



SunLine Transit Agency
February 26, 2020
10:00 a.m. – 11:00 a.m.

AGENDA

FINANCE/AUDIT COMMITTEE

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

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

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

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

ITEM

RECOMMENDATION

1. CALL TO ORDER

2. ROLL CALL

3. PRESENTATIONS

a. Fare Requirements & Funding Implications

(Staff: Luis Garcia, Chief Financial Officer)

4. FINALIZATION OF AGENDA

5. PUBLIC COMMENTS

RECEIVE COMMENTS

NON AGENDA ITEMS

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

6. COMMITTEE MEMBER COMMENTS

RECEIVE COMMENTS

ITEM

RECOMMENDATION

7. CONSENT CALENDAR

RECEIVE & FILE

All items on the Consent Calendar will be approved by one motion, and there will be no discussion of individual items unless a Board Member requests a specific item be pulled from the calendar for separate discussion. The public may comment on any item.

- 7a) Checks \$1,000 and Over Report for December 2019 (PAGE 3-6)
- 7b) Credit Card Statement for December 2019 (PAGE 7-10)
- 7c) Monthly Budget Variance Report for December 2019 (PAGE 11-17)
- 7d) Contracts Signed in between \$25,000 and \$100,000 for January 2020 (PAGE 18-19)
- 7e) Union & Non-Union Pension Investment Asset Summary December 2019 (PAGE 20-23)
- 7f) Ridership Report for January 2020 (PAGE 24-26)
- 7g) SunDial Operational Notes for January 2020 (PAGE 27-30)
- 7h) Metrics for January 2020 (PAGE 31-42)
- 7i) Board Member Attendance for January 2020 (PAGE 43-44)

8. APTA 2020 INTERNATIONAL STUDY MISSION & JUNE BOARD MEETING

APPROVE
(PAGE 45-46)

(Staff: Lauren Skiver, CEO/ General Manager)

9. FORMAL SELECTION OF PENSION COMMITTEE MEMBERS

APPROVE
(PAGE 47)

(Staff: Luis Garcia, Chief Financial Officer)

10. LEGAL SERVICES REQUEST FOR PROPOSALS

APPROVE
(PAGE 48)

(Staff: Luis Garcia, Chief Financial Officer)

11. HYDROGEN ELECTROLYZER PROJECT MANAGEMENT SERVICES

APPROVE
(PAGE 49)

(Staff: Rudy Le Flore, Chief Project Consultant)

12. DISCUSS FINANCIAL AUDIT ROTATION POLICY NO. B-060118

DISCUSSION
(PAGE 50-51)

(Staff: Luis Garcia, Chief Financial Officer)

13. ADJOURN

SunLine Transit Agency
CONSENT CALENDAR

DATE: February 26, 2020

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Checks \$1,000 and Over Report for December 2019

Summary:

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

- For December, the largest payment issued was to New Flyer of America for the first milestone payment of six (6) CNG Buses. The buses are funded through the Federal Transit Agency (FTA) 5307, 5339 and Prop 1B - PTMSEA.

Recommendation:

Receive and file.

**SunLine Transit Agency
Checks \$1,000 and Over
December 2019**

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
NEW FLYER OF AMERICA INC.	WIP-Replacement of 6 Fixed Route Buses	681381	12/20/2019	1,012,973.52
NEL HYDROGEN INC.	WIP-Hydrogen Refueling Station	681380	12/20/2019	500,000.00
PERMA - INSURANCE	General Liability & Workers Comp Premium	681298	12/12/2019	157,896.22
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>681463</u>	<u>12/27/2019</u>	<u>102,145.14</u>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>681335</u>	<u>12/16/2019</u>	<u>100,865.15</u>
VPLS SOLUTIONS, LLC	WIP-Information Technology Projects	681391	12/20/2019	90,355.38
ELEMENT MARKETS RENEWABLE ENERGY, LLC	Nov 2019 CNG/Hydrogen	681358	12/20/2019	70,198.00
IMPERIAL IRRIGATION DIST	Utilities	681276	12/12/2019	48,197.19
CPAC INC.COM	3YR Computer Network Software Agreement	681259	12/12/2019	45,790.80
SO CAL GAS CO.	Utilities	681390	12/20/2019	37,752.01
<u>GUARDIAN LIFE INSURANCE COMPANY THE</u>	<u>Employee Benefits/ LTD/STD/LIFE Ins Prem</u>	<u>681427</u>	<u>12/27/2019</u>	<u>35,542.05</u>
PERMA - INSURANCE	Insurance Loss	681386	12/20/2019	30,000.00
GRANITE CONSTRUCTION COMPANY	WIP-Utility Infrastructure Upgrades	681366	12/20/2019	29,092.15
WSP USA INC.	TDM & Vanpool Program	681321	12/12/2019	26,595.67
MICHELIN NORTH AMERICA, INC.	Tire Leasing Service	681284	12/12/2019	23,815.23
NFI PARTS	Inventory Repair Parts	681399	12/27/2019	23,669.93
MURCHISON & CUMMING, LLP	Insurance Loss	681439	12/27/2019	20,322.55
YELLOW CAB OF THE DESERT	Taxi Voucher Program	681468	12/27/2019	18,698.24
ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS	Consulting Services	681241	12/06/2019	17,902.50
HD INDUSTRIES	Inventory Repair Parts	681270	12/12/2019	17,095.08
KATHLEEN KELLY CONSULTING	Consulting Services	681434	12/27/2019	17,078.44
KELLERMAYER BERGENSONS SERVICES, LLC	Janitorial Services	681435	12/27/2019	14,480.00
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	681448	12/27/2019	13,801.02
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	681251	12/12/2019	12,758.50
THE LEFLORE GROUP LLC	Consulting Services	681388	12/20/2019	12,236.40
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	681306	12/12/2019	10,969.06
ZEN AND THE ART OF CLEAN ENERGY	WIP- Refurbished Hydrogen Fueling Station	681397	12/20/2019	10,825.74
PRUDENTIAL OVERALL SUPPLY	Uniforms	681444	12/27/2019	9,385.84
VERIZON WIRELESS	Wireless Telephone Service	681318	12/12/2019	9,110.05
ENGINEERING PROCUREMENT &	WIP- Refurbished Hydrogen Fueling Station	681359	12/20/2019	9,000.00
MUNICIPAL RESOURCE GROUP LLC	Consulting Services	681375	12/20/2019	8,283.97
BRIGHT MOMENTS	Consulting Services	681263	12/12/2019	8,120.44
OFFICETEAM	Temporary Help	681290	12/12/2019	7,927.56
CUMMINS SALES AND SERVICE	Inventory Repair Parts	681417	12/27/2019	7,824.80
NS CORPORATION	WIP- Fixed Assets-Facility Improvement Bus Wash	681382	12/20/2019	7,381.49
ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS	Consulting Services	681322	12/12/2019	7,200.00
JESSE FRESCAS JR.	Consulting Services	681369	12/20/2019	7,040.00
AMALGAMATED TRANSIT UNION	Union Dues	681404	12/27/2019	6,852.39
AMALGAMATED TRANSIT UNION	Union Dues	681324	12/16/2019	6,823.70

**SunLine Transit Agency
Checks \$1,000 and Over
December 2019**

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
BATTERY SYSTEMS, INC.	Inventory Repair Parts	681345	12/20/2019	6,284.51
PSOMAS	WIP- CNG Station Construction Mgt	681231	12/06/2019	6,171.02
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	681244	12/12/2019	5,765.91
IMPERIAL IRRIGATION DIST	Utilities	681428	12/27/2019	5,481.29
DECALS BY DESIGN, INC.	WIP- Replacement & Expansion of Support Vehicles	681355	12/20/2019	5,308.60
PATRICK M. BRASSIL	Hydrogen Reformer Maints & Monitoring	681296	12/12/2019	5,120.00
TWO KNIGHTS INSURANCE SERVICES	Consulting Services	681236	12/06/2019	4,650.00
DESERT CITY CAB	Taxi Voucher Program	681419	12/27/2019	4,374.15
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	681347	12/20/2019	4,272.70
GRAVES & KING LLP	Insurance Loss	681367	12/20/2019	4,243.58
NFI PARTS	Repair Parts-Fuel Cell	681245	12/12/2019	4,168.18
HOME DEPOT CREDIT SERVICES	Facility Maintenance	681272	12/12/2019	4,019.14
CALIFORNIA DENTAL NETWORK, INC.	Dental Benefits	681408	12/27/2019	3,991.08
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	681233	12/06/2019	3,875.90
PRUDENTIAL OVERALL SUPPLY	Uniforms	681300	12/12/2019	3,846.25
SC FUELS	Lubricants Oil	681450	12/27/2019	3,841.19
TPX COMMUNICATIONS	Telephone Service	681315	12/12/2019	3,751.91
WESTGATE CENTER FOR LEADERSHIP	Travel-Meeting/Seminars	681394	12/20/2019	3,735.00
SOCALGAS	Utilities	681309	12/12/2019	3,637.39
TIME WARNER CABLE	Utilities	681312	12/12/2019	3,493.28
DESERT PROMOTIONAL AND EMBROIDERY, LLC	Advertising	681222	12/06/2019	3,240.85
ALPHA MEDIA LLC	Advertising	681403	12/27/2019	3,223.00
US BANK VOYAGER FLEET SYSTEMS	Fuel for Support Vehicles	681316	12/12/2019	3,127.30
ACQUAEMP	Temporary Help	681214	12/06/2019	3,045.90
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	681410	12/27/2019	3,023.07
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	681326	12/16/2019	2,943.23
CUMMINS SALES AND SERVICE	Inventory Repair Parts	681353	12/20/2019	2,703.52
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	681446	12/27/2019	2,606.36
AMETZA ARIZONA, LLC.	Lubricants Oil	681216	12/06/2019	2,523.48
MUNICIPAL RESOURCE GROUP LLC	Consulting Services	681285	12/12/2019	2,472.50
NAPA AUTO PARTS	Inventory Repair Parts	681376	12/20/2019	2,393.64
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	681305	12/12/2019	2,370.50
OPW FUELING COMPONENTS	Inventory Repair Parts SunFuels	681440	12/27/2019	2,115.86
SPORTWORKS NORTHWEST, INC.	Inventory Repair Parts	681456	12/27/2019	2,052.03
ANTHONY CARTER	Consulting Services	681248	12/12/2019	1,976.00
AVAIL TECHNOLOGIES	Computer Network Software Agreement	681344	12/20/2019	1,960.00
CALSTART, INC.	Membership & Subscription	681255	12/12/2019	1,950.00
VERIZON WIRELESS	Wireless Telephone Service	681240	12/06/2019	1,931.50
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	681218	12/06/2019	1,898.67

**SunLine Transit Agency
Checks \$1,000 and Over
December 2019**

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Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
MILE3 WEB DEVELOPMENT	Contract Services	681437	12/27/2019	1,851.24
VALLEY OFFICE EQUIPMENT, INC.	Office Equipment Maintenance	681317	12/12/2019	1,804.24
<i>TRI-STATE MATERIALS, INC.</i>	<i>WIP- South Retention Beautification Phase 1</i>	<i>681238</i>	<i>12/06/2019</i>	<i>1,736.29</i>
ACCOUNTEMPS	Temporary Help	681338	12/20/2019	1,716.00
CLEAN ENERGY	Inventory Repair Parts SunFuels	681220	12/06/2019	1,655.90
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	681219	12/06/2019	1,624.29
MAGALDI & MAGALDI, INC.	Inventory Repair Parts	681436	12/27/2019	1,598.55
CREATIVE BUS SALES, INC,	Inventory Repair Parts	681351	12/20/2019	1,530.60
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	681292	12/12/2019	1,526.72
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	681266	12/12/2019	1,520.08
THE LEARNING & PERFORMANCE IMPROVEMENT	Consulting Services	681278	12/12/2019	1,495.20
COMPLETE COACH WORKS	Outside Repair-Fixed Route	681414	12/27/2019	1,455.00
MIKE HAYES	Reimbursement Expenses	681242	12/06/2019	1,437.88
DESERT URGENT CARE	Medical Exams	681429	12/27/2019	1,410.00
ALPHA MEDIA LLC	Advertising	681215	12/06/2019	1,360.00
ATWORK FRANCHISE, INC.	Temporary Help	681362	12/20/2019	1,276.58
BATTERY SYSTEMS, INC.	Inventory Repair Parts	681406	12/27/2019	1,255.85
IMPERIAL IRRIGATION DIST	Utilities	681368	12/20/2019	1,208.60
S & A SYSTEMS, INC.	Annual Serv Jan-Dec2020 (Fleet Watch Town Center /Hann)	681389	12/20/2019	1,200.00
INSPECTORATE AMERICA CORPORATION	Inventory Repair Parts	681430	12/27/2019	1,199.65
ROBERT HALF TECHNOLOGY	Temporary Help	681303	12/12/2019	1,180.00
ROBERT HALF TECHNOLOGY	Temporary Help	681387	12/20/2019	1,180.00
ATWORK FRANCHISE, INC.	Temporary Help	681267	12/12/2019	1,146.10
AMETZA ARIZONA, LLC.	Lubricants Oil	681405	12/27/2019	1,135.56
OFFICETEAM	Temporary Help	681384	12/20/2019	1,068.56
TOTALFUNDS	Postage Supplies	681323	12/12/2019	1,063.72
CALACT	Membership & Subscription	681254	12/12/2019	1,055.00
ACCOUNTEMPS	Temporary Help	681398	12/27/2019	1,029.60
OFFICE DEPOT	Office Supplies	681287	12/12/2019	1,017.13
360 BUSINESS CONSULTING	Webhosting Services	681243	12/12/2019	1,000.00
Total Checks Over \$1,000	\$2,774,333.04			
Total Checks Under \$1,000	\$43,607.45			
Total Checks	\$2,817,940.49			

SunLine Transit Agency

CONSENT CALENDAR

DATE: February 26, 2020

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Credit Card Statement for December 2019

Summary:

The attached report summarizes the Agency's credit card expenses for December 2019 with a statement closing date of January 3, 2020.

Recommendation:

Receive and file.

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 1/03/20

Name on Card: Lauren Skiver

Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1 12/2/2019	12/4/2019	uniQue bite eatery	uniQue bite eatery Catering Order; December Meeting - Board of Directors		\$332.78
2 12/6/2019	12/8/2019	Courtyard by Marriott	Lodging for 3 Nights; APTA Mid-Year Safety Seminar - Vanessa Mora, Deputy Chief Safety Officer		\$696.12
3 12/11/2019	12/12/2019	LAX Airport Lot P 6	Airport parking for 7 days (LAX); CTE Transit Vehicle Innovation Deployment Centers Meeting - Lauren Skiver, CEO/General Manager		\$280.00
4 12/29/2019	12/31/2019	Expedia	Roundtrip flight from LAX to ORD on American Airlines; CTE Transit Vehicle Innovation Deployment Centers Meeting - Lauren Skiver, CEO/General Manager		\$587.60

Credits and Charges: \$0.00 \$1,896.50

Total: \$1,896.50

SUB ACCOUNT MEMO STATEMENT

Prepared For	SUNLINE TRANSIT LAURA SKIVER
Sub Account Number	[REDACTED]
Statement Closing Date	01/03/20
Next Statement Date	02/03/20

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

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

Monthly Spending Limit*	\$40,000
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*Available funds are subject to the monthly spending limit and the available credit on the control account.

Sub Account Summary

Purchases and Other Charges	+	\$1,896.50
Cash Advances	+	\$0.00
Credits	-	\$0.00
Statement Total		\$1,896.50

The transactions detailed reflect activity on this card number only. The company control account has been billed for all transactions. Please refer payment inquiries to your company card administrator or owner.

Sub Account Transactions

Trans	Post	Reference Number	Description	Credits	Charges
12/02	12/04	2432303AH2MA37RZ8	UNIQUE BITE EATERY INDIO CA		332.78
12/06	12/08	2469216AL2XHDTBDW	COURTYARD BY MARRIOTT SEATTLE WA		696.12
12/11	12/12	2475542AT7MBK3XKV	LAX AIRPORT LOT P 6 LOS ANGELES CA		280.00
12/29	12/31	2443106BQA16SQSWM	AMERICAN AIR0017486674671FORT WORTH TX		587.60
		01/05/20	SKIVER/LAURA LEE		
		1 AA M	LOS ANGELES CHICAGO		
		2 AA S	CHICAGO LOS ANGELES		
		11617270	EXPEDIA.COM TRAVEL		
01/03	01/03	000000000000COMPC	TOTAL PURCHASES	\$1,896.50	
			TOTAL	\$1,896.50	

All transactions detailed above have been billed to the company control account.

Wells Fargo News

What can alerts do for your business?*

Receive timely updates on your business credit card account via email or text. Alerts allow you to set up and receive only the messages that are important to you. Sign up for alerts during your Wells Fargo Business Online® session by going to your Business Elite Card account screen and selecting the Manage Alerts menu option.

Not enrolled in Online banking? Enroll today at wellsfargo.com/biz/online-banking

*Availability may be affected by your mobile carrier's coverage area. Your mobile carrier's message and data rates may apply.

See reverse side for important information.



The transactions detailed on this statement are for informational use only.

Sub Account Number	[REDACTED]
No Payment is due on this Sub Account	



Print address or phone changes: _____

 Work () _____

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

SUNLINE TRANSIT
 LAURA SKIVER
 32505 HARRY OLIVER TRL 21102
 THOUSAND PALMS CA 92276-3501 6312

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. You may use cash or checks when making payments at a Wells Fargo branch.

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 payment by mail or payments made at a Wells Fargo branch. Payments that are received at the designated payment processing address (printed on each statement) by 5:00 p.m. on any business day will be credited as of the day of receipt. Payments received after 5:00 p.m. or on non-business days may be credited as of the next business day.

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.

SunLine Transit Agency
CONSENT CALENDAR

DATE: February 26, 2020 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Monthly Budget Variance Report for December 2019

Summary:

The budget variance report compares revenues and expenses to the respective line item budgets. The report identifies current monthly revenues and expenses as well as year to date (YTD) values. Most of the current monthly budget values are calculated by taking 1/12th of the annual budget and the YTD budget values are calculated by dividing the yearly budget by the number of months progressed through the fiscal year. The exception of the straight-line budgeting method is the passenger revenue which is budgeted using historical monthly trends.

- As of December 31, 2019, the organization's revenues net of subsidies are \$4,259 over budget or 0.2% over the YTD budget. Expenditures are \$2,344,411 under budget or 11.5% below the YTD budget.

Recommendation:

Receive and file.

SunLine Transit Agency
Budget Variance Report
December 2019

Description	FY20 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY20 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
Operating Revenues:								
Passenger Revenue	2,799,649	207,699	223,972	(16,273)	1,404,379	1,399,825	4,554	49.8%
Other Revenue	1,773,184	172,741	147,765	24,975	886,297	886,592	(295)	50.0%
Total Operating Revenue	4,572,833	380,439	371,737	8,702	2,290,675	2,286,417	4,259	49.9%
Operating Expenses:								
Operator & Mechanic Salaries & Wages	10,276,452	801,654	856,371	54,718	4,853,233	5,138,226	284,993	52.8%
Operator & Mechanic Overtime	1,071,700	63,710	89,308	25,598	644,418	535,850	(108,568)	39.9%
Administration Salaries & Wages	6,311,657	417,181	525,971	108,791	2,735,010	3,155,829	420,818	56.7%
Administration Overtime	79,284	3,525	6,607	3,082	32,714	39,642	6,928	58.7%
Fringe Benefits	10,763,317	921,359	896,943	(24,416)	4,408,170	5,381,659	973,489	59.0%
Communications	226,000	19,301	18,833	(467)	116,136	113,000	(3,136)	48.6%
Legal Services	525,000	22,020	43,750	21,730	85,322	262,500	177,178	83.7%
Computer/Network Software Agreement	626,053	36,349	52,171	15,822	264,540	313,027	48,487	57.7%
Uniforms	118,706	4,868	9,892	5,024	38,687	59,353	20,666	67.4%
Contracted Services	480,193	32,588	40,016	7,428	228,297	240,097	11,800	52.5%
Equipment Repairs	11,750	781	979	198	4,042	5,875	1,833	65.6%
Security Services	117,337	6,324	9,778	3,454	39,233	58,669	19,436	66.6%
Fuel - CNG	1,551,295	108,814	129,275	20,461	701,410	775,648	74,237	54.8%
Fuel - Hydrogen	350,000	89,283	29,167	(60,117)	230,739	175,000	(55,739)	34.1%
Tires	291,800	15,601	24,317	8,715	95,748	145,900	50,152	67.2%
Office Supplies	75,028	2,131	6,252	4,121	27,244	37,514	10,270	63.7%
Travel/Training	142,475	10,600	11,873	1,273	56,555	71,238	14,682	60.3%
Repair Parts	1,407,128	117,095	117,261	166	733,937	703,564	(30,373)	47.8%
Facility Maintenance	45,750	1,234	3,813	2,579	20,179	22,875	2,696	55.9%
Electricity - CNG & Hydrogen	283,000	87,467	23,583	(63,884)	151,482	141,500	(9,982)	46.5%
Natural Gas	1,335,000	93,411	111,250	17,839	592,534	667,500	74,966	55.6%
Water and Gas	6,500	415	542	127	1,864	3,250	1,386	71.3%
Insurance Losses	1,312,523	74,955	109,377	34,422	811,845	656,262	(155,583)	38.1%
Insurance Premium - Property	18,626	1,517	1,552	35	9,101	9,313	212	51.1%
Repair Claims	53,488	28	4,457	4,429	705	26,744	26,039	98.7%
Fuel Taxes	116,500	9,413	9,708	296	38,393	58,250	19,857	67.0%
Other Expenses	5,014,370	302,185	417,864	115,679	2,010,837	2,507,185	496,348	59.9%
Self Consumed Fuel	(1,770,782)	(198,081)	(147,565)	(50,516)	(856,713)	(885,391)	28,678	51.6%
Total Operating Expenses (Before Depreciation)	40,840,150	3,045,727	3,403,346	357,618	18,075,664	20,420,075	2,344,411	55.7%
Operating Expenses in Excess of Operating Revenue		\$ (2,665,288)			\$ (15,784,989)			
Subsidies:								
Local - Measure A, Buzz Service, Haul Pass	7,226,030	531,042	602,169	71,128	3,145,058	3,613,015	467,957	56.5%
State - LTF, LCTOP	21,191,641	1,557,376	1,765,970	208,595	9,223,451	10,595,821	1,372,370	56.5%
Federal - CMAQ, 5307, 5309, 5310, 5311, 5311(f)	7,849,646	576,871	654,137	77,266	3,416,480	3,924,823	508,343	56.5%
Total Subsidies	36,267,317	2,665,288	3,022,276	356,988	15,784,989	18,133,659	2,348,670	56.5%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

SunLine Transit Agency
Budget Variance Report
December 2019

Description	FY20 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY20 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
Operating Expenses:								
Wages & Benefits	28,502,410	2,207,429	2,375,201	167,772	12,673,546	14,251,205	1,577,659	55.5%
Services	4,140,151	218,126	345,013	126,886	1,447,828	2,070,076	622,247	65.0%
Fuels & Lubricants	2,140,724	210,095	178,394	(31,701)	1,013,897	1,070,362	56,465	52.6%
Tires	291,800	15,601	24,317	8,715	95,748	145,900	50,152	67.2%
Materials and Supplies	1,778,028	136,089	148,169	12,080	887,786	889,014	1,228	50.1%
Utilities	1,902,500	210,918	158,542	(52,377)	893,701	951,250	57,549	53.0%
Casualty & Liability	2,155,119	143,648	179,593	35,945	1,229,454	1,077,560	(151,894)	43.0%
Taxes and Fees	116,500	9,413	9,708	296	38,393	58,250	19,857	67.0%
Miscellaneous Expenses	1,583,700	92,489	131,975	39,486	652,024	791,850	139,826	58.8%
Self Consumed Fuel	(1,770,782)	(198,081)	(147,565)	(50,516)	(856,713)	(885,391)	28,678	51.6%
Total Operating Expenses (Before Depreciation)	40,840,150	3,045,727	3,403,346	357,618	18,075,664	20,420,075	2,344,411	55.7%
Revenues:								
Passenger Revenue	2,799,649	207,699	223,972	(16,273)	1,404,379	1,399,825	4,554	49.8%
Other Revenue	1,773,184	172,741	147,765	24,975	886,297	886,592	(295)	50.0%
Total Operating Revenue	4,572,833	380,439	371,737	8,702	2,290,675	2,286,417	4,259	49.9%
Net Operating Gain (Loss)		\$ (2,665,288)			\$ (15,784,989)			
Subsidies:								
Local - Measure A, Buzz Service	7,226,030	531,042	602,169	71,128	3,145,058	3,613,015	467,957	56.5%
State - LTF, SGR, LCTOP	21,191,641	1,557,376	1,765,970	208,595	9,223,451	10,595,821	1,372,370	56.5%
Federal - CMAQ, 5307, 5309, 5310, 5311, 5311(f)	7,849,646	576,871	654,137	77,266	3,416,480	3,924,823	508,343	56.5%
Total Subsidies	36,267,317	2,665,288	3,022,276	356,988	15,784,989	18,133,659	2,348,670	56.5%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

Budget Variance Analysis - SunLine Transit Agency

Passenger Revenue - Favorable

- For December ridership is at 0.5% above FY19 YTD totals.
- Total system ridership is 5,087 trips above FY19 YTD amounts.

Ridership				
	FY19-Dec	FY20-Dec	Variance	%Δ
Fixed Route	323,562	321,860	(1,702)	-0.5%
Paratransit	11,717	12,055	338	2.9%
SolVan	1,750	1,322	(428)	-24.5%
System Total	337,029	335,237	(1,792)	-0.5%

Ridership				
	YTD-FY19	YTD-FY20	Variance	%Δ
Fixed Route	1,967,113	1,976,494	9,381	0.5%
Paratransit	77,776	77,119	(657)	-0.8%
SolVan	11,612	7,975	(3,637)	-31.3%
System Total	2,056,501	2,061,588	5,087	0.2%

Other Revenue - Unfavorable

- The unfavorable balance is mainly attributed to lower emission credit revenue.
- Emissions credit revenue has a negative variance due to a decrease in the number of emission credits generated and sold.

Operator & Mechanic Salaries & Wages - Favorable

- The favorable 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.

Operator & Mechanic Overtime - Unfavorable

- Contributing factors for overtime usage include operators using vacation time, sick time, short-term disability and long-term disability. Also, there are some vacant positions. To cover actual workload, the active employees have to work extended hours.
- Budget is on a 1/12 straight line allocation, overtime expenditures follow a seasonal pattern and therefore some months will have larger variances than others.

December			
	Monthly Budget	OT Expense	Variance
Fixed Route	\$ 55,833.33	\$ 43,674.97	\$ 12,158.36
Paratransit	\$ 22,500.00	\$ 14,213.29	\$ 8,286.71
Mechanics	\$ 10,000.00	\$ 3,983.89	\$ 6,016.11
Stops and Zones	\$ 641.66	\$ 1,198.97	\$ (557.31)

YTD-December			
	YTD Budget	YTD OT Expense	Variance
Fixed Route	\$ 335,000.00	\$ 452,046.90	\$ (117,046.90)
Paratransit	\$ 135,000.00	\$ 127,026.06	\$ 7,973.94
Mechanics	\$ 60,000.00	\$ 59,125.97	\$ 874.03
Stops and Zones	\$ 3,850.00	\$ 4,875.55	\$ (1,025.55)

Administration Salaries & Wages - Favorable

- The favorable variance in administrative salaries and wages is attributed to vacant positions across the agency (e.g., Maintenance Supervisor, Human Resources Manager, ZEB Project Administrator).

Administration Overtime - Favorable

- Administrative overtime is within an acceptable range of the budgeted amount.

Fringe Benefits - Favorable

- Part of fringe benefit savings are attributed to vacant positions across the agency and variable fringe benefit expenditures.
- Some fringe benefit expenditures are variable and occur at different times of the year (e.g., unemployment taxes, sick sell backs, 457 match contribution, health plan increase).

Communications - Unfavorable

- The unfavorable variance is due to a former telephone service contract. The new contract and upgrade was implemented 10/01/19 and a new billing rate established.

Legal Services - Favorable

- Legal service fees are a variable cost that change depending on usage; expenditures vary from month-to-month.

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 latter 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 (e.g., SVC Towing and Freight in department 22 are utilized on an as needed basis, web hosting costs, hazardous waste disposal fees, contracted services AC).

Equipment Repairs - Favorable

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

Security Services - Favorable

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

Fuel - CNG - Favorable

- Internal consumption has decreased by 46,391 GGE's below FY19 YTD amounts. The lower internal consumption is primarily attributed to service redesign projects not yet initiated. The redesign will include streamlined routes and increased frequency. Additionally, the Agency has more hydrogen vehicles in active use than in the previous year.

Internal GGE Usage

	GGE Usage	Variance FY19 vs. FY20	Variance Previous Month	%Δ FY19 vs FY20	%Δ Previous Month
Dec FY19	108,310				
Dec FY20	102,248	(6,062)	2,753	-5.60%	2.77%
Nov FY20	99,495				
YTD Dec FY19	725,807				
YTD Dec FY20	679,416	(46,391)		-6.39%	

Fuel - Hydrogen - Unfavorable

- The electrolyzer is now in commission and costs to power the equipment are higher than originally estimated. The expenses will continue to be monitored and a budget adjustment will be executed to cover the actual cost of hydrogen fuel.

Tires - Favorable

- The lower tire expenditures are primarily attributed to redesign route projects not yet commenced.

Office Supplies - Favorable

- Office supplies are a variable expense; costs change throughout the year as supplies are needed.

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 \$78,022 for repair parts (e.g., preventative maintenance services, engine rebuilds, radiator replacement, core replacement)
- In December, paratransit had expenses of \$14,984 for repair parts (e.g., preventative maintenance, engine replacement, transmission replacement)
- In December, support vehicle repair parts had a cost of \$1,901 for repair parts (e.g., preventative maintenance, tire replacement, battery replacement)

Facility Maintenance - Favorable

- Facility maintenance expenditures are within an acceptable range of the budgeted amount.

Electricity - CNG & Hydrogen - Unfavorable

- The electrolyzer is now in commission and costs to power the equipment are higher than originally estimated. The utility bills will continue to be monitored and a budget adjustment will be executed to cover the actual cost for power.

Natural Gas - Favorable

- In December, there was an increase of 4,720 GGE's used for outside fueling sales compared to the previous month.
- GGE outside usage has decreased 16,200 GGE's below FY19 YTD amounts.
- The decrease in GGE usage is due to a decrease in CNG sales. In August 2018, Burrtec completed their CNG station and no longer uses the SunLine CNG station as its primary fueling source.

Outside GGE Usage

	GGE Usage	Variance FY19 vs. FY20	Variance Previous Month	%Δ FY19 vs FY20	%Δ Previous Month
Dec FY19	8,539				
Dec FY20	28,923	20,384	4,720	238.72%	19.50%
Nov FY20	24,203				
YTD Dec FY19	128,373				
YTD Dec FY20	112,174	(16,200)		-12.62%	

Water and Gas - Favorable

- Water and gas utility expenses are within an acceptable range of the budgeted amount.
- Gas expenditures follow a seasonal pattern. Expenses are higher during the winter months.

Insurance Losses - Unfavorable

- The unfavorable variance is mainly attributed to large reconciliations to 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.
- Insurance losses can vary widely from month to month.

Insurance Premium - Property - Favorable

- Insurance premium expenses are within an acceptable range of the budget.

Repair Claims - Favorable

- Repair claims can vary significantly from month to month.
- The savings in repair claim expenses are attributed to collisions being minor in scale (e.g., collisions with gates, mirror to mirror contacts or collisions with trash bin).

Fuel Taxes - Favorable

- Outside fueling sales are currently \$31,505 below FY19 YTD amounts.
- For December, sales have increased by \$11,852 from the previous month.
- The favorable variance in fuel taxes is due to lower internal fuel consumption.

Outside Fueling Revenue

	Revenue	Variance FY19 vs. FY20	Variance Previous Month	%Δ FY19 vs FY20	%Δ Previous Month
Dec FY19	\$ 22,939				
Dec FY20	\$ 77,955	\$ 55,016	\$ 11,852	239.83%	17.93%
Nov FY20	\$ 66,104				
YTD Dec FY19	\$ 333,521				
YTD Dec FY20	\$ 302,016	\$ (31,505)		-9.45%	

Other Expenses - Favorable

- Costs vary from month to month depending on the needs of the agency or when programs are active (e.g., medical exams and testing, consulting fees, recruiting employees, printing services, temporary help services, SunRide Rideshare, Vanpool).

Self Consumed Fuel - Favorable

- The lower internal consumption is primarily attributed to service redesign projects not yet initiated. The redesign will include streamlined routes and increased frequency to better meet the needs of the Coachella Valley residents.

Mileage

	Dec FY19	Dec FY20	Variance	%Δ
Fixed Route	305,423	312,775	7,352	2.4%
Paratransit	90,693	95,616	4,923	5.4%
System Total	396,116	408,391	12,276	3.1%

Mileage YTD-December

	YTD-FY19	YTD-FY20	Variance	%Δ
Fixed Route	1,870,648	1,902,159	31,511	1.7%
Paratransit	609,439	603,897	(5,542)	-0.9%
System Total	2,480,087	2,506,056	25,969	1.0%

SunLine Transit Agency
CONSENT CALENDAR

DATE: February 26, 2020 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Contracts Signed between \$25,000 and \$100,000 for January 2020

Summary:

In accordance with chapter 2, section 1.2 of the Procurement Policy, the attached report summarizes SunLine's contracts signed in excess of \$25,000 and less than \$100,000. This ensures the Board is aware of the obligations entered under the CEO/General Manager's authority.

- For the month of January 2020, there were three (3) contracts executed between \$25,000 and \$100,000:

VENDOR	PURPOSE
Yellow Cab Company of the Desert	Microtransit Pilot Program
Plaza Towing	Towing Services
Municipal Resource Group	Human Resource Consultation

Recommendation:

Receive and file.

Contracts Signed Between \$25,000 and \$100,000

January 2020

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Yellow Cab Company of the Desert	Microtransit Pilot Program	Pilot program for demand transportation model using smartphone or dispatch based requests to summon transportation vehicles. Program will reduce operating cost for the Agency while improving rider experience by minimizing rider's trip and wait time.	FY20 Operating Budget	\$ 312,500.00	\$ 65,000.00	Executed Agreement
Plaza Towing	Towing Services	Towing services for the Agency.	FY20 Operating Budget	\$ 30,000.00	\$ 30,000.00	Executed Agreement
Municipal Resource Group	Human Resource Consultation	Provide support to the Chief of Human Relations. Assisting with competency development, Human Resources best practices and implementation of HR improvements, as well as provide professional HR advisory services.	FY20 Operating Budget	\$ 90,000.00	\$ 36,723.00	Executed Agreement

SunLine Transit Agency
CONSENT CALENDAR

DATE: February 26, 2020 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Union & Non-Union Pension Investment Asset Summary December 2019

Summary:

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

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

- For the month of December, SunLine's investments fell within the approved range of investment type for the union and non-union assets.

Union

	Actual	Range
Equities	65.20%	35 – 75%
Fixed Income	33.88%	25 – 64%
Cash & Equivalent	0.92%	0 – 10%

Non-Union

	Actual	Range
Equities	65.31%	35 – 75%
Fixed Income	33.86%	25 – 64%
Cash & Equivalent	0.83%	0 – 10%

- For the month of December, the market value of assets increased by \$656,977 and \$651,769 for the union and non-union plans, respectively.

Month to Month Asset Comparison

Month	Market Value - Union	Market Value – Non-Union
November 2019	\$30,130,015	\$30,431,876
December 2019	\$30,786,992	\$31,083,645
Increase (Decrease)	\$656,977	\$651,769

Recommendation:

Receive and file.

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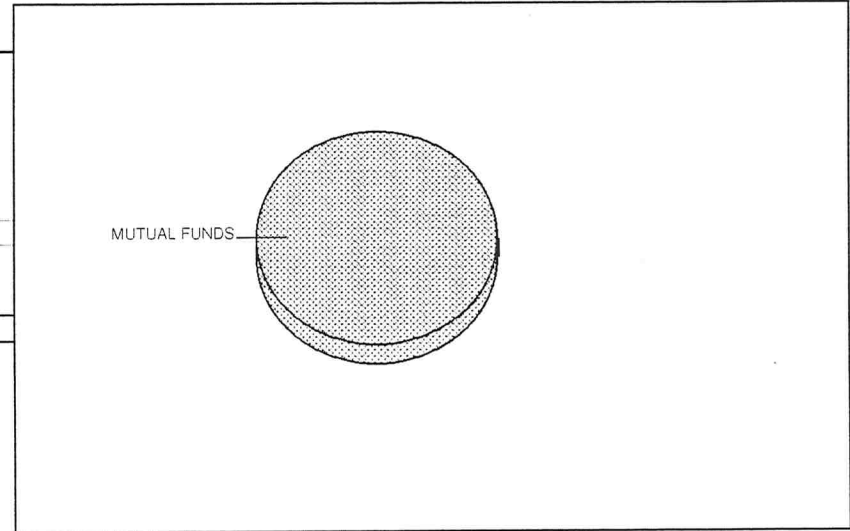
SUNLINE TRANSIT AGENCY - UNION
 ACCOUNT 6746032000

Page 7 of 31
 Period from December 1, 2019 to December 31, 2019

ASSET SUMMARY

ASSETS	12/31/2019 MARKET	12/31/2019 BOOK VALUE	% OF MARKET
Cash And Equivalents	282,520.90	282,520.90	0.92
Mutual Funds-Equity	20,072,516.34	17,230,124.37	65.20
Mutual Funds-Fixed Income	10,431,524.47	10,263,252.67	33.88
Total Assets	30,786,561.71	27,775,897.94	100.00
Accrued Income	430.38	430.38	0.00
Grand Total	30,786,992.09	27,776,328.32	100.00

Estimated Annual Income 731,925.64



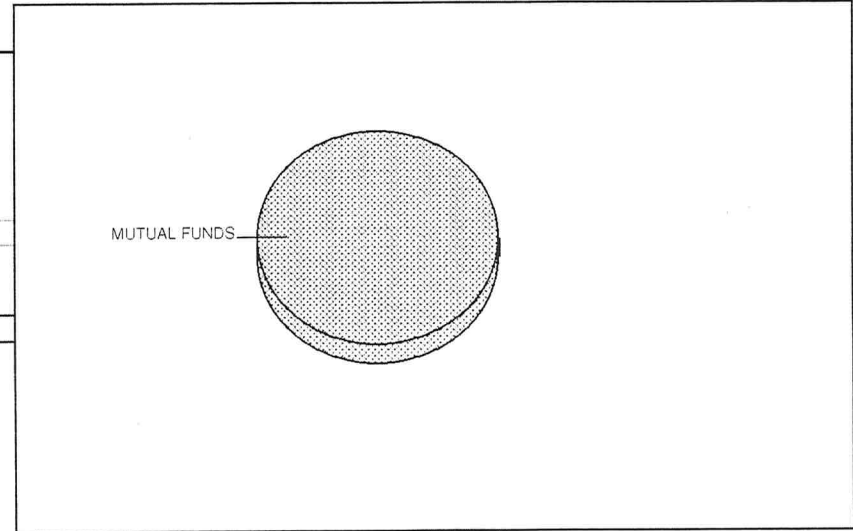
ASSET SUMMARY MESSAGES

Estimated Annual Income is an estimate provided for informational purposes only and should not be relied on for making investment, trading, or tax decisions. The estimates may not represent the actual value earned by your investments and they provide no guarantee of what your investments may earn in the future.

ASSET SUMMARY

ASSETS	12/31/2019 MARKET	12/31/2019 BOOK VALUE	% OF MARKET
Cash And Equivalents	258,631.70	258,631.70	0.83
Mutual Funds-Equity	20,300,313.04	17,431,248.65	65.31
Mutual Funds-Fixed Income	10,524,300.51	10,357,000.83	33.86
Total Assets	31,083,245.25	28,046,881.18	100.00
Accrued Income	399.34	399.34	0.00
Grand Total	31,083,644.59	28,047,280.52	100.00

Estimated Annual Income 738,827.20



ASSET SUMMARY MESSAGES

Estimated Annual Income is an estimate provided for informational purposes only and should not be relied on for making investment, trading, or tax decisions. The estimates may not represent the actual value earned by your investments and they provide no guarantee of what your investments may earn in the future.

SunLine Transit Agency
CONSENT CALENDAR

DATE: February 26, 2020

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Ridership Report for January 2020

Summary:

	Monthly Ridership		Variance	
	Jan 2019	Jan 2020	Net	Percent
Fixed Route	337,743	353,471	15,728	4.7%
SolVan*	2,094	1,403	(691)	-33.0%
Sundial	13,585	12,849	(736)	-5.4%
System Total	353,422	367,723	14,301	4.0%

* The SolVan month over month ridership for January declined by 691 (33%) passengers due to two (2) out of the eight (8) vanpools shifting to another vanpool group not affiliated with SunLine's SolVan program.

The year-to-date system ridership shows a 19,388 (0.8%) increase compared to the previous fiscal year.

Year-to-date Ridership	
	Jan 2020
Fiscal Year 2019	2,409,923
Fiscal Year 2020	2,429,311
Ridership Increase	19,388

Recommendation:

Receive and file.



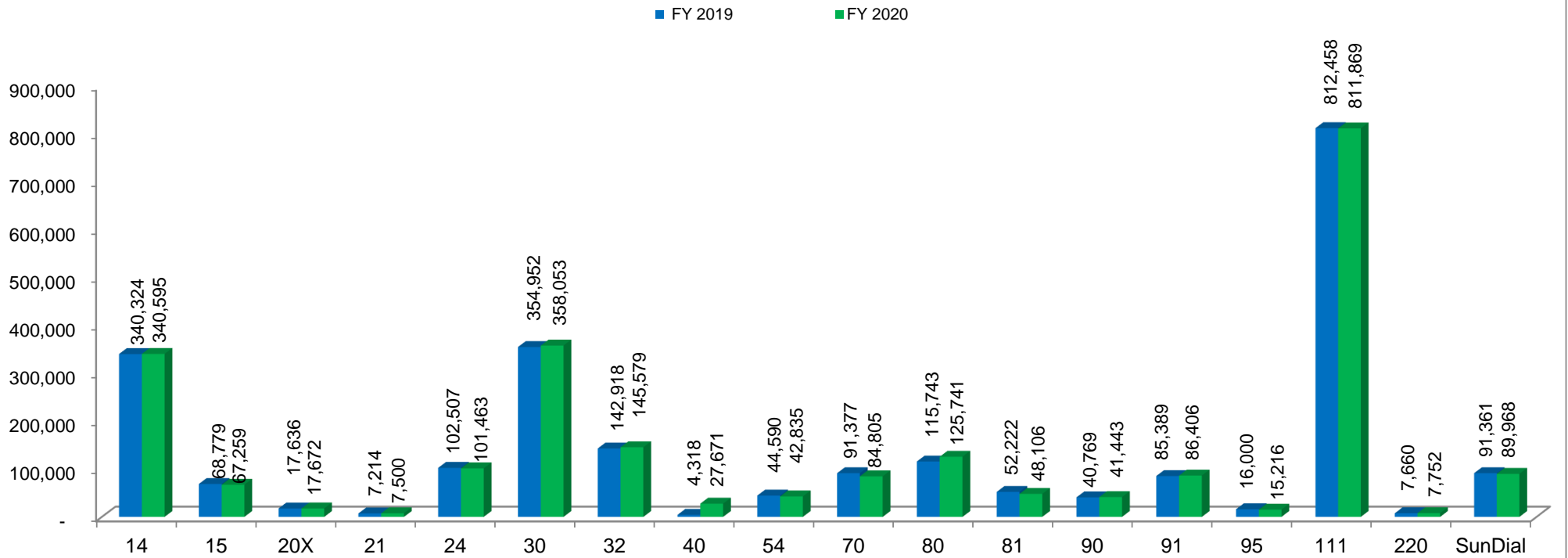
SunLine Transit Agency Monthly Ridership Report January 2020

		FY 2020 & 2019												
Route	Fixed Route Description	Jan 2020	Jan 2019	Dec 2019	FY 2020 Month Var.	% Var.	FY 2020 YTD	FY 2019 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
											Monthly	YTD	Monthly	YTD
14	DHS/PS	49,994	48,128	46,834	1,866	3.9%	340,595	340,324	271	0.1%	1,698	11,447	403	2,754
15	DHS	9,941	10,070	9,454	(129)	-1.3%	67,259	68,779	(1,520)	-2.2%	170	1,202	194	1,120
20X	DHS/PD	2,815	2,340	2,209	475	20.3%	17,672	17,636	36	0.2%	60	395	4	29
21	PD	1,156	1,166	986	(10)	-0.9%	7,500	7,214	286	4.0%	52	212	10	81
24	PS	14,699	14,572	14,402	127	0.9%	101,463	102,507	(1,044)	-1.0%	609	3,604	200	1,170
30	CC/PS	52,467	49,469	48,502	2,998	6.1%	358,053	354,952	3,101	0.9%	1,792	12,806	405	3,199
32	PD/RM/TP/CC/PS	21,779	20,611	20,721	1,168	5.7%	145,579	142,918	2,661	1.9%	1,067	6,383	162	1,258
40	PS/BUZZ	5,831	4,318	3,495	1,513	25.9%	27,671	4,318	23,353	84.4%	-	-	-	-
54	Indio/LQ/IW/PD	6,089	6,625	5,447	(536)	-8.8%	42,835	44,590	(1,755)	-3.9%	255	1,426	41	304
70	LQ/BD	14,525	14,486	12,099	39	0.3%	84,805	91,377	(6,572)	-7.2%	695	3,845	56	245
80	Indio	19,122	17,314	18,581	1,808	9.5%	125,741	115,743	9,998	8.6%	266	2,249	191	1,522
81	Indio	7,053	7,255	6,439	(202)	-2.9%	48,106	52,222	(4,116)	-7.9%	50	494	23	188
90	Coachella/Indio	5,407	5,893	5,086	(486)	-9.0%	41,443	40,769	674	1.7%	87	609	68	625
91	I/Cch/Th/Mec/Oas	14,079	13,144	11,478	935	6.6%	86,406	85,389	1,017	1.2%	185	1,429	59	358
95	I/Cch/Th/Mec/NS	2,110	2,278	1,868	(168)	-8.0%	15,216	16,000	(784)	-4.9%	69	280	10	74
111	PS to Indio	125,338	118,989	113,147	6,349	5.1%	811,869	812,458	(589)	-0.1%	5,035	33,073	1,016	7,001
220	PD to Riverside	1,066	1,085	1,112	(19)	-1.8%	7,752	7,660	92	1.2%	46	261	6	79
Fixed Route Total		353,471	337,743	321,860	15,728	4.7%	2,329,965	2,304,856	25,109	1.1%	12,136	79,715	2,848	20,007
SolVan		1,403	2,094	1,322	(691)	-33.0%	9,378	13,706	(4,328)	-31.6%				
Demand Response														
SunDial		12,849	13,585	12,055	(736)	-5.4%	89,968	91,361	(1,393)	-1.5%				
System Total		367,723	353,422	335,237	14,301	4.0%	2,429,311	2,409,923	19,388	0.8%				
		Jan-20	Jan-19	Dec-19										
Weekdays:		* 22	* 23	* 21										
Saturdays:		4	4	4										
Sundays:		5	4	5										
Total Days:		31	31	30										

*COD Haul Pass Ridership was 16,305 from 1,185 unique riders. Mobile Ticketing Ridership was 16,101 from 602 unique riders.

**SunLine Transit Agency
Monthly Ridership Report
January - 2020**

Year-to-Date System Ridership



SunLine Transit Agency
CONSENT CALENDAR

DATE: February 26, 2020

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: SunDial Operational Notes for January 2020

Summary:

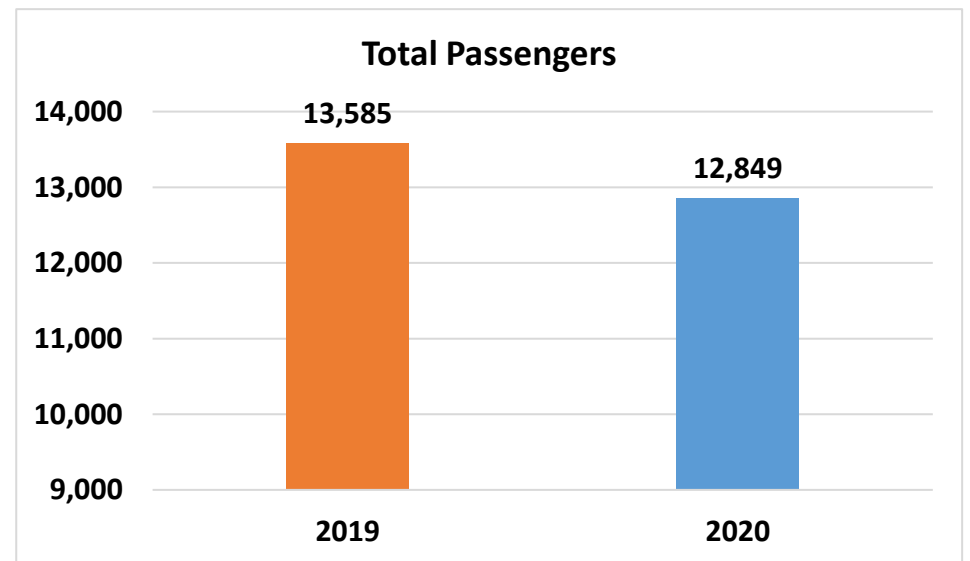
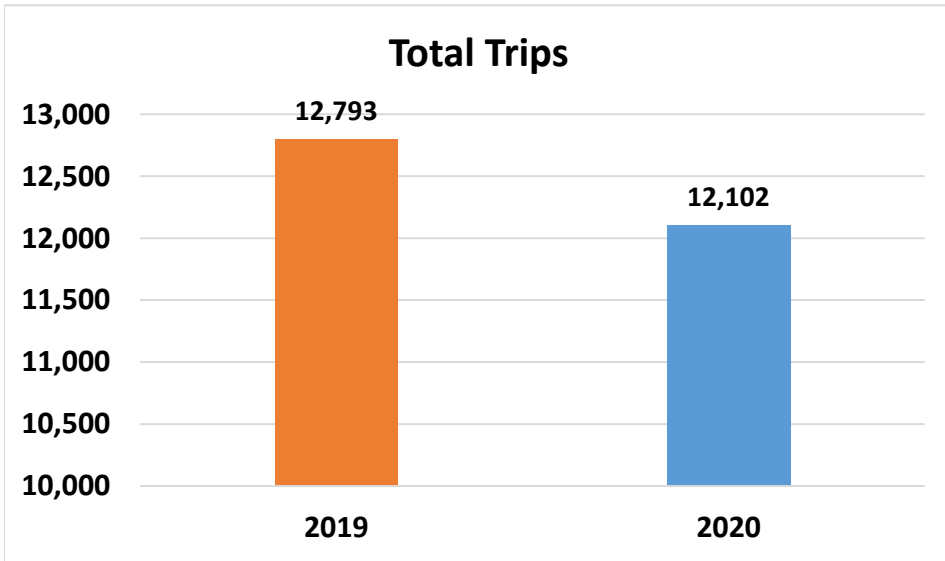
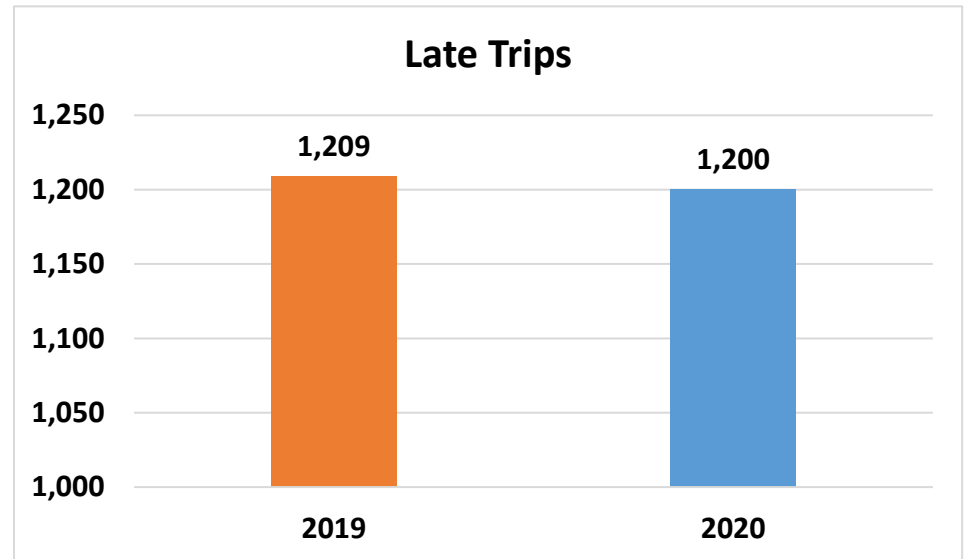
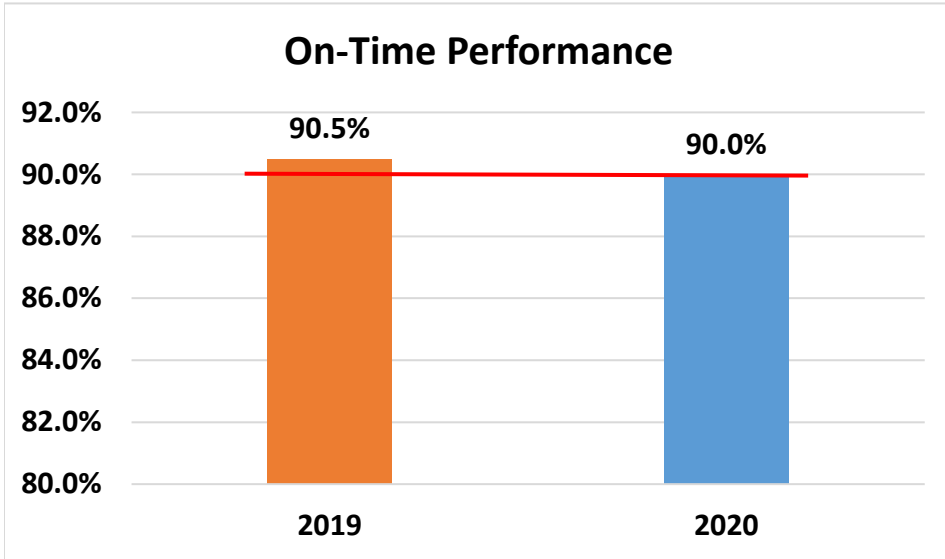
The attached report summarizes SunDial's operation for January 2020. This report identifies that the on-time performance for January has met the Agency's internal 90.0% goal. There was a 5.4% decrease in total trips as well as a 5.4% decrease in total passengers. There were no preventable accidents for the month. Road supervision continues to focus on ride along evaluations, onboard inspections and safety evaluations.

Recommendation:

Receive and file.

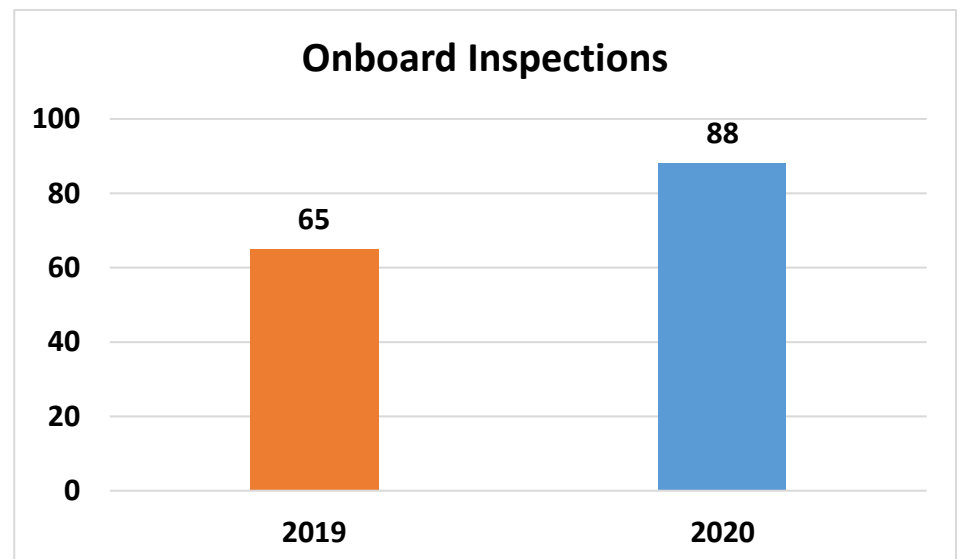
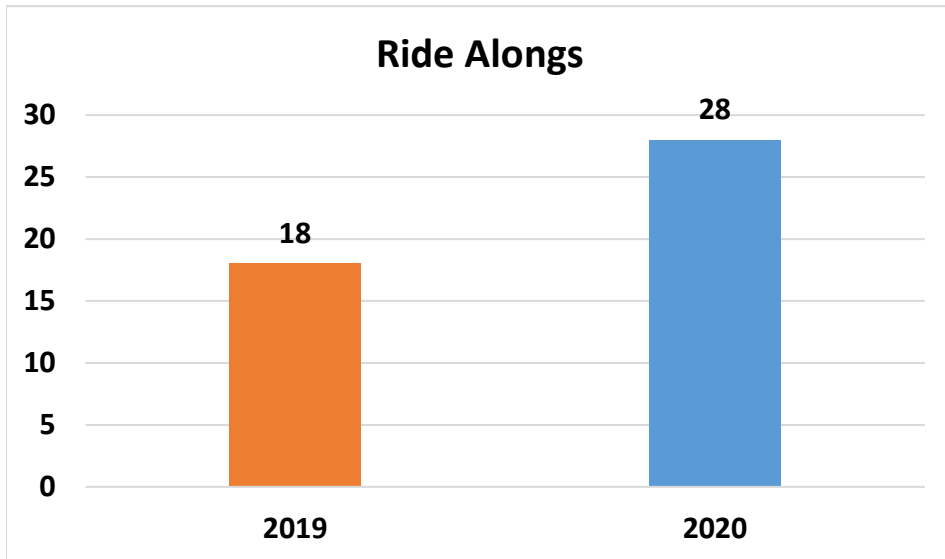
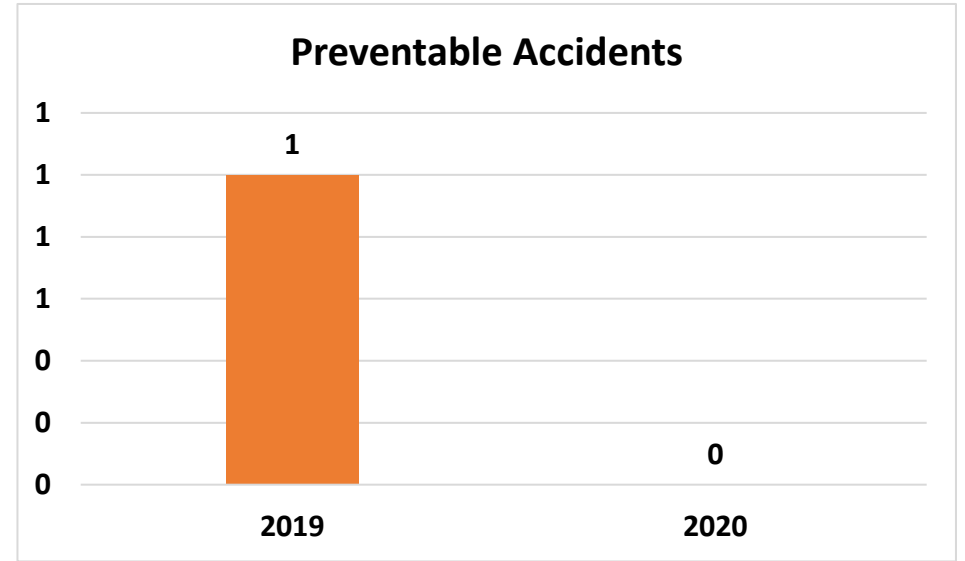
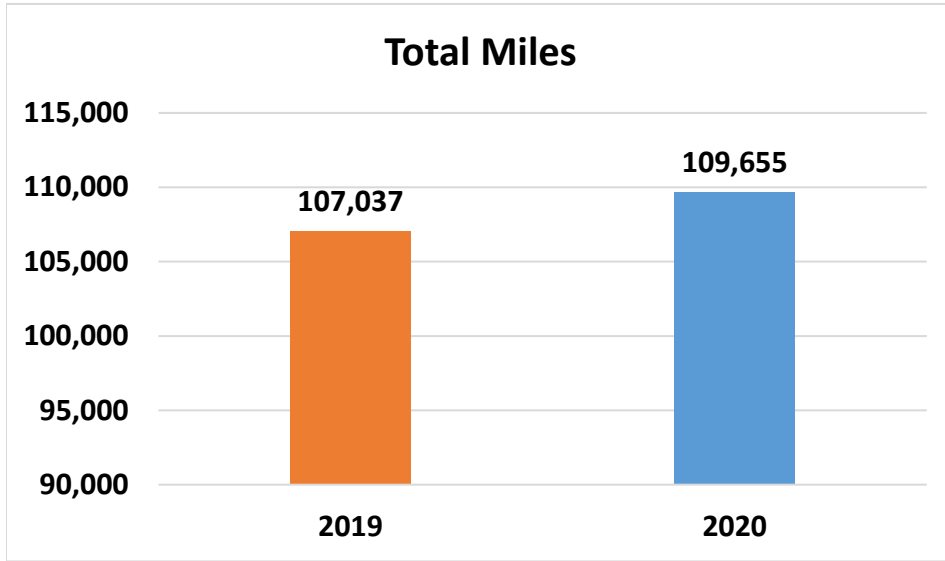
SunDial Operational Notes

JANUARY 2019/2020



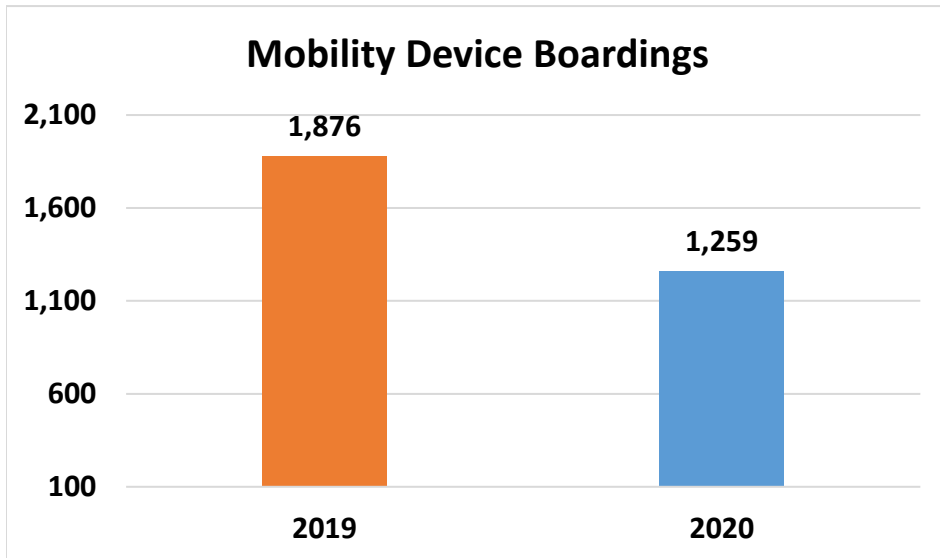
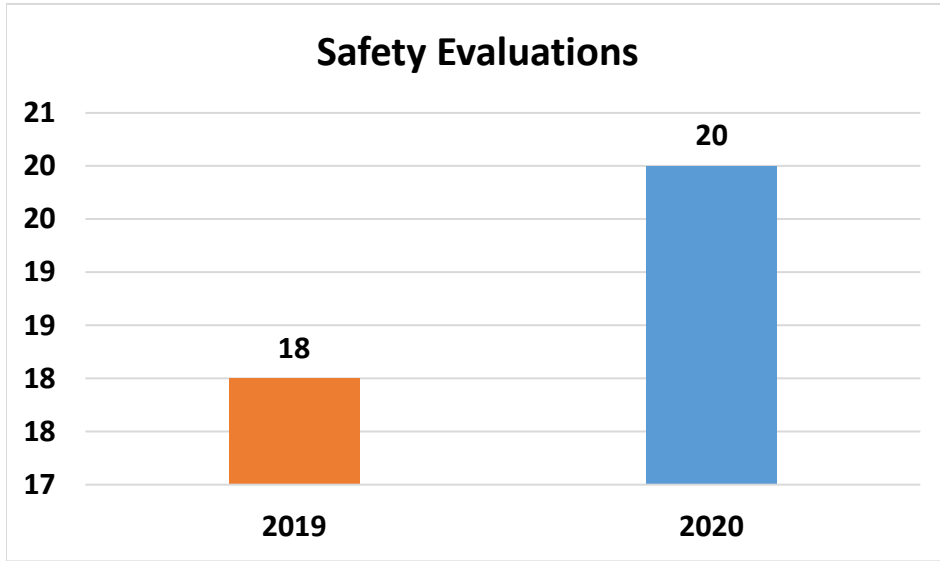
SunDial Operational Notes

JANUARY 2019/2020



SunDial Operational Notes

JANUARY 2019/2020



SunLine Transit Agency

CONSENT CALENDAR

DATE: February 26, 2020
TO: Finance/Audit Committee
Board of Directors
RE: Metrics for January 2020

RECEIVE & FILE

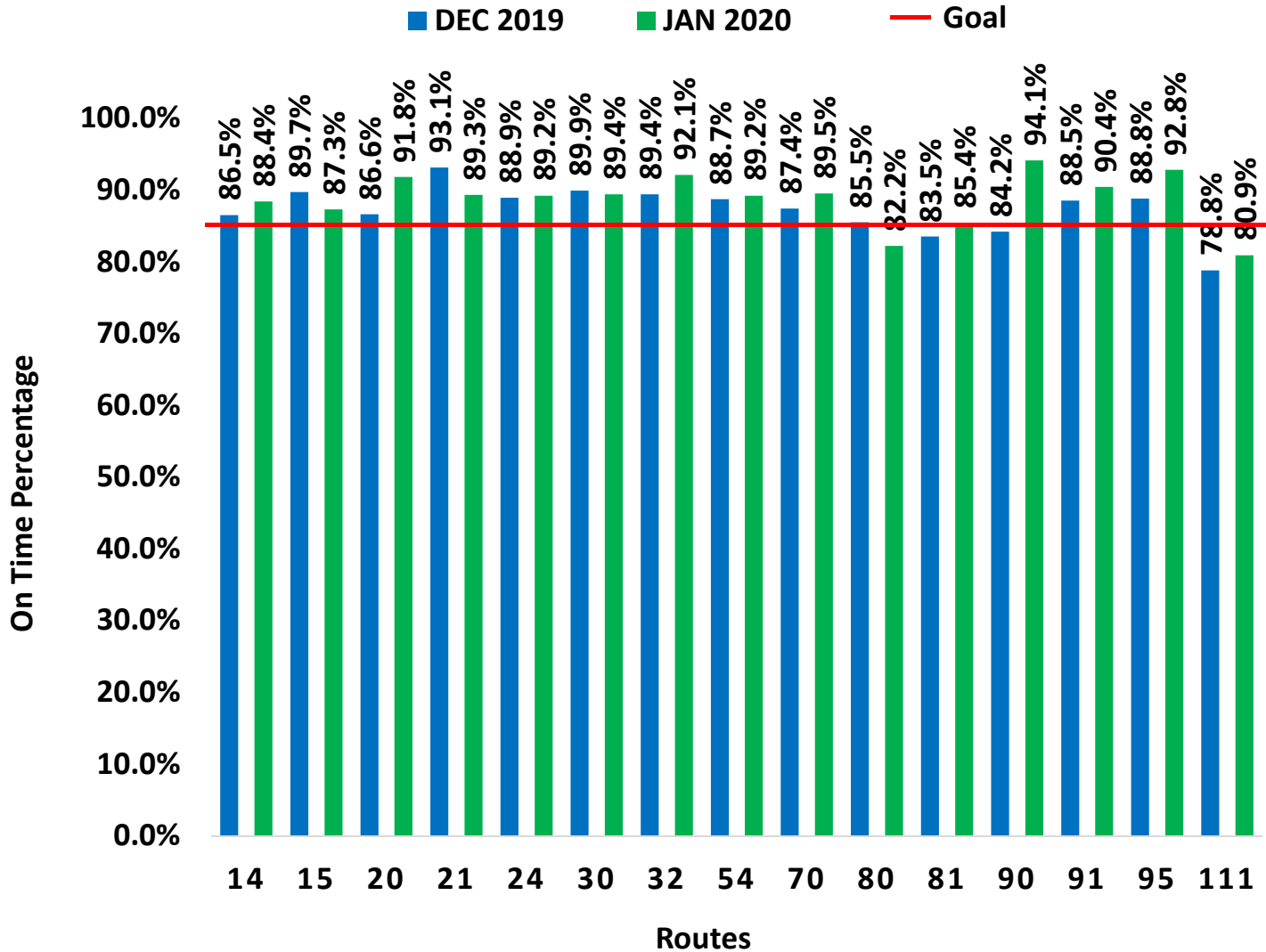
Summary:

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

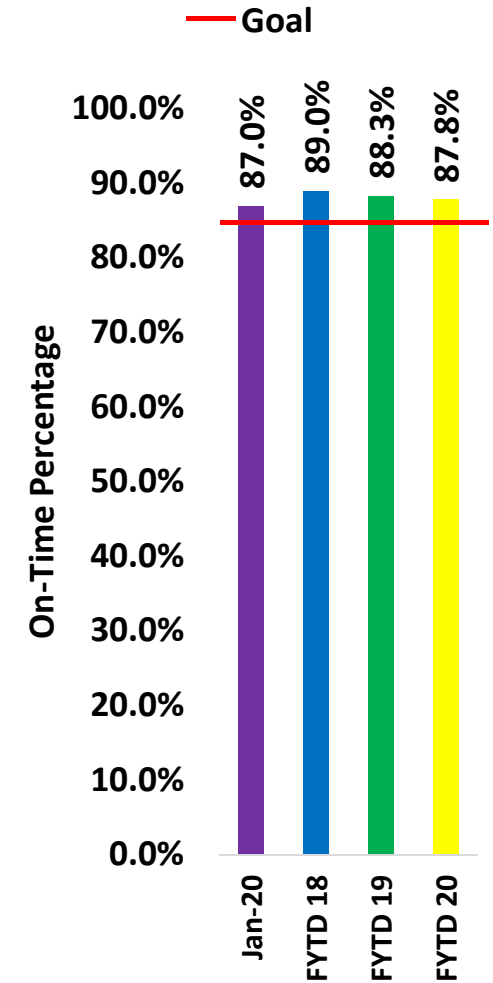
Recommendation:

Receive and file.

On-Time Performance Percent by Route



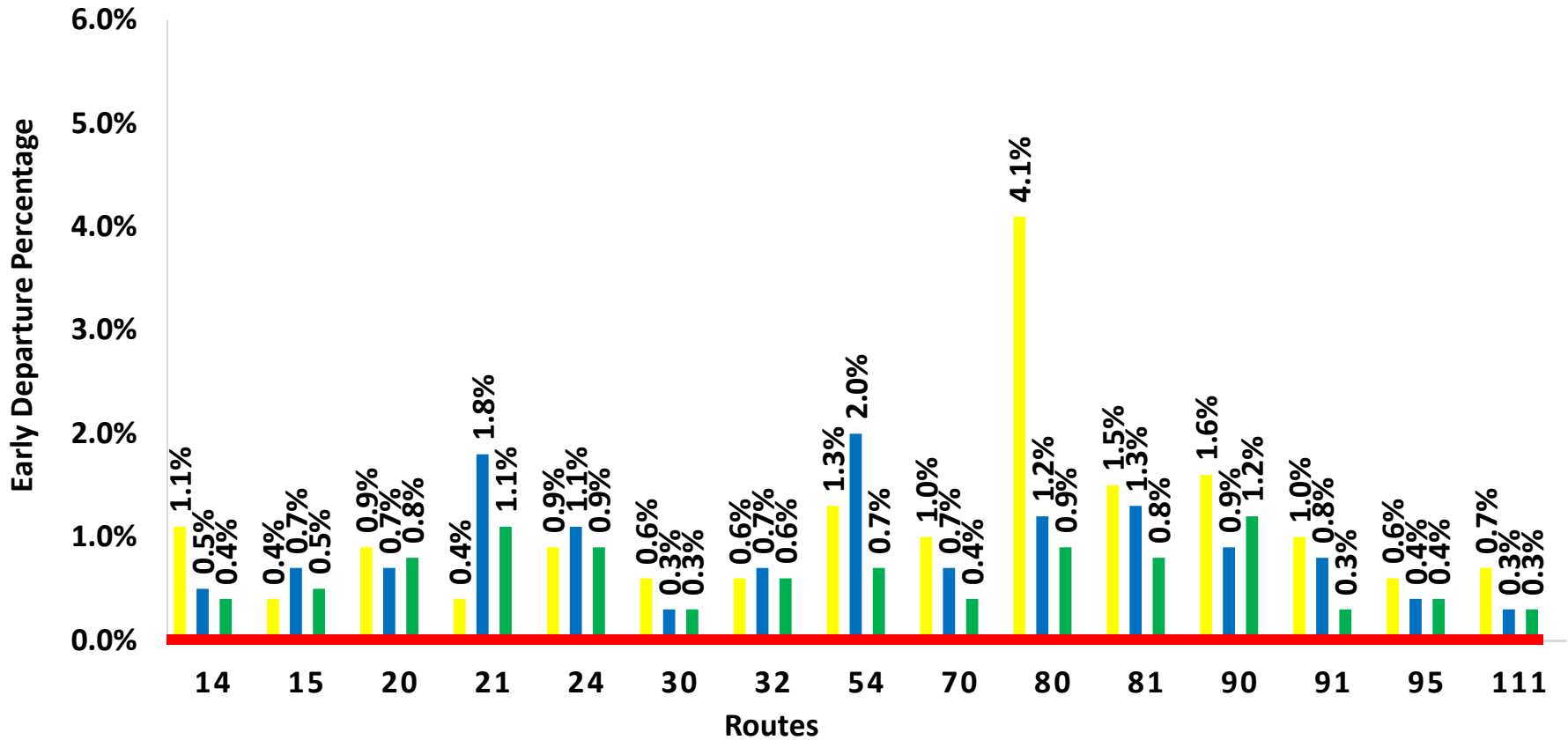
On Time Performance System Wide



Definition: "On-Time" - when a trip departs a time point 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, Information Technology System issues.

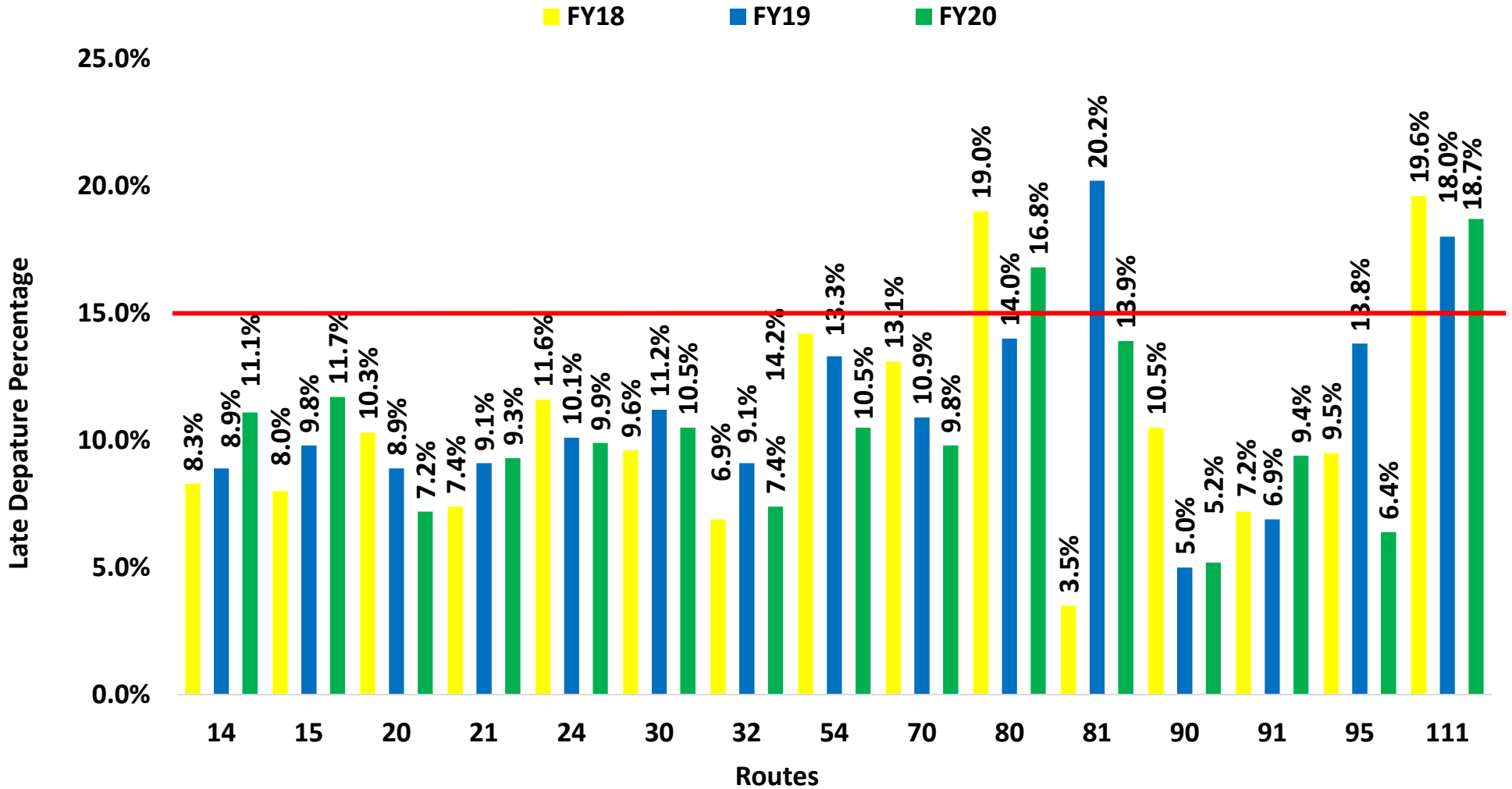
Early Departures by Route FYTD

FY18 FY19 FY20 Goal



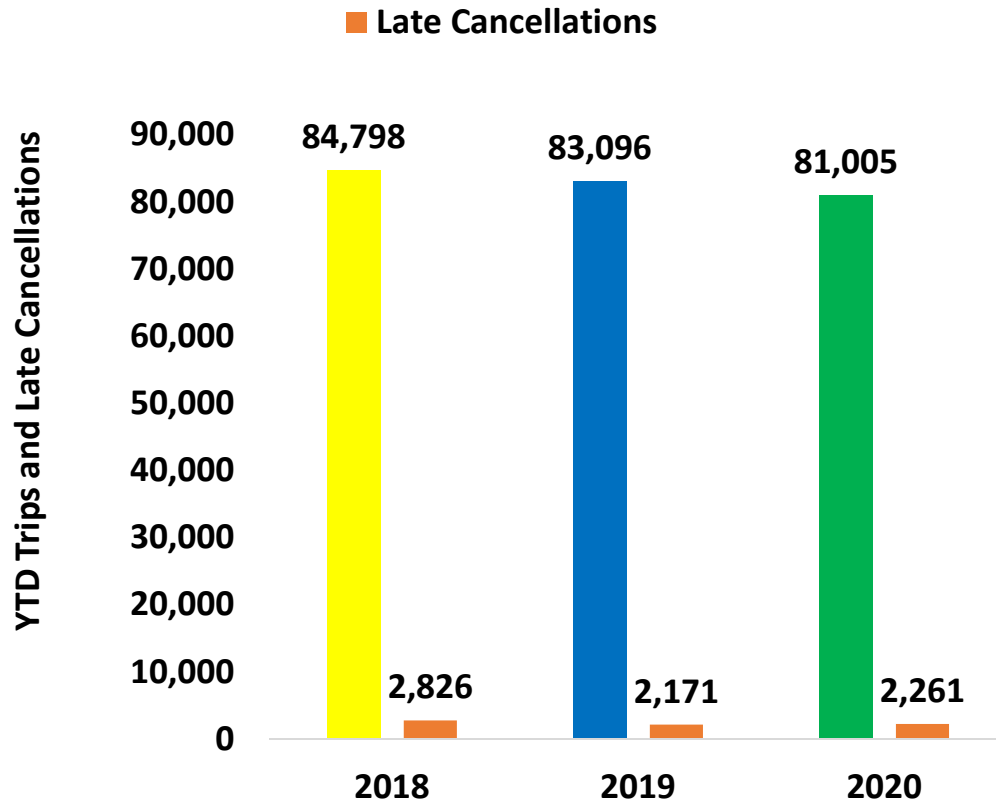
Definition: When a bus leaves a time point, ahead of the scheduled departure time.
 Goal: To reduce early departures to 0% for each route.

Late Departure Percent by Route January

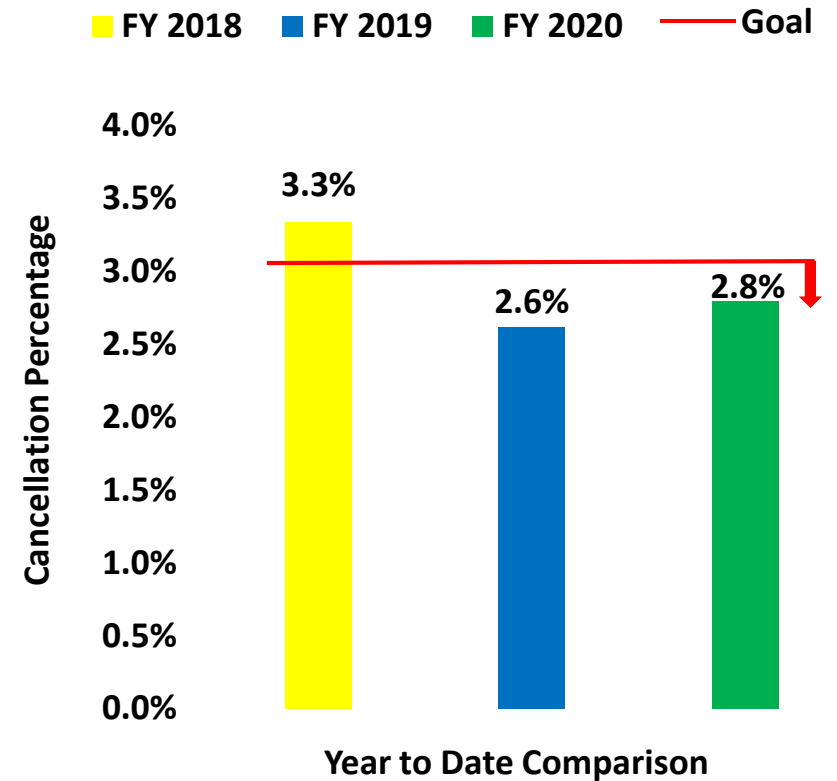


Late Definition: When a bus leaves a time point after the scheduled departure time.
 The line is running late with a departure greater than 5 minutes.
 Goal: To reduce late departures to 15%

Total Trips vs Late Cancellations FYTD



Late Cancellation Percentage FYTD

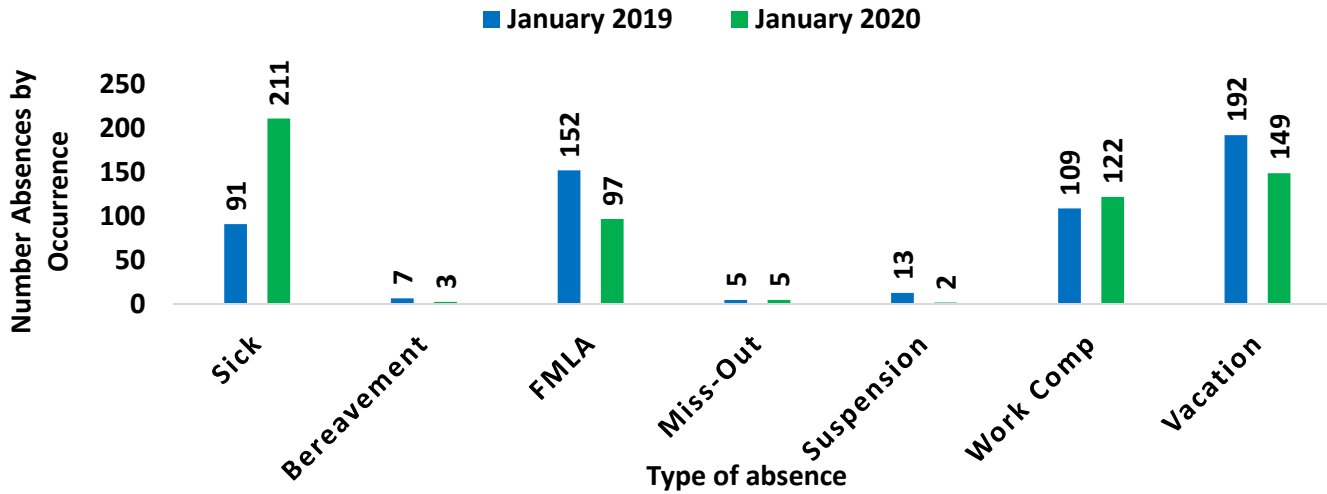


Trip: A one-way ride booked by the client. A round trip is counted as two trips.

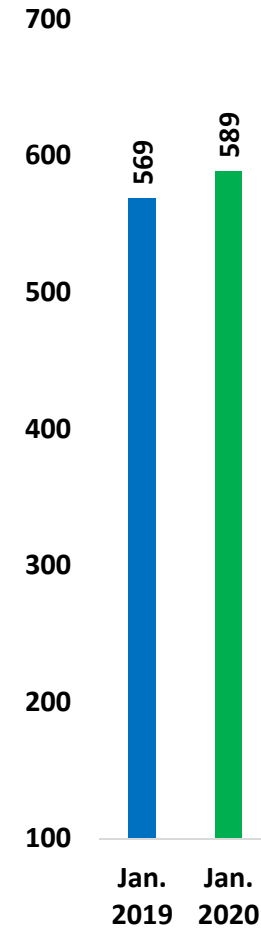
Late cancellation: A trip for which an ADA client does not cancel within 2 hours before the scheduled pick up time.

Goal for Late Cancellations: 3% or below.

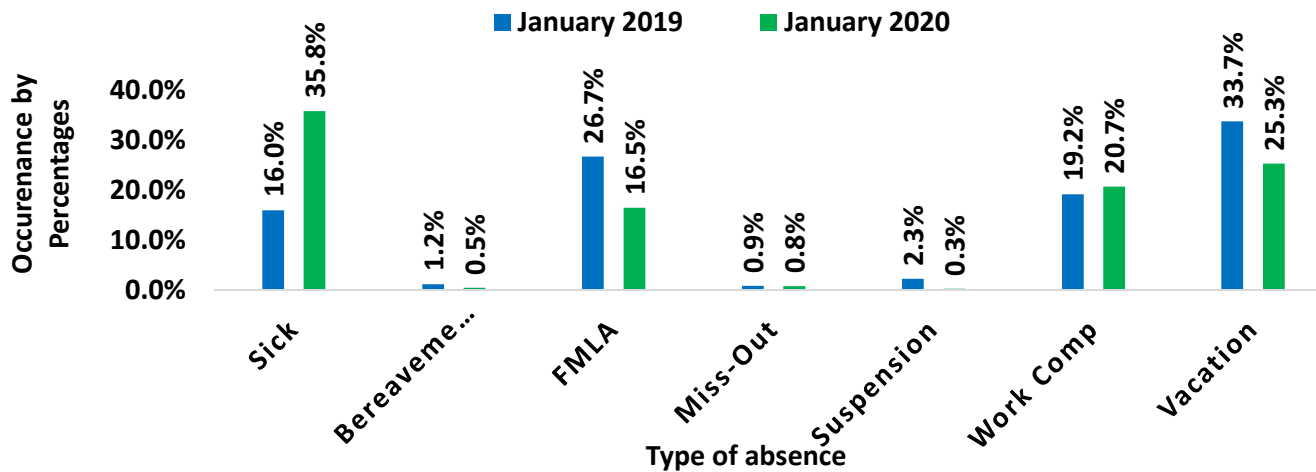
Driver Absence Occurrences



Total Absence Occurrences

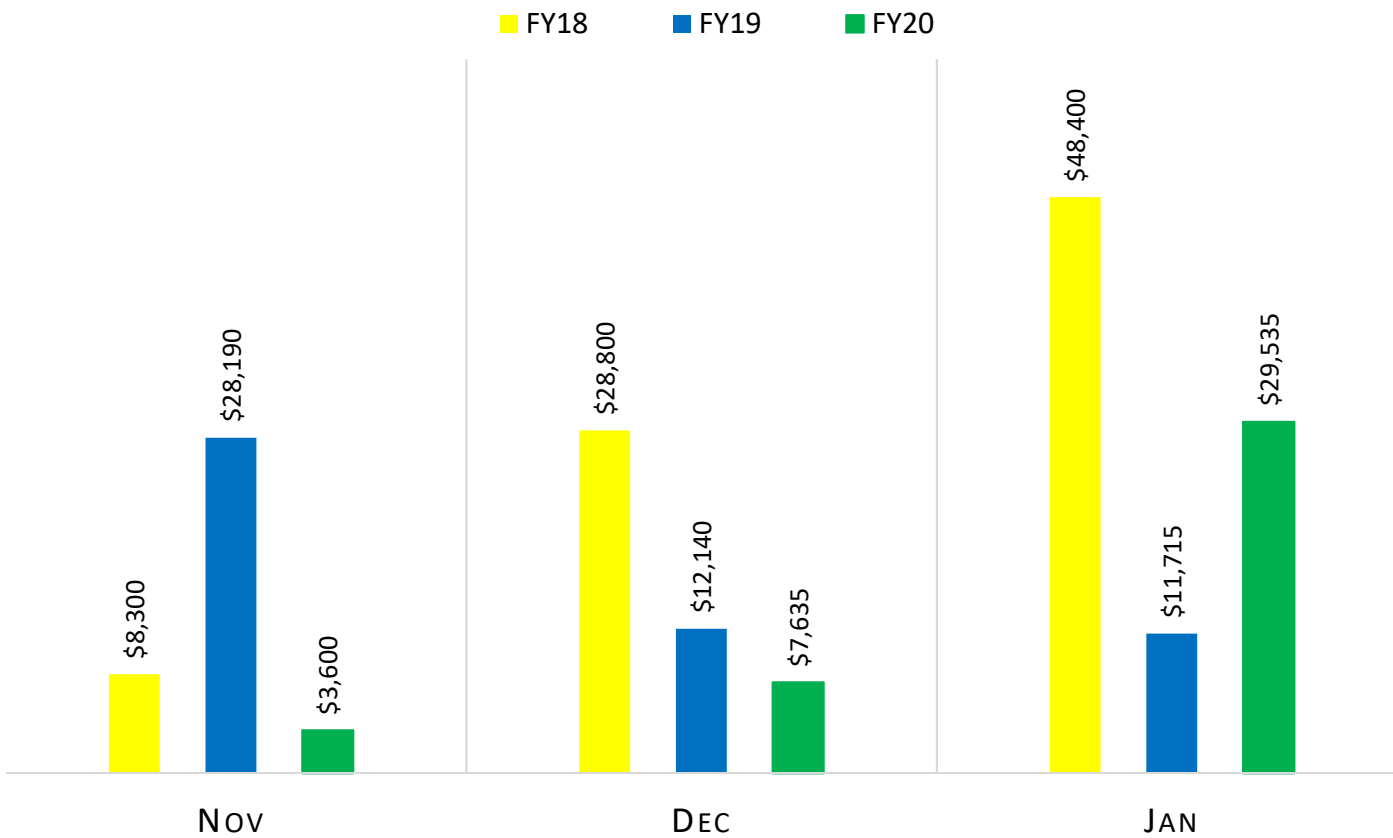


Driver Absence Occurrences by Percentages

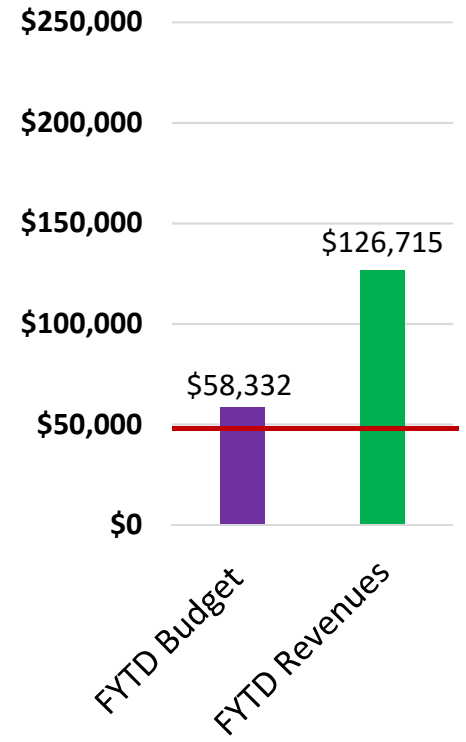


Goal: Reduce by 2% from previous year - By enforcing attendance policy regularly and monitor trending – Absences include unscheduled for Fixed Route drivers.

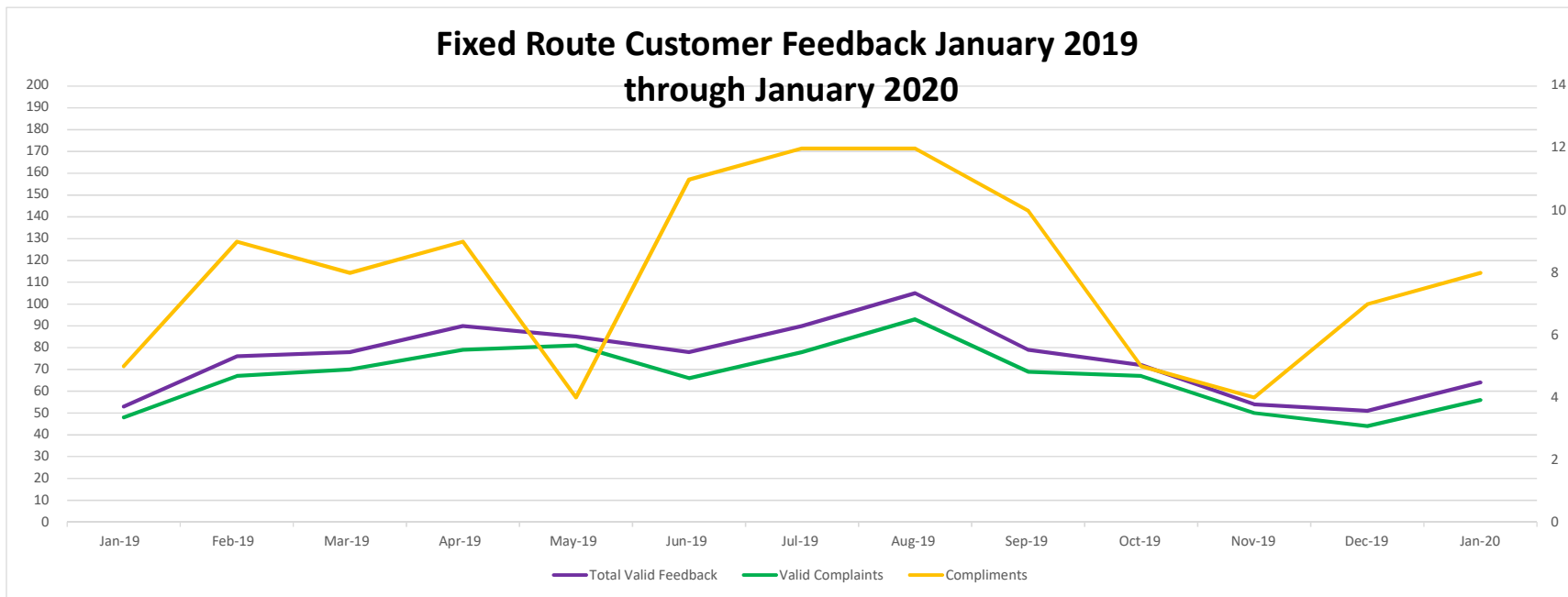
Advertising Revenue - FYTD20



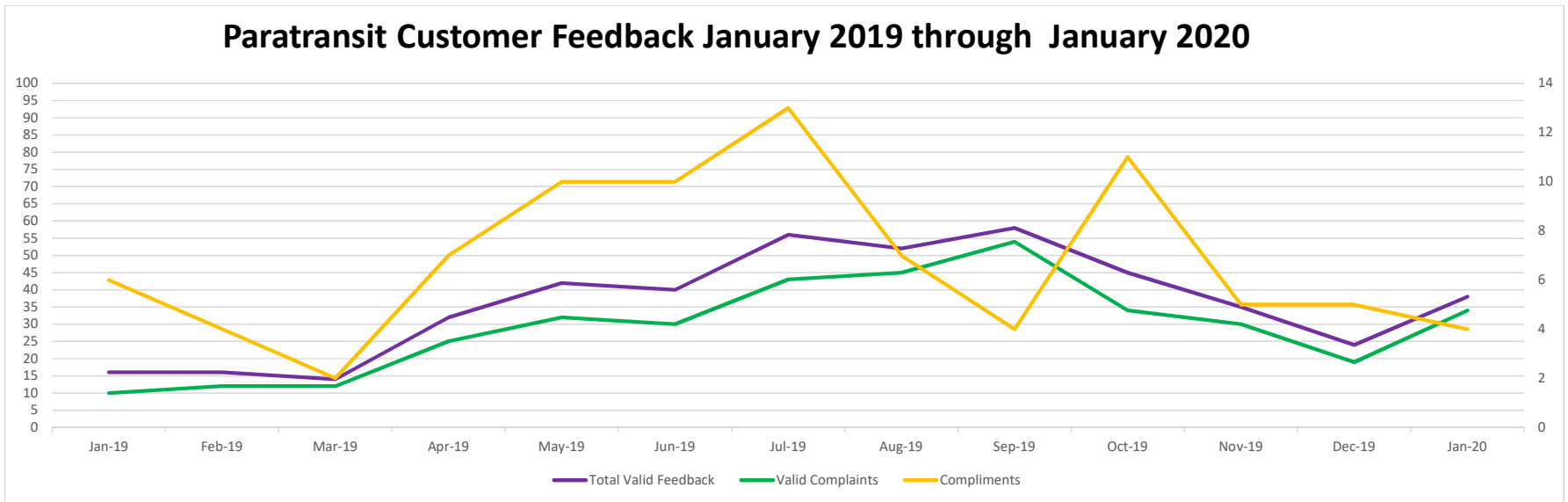
FYTD Budget vs FYTD Agency Revenue - January 2020



Advertising revenue tracks revenue of invoiced contracts for shelter and bus advertising. This section of the chart compares the FYTD20 against FYTD18 and FYTD19 total. The graph tracks YTD revenue accrued vs the YTD budget. The annual budgeted amount for FY20 is \$100,000.

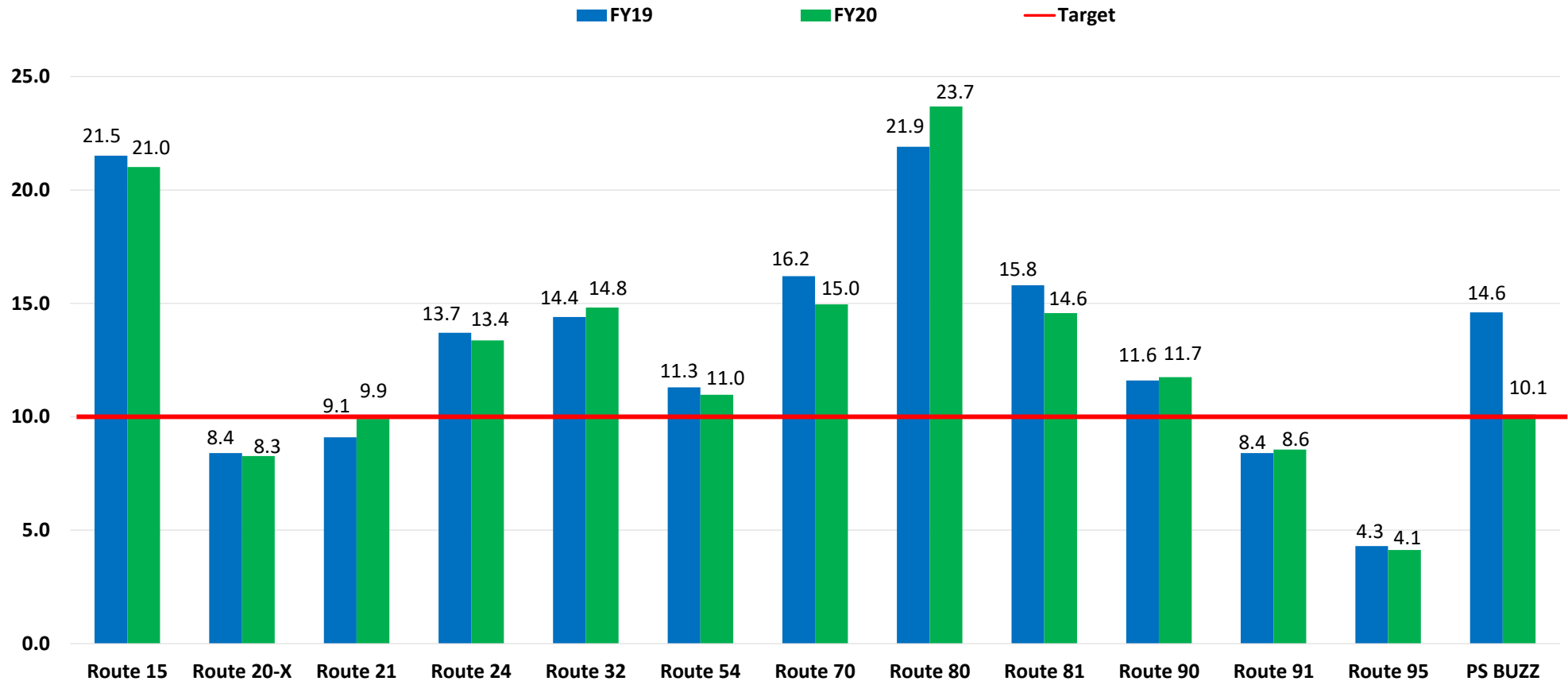


Valid fixed route feedback comprised of compliments and complaints for January 2020



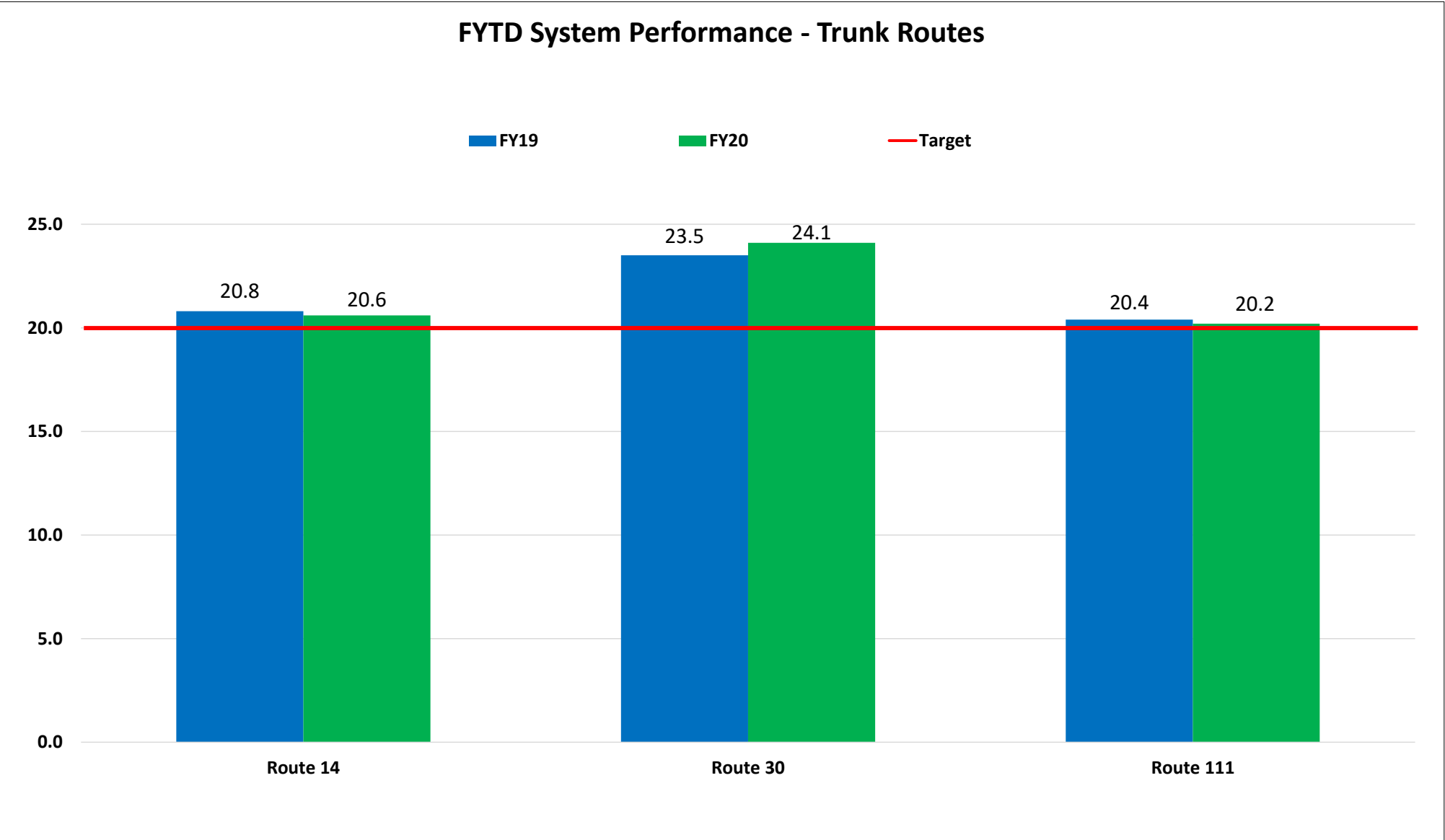
Valid paratransit feedback comprised of compliments and complaints for January 2020

FYTD System Performance - Local Routes



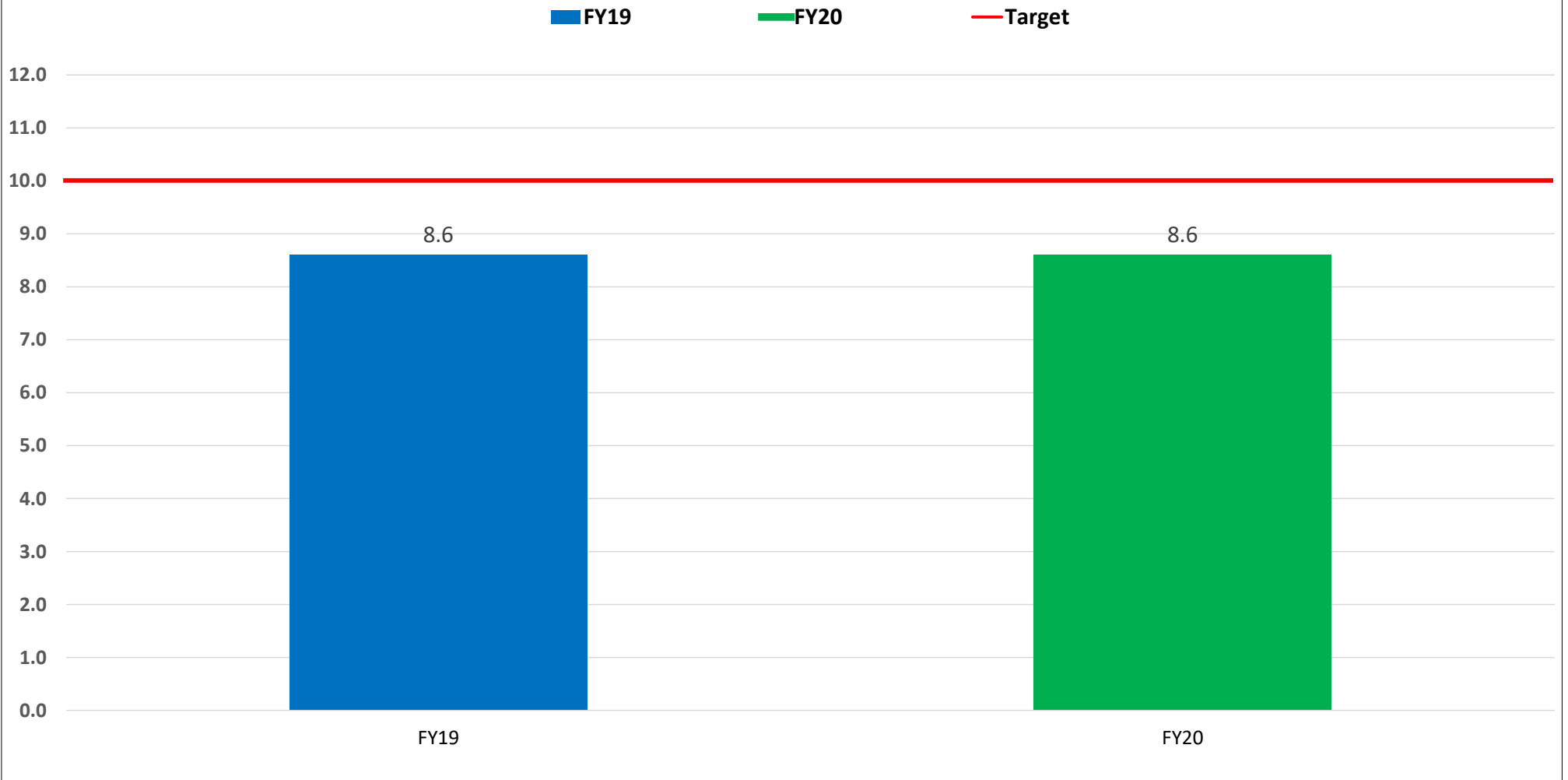
The chart above represents the system performance on local routes for Passenger Per Revenue Hour (PPRH). The goal for local fixed routes is 10 PPRH. The FY 19/20 goal is based on Board approved Service Standards Policy (B-190613). Local Routes are secondary routes that connect to the trunk routes and supplement the SunBus network.

FYTD System Performance - Trunk Routes



The chart above represents the system performance on trunk routes for Passenger Per Revenue Hour (PPRH). The goal for trunk fixed routes is 20 PPRH. The FY 19/20 goal is based on Board approved Service Standards Policy (B-190613). Trunk Routes are highly traveled corridors serving a variety of trip purposes and connect a variety of regional destinations.

FYTD System Performance - Regional Service Commuter Link 220



The chart above represents the system performance target for regional service on the Link 220 which is based on Passenger Per Revenue Trip (PPRT). The goal for regional service is 10 PPRT. The FY 19/20 goal is based on Board approved Service Standards Policy (B-190613).

SunLine Transit Agency

CONSENT CALENDAR

DATE: February 26, 2020

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Board Member Attendance for January 2020

Summary:

The attached report summarizes the Board of Directors' attendance for fiscal year-to-date January 2020.

Recommendation:

Receive and file.

FY 19/20	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		X	X						10	5	
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	X						10	5	
La Quinta	X		X	X		X	X						10	5	
Indio	X		X	X		X	X						10	5	
Coachella			X	X									10	2	
County of Riverside	X			X		X	X						10	4	

X - ATTENDED (Primary/Alternate)

DARK –

SunLine Transit Agency

DATE: February 26, 2020 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Lauren Skiver, CEO/General Manager

RE: APTA 2020 International Study Mission & June Board of Directors Meeting

Recommendation

Recommend that the Board of Directors approve the travel of the CEO/General Manager on the APTA 2020 International Study Mission to Europe and subsequently change the June Board of Directors meeting to Monday, June 15, 2020.

Background

The American Public Transportation Association (APTA) annually hosts an International Study Mission, wherein transit professionals must apply to participate. The Study Missions are designed for both private and public sector, senior level members, to travel to certain regions of the globe to focus on a particular subject relevant to the transit industry.

The goal of the program is to offer opportunities overseas to increase awareness of best practices, new technologies, and lessons learned from other countries.

This year's Study Mission trip is planned for June 21-27, 2020 with a topic of "Upscaling Bus Electrification: The Road to a Zero-Emission Fleet" and will take place in Amsterdam, Cologne, and Paris.

The 2020 program is designed to give participants in-depth insights into:

- How to approach transitioning from small-scale pilots to a large electric bus fleet;
- What is required in terms of organizational management, operations, maintenance, training, route structures, depot design, the charging infrastructure, the relationship with utilities, funding and financing models and;
- The latest operating concepts and technological developments in electric vehicle technology, including batteries and alternative options such as hydrogen fuel cells.

The application was accepted by APTA for the Agency's CEO/General Manager, Lauren Skiver, to be a 2020 participant. In addition, Ms. Skiver has been offered the role of lead presenter to present the landscape of zero emission bus developments in the U.S. at each meeting.

As such, Board of Directors approval is requested for the trip and the subsequent need to move the regularly scheduled June Board of Directors meeting. The regularly scheduled meeting date is Wednesday, June 24, 2020, which is the fifth Wednesday of the month due to the California League of Cities Conference scheduled in Monterey, CA on the fourth Wednesday. The proposed new meeting date for the Board of Directors is Monday, June 15, 2020.

Financial Impact

The fiscal impact of this trip is approximately \$6,000.00 to be paid out of the FY20 operating budget for travel and training.

SunLine Transit Agency

DATE: February 26, 2020 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Luis Garcia, Chief Financial Officer

RE: Formal Selection of Pension Committee Members

Recommendation

Recommend that the Board of Directors approve the following nominations for Pension Committee members:

1. Non-Union Pension Plan:
 - a. Chief Financial Officer
 - b. Chief of Human Relations
 - c. Chief Safety Officer
 - d. Performance/Projects Manager
 - e. Transportation Services Coordinator

2. Union Pension Plan:
 - a. Chief Financial Officer
 - b. Chief Transportation Officer

Background

SunLine Transit Agency has two distinct self-administered pension plans for its union and non-union employees. The pension plans each have a plan document providing guidance on retirement benefits and administration of the plan assets. Under both plan documents, the Board of Directors has the sole authority to appoint members to the pension committees. Under the non-union plan, the Board must appoint at least three (3) committee members. Under the union plan, the committee must be comprised of two (2) members appointed by the Board of Directors, two (2) members appointed by the union, and the fifth member must be selected by the four (4) appointed committee members.

Financial Impact

There is no financial impact.

SunLine Transit Agency

DATE: February 26, 2020 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Luis Garcia, Chief Financial Officer

RE: Legal Services Request for Proposals

Recommendation

Recommend that the Board of Directors:

1. Allow the Agency to begin the solicitation regarding legal services for SunLine Transit Agency; and
2. Approve an Ad Hoc Committee which would be involved in the solicitation process.

Background

In 2015, SunLine Transit Agency released a request for proposal (RFP) solicitation and worked with the Ad Hoc Committee to narrow proposers to three (3) firms. The top three (3) firms were then interviewed by the full Board of Directors during closed session. After the interviews and negotiations with the top firm, SunLine Transit Agency entered into an agreement with Burke, Williams and Sorenson, LLP (BWS) in September of 2015. The current agreement with BWS will end on September 3, 2020.

Financial Impact

There is no financial impact.

SunLine Transit Agency

DATE:	February 26, 2020	ACTION
TO:	Finance/Audit Committee Board of Directors	
FROM:	Rudy Le Flore, Chief Project Consultant	
RE:	Hydrogen Electrolyzer Project Management Services	

Recommendation

Recommend that the Board of Directors grant authority to the CEO/General Manager to negotiate and execute an agreement with Zen and the Art of Clean Energy Solutions Inc., (Zen) to continue project management services on the hydrogen electrolyzer project in an amount not-to-exceed \$120,060, subject to review and approval by SunLine's general counsel.

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. SunLine will be one of only a few transit agencies in the nation utilizing this new fuel cell bus platform.

On March 22, 2017, the SunLine Board of Directors approved a contract with Zen to manage this project. Subsequently, the project term has been extended and the grant agreement was modified by CARB to run through calendar year 2020. SunLine staff has negotiated with CARB to allow funds to be used to fund the extended term covered by this separate agreement. This new agreement with Zen will match the term extension of the CARB grant agreement.

Zen performs quarterly reporting, engineering technical project oversight, financial monitoring and commissioning support. This agreement also includes mandatory reporting to CARB.

Financial Impact

The financial impact of \$120,060 will be expensed from the California Air Resources Board Grant G14-LCTI-11 Amendment 3.

SunLine Transit Agency

DATE: February 26, 2020 **DISCUSSION**

TO: Finance/Audit Committee

FROM: Luis Garcia, Chief Financial Officer

RE: Discuss Financial Audit Rotation Policy No. B-060118

Background

In March 2018, the Board of Directors approved Audit Rotation Policy No. B-060118 in response to a request for staff to limit the tenure of financial auditors for SunLine Transit Agency. The policy limits financial auditing agreements between SunLine and outside contractors to three (3) years. The policy also requires auditing staff conducting the audit to be rotated on an annual basis.

Prior to the implementation of the audit rotation policy, SunLine awarded a one (1) year agreement with three (3) option years to Vasquez and Company, LLP (Vasquez) as a result of a solicitation released in 2015. Vasquez conducted SunLine's financial audits for fiscal years (FY) 2015 through 2018. Subsequent to the implementation of the audit rotation policy, SunLine released a new request for proposal in December 2018. Vasquez was not allowed to submit a proposal under the new audit rotation policy.

In March 2019, SunLine and Eide Bailly, LLP (formerly Vavrinek, Trine, Day & Co., LLP) entered into a one year agreement with two option years. Eide Bailly conducted its first audit with SunLine for FY19. The FY19 audit was not conducted in a timely manner and there was not clear communication on any potential issues that would delay the audit. As a result, the audit was not completed by the submission deadlines for the December Board meeting and SunLine had to request an extension from the Riverside County Transportation Commission.

Given the results of the FY19 audit process, staff would like to discuss the audit rotation policy. Specifically, staff would like to discuss the details of the time limitations. The discussion and resulting clarifications would drive staff's process on the selection of the next financial auditing firm.

SunLine Transit Agency
Financial Audit Rotation Policy
Policy No: B-060118

Adopted: 03/28/2018

FINANCIAL AUDIT ROTATION POLICY

PURPOSE

The purpose of this document is to establish a three (3) year limitation on financial auditing agreements between SunLine Transit Agency and outside contractors and to require staff conducting auditing services to be rotated on an annual basis.

SCOPE

Individuals covered by this policy are outside contractors who engage in financial auditing agreements with SunLine Transit Agency.

POLICY

In order to preserve the public interest in the use of public funds, SunLine Transit Agency will limit the duration of executed agreements for financial auditing services to a period no longer than three (3) years, inclusive of any available option years. Chapter VI, Section 3 - Methods of Procurement, of the Federal Transit Administration's (FTA) Circular 4220.1F states that less than full and open competition is allowable if it is within the public interest.

PROCEDURES

Solicitations for financial auditing services will include documentation that a contractor will be excluded from submitting a bid or proposal if they have been the contracted vendor within the preceding three (3) years. It will also document that in the situation where a financial auditing contractor is conducting more than a single years' audit, staff conducting the financial audit must be rotated on an annual basis.