Page 9-14)
  - d) Contracts Signed in Excess of \$25,000 January 2018 (Page 15)
  - e) Union & Non Union Pension Investment Asset Summary December 2017 (Page 16-17)
  - f) Ridership Report for December 2017 and January 2018 (Page 18-21)
  - g) SunDial Operational Notes for December 2017 (Page 22-24)
  - h) Metrics (On time Performance, Early Departures, Late Departures, Late Cancellations, Driver Absence, Advertising Revenue, Fixed Route Customer Comments, Paratransit Customer Comments) January 2018 (Page 25-32)
  - i) Board Member Attendance for January 2018 (Page 33)

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

8. **Update on ADA Paratransit Certification and Eligibility Process Reform** **Information**  
**(Staff: Tamara Miles, Paratransit Administration Manager)**  
At the October 2017 Board meeting, staff presented to the Board that we would be making changes to reform our paratransit eligibility and certification process. In an effort to update the Board on paratransit related activities, listed below are tasks that the team will be completing alongside our consultant over the next 90 days. (Page 34)

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

9. **Approval of Minutes** **Approve**  
Request to the Board to approve the Minutes of the January 24, 2018 Regular Board of Directors Meeting. (Page 35-39)

10. **Contract for Clean Agent Fire Suppression System** **Approve**  
**(Greg Pettis, Chair of Finance/Audit Committee;**  
**Staff: Dean Holm, Superintendent of Facility Maintenance)**  
Recommend that the Board of Directors grant authority to the CEO/General Manager to execute a contract with Facilities Protection Systems in the amount of \$29,992 for the installation of a fire suppression system, upon approval as to form by legal counsel. (Page 40-43)
11. **Technical Support for Hydrogen System Installation** **Approve**  
**(Greg Pettis, Chair of Finance/Audit Committee;**  
**Staff: Rudy Le Flore, Chief Performance Consultant)**  
Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute an agreement with EPC (Engineering, Procurement and Construction) in an amount not to exceed \$90,000 for technical oversight of the electrolyzer installation. (Page 44-45)
12. **Option Year Three (3) with Vasquez & Co., LLP** **Approve**  
**(Greg Pettis, Chair of Finance/Audit Committee;**  
**Staff: Luis Garcia, Deputy Chief Financial Officer)**  
Recommend that the Board of Directors:
1. ratify the execution of option year two (2) of three (3); and
  2. delegate authority to the CEO/General Manager to execute option year three (3) of three (3) with Vasquez & Company, LLP for financial audit services performed for SunLine Transit Agency (STA) & SunLine Services Group (SSG). (Page 46)
13. **Resolution No. 0767 to Obtain State of Good Repair Program Funding** **Approve**  
**(Gregg Pettis, Chair of Finance/Audit Committee;**  
**Staff: Eric Taylor, Deputy Chief Financial Services)**  
Recommend that the Board of Directors approve Resolution No. 0767, which grants authorization to the CEO/General Manager to execute the Certifications and Assurances, Authorized Agent Form, and required documentation to obtain the State of Good Repair Program FY 2017-18 funding. (Page 47-50)
- 
14. **CEO/General Manager's Report**

**15. Closed Session****Conference with Legal Counsel – Existing Litigation**

Pursuant to Government Code Section 54956.9(d)(1)  
Mahmoud Alzayat v. Gerald Hebb, SunLine Transit Agency  
Superior Court, County of Riverside Case No. INC124627

**16. Next Meeting Date**

March 28, 2018  
12 o'clock Noon – Board Room  
32-505 Harry Oliver Trail  
Thousand Palms, CA 92276

**17. Adjourn**

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

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
<u>CALPERS</u>	<u>Group Health Ins Prem.</u>	<u>673908</u>	<u>12/15/2017</u>	<u>316,474.81</u>
PERMA - INSURANCE	Gen Liability/WC Prem.	674103	12/21/2017	135,375.33
<b>LUXFER CANADA LIMITED</b>	<b>WIP-Hydrogen FCB Lo-No</b>	<b>673836</b>	<b>12/05/2017</b>	<b>104,759.65</b>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposits</u>	<u>674007</u>	<u>12/15/2017</u>	<u>94,006.29</u>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposits</u>	<u>674181</u>	<u>12/29/2017</u>	<u>93,414.16</u>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposits</u>	<u>673828</u>	<u>12/01/2017</u>	<u>92,931.50</u>
ELEMENT MARKETS RENEWABLE ENERGY, LLC	CNG/Hydrogen	674053	12/21/2017	70,519.13
<b>WSP USA INC.</b>	<b>TDM &amp; Vanpool Program</b>	<b>673833</b>	<b>12/01/2017</b>	<b>66,891.45</b>
PCMG, INC.	Computer Network Software Agreement	673978	12/15/2017	56,054.92
<b>NR DEVELOPMENT, INC.</b>	<b>WIP-Fencing Project T.P.</b>	<b>673972</b>	<b>12/15/2017</b>	<b>46,502.50</b>
<b>STYL &amp; TECH INC.</b>	<b>WIP-Hydrogen FCB Lo-No</b>	<b>673837</b>	<b>12/05/2017</b>	<b>40,000.00</b>
<b>HANDI-HUT, INC.</b>	<b>WIP-Bus Shelter Lighting</b>	<b>673949</b>	<b>12/15/2017</b>	<b>38,325.00</b>
SO CAL GAS CO.	Utilities	673994	12/15/2017	37,042.86
<b>WSP USA INC.</b>	<b>TDM &amp; Vanpool Program</b>	<b>674015</b>	<b>12/15/2017</b>	<b>29,899.39</b>
MICHELIN NORTH AMERICA, INC.	Tire Leasing	673967	12/15/2017	26,433.04
PACKET FUSION, INC.	Annual Support Service	674099	12/21/2017	26,013.31
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	673903	12/15/2017	25,939.15
MICHELIN NORTH AMERICA, INC.	Tire Leasing	674084	12/21/2017	24,358.86
IMPERIAL IRRIGATION DIST	Utilities	673955	12/15/2017	24,286.77
HD INDUSTRIES	Inventory Repair Parts	673950	12/15/2017	22,365.25
VASQUEZ AND COMPANY LLP	Financial Auditing Services	673832	12/01/2017	21,839.52
<b>ENGINEERING PROCUREMENT &amp;</b>	<b>WIP-Refurbished Hydrogen Fueling Station</b>	<b>674054</b>	<b>12/21/2017</b>	<b>21,706.07</b>
BYD COACH & BUS LLC	Monthly Electric Bus Lease	673905	12/15/2017	14,591.51
<b>BATTERY RUSH</b>	<b>WIP-Bus Shelter Lighting</b>	<b>673899</b>	<b>12/15/2017</b>	<b>12,949.78</b>
CALIFORNIA TRANSIT ASSOCIATION	Membership & Subscriptions	674033	12/21/2017	12,347.00
AFTERMARKET PARTS COMPANY, THE	Inventory Repair Parts	673885	12/15/2017	11,815.10
TEC OF CALIFORNIA, INC.	Inventory Repair Parts	673824	12/01/2017	11,295.64
BAE SYSTEMS CONTROLS, INC.	Repair Parts	673898	12/15/2017	9,995.00
<b>SOLTERIS</b>	<b>WIP-Admin Building Phase 2</b>	<b>673820</b>	<b>12/01/2017</b>	<b>9,500.00</b>
NAPA AUTO PARTS	Inventory Repair Parts	673797	12/01/2017	9,443.57
<b>OnPOINT HARDWARE</b>	<b>WIP-Information Technology Project</b>	<b>674096</b>	<b>12/21/2017</b>	<b>8,738.53</b>
<b>SHI INTERNATIONAL CORP.</b>	<b>WIP-Information Technology Project</b>	<b>674111</b>	<b>12/21/2017</b>	<b>8,672.61</b>
<b>TYLER TECHNOLOGIES, INC.</b>	<b>WIP-ERP Project</b>	<b>673881</b>	<b>12/07/2017</b>	<b>8,509.00</b>
SOCO GROUP INC, THE	Lubricants-Oils	674114	12/21/2017	8,463.11
IMPERIAL IRRIGATION DIST	Utilities	674080	12/21/2017	8,310.77
ADMIRAL SECURITY SERVICES, INC.	Security Service	674018	12/21/2017	8,112.79
<b>ZEN AND THE ART OF CLEAN ENERGY</b>	<b>WIP-Refurbished Hydrogen Fueling Station</b>	<b>674127</b>	<b>12/21/2017</b>	<b>7,982.67</b>
ACCOMTEMPS	Temporary Help Service	673838	12/07/2017	7,970.26
IMPERIAL IRRIGATION DIST	Utilities	673860	12/07/2017	7,960.00

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

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
FLEET REFINISHING	Repair Claims	674063	12/21/2017	7,900.15
CREATIVE BUS SALES, INC,	Inventory Repair Parts	673916	12/15/2017	7,786.18
<b>HANDI-HUT, INC.</b>	<b>WIP-Bus Shelter Lighting</b>	<b>674154</b>	<b>12/29/2017</b>	<b>7,600.00</b>
<b>JMR GRAPHICS, INC.</b>	<b>WIP-Battery Dominant</b>	<b>673957</b>	<b>12/15/2017</b>	<b>7,543.27</b>
PE FACILITY SOLUTIONS, LLC	Janitorial Service	674102	12/21/2017	7,240.00
CREATIVE BUS SALES, INC,	Inventory Repair Parts	673768	12/01/2017	7,225.02
<b>PVC CONSULTING, LLC</b>	<b>Technical Support for Fuel Cell Buses</b>	<b>673814</b>	<b>12/01/2017</b>	<b>6,600.00</b>
<b>AMALGAMATED TRANSIT UNION</b>	<b>Union Dues</b>	<b>673754</b>	<b>12/01/2017</b>	<b>6,523.68</b>
HENSON CONSULTING GROUP, LLC	Staff Development Consultant	673859	12/07/2017	6,387.50
<b>AMALGAMATED TRANSIT UNION</b>	<b>Union Dues</b>	<b>673891</b>	<b>12/15/2017</b>	<b>6,384.82</b>
<b>VERIZON WIRELESS</b>	<b>WIP-Information Technology Project</b>	<b>674124</b>	<b>12/21/2017</b>	<b>6,221.82</b>
HD INDUSTRIES	Inventory Repair Parts	674077	12/21/2017	6,004.63
ANDREA CARTER & ASSOCIATES	Marketing Service	673756	12/01/2017	6,000.00
TK SERVICES, INC.	Inventory Repair Parts	674118	12/21/2017	5,877.19
CUMMINS PACIFIC, LLC	Inventory Repair Parts	674049	12/21/2017	5,846.50
HENSON CONSULTING GROUP, LLC	Staff Development Consultant	673952	12/15/2017	5,637.50
<b>KAMBRIAN CORPORATION</b>	<b>WIP-Information Technology Project</b>	<b>674158</b>	<b>12/29/2017</b>	<b>5,616.45</b>
CUMMINS PACIFIC, LLC	Inventory Repair Parts	674143	12/29/2017	5,527.36
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	674066	12/21/2017	5,524.30
SOFTCHOICE CORP.	Computer Network Software Agreement	673996	12/15/2017	5,514.46
CUMMINS PACIFIC, LLC	Inventory Repair Parts	673919	12/15/2017	5,504.67
CREATIVE BUS SALES, INC,	Inventory Repair Parts	674045	12/21/2017	5,304.47
APEX COMPUTER SYSTEMS, INC.	Computer Network Software Agreement	674028	12/21/2017	4,816.64
<b>TRAPEZE SOFTWAREGROUP, INC.</b>	<b>WIP-Information Technology Project</b>	<b>674179</b>	<b>12/29/2017</b>	<b>4,800.00</b>
AFTERMARKET PARTS COMPANY, THE	Inventory Repair Parts	673749	12/01/2017	4,796.36
HD INDUSTRIES	Inventory Repair Parts	673856	12/07/2017	4,782.65
CREATIVE BUS SALES, INC,	Inventory Repair Parts	674141	12/29/2017	4,661.96
<b>YELLOW CAB OF THE DESERT</b>	<b>Taxi Voucher Program</b>	<b>673834</b>	<b>12/01/2017</b>	<b>4,630.52</b>
ASPEN REFRIGERANTS, INC.	Freon & Coolant	673890	12/15/2017	4,492.73
<b>AMERICAN CAB</b>	<b>Taxi Voucher Program</b>	<b>674130</b>	<b>12/29/2017</b>	<b>4,464.92</b>
PRUDENTIAL OVERALL SUPPLY	Uniforms	673813	12/01/2017	4,420.24
NAPA AUTO PARTS	Inventory Repair Parts	674088	12/21/2017	4,367.78
TK SERVICES, INC.	Inventory Repair Parts	673825	12/01/2017	4,324.99
<b>YELLOW CAB OF THE DESERT</b>	<b>YELLOW CAB OF THE DESERT TVP</b>	<b>674186</b>	<b>12/29/2017</b>	<b>4,307.71</b>
MICRO MOTION, INC.	Repair Parts-CNG T.P.	673867	12/07/2017	4,301.16
CLASSIC PARTY RENTALS	Employee Holiday Event Expense	674041	12/21/2017	4,221.40
<b>AMERICAN CAB</b>	<b>Taxi Voucher Program</b>	<b>673840</b>	<b>12/07/2017</b>	<b>4,181.20</b>
CALIFORNIA DENTAL NETWORK, INC.	Dental Insurance	673906	12/15/2017	4,146.64
<b>RELIANCE STANDARD</b>	<b>Dental PPO</b>	<b>673984</b>	<b>12/15/2017</b>	<b>4,136.04</b>

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

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
<b>ZEN AND THE ART OF CLEAN ENERGY</b>	<b>WIP-Refurbished Hydrogen Fueling Station</b>	<b>673835</b>	<b>12/01/2017</b>	<b>4,097.50</b>
<b>YELLOW CAB OF THE DESERT</b>	<b>Taxi Voucher Program</b>	<b>674016</b>	<b>12/15/2017</b>	<b>4,086.70</b>
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	674109	12/21/2017	4,083.23
TEC OF CALIFORNIA, INC.	Inventory Repair Parts	674117	12/21/2017	4,051.55
<b>TYLER TECHNOLOGIES, INC.</b>	<b>WIP-ERP Project</b>	<b>674006</b>	<b>12/15/2017</b>	<b>4,000.00</b>
TPX COMMUNICATIONS	Telephone Service	674120	12/21/2017	3,828.07
ALEXANDER COHN, ESQ	Legal Services	674024	12/21/2017	3,776.73
GENFARE	Inventory Repair Parts	674071	12/21/2017	3,623.46
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	673816	12/01/2017	3,604.24
COMPLETE COACH WORKS	Inventory Repair Parts	674043	12/21/2017	3,566.53
MURCHISON & CUMMING, LLP	Insurance Losses	673971	12/15/2017	3,558.00
GRAINGER	Facility Maintenance	674075	12/21/2017	3,553.26
PROPER SOLUTIONS	Temporary Help Service	673876	12/07/2017	3,544.50
PRUDENTIAL OVERALL SUPPLY	Uniforms	673981	12/15/2017	3,543.70
CARQUEST AUTO PARTS - CATHEDRAL CITY	Inventory Repair Parts	674036	12/21/2017	3,532.66
SOCO GROUP INC, THE	Lubricants-Oils	674173	12/29/2017	3,426.02
ANDREA CARTER & ASSOCIATES	Marketing Services	674027	12/21/2017	3,300.00
MURCHISON & CUMMING, LLP	Insurance Losses	674161	12/29/2017	3,286.45
<b>KAMBRIAN CORPORATION</b>	<b>WIP-Information Technology Project</b>	<b>673961</b>	<b>12/15/2017</b>	<b>3,283.91</b>
MAGALDI & MAGALDI, INC.	Inventory Repair Parts	674082	12/21/2017	3,266.29
AUTO MALL COLLISION, INC	Repair Claims	674030	12/21/2017	3,260.69
FIESTA FORD, INC.	Repair Parts	673938	12/15/2017	3,208.23
PATRICK M. BRASSIL	Contracted Services-Hydrogen	674165	12/29/2017	3,200.00
EYE MED	Vison Insurance	673934	12/15/2017	3,179.66
<b>KAMBRIAN CORPORATION</b>	<b>WIP-Information Technology Project</b>	<b>673864</b>	<b>12/07/2017</b>	<b>3,133.03</b>
<b>AMERICAN CAB</b>	<b>Taxi Voucher Program</b>	<b>673892</b>	<b>12/15/2017</b>	<b>3,130.09</b>
RUTAN & TUCKER, LLP	Legal Services	673988	12/15/2017	3,091.06
CIVIC RESOURCE GROUP INTERNATIONAL	Contracted Services Web Hosting	673766	12/01/2017	3,000.00
FAST UNDERCAR PALM DESERT	Inventory Repair Parts	674058	12/21/2017	2,999.62
AFTERMARKET PARTS COMPANY, THE	Inventory Repair Parts	674019	12/21/2017	2,920.69
DESERT AIR CONDITIONING, INC.	Quarterly Air Conditioning Expense	673922	12/15/2017	2,854.00
TIME WARNER CABLE	Communications	673880	12/07/2017	2,810.00
BURRTEC WASTE & RECYCLING SERVICES	Utilities	673904	12/15/2017	2,795.80
CLEAN ENERGY	Inventory Repair Parts	673911	12/15/2017	2,585.23
CARQUEST AUTO PARTS - CATHEDRAL CITY	Inventory Repair Parts	673845	12/07/2017	2,577.60
<b>CALIFORNIA STATE DISBURSEMENT UNIT</b>	<b>Employee Garnishment</b>	<b>673764</b>	<b>12/01/2017</b>	<b>2,531.52</b>
<b>CALIFORNIA STATE DISBURSEMENT UNIT</b>	<b>Employee Garnishment</b>	<b>673907</b>	<b>12/15/2017</b>	<b>2,531.52</b>
<b>CALIFORNIA STATE DISBURSEMENT UNIT</b>	<b>Employee Garnishment</b>	<b>674135</b>	<b>12/29/2017</b>	<b>2,531.52</b>
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	673784	12/01/2017	2,513.38

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

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
VALLEY OFFICE EQUIPMENT, INC.	Office Equipment Maintenance	674010	12/15/2017	2,469.31
ELLSWORTH TRUCK & AUTO MACHINING, INC.	Inventory Repair Parts	673776	12/01/2017	2,330.59
FIESTA FORD, INC.	Repair Parts	674061	12/21/2017	2,313.11
FLEET-NET CORPORATION	Computer Network Software Agreement	674064	12/21/2017	2,130.00
FLEET-NET CORPORATION	Computer Network Software Agreement	673940	12/15/2017	2,130.00
FLEET-NET CORPORATION	Computer Network Software Agreement	673782	12/01/2017	2,130.00
GENFARE	Inventory Repair Parts	673787	12/01/2017	2,115.97
DESERT SUN PUBLISHING CO., THE	Public Hearing - Legal Notice	674052	12/21/2017	2,113.40
SOCALGAS	Utilities	673995	12/15/2017	2,098.26
PROPER SOLUTIONS	Temporary Help Service	674168	12/29/2017	2,040.00
PROPER SOLUTIONS	Temporary Help Service	674107	12/21/2017	2,014.50
FIESTA FORD, INC.	Repair Parts	673781	12/01/2017	2,013.37
AIRGAS USA, LLC	Shop Supplies	674023	12/21/2017	1,951.60
HOME DEPOT CREDIT SERVICES	Cleaning Supplies	673793	12/01/2017	1,880.32
AIR & LUBE SYSTEMS INC	Repair Parts	673751	12/01/2017	1,859.98
ACCONTEMP	Temporary Help Service	673884	12/15/2017	1,848.00
HOME DEPOT CREDIT SERVICES	Facility Maintenance	674078	12/21/2017	1,816.03
UNITED RENTALS, INC.	Rental Equipment Expense	674182	12/29/2017	1,813.37
SAFETY-KLEEN CORPORATION	Contract Service-Hazardous Waste Removal	673989	12/15/2017	1,811.86
CUMMINS PACIFIC, LLC	Inventory Repair Parts	673771	12/01/2017	1,800.85
GRAINGER	Inventory Repair Parts	673790	12/01/2017	1,785.40
<b>DESERT CITY CAB</b>	<b>Taxi Voucher Program</b>	<b>673923</b>	<b>12/15/2017</b>	<b>1,781.37</b>
GILLIG LLC	Inventory Repair Parts	673945	12/15/2017	1,749.99
PLAZA TOWING, INC.	Contracted Services Towing	673812	12/01/2017	1,725.00
ISABELLA AMADEO	Reissued Payroll Check	674157	12/29/2017	1,678.38
TOXGUARD FLUID	Freon & Coolant	674177	12/29/2017	1,657.84
GENFARE	Printing Expenses	674153	12/29/2017	1,649.21
VERIZON WIRELESS	Wireless Telephone Service	674011	12/15/2017	1,628.85
OFFICE DEPOT	Computer Supplies	674094	12/21/2017	1,589.52
BYD COACH & BUS LLC	Repair Parts	674032	12/21/2017	1,582.80
CAPITAL ONE COMMERCIAL (COSTCO)	Employee Incentives Items	674035	12/21/2017	1,574.37
GATEWAY COMPRESSION, INC.	Inventory Repair Parts	673943	12/15/2017	1,526.40
CIVIC RESOURCE GROUP INTERNATIONAL	Contracted Services Web Hosting	673910	12/15/2017	1,500.00
MAGALDI & MAGALDI, INC.	Inventory Repair Parts	673866	12/07/2017	1,481.93
TRANSIT RESOURCES, INC.	Inventory Repair Parts	673827	12/01/2017	1,474.29
SMARTDRIVE SYSTEMS, INC.	General Services	674113	12/21/2017	1,440.00
PAUL ASSOCIATES	Office Supplies-General	674101	12/21/2017	1,413.14
GATEWAY COMPRESSION, INC.	Inventory Repair Parts	673786	12/01/2017	1,402.26
SWRCB ACCOUNTING OFFICE	Annual Operating Permits & Licenses	673999	12/15/2017	1,400.00



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

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
COMPLETE COACH WORKS	Inventory Repair Parts	673915	12/15/2017	1,379.20
SMART CHEMISTRY CORPORATION	Contract Service-H2	674172	12/29/2017	1,300.00
NORTON MEDICAL INDUSTRIES	Medical-Exams and Testing	673870	12/07/2017	1,289.15
UP IN SMOKE CATERING	Employee Holiday Event Expense	673882	12/07/2017	1,275.00
GENFARE	Inventory Repair Parts	673944	12/15/2017	1,273.70
DS AIR	Safety Materials & Supplies	673930	12/15/2017	1,216.92
ORANGE COUNTY FIRE PROTECTION	Inventory Repair Parts	673808	12/01/2017	1,200.00
ACCOUNTEMPS	Temporary Help Services	674017	12/21/2017	1,195.20
ACCOUNTEMPS	Temporary Help Services	674128	12/29/2017	1,180.20
PARKHOUSE TIRE, INC.	Inventory Repair Parts	673811	12/01/2017	1,175.04
AMERICAN MOVING PARTS	Inventory Repair Parts	674025	12/21/2017	1,148.65
FIESTA FORD, INC.	Repair Parts	674150	12/29/2017	1,146.50
C V WATER DISTRICT	Utilities	673844	12/07/2017	1,128.66
FENCEWORKS, INC.	Rental Equipment (Fencing)	673780	12/01/2017	1,125.00
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	673986	12/15/2017	1,123.96
ANGELA POUILLARD	Reissued Payroll Check	674132	12/29/2017	1,121.58
DECALS BY DESIGN, INC.	Repair Parts	673772	12/01/2017	1,109.31
<b>SHERIFF'S COURT SERVICES - EAST</b>	<b>Employee Garnishments</b>	<b>673991</b>	<b>12/15/2017</b>	<b>1,107.31</b>
GOTCHA MEDIA HOLDINGS, LLC	Advertising at COD Campus	674073	12/21/2017	1,100.00
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	673975	12/15/2017	1,089.76
ERIC TAYLOR	Tuition Reimbursement	674055	12/21/2017	1,080.00
SPORTWORKS NORTHWEST, INC.	Inventory Repair Parts	673822	12/01/2017	1,062.46
CPAC INC.COM	Annual Computer Network Software Agreement	674044	12/21/2017	1,054.95
BYD COACH & BUS LLC	Inventory Repair Parts	673763	12/01/2017	1,044.26
<b>DESERT CITY CAB</b>	<b>Taxi Voucher Program</b>	<b>673849</b>	<b>12/07/2017</b>	<b>1,027.85</b>
<b>DESERT CITY CAB</b>	<b>Taxi Voucher Program</b>	<b>674146</b>	<b>12/29/2017</b>	<b>1,014.76</b>
AIR & HOSE SOURCE, INC.	Inventory Repair Parts	674022	12/21/2017	1,012.50
SUN CHEMICAL	Cleaning Supplies-Fixed Route	674116	12/21/2017	1,005.94
TOTALFUNDS	Postage Supplies	674003	12/15/2017	1,000.00
CIVIC RESOURCE GROUP INTERNATIONAL	Contracted Services Web Hosting	674040	12/21/2017	1,000.00
CSUSB PHILANTHROPIC FOUNDATION	Membership & Subscription	674048	12/21/2017	1,000.00
BOYLIN MANAGEMENT INSTITUTE	Employee Development Program	673901	12/15/2017	1,000.00
<b>Total Checks Over \$1,000</b>	\$2,031,994.78			
<b>Total Checks Under \$1,000</b>	\$64,290.15			
<b>Total Checks</b>	\$2,096,284.93			

**SunLine Transit Agency Visa Credit Card Statement**

**Closing Date: 1/02/18**

**Name on Card: Lauren Skiver**

Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges	GL#
12/4/2017	12/5/2017	Wells Fargo	Cash Back Redemption	\$273.13		
12/6/2017	12/6/2017	The Slice	The Slice; December Board Meeting - Board of Directors		\$375.00	40-5090200002
12/8/2017	12/8/2017	Wells Fargo	Cash Back Redemption	\$273.13		
12/10/2017	12/10/2017	SurveyMonkey	Rethink Tansit Online Survey - Stephanie Buriel, Deputy Chief of Administration		\$35.00	
12/11/2017	12/11/2017	Wells Fargo	Cash Back Correction		\$273.13	
<b>Credits and Charges:</b>				\$546.26	\$683.13	



CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	01/02/18
Days in Billing Cycle	29
Next Statement Date	02/02/18

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

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

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

Credit Line	\$40,000
Available Credit	\$39,316

Payment Information

New Balance	\$683.13
Current Payment Due (Minimum Payment)	\$500.00
Current Payment Due Date	01/29/18

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

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

Account Summary

Previous Balance		\$3,550.43
Credits	-	\$546.26
Payments	-	\$3,004.17
Purchases & Other Charges	+	\$683.13
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$683.13

Wells Fargo Elite Cash Back Advantage

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

Cash Back Notice

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

See reverse side for important information

5596 0008 YTG 1 7 2 180102 0 PAGE 1 of 4 1.0 3268 1000 ELAS 01DR5596 56378

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	\$683.13
Total Amount Due (Minimum Payment)	\$500.00
Current Payment Due Date	01/29/18



Print address or phone changes: \_\_\_\_\_  
Work ( ) \_\_\_\_\_

Amount Enclosed: \$

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

SUNLINE TRANSIT  
LUIS GARCIA  
32505 HARRY OLIVER TRL  
THOUSAND PALMS CA 92276-3501  
56378 HSP 338



**Rate Information**

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

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

**Important Information**

2-1-8

\$0 - \$683.13 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 01/29/18. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

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

**Summary of Sub Account Usage**

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	[REDACTED]	40,000	\$410.00

**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
12/04	12/05	7528230AKEHMQ6JWW	CASH BACK REDEMPTION ACCT NON-FUNDABLE	273.13	
12/08	12/08	7528230AREHMQ83P8	CASH BACK REDEMPTION ACCT NON-FUNDABLE	273.13	
12/11	12/11	F326800AT000AX345	CASH BACK CORRECTION		273.13
12/29	12/29	F326800BB00CHGDDA	AUTOMATIC PAYMENT - THANK YOU	3,004.17	
TOTAL 4484610004265941 \$3,277.30-					

Transaction Summary For LAURA SKIVER

12/06	12/06	2401339AL016QSVFY	THE SLICE RANCHO MIRAGE CA		375.00
12/10	12/10	2490641AR1QR08Z3J	SMK*SURVEYMONKEY.COM 971-2445555 CA		35.00
TOTAL \$410.00					
LAURA SKIVER / [REDACTED]					

**Wells Fargo News**

EFFECTIVE IMMEDIATELY, THE ADDRESS YOU'VE BEEN SENDING YOUR PAYMENT TO HAS CHANGED. PLEASE SEND ALL FUTURE PAYMENTS TO:  
**ELITE CARD PAYMENT CENTER PO BOX 77066 MINNEAPOLIS, MN 55480-7766**  
 IN ORDER TO ENSURE ON TIME PAYMENTS, YOU MUST USE THIS ADDRESS FOR ALL FUTURE PAYMENTS.

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 wells Fargo.com.

SunLine Transit Agency  
Budget Variance Report  
December 2017

Description	FY 18 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 18 YTD Budget	Favorable (Unfavorable)
<b>Operating Revenues:</b>							
Passenger Revenue	2,984,371	249,510	248,698	813	1,447,433	1,492,186	(44,752)
Other Revenue	2,469,132	219,758	205,761	13,997	1,367,684	1,234,566	133,118
<b>Total Operating Revenue</b>	<b>5,453,503</b>	<b>469,269</b>	<b>454,459</b>	<b>14,810</b>	<b>2,815,117</b>	<b>2,726,752</b>	<b>88,366</b>
<b>Operating Expenses:</b>							
Operator & Mechanic Salaries & Wages	9,537,771	690,033	794,814	104,781	4,362,277	4,768,885	406,608
Operator & Mechanic Overtime	1,159,221	94,701	96,602	1,900	599,372	579,611	(19,761)
Administration Salaries & Wages	5,302,986	361,355	441,916	80,561	2,350,270	2,651,493	301,223
Administration Overtime	13,593	629	1,133	504	7,385	6,797	(589)
Fringe Benefits	9,115,420	595,406	759,618	164,213	4,218,782	4,557,710	338,928
Communications	218,000	14,278	18,167	3,889	85,241	109,000	23,759
Legal Services - General	80,000	3,599	6,667	3,068	59,796	40,000	(19,796)
Computer/Network Software Agreement	452,868	26,250	37,739	11,489	242,255	226,434	(15,821)
Uniforms	112,550	25,312	9,379	(15,933)	42,570	56,275	13,705
Contracted Services	463,622	26,979	38,635	11,656	179,574	231,811	52,237
Equipment Repairs	7,500	0	625	625	2,129	3,750	1,621
Security Services	103,604	8,283	8,634	351	50,990	51,802	812
Fuel - CNG	1,565,432	119,309	130,453	11,144	712,997	782,716	69,719
Fuel - Hydrogen	243,501	17,590	20,292	2,702	84,490	121,751	37,261
Tires	254,824	23,824	21,235	(2,589)	114,388	127,412	13,023
Office Supplies	72,400	6,388	6,033	(355)	30,081	36,200	6,119
Travel/Training	142,033	4,437	11,836	7,399	61,625	71,017	9,391
Repair Parts	1,218,100	123,269	101,508	(21,761)	656,020	609,050	(46,970)
Facility Maintenance	43,000	(263)	3,583	3,846	22,092	21,500	(592)
Electricity - CNG & Hydrogen	175,000	13,876	14,583	708	88,490	87,500	(990)
Natural Gas	1,446,372	117,029	120,531	3,502	713,355	723,186	9,831
Water	7,500	469	625	156	2,058	3,750	1,692
Insurance Losses	1,136,702	152,463	94,725	(57,738)	802,132	568,351	(233,781)
Insurance Premium - Property	13,315	1,049	1,110	61	6,292	6,658	366
Repair Claims	200,000	3,087	16,667	13,579	23,776	100,000	76,224
Fuel Taxes	168,200	21,585	14,017	(7,568)	102,064	84,100	(17,964)
Other Expenses	3,307,512	252,161	275,626	23,465	1,581,000	1,653,756	72,756
Self Consumed Fuel	(1,681,000)	(136,942)	(140,083)	3,142	(783,510)	(840,500)	56,990
<b>Total Operating Expenses (Before Depreciation)</b>	<b>34,880,026</b>	<b>2,566,155</b>	<b>2,906,669</b>	<b>340,514</b>	<b>16,417,990</b>	<b>17,440,013</b>	<b>1,022,023</b>
<b>Operating Expenses in Excess of Operating Revenue</b>		<b>\$ (2,096,886)</b>			<b>\$ (13,602,873)</b>		
<b>Subsidies:</b>							
Local - Measure A	5,153,400	367,223	429,450	62,227	2,382,240	2,576,700	194,460
State - LTF, LCTOP	18,753,800	1,336,365	1,562,817	226,451	8,669,239	9,376,900	707,661
Federal - 5307, 5310, 5311, 5316, 5317 & CMAQ	5,519,323	393,298	459,944	66,646	2,551,394	2,759,662	208,268
TVP Federal Match		0	0	0	0	0	0
<b>Total Subsidies</b>	<b>29,426,523</b>	<b>2,096,886</b>	<b>2,452,210</b>	<b>355,324</b>	<b>13,602,873</b>	<b>14,713,262</b>	<b>1,110,388</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>		

SunLine Transit Agency  
Budget Variance Report  
December 2017

Description	FY 18 Total	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 18 YTD Budget	Favorable (Unfavorable)
<b>Operating Expenses:</b>							
Wages & Benefits	25,128,991	1,742,124	2,094,083	351,958	11,538,086	12,564,496	1,026,409
Services	2,665,156	316,807	222,096	(94,710)	1,557,835	1,332,578	(225,257)
Fuels & Lubricants	1,983,085	148,059	165,257	17,199	885,405	991,542	106,137
Tires	254,824	23,824	21,235	(2,589)	114,388	127,412	13,023
Materials and Supplies	1,554,425	141,428	129,535	(11,892)	780,519	777,212	(3,307)
Utilities	1,919,372	153,606	159,948	6,342	938,005	959,686	21,681
Casualty & Liability	1,885,324	127,347	157,110	29,763	1,030,595	942,662	(87,933)
Taxes and Fees	168,200	21,585	14,017	(7,568)	102,064	84,100	(17,964)
Miscellaneous Expenses	1,001,650	28,318	83,471	55,153	254,603	500,825	246,222
Self Consumed Fuel	(1,681,000)	(136,942)	(140,083)	3,142	(783,510)	(840,500)	56,990
<b>Total Operating Expenses (Before Depreciation)</b>	<b>34,880,026</b>	<b>2,566,155</b>	<b>2,906,669</b>	<b>340,514</b>	<b>16,417,990</b>	<b>17,440,013</b>	<b>1,022,023</b>
<b>Revenues:</b>							
Passenger Revenue	2,984,371	249,510	248,698	813	1,447,433	1,492,186	(44,752)
Other Revenue	2,469,132	219,758	205,761	13,997	1,367,684	1,234,566	133,118
<b>Total Operating Revenue</b>	<b>5,453,503</b>	<b>469,269</b>	<b>454,459</b>	<b>14,810</b>	<b>2,815,117</b>	<b>2,726,752</b>	<b>88,366</b>
<b>Net Operating Gain (Loss)</b>		<b>\$ (2,096,886)</b>			<b>\$ (13,602,873)</b>		
<b>Subsidies:</b>							
Local - Measure A	5,153,400	367,223	429,450	62,227	2,382,240	2,576,700	194,460
State - LTF, LCTOP	18,753,800	1,336,365	1,562,817	226,451	8,669,239	9,376,900	707,661
Federal - 5307, 5310, 5311, 5316, 5317 & CMAQ	5,519,323	393,298	459,944	66,646	2,551,394	2,759,662	208,268
<b>Total Subsidies</b>	<b>29,426,523</b>	<b>2,096,886</b>	<b>2,452,210</b>	<b>355,324</b>	<b>13,602,873</b>	<b>14,713,262</b>	<b>1,110,388</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>		

**Budget Variance Analysis - SunLine Transit**

**Passenger Revenue - Unfavorable**

- Fixed-route ridership has continued to decrease.
- System Total Ridership is presently 101,672 trips below FY17 YTD amounts.
- Ridership is currently at 4.7% 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-Dec	FY18-Dec	Variance	%Δ
Fixed Route	\$ 227,563	\$ 220,530	\$ (7,033)	-3.1%
Paratransit	\$ 27,445	\$ 28,980	\$ 1,536	5.6%
System Total	\$ 255,007	\$ 249,510	\$ (5,497)	-2.2%

**Passenger Revenue**

	YTD-FY17	YTD-FY18	Variance	%Δ
Fixed Route	\$ 1,371,156	\$ 1,283,530	\$ (87,626)	-6.4%
Paratransit	\$ 175,726	\$ 163,903	\$ (11,823)	-6.7%
System Total	\$ 1,546,883	\$ 1,447,433	\$ (99,450)	-6.4%

**Ridership**

	FY17-Dec	FY18-Dec	Variance	%Δ
Fixed Route	335,807	324,148	(11,659)	-3.5%
Paratransit	12,547	12,122	(425)	-3.4%
SolVan	-	1,459	1,459	
System Total	348,354	337,729	(10,625)	-3.1%

**Ridership**

	YTD-FY17	YTD-FY18	Variance	%Δ
Fixed Route	2,058,763	1,954,664	(104,099)	-5.1%
Paratransit	83,178	79,183	(3,995)	-4.8%
SolVan	-	6,422	6,422	
System Total	2,141,941	2,040,269	(101,672)	-4.7%

**Other Revenue - Favorable**

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

	YTD - December	YTD Budget	Variance	%Δ
TAXI SMART CARD	\$ 53,762	\$ 23,334	\$ 30,429	130.4%
OUTSIDE FUELING REVENUE	\$ 763,489	\$ 600,000	\$ 163,489	27.2%
EMISSIONS CREDITS REVENUE	\$ 420,807	\$ 375,000	\$ 45,807	12.2%

**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.  
Department 12 Operations - Fixed Route has five vacant operator positions.  
Department 14 Operations - Sundial has five vacant paratransit operator positions.  
Department 22 - Maintenance Mechanics had two vacant positions. As of January both positions have been filled.
- 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.  
Department 12 Operations - Fixed Route has four operators on long term disability and one part time operator out on workers compensation leave.

**December**

	Scheduled Overtime	Unscheduled Overtime	Total Overtime	Total Expense
Fixed Route	384	1,630	2,015	\$ 64,287
Paratransit	N/A	1,116	1,116	\$ 27,074
Mechanics	N/A	73	73	\$ 2,521

**YTD-December**

	Scheduled Overtime	Unscheduled Overtime	Total Overtime	Total Expense
Fixed Route	1,922	11,099	13,021	\$ 415,505
Paratransit	N/A	6,209	6,209	\$ 146,014
Mechanics	N/A	960	960	\$ 33,303

**Administration Salaries & Wages - Favorable**

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

**Administration Overtime - Unfavorable**

- Vacancies across the agency contribute to the unfavorable balance in overtime.
- Department 10 SunFuels had an unfavorable variance in December due to emergency repairs in Thousands Palms and Indio.
- Department 45 Customer Service had an unfavorable variance in overtime for October and November due to additional hours worked for Fill the Bus Event and public hearings.
- Department 49 Planning had a negative variance in overtime for August and September due to extra 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.
- YTD - December SunLine had 313.74 billable hours from Burke, Williams, and Sorenson.

**Computer/Network Software Agreement - Unfavorable**

- The unfavorable balance is mainly attributed to a \$56,055 Microsoft Enterprise Agreement annual fee paid in November.

**Uniforms - Favorable**

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

**Contracted Services - Favorable**

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

**Equipment Repairs - Favorable**

- Equipment repairs are within an acceptable range of the budget (i.e., Shop Equipment, Farebox).

**Security Services - Favorable**

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

**Fuel - CNG - Favorable**

- Internal consumption has decreased by 12,320 GGE's below FY17 YTD amounts.  
The lower internal consumption is primarily attributed to a decrease of 30,308 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
December FY 17	107,595				
December FY 18	108,310	715	(4,840)	0.66%	-4.28%
November FY 18	113,150				
YTD December FY 17	743,940				
YTD December FY 18	731,620	(12,320)		-1.66%	

**Fuel - Hydrogen - Favorable**

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

**Tires - Favorable**

- The favorable variance is primarily attributed to a 30,308 decrease in total miles traveled YTD in comparison to the last fiscal year.

**Office Supplies - Favorable**

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

**Travel/Training - Favorable**

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



**Repair Parts -Unfavorable**

- Aging fleet has led to the unpredictability of component failures and therefore have increased the number of repairs.
- In December fixed route had costs of \$92,929 for preventative maintenance services to the fleet.
- For December paratransit had expenses of \$15,045 for engine rebuilds (e.g., Lower intake manifold, Upper Intake Manifold, Injector Harness).  
The additional expenses for Paratransit repair parts are due to two Ford Block Engine Rebuilds, a Transmission, and a Smart Drive System.
- Additionally, there is an increase of \$11,480 in support vehicle repair parts over the previous fiscal year.  
The additional expenses for Support Vehicles are due to a higher quantity of tire expenses, and more substantial costs (e.g., power steering).
- Two Fixed Route buses required engine rebuilds.

**Facility Maintenance - Unfavorable**

- In the first quarter, there were high expenses for plumbing related issues and electrical issues in the Thousand Palms facility.

**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 December there was a favorable variance of \$708.

**Natural Gas - Favorable**

- The favorable balance of natural gas costs is primarily attributed to an average \$0.05 decrease in internal GGE cost over YTD-FY17.
- In December there were 2,481 less GGE's used for outside fueling sales than in the previous month.
- GGE outside usage has increased 22,650 GGE's above FY17 YTD amounts.

**Outside GGE Usage**

	GGE Usage	Variance FY17 vs FY18	Variance Previous Month	%Δ FY17 vs FY18	%Δ Previous Month
December FY 17	45,421				
December FY 18	50,592	5,171	(2,481)	11.39%	-4.67%
November FY 18	53,073				
YTD December FY 17	284,295				
YTD December FY 18	306,945	22,650		7.97%	

**Water - Favorable**

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

**Insurance Losses - Unfavorable**

- The unfavorable variance is mainly attributed to large reconciliations to deposits held by PERMA.  
In December there was an expense of \$128,050 to reconcile deposits held by PERMA.
- 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.
- Comparing YTD - FY18 to YTD - FY17, the number of collisions are equal in quantity but significantly lower in the average dollar cost.  
The decrease in repair claim expenses is attributed to accidents being minor in scale (e.g., collisions with gates, mirror to mirror contacts or collisions with trash bin).

**Fuel Taxes - Unfavorable**

- The unfavorable balance of fuel taxes is due to a higher quantity of outside fueling sales.
- Outside fueling sales are currently \$68,376 above FY17 YTD amounts.
- For December sales have decreased \$5,275 from the previous month.

**Outside Fueling Revenue**

	Revenue	Variance FY17 vs FY18	Variance Previous Month	%Δ FY17 vs FY18	%Δ Previous Month
December FY 17	\$ 113,596				
December FY 18	\$ 126,754	\$ 13,158	\$ (5,275)	11.58%	-4.00%
November FY 18	\$ 132,029				
YTD December FY 17	\$ 695,113				
YTD December FY 18	\$ 763,489	\$ 68,376		9.84%	

**Other Expenses - Favorable**

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

**Self Consumed Fuel - Favorable**

- The favorable balance FY18 YTD is primarily attributed to a decrease in total miles traveled FY18 YTD in comparison to FY17 YTD. There is a decrease of 30,308 miles traveled in FY18 YTD in comparison to FY17 YTD.

**Mileage**

	November FY18	December FY18	Variance	%Δ
Fixed Route	313,659	316,777	3,117	1.0%
Paratransit Passenger	97,723	92,812	(4,911)	-5.0%
System Total	411,382	409,589	(1,794)	-0.4%

**Mileage YTD-December**

	YTD-FY17	YTD-FY18	Variance	%Δ
Fixed Route	1,946,700	1,942,568	(4,132)	-0.2%
Paratransit Passenger	618,984	592,808	(26,176)	-4.2%
System Total	2,565,684	2,535,376	(30,308)	-1.2%

Contracts Signed in Excess of \$25,000

January 2018

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Fuel Solutions	Preliminary Engineering Services - New CNG Fueling Station	The change order is to cover the cost of additional services requested by SunLine for project efficiency and CNG Engineering support during the construction phase of the Fueling Station project.	SRTP FY13/14 & FY14/15	\$ 156,000	\$ 26,557	Executed Change Order Board Approved

00021801  
 40- -01-B -61 -010-01  
 100 -43-02869-01



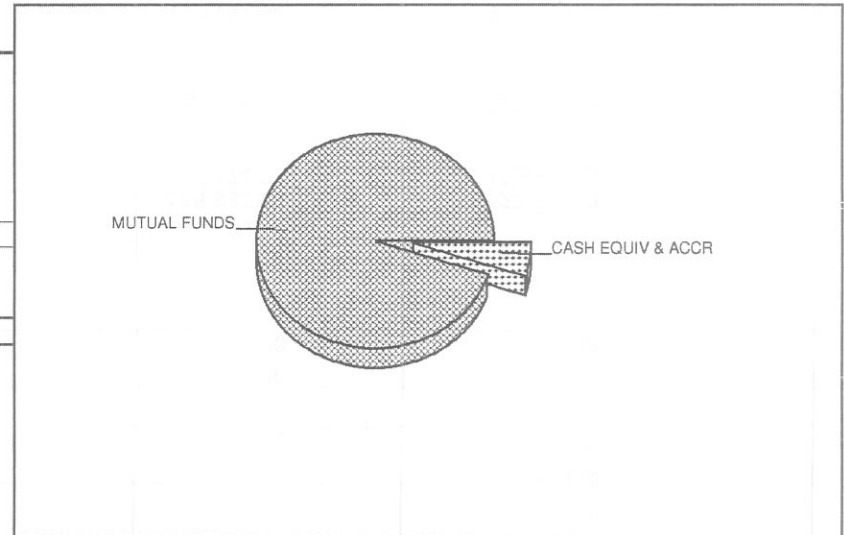
SUNLINE TRANSIT AGENCY - UNION  
 ACCOUNT 6746032000

Page 7 of 24  
 Period from December 1, 2017 to December 31, 2017

**ASSET SUMMARY**

<b>ASSETS</b>	<b>12/31/2017 MARKET</b>	<b>12/31/2017 BOOK VALUE</b>	<b>% OF MARKET</b>
Cash And Equivalents	485,579.85	485,579.85	1.85
Mutual Funds-Equity	16,767,319.27	15,375,421.10	64.11
Mutual Funds-Fixed Income	8,902,403.41	8,958,052.67	34.04
<b>Total Assets</b>	<b>26,155,302.53</b>	<b>24,819,053.62</b>	<b>100.00</b>
Accrued Income	405.65	405.65	0.00
<b>Grand Total</b>	<b>26,155,708.18</b>	<b>24,819,459.27</b>	<b>100.00</b>

**Estimated Annual Income**                      **565,580.10**



00021801  
 40- -01-B -61 -010-01  
 100 -43-02869-01



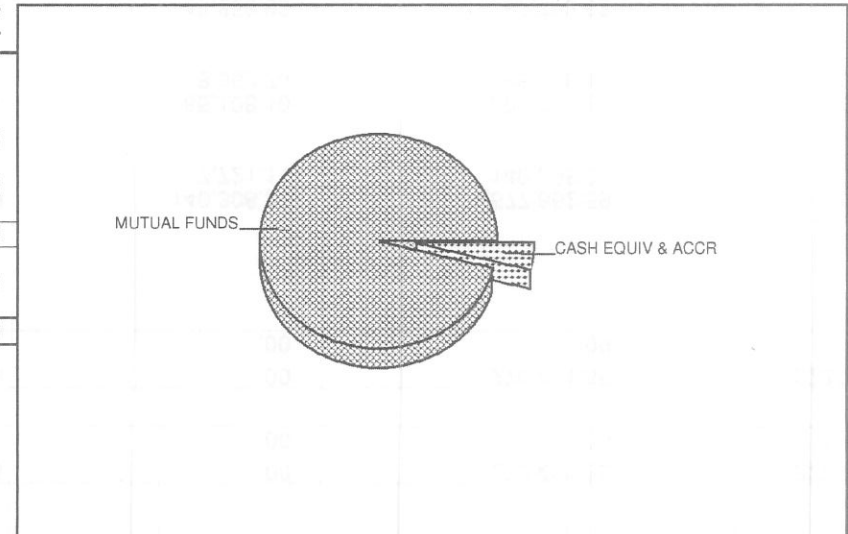
SUNLINE TRANSIT AGENCY - NON-UNION  
 ACCOUNT 6746032100

Page 7 of 26  
 Period from December 1, 2017 to December 31, 2017

**ASSET SUMMARY**

ASSETS	12/31/2017 MARKET	12/31/2017 BOOK VALUE	% OF MARKET
Cash And Equivalents	270,491.55	270,491.55	1.01
Mutual Funds-Equity	17,319,716.32	15,881,961.59	64.66
Mutual Funds-Fixed Income	9,195,781.38	9,253,264.83	34.33
<b>Total Assets</b>	<b>26,785,989.25</b>	<b>25,405,717.97</b>	<b>100.00</b>
Accrued Income	225.54	225.54	0.00
<b>Grand Total</b>	<b>26,786,214.79</b>	<b>25,405,943.51</b>	<b>100.00</b>

Estimated Annual Income                    581,442.32





## SunLine Transit Agency Monthly Ridership Report December 2017

		FY 2017 & 2018												
Line	Fixed Route Description	Dec 2017	Dec 2016	Nov 2017	FY 2017 Month Var.	% Var.	FY 2018 YTD	FY 2017 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
											Monthly	YTD	Monthly	YTD
14	DHS/PS	48,718	50,501	51,167	(1,783)	-3.5%	300,972	310,813	(9,841)	-3.2%	1,645	9,482	561	3,514
15	DHS	8,972	7,902	9,845	1,070	13.5%	56,624	50,365	6,259	12.4%	122	681	47	427
20	DHS/PD	1,537	1,953	2,234	(416)	-21.3%	11,207	12,385	(1,178)	-9.5%	64	456	12	47
24	PS	12,641	12,505	13,124	136	1.1%	77,945	80,398	(2,453)	-3.1%	318	1,964	114	563
30	CC/PS	51,464	56,389	54,721	(4,925)	-8.7%	316,035	344,693	(28,658)	-8.3%	2,012	12,946	405	2,853
32	PD/RM/TP/CC/PS	18,787	19,942	20,978	(1,155)	-5.8%	114,617	122,790	(8,173)	-6.7%	724	4,731	93	515
53	PD/IW	3,452	3,823	4,077	(371)	-9.7%	21,217	24,041	(2,824)	-11.7%	168	857	34	150
54	Indio/LQ/IW/PD	4,974	5,578	6,988	(604)	-10.8%	34,117	38,116	(3,999)	-10.5%	220	1,217	34	166
70	LQ/BD	12,480	13,566	14,377	(1,086)	-8.0%	76,317	85,191	(8,874)	-10.4%	448	2,755	42	162
80	Indio	10,132	11,606	10,949	(1,474)	-12.7%	60,959	70,561	(9,602)	-13.6%	276	1,492	109	689
81	Indio	7,150	6,215	8,152	935	15.0%	43,965	42,763	1,202	2.8%	48	453	29	243
90	Coachella/Indio	8,632	11,446	9,516	(2,814)	-24.6%	55,540	74,134	(18,594)	-25.1%	110	948	63	400
91	I/Cch/Th/Mec/Oas	16,004	13,895	16,647	2,109	15.2%	94,164	85,684	8,480	9.9%	239	1,868	26	228
95	I/Cch/Th/Mec/NS	1,363	2,390	1,654	(1,027)	-43.0%	10,828	14,971	(4,143)	-27.7%	21	272	6	74
111	PS to Indio	116,741	117,205	119,266	(464)	-0.4%	672,755	695,116	(22,361)	-3.2%	4,235	25,818	604	3,974
220	PD to Riverside	1,101	891	1,301	210	23.6%	7,402	6,742	660	9.8%	30	204	8	63
<b>Fixed Route Total</b>		<b>324,148</b>	<b>335,807</b>	<b>344,996</b>	<b>(11,659)</b>	<b>-3.5%</b>	<b>1,954,664</b>	<b>2,058,763</b>	<b>(104,099)</b>	<b>-5.1%</b>	<b>10,680</b>	<b>66,144</b>	<b>2,187</b>	<b>14,068</b>
<b>SolVan</b>		1,459	-	1,434	1,459	0.0%	6,422	-	6,422	0.0%				
<b>Demand Response</b>														
<b>SunDial</b>		12,122	12,547	13,070	(425)	-3.4%	79,183	83,178	(3,995)	-4.8%				
<b>System Total</b>		<b>337,729</b>	<b>348,354</b>	<b>359,500</b>	<b>(10,625)</b>	<b>-3.1%</b>	<b>2,040,269</b>	<b>2,141,941</b>	<b>(101,672)</b>	<b>-4.7%</b>				
		<b>Dec-17</b>	<b>Dec-16</b>	<b>Nov-17</b>										
Weekdays:		20	22	21										
Saturdays:		5	5	4										
Sundays:		5	3	4										
Total Days:		30	30	29										

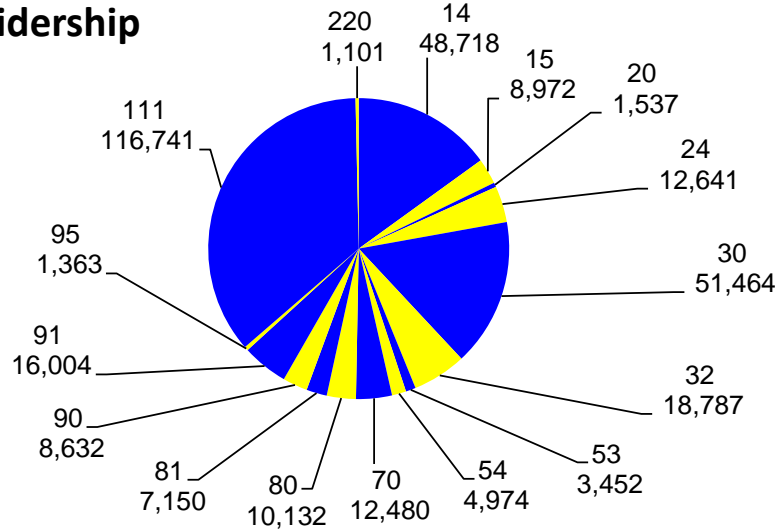
Please note:

\*No Service on December 25th Christmas day 2016/2017

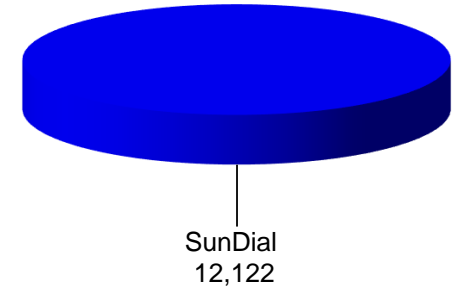
\* No Service on November 23rd Thanksgiving Day.

# SunLine Transit Agency Monthly Ridership Report December - 2017

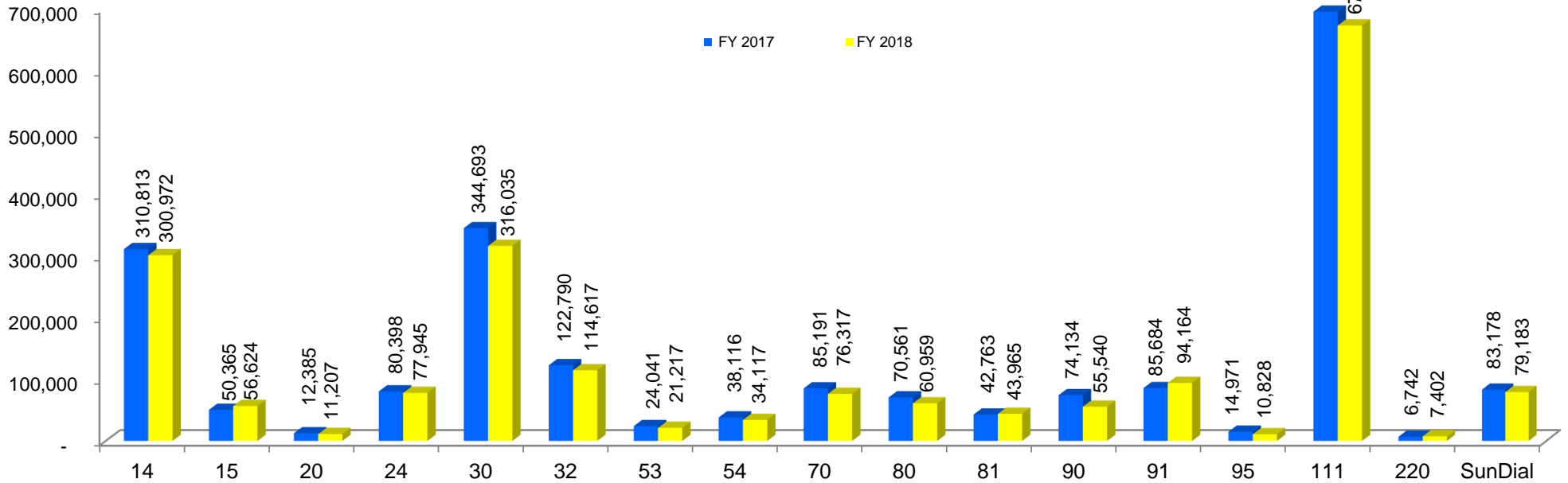
## Fixed Route Ridership



## Demand Response Ridership



## Year-to-Date System Ridership





## SunLine Transit Agency Monthly Ridership Report January 2018

		FY 2017 & 2018													
		Jan 2018	Jan 2017	Dec 2017	FY Month Var.	% Var.	FY 2018 YTD	FY 2017 YTD	YTD Var.	% Var.	Bikes		Wheelchairs		
Line	Fixed Route Description									Monthly	YTD	Monthly	YTD		
14	DHS/PS	52,637	50,838	48,718	1,799	3.5%	353,609	361,651	(8,042)	-2.2%	1,734	11,216	528	4,042	
15	DHS	9,982	8,868	8,972	1,114	12.6%	66,606	59,233	7,373	12.4%	176	857	72	499	
20	DHS/PD	1,892	1,725	1,537	167	9.7%	13,099	14,110	(1,011)	-7.2%	99	555	9	56	
21	PD	876	-	-	876	100.0%	876	-	876	100.0%	17	17	5	5	
24	PS	14,659	13,424	12,641	1,235	9.2%	92,604	93,822	(1,218)	-1.3%	387	2,351	134	697	
30	CC/PS	54,245	58,022	51,464	(3,777)	-6.5%	370,280	402,715	(32,435)	-8.1%	1,786	14,732	432	3,285	
32	PD/RM/TP/CC/PS	21,029	20,416	18,787	613	3.0%	135,646	143,206	(7,560)	-5.3%	792	5,523	77	592	
53	PD/IW	650	4,328	3,452	(3,678)	-85.0%	21,867	28,369	(6,502)	-22.9%	36	893	2	152	
54	Indio/LQ/IW/PD	5,932	5,208	4,974	724	13.9%	40,049	43,324	(3,275)	-7.6%	222	1,439	58	224	
70	LQ/BD	15,455	15,872	12,480	(417)	-2.6%	91,772	101,063	(9,291)	-9.2%	508	3,263	28	190	
80	Indio	12,737	12,889	10,132	(152)	-1.2%	73,696	83,450	(9,754)	-11.7%	169	1,661	110	799	
81	Indio	8,416	7,372	7,150	1,044	14.2%	52,381	50,135	2,246	4.5%	62	515	63	306	
90	Coachella/Indio	6,415	11,562	8,632	(5,147)	-44.5%	61,955	85,696	(23,741)	-27.7%	64	1,012	57	457	
91	I/Cch/Th/Mec/Oas	13,641	13,601	16,004	40	0.3%	107,805	99,285	8,520	8.6%	268	2,136	17	245	
95	I/Cch/Th/Mec/NS	1,899	2,364	1,363	(465)	-19.7%	12,727	17,335	(4,608)	-26.6%	18	290	5	79	
111	PS to Indio	118,598	116,428	116,741	2,170	1.9%	791,353	811,544	(20,191)	-2.5%	4,441	30,259	665	4,639	
220	PD to Riverside	1,058	1,011	1,101	47	4.6%	8,460	7,753	707	9.1%	35	239	6	69	
<b>Fixed Route Total</b>		<b>340,121</b>	<b>343,928</b>	<b>324,148</b>	<b>(3,807)</b>	<b>-1.1%</b>	<b>2,294,785</b>	<b>2,402,691</b>	<b>(107,906)</b>	<b>-4.5%</b>	<b>10,814</b>	<b>76,958</b>	<b>2,268</b>	<b>16,336</b>	
<b>SolVan</b>		2,228	-	1,459	2,228	0.0%	8,650	-	8,650	100.0%					
<b>Demand Response</b>															
<b>SunDial</b>		12,939	13,419	12,122	(480)	-3.6%	92,122	96,597	(4,475)	-4.6%					
<b>System Total</b>		<b>355,288</b>	<b>357,347</b>	<b>337,729</b>	<b>(2,059)</b>	<b>-0.6%</b>	<b>2,395,557</b>	<b>2,499,288</b>	<b>(103,731)</b>	<b>-4.2%</b>					
		<b>Jan-18</b>	<b>Jan-17</b>	<b>Dec-17</b>											
Weekdays:		21	21	20											
Saturdays:		4	4	5											
Sundays:		6	6	5											
Total Days:		31	31	30											

Please note:

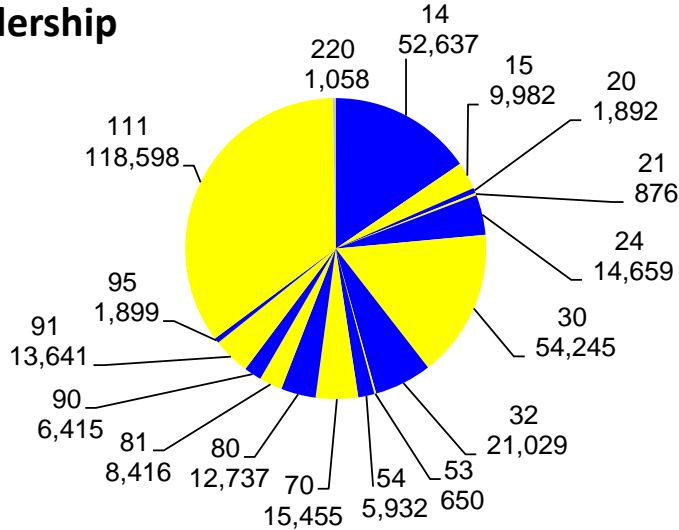
\*No Service on December 25th Christmas day 2017

\* Weekend Service on 1/2/17 and 1/1/2018 due to New Years Day.

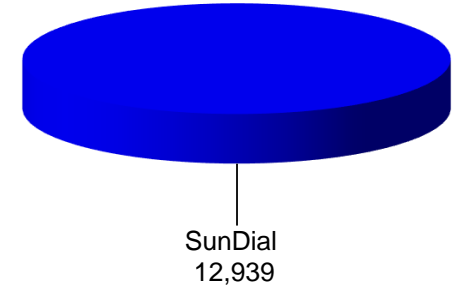


# SunLine Transit Agency Monthly Ridership Report January - 2018

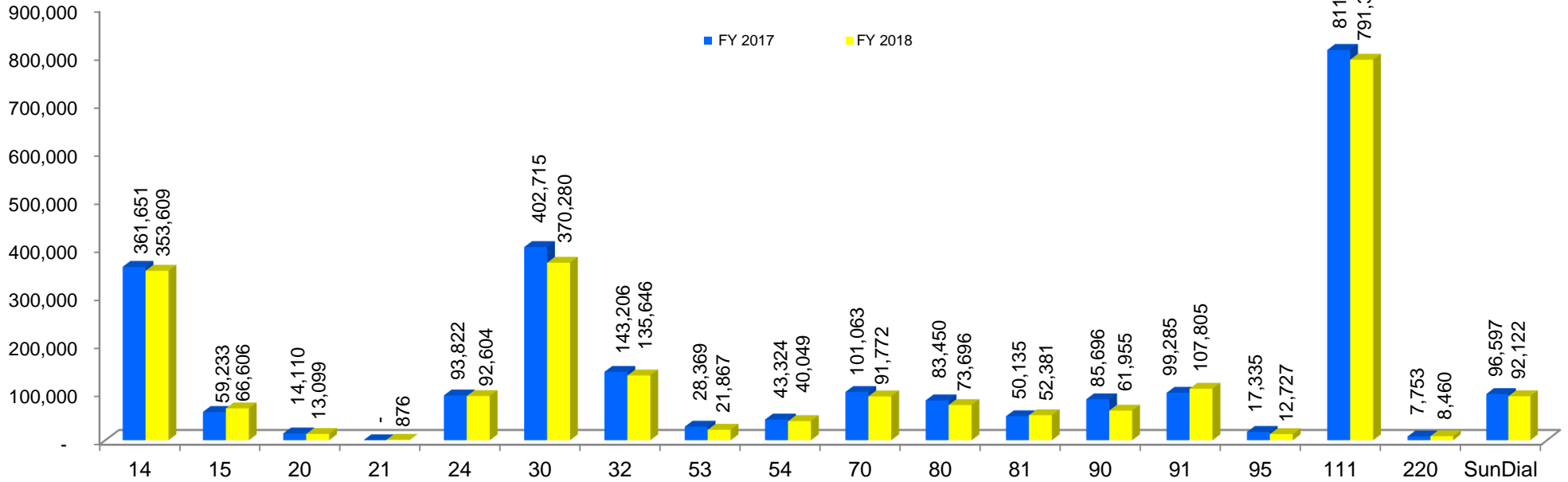
## Fixed Route Ridership



## Demand Response Ridership

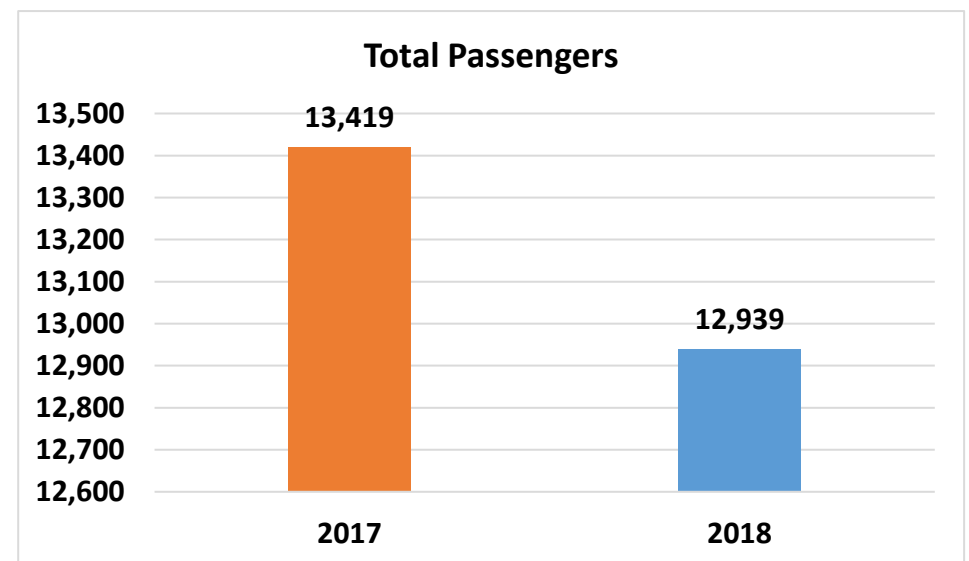
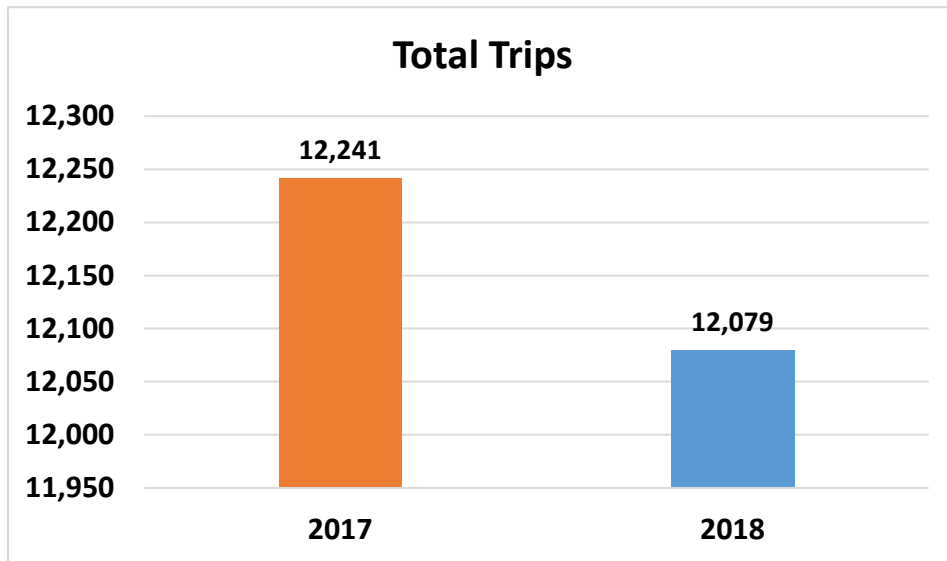
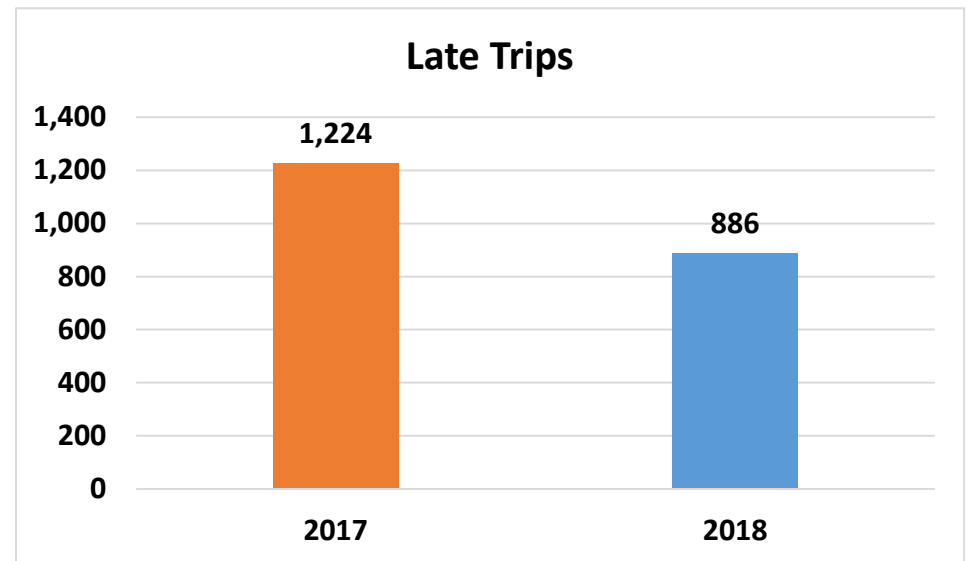
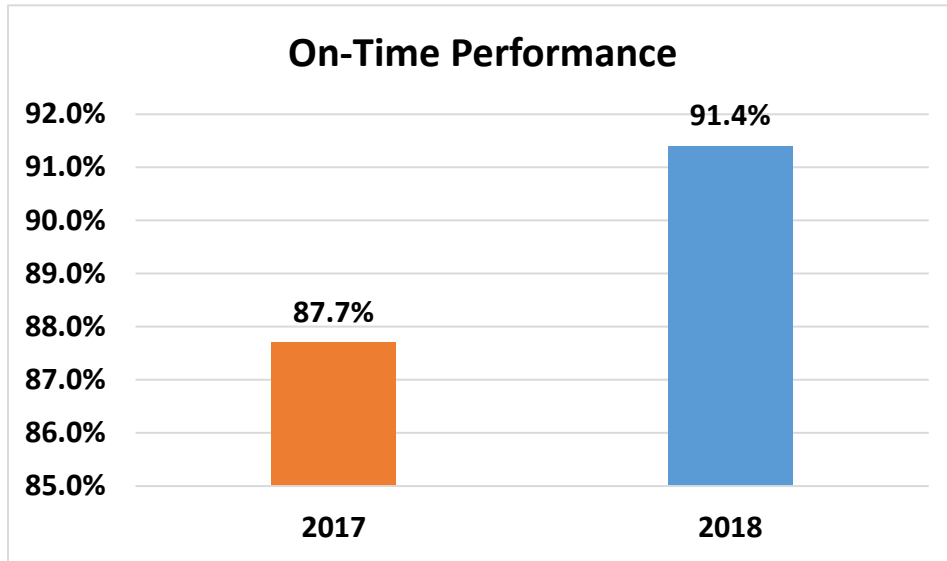


## Year-to-Date System Ridership



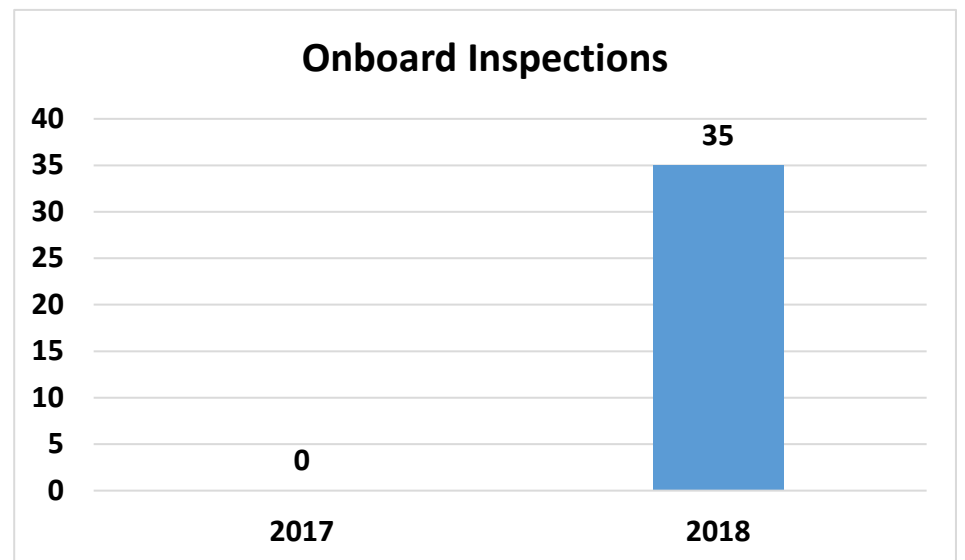
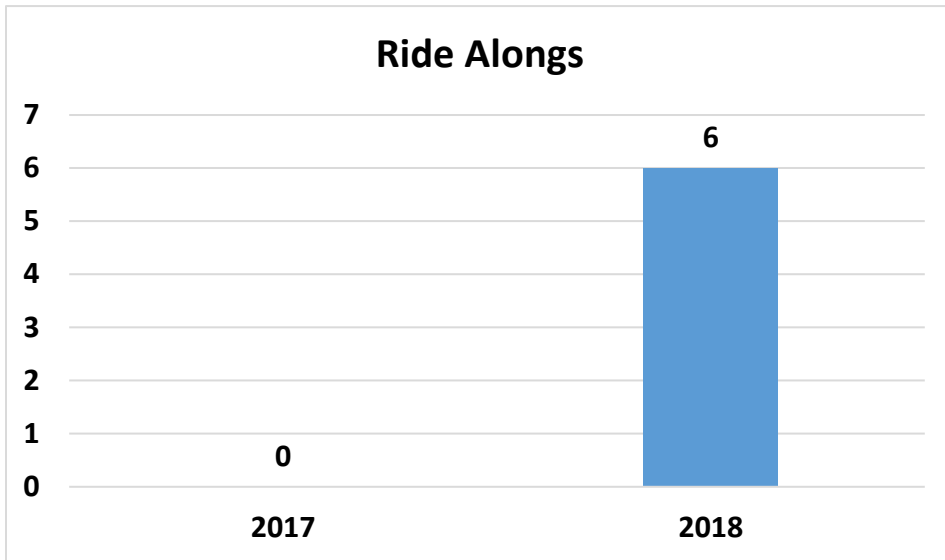
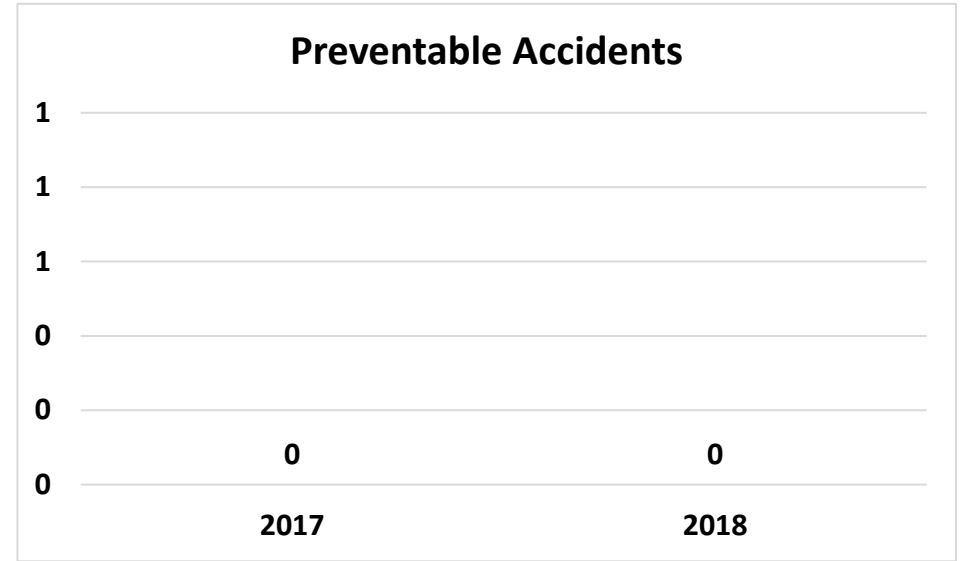
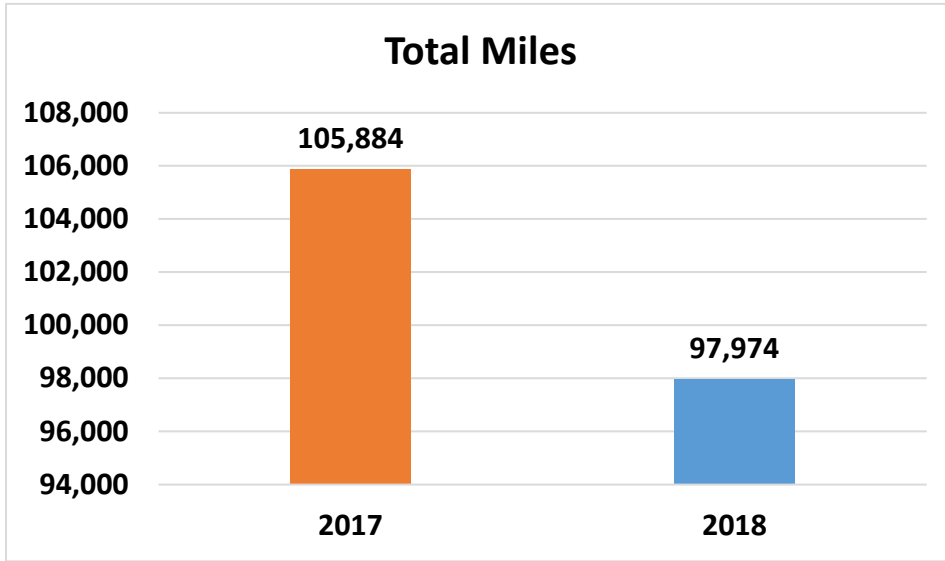
# SunDial Operational Notes

## JANUARY 2017/2018



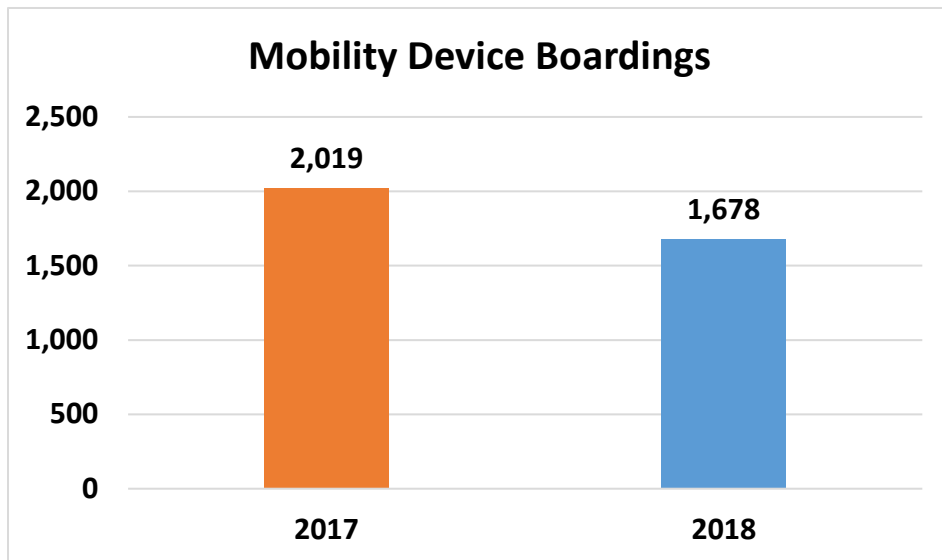
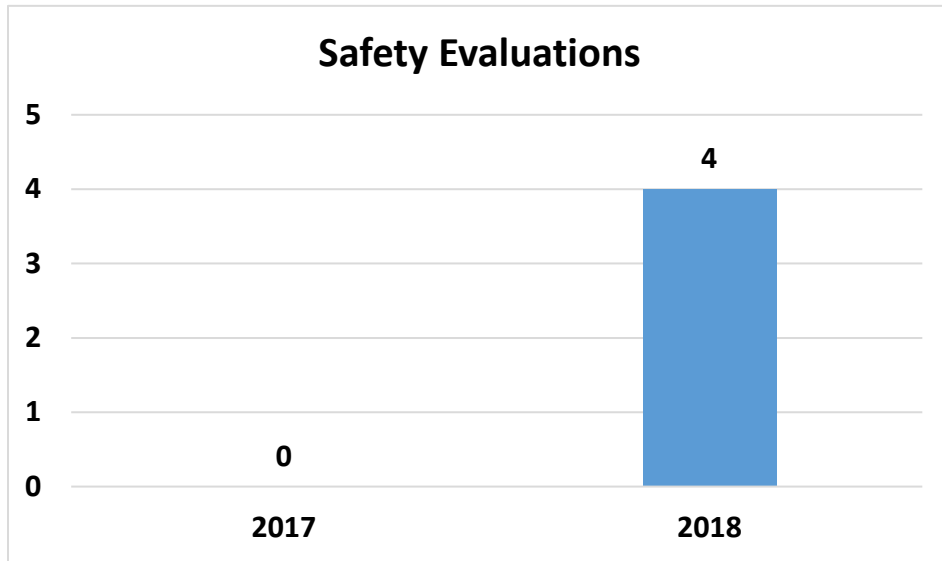
# SunDial Operational Notes

## JANUARY 2017/2018

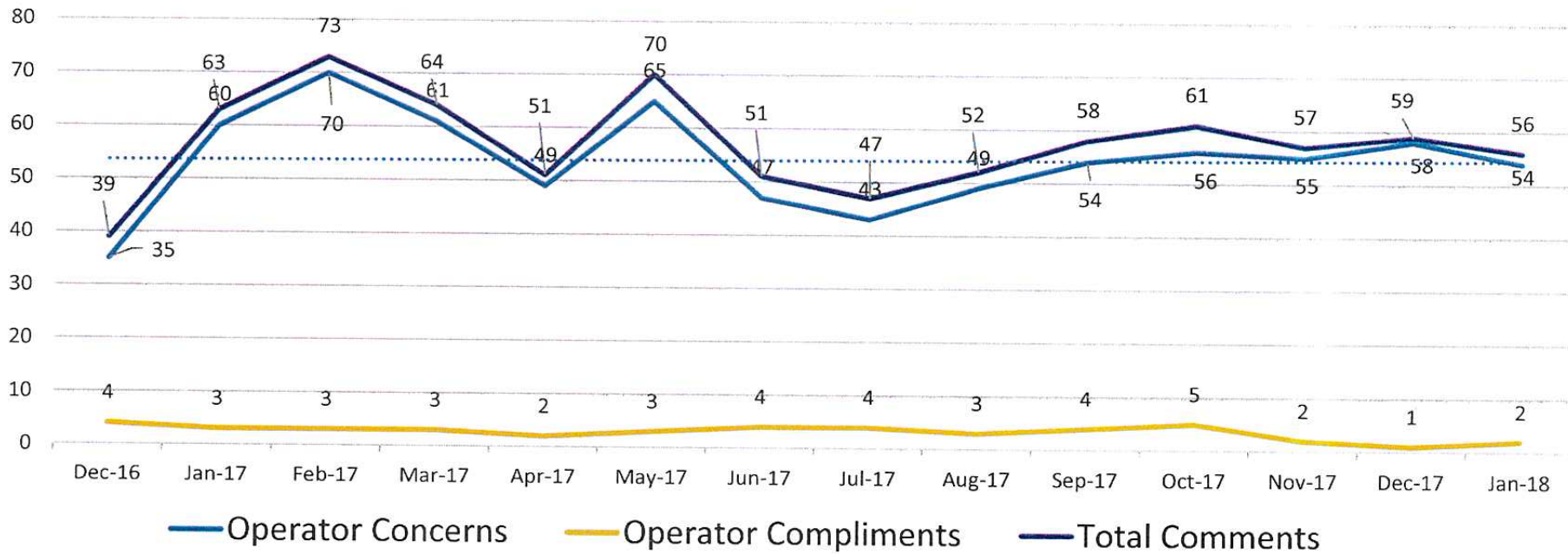


# SunDial Operational Notes

## JANUARY 2017/2018

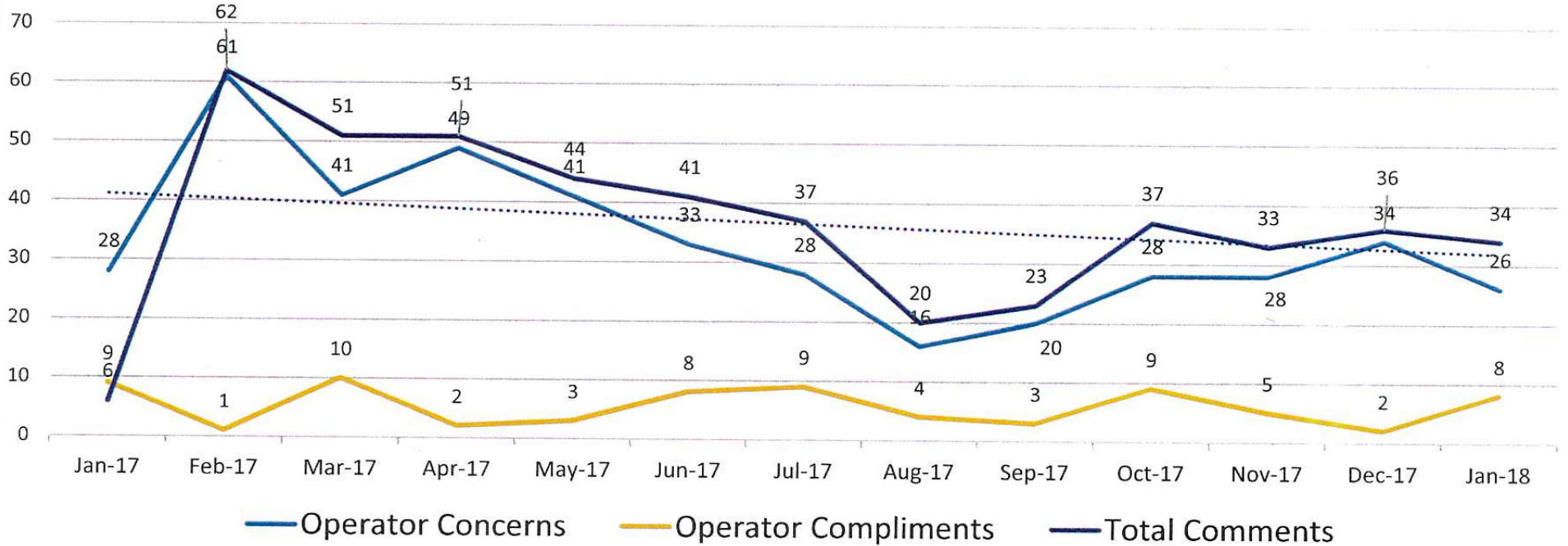


## Fixed Route Customer Comments for January 2018



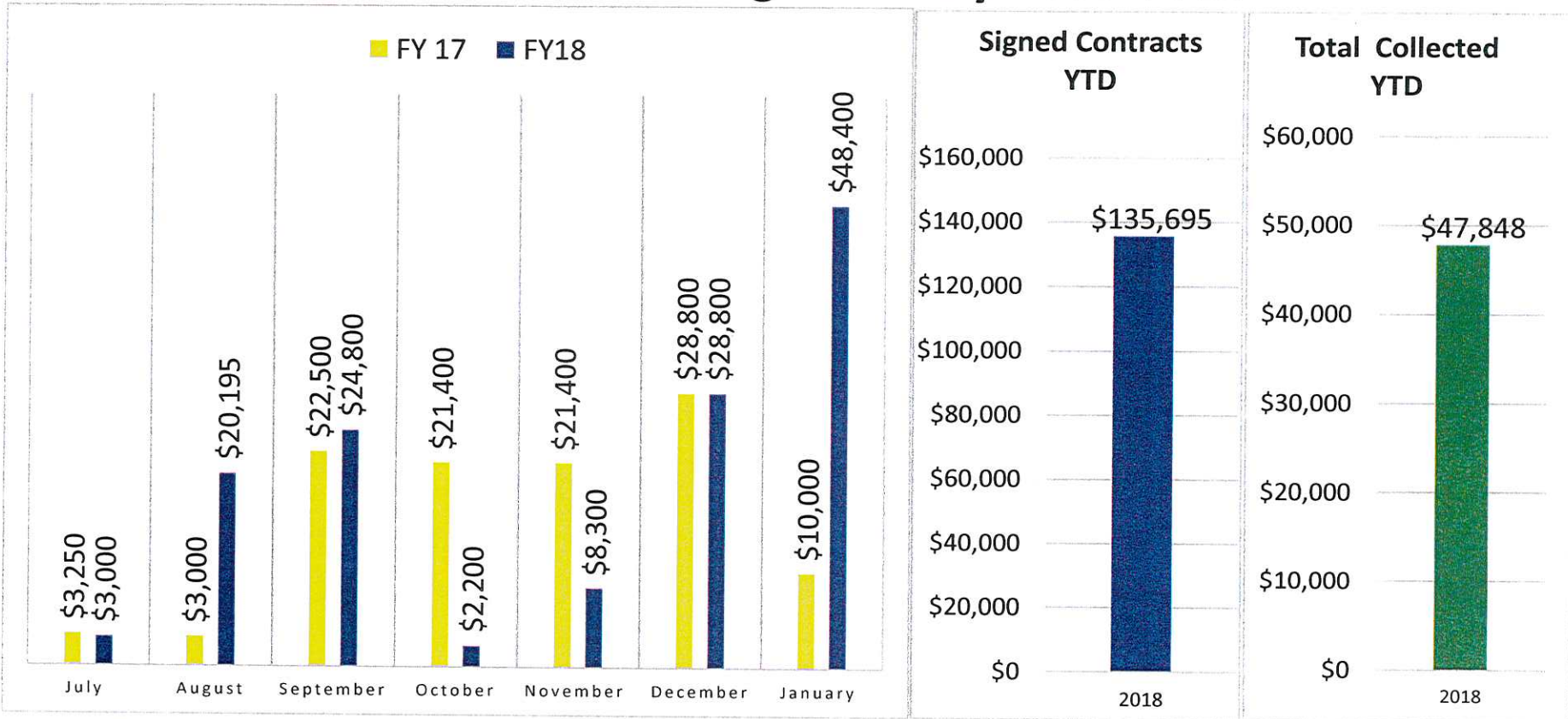
All Fixed Route Operator comments, both compliments and complaints for January 2018.

# Paratransit Customer Comments For January 2018



All Paratransit operator comments, both compliments and complaints for January 2018.

# Contracted Advertising - January - YTD FY18



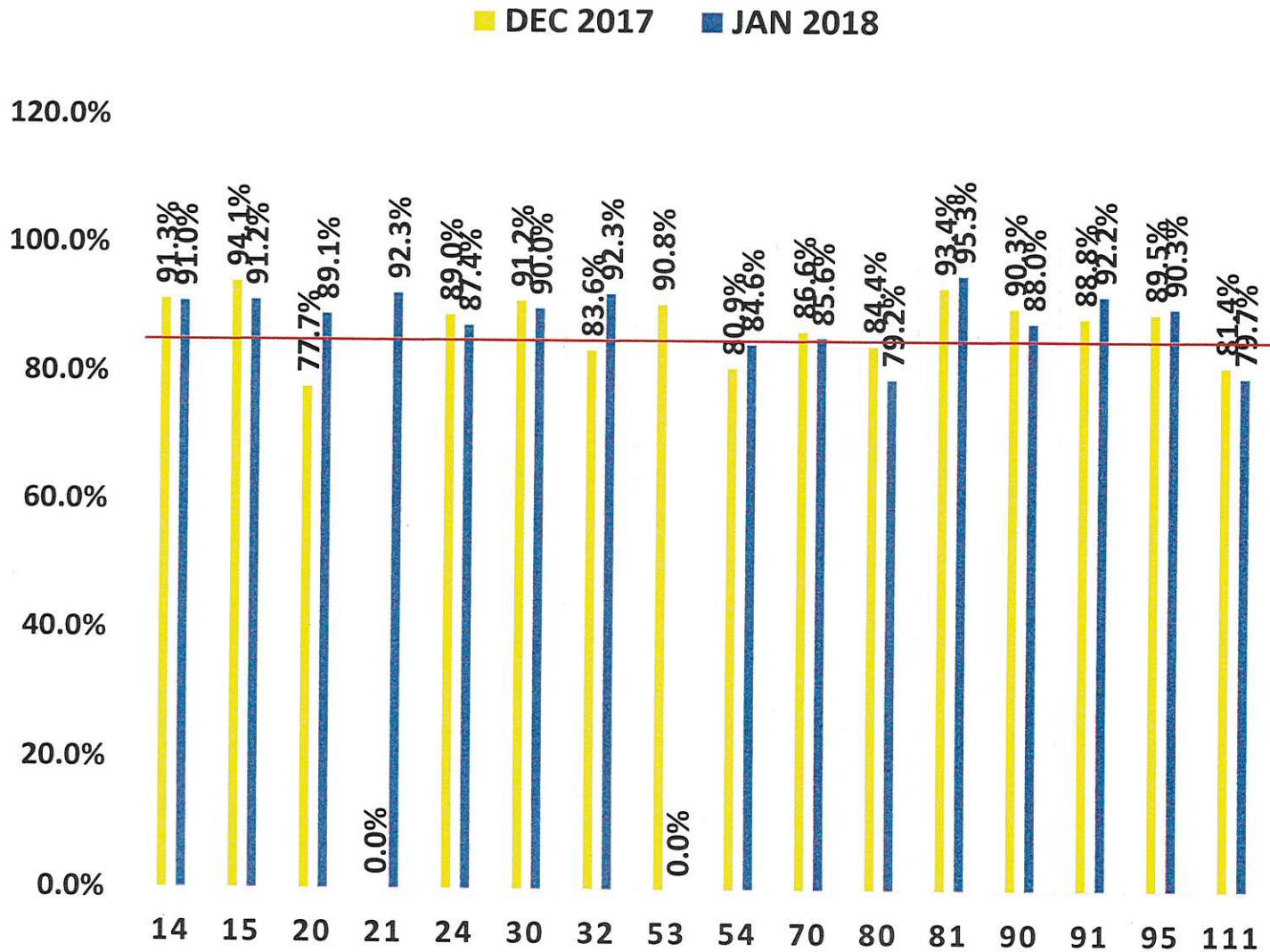
Tracks monthly advertising revenue earned (contracted) and received for bus shelters and exterior bus advertising.

Does not include "Barter Contracts"

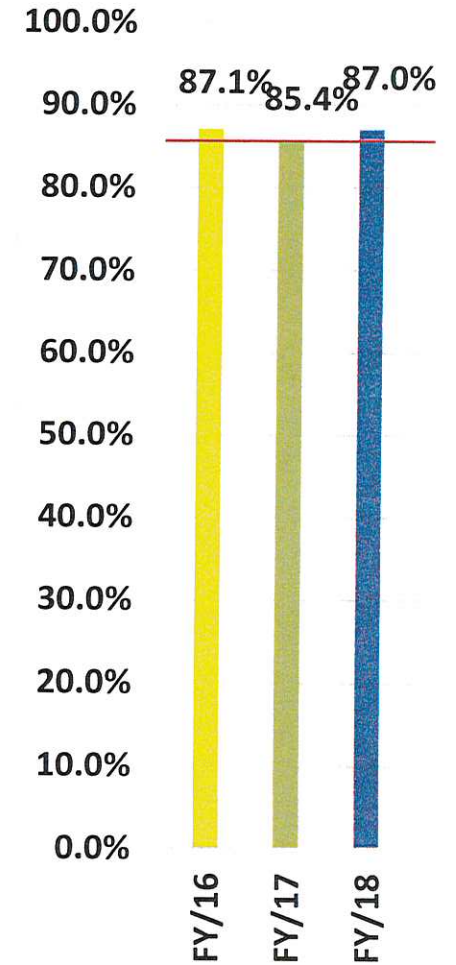
Tracks receivables - payments received for the previous month .

**The goal is \$225,000 for FY 18**

## On-Time Performance Percent by Line



## On Time Performance System Wide



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

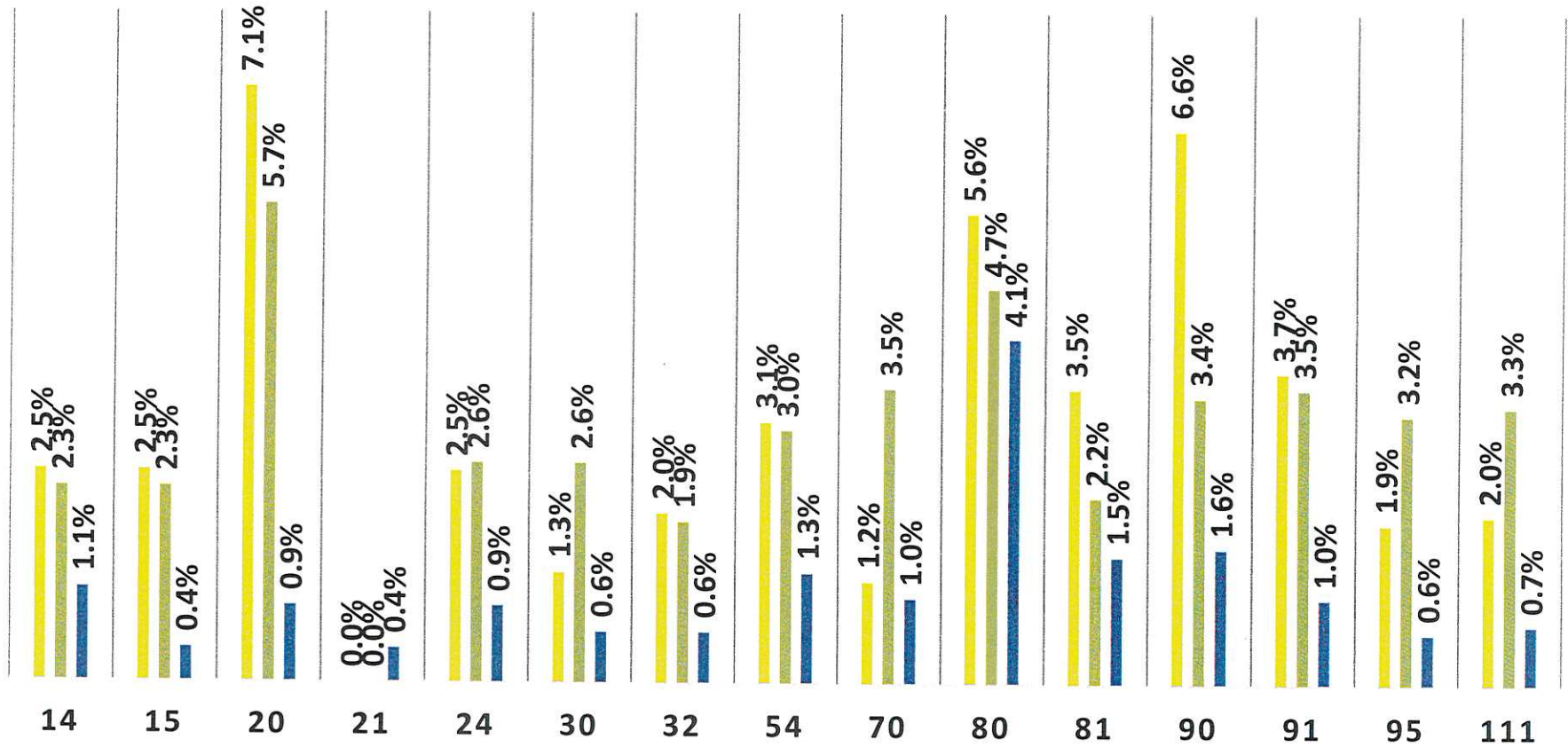
**Goal:** Minimum target for On Time performance is 85%.

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



# Early Departures by Line YTD

FY/2016    FY/2017    FY/2018

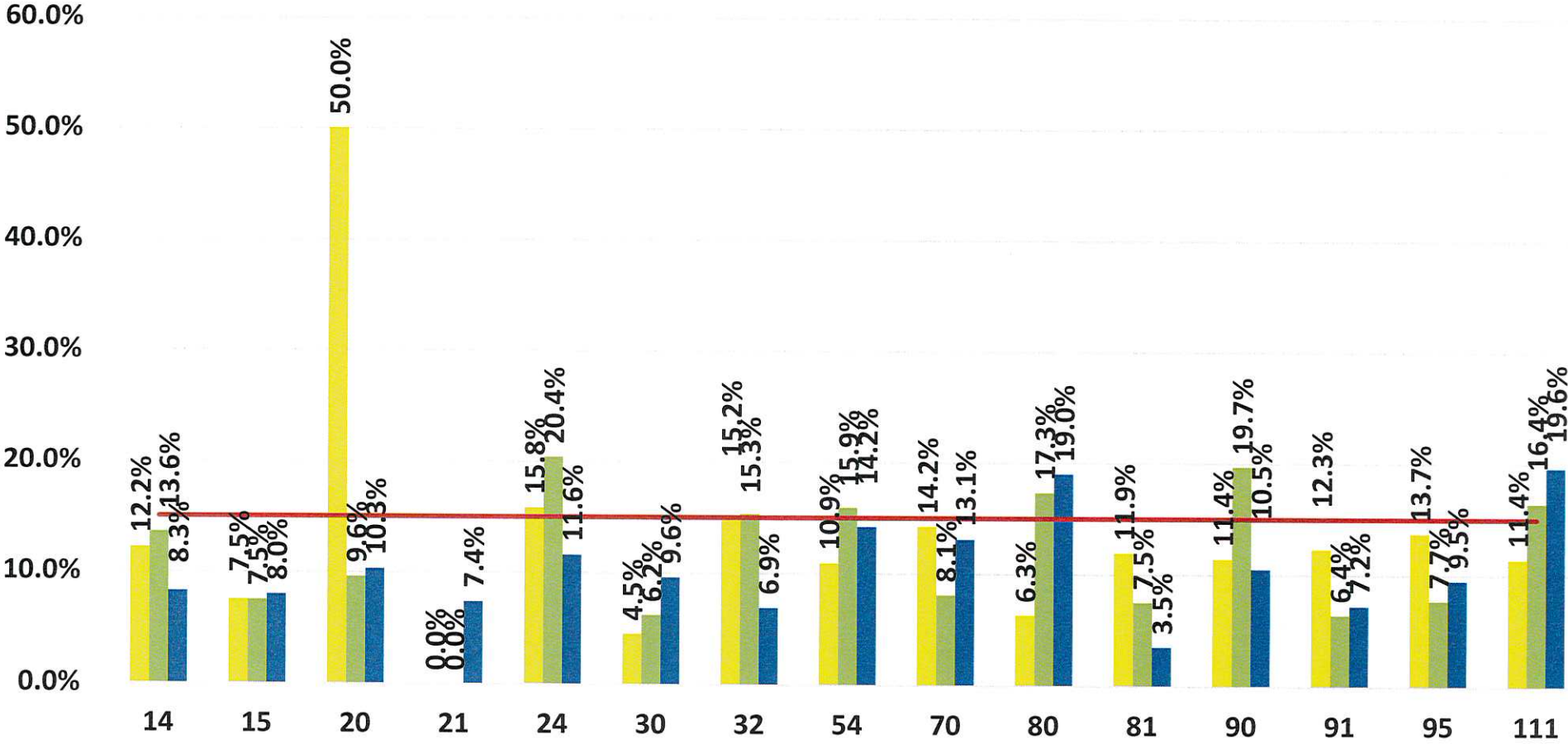


**Definition:** When a bus leaves a time point, ahead of the scheduled departure time.

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

# Late Departures by Line January

2016 2017 2018 Trigger

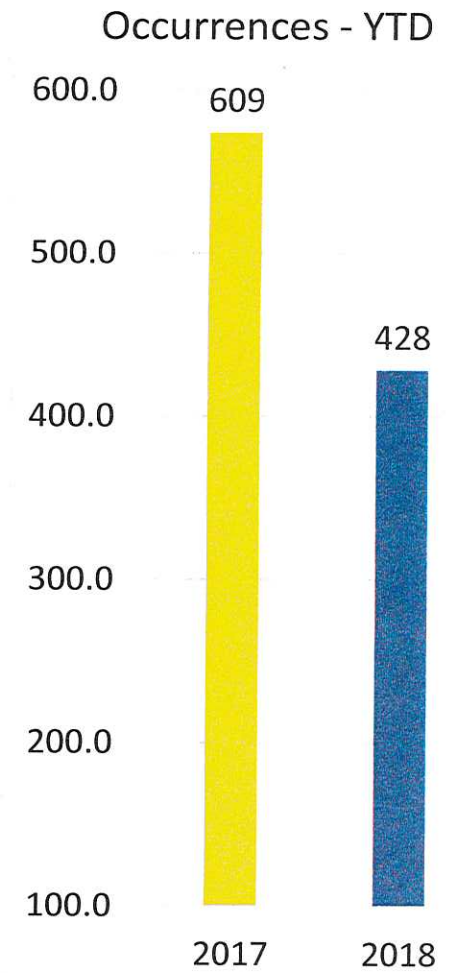
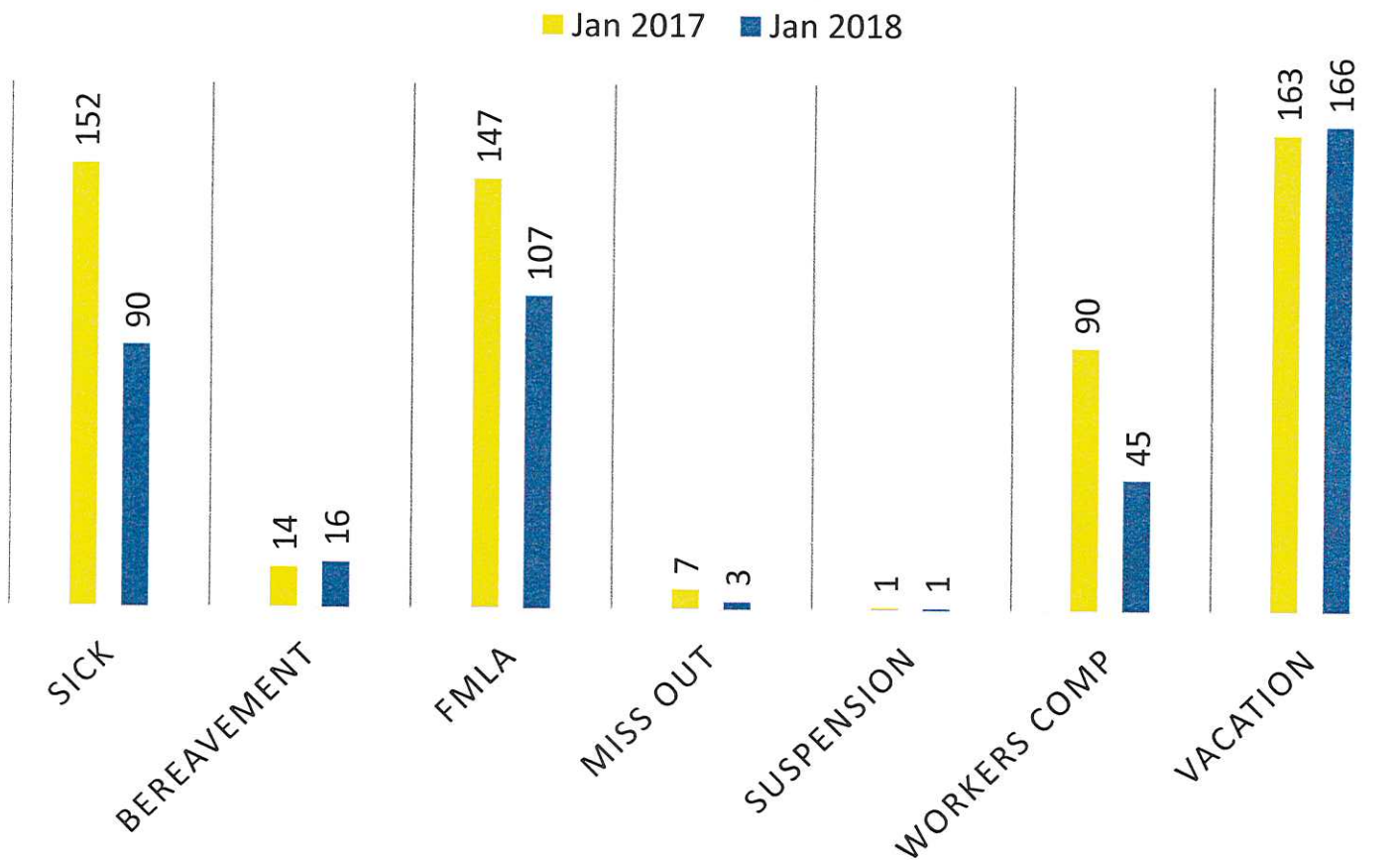


**Late Definition:** When a bus leaves a time point, after the scheduled departure time.

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

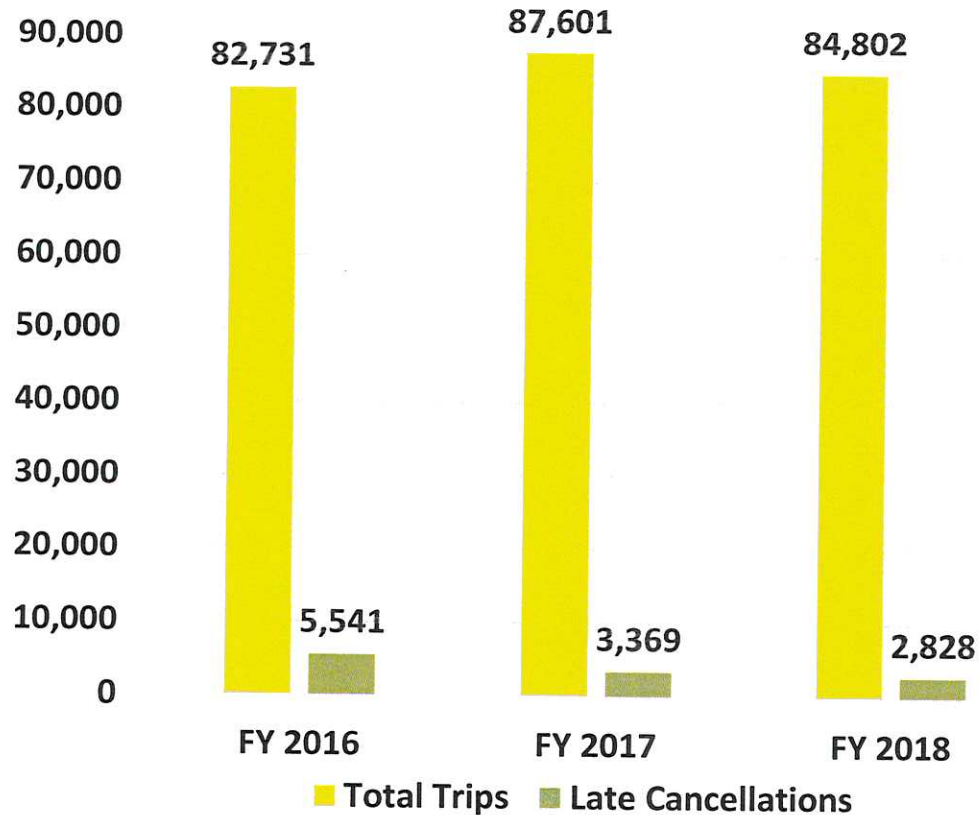
**Goal:** To reduce late departures to 15%

# Driver absence occurrences - YTD

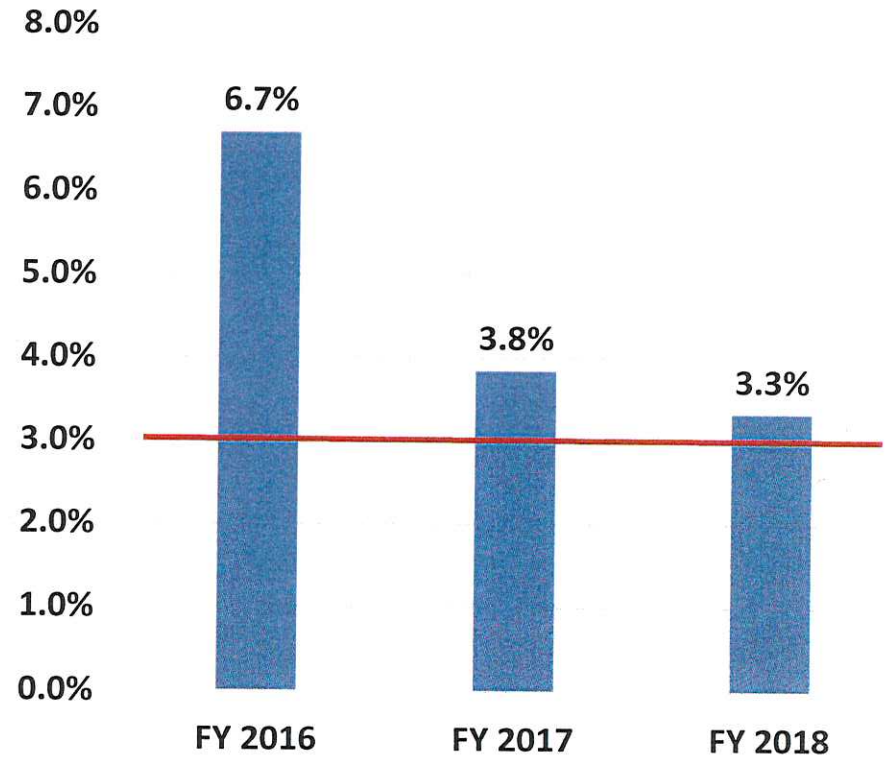


Goal: reduce by 2% - By enforcing attendance policy regularly and monitor trending - Absences include scheduled & unscheduled for Fixed Route drivers. Vacation occurrences added as of September 2015 metric.

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



## Late Cancellation Percentage Y.T.D.



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

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

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

FY 17/18	Board Member Matrix Attendance													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Meetings	Total Attended
Desert Hot Springs	X		X	X			X						10	4
Palm Desert	X		X	X		X	X						10	5
Palm Springs			X	X		X							10	3
Cathedral City	X		X	X		X	X						10	5
Rancho Mirage	X		X	X		X							10	4
Indian Wells	X		X	X		X							10	4
La Quinta	X		X	X		X	X						10	5
Indio	X		X	X		X	X						10	5
Coachella	X		X	X									10	3
County of Riverside	X		X	X		X	X						10	5

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

**DARK –**

## SunLine Transit Agency

**DATE:** February 28, 2018 **INFORMATION**

**TO:** Board of Directors

**FROM:** Paratransit Administration Manager

**RE:** Update on ADA Paratransit Certification and Eligibility Process Reform

---

### **Background**

At the October 2017 Board meeting, staff presented to the Board that we would be making changes to reform our paratransit eligibility and certification process. In an effort to update the Board on paratransit related activities, listed below are tasks that the team will be completing with our consultant over the next 90 days.

- Reviewing and updating our certification application in both English and Spanish
- Creating both English and Spanish approval/denial templates for all three eligibility categories. Developing a decision-tree determination when a functional assessment may be required
- Creating a standard operating procedure (SOP) from receipt of an application through the eligibility process

---

Tamara Miles  
Paratransit Administration Manager

**MINUTES**  
**SunLine Transit Agency**  
**Board of Directors Meeting**  
**January 24, 2018**

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:10 p.m. on Wednesday, January 24, 2018 in the Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

**1. Call to Order**

The meeting was called to order at 12:10 p.m. by Chairperson Russell Betts.

**2. Roll Call**

Completed

**Members Present**

Russell Betts, Chair, SunLine Agency Board Member, City of Desert Hot Springs  
Troy Strange, Vice Chair, SunLine Agency Board Member, City of Indio  
Greg Pettis, SunLine Agency Board Member, City of Cathedral City  
Robert Radi, SunLine Agency Board Member, City of La Quinta  
Kathleen Kelly, SunLine Agency Board Member, City of Palm Desert  
Pat Cooper, SunLine Agency Board Member (Alternate), County of Riverside

**Members Absent**

Emmanuel Martinez, SunLine Agency Board Member, City of Coachella  
Ty Peabody, SunLine Agency Board Member, City of Indian Wells  
Lisa Middleton, SunLine Agency Board Member City of Palm Springs  
G. Dana Hobart, SunLine Agency Board Member, City of Rancho Mirage

**3. Presentations**

None

**4. Finalization of Agenda**

No changes to the agenda

**5. Public Comments**

None

**6. Board Member Comments**

None

**7. Consent Calendar**

- a) Checks over \$1,000 report for November 2017
- b) Credit Card Statement for November 2017
- c) Monthly Budget Variance Report for November 2017
- d) Contracts Signed in Excess of \$25,000 November & December 2017
- e) Union & Non Union Pension Investment Asset Summary November 2017
- f) Ridership Report for November 2017
- g) SunDial Operational Notes for December 2017

- h) Metrics (On time Performance, Early Departures, Late Departures, Late Cancellations, Driver Absence, Advertising Revenue, Fixed Route Customer Comments, Paratransit Customer Comments) December 2017
- i) Quarterly Capital Project Update for 4th Quarter 2017
- j) Board Member Attendance for December 2017

SunLine Agency Board Member Radi moved to approve the consent calendar. The motion was seconded by SunLine Agency Board Member Pettis. The consent calendar was approved by a vote of 5 yes; 0 no; 1 abstain

**8. Wells Fargo Credit Card Solutions**

Chairperson Betts reported that during the Finance/Audit Committee meeting there were questions about how many credit cards SunLine is exploring and what the controls would be for those cards. Lauren Skiver, CEO/General Manager, addressed the board and stated that this is a discussion item through the committee and there is staff work that will be completed through the committee. Skiver reported that there are more steps to be taken before this comes before the Board as any kind of action item.

**9. Fuel Hedging**

Chair Pettis of Finance/Audit Committee reported that there is more staff work that needs to be completed and the item will be brought back in March.

**10. Approval of Minutes**

SunLine Agency Board Member Radi moved to approve the minutes of the December 6, 2017 Board meeting. The motion was seconded by SunLine Agency Board Vice-Chair Strange. The motion was approved by a vote of 4 yes; 0 no; 2 abstain

**11. Approval of New ACCESS Advisory Committee Member**

Vanessa Mora, Compliance Officer, addressed the board in regards to the January 9<sup>th</sup> ACCESS Advisory Committee meeting where current members approved the addition of adding one new member to the Committee. Staff requested approval from the Board for the addition of the member.

Chairperson Betts asked for clarification around the item; whether the Board was approving the creation of an additional Committee seat and the person or just the addition of a specific person. Vanessa clarified that the action taken by the board would be to add this specific member to the board, as the Committee has the opportunity to have 15 members and with this additional member the Committee only has 9.

SunLine Agency Board Member Radi moved to approve the New ACCESS Advisory Committee Member. The motion was seconded by SunLine Agency Board Member Cooper (Alternate). The motion was approved by a vote of 6 yes; 0 no; 0 abstain



- 12. Amendment of Contract for Engineering Services for Indio Yard Repaving**  
Finance/Audit Committee Chair Pettis reported that this item was brought to the committee and they unanimously approved the item. SunLine Agency Board Member Pettis motioned to approve the Amendment of Contract for Engineering Services for Indio Yard Repaving and the motion was seconded by Board Member Cooper (Alternate). The motion carried by a unanimous vote of 6 yes; 0 no; 0 abstain
- 13. Amend Agreement for BYD Battery Electric Vehicles**  
Finance/Audit Committee Chair Pettis reported that this item was brought to the committee and they unanimously approved the item, which is a reduction in the contract amount. SunLine Agency Board Member Pettis motioned to approve the Amended Agreement for BYD Battery Electric Vehicles and the motion was seconded by Board Member Radi. The motion carried by a unanimous vote of 6 yes; 0 no; 0 abstain
- 14. Award of Contract for Marketing Services**  
Finance/Audit Committee Chair Pettis reported that this item was brought to the committee and they unanimously approved the item. SunLine Agency Board Member Pettis motioned to approve the Award of Contract for Marketing Services and the motion was seconded by Board Member Strange. The motion carried by a unanimous vote of 6 yes; 0 no; 0 abstain
- 15. Checks Policy #B-030403 Revision Approval**  
Board Operations Committee Chair Pettis reported that the Committee did not have a quorum, therefore this item is coming before the Board without a recommendation. Luis Garcia, Deputy Chief Financial Officer, provided a brief explanation for the item stating that SunLine is not making any major changes to the policy but instead replacing names of vendors that the agency no longer does business with and moving the list of reoccurring vendors to the appendix. Lauren Skiver, CEO/General Manager, clarified that it doesn't make business sense to have the vendors names buried inside the policy instead of in an appendix so the agency is not annually amending the policy.

SunLine Agency Board Member Radi motioned to approve the Checks Policy #B-030403 Revision and the motion was seconded by Board Member Kelly. The motion carried by a unanimous vote of 6 yes; 0 no; 0 abstain
- 16. Fare Policy #B-060102 Revision Approval**  
Chairperson Betts reported that the Board Operations Committee did not have a quorum so staff will be providing an overview. Luis Garcia, Deputy Chief Financial Officer, provided a brief explanation for the item stating that there were two changes to the policy. The first was an administrative change removing the requirement for employer passes that the agency felt was unnecessary and the second was adding digital fares as a payment method. By making this revision, the Board is setting the foundation for the agency to explore digital fares and allow staff to start researching ways to accept online payments. Lauren Skiver, CEO/General Manager, clarified that mobile ticketing means using your phone to pay your bus fare. The first step to exploring this payment method is including this language in the policy.

Board Member Kelly had a question in regards to the introductory statement, which reads “the following fare payment options are available for use.” Kelly proposed changing the introductory clause from “available” to “permitted” since the technology is not in use yet.

Chairperson Betts had a question about whether or not change is provided to riders who paid more than the bus fare. SunLine staff clarified that change is not given because transit systems don't have the equipment or ability to do so, however riders can buy a day pass on the bus at the fare box. Lauren Skiver, CEO/General Manager, reported that the most viable method for meeting consumer demands is to put a device on top of the fare box that takes a mobile ticket.

SunLine Agency Board Vice-Chair Strange motioned to approve the Fare Policy #B-060102 Revision and the motion was seconded by Board Member Cooper (Alternate). The motion carried by a unanimous vote of 6 yes; 0 no; 0 abstain

**17. CEO/General Manager's Report**

CEO/General Manager Lauren Skiver, addressed the Board in regards to staffing. She recognized Isabel Acosta for serving as Interim Clerk of the Board upon Diane Beebe's retirement and introduced Brittney Sowell to the position, informing the Board that Brittney will be preparing the Board packets going forward.

Lauren also provided comments on the following upcoming events:

- SunLine's Riders Rewards Program: kicked off this week and is rewarding riders with gift cards and surprising them with benefits for riding transit. Lauren recognized Customer Service and the Outreach department for all of their work on this.
- "We Love Our Customers": the event will be held on February 14<sup>th</sup>; staff goes out and surprises riders with Valentines. This is an event that is done annually and has a really good response.
- FC7 Battery Dominant Fuel Cell Hybrid Bus: a save-the-date is at each daises for this event that SunLine is hosting in partnership with CalStart on Friday, February 2.
- Annual Bus Rodeo: the event will be held on March 3<sup>rd</sup> and board members were encouraged to participate by driving a bus through the course.

**20. Closed Session**

There was no reportable action

**21. Next Regular Board Meeting Date**

February 28, 2018

12 o'clock Noon – Board Room

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

22. **Adjourn**  
Meeting was adjourned at 1:05 p.m.

Respectfully Submitted,

---

Brittney B. Sowell  
Clerk of the Board

## SunLine Transit Agency

**DATE:** February 28, 2018 **ACTION**

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

**FROM:** Superintendent of Facility Maintenance

**RE:** Contract for Clean Agent Fire Suppression System

---

### **Recommendation**

Recommend that the Board of Directors grant authority to the CEO/General Manager to execute a contract with Facilities Protection Systems (FPS) in the amount of \$29,992 for the installation of a fire suppression system, upon approval as to form by legal counsel.

### **Background**

In late 2014, SunLine Transit Agency completed construction on the new Administration Building. The building included a server room for placing servers, the phone system, security system, and other technology equipment. The fire suppression system for the server room was a continuation of the water-based sprinkler system used throughout the building.

The Facilities Maintenance and Information Technology teams determined that a clean agent fire suppression system would provide the best response to server room fires. This approach uses a gaseous process to suppress fire and protect equipment.

### **Reason for Selection of the Procurement Process**

The invitation for bid solicitation was selected as the procurement method in order to award the contract based on lowest price.

### **Reason for Selection of the Contract Type**

A firm fixed price contract was selected because it places upon the contractor maximum risk and full responsibility for all cost and resulting profit or loss. It provides maximum incentive for the contractor to control cost and perform effectively, and imposes a minimum administrative burden upon SunLine Transit Agency.

### **Reason for Selection of Contractor**

On January 26, 2018, seven (7) [potential vendors](#) were solicited, in addition to being advertised on SunLine's website and the local newspaper, the Desert Sun. On February 9, 2018, one individual bid was received from Facilities Protection Systems of Brea, CA.

According to a [price analysis](#) comparing the bid to an internal technical review, SunLine has elected to make an award to Facilities Protection Systems as the responsive and responsible bidder representing the best value to the Agency.

### **How Price was Determined Fair and Reasonable**

Facilities Protection Systems' price was determined to be fair and reasonable based on a total cost breakdown, with information provided by FPS and comparison of local known pricing. Therefore, Facilities Protection Systems' bid is considered most advantageous to SunLine Transit Agency.

### **Financial Impact**

The financial impact of \$29,992 was budgeted in the FY2016/17 SRTP utilizing funds from the Public Transportation Modernization, Improvement, and Service Enhancement Account.

---

Dean Holm  
Superintendent of Facilities Maintenance

## Bidder's List

**Cintas Fire Protection**

(844) 598-2660  
farmern@cintas.com

**CJ Suppression Inc.**

205 Lewis Court  
Corona, CA 92882  
(951) 749-5538  
sales@cjsuppression.com

**Desert Fire Protection**

845 Marina Bay Parkway, Suite 2  
Richmond, CA 94804  
(360) 601-4961

**EMF Fire Solutions**

14250 Central Ave. Unit #A  
Chino, CA 91710  
(909) 464-8090  
sergios@emffire.com

**First Responder Fire Protection**

(805) 416-1700  
Info@FirstResponderFire.com

**Facilities Protection Systems**

1150 W. Central Ave., Suite D  
Brea, CA 92821  
(714) 257-2244  
tgarcia@fpsys.com

**Superior Fire Protection**

15026 Clark Ave  
Hacienda Heights, CA 91745  
(626) 961-5896  
superiorfirepro@aol.com

**Western States Fire Protection**

3720 Industry Avenue, Suite 107  
Lakewood, CA 90712  
Todd Smith  
562-279-0770  
Todd.smith@wsfp.us



**PRICE ANALYSIS**

	Facilities Protection Systems (FPS)	SunLine's Estimate
Firm Fixed Price	\$ 29,992.00	\$ 30,000.00

	Difference	Delta
Difference between FPS and SunLine's Estimate	\$ (8.00)	0.03%

Since Facilities Protection Systems (FPS) was the only vendor to submit a bid, SunLine compared FPS's bid to SunLine's internal project estimate. FPS's estimate is .03% lower than SunLine's estimate.

SunLine's Superintendent of Facility Maintenance provided a technical evaluation of FPS's prices and determined that the Prevailing Wage, Electrical and HVAC system interface connections were necessary to install the system and were within market price.

Based on the results, it is reasonable to assume that FPS understood the Scope of Work and/or level of effort to complete the required services. Therefore, it is determined that the prices submitted by FPS are considered fair and reasonable.

Prepared by:

Jennifer Tran, Contracts Administrator

## SunLine Transit Agency

**DATE:** February 28, 2018 **ACTION**

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

**FROM:** Chief Performance Consultant

**RE:** Technical Support for Hydrogen System Installation

---

### **Recommendation**

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute an agreement with Engineering, Procurement and Construction (EPC) in an amount not to exceed \$90,000 for technical oversight of the electrolyzer installation.

### **Background**

SunLine competed and won a grant with the California Air Resources Board (CARB) for a hydrogen electrolyzer and five (5) fuel cell electric vehicles in the amount of \$12,586,791. This grant was combined with \$1,500,000 of existing FY16 funding in place for the hydrogen system upgrade. SunLine will be one of only a few transit agencies in the nation utilizing this specialized technology.

SunLine has partnered with EPC since 2015 to provide various studies and levels of support in this highly specialized area. EPC was retained in January 2017 to support the CARB funded project. When the vetting process revealed risks to SunLine, EPC put together a new team that is now on contract to provide more capability to SunLine at a better price. This new agreement contains a new scope that is focused on the actual design and construction of the Proton/NEL Electrolyzer.

EPC has been designing and constructing hydrogen systems for transit agencies for 10 years and is the only firm of its type, known to SunLine, which specializes exclusively in hydrogen related projects. EPC prepared the feasibility study for SunLine that recommended the technologies to be used in the pending hydrogen systems expansion.

SunLine staff wants to ensure that it maximizes the benefits of this capital investment by securing essential expertise to perform the technical and analytical studies and make recommendations that will ensure the success of the hydrogen system upgrade project.



### **Reason for Selection of Procurement Process**

EPC has a unique skillset that is not present in the open market. Therefore, SunLine will utilize EPC as a single source of supply for this unique technical expertise to support its hydrogen fueling infrastructure design and development.

### **Reason for Selection of Contract Type**

A time and materials contract will be utilized because the contractor will be paid for their labor and incurred costs in support of the project. The contract will contain a not to exceed amount that the contractor exceeds at their own risk and expense.

### **Reason for Selection of the Contractor**

EPC has been designing and constructing hydrogen systems for transit agencies for 10 years and is the only firm of its type known to SunLine that specializes exclusively in hydrogen related projects. EPC prepared the feasibility study for SunLine that recommended the technologies to be used in the pending hydrogen systems expansion.

### **How Price was Determined Fair and Reasonable**

Prices were compared to General Services Administration rates and determined fair and reasonable by staff.

### **Financial Impact**

The financial impact of \$1,500,000 will be from capital project funds budgeted for this purpose in the FY16 SRTP.

---

Rudy Le Flore  
Chief Performance Consultant

## SunLine Transit Agency

**DATE:** February 28, 2018 **ACTION**

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

**FROM:** Deputy Chief Financial Officer

**RE:** Option Year Three (3) With Vasquez & Co., LLP

---

---

### **Recommendation**

Recommend that the Board of Directors:

1. ratify the execution of option year two (2) of three (3); and
2. delegate authority to the CEO/General Manager to execute option year three (3) of three (3) with Vasquez & Company, LLP for financial audit services performed for SunLine Transit Agency (STA) & SunLine Services Group (SSG).

### **Background**

The original contract for financial audit services was executed for a one (1) year term on March 31, 2015. The item was brought to the Board on December 2, 2015 with the intent to obtain approval for all three available option years. A recent review identified that the phrasing of the report listed approval for only option year one (1), therefore staff is bringing this item for ratification of the second option year and execution of the third and final option year.

The Finance Department has been pleased with the quality of work performed and has been able to file the FY15, FY16, and FY17 audits in a timely manner.

### **Financial Impact**

The financial impact of the third option year will be \$51,796 and will be budgeted in the FY19 operating budget.

---

Luis Garcia  
Deputy Chief Financial Officer

## SunLine Transit Agency

**DATE:** February 28, 2018 **ACTION**

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

**FROM:** Deputy Chief Financial Services

**RE:** [Resolution No. 0767](#) to Obtain State of Good Repair  
Program Funding

---

### **Recommendation**

Recommend that the Board of Directors approve [Resolution No. 0767](#), which grants authorization to the CEO/General Manager to execute the certifications and assurances, Authorized Agent Form, and required documentation to obtain the State of Good Repair Program FY 2017-18 funding.

### **Background**

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

On April 28, 2017 Governor Brown signed Senate Bill (SB) 1, known as the Road Repair and Accountability Act of 2017, which will provide over \$50 billion in new transportation funding over the next decade. A portion of these funds will be provided to transit operators under the State of Good Repair (SGR) Program. The SGR Program will provide approximately \$105 million in new funding annually to transit operators in California for eligible transit maintenance, rehabilitation and capital projects.

Notification was made in December of 2017 that SunLine had been allocated a portion of the FY 2017-18 SGR funds in the amount of \$678,261. The allocation was modified in January of 2018 by the Riverside County Transportation Commission (RCTC) to increase the allocation by \$75,362, bringing the total allocated funds to \$753,623.

### **Financial Impact**

The financial impact is \$753,623 in newly allocated program funding, which will be budgeted in the upcoming FY2018/19 SRTP.

---

Eric Taylor  
Deputy Chief Financial Services

## SUNLINE TRANSIT AGENCY

### RESOLUTION NO. 0767

#### **RESOLUTION AUTHORIZING THE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES, AUTHORIZED AGENT FORMS AND REQUIRED DOCUMENTATION FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM**

WHEREAS, the SunLine Transit Agency is an eligible project sponsor and may receive state funding from the State of Good Repair Account (SGR) now or sometime in the future for transit projects; and

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

WHEREAS, Senate Bill 1 (2017) named the Department of Transportation (Department) as the administrative agency for the SGR; and

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

WHEREAS, the SunLine Transit Agency wishes to delegate authorization to execute those documents and any amendments thereto to the CEO/General Manger.

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

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

ADOPTED THIS 28<sup>th</sup> DAY OF February, 2018

ATTEST:

---

Brittney Sowell  
Clerk of the Board  
SunLine Transit Agency

---

Russell Betts  
Chairman of the Board  
SunLine Transit Agency

APPROVED AS TO FORM:

---

General Counsel  
Eric Vail

STATE OF CALIFORNIA     )  
  ) ss.  
COUNTY OF RIVERSIDE    )

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

AYES:

NOES:

ABSENT:

ABSTAIN:

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

---

Brittney B. Sowell  
Clerk of the Board  
SunLine Transit Agency