



SunLine Transit Agency  
September 25, 2019  
10:50-11:20 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](http://www.sunline.org).

In compliance with the Americans with Disabilities Act, Government Code Section 54954.2, and the Federal Transit Administration Title VI, please contact the Clerk of the Board at (760) 343-3456 if special assistance is needed to participate in a Board meeting, including accessibility and translation services. Notification of at least 48 hours prior to the meeting time will assist staff in assuring reasonable arrangements can be made to provide assistance at the meeting.

**ITEM**

**RECOMMENDATION**

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

**RECEIVE COMMENTS**

**NON AGENDA ITEMS**

Members of the public may address the Board regarding any item within the subject matter jurisdiction of the Board; 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. Each person's presentation is limited to a maximum of three (3) minutes.

<u>ITEM</u>	<u>RECOMMENDATION</u>
<b>6. COMMITTEE MEMBER COMMENTS</b>	<b>RECEIVE COMMENTS</b>
<b>7. CALENDAR YEAR 2018 PENSION AUDIT RESULTS</b> (Staff: Luis Garcia, Deputy Chief Financial Officer)	<b>RECEIVE &amp; FILE</b> (PAGE 3-46)
<b>8. CONSENT CALENDAR</b>	<b>RECEIVE &amp; FILE</b>
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.	
8a) Checks \$1,000 and Over Report for June & July 2019	(PAGE 47-55)
8b) Credit Card Statement for June & July 2019	(PAGE 56-63)
8c) Monthly Budget Variance Report for June & July 2019	(PAGE 64-76)
8d) Contracts Signed in Excess of \$25,000 July & August 2019	(PAGE 77-80)
8e) Union & Non-Union Pension Investment Asset Summary June & July 2019	(PAGE 81-86)
8f) Ridership Report for July & August 2019	(PAGE 87-92)
8g) SunDial Operational Notes for July & August 2019	(PAGE 93-99)
8h) Metrics for July & August 2019	(PAGE 100-116)
8i) Board Member Attendance for July 2019	(PAGE 117-118)
<b>9. AMENDMENT TO CONTRACT FOR HYDROGEN ELECTROLYZER</b> (Staff: Rudy Le Flore, Chief Project Consultant)	<b>APPROVE</b> (PAGE 119)
<b>10. CONTRACT FOR LEGISLATIVE AND REGULATORY ADVOCACY</b> (Staff: Rudy Le Flore, Chief Project Consultant)	<b>APPROVE</b> (PAGE 120-124)
<b>11. ADJOURN</b>	

**SunLine Transit Agency**

**DATE:** September 25, 2019 **RECEIVE & FILE**  
**TO:** Finance/Audit Committee  
**FROM:** Luis Garcia, Deputy Chief Financial Officer  
**RE:** Calendar Year 2018 Pension Audit Results

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**Recommendation**

Recommend that the Board of Directors receive and file the calendar year 2018 pension audit reports. The audit was completed by Vasquez & Company, LLP and includes the Retirement Income Plan for Bargaining and Non-Bargaining Personnel Audited Financial Statement and Supplementary Information.

**Background**

The activity around SunLine's defined benefit plans must be audited on a yearly basis and submitted to the State Controller. SunLine's pension auditor, Vasquez & Company LLP, completed the audit on May 23, 2019 and presented the results to the pension committees on August 20, 2019.

Vasquez & Company LLP presented an unmodified opinion, good internal controls and a strong financial position for both retirement plans at over 92% funded. The financial statements for the bargaining and non-bargaining plans are being provided for information purposes.



**SunLine Transit Retirement Income Plan  
For Bargaining Unit Personnel  
Audited Financial Statements  
and Supplementary Information  
*As of and for the Years ended December 31, 2018 and 2017  
With Report of Independent Auditors***



**SunLine Transit Retirement Income Plan  
For Bargaining Unit Personnel  
Audited Financial Statements  
and Supplementary Information  
*As of and for the Years ended December 31, 2018 and 2017  
With Report of Independent Auditors***

**SunLine Transit Retirement Income Plan for Bargaining Unit Personnel**  
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## **Report of Independent Auditors**

### **To the Retirement Committee SunLine Transit Retirement Income Plan for Bargaining Unit Personnel**

#### **Report on the Financial Statements**

We have audited the accompanying financial statements of SunLine Transit Retirement Income Plan for Bargaining Unit Personnel (the Plan), which comprise the statement of fiduciary net position as of December 31, 2018, and the related statement of changes in fiduciary net position for the year then ended, and the related notes to the financial statements.

#### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### **Auditors' Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.



***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the fiduciary net position of the Plan as of December 31, 2018, and the changes in fiduciary net position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

***Other Matter***

The financial statements of the Plan as of and for the year ended December 31, 2017 were audited by other auditors, whose report, dated June 29, 2018, expressed an unmodified opinion on those statements.

***Report on Supplementary Information***

Accounting principles generally accepted in the United States of America require that the supplemental Schedules 1 through 4 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

A handwritten signature in black ink that reads "Vaqueria &amp; Company LLP". The signature is written in a cursive, flowing style.

Glendale, California  
May 23, 2019

**SunLine Transit Retirement Income Plan for Bargaining Unit Personnel  
Statements of Fiduciary Net Position**

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		<b>December 31</b>	
		<b>2018</b>	<b>2017</b>
<b>ASSETS</b>			
Current assets			
Cash and cash equivalents	\$	<b>213,036</b>	\$ 485,580
Receivables:			
Contributions		50,822	48,141
Interest		309	405
Dividends		<b>22,286</b>	-
Total receivables		<b>73,417</b>	48,546
Investments, at fair value (Note 4):			
Mutual funds		<b>24,994,424</b>	25,669,723
Total investments		<b>24,994,424</b>	25,669,723
Total assets		<b>25,280,877</b>	26,203,849
<b>LIABILITIES</b>			
Accrued expenses		-	-
<b>FIDUCIARY NET POSITION</b>			
Fiduciary net position restricted for	\$	<b>25,280,877</b>	\$ 26,203,849

*See notes to financial statements.*

**SunLine Transit Retirement Income Plan for Bargaining Unit Personnel**  
**Statements of Changes in Fiduciary Net Position**

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	Years ended December 31	
	2018	2017
<b>Additions:</b>		
Employer contributions	\$ <u>1,335,432</u>	\$ <u>1,242,117</u>
Investment income:		
Interest income	4,367	90,886
Dividend income	653,864	453,010
Net appreciation in fair value of investments (Note 4)	-	2,652,551
Net investment income	<u>658,231</u>	<u>3,196,447</u>
Total additions	<u>1,993,663</u>	<u>4,438,564</u>
<b>Deductions:</b>		
Benefits paid to participants and beneficiaries	723,427	616,895
Administrative expenses	89,608	126,158
Net depreciation in fair value of investments (Note 4)	<u>2,103,600</u>	-
Total deductions	<u>2,916,635</u>	<u>743,053</u>
<b>Net increase (decrease) in fiduciary net position</b>	<b>(922,972)</b>	<b>3,695,511</b>
<b>Fiduciary net position restricted for pensions:</b>		
Beginning of year	<u>26,203,849</u>	<u>22,508,338</u>
End of year	<u>\$ <u>25,280,877</u> \$</u>	<u>\$ <u>26,203,849</u></u>

See notes to financial statements.

**SunLine Transit Retirement Income Plan for Bargaining Unit Personnel**  
**Notes to Financial Statements**  
**Years ended December 31, 2018 and 2017**

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**NOTE 1      DESCRIPTION OF THE PLAN**

The following description of the SunLine Transit Retirement Income Plan for Bargaining Unit Personnel (the Plan) provides only general information. Participants should refer to the Plan agreement for more detailed information on the Plan's provisions.

**General**

The Plan is a defined benefit plan which was established February 1, 1980 to provide benefits to the SunLine Transit Agency (the Agency) employees. The Plan covers all collective bargaining employees of the Agency, regardless of hours worked.

**Plan Administration**

The Plan is administered by the Retirement Committee (the Committee). The Committee has overall responsibility for the operation and administration of the Plan. The Committee monitors investment performance and reports to the Agency's Board of Directors.

**Pension Benefits**

A participant is 100 percent vested in their accrued benefit after completion of five years of credited service. Normal retirement age is 62; however, an employee may retire prior to age 62, provided he/she has attained age 55 and has completed 5 years of credited service, or has completed 25 years of credited service. Employees who retire early are subject to a reduced benefit. An employee may remain employed after his/her normal retirement age and receive an increased benefit.

Prior to June 30, 2007, the amount of the monthly retirement benefit at the normal retirement date shall be equal to 1/90 of the first \$400 of Final Average Monthly Earnings (FAME) plus 1/60 of the excess of FAME over \$400, times years and completed quarters of credited service. The calculation was amended effective July 1, 2007, whereas benefit payments at the normal retirement date shall be equal to 1/60 of FAME, times years and completed quarters of service. FAME is the average of the thirty-six highest consecutive months of earnings as a participant. If the employee has attained age 62 at termination and completed ten years of service, the minimum monthly benefit is \$400. Earnings means compensation paid during a plan year as an eligible employee, excluding any compensation paid as bonuses, overtime, or other extra pay. A year of credited service for each plan year is earned during which an employee is employed full time for the Agency. The basic form of benefit payment is a life annuity; however, various joint and survivor annuity forms are available, provided certain requirements are met.

**Death, Disability and Termination Benefits**

If an active employee (participant) dies, a death benefit may be paid to the participant's spouse, (or dependent under age 21) provided the participant has completed five years of credited service. The benefit is the participant's accrued benefit assuming that the participant retired on the day prior to their death. If an employee becomes totally and permanently disabled after completing five years of service they shall be entitled to receive an unreduced pension equal to 2.0 percent of FAME times years of service. This benefit cannot exceed the projected benefit at age 62 based on current FAME and total service assuming continued employment until age 62.

**SunLine Transit Retirement Income Plan for Bargaining Unit Personnel**  
**Notes to Financial Statements**  
**Years ended December 31, 2018 and 2017**

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**NOTE 1 DESCRIPTION OF THE PLAN (CONTINUED)**

If a participant who has completed five years of vesting service is terminated for any reason other than death, he/she will be entitled to receive his/her normal retirement benefit upon attainment of age 55.

**Vesting**

An employee covered by the terms of the collective bargaining agreement is eligible for immediate participation in the Plan regardless of hours worked. An employee becomes 100 percent vested upon completion of five years of credited service. No vesting occurs prior to that time.

**Cost-of-Living Adjustments**

There are no cost-of-living adjustments.

**Membership Summary**

At December 31, 2018 and 2017, the Plan's membership consisted of retired members or their beneficiaries, active members, and terminated members entitled to benefits but not yet receiving them (deferred participants) as follows:

	<b>2018</b>	<b>2017</b>
Retirees and beneficiaries receiving benefits	<b>98</b>	94
Terminated participants entitled to but not yet receiving benefits	<b>89</b>	91
Active plan participants	<b>283</b>	272
<b>Total</b>	<b>470</b>	457

**NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Basis of Accounting**

The financial statements of the Plan are prepared under the accrual method of accounting.

**Basis of Presentation**

The financial statements have been prepared in conformity with Governmental Accounting Standards Board Statement (GASB) No. 67 "Financial Reporting for Pension Plans - an amendment of GASB Statement No. 25" and GASB No. 82 "Pension Issues – an amendment of GASB Statements No. 67, No. 68, and No. 73". GASB No. 67 replaces the requirements of GASB No. 50 and GASB No.25 and prescribes the content and format for the financial statements and the accompanying supplemental schedules. GASB No. 82 addresses certain issues that have been raised with respect to GASB No. 67.

**Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.



**SunLine Transit Retirement Income Plan for Bargaining Unit Personnel**  
**Notes to Financial Statements**  
**Years ended December 31, 2018 and 2017**

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**NOTE 2      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Cash and Cash Equivalents**

Cash and cash equivalents consist of cash, cash held in money market accounts, and short-term notes and bonds that are readily convertible to cash.

**Investments**

Investments are reported at fair value. Short-term investments are reported at cost, which approximates fair value. Securities traded on national or international exchanges are valued at the last reported sales price at current exchange rates. Purchases and sales of securities are recorded on a trade date basis. Interest income is recorded on the accrual basis. Dividend income is recorded on the ex-dividend date.

**Payment of Benefits**

Benefit payments to participants are recorded upon distribution.

**Administrative Expenses**

Administrative expenses are paid by the Plan. During the years ended December 31, 2018 and 2017, Plan expenses were \$89,608 and \$126,158 respectively.

**Recent Accounting Pronouncement**

In March 2016, GASB issued Statement No. 82 "Pension Issues" (GASB No. 82) which amends GASB No. 67, GASB No. 68, and No.73. GASB No. 82 which was adopted during the year ended December 31, 2018, addresses payroll related measures in required supplementary information, selections of assumptions and deviation of standard actuarial guidance, and the classification of payments made by employers to satisfy participation contribution requirements. The requirements of GASB No. 82 did not require any changes in the presentation of the Plan's financial statements, notes to the financial statements or Required Supplementary Information.

**NOTE 3      FUNDING POLICY**

No employee contributions are required or permitted. Employer contributions to the Plan are determined by the Plan's actuary and are designed to provide the benefits that are set forth under the Plan. Employer contributions made during the years ended December 31, 2018 and 2017 were \$1,335,432 and \$1,242,117, respectively.

**NOTE 4      INVESTMENTS**

US Bank was the custodian for all of the Plan's investments at December 31, 2018 and 2017.

In accordance with GASB Statement No. 40, "Deposit and Investment Risk Disclosures", the Plan discloses all investments that are subject to certain risks: custodial credit risk, concentration of credit risk, interest rate risk, credit risk, and foreign currency risk.

**SunLine Transit Retirement Income Plan for Bargaining Unit Personnel**  
**Notes to Financial Statements**  
**Years ended December 31, 2018 and 2017**

**NOTE 4 INVESTMENTS (CONTINUED)**

**Custodial Credit Risk**

The Plan does not have any funds or deposits that are not covered by depository insurance, nor does it have any investments that are not registered in the name of the Plan.

**Concentration of Credit Risk**

The following non-participant directed investments are greater than five percent of the Plan's fiduciary net position as of December 31, 2018 and 2017:

		<u>2018</u>	<u>2017</u>
JOHCM International Select Fund	Mutual Fund	\$ 1,307,034	\$ 1,663,358
Vanguard Total International Stock Index Admiral Fund	Mutual Fund	1,675,208	2,109,908
Vanguard Total International Value Fund	Mutual Fund	-	1,390,448
Vanguard Total Stock Market Index Admiral Fund	Mutual Fund	9,124,930	9,949,835
Baird Core Plus Bond Institutional Fund	Mutual Fund	2,818,214	2,940,924
DoubleLine Core Fixed Income I Fund	Mutual Fund	2,798,528	1,329,803
Vanguard Intermediate-Term Investment-Grade Admiral Fund	Mutual Fund	1,462,278	2,929,656
PGIM Total Return Bond CL R6	Mutual Fund	1,943,984	-
		<u>21,130,176</u>	<u>22,313,932</u>
Aggregate of non-participant directed investments less than five percent of the Plan's fiduciary net position:		<u>3,864,248</u>	<u>3,355,791</u>
		<u>\$ 24,994,424</u>	<u>\$ 25,669,723</u>

**Interest Rate Risk**

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. As of December 31, 2018 and 2017, the Plan assets are in mutual funds that invests heavily in equities and fixed income securities. Those investments are not expected to be highly vulnerable to changing interest rates.

**Credit Risk**

Credit risk is defined as the risk that an issuer or other counterparty to an investment will not fulfill its obligations. Credit risk is usually measured by the assignment of a Credit rating by a nationally recognized rating agency. As of December 31, 2018 and 2017, the Plan's assets are in mutual funds that invests heavily in equities and fixed income securities.

**SunLine Transit Retirement Income Plan for Bargaining Unit Personnel**  
**Notes to Financial Statements**  
**Years ended December 31, 2018 and 2017**

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**NOTE 4 INVESTMENTS (CONTINUED)**

**Foreign Currency Risk**

Foreign currency risk is defined as any deposits or investments that are denominated in foreign currencies, which bear a potential risk of loss arising from changes in currency exchange rates. The Plan did not hold investments that were subject to foreign currency risk at December 31, 2018 and 2017.

**Investment Policy**

The Plan's investment policies are governed by the Board of Directors of the Agency. The Plan's investment policy includes restrictions for investments relating to maximum amounts invested in specific investment types, as well as maximum amounts invested with a single issuer. The Plan's target asset allocation is summarized below:

<b>Asset Class</b>	<b>Target Allocation</b>
Cash and cash equivalents	0%
Fixed income	40%
Equities	60%
	100%

**Fair Value Measurements**

GASB Statement No. 72, *Fair Value Measurement and Application* establishes a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The Plan categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; while Level 3 inputs are significant unobservable inputs.

- Level 1 - inputs are quoted prices for identical assets or liabilities in active markets that government can access at the measurement date.
- Level 2 - inputs are other than quoted prices included in Level 1 that are observable for an asset or liability, either directly or indirectly.
- Level 3 - inputs are unobservable inputs for an asset or liability.

At December 31, 2018 and 2017, the Plan's assets are in mutual funds that invests heavily in investments which are measured using Level 1 inputs.

**SunLine Transit Retirement Income Plan for Bargaining Unit Personnel**  
**Notes to Financial Statements**  
**Years ended December 31, 2018 and 2017**

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**NOTE 4 INVESTMENTS (CONTINUED)**

For the years ended December 31, 2018 and 2017, the annual money-weighted rate of return on pension plan investments, net of investment expense, was -5.58% and 11.25%, respectively. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

Net appreciation (depreciation) in fair value of investments during the years ended December 31, 2018 and 2017 is comprised of the following:

	<b>2018</b>	<b>2017</b>
Net realized gains on sale of investments	\$ <b>130,891</b>	\$ 3,211,450
Net unrealized depreciation in fair value investments	<b>(2,156,648)</b>	(530,630)
Investment expense	<b>(77,843)</b>	(28,269)
	<b>\$ (2,103,600)</b>	<b>\$ 2,652,551</b>

**NOTE 5 NET PENSION LIABILITY**

The net pension liability (the Plan's liability as determined in accordance with GASB No. 67 less the fiduciary net position) as of December 31, 2018 and 2017, is as follows:

	<b>2018</b>	<b>2017</b>
Total pension liability	\$ <b>27,572,135</b>	\$ 25,885,338
Plan fiduciary net position	<b>(25,280,877)</b>	(26,203,849)
Net pension liability (asset)	<b>\$ 2,291,258</b>	<b>\$ (318,511)</b>
Plan fiduciary net position as a percentage of total pension liability	<b>91.7%</b>	101.2%
Covered payroll	\$ <b>10,495,187</b>	\$ 9,937,276
Net pension liability (asset) as a percentage of covered payroll	<b>21.8%</b>	-3.2%

Actuarial valuations involve estimates of the reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment mortality and future salary increases. Amounts determined regarding the net pension liability are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future.

**SunLine Transit Retirement Income Plan for Bargaining Unit Personnel**  
**Notes to Financial Statements**  
**Years ended December 31, 2018 and 2017**

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**NOTE 5      NET PENSION LIABILITY (CONTINUED)**

The total pension liability as of December 31, 2018 was computed by the Plan's consulting enrolled actuary, Nyhart, based on the "Entry Age Normal Cost Method." The more significant assumptions underlying the valuation, are as follows:

Valuation date	January 1, 2019
Actuarial cost method	Entry Age Normal
Asset valuation method	Market Value of Assets
Actuarial assumption:	
Mortality	RP-2006 Blue Collar Mortality Tables with generational improvements beginning in 2006 based on the Social Security Administration's assumption scale. After disablement, the RP-2006 Disabled Retiree Table with generational improvements beginning in 2006 based on the Social Security Administration's assumption scale.
Termination of employment	Employees are assumed to terminate in accordance with table T-5 from the Pension Actuary's Handbook, less GA-1951 mortality.
Retirement age	Normal retirement age under the Plan, as defined, or the age on the valuation date, if older. Employees terminating after attaining minimum age and service for early retirement, as defined, are assumed to commence benefit payment immediately.
Investment rate of return	6.0% per annum, net of investment expenses.
Compensation increases	3.00%
Cost-of-living adjustments	None
Marital Status	80.0% of the participants are assumed to be married or have eligible beneficiaries.

**SunLine Transit Retirement Income Plan for Bargaining Unit Personnel**  
**Notes to Financial Statements**  
**Years ended December 31, 2018 and 2017**

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**NOTE 5      NET PENSION LIABILITY (CONTINUED)**

In accordance with GASB No. 67 regarding the disclosure of the sensitivity of the net pension liability to changes in the discount rate, the following table presents the net pension liability of the Plan as of December 31, 2018 and 2017, calculated using the current discount rate of 6.0%, as well as what the Plan's net pension liability would be if it were calculated using a discount rate that is 1.0% lower (5.0%) and 1.0% higher (7.0%) than the current rate used:

<b>Net pension liability (asset) as of:</b>	<b>1% Decrease (5.0%)</b>	<b>Current Discount (6.0%)</b>	<b>1% Increase (7.0%)</b>
2018	\$ 6,150,389	\$ 2,291,258	\$ (820,306)
2017	\$ 3,324,335	\$ (318,511)	\$ (3,255,733)

**NOTE 6      TAX STATUS**

The Plan obtained its latest determination letter on January 15, 2013, in which the Internal Revenue Service stated that the Plan, as then designed, was in compliance with the applicable requirements of the Internal Revenue Code. The Plan has been amended since receiving the determination letter. However, the Plan administrator and the Plan's tax counsel believe that the Plan is designed and is currently being operated with the applicable requirements of the Internal Revenue Code.

**NOTE 7      SUBSEQUENT EVENTS**

The Plan evaluated subsequent events through May 23, 2019, the date these financial statements were available to be issued. There were no material subsequent events that required recognition or additional disclosure in these financial statements.

**Required Supplementary Information**

**SunLine Transit Retirement Income Plan for Bargaining Unit Personnel**  
**Schedule 1**  
**Schedule of Changes in Net Pension Liability**  
**Last Ten Years\***

	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Total pension liability:					
Service cost	\$ 1,067,330	\$ 1,014,181	\$ 963,077	\$ 786,230	\$ 722,633
Interest	1,595,457	1,501,976	1,396,512	1,319,280	1,168,813
Benefit payments	(723,427)	(616,895)	(494,152)	(452,533)	(415,646)
Differences between expected and actual experience	(252,563)	(341,121)	(97,435)	43,602	38,118
Changes of assumptions	-	-	-	(565,426)	948,715
Net change in total pension liability	<u>1,686,797</u>	<u>1,558,141</u>	<u>1,768,002</u>	<u>1,131,153</u>	<u>2,462,633</u>
Total pension liability:					
Beginning of year	<u>25,885,338</u>	<u>24,327,197</u>	<u>22,559,195</u>	<u>21,428,042</u>	<u>18,965,409</u>
End of year (a)	<u>\$ 27,572,135</u>	<u>\$ 25,885,338</u>	<u>\$ 24,327,197</u>	<u>\$ 22,559,195</u>	<u>\$ 21,428,042</u>
Plan fiduciary net position:					
Contributions	\$ 1,335,432	\$ 1,242,117	\$ 1,179,049	\$ 1,026,120	\$ 838,727
Net investment income (loss)	(1,445,369)	3,196,447	1,553,438	(134,851)	827,017
Benefit payments	(723,427)	(616,895)	(494,152)	(452,533)	(415,646)
Administrative expenses	(89,608)	(126,158)	(183,452)	(167,917)	(16,569)
Net change in plan fiduciary net position	<u>(922,972)</u>	<u>3,695,511</u>	<u>2,054,883</u>	<u>270,819</u>	<u>1,233,529</u>
Plan fiduciary net position:					
Beginning of year	<u>26,203,849</u>	<u>22,508,338</u>	<u>20,453,455</u>	<u>20,182,636</u>	<u>18,949,107</u>
End of year (b)	<u>\$ 25,280,877</u>	<u>\$ 26,203,849</u>	<u>\$ 22,508,338</u>	<u>\$ 20,453,455</u>	<u>\$ 20,182,636</u>
Net pension liability, end of year (a) - (b)	<u>\$ 2,291,258</u>	<u>\$ (318,511)</u>	<u>\$ 1,818,859</u>	<u>\$ 2,105,740</u>	<u>\$ 1,245,406</u>

\*Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

**Note to Schedule:**

Changes of Assumptions – no changes of assumptions had an impact on the total pension liability during the years ended December 31, 2018, 2017 and 2016.

*See report of independent auditors.*



**SunLine Transit Retirement Income Plan for Bargaining Unit Personnel**  
**Schedule 2**  
**Schedule of Net Pension Liability**  
**Last Ten Years\***

	<u>2018</u>		<u>2017</u>		<u>2016</u>		<u>2015</u>		<u>2014</u>
Total pension liability:	\$ 27,572,135	\$	25,885,338	\$	24,327,197	\$	22,559,195	\$	21,428,042
Plan fiduciary net position	(25,280,877)		(26,203,849)		(22,508,338)		(20,453,455)		(20,182,636)
Net pension liability (asset)	<u>2,291,258</u>	\$	<u>(318,511)</u>	\$	<u>1,818,859</u>	\$	<u>2,105,740</u>	\$	<u>1,245,406</u>
Plan fiduciary net position as a percentage of total pension liability	91.7%		101.2%		92.5%		90.7%		94.2%
Covered payroll	\$ 10,495,187	\$	9,937,276	\$	9,306,674	\$	7,395,958	\$	7,171,287
Net pension liability (asset) as a percentage of covered payroll	21.8%		(3.21)%		19.5%		28.5%		17.4%

\*Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

*See report of independent auditors.*

**SunLine Transit Retirement Income Plan for Bargaining Unit Personnel**  
**Schedule 3**  
**Schedule of Employer Contributions**  
**Last Ten Years**

Year Ended December 31	Actuarially Determined Contribution	Contribution in Relation to the Actuarially Determined Contribution	Contribution Deficiency (Excess)	Covered Payroll	Contribution as a % of Covered Payroll
2009	\$ 1,118,112	\$ 1,095,054	\$ 23,058	\$ 6,415,771	17.1%
2010	1,021,656	1,118,615	(96,959)	6,688,432	16.7%
2011	959,580	1,028,823	(69,243)	6,514,916	15.8%
2012	1,011,840	1,045,458	(33,618)	6,593,082	15.9%
2013	916,788	999,727	(82,939)	6,862,649	14.6%
2014	693,586	838,727	(145,141)	7,171,287	11.7%
2015	891,288	1,026,120	(134,832)	7,395,958	13.9%
2016	1,175,179	1,179,049	(3,870)	9,306,674	12.7%
2017	1,276,570	1,242,117	34,453	9,937,276	12.5%
2018	1,271,919	1,335,432	(63,513)	10,495,187	12.7%

**Notes to Schedule:**

Actuarially determined contributions are calculated annually, at the beginning of each Plan year in which contributions are reported. Methods and assumptions used to determine contributions are as follows:

Actuarial cost method	Aggregate
Asset valuation method	Actuarial value of assets is the market value of funds held by the custodian with accrued contributions and accrued income. Gains and losses are phased in over a period of five years.
Actuarial assumptions:	
Mortality	RP-2006 Blue Collar Mortality Tables with generational improvements beginning 2006 based on the Social Security Administration's assumption scale. After disablement, the RP-2006 Disabled Retiree Table with generational improvements beginning in 2006 based on the Social Security Administration's assumption scale.
Termination of employment	Employees are assumed to terminate in accordance with Table T-5 from the Pension Actuary's Handbook, less GA-1951 mortality.
Retirement age	Normal retirement age under the Plan, as defined, or the age on the valuation date, if older. Employees terminating after attaining minimum age and service for early retirement, as defined, are assumed to commence
Investment rate of return	6.0% per annum, net of investment expenses.
Compensation increases	3.0%
Cost-of-living adjustments	None
Marital Status	80.0% of the participants are assumed to be married or have eligible dependents.
Expenses	An explicit cost for Plan expenses is 0.5% of market value of assets; interest earned is assumed to be net of investment expenses.

*See report of independent auditors.*

**SunLine Transit Retirement Income Plan for Bargaining Unit Personnel**  
**Schedule 4**  
**Schedule of Investments Returns**  
**Last Ten Years\***

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	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Annual money weighed rate of return, net of investment expense	(5.56)%	11.25%	6.80%	(1.24)%	5.51%

\*Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

*See report of independent auditors.*



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**SunLine Transit Retirement Income Plan  
For Non-Bargaining Unit Personnel  
Audited Financial Statements  
and Supplementary Information  
*As of and for the Years ended December 31, 2018 and 2017  
With Report of Independent Auditors***

**SunLine Transit Retirement Income Plan  
For Non-Bargaining Unit Personnel  
Audited Financial Statements  
and Supplementary Information  
*As of and for the Years ended December 31, 2018 and 2017  
With Report of Independent Auditors***

**SunLine Transit Retirement Income Plan for Non-Bargaining Unit Personnel  
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## **Report of Independent Auditors**

### **To the Retirement Committee SunLine Transit Retirement Income Plan for Non-Bargaining Unit Personnel**

#### **Report on the Financial Statements**

We have audited the accompanying financial statements of SunLine Transit Retirement Income Plan for Non-Bargaining Unit Personnel (the Plan), which comprise the statement of fiduciary net position as of December 31, 2018, and the related statement of changes in fiduciary net position for the year then ended, and the related notes to the financial statements.

#### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### **Auditors' Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.





***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the fiduciary net position of the Plan as of December 31, 2018, and the changes in fiduciary net position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

***Other Matter***

The financial statements of the Plan as of and for the year ended December 31, 2017 were audited by other auditors, whose report, dated June 29, 2018, expressed an unmodified opinion on those statements.

***Report on Supplementary Information***

Accounting principles generally accepted in the United States of America require that the supplemental Schedules 1 through 4 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

A handwritten signature in black ink that reads "Vasquez &amp; Company LLP".

**Glendale, California  
May 23, 2019**

**SunLine Transit Retirement Income Plan for Non-Bargaining Unit Personnel  
Statements of Fiduciary Net Position**

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		December 31	
		2018	2017
<b>ASSETS</b>			
Current assets			
Cash and cash equivalents	\$	197,776	\$ 270,492
Receivables:			
Contributions		51,332	45,273
Interest		287	226
Dividends		22,673	-
Total receivables		74,292	45,499
Investments, at fair value (Note 4):			
Mutual funds		25,433,328	26,515,497
Total investments		25,433,328	26,515,497
<b>Total assets</b>		<b>25,705,396</b>	<b>26,831,488</b>
<b>LIABILITIES</b>			
Accrued expenses		-	-
<b>FIDUCIARY NET POSITION</b>			
Fudiciary net position restricted for pensions	\$	<b>25,705,396</b>	\$ 26,831,488

*See notes to financial statements.*

**SunLine Transit Retirement Income Plan for Non-Bargaining Unit Personnel**  
**Statements of Changes in Fiduciary Net Position**

	Years ended December 31	
	2018	2017
<b>Additions:</b>		
Contributions:		
Employer contributions	\$ 1,169,890	\$ 1,050,575
Participants contributions	154,443	144,706
Total contributions	1,324,333	1,195,281
Investment income:		
Interest income	3,465	93,687
Dividend income	667,692	466,193
Net appreciation in fair value of investments (Note 4)	-	2,741,124
Net investment income	671,157	3,301,004
Total additions	1,995,490	4,496,285
<b>Deductions:</b>		
Benefits paid to participants and beneficiaries	880,535	786,424
Member refunds	-	48,908
Administrative expenses	89,086	132,647
Net depreciation in fair value of investments (Note 4)	2,151,961	-
Total deductions	3,121,582	967,979
Net increase (decrease) in fiduciary net position	(1,126,092)	3,528,306
<b>Fiduciary net position:</b>		
Beginning of year	26,831,488	23,303,182
End of year	\$ 25,705,396	\$ 26,831,488

See notes to financial statements.

**NOTE 1      DESCRIPTION OF THE PLAN**

The following description of the SunLine Transit Retirement Income Plan for Non-Bargaining Unit Personnel (the Plan) provides only general information. Participants should refer to the Plan agreement for more detailed information on the Plan's provisions.

**General**

The Plan is a defined benefit plan which was established February 1, 1980 to provide benefits to the SunLine Transit Agency (the Agency) employees. The Plan covers all employees who are considered to be full time and are not covered by the collective bargaining agreement of the Agency, provided they agree to make the mandatory employee contributions.

**Plan Administration**

The Plan is administered by the Retirement Committee (the Committee). The Committee has overall responsibility for the operation and administration of the Plan. The Committee monitors investment performance and reports to the Agency's Board of Directors.

**Pension Benefits**

A participant is 100 percent vested in their accrued benefit after completion of five years of credited service. Normal retirement age is 62; however, an employee eligible to participate prior to January 1, 2013 may retire prior to age 62, provided he/she has attained age 55 and has completed five years of credited service, or has completed 25 years of credited service. Employees becoming eligible to participate on or after January 1, 2013 may retire prior to age 62, provided he/she has attained age 52 and has completed 25 years of credited service, or has completed five years of credited service and attained age 55. Employees who retire early are subject to a reduced benefit. An employee may remain employed after his/her normal retirement age and receive an increased benefit. A participant shall at all times be 100 percent vested in their required contributions.

The amount of the monthly retirement benefit at the normal retirement date for participants becoming eligible prior to January 1, 2013 shall be equal to the greater of a) 2.5 percent times Final Average Monthly Earnings (FAME) times years of credited service (FAME is the average of the thirty-six highest consecutive months of earnings as a participant) or b) if the employee has attained age 62 at termination and completed ten years of service, the minimum monthly benefit is \$400. Earnings means compensation paid during a plan year as an eligible employee, excluding any compensation paid as bonuses, overtime, or other extra pay. The maximum benefit is 90% of FAME. The amount of monthly retirement benefit at the Normal Retirement Date for participants becoming eligible on or after January 1, 2013, shall be equal to the product of: (a) the participant's applicable Benefit Rate based on age at retirement; (b) the participant's Final Compensation; and (c) the participant's Years of Service. Final Compensation is defined as the average of the participant's highest 36 consecutive months' of Pensionable Compensation. A year of credited service for each plan year is earned during which an employee is employed full time for the Agency. The basic form of benefit payment is a life annuity; however, various joint and survivor annuity forms are available, provided certain requirements are met.

**SunLine Transit Retirement Income Plan for Non-Bargaining Unit Personnel**  
**Notes to Financial Statements**  
**Years ended December 31, 2018 and 2017**

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**NOTE 1      DESCRIPTION OF THE PLAN (CONTINUED)**

**Death, Disability and Termination Benefits**

If an active employee (participant) dies, a death benefit may be paid to the participant's spouse, (or dependent under age 21) provided the participant has completed five years of credited service. The benefit is the participant's accrued benefit assuming that the participant retired on the day prior to their death. If an employee becomes totally and permanently disabled after completing ten years of service they shall be entitled to receive an unreduced pension equal to 2.5 percent of FAME times years of service. This benefit cannot exceed the projected benefit at age 62 based on current FAME and total service assuming continued employment until age 62. If a participant who has completed five years of vesting service is terminated for any reason other than death, he/she will be entitled to receive his/her normal retirement benefit upon attainment of age 62. Reduced benefits may also be available at earlier ages.

**Vesting**

An employee not covered by the terms of the collective bargaining agreement is eligible for immediate participation in the Plan if they are a full-time employee as defined. An employee becomes 100 percent vested upon completion of five years of credited service. No vesting occurs prior to that time. Employees shall at all times be 100 percent vested in their required contributions.

**Cost-of-Living Adjustments**

Cost-of-living adjustments are based on changes to the Consumer Price Index for the greater Los Angeles-Anaheim-Riverside area limited to 3.0 percent per year.

**Membership Summary**

At December 31, 2018 and 2017, the Plan's membership consisted of retired members or their beneficiaries, active members, and terminated members entitled to benefits but not yet receiving them (deferred participants) as follows:

	<b>2018</b>	<b>2017</b>
Retirees and beneficiaries receiving benefits	<b>56</b>	51
Terminated participants entitled to but not yet receiving benefits	<b>102</b>	91
Active plan participants	<b>104</b>	104
<b>Total</b>	<b>262</b>	246

**NOTE 2      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Basis of Accounting**

The financial statements of the Plan are prepared under the accrual method of accounting.

**Basis of Presentation**

The financial statements have been prepared in conformity with Governmental Accounting Standards Board Statement (GASB) No. 67 "Financial Reporting for Pension Plans - an amendment of GASB Statement No. 25" and GASB No. 82 "Pension Issues – an amendment of GASB Statements No. 67, No. 68, and No. 73". GASB No. 67 replaces the requirements of GASB No. 50 and GASB No. 25 and prescribes the content and format for the financial statements and the accompanying supplemental schedules. GASB No. 82 addresses certain issues that have been raised with respect to GASB No. 67.

**Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Cash and Cash Equivalents**

Cash and cash equivalents consist of cash, cash held in money market accounts, and short-term notes and bonds that are readily convertible to cash.

**Investments**

Investments are reported at fair value. Short-term investments are reported at cost, which approximates fair value. Securities traded on national or international exchanges are valued at the last reported sales price at current exchange rates. Purchases and sales of securities are recorded on a trade date basis. Interest income is recorded on the accrual basis. Dividend income is recorded on the ex-dividend date.

**Payment of Benefits**

Benefit payments to participants are recorded upon distribution.

**Administrative Expenses**

Administrative expenses are paid by the Plan. During the years ended December 31, 2018 and 2017, plan expenses were \$89,086 and \$132,647, respectively.

**NOTE 2      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Recent Accounting Pronouncement**

In March 2016, GASB issued Statement No. 82 "Pension Issues" (GASB No. 82) which amends GASB No. 67, GASB No. 68, and GASB No.73. GASB No. 82 which was adopted during the year ended December 31, 2017, addresses payroll related measures in required supplementary information, selections of assumptions and deviation of standard actuarial guidance, and the classification of payments made by employers to satisfy participation contribution requirements. The requirements of GASB No. 82 did not require any changes in the presentation of the Plan's financial statements, notes to the financial statements or Required Supplementary Information.

**NOTE 3      FUNDING POLICY**

Employee contributions are required at three percent of monthly earnings. Employer contributions to the Plan are determined by the Plan's actuary and are designed to provide the benefits that are set forth under the Plan. Employer contributions made during the years ended December 31, 2018 and 2017 were \$1,169,890 and \$1,050,575, respectively. Employee contributions made during the years ended December 31, 2018 and 2017 were \$154,443 and \$144,706, respectively.

**NOTE 4      INVESTMENTS**

US Bank was the custodian for all of the Plan's investments at December 31, 2018 and 2017.

In accordance with GASB Statement No. 40, "Deposit and Investment Risk Disclosures", the Plan discloses all investments that are subject to certain risks: custodial credit risk, concentration of credit risk, interest rate risk, credit risk, and foreign currency risk.

**Custodial Credit Risk**

The Plan does not have any funds or deposits that are not covered by depository insurance, nor does it have any investments that are not registered in the name of the Plan.

**SunLine Transit Retirement Income Plan for Non-Bargaining Unit Personnel**  
**Notes to Financial Statements**  
**Years ended December 31, 2018 and 2017**

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**NOTE 4 INVESTMENTS (CONTINUED)**

**Concentration of Credit Risk**

The following non-participant directed investments are greater than five percent of the Plan's fiduciary net position as of December 31, 2018 and 2017:

		<u>2018</u>	<u>2017</u>
JOHCM International Select Fund	Mutual Fund	\$ 1,334,454	\$ 1,718,171
Vanguard Total International Stock Index Admiral Fund	Mutual Fund	1,704,055	2,179,410
Vanguard Total International Value Fund	Mutual Fund	-	1,436,239
Vanguard Total Stock Market Index Admiral Fund	Mutual Fund	9,282,322	10,277,756
Baird Core Plus Bond Institutional Fund	Mutual Fund	2,867,211	3,037,867
DoubleLine Core Fixed Income I Fund	Mutual Fund	2,847,090	1,373,638
Vanguard Intermediate-Term Investment-Grade Admiral Fund	Mutual Fund	1,487,728	3,026,228
PGIM Total Return Bond CL R6	Mutual Fund	1,977,693	-
		<u>21,500,553</u>	<u>23,049,309</u>
Aggregate of non-participant directed investments less than five percent of the Plan's fiduciary net position:		<u>3,932,775</u>	3,466,188
		<u>\$ 25,433,328</u>	<u>\$ 26,515,497</u>

**Interest Rate Risk**

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. As of December 31, 2018 and 2017, the Plan assets are in mutual funds that invests primarily in equities and fixed income securities. Those investments are not expected to be highly vulnerable to changing interest rates.



**NOTE 4 INVESTMENTS (CONTINUED)**

**Credit Risk**

Credit risk is defined as the risk that an issuer or other counterparty to an investment will not fulfill its obligations. Credit risk is usually measured by the assignment of a Credit rating by a nationally recognized rating agency. As of December 31, 2018 and 2017, the Plan's assets are in mutual funds that invests heavily in equities and fixed income securities.

**Foreign Currency Risk**

Foreign currency risk is defined as any deposits or investments that are denominated in foreign currencies, which bear a potential risk of loss arising from changes in currency exchange rates. The Plan did not hold investments that were subject to foreign currency risk at December 31, 2018 and 2017.

**Investment Policy**

The Plan's investment policies are governed by the Board of Directors of the Agency. The Plan's investment policy includes restrictions for investments relating to maximum amounts invested in specific investment types, as well as maximum amounts invested with a single issuer. The Plan's target asset allocation is summarized below:

<b>Asset Class</b>	<b>Target Allocation</b>
Cash and cash equivalents	0%
Fixed income	40%
Equities	60%
	100%

**Fair Value Measurements**

GASB Statement No. 72, *Fair Value Measurement and Application* establishes a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The Plan categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; while Level 3 inputs are significant unobservable inputs.

- Level 1 - inputs are quoted prices for identical assets or liabilities in active markets that government can access at the measurement date.
- Level 2 - inputs are other than quoted prices included in Level 1 that are observable for an asset or liability, either directly or indirectly.
- Level 3 - inputs are unobservable inputs for an asset or liability.

At December 31, 2018 and 2017, the Plan's assets are in mutual funds that invests heavily in investments which are measured using Level 1 inputs.

**SunLine Transit Retirement Income Plan for Non-Bargaining Unit Personnel**  
**Notes to Financial Statements**  
**Years ended December 31, 2018 and 2017**

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**NOTE 4 INVESTMENTS (CONTINUED)**

For the years ended December 31, 2018 and 2017, the annual money-weighted rate of return on pension plan investments, net of investment expense, was -5.21% and 11.25%, respectively. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

Net appreciation (depreciation) in fair value of investments during the years ended December 31, 2018 and 2017 is comprised of the following:

	<u>2018</u>	<u>2017</u>
Net realized gains on sale of investments	\$ <u>146,728</u>	\$ 3,360,628
Net unrealized (depreciation) appreciation in fair value investments	(2,219,173)	(590,333)
Investment expense	<u>(79,516)</u>	<u>(29,171)</u>
	<u>\$ (2,151,961)</u>	<u>\$ 2,741,124</u>

**NOTE 5 NET PENSION LIABILITY**

The net pension liability (the Plan's liability as determined in accordance with GASB No. 67 less the fiduciary net position) as of December 31, 2018 and 2017, is as follows:

	<u>2018</u>	<u>2017</u>
Total pension liability	\$ <u>27,345,478</u>	\$ 25,569,403
Plan fiduciary net position	<u>(25,705,396)</u>	<u>(26,831,488)</u>
Net pension liability	<u>\$ 1,640,082</u>	<u>\$ (1,262,085)</u>
Plan fiduciary net position as a percentage of total pension liability	94.0%	104.90%
Covered payroll	\$ 4,842,573	\$ 4,939,705
Net pension liability as a percentage of covered payroll	33.9%	(25.5)%

Actuarial valuations involve estimates of the reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment mortality and future salary increases. Amounts determined regarding the net pension liability are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future.

**SunLine Transit Retirement Income Plan for Non-Bargaining Unit Personnel**  
**Notes to Financial Statements**  
**Years ended December 31, 2018 and 2017**

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**NOTE 5      NET PENSION LIABILITY (CONTINUED)**

The total pension liability as of December 31, 2018 was computed by the Plan's consulting enrolled actuary, Nyhart, based on the "Entry Age Normal Cost Method." The more significant assumptions underlying the valuation, are as follows:

Valuation date	January 1, 2019
Actuarial cost method	Entry Age Normal
Asset valuation method	Market Value of Assets
Actuarial assumptions:	
Mortality	RP-2006 Blue Collar Mortality Tables with generational improvements beginning in 2006 based on the Social Security Administration's assumption scale. After disablement, the RP-2006 Disabled Retiree Table with generational improvements beginning in 2006 based on the Social Security Administration's assumption scale.
Termination of employment	Employees are assumed to terminate in accordance with table T-5 from the Pension Actuary's Handbook, less GA-1951 mortality.
Retirement age	Normal retirement age under the Plan, as defined, or the age on the valuation date, if older. Employees terminating after attaining minimum age and service for early retirement, as defined, are assumed to commence benefit payment immediately.
Investment rate of return	6.0% per annum, net of investment expenses.
Compensation increases	4.0%
Cost-of-living adjustments	3.0%
Marital Status	80.0% of the participants are assumed to be married or have eligible beneficiaries.

**SunLine Transit Retirement Income Plan for Non-Bargaining Unit Personnel**  
**Notes to Financial Statements**  
**Years ended December 31, 2018 and 2017**

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**NOTE 5      NET PENSION LIABILITY (CONTINUED)**

In accordance with GASB No. 67 regarding the disclosure of the sensitivity of the net pension liability to changes in the discount rate, the following table presents the net pension liability of the Plan as of December 31, 2018 and 2017, calculated using the current discount rate of 6.0%, as well as what the Plan's net pension liability would be if it were calculated using a discount rate that is 1.0% lower (5.0%) and 1.0% higher (7.0%) than the current rate used:

Net pension liability (asset) as of:	1% Decrease (5.0%)	Current Discount (6.0%)	1% Increase (7.0%)
2018	\$ 5,608,661	\$ 1,640,082	\$ (1,522,095)
2017	\$ 2,478,492	\$ (1,262,085)	\$ (4,251,856)

**NOTE 6      TAX STATUS**

The Plan obtained its latest determination letter on January 15, 2013, in which the Internal Revenue Service stated that the Plan, as then designed, was in compliance with the applicable requirements of the Internal Revenue Code. The Plan has been amended since receiving the determination letter. However, the Plan administrator and the Plan's tax counsel believe that the Plan is designed and is currently being operated with the applicable requirements of the Internal Revenue Code.

**NOTE 7      SUBSEQUENT EVENTS**

The Plan evaluated subsequent events through May 23, 2019, the date these financial statements were available to be issued. There were no material subsequent events that required recognition or additional disclosure in these financial statements.

**Required Supplementary Information**

**SunLine Transit Retirement Income Plan for Non-Bargaining Unit Personnel**  
**Schedule 1**  
**Schedule of Changes in Net Pension Liability**  
**Last Ten Years \***

	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Total pension liability:					
Service cost	\$ 1,023,221	\$ 1,072,153	\$ 987,864	\$ 838,631	\$ 832,999
Interest	1,569,141	1,494,609	1,443,007	1,380,214	1,248,085
Benefit payments	(880,536)	(835,332)	(741,407)	(718,599)	(603,944)
Differences between expected and actual experience	64,249	(417,693)	(866,759)	(461,064)	(491,251)
Changes of assumptions	-	-	-	(130,456)	1,267,953
Net change in total pension liability	<u>1,776,075</u>	<u>1,313,737</u>	<u>822,705</u>	<u>908,726</u>	<u>2,253,842</u>
Total pension liability:					
Beginning of year	<u>25,569,403</u>	<u>24,255,666</u>	<u>23,432,961</u>	<u>22,524,235</u>	<u>20,270,393</u>
End of year (a)	<u>\$ 27,345,478</u>	<u>\$ 25,569,403</u>	<u>\$ 24,255,666</u>	<u>\$ 23,432,961</u>	<u>\$ 22,524,235</u>
Plan fiduciary net position:					
Contributions - employer	1,163,831	1,056,891	1,043,297	972,058	850,854
Contributions - employee	160,504	184,553	131,637	124,295	119,857
Net investment income (loss)	(1,480,804)	3,301,003	1,619,088	(140,493)	878,786
Benefit payments	(880,536)	(835,332)	(741,407)	(718,599)	(603,943)
Administrative expenses	<u>(89,087)</u>	<u>(176,739)</u>	<u>(186,344)</u>	<u>(172,502)</u>	<u>(16,079)</u>
Net change in plan fiduciary net position	<u>(1,126,092)</u>	<u>3,530,376</u>	<u>1,866,271</u>	<u>64,759</u>	<u>1,229,475</u>
Plan fiduciary net position:					
Beginning of year	<u>26,831,488</u>	<u>23,301,112</u>	<u>21,434,841</u>	<u>21,370,082</u>	<u>20,140,607</u>
End of year (b)	<u>\$ 25,705,396</u>	<u>\$ 26,831,488</u>	<u>\$ 23,301,112</u>	<u>\$ 21,434,841</u>	<u>\$ 21,370,082</u>
Net pension liability, end of year (a) - (b)	<u>\$ 1,640,082</u>	<u>\$ (1,262,085)</u>	<u>\$ 954,554</u>	<u>\$ 1,998,120</u>	<u>\$ 1,154,153</u>

\*Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

**Notes to Schedule:**

Changes of Assumptions – no changes of assumptions had an impact on the total pension liability during the years ended December 31, 2018, 2017 and 2016.

*See report of independent auditors.*

**SunLine Transit Retirement Income Plan for Non-Bargaining Unit Personnel**  
**Schedule 2**  
**Schedule of Net Pension Liability**  
**Last Ten Years \***

	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Total pension liability:	\$ 27,345,478	\$ 25,569,403	\$ 24,255,666	\$ 23,432,961	\$ 22,524,235
Plan fiduciary net position	(25,705,396)	(26,831,488)	(23,301,112)	(21,434,841)	(21,370,082)
Net pension liability	<u>\$ 1,640,082</u>	<u>\$ (1,262,085)</u>	<u>\$ 954,554</u>	<u>\$ 1,998,120</u>	<u>\$ 1,154,153</u>
Plan fiduciary net position as a percentage of total pension liability	94.0%	104.9%	96.1%	91.5%	94.9%
Covered payroll	\$ 4,842,573	\$ 4,939,705	\$ 4,429,828	\$ 3,608,769	\$ 3,626,818
Net pension liability as a percentage of covered payroll	33.9%	(25.5)%	21.6%	55.4%	31.8%

\*Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

*See report of independent auditors.*

**SunLine Transit Retirement Income Plan for Non-Bargaining Unit Personnel**  
**Schedule 3**  
**Schedule of Employer Contributions**  
**Last Ten Years**

Year Ended December 31	Actuarially Determined Contribution	Contribution in Relation to the Actuarially Determined Contribution	Contribution Deficiency (Excess)	Covered Payroll	Contribution as a % of Covered Payroll
2009	\$ 1,265,400	\$ 1,100,000	\$ 165,400	\$ 3,525,248	31.2%
2010	1,162,812	1,086,531	76,281	3,725,878	29.2%
2011	1,013,700	965,644	48,056	3,512,416	27.5%
2012	1,063,500	1,010,555	52,945	3,295,632	30.7%
2013	960,708	1,011,262	(50,554)	3,288,878	30.7%
2014	709,362	857,155	(147,793)	3,626,818	23.6%
2015	838,188	972,058	(133,870)	3,608,769	26.9%
2016	1,053,887	1,043,297	10,589	4,429,828	23.6%
2017	1,088,228	1,056,891	31,337	4,939,705	21.4%
2018	979,399	1,163,831	(184,432)	4,842,573	24.0%

**Notes to Schedule:**

Actuarially determined contributions are calculated annually, at the beginning of each Plan year in which contributions are reported. Methods and assumptions used to determine contributions are as follows:

Actuarial cost method	Aggregate
Asset valuation method	Actuarial value of assets is the market value of funds held by the custodian with accrued contributions and accrued income. Gains and losses are phased in over a period of five years.
Actuarial assumptions:	
Mortality	RP-2006 Blue Collar Mortality Tables with generational improvements beginning 2006 based on the Social Security Administration's assumption scale. After disablement, the RP-2006 Disabled Retiree Table with generational improvements beginning in 2006 based on the Social Security Administration's assumption scale.
Termination of employment	Employees are assumed to terminate in accordance with Table T-5 from the Pension Actuary's Handbook, less GA-1951 mortality.
Retirement age	Normal retirement age under the Plan, as defined, or the age on the valuation date, if older. Employees terminating after attaining minimum age and service for early retirement, as defined, are assumed to commence
Investment rate of return	6.0% per annum, net of investment expenses.
Compensation increases	4.0%
Cost-of-living adjustments	3.0%
Marital Status	80.0% of the participants are assumed to be married or have eligible dependents.
Expenses	An explicit cost for Plan expenses is 0.5% of market value of assets; interest earned is assumed to be net of investment expenses.

*See report of independent auditors.*



**SunLine Transit Retirement Income Plan for Non-Bargaining Unit Personnel**  
**Schedule 4**  
**Schedule of Investments Returns**  
**Last Ten Years\***

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	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Annual money weighed rate of return, net of investment expense	(5.21)%	11.25%	6.80%	(1.24)%	5.51%

\*Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

*See report of independent auditors.*



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**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: September 25, 2019 **RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Checks \$1,000 and Over Report for June & July 2019

Summary:

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

For June:

- For the month of June, the largest payment issued was payment for FC15, FC16, FC17 and FC18 (1 of 5) hydrogen electric fuel cell bus which is funded primarily through AQIP.

For July:

- For the month of July, the largest payment issued was to PERMA for payment of Insurance for General Liability/WC Prem along with all Annual Property/Auto Physical Damage & ERMA.

Recommendation:

Receive and file.

**SunLine Transit Agency  
Checks \$1,000 and Over  
For the month of June 2019**

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
<b>NEW FLYER OF AMERICA INC.</b>	<b>WIP-Five Hydrogen Fuel Cell buses-AQIP</b>	<b>679513</b>	<b>06/21/2019</b>	<b>1,054,268.80</b>
<u>CALPERS</u>	<u>Group Health Ins Prem</u>	<u>679558</u>	<u>06/28/2019</u>	<u>716,516.28</u>
<b>NEL HYDROGEN INC.</b>	<b>WIP- Hydrogen Electric Hybrid FCB &amp; Station</b>	<b>679512</b>	<b>06/21/2019</b>	<b>575,811.00</b>
<u>CALPERS</u>	<u>Group Health Ins Prem</u>	<u>679389</u>	<u>06/12/2019</u>	<u>338,818.80</u>
<b>GRANITE CONSTRUCTION COMPANY</b>	<b>WIP- Utility Infrastructure Upgrades</b>	<b>679538</b>	<b>06/24/2019</b>	<b>189,479.28</b>
PERMA - INSURANCE	Gen Liability/WC Prem	679518	06/21/2019	145,471.75
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>679646</u>	<u>06/28/2019</u>	<u>98,204.94</u>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>679465</u>	<u>06/19/2019</u>	<u>97,378.36</u>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>679373</u>	<u>06/07/2019</u>	<u>97,377.74</u>
<b>BAE SYSTEMS CONTROLS, INC.</b>	<b>WIP- Battery Dominant Hydrogen Fuel Cell Bus</b>	<b>679553</b>	<b>06/28/2019</b>	<b>70,000.00</b>
ELEMENT MARKETS RENEWABLE ENERGY, LLC	Utilities	679573	06/28/2019	40,711.68
SO CAL GAS CO.	Utilities	679523	06/21/2019	40,293.67
APTA	Annual Membership	679397	06/14/2019	35,500.00
PERMA - INSURANCE	Ins Property/Auto Physical	679625	06/28/2019	34,670.00
<u>THE GUARDIAN LIFE INSURANCE COMPANY</u>	<u>Employee Benefits/ LTD/STD/LIFE Ins Prem</u>	<u>679370</u>	<u>06/07/2019</u>	<u>34,193.72</u>
MICHELIN NORTH AMERICA, INC.	Tire Leasing Service	679348	06/07/2019	26,779.01
<b>YELLOW CAB OF THE DESERT</b>	<b>Taxi Voucher Program</b>	<b>679535</b>	<b>06/21/2019</b>	<b>22,884.44</b>
IMPERIAL IRRIGATION DIST	Utilities	679417	06/14/2019	18,886.74
<b>YELLOW CAB OF THE DESERT</b>	<b>Taxi Voucher Program</b>	<b>679649</b>	<b>06/28/2019</b>	<b>17,238.40</b>
THE LEFLORE GROUP LLC	Consulting Services	679461	06/19/2019	15,362.80
<b>STANTEC ARCHITECTURE, INC.</b>	<b>WIP- Operations Facility</b>	<b>679641</b>	<b>06/28/2019</b>	<b>15,021.17</b>
BURKE, WILLIAMS & SORESENSEN, LLP	Legal Services	679555	06/28/2019	12,635.60
NFI PARTS	Inventory Repair Parts	679441	06/14/2019	12,558.53
ANTHONY CARTER	Consulting Services	679549	06/28/2019	12,320.00
VERIZON WIRELESS	Wireless Telephone Service	679379	06/07/2019	11,396.67
HD INDUSTRIES	Inventory Repair Parts	679584	06/28/2019	11,300.82
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	679619	06/28/2019	11,055.79
ANDREA CARTER & ASSOCIATES	Marketing Services	679382	06/11/2019	11,046.70
NFI PARTS	Inventory Repair Parts	679643	06/28/2019	10,767.71
PRUDENTIAL OVERALL SUPPLY	Uniforms	679628	06/28/2019	10,724.83
<b>L.N. CURTIS &amp; SONS</b>	<b>WIP- Fixed Assets-Misc Equipment</b>	<b>679345</b>	<b>06/07/2019</b>	<b>10,378.50</b>
CUMMINS SALES AND SERVICE	Inventory Repair Parts	679492	06/21/2019	9,634.58
BRIGHT MOMENTS	Consulting Services	679384	06/11/2019	9,607.50
NAPA AUTO PARTS	Inventory Repair Parts	679607	06/28/2019	9,605.28
<b>MANTICORE ADVOCACY, LLC</b>	<b>Center of Excellence</b>	<b>679592</b>	<b>06/28/2019</b>	<b>8,659.09</b>
<b>ND CONSTRUCTION COMPANY, INC.</b>	<b>WIP- Transit Enhancement Phase7 &amp; 8</b>	<b>679351</b>	<b>06/07/2019</b>	<b>8,568.80</b>
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	679480	06/21/2019	8,447.26
APOLLO VIDEO TECHNOLOGY	Computer Network Software Agreement (Cradlepoint ECM)	679317	06/07/2019	7,680.42
<b>HEPTAGON SEVEN CONSULTING, INC.</b>	<b>WIP- Yard Repaving Engineering Service</b>	<b>679340</b>	<b>06/07/2019</b>	<b>7,575.98</b>

**SunLine Transit Agency  
Checks \$1,000 and Over  
For the month of June 2019**

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
<b>CPAC INC.COM</b>	<b>WIP- Information Technology Projects</b>	<b>679326</b>	<b>06/07/2019</b>	<b>7,536.76</b>
FLEET REFINISHING	Repair Claim	679336	06/07/2019	7,268.55
<b>DEMO UNLIMITED, INC.</b>	<b>WIP- CNG Station</b>	<b>679330</b>	<b>06/07/2019</b>	<b>7,118.50</b>
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	679470	06/21/2019	6,967.31
JESSE FRESCAS JR.	Consulting Services	679593	06/28/2019	6,400.00
<b>ZEN AND THE ART OF CLEAN ENERGY</b>	<b>WIP- Hydrogen Fueling Station</b>	<b>679650</b>	<b>06/28/2019</b>	<b>6,290.00</b>
TEC OF CALIFORNIA, INC.	Inventory Repair Parts	679526	06/21/2019	6,192.63
ALPHA MEDIA LLC	Advertising	679541	06/28/2019	6,188.00
<b>AMALGAMATED TRANSIT UNION</b>	<b>Union Dues</b>	<b>679447</b>	<b>06/19/2019</b>	<b>6,031.26</b>
<b>AMALGAMATED TRANSIT UNION</b>	<b>Union Dues</b>	<b>679542</b>	<b>06/28/2019</b>	<b>5,976.18</b>
COMPLETE COACH WORKS	Inventory Repair Parts	679489	06/21/2019	5,861.60
DS AIR	Materials & Supplies	679324	06/07/2019	5,678.33
ASPEN REFRIGERANTS, INC.	Freon & Coolant	679476	06/21/2019	4,903.95
DEPT ENVIRO HEALTH	Annual Permit Renewal	679486	06/21/2019	4,638.00
IMPERIAL IRRIGATION DIST	Utilities	679589	06/28/2019	4,116.92
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	679521	06/21/2019	4,063.20
TPX COMMUNICATIONS	Telephone Service	679529	06/21/2019	4,059.92
<b>DESERT CITY CAB</b>	<b>Taxi Voucher Program</b>	<b>679496</b>	<b>06/21/2019</b>	<b>4,042.45</b>
<b>AIRWAVE COMMUNICATIONS</b>	<b>WIP- Fixed Assets-Misc Equipment</b>	<b>679381</b>	<b>06/11/2019</b>	<b>4,039.84</b>
CALIFORNIA DENTAL NETWORK, INC.	Dental Insurance	679321	06/07/2019	4,015.55
DESERT URGENT CARE AND SANTA ROSA DEL	Medical Exams	679509	06/21/2019	3,990.00
PLAZA TOWING, INC.	Towing Service	679626	06/28/2019	3,950.00
CALIFORNIA DENTAL NETWORK, INC.	Dental Insurance (July)	679556	06/28/2019	3,942.17
SOCALGAS	Utilities	679437	06/14/2019	3,925.25
ALEXANDER COHN, ESQ	Legal Services	679315	06/07/2019	3,900.00
4IMPRINT, INC.	Promotional Item Giveaways	679469	06/21/2019	3,871.93
HOME DEPOT CREDIT SERVICES	Facility Maintenance Supplies	679586	06/28/2019	3,692.19
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	679501	06/21/2019	3,626.92
SC COMMERCIAL, LLC	Lubricants Oil	679438	06/14/2019	3,601.56
<b>PSOMAS</b>	<b>WIP- CNG Station Construction Mgt</b>	<b>679432</b>	<b>06/14/2019</b>	<b>3,333.39</b>
VALLEY OFFICE EQUIPMENT, INC.	Office Equipment Maintenance	679533	06/21/2019	3,267.42
TIME WARNER CABLE	Utilities	679527	06/21/2019	3,181.43
PATRICK M. BRASSIL	Contracted Service Hydrogen Reformer Maints	679622	06/28/2019	3,120.00
AIR & LUBE SYSTEMS INC	Contract Service - General	679471	06/21/2019	3,081.06
ATWORK FRANCHISE, INC.	Temporary Help	679503	06/21/2019	2,875.94
IMPERIAL IRRIGATION DIST	Utilities	679341	06/07/2019	2,870.84
OFFICETEAM	Temporary Help	679425	06/14/2019	2,857.84
AT BATTERY COMPANY, INC.	Bus Stop Supplies	679398	06/14/2019	2,816.35
SC COMMERCIAL, LLC	Lubricants Oil	679366	06/07/2019	2,692.60

**SunLine Transit Agency  
Checks \$1,000 and Over  
For the month of June 2019**

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<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
SC COMMERCIAL, LLC	Lubricants Oil	679639	06/28/2019	2,692.59
AIDA B. BERRY	Employee Development	679536	06/24/2019	2,657.84
PE FACILITY SOLUTIONS, LLC	Janitorial Services	679624	06/28/2019	2,641.00
JACKSON LEWIS P.C.	Insurance Loss	679419	06/14/2019	2,593.59
OFFICE DEPOT	Office Supplies	679355	06/07/2019	2,543.61
SC COMMERCIAL, LLC	Lubricants Oil	679525	06/21/2019	2,514.72
NORTON MEDICAL INDUSTRIES	Medical Exams	679514	06/21/2019	2,473.35
<b>DOUG WALL CONSTRUCTION</b>	<b>WIP- F/A- Facility Improvements</b>	<b>679332</b>	<b>06/07/2019</b>	<b>2,472.20</b>
TOTALFUNDS	Postage Supplies	679528	06/21/2019	2,249.90
PDC MACHINES, INC	Inventory Repair Parts SunFuels	679429	06/14/2019	2,245.63
DESERT AIR CONDITIONING, INC.	Contract Service - General	679569	06/28/2019	2,142.97
<b>CALIFORNIA STATE DISBURSEMENT UNIT</b>	<b>Garnishments</b>	<b>679557</b>	<b>06/28/2019</b>	<b>2,114.54</b>
<b>CALIFORNIA STATE DISBURSEMENT UNIT</b>	<b>Garnishments</b>	<b>679450</b>	<b>06/19/2019</b>	<b>2,114.54</b>
SMARTDRIVE SYSTEMS, INC.	General Services	679436	06/14/2019	2,080.00
TK SERVICES, INC.	Inventory Repair Parts	679372	06/07/2019	2,049.11
PERMA - INSURANCE	Insurance Loss	679358	06/07/2019	2,000.00
AVAIL TECHNOLOGIES	Computer Network Software Agreement	679319	06/07/2019	1,960.00
HENSON CONSULTING GROUP, LLC	Consulting Services	679494	06/21/2019	1,912.50
<b>CALIFORNIA STATE DISBURSEMENT UNIT</b>	<b>Garnishments</b>	<b>679322</b>	<b>06/07/2019</b>	<b>1,878.70</b>
ROBERT HALF TECHNOLOGY	Temporary Help	679520	06/21/2019	1,848.00
MOHAWK MFG & SUPPLY CO	Inventory Repair Parts	679604	06/28/2019	1,832.83
OFFICE DEPOT	Office Supplies	679615	06/28/2019	1,816.64
PAUL ASSOCIATES	Printing Supplies	679623	06/28/2019	1,797.49
MANUFACTURERS EDGE, INC.	Electricity-CNG Indio	679598	06/28/2019	1,727.77
CREATIVE BUS SALES, INC,	Inventory Repair Parts	679491	06/21/2019	1,702.41
ROBERT HALF TECHNOLOGY	Temporary Help	679362	06/07/2019	1,663.20
AMERICAN SEATING COMPANY	Inventory Repair Parts	679394	06/14/2019	1,658.14
ADRIAN LUNA	Re-issued P/R Check	679446	06/19/2019	1,649.55
TK SERVICES, INC.	Inventory Repair Parts	679443	06/14/2019	1,639.86
PRUDENTIAL OVERALL SUPPLY	Uniforms	679359	06/07/2019	1,610.30
FIESTA FORD, INC.	Inventory Repair Parts	679412	06/14/2019	1,580.55
SMARTDRIVE SYSTEMS, INC.	General Services	679638	06/28/2019	1,580.00
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	679479	06/21/2019	1,573.59
MOBILE MINI SOLUTIONS	Contract Service - General	679602	06/28/2019	1,561.72
KUNA FM	Advertising	679597	06/28/2019	1,560.00
PLAZA TOWING, INC.	Towing Services	679519	06/21/2019	1,500.00
COMPLETE COACH WORKS	Inventory Repair Parts	679563	06/28/2019	1,486.95
<b>AIRWAVE COMMUNICATIONS</b>	<b>WIP- Fixed Assets-Misc Equipment</b>	<b>679314</b>	<b>06/07/2019</b>	<b>1,479.30</b>
LA QUINTA CHEVROLET AND LA QUINTA	Repair Parts-Support Vehicles	679343	06/07/2019	1,466.79

**SunLine Transit Agency  
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For the month of June 2019**

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<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	679478	06/21/2019	1,446.63
ATWORK FRANCHISE, INC.	Temporary Help	679413	06/14/2019	1,425.64
360 BUSINESS CONSULTING	Webhosting & Maintenance Services	679539	06/28/2019	1,409.84
CREATIVE BUS SALES, INC,	Inventory Repair Parts	679565	06/28/2019	1,403.37
<b>IMPERIAL SPRINKLER SUPPLY, INC.</b>	<b>WIP-South Retention Beautification</b>	<b>679590</b>	<b>06/28/2019</b>	<b>1,382.57</b>
OFFICE DEPOT	Office Supplies	679421	06/14/2019	1,379.78
CPAC INC.COM	Computer Supplies	679490	06/21/2019	1,360.02
AUGER CONSULTING GROUP LLC	Consulting Service	679455	06/19/2019	1,320.00
ANDON SPECIALTIES INC.	Repair Parts-CNG	679544	06/28/2019	1,315.96
IMPERIAL IRRIGATION DIST	Utilities	679507	06/21/2019	1,232.88
TRAINHR.COM	Travel-Meeting/Seminars	679352	06/07/2019	1,198.00
ERIC TAYLOR	Education Tuition Reimbursement	679575	06/28/2019	1,192.50
FIESTA FORD, INC.	Inventory Repair Parts	679499	06/21/2019	1,176.88
MSC INDUSTRIAL SUPPLY CO	Shop Supplies	679606	06/28/2019	1,094.01
C V WATER DISTRICT	Utilities	679488	06/21/2019	1,081.90
MAGALDI & MAGALDI, INC.	Inventory Repair Parts	679511	06/21/2019	1,068.63
<b>HENRY'S GLASS COMPANY</b>	<b>WIP- F/A- Facility Improvements</b>	<b>679585</b>	<b>06/28/2019</b>	<b>1,049.98</b>
NRM & ASSOCIATES	Consulting Services	679515	06/21/2019	1,039.20
ACCONTEMPS	Temporary Help	679540	06/28/2019	1,029.60
HIRERIGHT, LLC	Recruiting Employees	679416	06/14/2019	1,027.76
SUN CHEMICAL	Cleaning Supplies-Vehicles	679433	06/14/2019	1,012.86
<b>Total Checks Over \$1,000</b>	\$4,146,538.37			
<b>Total Checks Under \$1,000</b>	\$54,291.26			
<b>Total Checks</b>	\$4,200,829.63			

**SunLine Transit Agency  
Checks \$1,000 and Over  
For the month of July 2019**

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Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
PERMA - INSURANCE	Ins Property/Auto Physical/ Gen Liability/WC Prem	679753	07/12/2019	577,596.07
<u>CALPERS</u>	<u>Group Health Ins Prem</u>	<u>679854</u>	<u>07/26/2019</u>	<u>352,812.10</u>
<b>C V WATER DISTRICT</b>	<b>WIP- Hydrogen Electric Hybrid FCB &amp; Station</b>	<b>679718</b>	<b>07/12/2019</b>	<b>274,557.22</b>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>679920</u>	<u>07/31/2019</u>	<u>101,098.18</u>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>679776</u>	<u>07/12/2019</u>	<u>98,428.74</u>
<u>THE GUARDIAN LIFE INSURANCE COMPANY</u>	<u>Employee Benefits/ LTD/STD/LIFE Ins Prem</u>	<u>679770</u>	<u>07/12/2019</u>	<u>71,957.74</u>
ELEMENT MARKETS RENEWABLE ENERGY, LLC	Utilities	679797	07/19/2019	42,270.19
SO CAL GAS CO.	Utilities	679828	07/19/2019	39,634.45
<b>GRANITE CONSTRUCTION COMPANY</b>	<b>WIP- Yard Repavement</b>	<b>679804</b>	<b>07/19/2019</b>	<b>38,417.84</b>
<u>THE GUARDIAN LIFE INSURANCE COMPANY</u>	<u>Employee Benefits/ LTD/STD/LIFE Ins Prem</u>	<u>679904</u>	<u>07/26/2019</u>	<u>34,307.58</u>
SOLARWINDS WORLDWIDE, LLC.	Computer/Network Software Agreement	679830	07/19/2019	32,649.50
IMPERIAL IRRIGATION DIST	Utilities	679736	07/12/2019	23,850.36
<b>WSP USA INC.</b>	<b>TDM &amp; Vanpool Program</b>	<b>679692</b>	<b>07/05/2019</b>	<b>21,806.93</b>
<b>WSP USA INC.</b>	<b>TDM &amp; Vanpool Program</b>	<b>679841</b>	<b>07/19/2019</b>	<b>18,460.23</b>
NFI PARTS	Inventory Repair Parts	679681	07/05/2019	18,026.93
THE LEFLORE GROUP LLC	Consulting Services	679826	07/19/2019	14,162.50
MEDICAL TRANSPORTATION MANAGEMENT	Employee Development Program-Paratransit Certification	679814	07/19/2019	13,807.43
<b>ZEN AND THE ART OF CLEAN ENERGY</b>	<b>WIP- Hydrogen Fueling Station</b>	<b>679844</b>	<b>07/19/2019</b>	<b>13,482.50</b>
CUMMINS SALES AND SERVICE	Inventory Repair Parts	679859	07/26/2019	13,110.44
ANTHONY CARTER	Consulting Services	679785	07/19/2019	11,410.00
<b>HDR ENGINEERING, INC.</b>	<b>WIP- Transit Redesign &amp; Network Analysis</b>	<b>679805</b>	<b>07/19/2019</b>	<b>10,880.83</b>
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	679786	07/19/2019	10,822.98
<b>YELLOW CAB OF THE DESERT</b>	<b>Taxi Voucher Program</b>	<b>679910</b>	<b>07/26/2019</b>	<b>10,451.47</b>
CUMMINS SALES AND SERVICE	Inventory Repair Parts	679721	07/12/2019	10,422.22
BRIGHT MOMENTS	Consulting Services	679727	07/12/2019	10,305.00
PERMA - INSURANCE	Insurance Loss	679896	07/26/2019	10,000.00
<b>TRI-STATE MATERIALS, INC.</b>	<b>WIP- South Retention Beautification Phase 1</b>	<b>679836</b>	<b>07/19/2019</b>	<b>9,815.12</b>
<u>PRINCIPAL LIFE INSURANCE COMPANY</u>	<u>PPO Dental Benefits Jun 2019</u>	<u>679754</u>	<u>07/12/2019</u>	<u>9,204.02</u>
VERIZON WIRELESS	Wireless Telephone Service	679691	07/05/2019	8,198.97
TRAPEZE SOFTWARE GROUP INC.	Consulting Services	679905	07/26/2019	8,025.00
CLEAN ENERGY	Inventory Repair Parts SunFules	679792	07/19/2019	7,754.23
4IMPRINT, INC.	Employee Recognition	679694	07/12/2019	7,606.58
KELLERMAYER BERGENSONS SERVICES, LLC	Janitorial Services	679895	07/26/2019	7,240.00
PATRICK M. BRASSIL	Contracted Service Hydrogen Reformer Maints	679822	07/19/2019	7,041.21
IMPERIAL IRRIGATION DIST	Utilities	679872	07/26/2019	6,872.08
<b>PSOMAS</b>	<b>WIP- CNG Station Construction Mgt</b>	<b>679899</b>	<b>07/26/2019</b>	<b>6,857.60</b>
<b>WSP USA INC.</b>	<b>TDM &amp; Vanpool Program</b>	<b>679909</b>	<b>07/26/2019</b>	<b>6,665.17</b>
PATRICK M. BRASSIL	Contracted Service Hydrogen Reformer Maints	679672	07/05/2019	6,400.00
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	679696	07/12/2019	6,260.09



**SunLine Transit Agency  
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<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
<b>AMALGAMATED TRANSIT UNION</b>	<b>Union Dues</b>	<b>679912</b>	<b>07/31/2019</b>	<b>6,225.73</b>
<b>AMALGAMATED TRANSIT UNION</b>	<b>Union Dues</b>	<b>679699</b>	<b>07/12/2019</b>	<b>6,225.73</b>
ANDREA CARTER & ASSOCIATES	Marketing Services	679701	07/12/2019	6,200.00
GATEWAY COMPRESSION, INC.	Inventory Repair Parts SunFules	679802	07/19/2019	6,066.24
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	679729	07/12/2019	5,861.58
TK SERVICES, INC.	Inventory Repair Parts	679772	07/12/2019	5,636.48
ZOHO CORPORATION	Computer/Network Software Agreement	679693	07/05/2019	5,550.00
CDW GOVERNMENT, INC	Travel-Meeting/Seminars	679789	07/19/2019	5,471.95
ANDREA CARTER & ASSOCIATES	Marketing Services	679784	07/19/2019	5,400.00
JESSE FRESCAS JR.	Consulting Services	679811	07/19/2019	5,280.00
MURCHISON & CUMMING, LLP	Insurance Loss	679745	07/12/2019	5,112.02
THE JANEK CORPORATION	Inventory Repair Parts	679685	07/05/2019	5,087.13
JOHN NASON	Reimbursement Expenses	679739	07/12/2019	5,000.00
ATWORK FRANCHISE, INC.	Temporary Help	679801	07/19/2019	4,778.45
TPX COMMUNICATIONS	Telephone Service	679835	07/19/2019	4,769.33
AVAIL TECHNOLOGIES	Computer Network Software Agreement	679657	07/05/2019	4,727.90
PRUDENTIAL OVERALL SUPPLY	Uniforms	679898	07/26/2019	4,628.14
CAPITAL REALTY ANALYSTS	Consulting-General	679670	07/05/2019	4,500.00
CUMMINS SALES AND SERVICE	Inventory Repair Parts	679663	07/05/2019	4,476.00
ADVANCED WEB OFFSET, INC.	Printing Expense	679848	07/26/2019	4,463.00
MURCHISON & CUMMING, LLP	Consulting Service	679815	07/19/2019	4,322.50
CALIFORNIA DENTAL NETWORK, INC.	Dental Benefits Aug 2019	679852	07/26/2019	4,266.65
HENSON CONSULTING GROUP, LLC	Consulting Services	679795	07/19/2019	4,143.75
<u>PRINCIPAL LIFE INSURANCE COMPANY</u>	<u>PPO Dental Benefits Aug 2019</u>	<u>679897</u>	<u>07/26/2019</u>	<u>4,017.07</u>
CREATIVE BUS SALES, INC,	Paratransit Repair Parts	679662	07/05/2019	3,978.04
CERTIFIED FOLDER DISPLAY SERVICE, INC.	SunLine Events Expense	679790	07/19/2019	3,922.67
OFFICE DEPOT	Office Supplies	679887	07/26/2019	3,888.02
NFI PARTS	Inventory Repair Parts	679769	07/12/2019	3,829.84
SOCALGAS	Utilities	679829	07/19/2019	3,754.16
HOME DEPOT CREDIT SERVICES	Facility Maintenance Supplies	679807	07/19/2019	3,673.27
VALLEY OFFICE EQUIPMENT, INC.	Office Equipment Maintenance	679907	07/26/2019	3,576.76
SOUTHWEST NETWORKS, INC.	IT On Demand Support	679831	07/19/2019	3,525.00
<u>CALPERS</u>	<u>Group Health Ins Prem</u>	<u>679855</u>	<u>07/26/2019</u>	<u>3,510.73</u>
<b>ZEN AND THE ART OF CLEAN ENERGY</b>	<b>WIP- Hydrogen Fueling Station</b>	<b>679911</b>	<b>07/26/2019</b>	<b>3,202.60</b>
TIME WARNER CABLE	Utilities	679771	07/12/2019	3,184.45
TEC OF CALIFORNIA, INC.	Inventory Repair Parts	679832	07/19/2019	2,990.60
STORMWIND, LLC.	Travel-Meeting/Seminars	679767	07/12/2019	2,985.00
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	679709	07/12/2019	2,912.62
JACKSON LEWIS P.C.	Insurance Loss	679738	07/12/2019	2,853.44

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<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
4IMPRINT, INC.	Employee Expense	679782	07/19/2019	2,844.46
<b>PSOMAS</b>	<b>WIP- CNG Station Construction Mgt</b>	<b>679825</b>	<b>07/19/2019</b>	<b>2,807.07</b>
MOHAWK MFG & SUPPLY CO	Inventory Repair Parts	679884	07/26/2019	2,702.64
<b>CLAIREMONT EQUIPMENT</b>	<b>WIP- South Retention Beautification Phase 1</b>	<b>679715</b>	<b>07/12/2019</b>	<b>2,606.81</b>
PRUDENTIAL OVERALL SUPPLY	Uniforms	679673	07/05/2019	2,505.08
CDW GOVERNMENT, INC	Computer/Network Software Agreement	679714	07/12/2019	2,464.25
SC FUELS	Lubricants Oil	679679	07/05/2019	2,385.56
<b>PACKET FUSION, INC.</b>	<b>WIP- Information Technology Projects</b>	<b>679749</b>	<b>07/12/2019</b>	<b>2,385.17</b>
FIESTA FORD, INC.	Inventory Repair Parts	679728	07/12/2019	2,329.79
DESERT URGENT CARE AND SANTA ROSA DEL	Medical Exams	679810	07/19/2019	2,295.00
<b>CALIFORNIA STATE DISBURSEMENT UNIT</b>	<b>Garnishments</b>	<b>679707</b>	<b>07/12/2019</b>	<b>2,183.89</b>
<b>CALIFORNIA STATE DISBURSEMENT UNIT</b>	<b>Garnishments</b>	<b>679913</b>	<b>07/31/2019</b>	<b>2,183.89</b>
MOHAWK MFG & SUPPLY CO	Inventory Repair Parts	679744	07/12/2019	2,084.89
CREATIVE BUS SALES, INC,	Inventory Repair Parts	679720	07/12/2019	1,988.74
SAFETY-KLEEN CORPORATION	Contract Service-Hazardous Waste Removal	679761	07/12/2019	1,950.34
<b>DESERT CITY CAB</b>	<b>Taxi Voucher Program</b>	<b>679796</b>	<b>07/19/2019</b>	<b>1,950.05</b>
VERIZON WIRELESS	Wireless Telephone Service	679780	07/12/2019	1,895.96
PARKHOUSE TIRE, INC.	Inventory Repair Parts	679751	07/12/2019	1,861.24
CYBRARY, INC.	Travel-Meeting/Seminars	679664	07/05/2019	1,800.00
ACCOUNTEMPS	Temporary Help	679847	07/26/2019	1,764.91
<b>CPAC INC.COM</b>	<b>WIP- Information Technology Projects</b>	<b>679661</b>	<b>07/05/2019</b>	<b>1,752.95</b>
CALIFORNIA DEPARTMENT OF TAX & FEE	Use Sales Tax	679853	07/26/2019	1,718.00
ACCOUNTEMPS	Temporary Help	679695	07/12/2019	1,716.00
OPENAPPS, INC.	Contract Service - General	679817	07/19/2019	1,708.65
HD INDUSTRIES	Equipment Repairs-Shop Equipment	679870	07/26/2019	1,681.52
TRANSIT RESOURCES, INC.	Inventory Repair Parts	679775	07/12/2019	1,678.53
4IMPRINT, INC.	Materials & Supplies for Safety	679651	07/05/2019	1,665.27
ACCOUNTEMPS	Temporary Help	679783	07/19/2019	1,431.79
<b>ENGINEERING PROCUREMENT &amp;</b>	<b>WIP- Refurbished Hydrogen Fueling Station</b>	<b>679798</b>	<b>07/19/2019</b>	<b>1,406.25</b>
NORTON MEDICAL INDUSTRIES	Medical Exams	679885	07/26/2019	1,399.15
<b>DESERT CITY CAB</b>	<b>Taxi Voucher Program</b>	<b>679862</b>	<b>07/26/2019</b>	<b>1,394.62</b>
SC FUELS	Lubricants Oil	679827	07/19/2019	1,391.85
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	679705	07/12/2019	1,299.73
360 BUSINESS CONSULTING	Webhosting & Maintenance Services	679781	07/19/2019	1,284.67
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	679671	07/05/2019	1,254.62
VINCENT PRINTING COMPANY, INC.	Advertising	679839	07/19/2019	1,184.21
PRUDENTIAL OVERALL SUPPLY	Uniforms	679824	07/19/2019	1,146.72
C V WATER DISTRICT	Utilities	679857	07/26/2019	1,124.80
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	679787	07/19/2019	1,119.62

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<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	679865	07/26/2019	1,113.68
MEDICAL TRANSPORTATION MANAGEMENT	Employee Development Program-Paratransit Certification	679669	07/05/2019	1,098.00
<b><u>CLAIREMONT EQUIPMENT</u></b>	<b><u>WIP- South Retention Beautification Phase 1</u></b>	<b><u>679791</u></b>	<b><u>07/19/2019</u></b>	<b><u>1,024.94</u></b>
TOTALFUNDS	Postage Supplies	679834	07/19/2019	1,000.00
<b>Total Checks Over \$1,000</b>	\$2,223,251.66			
<b>Total Checks Under \$1,000</b>	\$38,957.02			
<b>Total Checks</b>	\$2,262,208.68			

**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: September 25, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Credit Card Statement for June & July 2019

Summary:

The attached report summarizes the Agency's credit card expenses for June and July 2019 with a statement closing dates of July 3, 2019 August 2, 2018, respectively.

Recommendation:

Receive and file.

**SunLine Transit Agency Visa Credit Card Statement**

**Closing Date: 07/03/19**

**Name on Card: Lauren Skiver**

Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1 6/3/2019	6/4/2019	Omni Hotels	Meeting Room, Audio/Visual and Catering for 2019 APTA Mobility Conference - ZEBRA Meeting <i>*Reimbursed expense through ZEBRA*</i>		\$3,102.81
2 6/4/2019	6/4/2019	Omni Hotels	Refund for Part of the Payment for 2019 APTA Mobility Conference - ZEBRA Meeting <i>*ZEBRA expense*</i>	\$262.88	
3 6/7/2019	6/7/2019	United	Roundtrip flight from PSP to DEN on United Airlines; ARPA-E REFUEL/IONICS (DOE Meeting) - Lauren Skiver, CEO/General Manager		\$460.60
4 6/7/2019	6/7/2019	United	Fees for Seats on United Airlines; ARPA-E REFUEL/IONICS (DOE Meeting) - Lauren Skiver, CEO/General Manager		\$20.00
5 6/7/2019	6/7/2019	United	Fees for Seats on United Airlines; ARPA-E REFUEL/IONICS (DOE Meeting) - Lauren Skiver, CEO/General Manager		\$20.00
6 6/7/2019	6/7/2019	Booz Allen and Hamilton	Registration Fee; ARPA-E REFUEL/IONICS (DOE Meeting)		\$280.00
7 6/7/2019	6/7/2019	Booz Allen and Hamilton	Registration Fee; ARPA-E REFUEL/IONICS (DOE Meeting)		\$280.00
8 6/10/2019	6/10/2019	Loews Hotel	Lodging for additional night (04/26); CALACT's 35th Anniversary Conference & Expo - Tommy Edwards, Chief Performance Officer <i>(Was refunded after originally displayed on the 05/03/19 credit card statement)</i>	\$225.84	
9 6/12/2019	6/12/2019	Travel Guard Group	Travel Guard Policy for Plane Ticket; ARPA-E REFUEL/IONICS (DOE Meeting) - Tommy Edwards, Chief Performance Officer		\$29.74
10 6/12/2019	6/12/2019	United	Roundtrip flight from PSP to DEN on United Airlines; ARPA-E REFUEL/IONICS (DOE Meeting) - Tommy Edwards, Chief Performance Officer		\$15.00
11 6/12/2019	6/12/2019	United	Fees for Seats on United Airlines; ARPA-E REFUEL/IONICS (DOE Meeting) - Tommy Edwards, Chief Performance Officer		\$15.00
12 6/12/2019	6/12/2019	United	Fees for Seats on United Airlines; ARPA-E REFUEL/IONICS (DOE Meeting) - Tommy Edwards, Chief Performance Officer		\$427.60
13 6/20/2019	6/20/2019	Delta Air	Roundtrip flight from LAX to MN on Delta Air; APTA Leadership - Lauren Skiver, CEO/General Manager		\$437.60
14 6/26/2019	6/26/2019	The Office Express	Guacamoles Catering Order; June Board of Directors Meeting		\$352.03

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
15	6/29/2019	6/29/2019	Expedia	Collision Damage for Car Rental; ARPA-E REFUEL/IONICS (DOE Meeting) - Lauren Skiver, CEO/General Manager		\$40.00
16	7/1/2019	7/1/2019	United	Roundtrip flight from PSP to Calgary, Canada on United Airlines; 2019 AITR Conference - Michal Brock, Taxi Administrator		\$620.63
<b>Credits and Charges:</b>					<b>\$488.72</b>	<b>\$6,101.01</b>
<b>Total:</b>					<b>\$5,612.29</b>	

**CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT**

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	07/03/19
Days in Billing Cycle	30
Next Statement Date	08/02/19

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	\$33,098

**Payment Information**

New Balance	\$6,101.01
<b>Current Payment Due (Minimum Payment)</b>	<b>\$500.00</b>
<b>Current Payment Due Date</b>	<b>07/28/19</b>

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		\$3,707.80
Credits	-	\$488.72
Payments	-	\$3,219.08
Purchases & Other Charges	+	\$6,101.01
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
<b>New Balance</b>	=	<b>\$6,101.01</b>

**Wells Fargo Elite Cash Back Advantage**

Previous Balance		\$0.00
Cash Earned this Month		\$56.12
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$0.00
Cash Back Balance	=	\$56.12
<b>Cash Awarded this Period</b>		<b>\$0.00</b>
Year to Date Cash Back Awarded		\$444.89

**Cash Back Notice**

Your next cash back reward is scheduled for 09/2019.

See reverse side for important information.

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	4484 6100 0426 5941
New Balance	\$6,101.01
<b>Total Amount Due (Minimum Payment)</b>	<b>\$500.00</b>
<b>Current Payment Due Date</b>	<b>07/28/19</b>

05000006101010044846100042659414

Print address or phone changes:

Work ( )

Amount Enclosed:



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

SUNLINE TRANSIT  
LUIS GARCIA 59473  
32505 HARRY OLIVER TRL  
THOUSAND PALMS CA 92276-3501 MSP 314





**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	13.490%	.03695%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	26.240%	.07189%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

**Important Information**

\$0 - \$6,101.01 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 07/28/19. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

**Summary of Sub Account Usage**

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	0263	40,000	\$5,612.29

**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
06/28	06/28	F3268005K00CHGDDA	AUTOMATIC PAYMENT - THANK YOU TOTAL 4484610004265941 \$3,219.08-	3,219.08	

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

06/03	06/04	24755424V4D4TTORT	OMNI HOTELS 502-3136684 KY		3,102.81
06/04	06/04	7475542514D51M9JB	OMNI HOTELS LOUISVILLE KY	262.88	
06/07	06/07	24692164Z2XLZNTBL	UNITED 0162457096256800-932-2732 TX		460.60
		07/10/19	SKIVER/LAURA		
		1 UA T	PALM SPRINGS DENVER		
		2 UA Q	DENVER PALM SPRINGS		
06/07	06/07	24692164Z2XLZZASP	UNITED 0162927995047800-932-2732 TX		20.00
06/07	06/07	24692164Z2XLZZAV9	UNITED 0162927995048800-932-2732 TX		20.00
06/07	06/07	24755424Y7WXWSARG	BOOZ ALLEN AND HAMILTON 2703-9025753 VA		280.00
06/07	06/07	24755424Y7WXWSAR8	BOOZ ALLEN AND HAMILTON 2703-9025753 VA		280.00
06/10	06/10	7475542557KLWBM5S	LOEWS HOTELS CORONADO CA	225.84	
06/12	06/12	2405523532DYPLB03	TRAVEL GUARD GROUP INC 877-934-8308 WI		29.74
06/12	06/12	2469216542XEHLKLP	UNITED 0162928251615800-932-2732 TX		15.00
06/12	06/12	2469216542XEHLKZ	UNITED 0162928251616800-932-2732 TX		15.00
06/12	06/12	2469216542XEHOBDR	UNITED 0162457881785800-932-2732 TX		427.60
		07/10/19	EDWARDS/TOMMYDALE		
		1 UA S	PALM SPRINGS DENVER		
		2 UA V	DENVER PALM SPRINGS		
06/20	06/20	24717055QTBV9EPHD	DELTA AIR 0062376987387 DELTA.COM CA		437.60
		07/24/19	SKIVER/LAURA LE		
		1 DL V	LOS ANGELES MINNEAPOLIS		
		2 DL H	MINNEAPOLIS LOS ANGELES		
		150098	DELTA.COM		
06/26	06/26	24755425J3SPJAZTW	THE OFFICE EXPRESS 800-3675402 CA		352.03
06/29	06/29	24692165L2XRW87YV	EXPEDIA 7448353718959 EXPEDIA.COM WA		40.00
07/01	07/01	24692165P2Y1DORW7	UNITED 0162460882936800-932-2732 TX		620.63
		09/21/19	BROCK/MICHAL		
		1 UA T	PALM SPRINGS LOS ANGELES		
		2 UA T	LOS ANGELES CALGARY		
		3 UA G	CALGARY SAN FRANCISCO		
		4 UA S	SAN FRANCISCO PALM SPRINGS		
			<b>TOTAL \$5,612.29</b>		
			<b>LAURA SKIVER / Sub Acct Ending In [REDACTED]</b>		



**SunLine Transit Agency Visa Credit Card Statement**

**Closing Date: 08/02/19**

**Name on Card: Laura Skiver**

Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1 7/1/2019	7/4/2019	Alaska Airlines	Alaska Airlines flight from PSP to SEA; WSTA 43rd Public Transportation Conference 8/18-8/21 - Lauren Skiver, CEO/General Manager		\$351.61
2 7/1/2019	7/4/2019	Alaska Airlines	Alaska Airlines flight from ONT to SEA; Transit System Security - Mickel Garcia, Senior Safety Officer		\$449.30
3 7/9/2019	7/11/2019	United	Advanced Seat Assignment Fee (United Airlines flight); NREL Innovation Workshop - Tommy Edwards, Chief Performance Officer		\$30.00
4 7/13/2019	7/14/2019	Budget Rent-A-Car	Car Rental for 3 Days; NREL Innovation Workshop - Lauren Skiver, CEO/General Manager		\$354.07
5 7/14/2019	7/15/2019	Gaylord Hotels	Lodging for 3 Nights; NREL Innovation Workshop- Lauren Skiver, CEO/General Manager		\$742.80
6 7/16/2019	7/17/2019	GoDaddy	GoDaddy; ZEBRA Website Design & Annual Host (Reimbursed by ZEBRA)		\$179.88
7 7/18/2019	7/19/2019	Gaylord Hotels	FedEx printing cost for presentation copies; NREL Innovation Workshop - Lauren Skiver, CEO/General Manager		\$16.80
8 7/19/2019	7/21/2019	Best Western	Lodging for 5 Nights; Transit System Security - Mickel Garcia, Senior Safety Officer		\$701.91
9 7/21/2019	7/23/2019	Budget eToll	Toll costs for rental car for travel; NREL Innovation Workshop - Lauren Skiver, CEO General Manager		\$45.60
10 7/25/2019	7/26/2019	Expedia	Lodging for 4 Nights; 4 Day ETP Examiner Refresher Training - Victor M. Duran, Senior Training Officer		\$574.67
11 7/25/2019	7/28/2019	Loews Hotels	Lodging for 1 Night; Leadership APTA - Lauren Skiver, CEO/General Manager		\$225.17
12 7/27/2019	7/28/2019	Budget eToll	Toll costs for rental car for travel; NREL Innovation Workshop - Lauren Skiver, CEO General Manager		\$4.65
13 7/30/2019	7/29/2019	DropBox	Additional licenses for Performance Department		\$34.06
14 7/31/2019	8/1/2019	Office Express	Office Express Catering Order; Employee Handbook Review - Executive Team		\$175.89
<b>Credits and Charges:</b>				\$0.00	\$3,886.41

**Total: \$3,886.41**



CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	08/02/19
Days in Billing Cycle	30
Next Statement Date	09/03/19
Credit Line	\$40,000
Available Credit	\$36,113

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

Payment Information

New Balance	\$3,886.41
<b>Current Payment Due (Minimum Payment)</b>	<b>\$500.00</b>
<b>Current Payment Due Date</b>	<b>08/28/19</b>

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

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

Account Summary

Previous Balance		\$6,101.01
Credits	-	\$0.00
Payments	-	\$6,101.01
Purchases & Other Charges	+	\$3,886.41
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
<b>New Balance</b>	<b>=</b>	<b>\$3,886.41</b>

Wells Fargo Elite Cash Back Advantage

Previous Balance		\$56.12
Cash Earned this Month		\$38.86
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$0.00
Cash Back Balance	=	\$94.98
<b>Cash Awarded this Period</b>		<b>\$0.00</b>
Year to Date Cash Back Awarded		\$444.89

Cash Back Notice

Your next cash back reward is scheduled for 09/2019.

See reverse side for important information.



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	\$3,886.41
<b>Total Amount Due (Minimum Payment)</b>	<b>\$500.00</b>
<b>Current Payment Due Date</b>	<b>08/28/19</b>

Print address or phone changes:

Work ( )

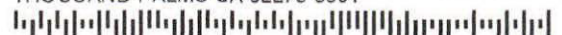
Amount Enclosed:



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

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

71216  
MSP 406





**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	13.490%	.03695%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	26.240%	.07189%	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>				\$0.00	\$0.00	\$0.00

**Important Information**

\$0 - \$3,886.41 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 08/28/19. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

**Summary of Sub Account Usage**

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	[REDACTED]	40,000	\$3,886.41

**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
07/28	07/28	F3268006H00CHGDDA	AUTOMATIC PAYMENT - THANK YOU TOTAL 4484610004265941 \$6,101.01-	6,101.01	

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

07/01	07/04	24431065RPZW6FRBZ 08/18/19	ALASKA AIR 0272133091854 SEATTLE WA SKIVER/LAURA 1 AS L PALM SPRINGS SEATTLE 2 AS T SEATTLE PALM SPRINGS		351.61
07/01	07/04	24431065RPZW6FR72 07/14/19	ALASKA AIR 0272133089924 SEATTLE WA GARCIA/MICKEL 1 AS H ONTARIO SEATTLE 2 AS K SEATTLE ONTARIO		449.30
07/09	07/09	24692165Z2XYEKQP3	UNITED 0161519353414800-932-2732 TX		30.00
07/13	07/13	243912163R1G7JNVR	BUDGET RENT-A-CAR DENVER CO		354.07
07/14	07/14	2469216632XJGJY70	GAYLORD ROCKIES RESORT AURORA CO		742.80
07/16	07/16	249064165274BJALK	DNH*GODADDY.COM 480-5058855 AZ		179.88
07/18	07/18	2469216672X7MFSEQ	GAYLORD ROCKIES RESORT AURORA CO		16.80
07/19	07/19	247554269JMXFNGWK	N P HOTEL CORPORATION EVERETT WA		701.91
07/21	07/21	24794876BS66QLD1V	BUDGET RENT ACAR TOLLS 800-4820159 NY		45.60
07/25	07/25	24692166E2XK50HPM	EXPEDIA 7457080324972 EXPEDIA.COM WA		574.67
07/25	07/25	24755426F4NY5RNR2	LOEWS HOTELS MINNEAPOLIS MN		225.17
07/27	07/27	24794876HS66E3LG3	BUDGET RENT ACAR TOLLS 800-4820159 NY		4.65
07/30	07/30	24692166K2XFKTLKY	DROPBOX*BCQ44QY9DC6H DROPBOX.COM CA		34.06
07/31	07/31	24755426M3V20XPKH	THE OFFICE EXPRESS 800-3675402 CA		175.89
<b>TOTAL \$3,886.41</b>					
LAURA SKIVER / Sub Acct Ending In [REDACTED]					

**Wells Fargo News**

Remember there are no foreign transaction fees when you make international purchases or travel 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**  
**CONSENT CALENDAR**

DATE: September 25, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Monthly Budget Variance Report for June & July 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. The current monthly budget values are calculated by taking 1/12<sup>th</sup> 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.

For June:

- As of June 30, 2019, the organization's revenues net of subsidies are \$806,274 over budget or 18.0% above the YTD budget. Expenditures are \$5,863,658 under budget or 14.8% below the YTD budget.
- The net YTD operating gain (loss) after subsidies is 0.
- YTD-June information is based on unaudited financials and is subject to change. Once the year end audit is complete data will be updated.

For July:

- As of July 31, 2019, the organization's revenues net of subsidies are \$60,978 under budget or 16% under the YTD budget. Expenditures are \$442,877 under budget or 13.0% below the YTD budget.
- The net YTD operating gain (loss) after subsidies is 0.

Recommendation:

Receive and file.

SunLine Transit Agency  
Budget Variance Report  
June 2019

Description	FY 19 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 19 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
<b>Operating Revenues:</b>								
Passenger Revenue	2,643,828	200,903	220,319	(19,416)	2,866,856	2,643,828	223,028	7.8%
Other Revenue	1,825,574	173,206	152,131	21,075	2,408,820	1,825,574	583,246	31.9%
<b>Total Operating Revenue</b>	<b>4,469,402</b>	<b>374,109</b>	<b>372,450</b>	<b>1,659</b>	<b>5,275,676</b>	<b>4,469,402</b>	<b>806,274</b>	<b>18.0%</b>
<b>Operating Expenses:</b>								
Operator & Mechanic Salaries & Wages	9,686,024	720,821	807,169	86,347	9,191,508	9,686,024	494,516	5.1%
Operator & Mechanic Overtime	1,083,067	118,387	90,256	(28,131)	1,043,648	1,083,067	39,419	3.6%
Administration Salaries & Wages	6,046,714	442,624	503,893	61,269	5,128,570	6,046,714	918,144	15.2%
Administration Overtime	44,979	5,779	3,748	(2,031)	31,600	44,979	13,379	29.7%
Fringe Benefits	10,606,918	693,686	883,910	190,224	8,871,908	10,606,918	1,735,010	16.4%
Communications	225,518	19,114	18,793	(321)	225,517	225,518	1	0.0%
Legal Services	527,000	10,750	43,917	33,166	411,648	527,000	115,352	21.9%
Computer/Network Software Agreement	525,745	80,508	43,812	(36,696)	521,065	525,745	4,680	0.9%
Uniforms	113,270	16,817	9,439	(7,378)	70,815	113,270	42,455	37.5%
Contracted Services	507,538	56,530	42,295	(14,235)	469,072	507,538	38,466	7.6%
Equipment Repairs	7,500	0	625	625	4,402	7,500	3,098	41.3%
Security Services	104,159	6,213	8,680	2,467	95,823	104,159	8,336	8.0%
Fuel - CNG	1,440,122	110,753	120,010	9,257	1,404,331	1,440,122	35,791	2.5%
Fuel - Hydrogen	353,000	24,087	29,417	5,329	315,001	353,000	37,999	10.8%
Tires	252,954	19,473	21,080	1,607	245,768	252,954	7,186	2.8%
Office Supplies	68,523	6,973	5,710	(1,263)	63,129	68,523	5,394	7.9%
Travel/Training	191,096	16,940	15,925	(1,016)	125,907	191,096	65,189	34.1%
Repair Parts	1,342,944	119,005	111,912	(7,093)	1,316,590	1,342,944	26,354	2.0%
Facility Maintenance	42,750	40	3,563	3,522	41,029	42,750	1,721	4.0%
Electricity - CNG & Hydrogen	250,000	12,098	20,833	8,735	140,535	250,000	109,465	43.8%
Natural Gas	1,415,000	85,659	117,917	32,258	1,164,253	1,415,000	250,747	17.7%
Water and Gas	7,500	277	625	348	5,418	7,500	2,082	27.8%
Insurance Losses	1,276,054	62,133	106,338	44,204	777,787	1,276,054	498,267	39.0%
Insurance Premium - Property	17,136	1,168	1,428	260	16,403	17,136	733	4.3%
Repair Claims	144,280	0	12,023	12,023	50,609	144,280	93,671	64.9%
Fuel Taxes	188,300	6,126	15,692	9,566	78,064	188,300	110,236	58.5%
Other Expenses	4,786,314	391,308	398,859	7,551	3,559,513	4,786,314	1,226,801	25.6%
Self Consumed Fuel	(1,600,000)	(134,844)	(133,333)	(1,511)	(1,579,168)	(1,600,000)	20,832	1.3%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>39,654,404</b>	<b>2,892,425</b>	<b>3,304,534</b>	<b>412,109</b>	<b>33,790,746</b>	<b>39,654,404</b>	<b>5,863,658</b>	<b>14.8%</b>
<b>Operating Expenses in Excess of Operating Revenue</b>				<b>\$ (2,518,316)</b>			<b>\$ (28,515,070)</b>	
<b>Subsidies:</b>								
Local - Measure A, Buzz Service	6,237,667	446,452	519,806	73,354	5,055,208	6,237,667	1,182,459	19.0%
State - LTF, SGR, LCTOP	22,445,242	1,606,486	1,870,437	263,951	18,190,354	22,445,242	4,254,888	19.0%
Federal - CMAQ, 5307, 5309, 5310, 5311, 5311(f)	6,502,093	465,378	541,841	76,463	5,269,508	6,502,093	1,232,585	19.0%
<b>Total Subsidies</b>	<b>35,185,002</b>	<b>2,518,316</b>	<b>2,932,084</b>	<b>413,768</b>	<b>28,515,070</b>	<b>35,185,002</b>	<b>6,669,932</b>	<b>19.0%</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

SunLine Transit Agency  
Budget Variance Report  
June 2019

Description	FY 19 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 19 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
<b>Operating Expenses:</b>								
Wages & Benefits	27,467,701	1,981,297	2,288,975	307,678	24,267,233	27,467,701	3,200,468	11.7%
Services	3,772,996	311,078	314,416	3,338	3,058,502	3,772,996	714,493	18.9%
Fuels & Lubricants	2,000,177	145,242	166,681	21,440	1,905,394	2,000,177	94,783	4.7%
Tires	252,954	19,473	21,080	1,607	245,768	252,954	7,186	2.8%
Materials and Supplies	1,676,630	151,784	139,719	(12,065)	1,622,859	1,676,630	53,771	3.2%
Utilities	1,954,500	119,557	162,875	43,318	1,574,481	1,954,500	380,019	19.4%
Casualty & Liability	2,095,656	155,053	174,638	19,585	1,573,969	2,095,656	521,687	24.9%
Taxes and Fees	188,300	6,126	15,692	9,566	78,064	188,300	110,236	58.5%
Miscellaneous Expenses	1,845,490	137,660	153,791	16,131	1,043,643	1,845,490	801,848	43.4%
Self Consumed Fuel	(1,600,000)	(134,844)	(133,333)	(1,511)	(1,579,168)	(1,600,000)	20,832	1.3%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>39,654,404</b>	<b>2,892,425</b>	<b>3,304,534</b>	<b>412,109</b>	<b>33,790,746</b>	<b>39,654,404</b>	<b>5,863,658</b>	<b>14.8%</b>
<b>Revenues:</b>								
Passenger Revenue	2,643,828	200,903	220,319	(19,416)	2,866,856	2,643,828	223,028	8.4%
Other Revenue	1,825,574	173,206	152,131	21,075	2,408,820	1,825,574	583,246	31.9%
<b>Total Operating Revenue</b>	<b>4,469,402</b>	<b>374,109</b>	<b>372,450</b>	<b>1,659</b>	<b>5,275,676</b>	<b>4,469,402</b>	<b>806,274</b>	<b>18.0%</b>
<b>Net Operating Gain (Loss)</b>		<b>\$ (2,518,316)</b>			<b>\$ (28,515,070)</b>			
<b>Subsidies:</b>								
Local - Measure A, Buzz Service	6,237,667	446,452	519,806	73,354	5,055,208	6,237,667	1,182,459	19.0%
State - LTF, SGR, LCTOP	22,445,242	1,606,486	1,870,437	263,951	18,190,354	22,445,242	4,254,888	19.0%
Federal - CMAQ, 5307, 5309, 5310, 5311, 5311(f)	6,502,093	465,378	541,841	76,463	5,269,508	6,502,093	1,232,585	19.0%
<b>Total Subsidies</b>	<b>35,185,002</b>	<b>2,518,316</b>	<b>2,932,084</b>	<b>413,768</b>	<b>28,515,070</b>	<b>35,185,002</b>	<b>6,669,932</b>	<b>19.0%</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>			

**Budget Variance Analysis - SunLine Transit Agency**

**Passenger Revenue - Favorable**

- In FY19 a conservative projection was budgeted for passenger fares due to a historical decline in ridership. The favorable variance YTD in passenger revenue is attributed to a slight increase in ridership in FY19 compared to FY18.
- Ridership is currently at 2.3% above FY18 YTD totals.
- Total system ridership is presently 95,269 trips above FY18 YTD amounts.

Ridership				
	FY18-June	FY19-June	Variance	%Δ
Fixed Route	288,853	300,562	11,709	4.1%
Paratransit	12,800	12,437	(363)	-2.8%
SolVan	2,090	1,767	(323)	-15.5%
<b>System Total</b>	<b>303,743</b>	<b>314,766</b>	<b>11,023</b>	<b>3.6%</b>

Ridership				
	YTD-FY18	YTD-FY19	Variance	%Δ
Fixed Route	3,947,023	4,039,451	92,428	2.3%
Paratransit	156,292	155,332	(960)	-0.6%
SolVan	19,224	23,025	3,801	19.8%
<b>System Total</b>	<b>4,122,539</b>	<b>4,217,808</b>	<b>95,269</b>	<b>2.3%</b>

**Other Revenue - Favorable**

- The favorable balance is due to higher revenues than budgeted amounts for Bus Advertising Revenue, Emissions Credit Revenue, Outside Fueling Sales, and a CNG Rebate Revenue.
- On-Board Bus Advertising has a favorable variance due to a higher quantity of ads sold.
- Outside Fueling Revenue is favorable due to a budget adjustment that was executed to revise the annual projection. There were lower sales from Burrtec than originally projected for FY19. As of 08/23/18 Burrtec has completed its own fueling station and no longer uses SunLine as its primary source for fuel. The favorable variance is attributed to an increase in sales for May and June.
- Emissions credit revenue has a favorable variance due to an increase in the market price of emission credits.
- CNG Rebate Revenue recognition of deferred revenue from FY18.

	YTD-June	YTD Budget	Variance	%Δ
On-Board Bus Advertising	\$ 243,389	\$ 75,949	\$ 167,440	220.5%
CNG Rebate Revenue	\$ 123,728	\$ -	\$ 123,728	-
Outside Fueling Revenue	\$ 545,133	\$ 486,355	\$ 58,778	12.1%
Emissions Credit Revenue	\$ 1,142,766	\$ 963,645	\$ 179,121	18.6%

**Operator & Mechanic Salaries & Wages - Favorable**

- The favorable balance is primarily attributed to vacant operator positions through FYTD 19.
- Other factors include operators and mechanics using vacation time, sick time, short-term disability, and long-term disability.
- An approved budget amendment for the BUZZ service also increased expenses when the service began in January 2019.

**Operator & Mechanic Overtime - Favorable**

- Contributing factors for overtime usage include operators using vacation time, sick time, short-term disability, long-term disability. Also, there are some vacant positions. To cover actual workload, the active employees have to work extended hours.

June				
	Bid Overtime (Hours)	Overtime (Hours)	Total Overtime (Hours)	Total Expense
Fixed Route	152	2,447	2,599	\$ 85,413
Paratransit	N/A	857	857	\$ 22,218
Mechanics	N/A	385	385	\$ 9,833

YTD-June				
	Bid Overtime (Hours)	Overtime (Hours)	Total Overtime (Hours)	Total Expense
Fixed Route	1,825	18,964	20,789	\$ 683,128
Paratransit	N/A	9,711	9,711	\$ 251,805
Mechanics	N/A	3,763	3,763	\$ 96,106

**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, Public Outreach Specialist).

**Administration Overtime - Favorable**

- In January a budget adjustment was executed to increase the administrative overtime budget to account for possible overtime for employees that transitioned from exempt to non exempt positions.

**Fringe Benefits - Favorable**

- Fringe benefit savings are attributed to vacant positions across the agency.

**Communications - Favorable**

- Communication expenses are within acceptable range of the budgeted amount.  
In June a budget adjustment was executed to cover expenses for a service fee for a real time cellular sign.

**Legal Services - Favorable**

- Legal services general have had higher expenses due to review and analysis for contracts, service agreements, projects, case reviews, procurements, claims, and funding resources.
- Legal services labor counsel have had higher expenses due to higher arbitration services rendered in FY19.
- A budget adjustment was executed to cover expenditures due to ongoing litigation cases.

**Computer/Network Software Agreement - Favorable**

- Computer/Network Software Agreement expenditures are within an acceptable range of the budgeted amount.

**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 services are within an acceptable range of the budgeted amount.
- Contracted service expenses vary throughout the year (e.g., SVC Towing and Freight in department 22 are utilized on a need basis, web hosting costs not yet incurred, hazardous waste disposal fees not yet incurred, contracted services AC).

**Equipment Repairs - Favorable**

- The favorable balance in equipment repairs is due to a lower quantity of repairs needed. Equipment repair costs 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 6,172 GGE's below FY18 YTD amounts.  
The lower internal consumption is primarily attributed to a decrease in total miles traveled FY19 YTD in comparison to the last fiscal year.

**Internal GGE Usage**

	GGE Usage	Variance FY18 vs. FY19	Variance Previous Month	%Δ FY18 vs FY19	%Δ Previous Month
Jun FY18	118,131				
Jun FY19	116,750	(1,381)	(938)	-1.17%	-0.80%
May FY19	117,688				
YTD Jun FY18	1,391,959				
YTD Jun FY19	1,385,787	(6,172)		-0.44%	

**Fuel - Hydrogen - Favorable**

- Larger expenses due to a breakdown of the hydrogen station. While the station is repaired, hydrogen must be purchased externally at a higher cost.
- A budget adjustment was executed to cover the additional expenses incurred for the purchase of Hydrogen from an outside source.

**Tires - Favorable**

- In June a budget adjustment was executed to cover additional leasing expenditures incurred due to the late delivery of paratransit vehicles.
- The new paratransit vehicles were delivered in March 2019.



**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 - Favorable**

- Aging fleet has led to the unpredictability of component failures and therefore have increased the number of repairs.
- In June, fixed route had costs of \$91,290 for repair parts (e.g., preventative maintenance services, engine rebuilds, radiator replacement, core replacement)
- In June, paratransit had expenses of \$15,432 for repair parts (e.g., preventative maintenance, engine replacement, transmission replacement)  
A budget adjustment was executed to cover additional costs for paratransit parts, due to aging fleet repairs.
- In June, support vehicle repair parts had a cost of \$379 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 - Favorable**

- In FY19 the budget was increased to cover the projected increase in expenses due to the installation of the electrolyzer. The installation will now take place in August FY20.
- The hydrogen station was down during November for repairs. During this time, hydrogen was not produced which lowered the electricity expenses.

**Natural Gas - Favorable**

- In June, there was an increase of 350 GGE's used for outside fueling sales than in the previous month.
- GGE outside usage has decreased 413,687 GGE's below FY18 YTD amounts.
- The decrease in GGE usage is due to a decrease in CNG sales. In August, Burrtec completed their CNG station and no longer uses the SunLine CNG station as its primary fueling source.

**Outside GGE Usage**

	GGE Usage	Variance FY18 vs. FY19	Variance Previous Month	%Δ FY18 vs FY19	%Δ Previous Month
Jun FY18	49,921				
Jun FY19	17,427	(32,494)	350	-65.09%	2.05%
May FY19	17,076				
YTD Jun FY18	620,629				
YTD Jun FY19	206,943	(413,687)		-66.66%	

**Water and Gas - Favorable**

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

**Insurance Losses - Favorable**

- Insurance losses can vary widely from month to month. In the second quarter there were two (2) credits that contributed to the favorable balance.
- 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 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.
- As of June there have been a total of 122 collisions which is an increase of 42 collisions compared to FY18.  
The average dollar cost per collision is lower than FY 18. In FY19, the average cost per collision is \$401 compared to \$926 in FY 18.  
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 - Favorable**

- Outside fueling sales are currently \$1,012,221 below FY18 YTD amounts.
- For June, sales have increased by \$99 from the previous month.

The favorable variance in fuel taxes is mainly attributed to a decrease in fuel sales. The FY19 budget accounted for a decrease in sales related to the construction of a Burrtec CNG station. The station was completed on 8/23/18 Burrtec no longer uses SunLine's CNG station as its primary source for fuel.

**Outside Fueling Revenue**

	Revenue	Variance FY18 vs. FY19	Variance Previous Month	%Δ FY18 vs FY19	%Δ Previous Month
Jun FY18	\$ 127,660				
Jun FY19	\$ 46,911	\$ (80,748)	\$ 99	-63.25%	0.21%
May FY19	\$ 46,812				
YTD Jun FY18	\$ 1,557,354				
YTD Jun FY19	\$ 545,133	\$ (1,012,221)		-65.00%	

**Other Expenses - Favorable**

- Costs vary from month to month depending on the needs of the agency (e.g., medical exams and testing, consulting fees, recruiting employees, printing services, temporary help services).

**Self Consumed Fuel - Favorable**

- The lower internal consumption is primarily attributed to a decrease in total miles traveled FY19 YTD in comparison to the last fiscal year.
- There is a decrease of 90,319 total miles traveled in FY19 YTD in comparison to FY18 YTD.

**Mileage**

	Jun. FY18	Jun. FY19	Variance	%Δ
Fixed Route	306,563	310,088	3,524	1.1%
Paratransit	99,341	95,963	(3,378)	-3.4%
System Total	405,904	406,051	146	0.0%

**Mileage YTD-June**

	YTD-FY18	YTD-FY19	Variance	%Δ
Fixed Route	3,808,749	3,719,668	(89,082)	-2.3%
Paratransit	1,183,817	1,182,580	(1,237)	-0.1%
System Total	4,992,566	4,902,248	(90,319)	-1.8%

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Description	FY20 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY20 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
<b>Operating Revenues:</b>								
Passenger Revenue	2,799,649	185,844	233,304	(47,460)	185,844	233,304	(47,460)	93.4%
Other Revenue	1,773,184	134,248	147,765	(13,518)	134,248	147,765	(13,518)	92.4%
<b>Total Operating Revenue</b>	<b>4,572,833</b>	<b>320,091</b>	<b>381,069</b>	<b>(60,978)</b>	<b>320,091</b>	<b>381,069</b>	<b>(60,978)</b>	<b>93.0%</b>
<b>Operating Expenses:</b>								
Operator & Mechanic Salaries & Wages	10,276,452	785,619	856,371	70,752	785,619	856,371	70,752	92.4%
Operator & Mechanic Overtime	1,071,700	143,961	89,308	(54,653)	143,961	89,308	(54,653)	86.6%
Administration Salaries & Wages	6,362,690	479,888	530,224	50,336	479,888	530,224	50,336	92.5%
Administration Overtime	79,284	4,074	6,607	2,533	4,074	6,607	2,533	94.9%
Fringe Benefits	10,780,692	762,055	898,391	136,336	762,055	898,391	136,336	92.9%
Communications	226,000	19,774	18,833	(941)	19,774	18,833	(941)	91.3%
Legal Services	525,000	13,514	43,750	30,236	13,514	43,750	30,236	97.4%
Computer/Network Software Agreement	626,053	34,152	52,171	18,019	34,152	52,171	18,019	94.5%
Uniforms	118,706	6,693	9,892	3,199	6,693	9,892	3,199	94.4%
Contracted Services	462,568	30,294	38,547	8,253	30,294	38,547	8,253	93.5%
Equipment Repairs	6,750	1,739	563	(1,176)	1,739	563	(1,176)	74.2%
Security Services	117,337	7,071	9,778	2,707	7,071	9,778	2,707	94.0%
Fuel - CNG	1,601,295	116,988	133,441	16,453	116,988	133,441	16,453	92.7%
Fuel - Hydrogen	350,000	14,366	29,167	14,801	14,366	29,167	14,801	95.9%
Tires	291,800	20,170	24,317	4,147	20,170	24,317	4,147	93.1%
Office Supplies	75,028	4,467	6,252	1,785	4,467	6,252	1,785	94.0%
Travel/Training	150,100	2,642	12,508	9,866	2,642	12,508	9,866	98.2%
Repair Parts	1,407,128	121,096	117,261	(3,836)	121,096	117,261	(3,836)	91.4%
Facility Maintenance	45,750	3,600	3,813	212	3,600	3,813	212	92.1%
Electricity - CNG & Hydrogen	283,000	12,963	23,583	10,620	12,963	23,583	10,620	95.4%
Natural Gas	1,345,000	102,327	112,083	9,757	102,327	112,083	9,757	92.4%
Water and Gas	6,500	287	542	254	287	542	254	95.6%
Insurance Losses	1,312,523	67,513	109,377	41,864	67,513	109,377	41,864	94.9%
Insurance Premium - Property	18,626	1,517	1,552	35	1,517	1,552	35	91.9%
Repair Claims	100,000	0	8,333	8,333	0	8,333	8,333	100.0%
Fuel Taxes	116,500	6,247	9,708	3,461	6,247	9,708	3,461	94.6%
Other Expenses	4,854,450	328,832	404,538	75,705	328,832	404,538	75,705	93.2%
Self Consumed Fuel	(1,770,782)	(131,383)	(147,565)	16,183	(131,383)	(147,565)	16,183	92.6%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>40,840,150</b>	<b>2,960,468</b>	<b>3,403,346</b>	<b>442,877</b>	<b>2,960,468</b>	<b>3,403,346</b>	<b>442,877</b>	<b>92.8%</b>
<b>Operating Expenses in Excess of Operating Revenue</b>		<b>\$ (2,640,377)</b>			<b>\$ (2,640,377)</b>			
<b>Subsidies:</b>								
Local - Measure A, Buzz Service, Haul Pass	7,226,030	526,078	602,169	76,091	526,078	602,169	76,091	92.7%
State - LTF, LCTOP	21,191,641	1,542,820	1,765,970	223,151	1,542,820	1,765,970	223,151	92.7%
Federal - CMAQ, 5307, 5309,5310, 5311, 5311(f)	7,849,646	571,479	654,137	82,658	571,479	654,137	82,658	92.7%
<b>Total Subsidies</b>	<b>36,267,317</b>	<b>2,640,377</b>	<b>3,022,276</b>	<b>381,899</b>	<b>2,640,377</b>	<b>3,022,276</b>	<b>381,899</b>	<b>92.7%</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>			

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Description	FY20 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY20 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
<b>Operating Expenses:</b>								
Wages & Benefits	28,570,818	2,175,597	2,380,902	205,305	2,175,597	2,380,902	205,305	92.4%
Services	4,134,526	201,219	344,544	143,325	201,219	344,544	143,325	95.1%
Fuels & Lubricants	2,140,724	142,824	178,394	35,569	142,824	178,394	35,569	93.3%
Tires	291,800	20,170	24,317	4,147	20,170	24,317	4,147	93.1%
Materials and Supplies	1,778,028	143,355	148,169	4,814	143,355	148,169	4,814	91.9%
Utilities	1,912,500	142,148	159,375	17,227	142,148	159,375	17,227	92.6%
Casualty & Liability	2,258,631	140,304	188,219	47,915	140,304	188,219	47,915	93.8%
Taxes and Fees	116,500	6,247	9,708	3,461	6,247	9,708	3,461	94.6%
Miscellaneous Expenses	1,407,405	119,985	117,284	(2,702)	119,985	117,284	(2,702)	91.5%
Self Consumed Fuel	(1,770,782)	(131,383)	(147,565)	16,183	(131,383)	(147,565)	16,183	92.6%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>40,840,150</b>	<b>2,960,468</b>	<b>3,403,346</b>	<b>442,877</b>	<b>2,960,468</b>	<b>3,403,346</b>	<b>442,877</b>	<b>92.8%</b>
<b>Revenues:</b>								
Passenger Revenue	2,799,649	185,844	233,304	(47,460)	185,844	233,304	(47,460)	-93.4%
Other Revenue	1,773,184	134,248	147,765	(13,518)	134,248	147,765	(13,518)	-92.4%
<b>Total Operating Revenue</b>	<b>4,572,833</b>	<b>320,091</b>	<b>381,069</b>	<b>(60,978)</b>	<b>320,091</b>	<b>381,069</b>	<b>(60,978)</b>	<b>-93.0%</b>
<b>Net Operating Gain (Loss)</b>		<b>\$ (2,640,377)</b>			<b>\$ (2,640,377)</b>			
<b>Subsidies:</b>								
Local - Measure A, Buzz Service	7,226,030	526,078	602,169	76,091	526,078	602,169	76,091	92.7%
State - LTF, SGR, LCTOP	21,191,641	1,542,820	1,765,970	223,151	1,542,820	1,765,970	223,151	92.7%
Federal - CMAQ, 5307, 5309,5310, 5311, 5311(f)	7,849,646	571,479	654,137	82,658	571,479	654,137	82,658	92.7%
<b>Total Subsidies</b>	<b>36,267,317</b>	<b>2,640,377</b>	<b>3,022,276</b>	<b>381,899</b>	<b>2,640,377</b>	<b>3,022,276</b>	<b>381,899</b>	<b>92.7%</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>			

**Budget Variance Analysis - SunLine Transit Agency**

**Passenger Revenue - Unfavorable**

- 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.
- Ridership is currently at 6.7% above FY19 YTD totals.
- Total system ridership is presently 18,565 trips above FY19 YTD amounts.

Ridership				
	FY19-July	FY20-July	Variance	%Δ
Fixed Route	264,217	283,011	18,794	7.1%
Paratransit	12,693	12,934	241	1.9%
SolVan	1,842	1,372	(470)	-25.5%
System Total	278,752	297,317	18,565	6.7%

Ridership				
	YTD-FY19	YTD-FY20	Variance	%Δ
Fixed Route	264,217	283,011	18,794	7.1%
Paratransit	12,693	12,934	241	1.9%
SolVan	1,842	1,372	(470)	-25.5%
System Total	278,752	297,317	18,565	6.7%

**Other Revenue - Unfavorable**

- The unfavorable balance is mainly attributed to lower emission credit revenue for July.
- Emissions credit revenue has a negative variance due to a decrease in the number of credits of emission credits generated. For July FY20 SunLine sold 207,595 credits compared to 226,828 credits in July FY19.

	YTD-July	YTD Budget	Variance	%Δ
On-Board Bus Advertising	\$ 20,090	\$ 8,333	\$ 11,757	141.1%
Outside Fueling Revenue	\$ 44,028	\$ 25,000	\$ 19,028	76.1%
Emissions Credit Revenue	\$ 48,222	\$ 83,583	\$ (35,361)	-42.3%

**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, 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.

July			
	Monthly Budget	OT Expense	Variance
Fixed Route	\$ 55,833.33	\$ 105,754.54	\$ (49,921.21)
Paratransit	\$ 22,500.00	\$ 22,544.53	\$ (44.53)
Mechanics	\$ 10,000.00	\$ 13,710.81	\$ (3,710.81)

YTD-July			
	YTD Budget	YTD OT Expense	Variance
Fixed Route	\$ 55,833.33	\$ 105,754.54	\$ (49,921.21)
Paratransit	\$ 22,500.00	\$ 22,544.53	\$ (44.53)
Mechanics	\$ 10,000.00	\$ 13,710.81	\$ (3,710.81)

**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, Procurement Manager).

**Administration Overtime - Favorable**

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

**Fringe Benefits - Favorable**

- Fringe benefit savings are attributed to vacant positions across the agency.

**Communications - Unfavorable**

- In July an annual expense for a service fee for a real time cellular sign was paid.

**Legal Services - Favorable**

- Legal service fees are within an acceptable range of the budgeted amount.

**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 services are within an acceptable range of the budgeted amount.
- Contracted service expenses vary throughout the year (e.g., SVC Towing and Freight in department 22 are utilized on a need basis, web hosting costs not yet incurred, hazardous waste disposal fees not yet incurred, contracted services AC).

**Equipment Repairs - Unfavorable**

- The unfavorable variance is due to the purchase of shop equipment software, diagnostic tool, for July.
- 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 6,046 GGE's below FY19 YTD amounts.  
The lower internal consumption is primarily attributed to redesign route projects not yet commenced.

**Internal GGE Usage**

	GGE Usage	Variance FY19 vs. FY20	Variance Previous Month	%Δ FY19 vs FY20	%Δ Previous Month
Jul FY19	123,722				
Jul FY20	117,676	(6,046)	926	-4.89%	0.79%
Jun FY19	116,750				
YTD Jul FY19	123,722				
YTD Jul FY20	117,676	(6,046)		-4.89%	

**Fuel - Hydrogen - Favorable**

- Hydrogen fuel expenditures are within an acceptable range of the budgeted amount.

**Tires - Favorable**

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

**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 July, fixed route had costs of \$107,253.40 for repair parts (e.g., preventative maintenance services, engine rebuilds, radiator replacement, core replacement)
- In July, paratransit had expenses of \$7,186.87 for repair parts (e.g., preventative maintenance, engine replacement, transmission replacement)
- In July, support vehicle repair parts had a cost of \$3,209 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 - Favorable**

- In FY20 the budget was increased to cover the projected increase in expenses due to the installation of the electrolyzer. The installation will now take place in August FY20.

**Natural Gas - Favorable**

- In July, there was a decrease of 634 GGE's used for outside fueling sales compared to the previous month.
- GGE outside usage has decreased 34,301 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
Jul FY19	51,094				
Jul FY20	16,793	(34,301)	(634)	-67.13%	-3.64%
Jun FY19	17,427				
YTD Jul FY19	51,094				
YTD Jul FY20	16,793	(34,301)		-67.13%	

**Water and Gas - Favorable**

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

**Insurance Losses - Favorable**

- Insurance losses can vary widely from month to month.
- 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 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.
- As of June there have been a total of 11 collisions which is an increase of 4 collisions compared to FY19. Damage estimates for July collisions are pending.

**Fuel Taxes - Favorable**

- Outside fueling sales are currently \$85,304 below FY19 YTD amounts.
- For July, sales have decreased by \$2,883 from the previous month.
- Fuel Taxes are within an acceptable range of the budgeted amount.

**Outside Fueling Revenue**

	Revenue	Variance FY19 vs. FY20	Variance Previous Month	%Δ FY19 vs FY20	%Δ Previous Month
Jul FY19	\$ 129,332				
Jul FY20	\$ 44,028	\$ (85,304)	\$ (2,883)	-65.96%	-6.15%
Jun FY19	\$ 46,911				
YTD Jul FY19	\$ 129,332				
YTD Jul FY20	\$ 44,028	\$ (85,304)		-65.96%	

**Other Expenses - Favorable**

- Costs vary from month to month depending on the needs of the agency (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**

	Jul. FY19	Jul. FY20	Variance	%Δ
Fixed Route	311,845	321,316	9,471	3.0%
Paratransit	97,376	100,695	3,319	3.4%
System Total	409,221	422,011	12,790	3.1%

**Mileage YTD-July**

	YTD-FY19	YTD-FY20	Variance	%Δ
Fixed Route	311,845	321,316	9,471	3.0%
Paratransit	97,376	100,695	3,319	3.4%
System Total	409,221	422,011	12,790	3.1%



**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: September 25, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Contracts Signed in Excess of \$25,000 July & August 2019

Summary:

The attached report summarizes SunLine's contracts signed in excess of \$25,000.

For July:

- For the month of July 2019, there were three (3) contracts executed, and two (2) purchase orders executed.
- Contracts executed:

<b>VENDOR</b>	<b>PURPOSE</b>
Urrutia Marks	A&E Division II Tenant Improvements
Municipal Resource Group	HR Consulting Services
Advanced Web Offset	Rider's Guides
Avail Technologies	ITS Service Upgrade 3G to 4G
Motor Coach Industries (MCI)	55 Passenger CNG Coaches

For August:

- For the month of August 2019, there were two (2) contracts executed, one (1) amendment executed, and one (1) purchase orders executed.

- Contracts executed:

<b>VENDOR</b>	<b>PURPOSE</b>
HDR Engineering	Relaunch Transit
New Flyer	Replacement of 6 Fixed Route Buses
Burke, Williams & Sorensen	Legal Services
TPX	SD-WAN

Recommendation:

Receive and file.

Contracts Signed in Excess of \$25,000

July 2019

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Urrutia Marks	A&E Division II Tenant Improvements	Architect and engineering services for Indio tenant improvements.	SRTP 2018/2019	\$700,000.00	\$ 33,951.70	Executed Agreement
Municipal Resource Group	HR Consulting Services	Human resources consulting services.	FY20, FY21, FY22, FY23, FY24 Operating Budget	\$34,370.00	\$ 34,370.00	Executed Agreement
Advanced Web Offset	Rider's Guides	Printing for the Agency's rider's guides.	FY20 Operating Budget	\$26,428.92	\$ 26,428.92	Executed Agreement
Avail Technologies	ITS Service Upgrade 3G to 4G	Upgrading Agency's ITS Service from 3G to 4G.	SRTP 2019/2020	\$70,000.00	\$ 69,822.00	Executed Purchase Order
Motor Coach Industries (MCI)	55 Passenger CNG Coaches	Replacement buses for the commuter service.	SRTP 2017/2018	\$2,040,000.00	\$ 1,657,612.91	Executed Purchase Order

Contracts Signed in Excess of \$25,000

August 2019

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
HDR Engineering	Relaunch Transit	Consultant will develop a strategic ReThink Transit Launch Plan for the Transit Redesign that will integrate timely operation activities with communications, engagement and education.	FY20 Operating Budget	\$300,000.00	\$ 300,000.00	Executed Agreement
New Flyer	Replacement of 6 Fixed Route Buses	Replacement buses for the commuter service.	SRTP 2019/2020 SRTP 2018/2019 SRTP 2017/2018	\$4,715,000.00	\$ 4,030,782.67	Executed Purchase Order
Burke, Williams & Sorensen	Legal Services	Legal services for the Agency.	FY20 Operating Budget	\$ 525,000.00	\$ 525,000.00	Executed Amendment Board approved
TPX	SD-WAN	Provide telephone line service.	FY20 Operating Budget	\$99,500.00	\$ 99,500.00	Executed Agreement

**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: September 25, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Union & Non-Union Pension Investment Asset Summary June & July 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 June, SunLine's investments fell within the approved range of investment type for the Union and Non-Union assets.

Union: June

	Actual	Range
Equities	60.11%	35 – 75%
Fixed Income	39.57%	25 – 64%
Cash & Equivalent	0.32%	0 – 10%

Non-Union: June

	Actual	Range
Equities	60.25%	35 – 75%
Fixed Income	39.49%	25 – 64%
Cash & Equivalent	0.26%	0 – 10%

- For the month of June, the market value of assets increased by \$1,258,788 and \$1,238,515 for the Union and Non-Union plans, respectively.

- For the month of July, SunLine's investments fell within the approved range of investment type for the Union and Non-Union assets.

## Union: July

	Actual	Range
Equities	60.12%	35 – 75%
Fixed Income	39.54%	25 – 64%
Cash & Equivalent	0.34%	0 – 10%

## Non-Union: July

	Actual	Range
Equities	60.27%	35 – 75%
Fixed Income	39.46%	25 – 64%
Cash & Equivalent	0.27%	0 – 10%

- For the month of July, the market value of assets increased by \$107,137 and \$106,743 for the Union and Non-Union plans, respectively.

## Month to Month Asset Comparison

## June 2019

Month	Market Value - Union	Market Value – Non-Union
May 2019	\$27,436,205	\$27,844,575
June 2019	\$28,694,993	\$29,083,090
Increase (Decrease)	\$1,258,788	\$1,238,515

## July 2019

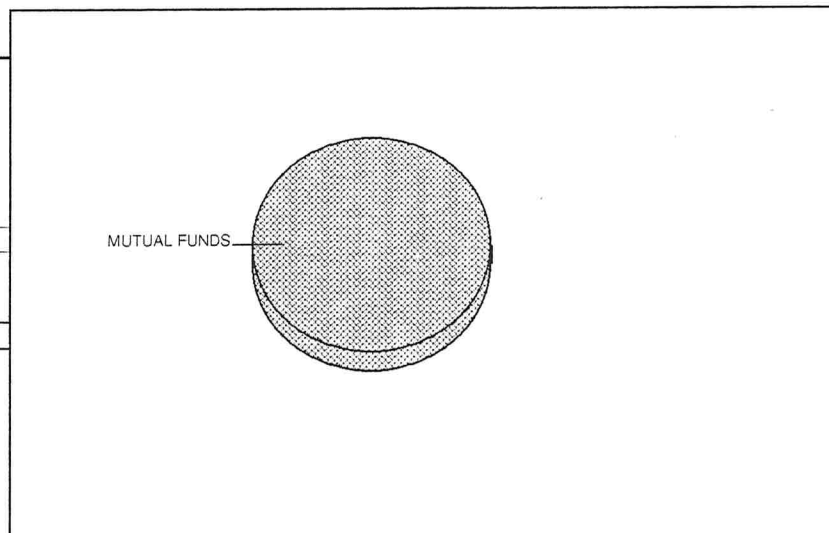
Month	Market Value - Union	Market Value – Non-Union
June 2019	\$28,694,993	\$29,083,090
July 2019	\$28,802,130	\$29,189,833
Increase (Decrease)	\$107,137	\$106,743

Recommendation:

Receive and file.

### ASSET SUMMARY

ASSETS	06/30/2019 MARKET	06/30/2019 BOOK VALUE	% OF MARKET
Cash And Equivalents	92,065.16	92,065.16	0.32
Mutual Funds-Equity	17,247,434.57	15,575,277.98	60.11
Mutual Funds-Fixed Income	11,355,219.45	11,118,909.03	39.57
<b>Total Assets</b>	<b>28,694,719.18</b>	<b>26,786,252.17</b>	<b>100.00</b>
Accrued Income	273.49	273.49	0.00
<b>Grand Total</b>	<b>28,694,992.67</b>	<b>26,786,525.66</b>	<b>100.00</b>



Estimated Annual Income                      701,720.52

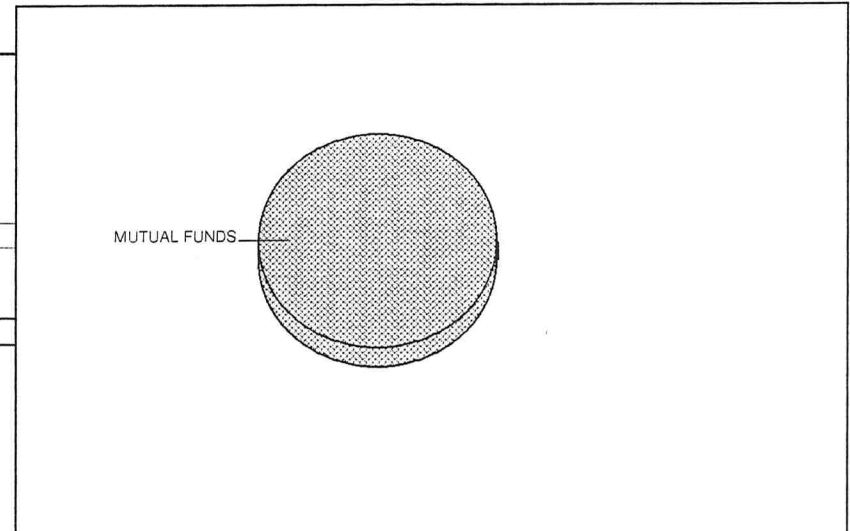
### ASSET SUMMARY MESSAGES

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	06/30/2019 MARKET	06/30/2019 BOOK VALUE	% OF MARKET
Cash And Equivalents	74,454.53	74,454.53	0.26
Mutual Funds-Equity	17,523,371.03	15,825,760.97	60.25
Mutual Funds-Fixed Income	11,485,022.75	11,249,035.99	39.49
<b>Total Assets</b>	<b>29,082,848.31</b>	<b>27,149,251.49</b>	<b>100.00</b>
Accrued Income	241.34	241.34	0.00
<b>Grand Total</b>	<b>29,083,089.65</b>	<b>27,149,492.83</b>	<b>100.00</b>

Estimated Annual Income                      710,756.70



### ASSET SUMMARY MESSAGES

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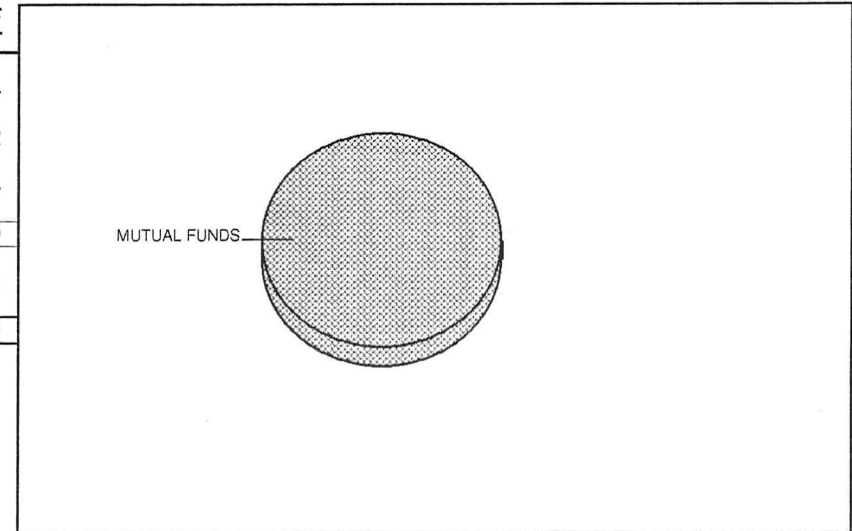
SUNLINE TRANSIT AGENCY - UNION  
 ACCOUNT 6746032000

Page 7 of 22  
 Period from July 1, 2019 to July 31, 2019

### ASSET SUMMARY

ASSETS	07/31/2019 MARKET	07/31/2019 BOOK VALUE	% OF MARKET
Cash And Equivalents	97,815.89	97,815.89	0.34
Mutual Funds-Equity	17,316,624.17	15,575,277.98	60.12
Mutual Funds-Fixed Income	11,387,544.40	11,150,828.00	39.54
<b>Total Assets</b>	<b>28,801,984.46</b>	<b>26,823,921.87</b>	<b>100.00</b>
Accrued Income	145.56	145.56	0.00
<b>Grand Total</b>	<b>28,802,130.02</b>	<b>26,824,067.43</b>	<b>100.00</b>

Estimated Annual Income                      703,457.37



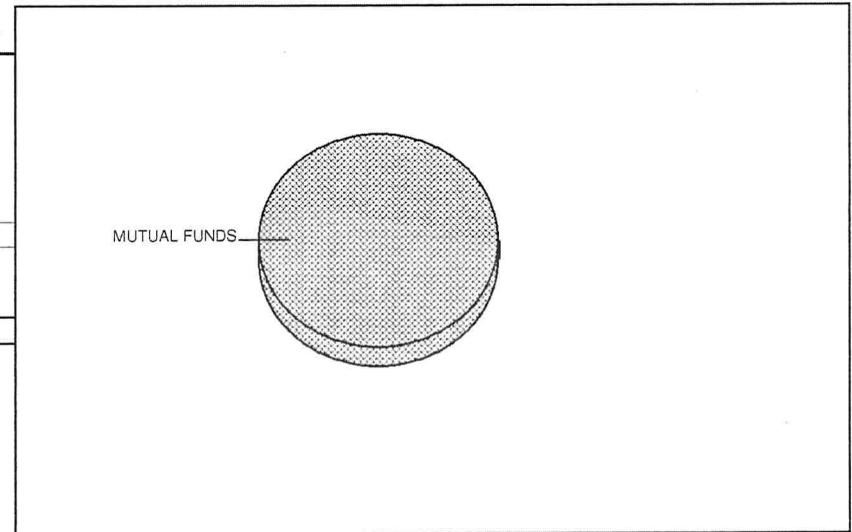
### ASSET SUMMARY MESSAGES

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**

<b>ASSETS</b>	<b>07/31/2019 MARKET</b>	<b>07/31/2019 BOOK VALUE</b>	<b>% OF MARKET</b>
Cash And Equivalents	78,681.27	78,681.27	0.27
Mutual Funds-Equity	17,593,344.22	15,825,760.97	60.27
Mutual Funds-Fixed Income	11,517,709.54	11,281,321.45	39.46
<b>Total Assets</b>	<b>29,189,735.03</b>	<b>27,185,763.69</b>	<b>100.00</b>
Accrued Income	98.39	98.39	0.00
<b>Grand Total</b>	<b>29,189,833.42</b>	<b>27,185,862.08</b>	<b>100.00</b>

Estimated Annual Income                      712,514.64



**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.

**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: September 25, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Ridership Report for July & August 2019

Summary:

System-wide ridership in July increased 6.7% versus July of 2018.

<b>Monthly Ridership</b>		
	<b>Jul 2018</b>	<b>Jul 2019</b>
Fixed Route	264,217	283,011
SolVan	1,842	1,372
Sundial	12,693	12,934
<b>System Total</b>	<b>278,752</b>	<b>297,317</b>

Factors to consider when comparing to a year ago:

- One additional weekday in July of 2019 in comparison to July of 2018.

July Comparison:

- Route 80 is up 11.8% in ridership and continues to rise since the implementation of a 30 minute frequency in May of 2018.

System-wide ridership in August decreased -0.4% versus August of 2018.

<b>Monthly Ridership</b>		
	<b>Aug 2018</b>	<b>Aug 2019</b>
Fixed Route	310,101	309,996
SolVan	2,132	1,376
Sundial	13,408	13,035
<b>System Total</b>	<b>325,641</b>	<b>324,407</b>

August Comparison:

- 10 out of 16 fixed routes and one commuter have seen a decrease in ridership.

Year-to-date system ridership as of August 2019 has increased 2.9% in comparison to the previous fiscal year.

<b>YTD Ridership</b>	
	<b>Aug</b>
Fiscal Year 2019	604,393
Fiscal Year 2020	621,724
<b>Ridership Increase</b>	<b>17,331</b>

Recommendation:

Receive and file.



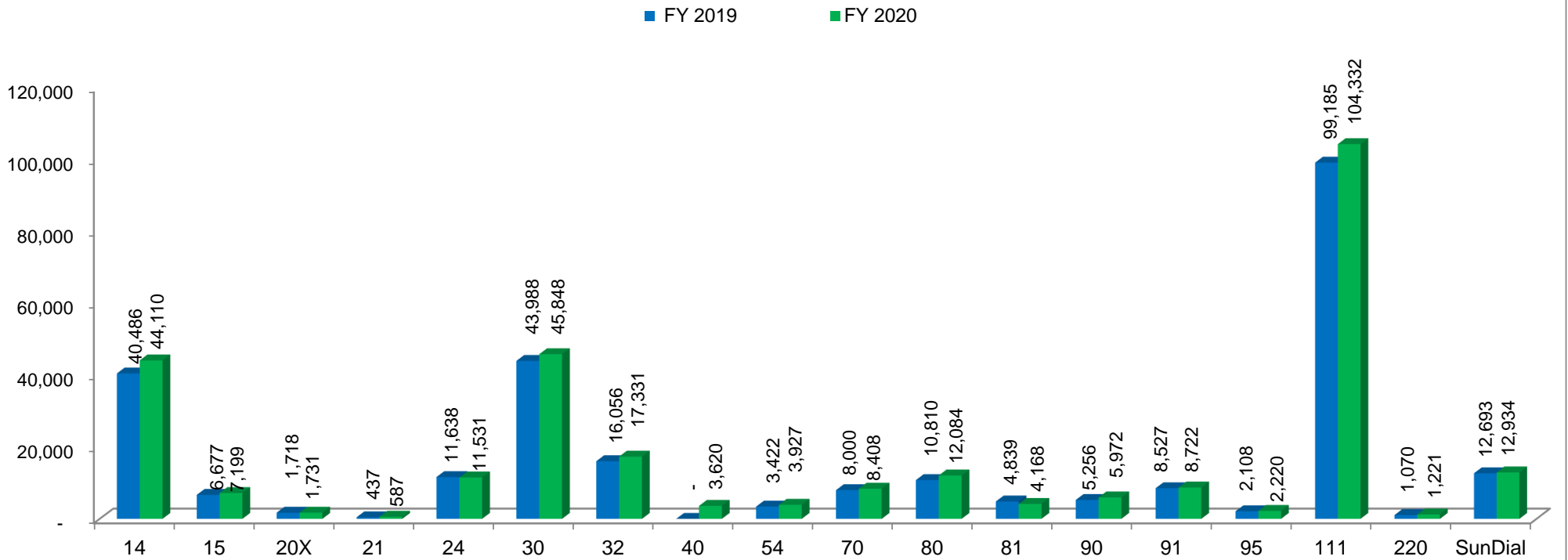
## SunLine Transit Agency Monthly Ridership Report July 2019

Route	Fixed Route Description	FY 2020 & 2019		Month Var.	% Var.	FY 2020 YTD	FY 2019 YTD	YTD Var.	% Var.	Bikes		Wheelchairs		
		Jul 2019	Jul 2018							Jun 2019	Monthly	YTD	Monthly	YTD
14	DHS/PS	44,110	40,486	43,236	3,624	9.0%	44,110	40,486	3,624	9.0%	1,465	1,465	402	402
15	DHS	7,199	6,677	7,818	522	7.8%	7,199	6,677	522	7.8%	175	175	96	96
20X	DHS/PD	1,731	1,718	1,829	13	0.8%	1,731	1,718	13	0.8%	57	57	3	3
21	PD	587	437	733	150	34.3%	587	437	150	34.3%	17	17	4	4
24	PS	11,531	11,638	12,469	(107)	-0.9%	11,531	11,638	(107)	-0.9%	493	493	167	167
30	CC/PS	45,848	43,988	47,579	1,860	4.2%	45,848	43,988	1,860	4.2%	1,713	1,713	365	365
32	PD/RM/TP/CC/PS	17,331	16,056	17,824	1,275	7.9%	17,331	16,056	1,275	7.9%	856	856	163	163
40	PS/BUZZ	3,620	-	3,848	3,620	100.0%	3,620	-	3,620	100.0%	-	-	-	-
54	Indio/LQ/IW/PD	3,927	3,422	4,396	505	14.8%	3,927	3,422	505	14.8%	170	170	33	33
70	LQ/BD	8,408	8,000	10,661	408	5.1%	8,408	8,000	408	5.1%	453	453	37	37
80	Indio	12,084	10,810	13,927	1,274	11.8%	12,084	10,810	1,274	11.8%	452	452	183	183
81	Indio	4,168	4,839	5,426	(671)	-13.9%	4,168	4,839	(671)	-13.9%	123	123	35	35
90	Coachella/Indio	5,972	5,256	6,095	716	13.6%	5,972	5,256	716	13.6%	104	104	96	96
91	I/Cch/Th/Mec/Oas	8,722	8,527	11,569	195	2.3%	8,722	8,527	195	2.3%	202	202	38	38
95	I/Cch/Th/Mec/NS	2,220	2,108	2,476	112	5.3%	2,220	2,108	112	5.3%	39	39	24	24
111	PS to Indio	104,332	99,185	109,557	5,147	5.2%	104,332	99,185	5,147	5.2%	4,595	4,595	940	940
220	PD to Riverside	1,221	1,070	1,118	151	14.1%	1,221	1,070	151	14.1%	43	43	13	13
<b>Fixed Route Total</b>		<b>283,011</b>	<b>264,217</b>	<b>300,561</b>	<b>18,794</b>	<b>7.1%</b>	<b>283,011</b>	<b>264,217</b>	<b>18,794</b>	<b>7.1%</b>	<b>10,957</b>	<b>10,957</b>	<b>2,599</b>	<b>2,599</b>
SolVan		1,372	1,842	1,767	(470)	-25.5%	1,372	1,842	(470)	-25.5%				
Demand Response														
SunDial		12,934	12,693	12,437	241	1.9%	12,934	12,693	241	1.9%				
<b>System Total</b>		<b>297,317</b>	<b>278,752</b>	<b>314,765</b>	<b>18,565</b>	<b>6.7%</b>	<b>297,317</b>	<b>278,752</b>	<b>18,565</b>	<b>6.7%</b>				
		<b>Jul-19</b>	<b>Jul-18</b>	<b>Jun-19</b>										
	Weekdays:	22	21	20										
	Saturdays:	4	4	5										
	Sundays:	* 5	* 6	5										
	Total Days:	31	31	30										

\*Haul Pass Ridership was 11,481 from 719 unique riders. Mobile Ticketing Ridership was 5,232 from 217 unique riders.

SunLine Transit Agency  
 Monthly Ridership Report  
 July - 2019

Year-to-Date System Ridership





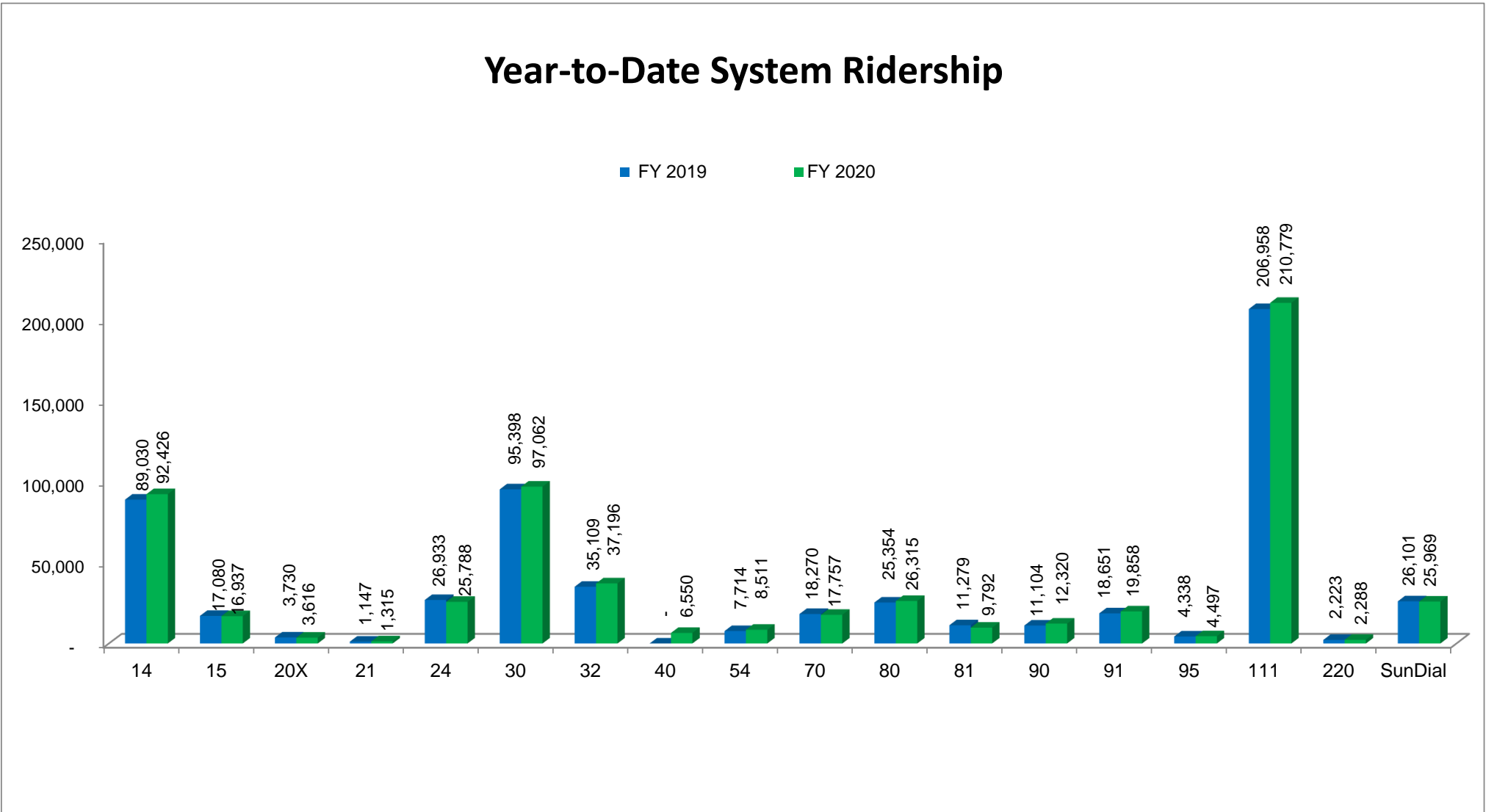
## SunLine Transit Agency Monthly Ridership Report August 2019

		FY 2020 & 2019												
		Aug 2019	Aug 2018	Jul 2019	FY 2020 Month Var.	% Var.	FY 2020 YTD	FY 2019 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
Route	Fixed Route Description										Monthly	YTD	Monthly	YTD
14	DHS/PS	48,316	48,544	44,110	(228)	-0.5%	92,426	89,030	3,396	3.8%	1,572	3,037	404	806
15	DHS	9,738	10,403	7,199	(665)	-6.4%	16,937	17,080	(143)	-0.8%	202	377	223	319
20X	DHS/PD	1,885	2,012	1,731	(127)	-6.3%	3,616	3,730	(114)	-3.1%	67	124	11	14
21	PD	728	710	587	18	2.5%	1,315	1,147	168	14.6%	24	41	15	19
24	PS	14,257	15,295	11,531	(1,038)	-6.8%	25,788	26,933	(1,145)	-4.3%	449	942	159	326
30	CC/PS	51,214	51,410	45,848	(196)	-0.4%	97,062	95,398	1,664	1.7%	1,869	3,582	460	825
32	PD/RM/TP/CC/PS	19,865	19,053	17,331	812	4.3%	37,196	35,109	2,087	5.9%	871	1,727	187	350
40	PS/BUZZ	2,930	-	3,620	2,930	100.0%	6,550	-	6,550	100.0%	-	-	-	-
54	Indio/LQ/IW/PD	4,584	4,292	3,927	292	6.8%	8,511	7,714	797	10.3%	188	358	26	59
70	LQ/BD	9,349	10,270	8,408	(921)	-9.0%	17,757	18,270	(513)	-2.8%	442	895	21	58
80	Indio	14,231	14,544	12,084	(313)	-2.2%	26,315	25,354	961	3.8%	408	860	203	386
81	Indio	5,624	6,440	4,168	(816)	-12.7%	9,792	11,279	(1,487)	-13.2%	106	229	36	71
90	Coachella/Indio	6,348	5,848	5,972	500	8.5%	12,320	11,104	1,216	11.0%	78	182	129	225
91	I/Cch/Th/Mec/Oas	11,136	10,124	8,722	1,012	10.0%	19,858	18,651	1,207	6.5%	210	412	49	87
95	I/Cch/Th/Mec/NS	2,277	2,230	2,220	47	2.1%	4,497	4,338	159	3.7%	38	77	21	45
111	PS to Indio	106,447	107,773	104,332	(1,326)	-1.2%	210,779	206,958	3,821	1.8%	4,627	9,222	996	1,936
220	PD to Riverside	1,067	1,153	1,221	(86)	-7.5%	2,288	2,223	65	2.9%	32	75	25	38
<b>Fixed Route Total</b>		<b>309,996</b>	<b>310,101</b>	<b>283,011</b>	<b>(105)</b>	<b>0.0%</b>	<b>593,007</b>	<b>574,318</b>	<b>18,689</b>	<b>3.3%</b>	<b>11,183</b>	<b>22,140</b>	<b>2,965</b>	<b>5,564</b>
<b>SolVan</b>		1,376	2,132	1,372	(756)	-35.5%	2,748	3,974	(1,226)	-30.9%				
<b>Demand Response</b>														
<b>SunDial</b>		13,035	13,408	12,934	(373)	-2.8%	25,969	26,101	(132)	-0.5%				
<b>System Total</b>		<b>324,407</b>	<b>325,641</b>	<b>297,317</b>	<b>(1,234)</b>	<b>-0.4%</b>	<b>621,724</b>	<b>604,393</b>	<b>17,331</b>	<b>2.9%</b>				
		<b>Aug-19</b>	<b>Aug-18</b>	<b>Jul-19</b>										
Weekdays:		22	23	22										
Saturdays:		5	4	4										
Sundays:		4	4	* 5										
Total Days:		31	31	31										

\*Haul Pass Ridership was 14,337 from 1,221 unique riders. Mobile Ticketing Ridership was 8,125 from 312 unique riders.

SunLine Transit Agency  
 Monthly Ridership Report  
 August - 2019

Year-to-Date System Ridership





**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: September 24, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: SunDial Operational Notes for July & August 2019

Summary:

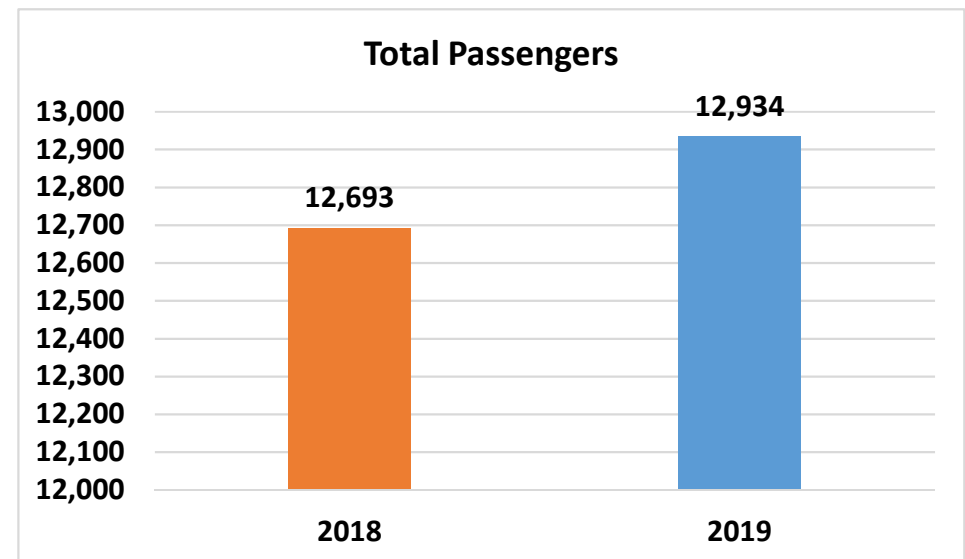
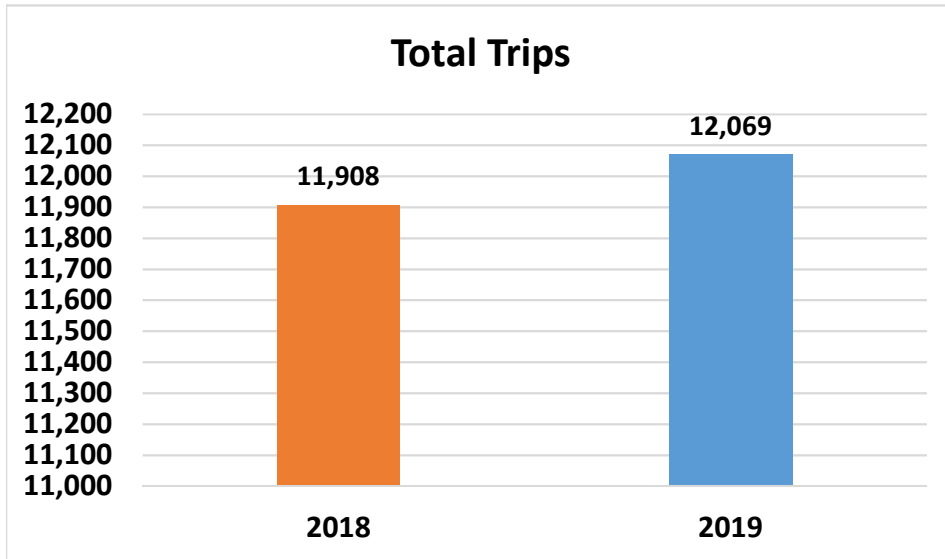
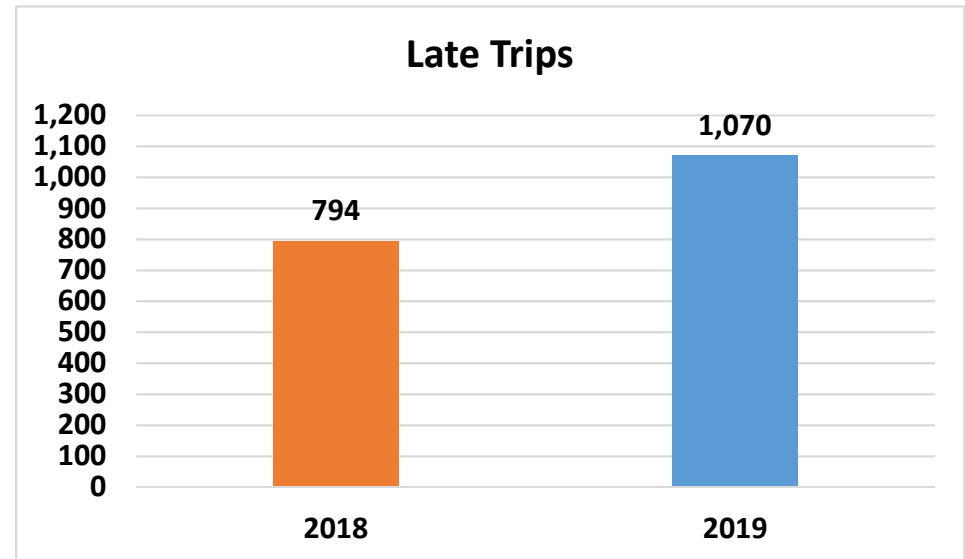
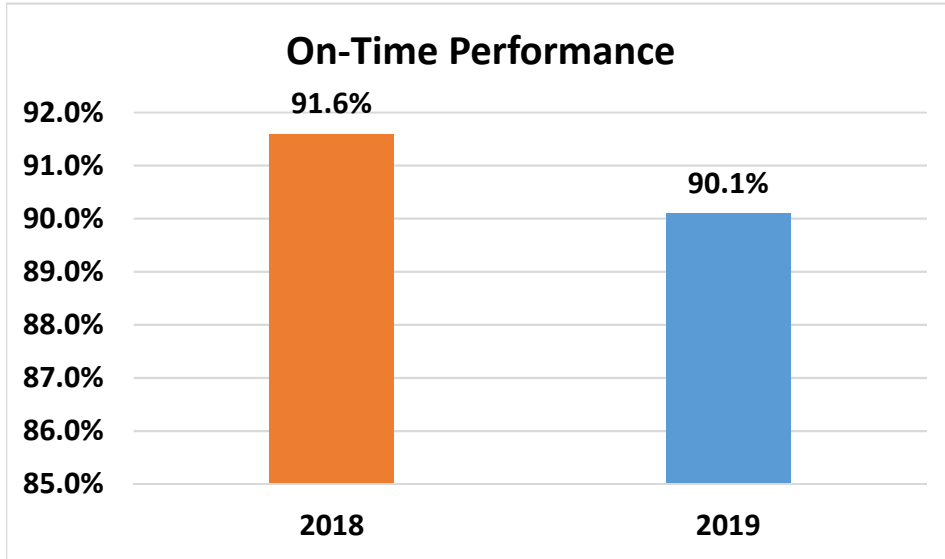
The attached report summarizes SunDial's operation for July and August 2019. For July, highlights of the report included a 1.3% increase in total trips and a 1.8% increase in ridership. August saw a 2.7% decrease in ridership and an 8.0% increase in mobility device boardings. Both months had a continued focus by road supervisors on ride-along evaluations, onboard inspections and safety evaluations.

Recommendation:

Receive and file.

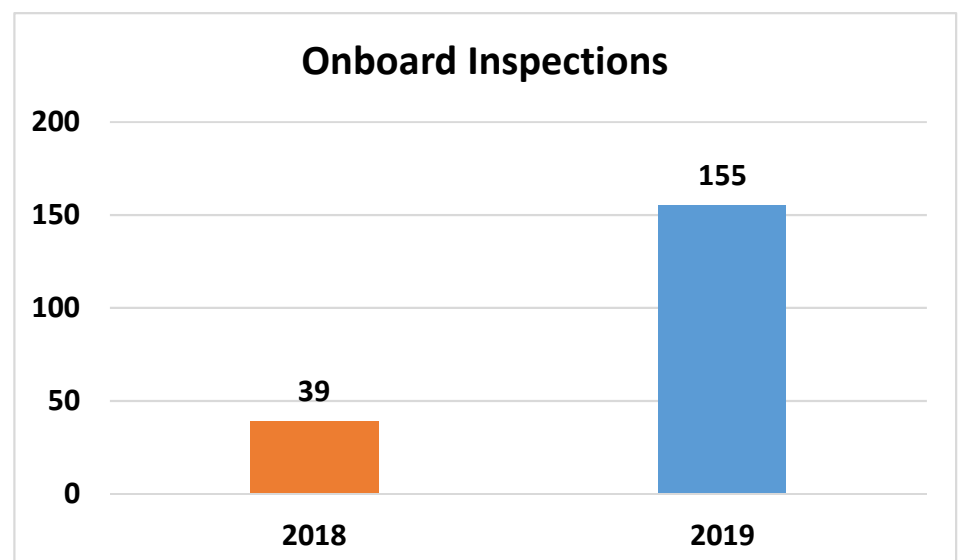
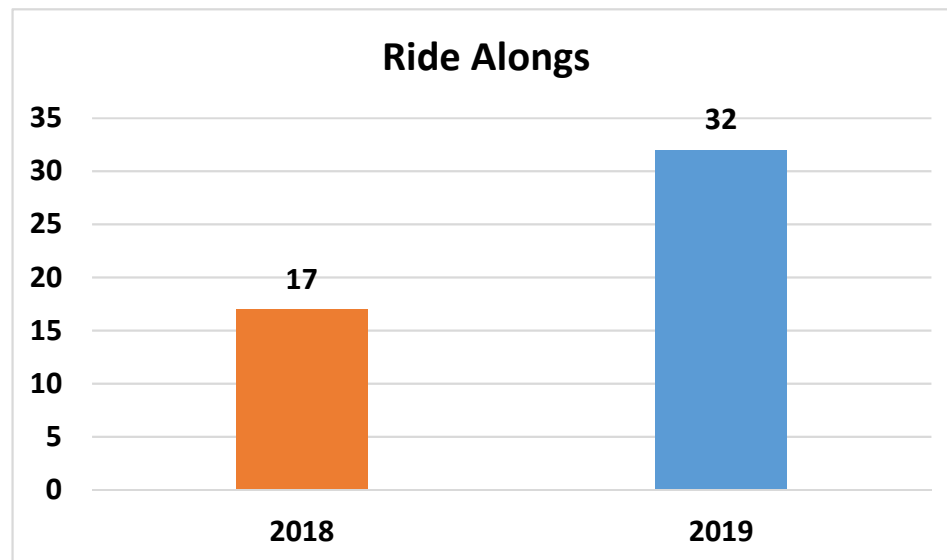
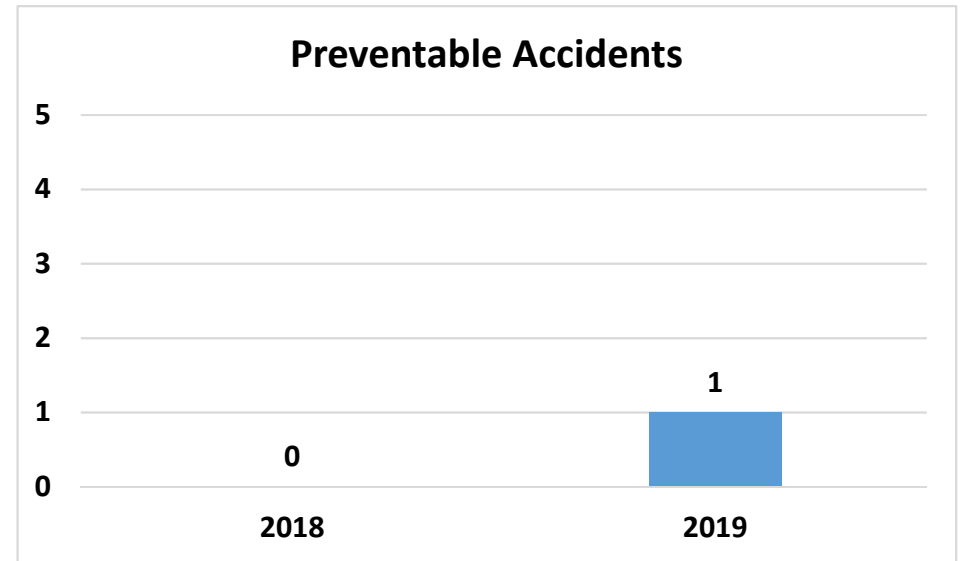
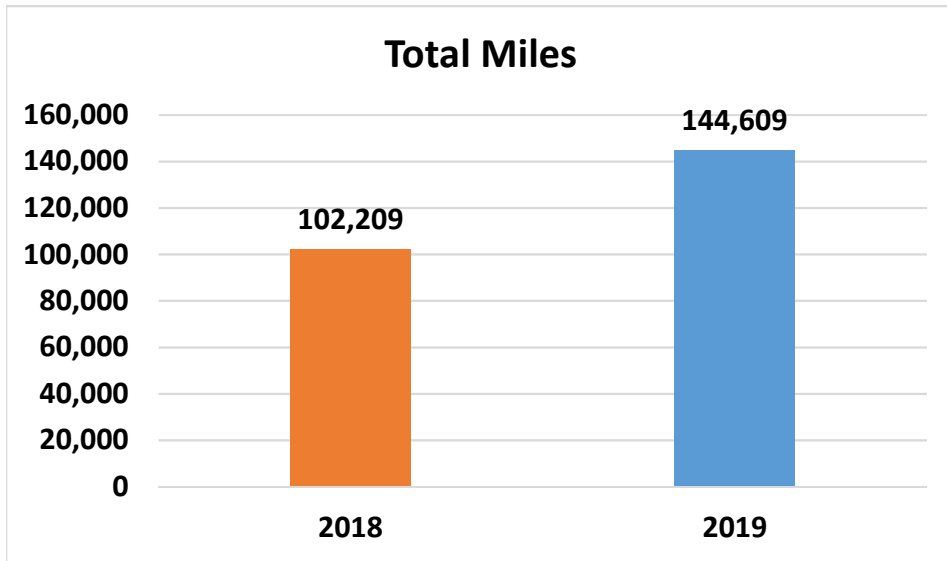
# SunDial Operational Notes

## JULY 2018/2019



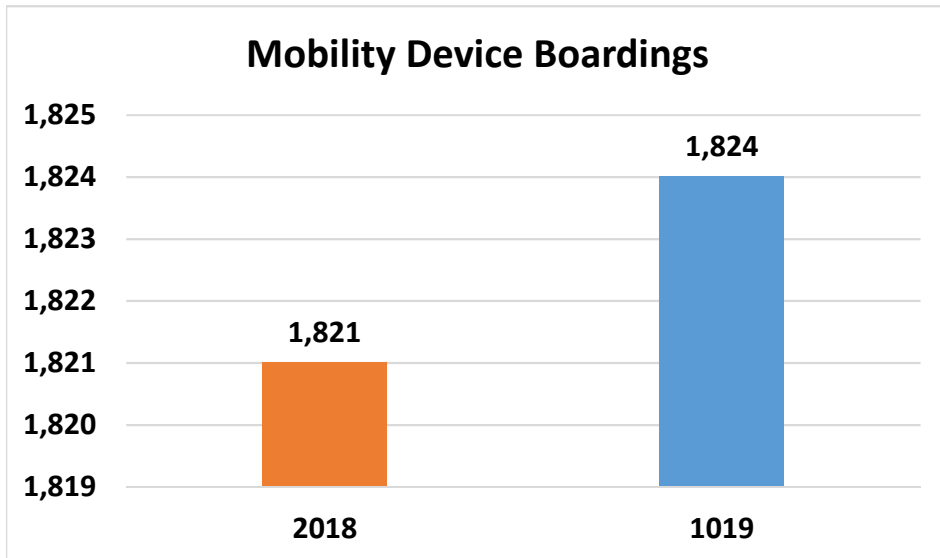
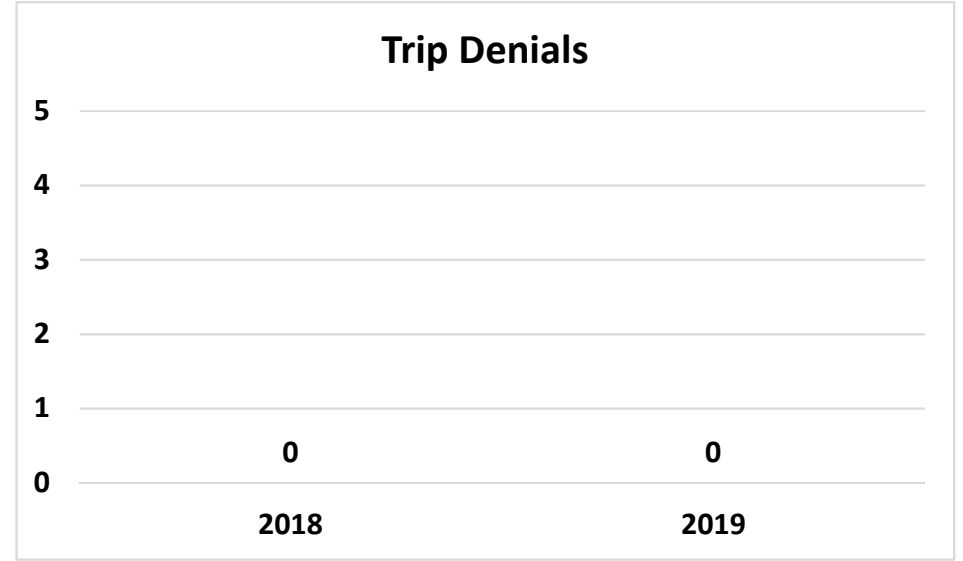
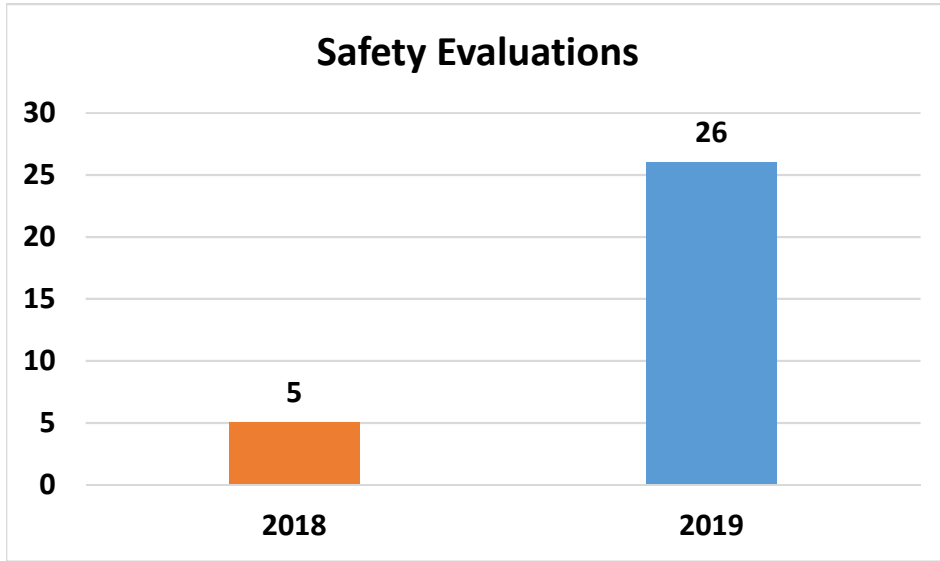
# SunDial Operational Notes

## JULY 2018/2019



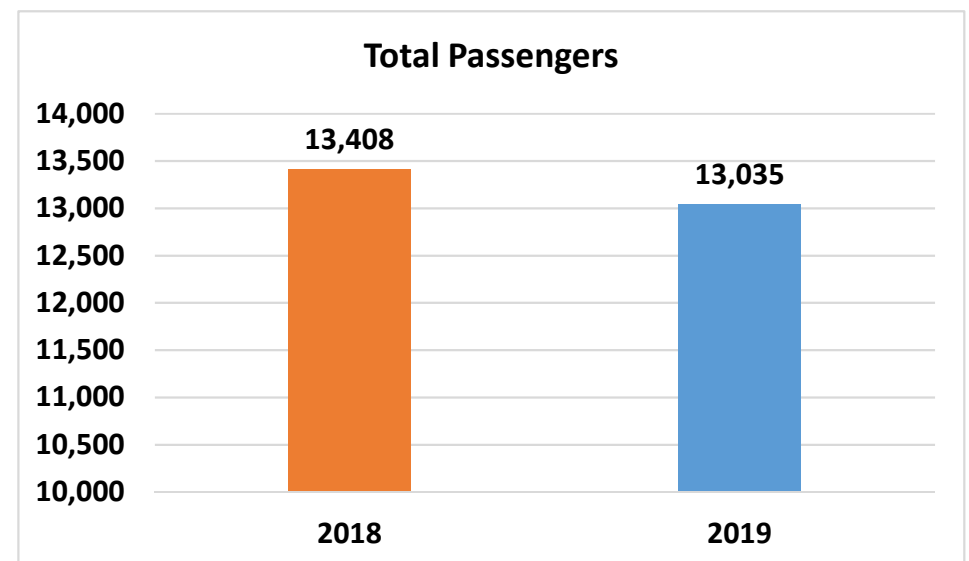
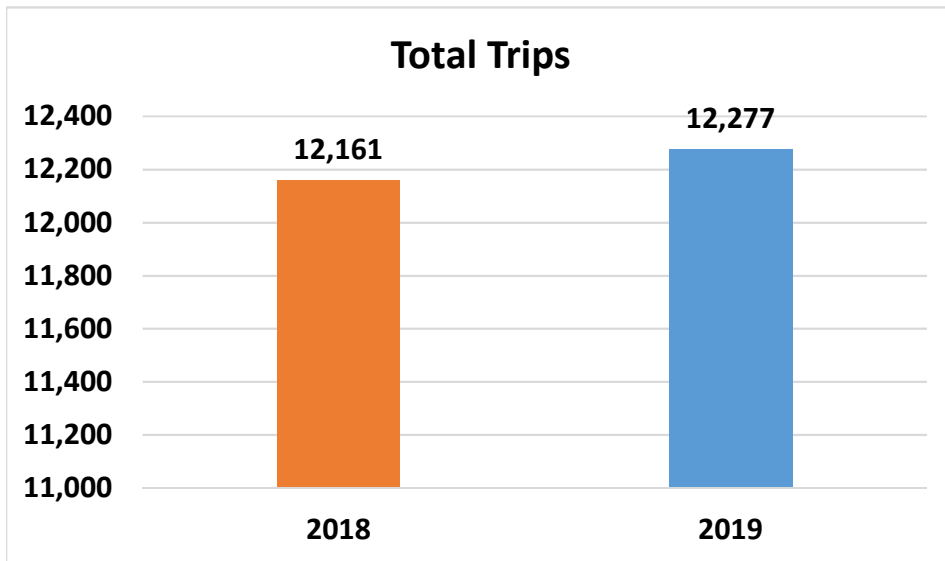
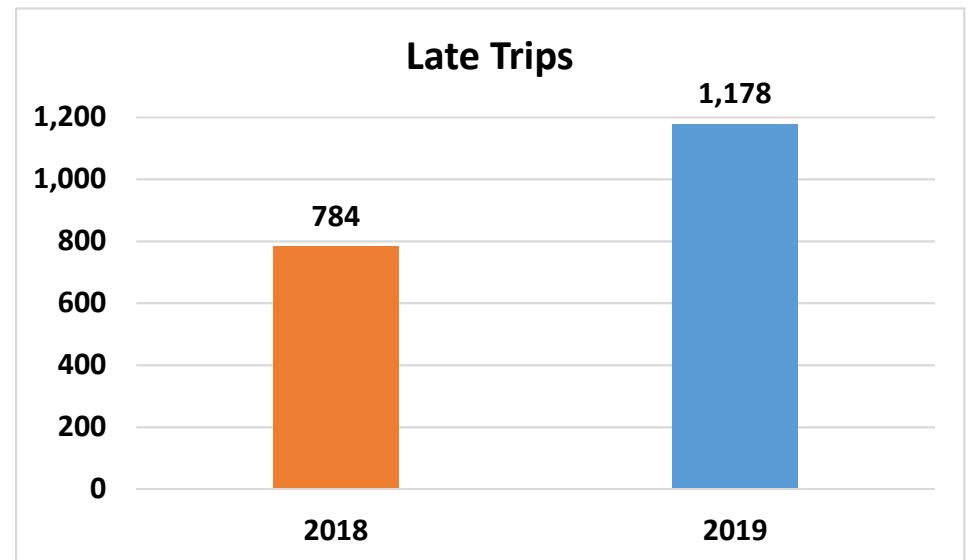
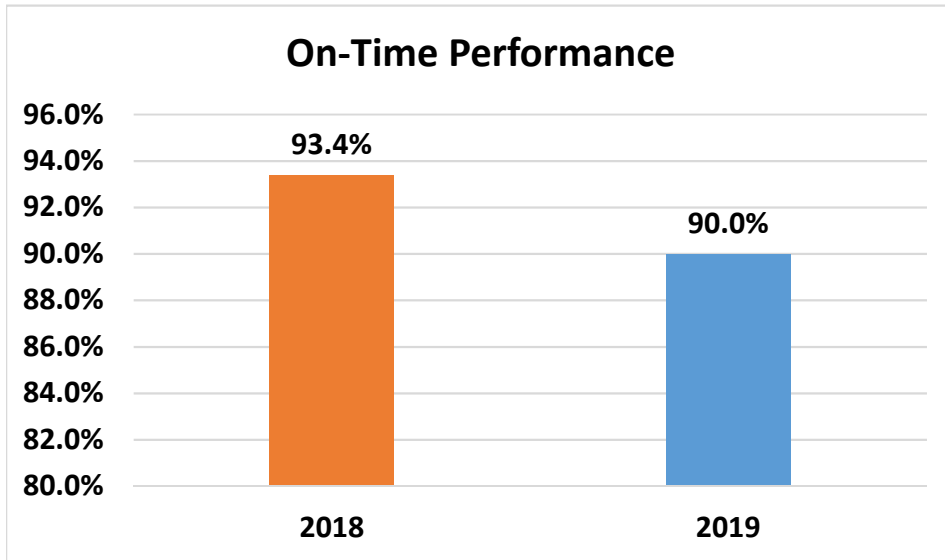
# SunDial Operational Notes

## JULY 2018/2019



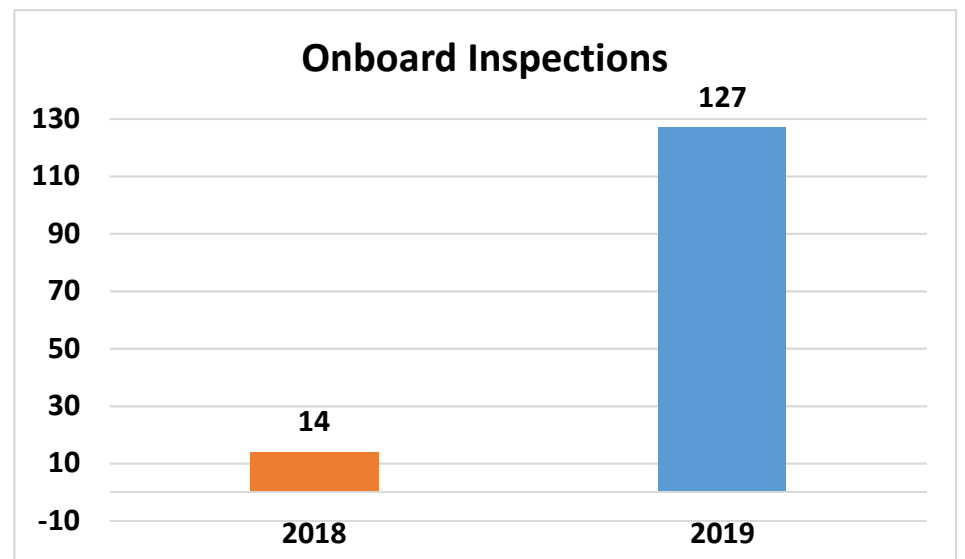
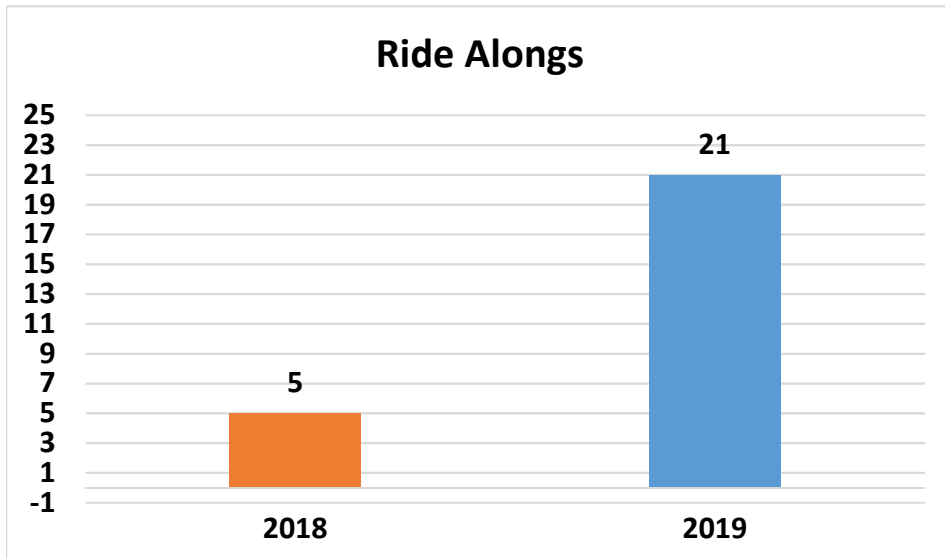
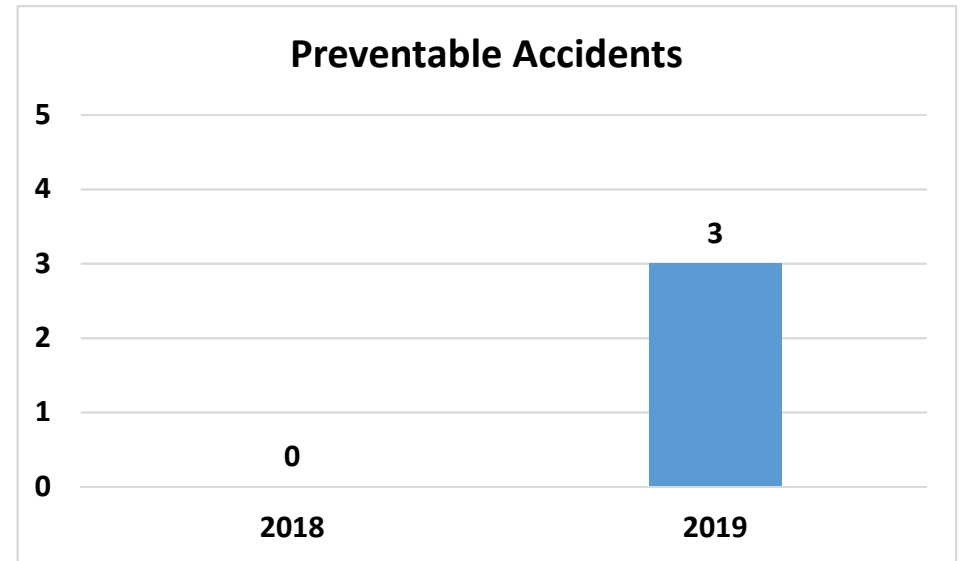
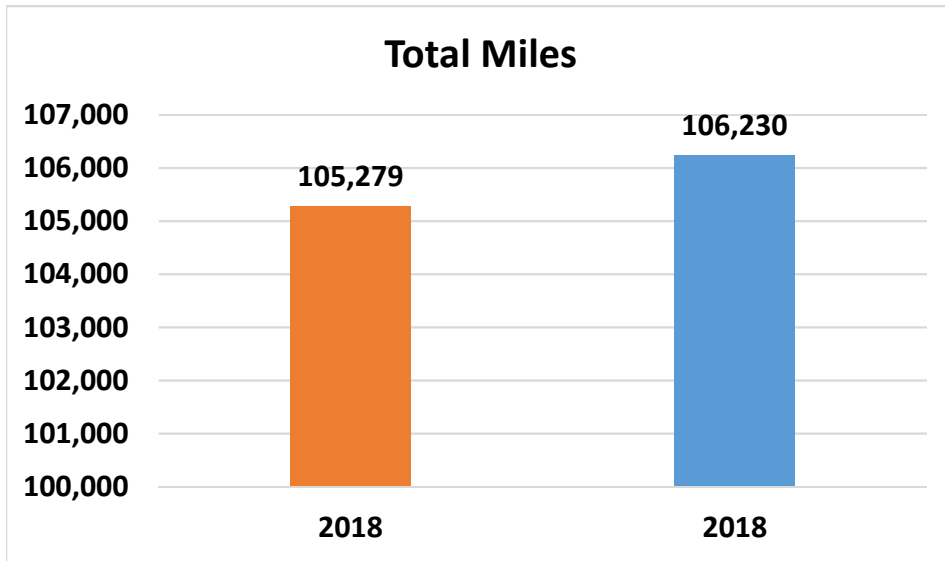
# SunDial Operational Notes

## AUGUST 2018/2019



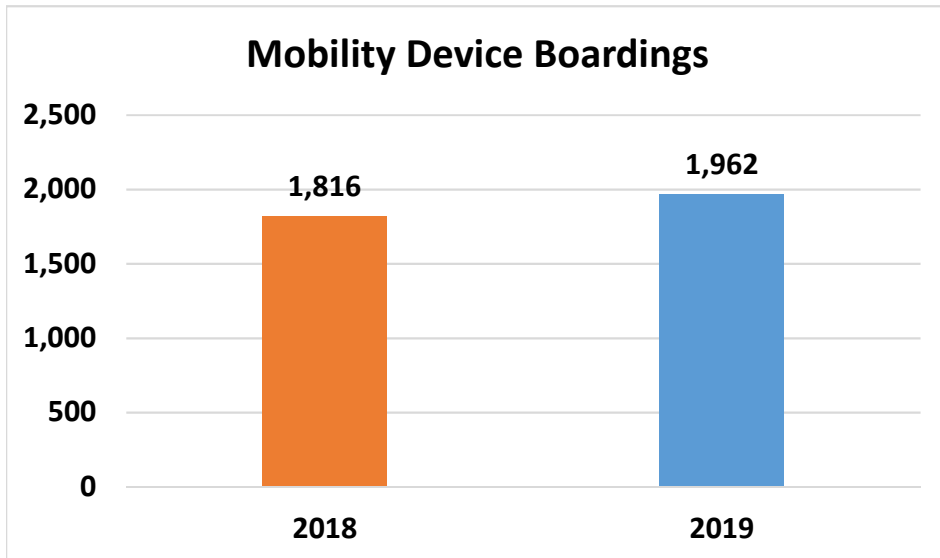
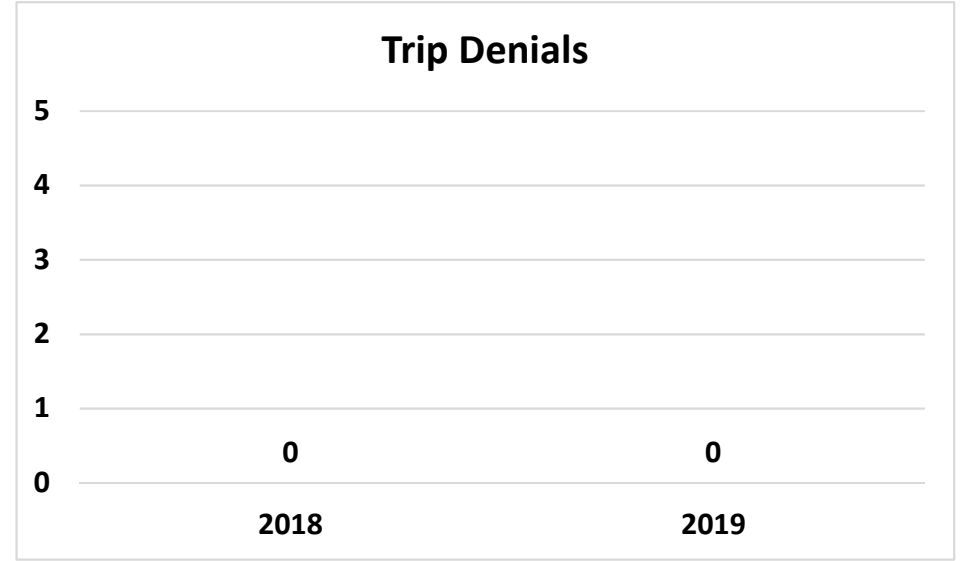
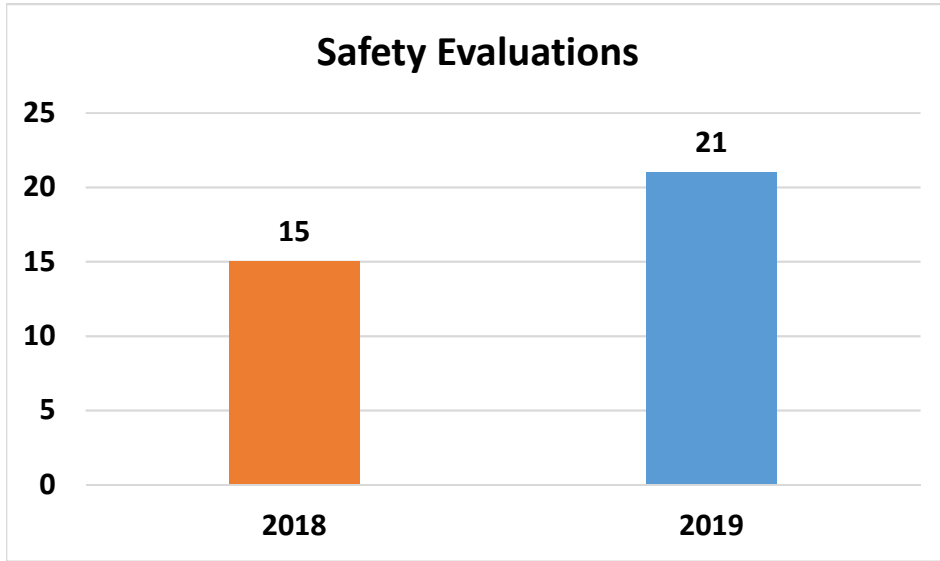
# SunDial Operational Notes

## AUGUST 2018/2019



# SunDial Operational Notes

## AUGUST 2018/2019



**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: September 25, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Metrics for August & September 2019

Summary:

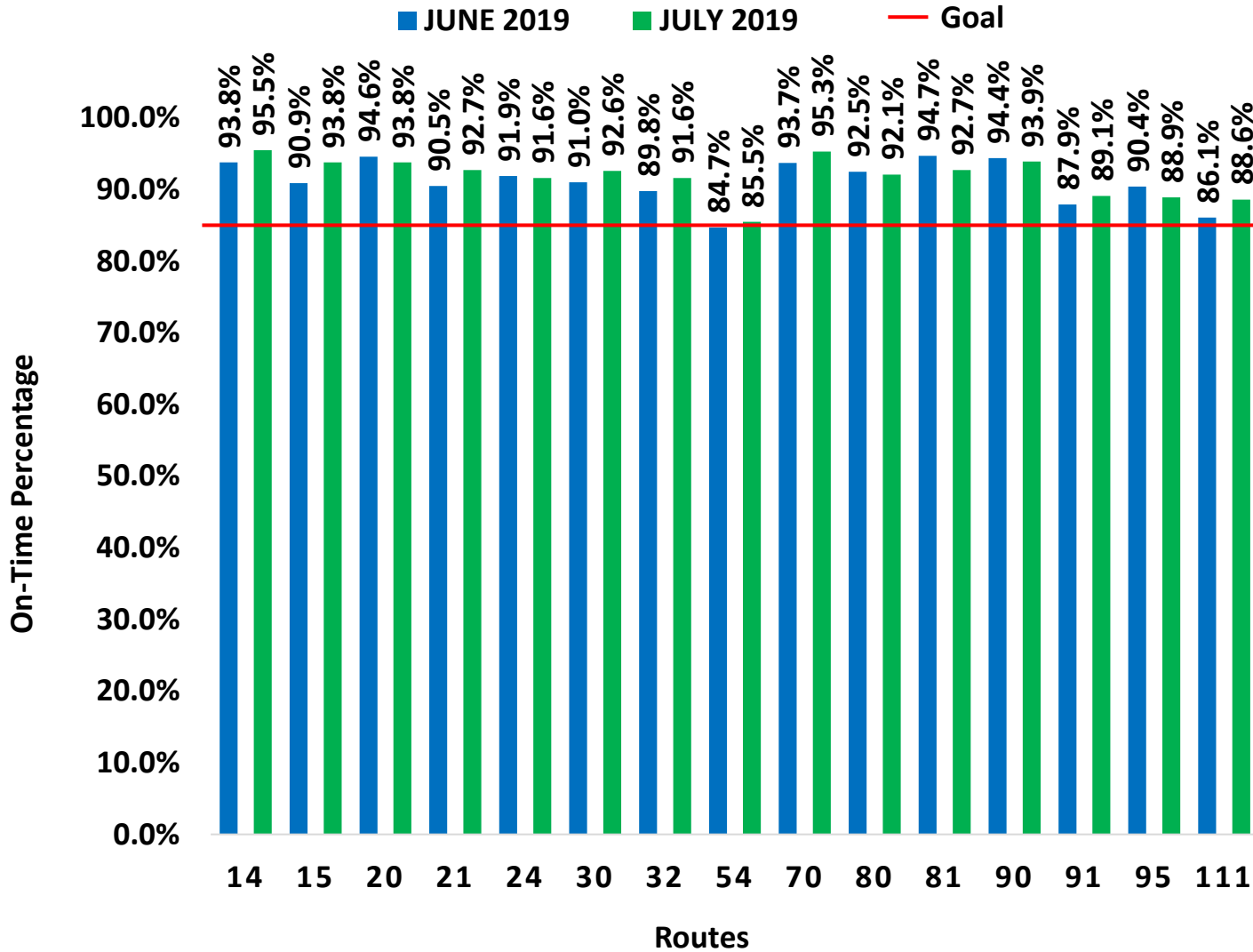
The metrics packet includes data highlighting on-time performance, early departures, late departures, late cancellations, driver absence, advertising revenue, fixed route customer comments, paratransit customer comments, and system performance.

Recommendation:

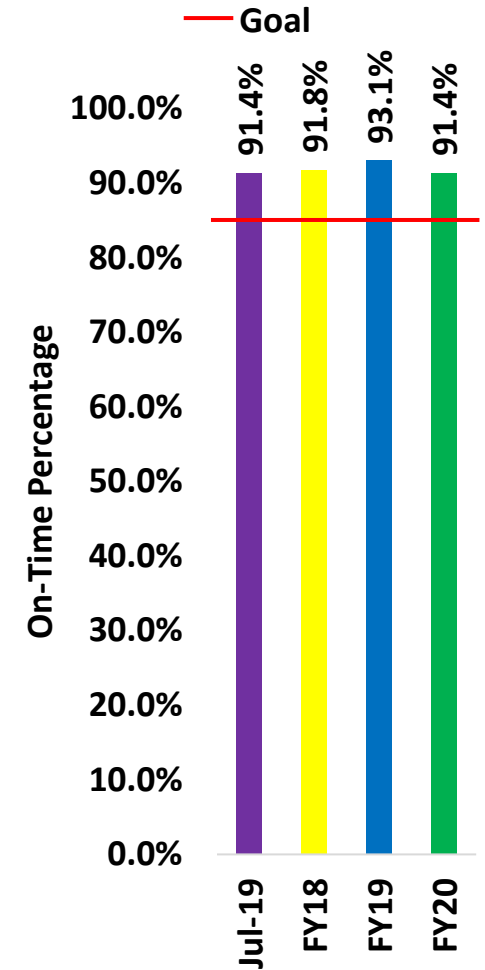
Receive and file.



# On-Time Performance Percent by Route



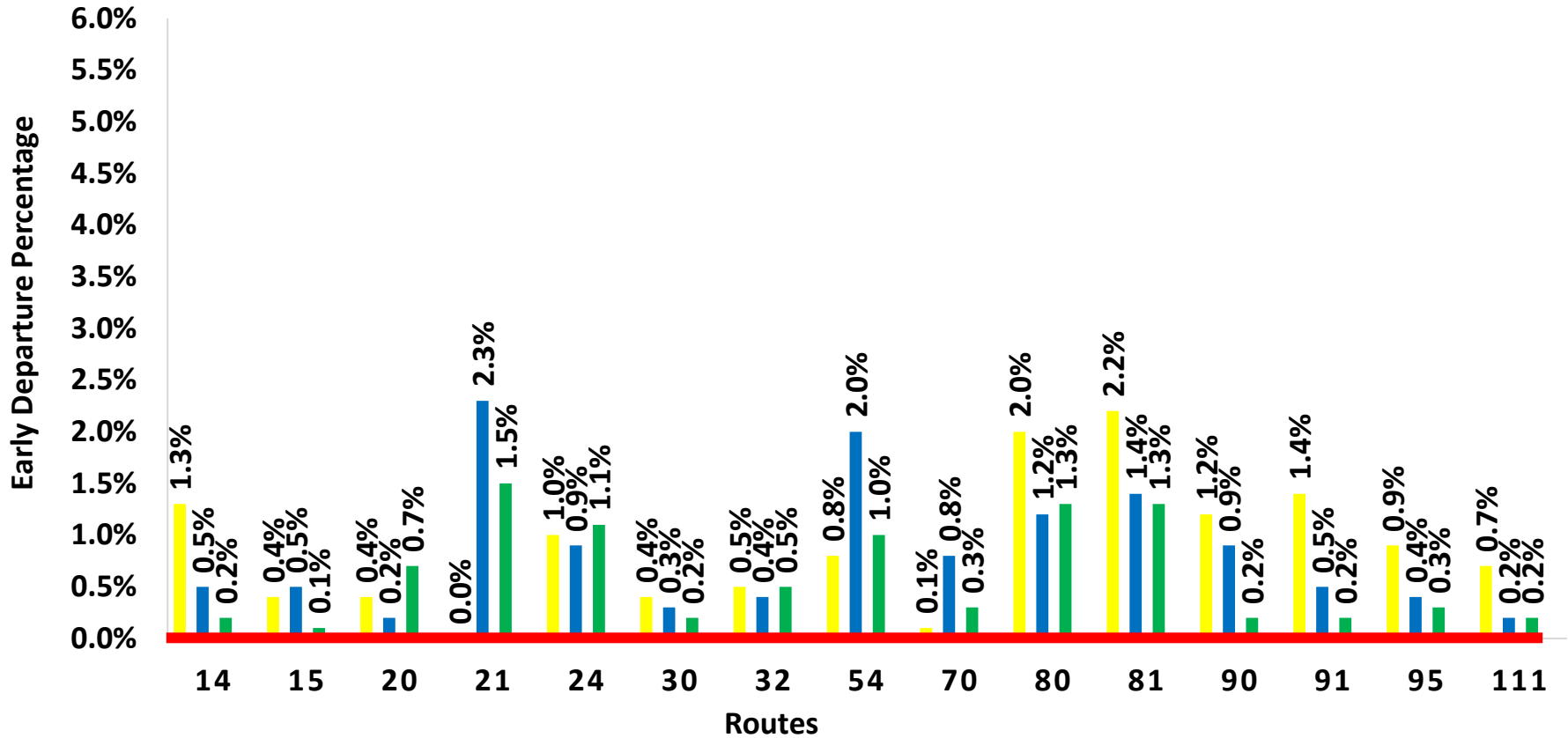
# On-Time Performance System Wide



Definition: "On-Time" - when a trip departs a time point within a 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 YTD

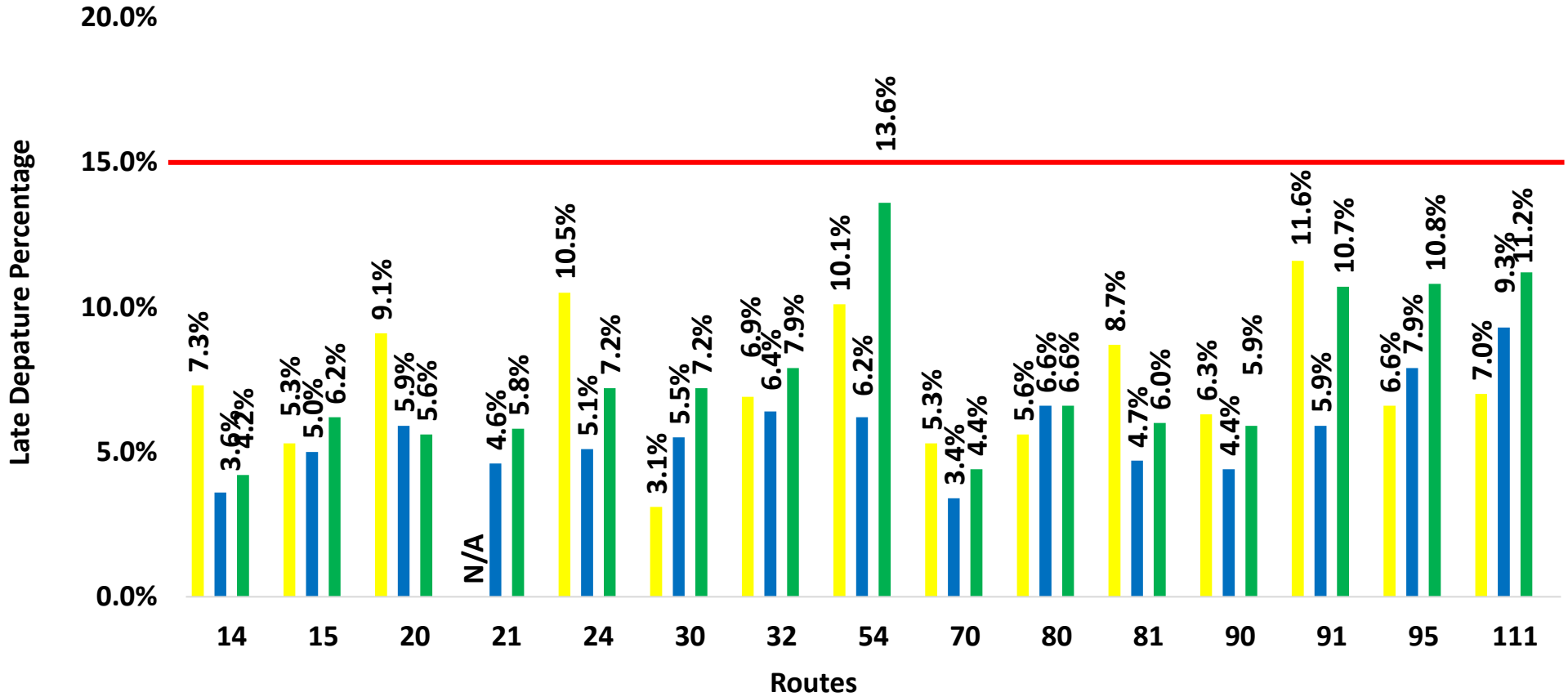
FY18    FY19    FY20    Goal



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

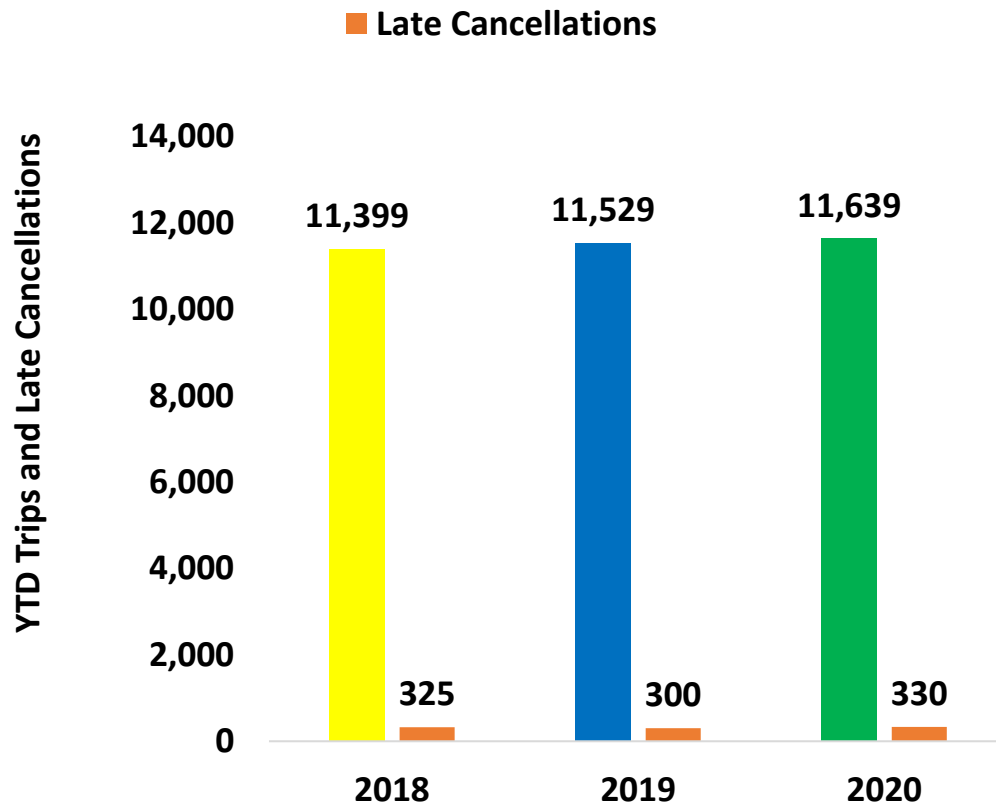
# Late Departure Percent by Route July 2019

FY18 FY19 FY20 Goal

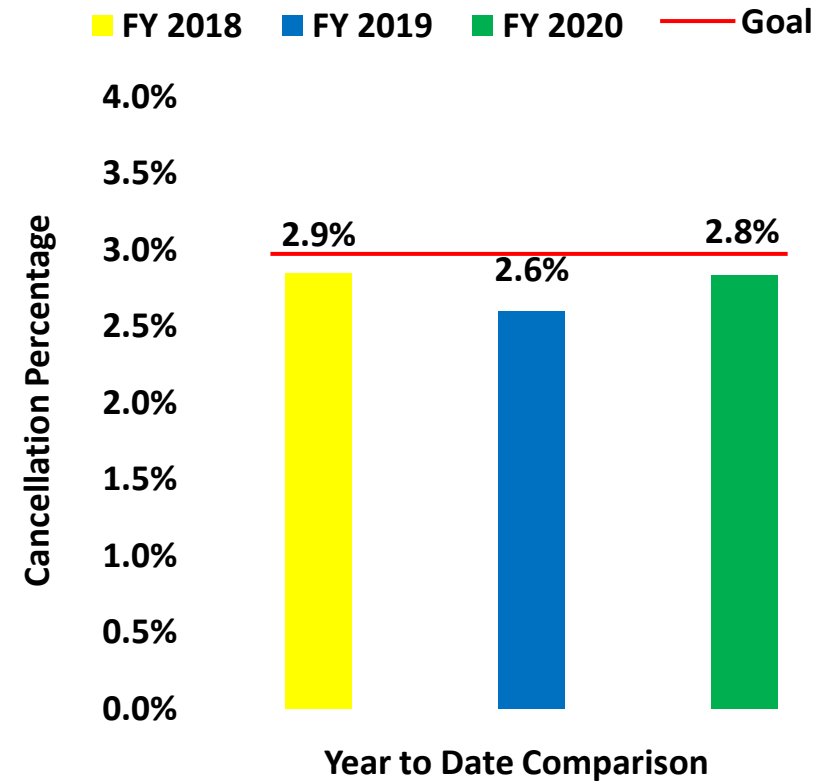


Late Definition: When a bus leaves a time point after the scheduled departure time.  
 The route is running late with a departure of 5 minutes or greater.  
 Goal: To reduce late departures to 15%

## Total Trips vs Late Cancellations FYTD



## Late Cancellation Percentage FYTD

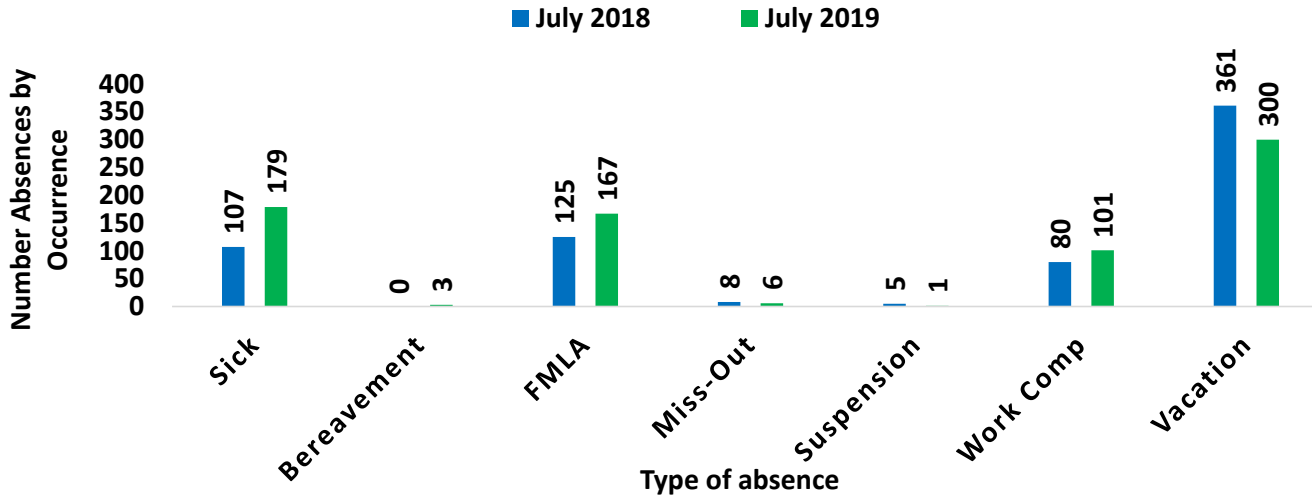


**Trip:** A one-way ride booked by the client. A round trip is counted as two trips.

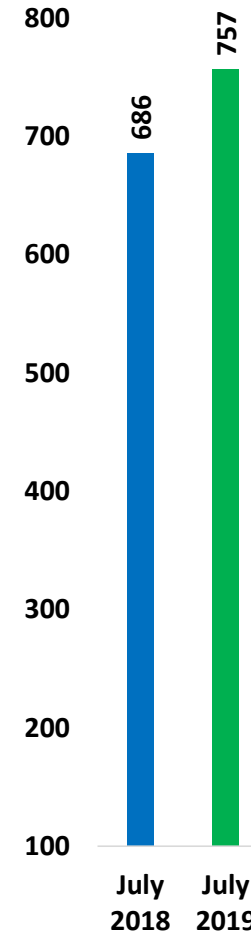
**Late cancellation:** A trip for which an ADA client does not cancel within 2 hours before the scheduled pick up time.

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

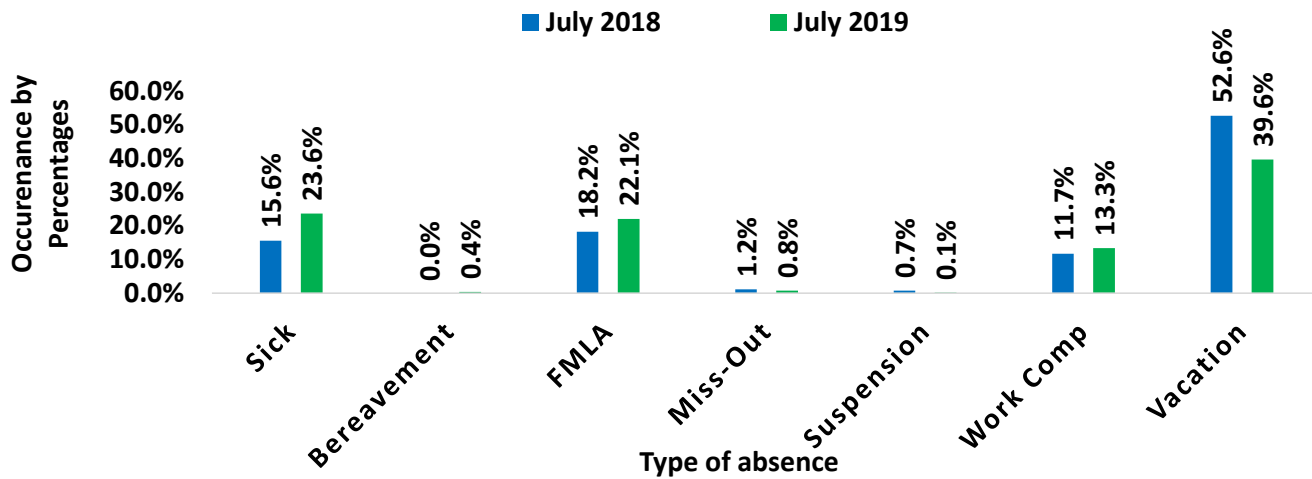
## Driver Absence Occurrences



## Total Absence Occurrences

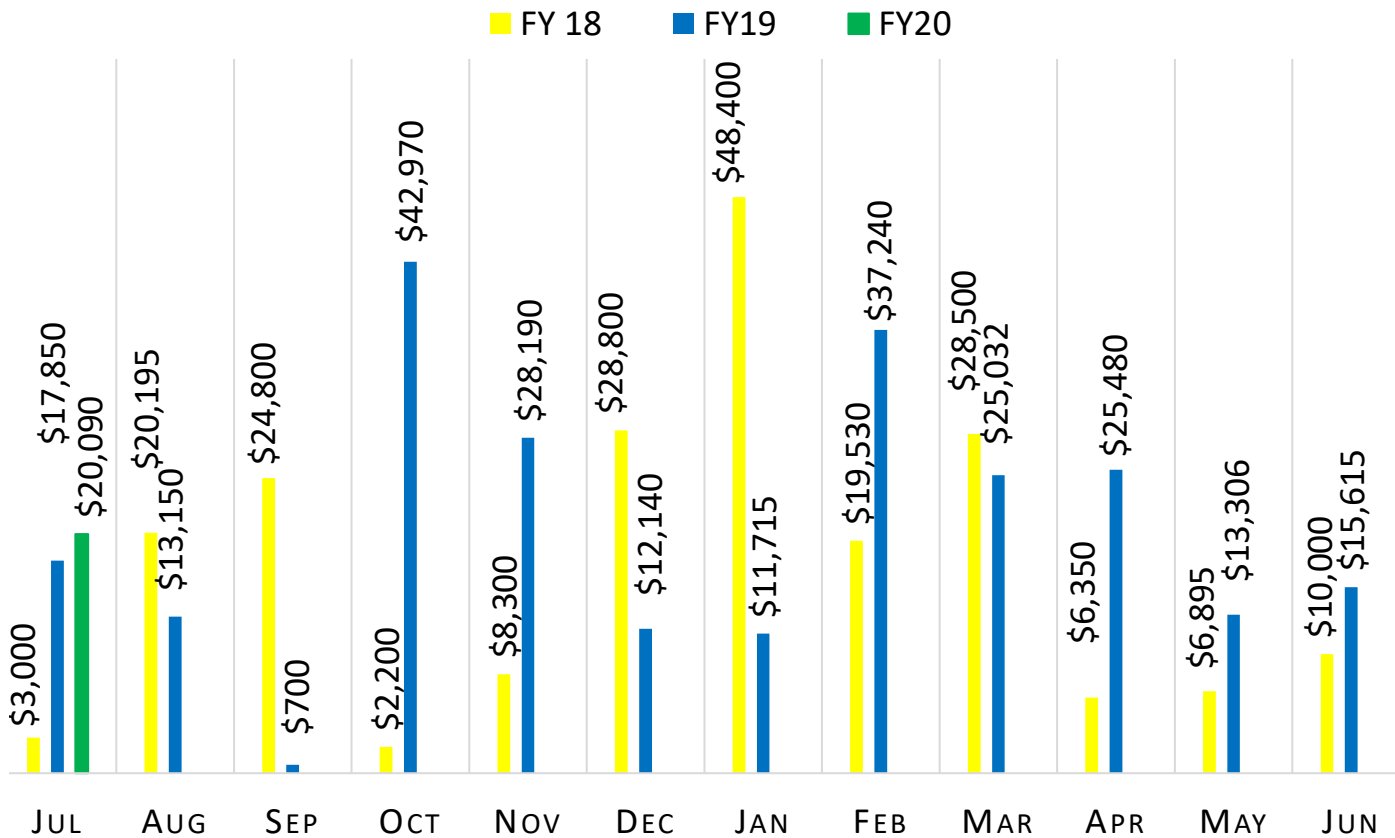


## Driver Absence Occurrences by Percentages

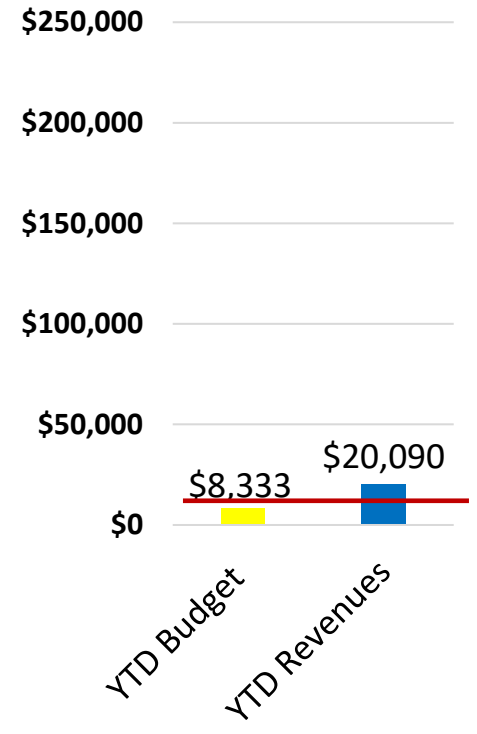


Goal: reduce by 2% by enforcing attendance policy regularly and monitor trending.  
Absences include unscheduled for Fixed Route drivers.

# Advertising Revenue - July 2019 - YTD FY20

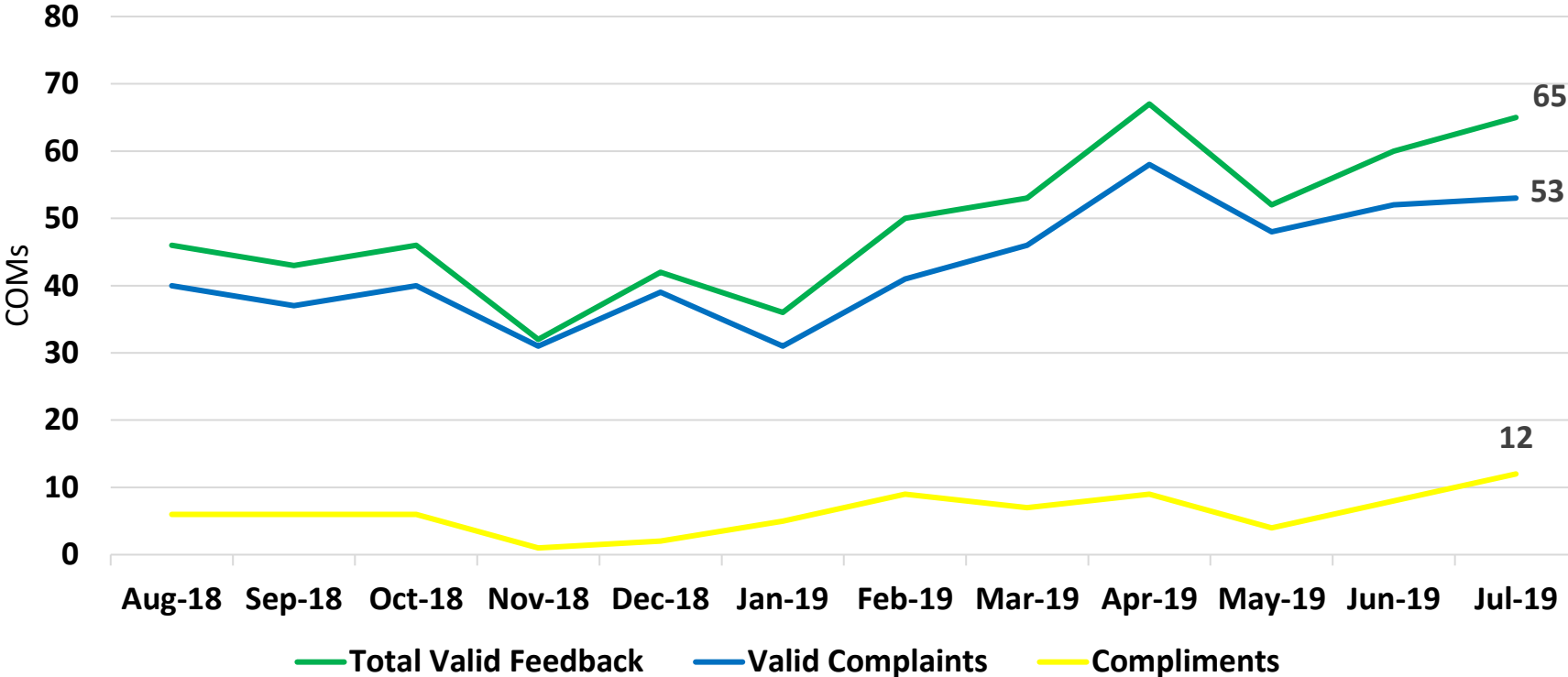


## YTD Budget vs YTD Agency Revenue August FY20



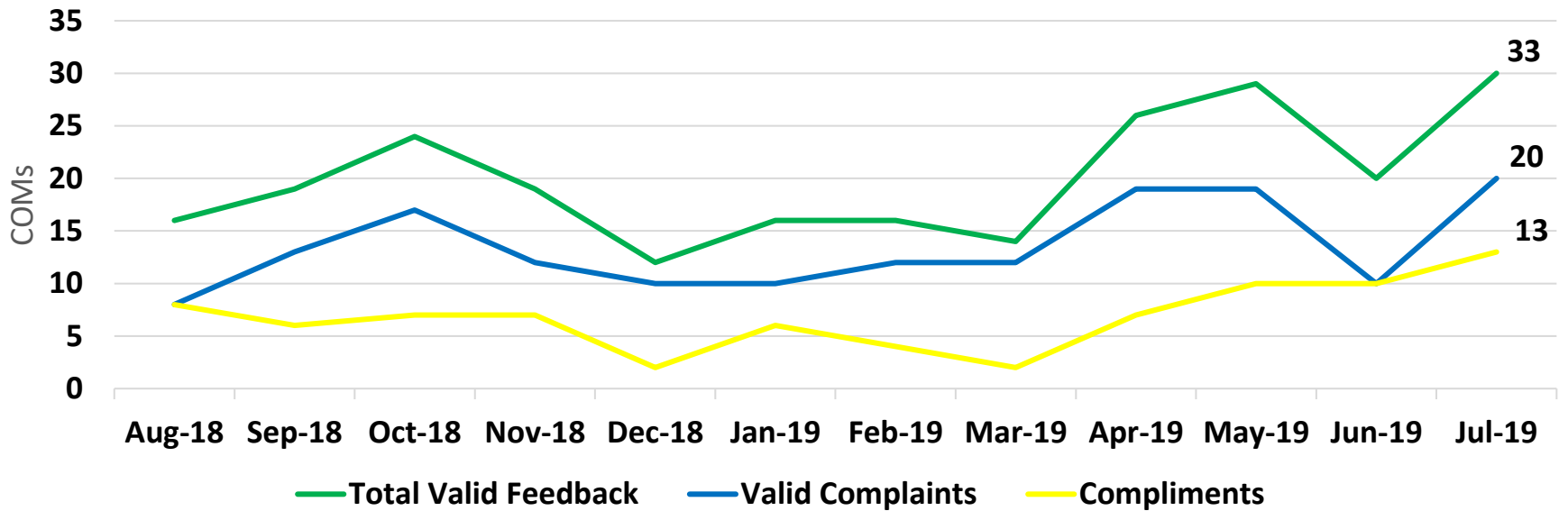
Advertising tracks dollar amount of invoiced contracts for shelter and exterior bus advertising. This section of the chart compares the FY20 YTD against FY18 and FY19 YTD total. The graph tracks YTD revenue accrued vs the YTD budget. The annual budgeted amount for FY20 is \$100,000.

# Fixed Route Customer Feedback for July 2019



Vaild fixed route feedback comprised of compliments and complaints for July 2019

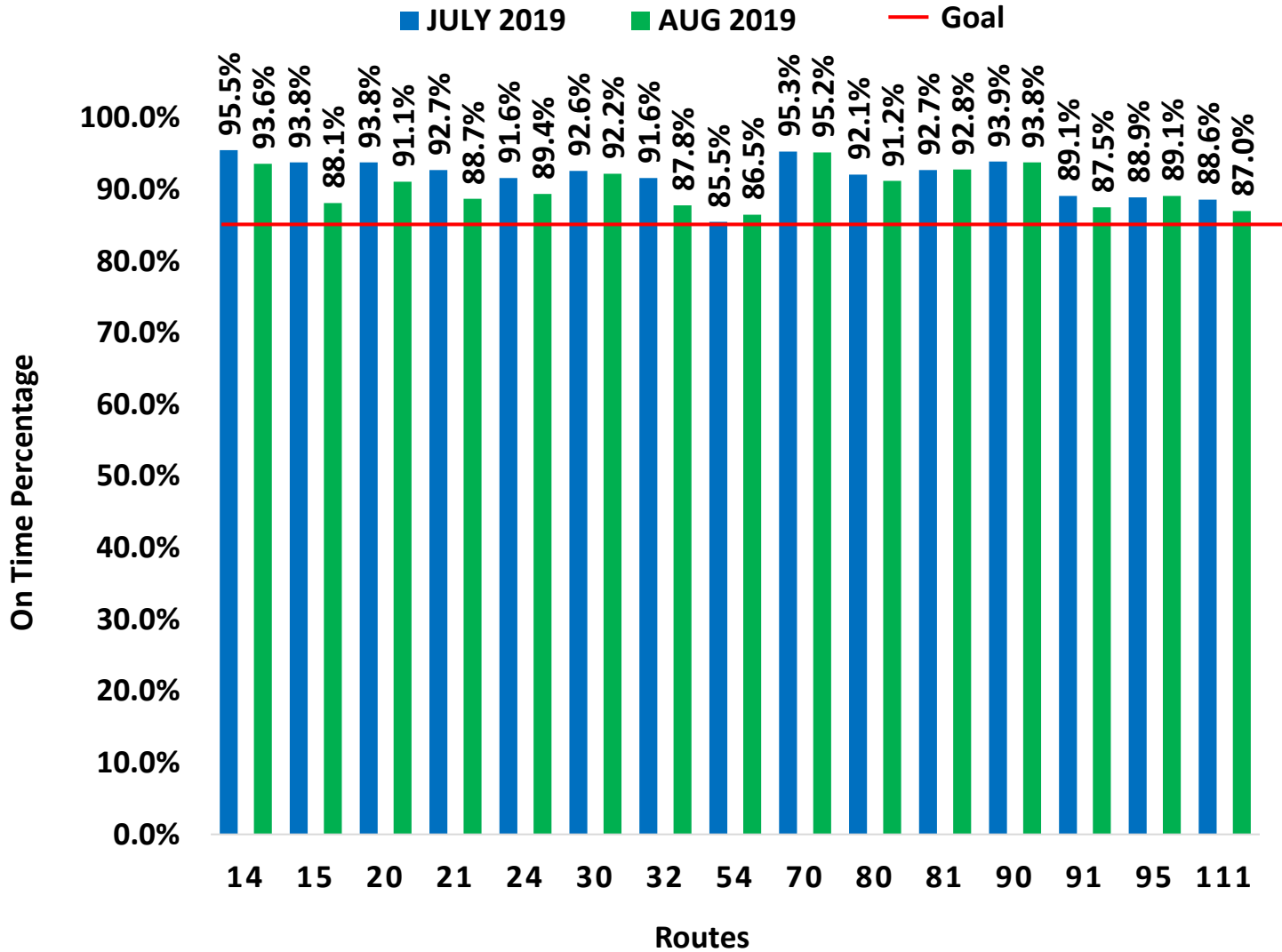
## Paratransit Customer Feedback for July 2019



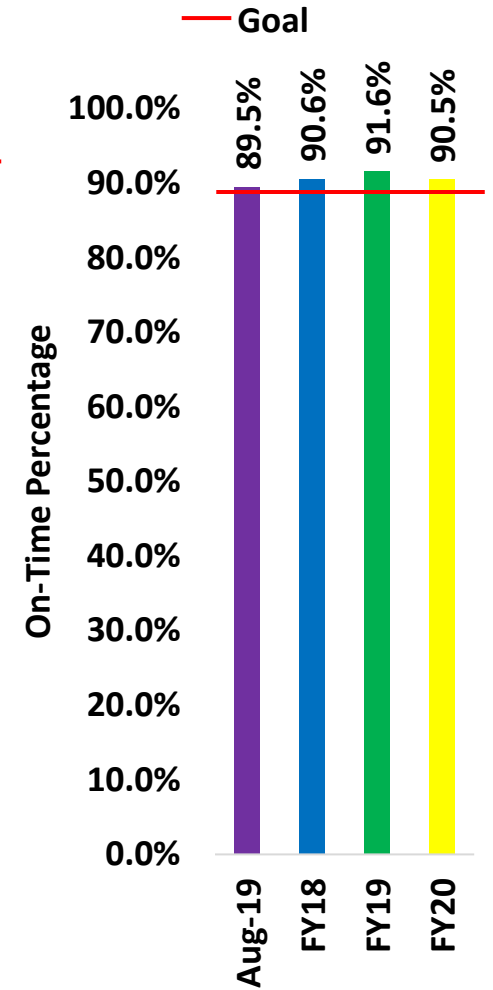
Valid paratransit feedback comprised of compliments and complaints for July 2019



# On-Time Performance Percent by Route



# On Time Performance System Wide

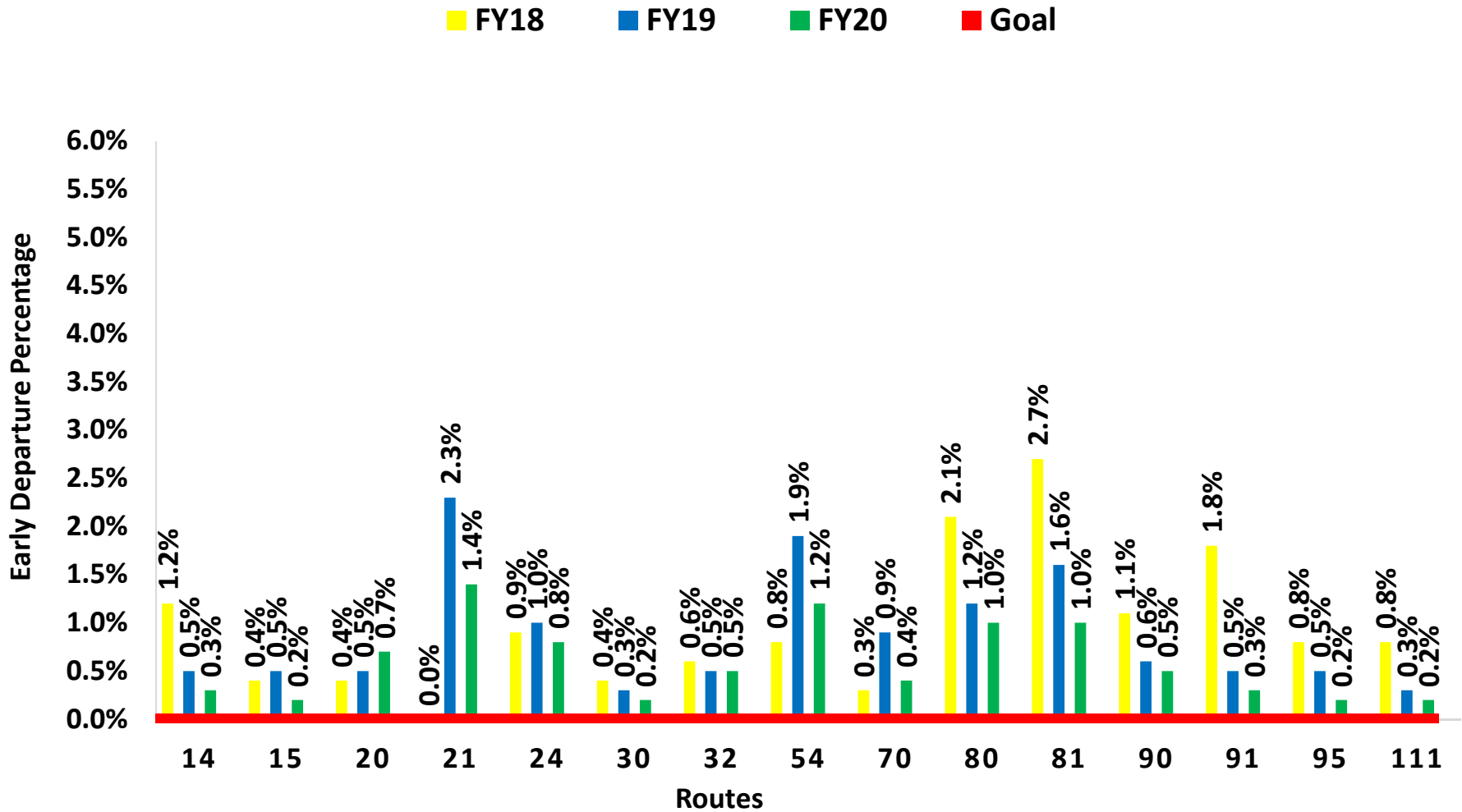


Definition: "On-Time" - when a trip departs a time point within range of zero minutes early to five minutes late.

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

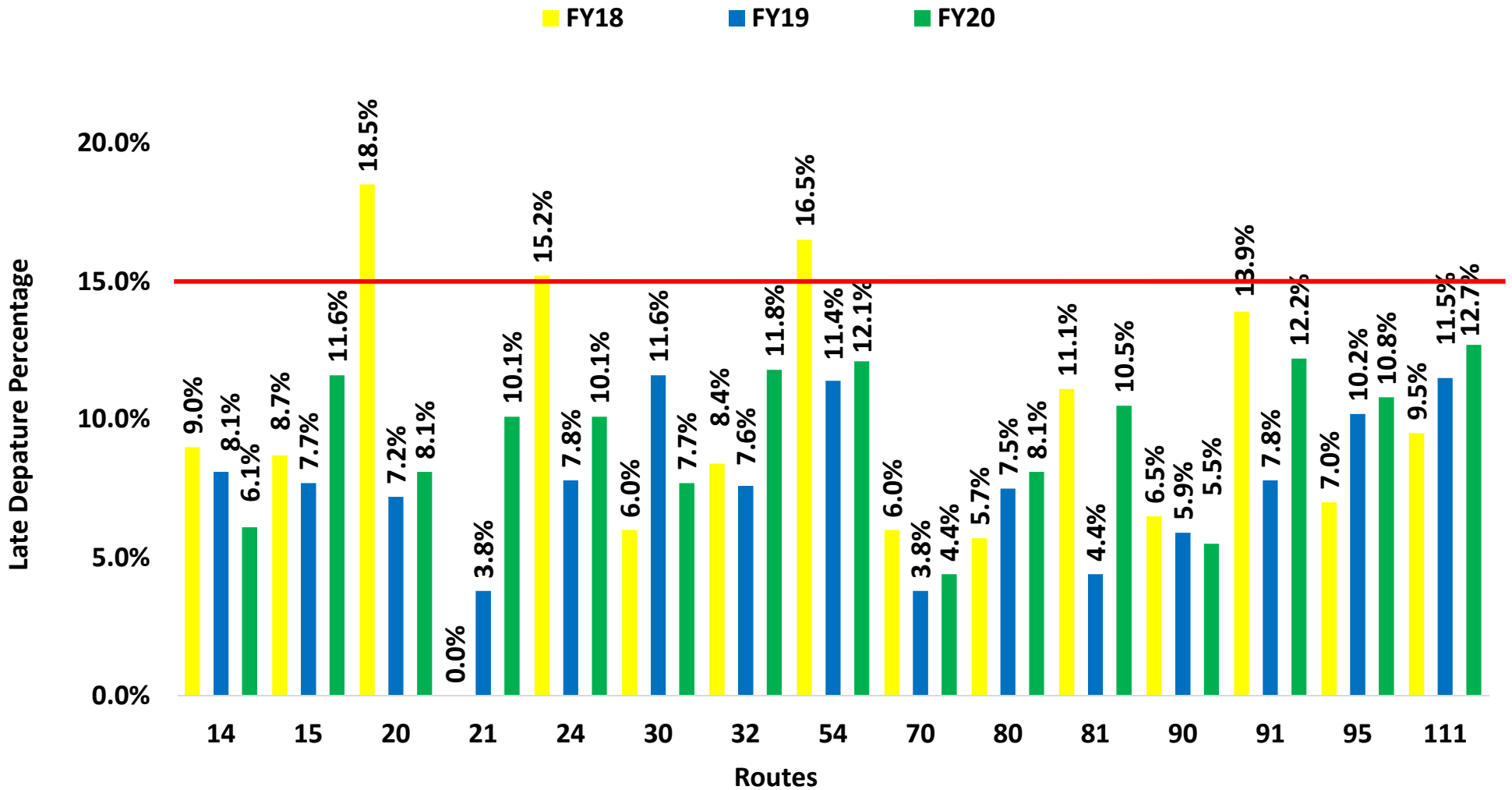
Exceptions: Detours, train stuck on tracks, passenger problems, Information Technology System issues.

# Early Departures by Route YTD



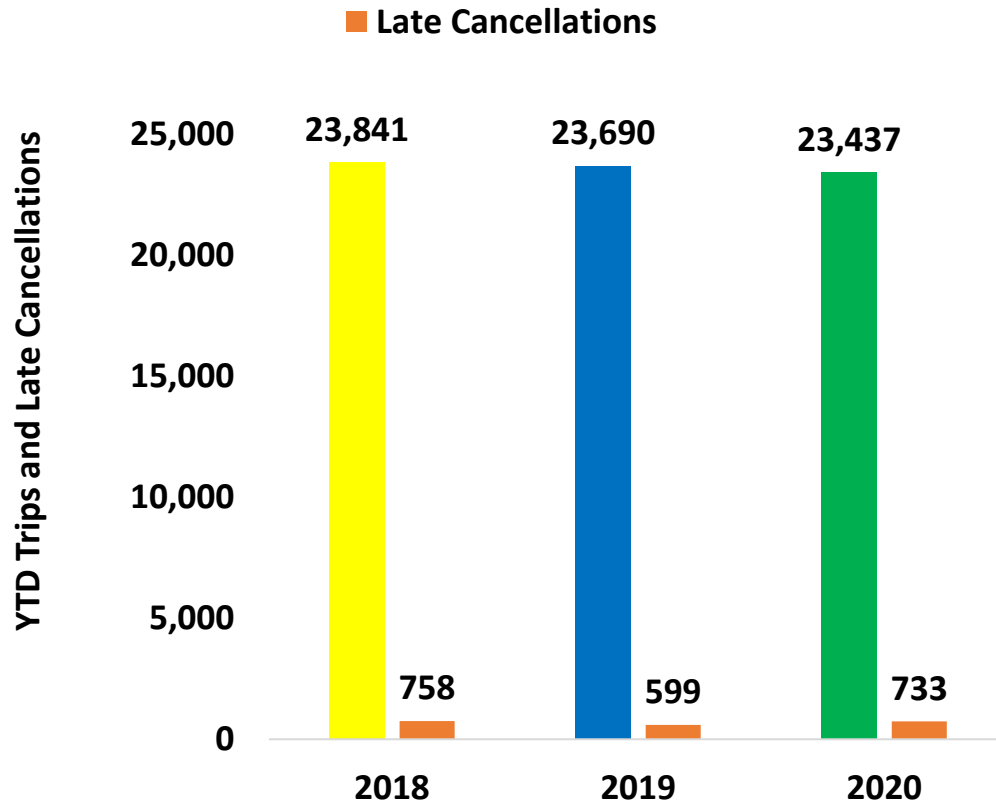
Definition: When a bus leaves a time point, ahead of the scheduled departure time.  
 Goal: To reduce early departures to 0% for each route.

# Late Departure Percent by Route August

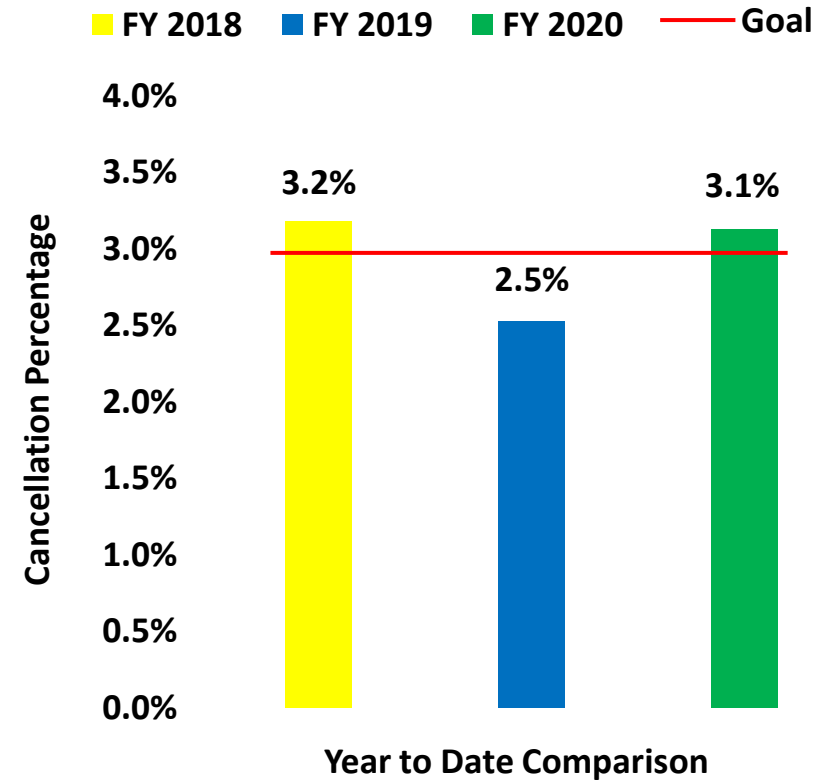


Late Definition: When a bus leaves a time point after the scheduled departure time.  
 The line is running late with a departure greater than 5 minutes.  
 Goal: To reduce late departures to 15%

## Total Trips vs Late Cancellations FYTD



## Late Cancellation Percentage FYTD

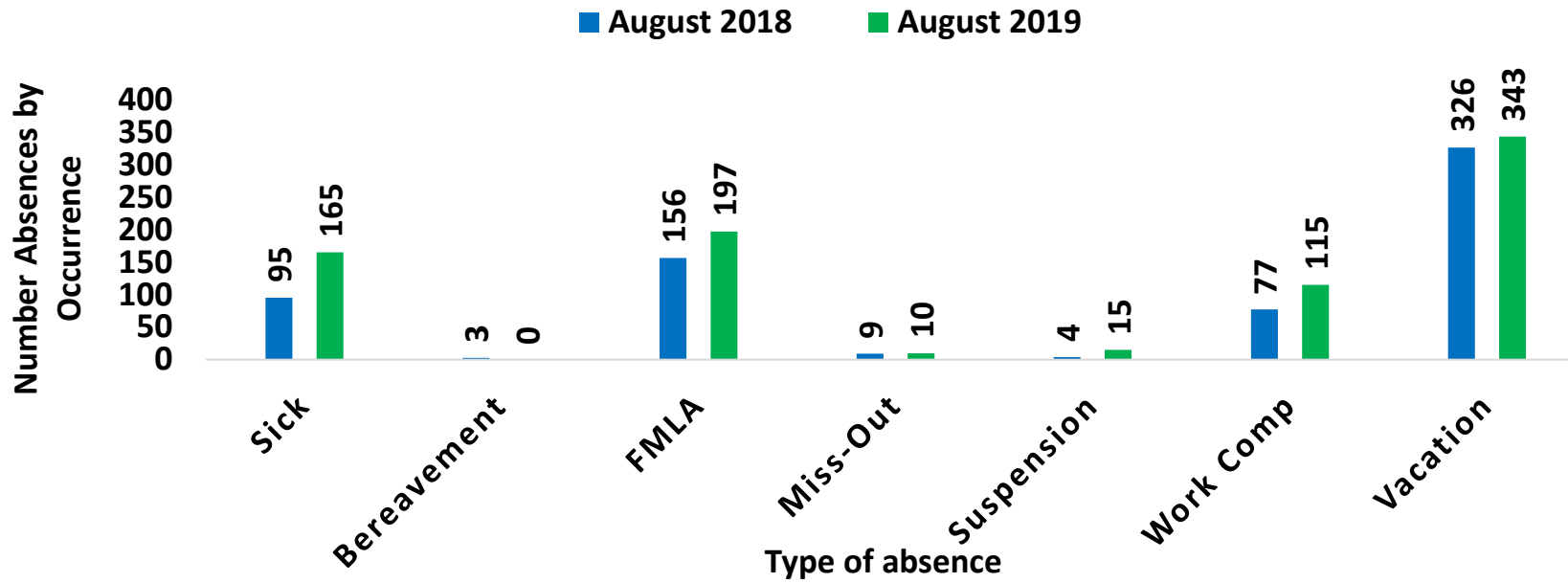


**Trip:** A one-way ride booked by the client. A round trip is counted as two trips.

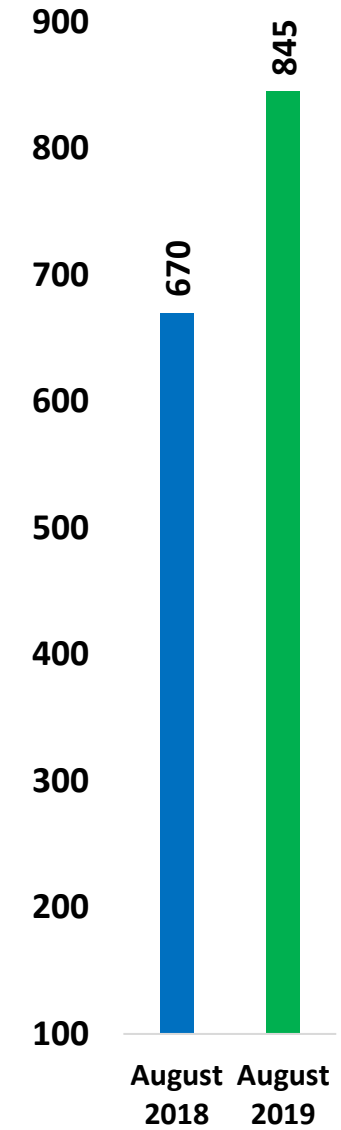
**Late cancellation:** A trip for which an ADA client does not cancel within 2 hours before the scheduled pick up time.

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

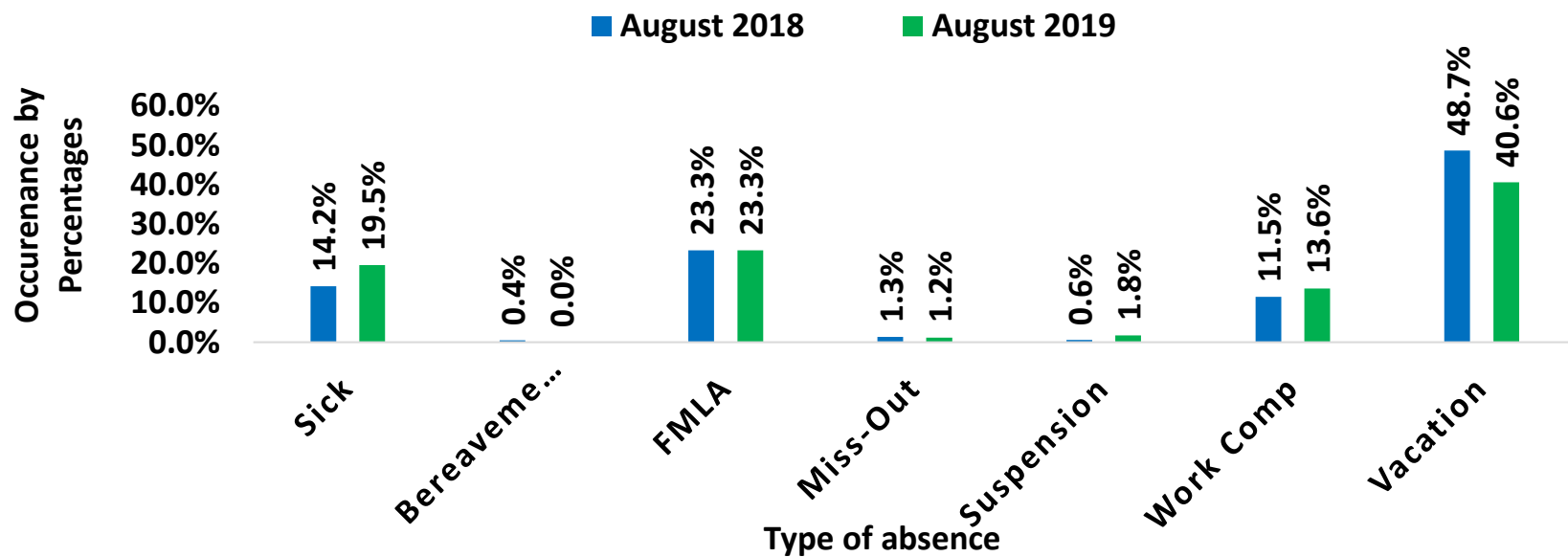
## Driver Absence Occurrences



## Total Absence Occurrences

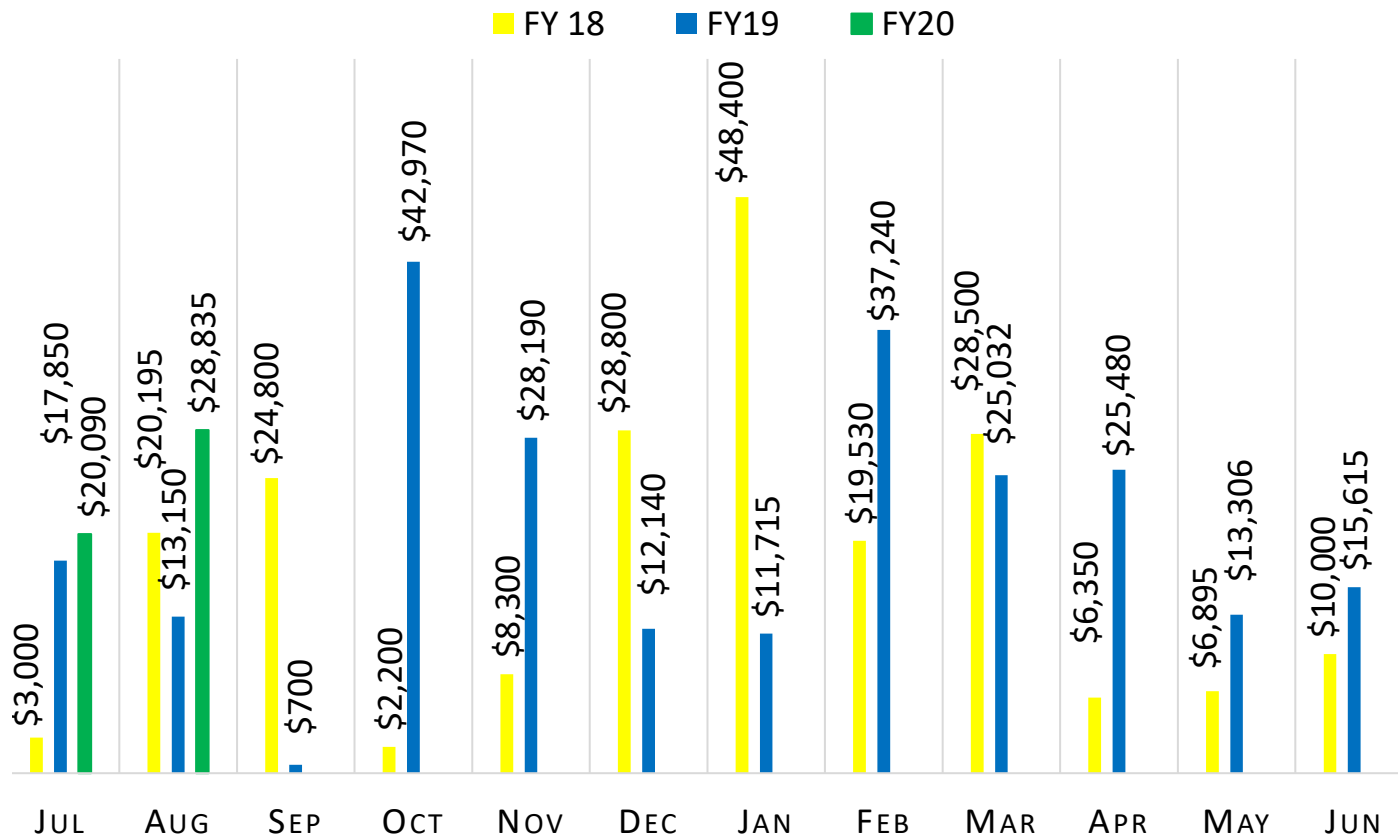


## Driver Absence Occurrences by Percentages

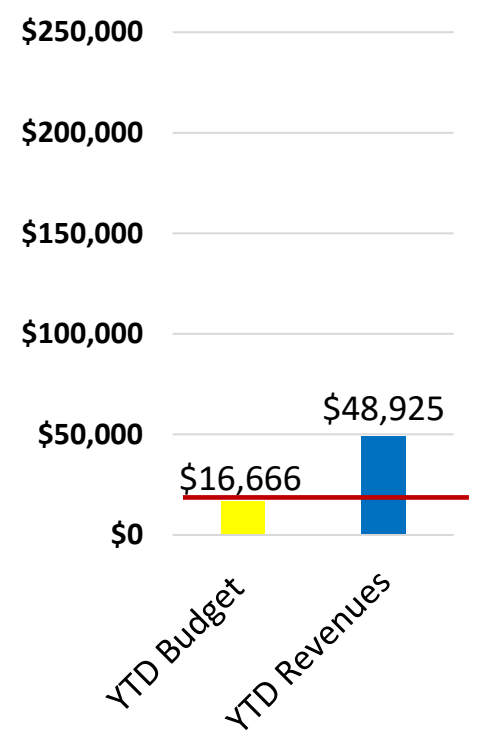


Goal: reduce by 2% by enforcing attendance policy regularly and monitor trending.  
Absences include unscheduled for Fixed Route drivers.

# Advertising Revenue - August 2019 - YTD FY20

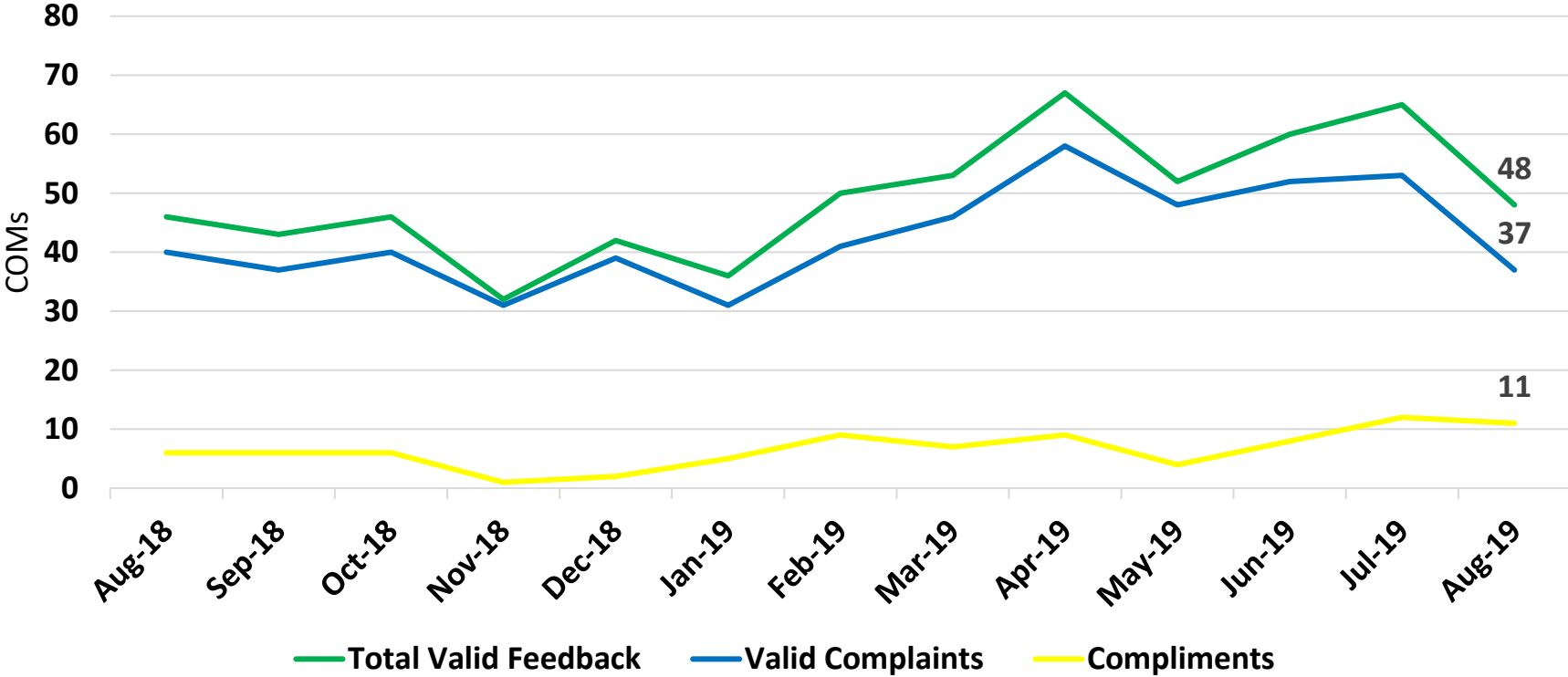


## YTD Budget vs YTD Agency Revenue August FY20



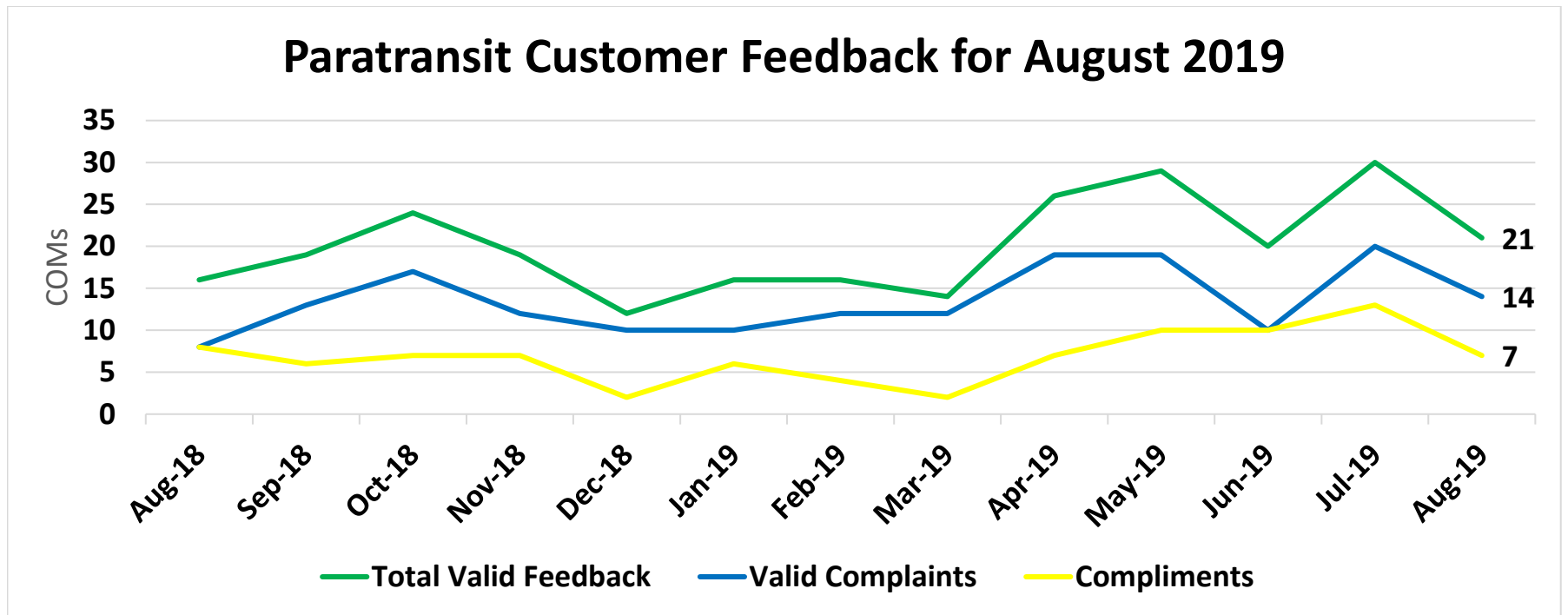
Advertising tracks dollar amount of invoiced contracts for shelter and exterior bus advertising. This section of the chart compares the FY20 YTD against FY18 and FY19 YTD total. The graph tracks YTD revenue accrued vs the YTD budget. The annual budgeted amount for FY20 is \$100,000.

# Fixed Route Customer Feedback for August 2019



Vaild fixed route feedback comprised of compliments and complaints for August 2019

## Paratransit Customer Feedback for August 2019



Valid paratransit feedback comprised of compliments and complaints for August 2019



**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: September 25, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Board Member Attendance for July 2019

Summary:

The attached report summarizes the Board of Directors' attendance for fiscal year-to-date July 2019.

Recommendation:

Receive and file.

FY 19/20	Board Member Matrix Attendance													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Meetings	Total Attended
Desert Hot Springs	X												10	1
Palm Desert	X												10	1
Palm Springs													10	0
Cathedral City	X												10	1
Rancho Mirage	X												10	1
Indian Wells	X												10	1
La Quinta	X												10	1
Indio	X												10	1
Coachella													10	0
County of Riverside	X												10	1

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

**DARK –**

## SunLine Transit Agency

<b>DATE:</b>	<b>September 25, 2019</b>	<b>ACTION</b>
<b>TO:</b>	<b>Finance/Audit Committee Board of Directors</b>	
<b>FROM:</b>	<b>Rudy Le Flore, Chief Project Consultant</b>	
<b>RE:</b>	<b>Amendment to Contract for Hydrogen Electrolyzer</b>	

---

### **Recommendation**

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute an amendment to the contract with Nel Hydrogen Inc. (Nel) for an increase of \$500,000.

### **Background**

SunLine was recently recognized by the industry for being the first agency to earn Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP) funds in the amount of \$1,500,000 to offset the price of its Low No Hydrogen Bus Award. SunLine has now been recognized as the first property to earn \$500,000 under the HVIP infrastructure program. These infrastructure funds are offered as reimbursement for infrastructure equipment investments that increase the functional performance of related zero emissions infrastructure projects. SunLine could not have earned these funds without the cooperation of Nel.

These infrastructure funds obtained by SunLine must be invested in the hydrogen fueling project. Staff is proposing an adjustment to the contract that captures the \$500,000 HVIP award. Staff is also eliminating the \$250,000 performance incentive payment which was tied to an earlier delivery of the project. This \$250,000 was approved but not included in the contract value. The \$500,000 to Nel will offset verified cost increases on their part, settle all outstanding claims, and increase the functionality of the system. The \$250,000 performance incentive payment will be returned to the project budget for SunLine's use.

The contract amount without the incentive payment is \$8,971,891. The revised contract amount will be \$9,471,891.

### **Financial Impact**

Funding for this amendment will be from the HVIP Voucher obtained from the California Air Resources Board in the amount of \$500,000.

## SunLine Transit Agency

<b>DATE:</b>	<b>September 25, 2019</b>	<b>ACTION</b>
<b>TO:</b>	<b>Finance/Audit Committee Board of Directors</b>	
<b>FROM:</b>	<b>Rudy Le Flore, Chief Project Consultant</b>	
<b>RE:</b>	<b>Contract for Legislative and Regulatory Advocacy</b>	

---

### **Recommendation**

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute an agreement with Manticore Advocacy, LLC (Manticore) for legislative and regulatory advocacy in an amount not to exceed \$42,000.

### **Background**

This item is being presented to seek approval by the SunLine Board of Directors to secure lobbying services to assist SunLine with legislative issues. Manticore will further assist the Agency to secure additional funding, reduce program costs, and influence the zero emissions regulatory environment.

A solicitation for these services was issued in August 2019 and Manticore provided the only proposal. Manticore's founding partner Roxana Bekemohammadi, helped SunLine draft and secure a Federal Transit Administration Low or No Emissions FY16 grant for the Center of Excellence's training facility and maintenance bay. Manticore has a unique background as they helped develop the early stages of the California Air Resources Board regulations. The other founding partner Jake Donahue, has extensive experience working with California legislators. This is a new area for SunLine and will pilot these activities through this experienced organization.

Manticore's services will include representing the interests of SunLine that are necessary to accomplish the Agency goals by protecting and advancing funding interests. Manticore will become engaged on all pertinent legislative and regulatory action to advocate for positions beneficial to SunLine and the Center of Excellence.

In this agreement, Manticore will be working on behalf of SunLine to:

- Promote legislation that aides the goals and priorities of the Agency
- Promote pertinent legislative and regulatory action to advocate for positions beneficial to the Agency
- Advocate for the funding of the Agency's zero emissions programs

**Financial Impact**

Funding for this contract will be from the approved FY20 Operating Budget, in the amount of \$42,000. The funds will be compromised of only local funding.

## Solicitation List

### **Alvarez-Glasman & Colvin**

13181 Crossroads Pkwy North  
Suite 400 – West Tower  
City of Industry, CA 91746  
[dbanks@aqclawfirm.com](mailto:dbanks@aqclawfirm.com)

### **California Advocates**

925 L St. #1250  
Sacramento, CA 95814  
[calad@californiaadvocates.com](mailto:calad@californiaadvocates.com)

### **Churchwell White LLP**

1414 K Street, 3rd Floor  
Sacramento, CA 95814  
[info@churchwellwhite.com](mailto:info@churchwellwhite.com)

### **Leal-Trejo**

3767 Worsham Ave.  
Long Beach, CA  
[info@leal-law.com](mailto:info@leal-law.com)

### **Manticore Advocacy**

2306 Capitol Avenue, Suite 5  
Sacramento, CA 95816  
[roxana@manticoreadvocacy.com](mailto:roxana@manticoreadvocacy.com)

### **Venable LLP**

101 California Street Suite 3800  
San Francisco, CA 94111  
[jnelson@venable.com](mailto:jnelson@venable.com)

## **No Bids (Vendor Responses)**

### **Venable**

"Apologies for the lack of follow-up. That is on me as I should have let you know we were not inclined to participate once we looked a bit further. We ultimately viewed the opportunity of winning to be limited compared to other things we were chasing."

### **California Advocates**

"Thank you very much for reaching out to our office. We did received the RFP. However, we did not feel we had the expertise in this area to assist you."



**PRICE ANALYSIS**

**RFP  
Legislative Services  
19-091**

	Manticore Advocacy September 2019	Manticore Advocacy January 2019
Hourly Rate	\$ 85.00	\$ 85.00

Difference between Manticore Advocacy September 2019 and January 2019	\$ -
Delta	0.00%

Manticore Advocacy submitted an independent proposal in a competitive environment. There was no information made available to Manticore Advocacy that there was going to be one proposal submitted. Therefore, Manticore Advocacy's proposal was submitted in a competitive environment and received in a competitive marketplace.

Manticore Advocacy has performed work for SunLine Transit Agency, and is charging the same hourly rate.

Based on the results, it is determined that the rates submitted by Manticore Advocacy are considered fair and reasonable.

Prepared by:

\_\_\_\_\_  
Jennifer Tran, Contracts Administrator