



FINANCE/AUDIT COMMITTEE AGENDA

July 26, 2017

11:00 a.m. – 11:30 a.m.

Wellness Center

SunLine Transit Agency

Thousand Palms, CA

Public Comments will be accepted on each Agenda item upon the conclusion of the staff report on that item. Public comments on non-agendized items will be accepted during the Public comments section. Comments may be limited to 3 minutes in length. Please notify the Committee Chair if you wish to comment.)

1. **Call to Order**
2. **Roll Call**
3. **Confirmation of Agenda**
4. **Presentations**
5. **Public Comments**
Anyone wishing to address the Finance/Audit Committee on items not on the Agenda should do so at this time. Each presentation is limited to three minutes.
6. **Committee Member Comments**

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

7. **Consent Calendar** **Receive & File**
All items on the Consent Calendar will be approved by one motion, and there will be no discussion of individual items unless a Board Member requests a specific item be pulled from the calendar for separate discussion. The public may comment on any item.
 - a) Checks over \$1,000 report for May 2017
 - b) Credit Card Statement for May 2017
 - c) Monthly Budget Variance Report for May 2017
 - d) Contracts Signed in Excess of \$25,000 May & June 2017
 - e) Union & Non Union Pension Investment Asset Summary May 2017
 - f) Ridership Report for May & June 2017
 - g) SunDial Operational Notes for May & June 2017

- h) Metrics (On time Performance, Early Departures, Late Departures, Late Cancellations, Driver Absence, Advertising Revenue, Fixed Route Customer Comments, Paratransit Customer Comments)
- i) Board Member Attendance

----- ACTION -----

8. **Operations Facility Preliminary Engineering Services Contract** **Approve**
(Greg Pettis, Chair of Finance/Audit Committee;
Staff: Rudy LeFlore)
Recommend that the Board of Directors grant authority to the CEO/General Manager to negotiate and execute a contract with RNL Inc. for the Architect and Engineering services for the replacement Operations Facility in an amount not to exceed \$347,610, subject to approval as to form by legal counsel.
9. **Approval of a Cooperative Agreement with Riverside County Transportation Commission (RCTC) for Commuter Trip Reduction/Rideshare Program** **Approve**
(Greg Pettis, Chair of Finance/Audit Committee;
Staff: Vicky Castaneda)
Recommend that the Board of Directors authorize the CEO/General Manager to execute a Cooperative Agreement with RCTC for Commuter Trip Reduction/Rideshare Programs and Software Sublicense Agreement for SunLine's Transportation Demand Management (TDM) Vanpool Program, through September 19, 2019.
10. **Extended Service Agreement for BAE systems/American Fuel Cell Bus** **Approve**
(Greg Pettis, Chair of Finance/Audit Committee;
Staff: Tommy Edwards)
Recommend that the Board of Directors grant authority to the CEO/General Manager to execute an Extended Service Agreement with BAE Systems in an amount not to exceed \$185,000, upon approval as to form by legal counsel.
11. **Natural Gas Standby Generator** **Approve**
(Greg Pettis, Chair of Finance/Audit Committee;
Staff: Dean Holm)
Recommend that the Board of Directors grant authority to SunLine CEO/General Manager to enter in agreement with Bay City Electric Works in the amount of \$163,876.61 for the procurement of a Natural Gas Standby Generator, upon approval as to form and legality by legal counsel.
12. **Adjourn**

SunLine Transit Agency
Checks \$1,000 and Over
For the month of May 2017

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

Vendor Name	Description	Check #	Check	Amount
CalPERS	Group Health Ins Prem	671858	5/26/2017	\$319,416.31
CalPERS	Group Health Ins Prem	671859	5/26/2017	\$312,453.78
BAE SYSTEMS CONTROLS, INC.	Fuel Cell Bus	671766	5/19/2017	\$162,722.95
PERMA - Insurance	Gen Lib/WC	671907	5/26/2017	\$119,086.92
BAE SYSTEMS CONTROLS, INC.	Fuel Cell Bus	671617	5/5/2017	\$95,000.00
ELDORADO NATIONAL (CALIFORNIA),	Fuel Cell Bus	671627	5/5/2017	\$94,498.70
<u>U.S. BANK INSTITUTIONAL TRUST-</u>	<u>Pension Deposits</u>	<u>671829</u>	<u>5/19/2017</u>	<u>\$92,175.42</u>
<u>U.S. BANK INSTITUTIONAL TRUST-</u>	<u>Pension Deposits</u>	<u>671667</u>	<u>5/5/2017</u>	<u>\$91,438.05</u>
BP ENERGY COMPANY	CNG	671850	5/26/2017	\$75,609.60
SO CAL GAS CO.	Utilities	671815	5/19/2017	\$38,254.03
SOFTCHOICE CORP.	WIP-IT Project	671918	5/26/2017	\$34,990.56
CREATIVE BUS SALES, INC.	Bus Repair Parts	671865	5/26/2017	\$29,837.33
AIR & LUBE SYSTEMS INC	WIP-Replace Bus Lifts (2)	671758	5/15/2017	\$28,919.91
WSP USA INC.	Van Pool	671836	5/19/2017	\$27,533.24
<u>RELIANCE STANDARD</u>	<u>LTD/STD/LIFE Ins Prem</u>	<u>671739</u>	<u>5/12/2017</u>	<u>\$24,364.70</u>
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	671683	5/12/2017	\$23,655.50
WSP USA INC.	Van Pool	671930	5/26/2017	\$22,658.29
MICHELIN NORTH AMERICA, INC.	Tire Leasing	671723	5/12/2017	\$22,574.95
IMPERIAL IRRIGATION DIST	Utilities	671718	5/12/2017	\$21,274.65
TRAPEZE SOFTWAREGROUP, INC.	Software	671926	5/26/2017	\$16,312.54
BYD COACH & BUS LLC	WIP-Electric Buses Lease	671853	5/26/2017	\$14,591.51
AIR & LUBE SYSTEMS INC	WIP-Replace Bus Lifts (2)	671671	5/12/2017	\$12,841.82
THE AFTERMARKET PARTS COMPANY,	Bus Parts	671660	5/5/2017	\$12,397.10
ENGINEERING PROCUREMENT &	Consulting	671705	5/12/2017	\$11,090.08
FIESTA FORD, INC.	Repair Parts/Support	671876	5/26/2017	\$10,493.79
VERIZON WIRELESS	Wireless Cell Service	671833	5/19/2017	\$10,371.22
IMPERIAL IRRIGATION DIST	Utilities	671886	5/26/2017	\$9,548.10
STRICKLAND KENNY INC.	Lubricants & Oils	671748	5/12/2017	\$9,041.88
THE AFTERMARKET PARTS COMPANY,	Bus Parts	671821	5/19/2017	\$8,969.92
TEC OF CALIFORNIA, INC.	Repair Parts	671920	5/26/2017	\$8,797.11
PATRICK M. BRASSIL	Hydrogen Maintenance	671732	5/12/2017	\$8,687.75
THE AFTERMARKET PARTS COMPANY,	Bus Parts	671921	5/26/2017	\$8,382.76
FRANKLIN TRUCK PARTS, INC	Bus Repair Parts	671879	5/26/2017	\$8,161.58
PATRICK M. BRASSIL	Hydrogen Maintenance	671904	5/26/2017	\$7,920.00
ADVANCED WEB OFFSET, INC.	Printing Rider's Guide	671761	5/19/2017	\$7,823.75
PROPER SOLUTIONS	Temporary Help	671647	5/5/2017	\$7,358.28
CUMMINS PACIFIC, LLC	Bus Repair Parts	671866	5/26/2017	\$7,262.11
NAPA AUTO PARTS	Vehicle Repair Parts	671896	5/26/2017	\$6,826.35



SunLine Transit Agency
Checks \$1,000 and Over
For the month of May 2017

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

Vendor Name	Description	Check #	Check	Amount
GATEWAY COMPRESSION, INC.	Sun Fuel Parts	671786	5/19/2017	\$6,695.30
AMALGAMATED TRANSIT UNION	Union Dues	671616	5/5/2017	\$6,068.32
AMALGAMATED TRANSIT UNION	Union Dues	671763	5/19/2017	\$6,017.30
SARAH SYED	Travel Reimbursement	671812	5/19/2017	\$5,948.71
PROPER SOLUTIONS	Temporary Help	671909	5/26/2017	\$5,780.72
CYNTHIA L. HENSON	Staff Development	671693	5/12/2017	\$5,775.00
AIRGAS REFRIGERANTS, INC.	Freon Refrigerant	671673	5/12/2017	\$4,970.60
AVAIL TECHNOLOGIES	ITS Implementation	671765	5/19/2017	\$4,941.07
TK SERVICES, INC.	Bus Repair Parts	671923	5/26/2017	\$4,839.55
ANDREA CARTER & ASSOCIATES	Marketing Consulting & PR	671764	5/19/2017	\$4,800.00
CAPITAL ONE COMMERCIAL (COSTCO)	Boardroom Supplies	671860	5/26/2017	\$4,773.79
YELLOW CAB OF THE DESERT	Taxi Voucher Program	671757	5/12/2017	\$4,700.35
ACCONTEMPS	Temporary Help	671838	5/26/2017	\$4,591.14
BIRDI & ASSOCIATES INC	Consulting	671681	5/12/2017	\$4,384.80
AIRWAVE COMMUNICATIONS	Radio and Bumper	671841	5/26/2017	\$4,372.78
HARBOR DIESEL & EQUIPMENT INC.	Bus Repair parts	671791	5/19/2017	\$4,370.60
PRUDENTIAL OVERALL SUPPLY	Uniforms	671735	5/12/2017	\$4,241.08
CUMMINS PACIFIC, LLC	Bus Repair Parts	671776	5/19/2017	\$4,159.87
AMERICAN CAB	Taxi Voucher Program	671845	5/26/2017	\$4,154.98
CARQUEST AUTO PARTS	Repair Parts	671622	5/5/2017	\$4,146.18
YELLOW CAB OF THE DESERT	Taxi Voucher Program	671931	5/26/2017	\$4,126.01
TPX COMMUNICATIONS	Telephone Service	671664	5/5/2017	\$4,118.44
ADVANCED WEB OFFSET, INC.	Printing Rider's Guide	671612	5/5/2017	\$4,065.00
CREATIVE BUS SALES, INC.	Bus Repair Parts	671864	5/26/2017	\$4,051.29
GRAFFITI SHIELD	Bus Parts	671789	5/19/2017	\$4,015.65
DESERT COMMUNITY COLLEGE	Staff Development	671697	5/12/2017	\$4,000.00
TPX COMMUNICATIONS	Telephone Service	671924	5/26/2017	\$3,984.38
CALIFORNIA DENTAL NETWORK, INC.	Dental Insurance	671857	5/26/2017	\$3,899.91
AMERICAN CAB	Taxi Voucher Program	671678	5/12/2017	\$3,772.29
RELIANCE STANDARD	PPO Dental	671650	5/5/2017	\$3,763.40
CALIFORNIA DENTAL NETWORK, INC.	Dental Insurance	671856	5/26/2017	\$3,737.66
NORTON MEDICAL INDUSTRIES	Medical-Exams and Testing	671643	5/5/2017	\$3,594.50
TIME WARNER CABLE	Utilities	671662	5/5/2017	\$3,577.89
OPENAPPS, INC.	Sun Fuels Parts	671802	5/19/2017	\$3,565.52
CARQUEST AUTO PARTS	Repair Parts	671862	5/26/2017	\$3,557.09
LOZANO SMITH, LLP	Legal Services	671639	5/5/2017	\$3,498.50
PRUDENTIAL OVERALL SUPPLY	Uniforms	671808	5/19/2017	\$3,433.04
DIAMOND MANUFACTURING, INC.	Fare box & Parts	671700	5/12/2017	\$3,310.00
ALTON HILLIS	Travel Reimbursement	671677	5/12/2017	\$3,161.94



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Vendor Name	Description	Check #	Check	Amount
EYE MED	Employee Benefits	671873	5/26/2017	\$3,094.59
EYE MED	Employee Benefits	671706	5/12/2017	\$3,006.00
HEPTAGON SEVEN	Engineer Services	671634	5/5/2017	\$2,946.30
ALPHA MEDIA LLC	Advertisement	671615	5/5/2017	\$2,898.00
TK SERVICES, INC.	Bus Repair Parts	671663	5/5/2017	\$2,799.22
VALLEY OFFICE EQUIPMENT, INC.	Fax/Copier Supplies	671832	5/19/2017	\$2,790.05
AIRWAVE COMMUNICATIONS	Radio and Bumper	671674	5/12/2017	\$2,757.48
TRANSIT PRODUCTS & SERVICES	Repair Parts	671665	5/5/2017	\$2,750.00
PVC CONSULTING, LLC	Project Management FC3-6	671736	5/12/2017	\$2,700.00
MAGALDI & MAGALDI, INC.	Repair Parts	671893	5/26/2017	\$2,689.71
DECALS BY DESIGN, INC.	Bus Decals/Logos	671777	5/19/2017	\$2,667.30
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	671621	5/5/2017	\$2,511.86
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	671770	5/19/2017	\$2,511.86
BROADLUX, INC.	Contracted Services-General	671768	5/19/2017	\$2,490.45
WESTPORT DALLAS, INC.	Repair Parts	671835	5/19/2017	\$2,392.18
HOME DEPOT CRD SRVS	Facility Maintenance	671635	5/5/2017	\$2,377.33
BURRTEC WASTE & RECYCLING	Facility Trash Removal	671684	5/12/2017	\$2,316.60
MANNY GARCIA	Staff Development	671796	5/19/2017	\$2,207.80
ALPHA MEDIA LLC	Advertisement	671844	5/26/2017	\$2,198.06
SOCALGAS	Indio Facility Gas	671816	5/19/2017	\$2,185.10
ACCONTEMPS	Temporary Help	671760	5/19/2017	\$2,160.00
FLEET-NET CORPORATION	Software & Licenses	671878	5/26/2017	\$2,130.00
MAGALDI & MAGALDI, INC.	Repair Parts	671795	5/19/2017	\$2,049.60
CREATIVE BUS SALES, INC.	Bus Repair Parts	671623	5/5/2017	\$1,946.78
PCMG, INC.	Computer Material/Supplies	671906	5/26/2017	\$1,906.00
OFFICETEAM	Temporary Services	671801	5/19/2017	\$1,891.31
HARBOR DIESEL & EQUIPMENT INC.	Bus Repair parts	671883	5/26/2017	\$1,854.88
QUALITY TOOL & EQUIPMENT, INC.	Maintenance Equipment	671737	5/12/2017	\$1,789.09
DS AIR	Agency Supplies	671870	5/26/2017	\$1,723.96
LOZANO SMITH, LLP	Legal Services	671892	5/26/2017	\$1,672.22
PROPER SOLUTIONS	Temporary Help	671807	5/19/2017	\$1,620.00
GRAINGER	Facility Maintenance	671714	5/12/2017	\$1,595.87
PLAZA TOWING, INC.	Towing Service	671734	5/12/2017	\$1,550.00
CALSTART, INC.	Membership Fee	671685	5/12/2017	\$1,500.00
GENFARE	Farebox	671633	5/5/2017	\$1,462.10
TOMMY EDWARDS	Travel/Meetings	671824	5/19/2017	\$1,457.74
DESERT CITY CAB	Taxi Voucher Program	671696	5/12/2017	\$1,446.56
SMARTDRIVE SYSTEMS, INC.	Security Equipment	671917	5/26/2017	\$1,440.00
ALLIED UNIVERSAL SECURITY	Security Services	671614	5/5/2017	\$1,434.63



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Vendor Name	Description	Check #	Check	Amount
ALLIED UNIVERSAL SECURITY	Security Services	671843	5/26/2017	\$1,434.63
ALLIED UNIVERSAL SECURITY	Security Services	671676	5/12/2017	\$1,434.63
<u>RELIANCE STANDARD</u>	<u>LTD/STD/LIFE Ins Prem</u>	<u>671649</u>	<u>5/5/2017</u>	<u>\$1,429.27</u>
CALIFORNIA CHAMBER OF COMMERCE	Membership & Subscriptions	671620	5/5/2017	\$1,419.00
GRAINGER	Facility Maintenance	671882	5/26/2017	\$1,388.66
SMARTDRIVE SYSTEMS, INC.	Security Equipment	671814	5/19/2017	\$1,305.60
RENOVA PLUS	Solar Panel Project	671911	5/26/2017	\$1,300.00
NORTON MEDICAL INDUSTRIES	Medical-Exams and Testing	671898	5/26/2017	\$1,209.35
DESERT CITY CAB	Taxi Voucher Program	671867	5/26/2017	\$1,158.47
FELICIE BRIGHT	Consulting	671875	5/26/2017	\$1,095.86
RECARO NORTH AMERICA, INC.	Bus Seats	671648	5/5/2017	\$1,083.78
CREATIVE BUS SALES, INC.	Bus Repair Parts	671692	5/12/2017	\$1,070.57
CUMMINS PACIFIC, LLC	Bus Repair Parts	671624	5/5/2017	\$1,069.10
CARNICERIA ATOYAC	Employee Event	671861	5/26/2017	\$1,065.38
CREATIVE BUS SALES, INC.	Bus Repair Parts	671775	5/19/2017	\$1,053.69
UNICARS, HONDA, INC.	Repair Parts	671830	5/19/2017	\$1,053.65
C V WATER DISTRICT	Utilities	671854	5/26/2017	\$1,027.34
ACCOUNTEMPS	WIP-ERP Project	671611	5/5/2017	\$1,020.00
BOYLIN MANAGEMENT INSTITUTE	Staff Development	671849	5/26/2017	\$1,000.00
BOYLIN MANAGEMENT INSTITUTE	Staff Development	671682	5/12/2017	\$1,000.00
MIGUEL ZAVALA	Glass Installer	671725	5/12/2017	\$1,000.00

Total of Checks Over \$1,000	\$2,103,846.80
Total of Checks Under \$1,000	\$55,034.01
Total of All Checks for the Month	\$2,158,880.81
Total Amount of Checks Prior Years Same Month	\$1,346,420.78



SunLine Transit Agency Visa Credit Card Statement

Closing Date: 7/04/17

Name on Card: Lauren Skiver

Trans. Date	Post Date	Detail - Description	Credits	Charges
6/2/2017	6/3/2017		\$291.24	\$0.00
6/27/2017	6/27/2017		\$12,741.56	\$0.00
6/4/2017	6/4/2017	Extended Stay-Safety Management Systems, M. Garcia, Deputy Chief Safety		\$824.97
6/5/2017	6/5/2017	DropBox-Operations Purchase, V.Castaneda, Project Manager		\$1,008.00
6/7/2017	6/7/2017	DoubleTree-Capital Project Symposium, V. Castaneda, Project Manager		\$426.92
6/13/2017	6/13/2017	PayPal-Coachella Valley Association General Assembly, L. Skiver, General Manager		\$50.00
6/13/2017	6/13/2017	PayPal-Coachella Valley Association General Assembly, T.Edwards, Chief Operation Manager		\$50.00
6/21/2017	6/21/2017	PandaExp-Litigator Preparation, Operations, Chief Officers		\$109.91
6/28/2017	6/28/2017	Grill Concepts-June Board Meeting		\$323.25
		Grand Total:	\$13,032.80	\$2,793.05





Rate Information

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

TYPE OF BALANCE	ANNUAL INTEREST RATE	DAILY FINANCE CHARGE RATE	AVERAGE DAILY BALANCE	PERIODIC FINANCE CHARGES	TRANSACTION FINANCE CHARGES	TOTAL FINANCE CHARGES
PURCHASES	12.240%	.03353%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	24.990%	.06846%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Important Information

\$0 - \$2,793.05 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 07/31/17. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

1-2

Summary of Sub Account Usage

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	5958	40,000	\$2,793.05

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
06/02	06/03	75282304VEHMQBF4W	CASH BACK REDEMPTION ACCT NON-FUNDABLE	291.24	
06/27	06/27	F3268005J00CHGDDA	AUTOMATIC PAYMENT - THANK YOU	12,741.56	
			TOTAL 4484610004265941 \$13,032.80-		

Transaction Summary For LAURA SKIVER
Sub Account Number Ending In 5958

06/04	06/04	24692164W00FDNHTM	EXTENDEDSTAY #9840 SAN JOSE CA		824.97
06/05	06/05	24906414W15JKE33E	Dropbox*VXDYRWRK39M6 888-4468396 CA		1,008.00
06/07	06/07	24755424Y4ZTKRRF1	DOUBLETREE HOTELS 213-6291200 CA		426.92
06/13	06/13	244921554S0WLBATM	PAYPAL *COACHELLAVA 402-935-7733 CA		50.00
06/13	06/13	244921554S0WLGJ1J	PAYPAL *COACHELLAVA 402-935-7733 CA		50.00
06/21	06/21	24431065DRQEB3AJS	PANDA EXPRESS 745 RANCHO MIRAGE CA		109.91
06/28	06/28	24224435L31T964WP	GRILL CONCEPTS - P PALM DESERT CA		323.25
			TOTAL \$2,793.05		
LAURA SKIVER / Sub Acct Ending In 5958					

Wells Fargo News

Now you have more choices when it comes to paying with your card. Mobile wallets make it easy to use your Wells Fargo Business Elite Card at over 1 million merchants displaying the "contactless" symbol. Mobile wallets allow you to:

- Tap and pay without physically taking out a card
- Save time when making online purchases
- Control the security of your PIN and account number at point of purchase

Explore Mobile Wallet features and how to use them by going to <https://www.wellsfargo.com/mobile-payments/mobile-wallet-basics>





CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	4484 6100 0426 5941
Statement Closing Date	07/04/17
Days in Billing Cycle	32
Next Statement Date	08/02/17

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

Inquiries or Questions:
WF Business Direct PO Box 29482
Phoenix, AZ 85038-8650

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

Credit Line	\$40,000
Available Credit	\$37,206

Payment Information

New Balance	\$2,793.05
Current Payment Due (Minimum Payment)	\$500.00
Current Payment Due Date	07/31/17

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

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

1-2

Account Summary

Previous Balance		\$13,032.80
Credits	-	\$291.24
Payments	-	\$12,741.56
Purchases & Other Charges	+	\$2,793.05
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$2,793.05

Wells Fargo Elite Cash Back Advantage

Previous Balance		\$0.00
Cash Earned this Month		\$27.93
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$0.00
Cash Back Balance	=	\$27.93
Cash Awarded this Period		\$0.00
Year to Date Cash Back Awarded		\$484.34

Cash Back Notice

Your next cash back reward is scheduled for 09/2017.

See reverse side for important information.

5596 0022 YTG 1 7 2 170706 0 PAGE 1 of 4 10 3268 1000 ELAS 01DR5596 2934

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	\$2,793.05
Total Amount Due (Minimum Payment)	\$500.00
Current Payment Due Date	07/31/17

05000002793050044846100042659413

Print address or phone changes:

Work ()

Amount Enclosed:



PAYMENT REMITTANCE CENTER YTG

 PO BOX 6415 29

 CAROL STREAM IL 60197-6415

SUNLINE TRANSIT

 LUIS GARCIA 2934

 32505 HARRY OLIVER TRL 1107

 THOUSAND PALMS CA 92276-3501



SunLine Transit Agency
Budget Variance Report
May 2017

Description	FY 17 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 17 YTD Budget	Favorable (Unfavorable)
Operating Revenues:							
Passenger Revenue	3,339,121	247,106	278,260	(31,154)	2,840,101	3,060,861	(220,760)
Other Revenue	2,767,887	240,498	230,657	9,841	3,530,864	2,537,230	993,634
Total Operating Revenue	6,107,008	487,605	508,917	(21,313)	6,370,965	5,598,091	772,874
Operating Expenses:							
Operator & Mechanic Salaries & Wages	9,171,539	763,046	764,295	1,249	8,042,960	8,407,244	364,285
Operator & Mechanic Overtime	983,000	111,451	81,917	(29,534)	1,137,377	901,083	(236,294)
Administration Salaries & Wages	5,239,942	422,367	436,662	14,295	4,213,190	4,803,280	590,090
Administration Overtime	5,000	1,989	417	(1,572)	19,331	4,583	(14,748)
Fringe Benefits	8,826,439	705,069	735,537	30,468	7,767,424	8,090,902	323,478
Communications	203,000	15,118	16,917	1,798	181,558	186,083	4,525
Legal Services - General	75,000	16,139	6,250	(9,889)	89,748	68,750	(20,998)
Computer/Network Software Agreement	350,550	26,844	29,171	2,327	320,511	320,879	368
Uniforms	149,320	4,310	12,443	8,134	139,859	136,877	(2,982)
Contracted Services	504,349	36,224	42,029	5,806	451,656	462,320	10,664
Equipment Repairs	7,500	319	625	306	3,413	6,875	3,462
Security Services	74,600	6,530	6,217	(313)	70,664	68,383	(2,281)
Fuel - CNG	1,475,519	122,890	122,960	70	1,352,603	1,352,559	(43)
Fuel - Hydrogen	298,399	14,229	24,867	10,638	249,931	273,533	23,602
Tires	211,500	16,559	17,625	1,066	197,261	193,875	(3,386)
Office Supplies	79,002	6,832	6,584	(248)	57,303	72,419	15,115
Travel/Training	158,395	7,321	13,200	5,879	98,401	145,195	46,794
Repair Parts	1,279,089	93,345	106,591	13,246	1,189,582	1,172,499	(17,083)
Facility Maintenance	45,500	1,406	3,792	2,386	39,377	41,708	2,331
Electricity - CNG & Hydrogen	190,000	16,478	15,833	(644)	152,843	174,167	21,324
Natural Gas	1,268,112	123,423	105,676	(17,747)	1,395,962	1,162,436	(233,526)
Water	7,700	274	642	368	6,770	7,058	289
Insurance Losses	768,026	122,525	64,002	(58,523)	973,814	704,024	(269,790)
Insurance Premium - Property	12,000	1,049	1,000	(49)	13,888	11,000	(2,888)
Repair Claims	201,000	79	16,750	16,671	119,396	184,250	64,854
Fuel Taxes	167,700	16,728	13,975	(2,753)	176,863	153,725	(23,138)
Other Expenses	3,243,598	257,317	270,300	12,983	2,575,232	2,973,298	398,066
Self Consumed Fuel	(1,521,170)	(137,164)	(126,764)	(10,400)	(1,497,343)	(1,394,406)	(102,937)
Total Operating Expenses (Before Depreciation)	33,474,111	2,772,693	2,789,509	16,816	29,539,575	30,684,602	1,145,026
Operating Expenses in Excess of Operating Revenue		\$ (2,285,088)			\$ (23,168,611)		
Subsidies:							
Local - Measure A	5,835,696	487,267	486,308	(959)	4,940,419	5,349,388	408,969
State - LTF, LCTOP	19,185,848	1,601,973	1,598,821	(3,152)	16,242,473	17,587,027	1,344,554
Federal - 5307, 5310, 5311, 5316, 5317 & CMAQ	2,345,559	195,849	195,463	(385)	1,985,718	2,150,096	164,378
Total Subsidies	27,367,103	2,285,088	2,280,592	(4,497)	23,168,611	25,086,511	1,917,901
Net Operating Gain (Loss) After Subsidies	\$ 0	\$ -			\$ -		



SunLine Transit Agency
Budget Variance Report
May 2017

Description	FY 17 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 17 YTD Budget	Favorable (Unfavorable)
Operating Expenses:							
Wages & Benefits	24,225,921	2,003,921	2,018,827	14,906	21,180,283	22,207,094	1,026,811
Services	2,658,368	233,984	221,531	(12,453)	2,591,929	2,436,837	(155,092)
Fuels & Lubricants	1,936,619	154,524	161,385	6,861	1,750,714	1,775,234	24,520
Tires	211,500	16,559	17,625	1,066	197,261	193,875	(3,386)
Materials and Supplies	1,621,068	116,352	135,089	18,737	1,433,476	1,485,979	52,503
Utilities	1,734,812	159,408	144,568	(14,840)	1,790,723	1,590,244	(200,478)
Casualty & Liability	1,374,560	165,079	114,547	(50,533)	1,457,328	1,260,013	(197,315)
Taxes and Fees	167,700	16,728	13,975	(2,753)	176,863	153,725	(23,138)
Miscellaneous Expenses	1,064,733	43,301	88,728	45,426	458,342	976,005	517,664
Self Consumed Fuel	(1,521,170)	(137,164)	(126,764)	(10,400)	(1,497,343)	(1,394,406)	(102,937)
Total Operating Expenses (Before Depreciation)	33,474,111	2,772,693	2,789,509	16,816	29,539,575	30,684,602	1,145,026
Revenues:							
Passenger Revenue	3,339,121	247,106	278,260	(31,154)	2,840,101	3,060,861	(220,760)
Other Revenue	2,767,887	240,498	230,657	9,841	3,530,864	2,537,230	993,634
Total Operating Revenue	6,107,008	487,605	508,917	(21,313)	6,370,965	5,598,091	772,874
Net Operating Gain (Loss)		\$ (2,285,088)			\$ (23,168,611)		
Subsidies:							
Local - Measure A	5,835,696	487,267	486,308	(959)	4,940,419	5,349,388	408,969
State - LTF, LCTOP	18,646,475	1,556,937	1,553,873	(3,064)	15,785,848	17,092,602	1,306,755
Federal - 5307, 5310, 5311, 5316, 5317 & CMAA	2,884,932	240,885	240,411	(474)	2,442,343	2,644,521	202,178
Total Subsidies	27,367,103	2,285,088	2,280,592	(4,497)	23,168,611	25,086,511	1,917,901
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -		

Budget Variance Analysis - SunLine Transit

Passenger Revenue - Unfavorable

- Fixed-route ridership has continued to decrease. System Total Ridership is currently 195,769 trips below FY16 YTD amounts.
- Ridership is currently at 4.7% below FY16 YTD amounts

Fixed Route May	
May-16	372,145
May-17	358,984
Variance	(13,161)
%Δ	-3.5%

Paratransit May	
May-16	14,654
May-17	14,147
Variance	(507)
%Δ	-3.5%

System Total May	
May-16	386,799
May-17	373,131
Variance	(13,668)
%Δ	-3.5%

Fixed Route YTD	
YTD-16	4,048,036
YTD-17	3,850,789
Variance	(197,247)
%Δ	-4.9%

Paratransit YTD	
YTD-16	149,603
YTD-17	151,081
Variance	1,478
%Δ	1.0%

System Total YTD	
YTD-16	4,197,639
YTD-17	4,001,870
Variance	(195,769)
%Δ	-4.7%

Other Revenue - Favorable

- Total Non-Transit Revenue is Favorable YTD mainly due to On Board Bus Advertising, Emissions Credit Revenue, and Outside Fueling Revenue.
- Bus Stop Shelter Maintenance Revenue has a favorable YTD variance of \$47,088.80
- Taxi Voucher Sales have a favorable variance of \$1,505.55 YTD.

Operator & Mechanic Salaries & Wages - Favorable

- Some operators are on short & long term disability and vacant positions.

Operator & Mechanic Overtime - Unfavorable

- Some operators on short & long term disability and vacant positions.
- For the month of May, Fixed Route had a total overtime liability of \$61,247.04 equal to 1,984.70 hours. Paratransit had a liability of \$19,471.95, a total of 807.77 hours.
- Mechanics had an overtime liability of \$9,304.07 equal to 85.55 hours.

Pay Period 04/16/17 to 04/29/17		
	Hours	Amount
Fixed Route	1,061.47	\$ 32,666.33
Paratransit	415.02	\$ 10,049.84
Mechanics	51.00	\$5,404.61

Pay Period 04/30/17 to 05/13/17		
	Hours	Amount
Fixed Route	923.23	\$28,580.71
Paratransit	392.75	\$9,422.11
Mechanics	34.55	\$ 3,899.46

Monthly Totals		
	Hours	Amount
Fixed Route	1,984.70	\$ 61,247.04
Paratransit	807.77	\$ 19,471.95
Mechanics	85.55	\$ 9,304.07

Administration Salaries & Wages - Favorable

- The favorable balance in administrative wages is attributed to vacant positions across the agency.

Administration Overtime - Unfavorable

- Increased workload due to vacant positions.

Fringe Benefits - Favorable

- Fringe benefits are favorable due to vacant positions across the agency.

Communications - Favorable

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

Legal Services - General - Unfavorable

- General legal counsel costs were higher than anticipated. For the month of May, there is an unfavorable variance of \$9,889.
- There was a payment in May to Burke, Williams, and Sorensen for legal fees equaling \$16,262.
- For the month of May SunLine had 69.2 billable hours.

Computer/Network Software Agreement - Favorable

- Software agreement charges are within an acceptable range of budgeted amount.

Uniforms - Unfavorable

- Uniform budget includes transitional fees associated with the change in uniform providers. Final payment to the previous vendor reduced the favorable amount.
- Transition to new uniform provider caused a delay in initial bill reconciliation for the purchase of uniforms. Payment of this invoice reduced the favorable balance.

Contracted Services - Favorable

- Savings primarily attributed to lower than expected proposals for custodial services.



Equipment Repairs - Favorable

- Equipment repair expenses are lower than anticipated.

Security Services - Unfavorable

- The unfavorable balance in security services can be attributed to switch costs.
- In January, alarm security services switched from Desert Alarm to Premier Security Inc.

Fuel - CNG - Unfavorable

- Additional CNG consumption was required during issues with Hydrogen reformer.
- Commodity and transmission charge higher than anticipated.

Fuel - Hydrogen - Favorable

- A budget adjustment was made to account for higher than anticipated hydrogen fuel expense.
- The higher costs in hydrogen fuel attributed to mechanical issues with the Hydrogen reformer & the need to purchase Hydrogen.

Tires - Unfavorable

- Tire expenses are higher than anticipated due to increased miles traveled.

Office Supplies - Favorable

- Office supply purchases currently lower than projected. Expenses 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

- Several collisions have required an increase in repair parts spending. Aging equipment requires additional maintenance.
- The increase in miles traveled increases the wear and tear of the vehicles and requires additional maintenance.

Facility Maintenance - Favorable

- Facility Maintenance expenses are within acceptable range of budgeted amount.

Electricity - CNG & Hydrogen - Favorable

- Electricity cost savings primarily attributed to lower costs associated with lower Hydrogen production due to mechanical issues.

Natural Gas - Unfavorable

- Additional CNG consumption was required during issues with Hydrogen reformer.
- Commodity and transmission charge higher than anticipated. In May the total amount expensed was \$123,423.

Water - Favorable

- A budget adjustment had to be made to accommodate for the additional water expenses incurred from the Hub in Coachella.

Insurance Losses - Unfavorable

- Insurance losses vary widely from month to month. There were greater than ordinary losses in the first-two quarters of the FY.
- In the month of May, there were three settlements paid, invoices for PERMA attorneys, and a deposit held by PERMA that attributed to higher expenses for the month.

Insurance Premium - Property - Unfavorable

- Insurance renewal for Flood Insurance of \$2,370.00 was paid in April, which caused the unfavorable balance.

Repair Claims - Favorable

- The favorable balance in repair claims can be attributed to a budget adjustment that was made to cover additional costs of repair claims.
- Repairs complete on bus #564. Also accident repairs paid in January 2017 for Paratransit vehicle 9865.
- In April there was a repair claim of \$29,837.33

Fuel Taxes - Unfavorable

- Fuel taxes attributed to additional consumption of CNG due to Hydrogen reformer issues.

Other Expenses - Favorable

- Savings primarily attributed to consulting & Year of Learning expenses not yet incurred.

Self-Consumed Fuel - Unfavorable

- Additional CNG consumption was required during issues with Hydrogen reformer.
- Commodity and transmission charge higher than anticipated.



Contracts Signed in Excess of \$25,000

May 2017

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
KSJG	Pension Audit Services	Exercise option year for pension auditing services	Paid out of pension plans	N/A	\$ 26,500.00	Executed Amendment - Board Approved 9/23/2015
PFM Asset Management	Investment Management for Pension Plans	Investment manager for pension plans	Paid out of pension plans	N/A	<ul style="list-style-type: none"> •First \$50 million in net assets: .30% •Next \$50 million in net assets: .20% •Over \$100 million: .15% 	Executed Agreement
Diversified Industries	Unplanned Maintenance Software	Cloud-based software to perform unplanned system maintenance troubleshooting and generate best practice repair procedures under the Center for Excellence project	Center for Excellence budget of \$278,000 approved by Board on 7/27/2016	N/A	\$ 69,895.45	Executed Agreement
KMIR	KMIR Barter Deal	Barter agreement with KMIR	N/A	N/A	\$ 156,000.00	Executed Agreement - Board Approved 2/22/2017



Contracts Signed in Excess of \$25,000

June 2017

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Admiral Security Services	Security Guard Services	Current security guard services agreement was ending	FY 18, 19 Operating Budget	\$ 205,240.36	\$205,240.36	Executed Agreement Board approved 5/24/2017
Ballard	Lo No Fuel Cell	SunLine was awarded a competitive grant under the Federal Transit Administrations Low or No Emissions Vehicle Deployment Program	SRTP 2015/2016	\$ 2,515,473.00	\$ 2,403,153.00	Executed Agreement Board approved 12/7/2016
BAE	Lo-No Drive System and Integrated Parts	SunLine was awarded a competitive grant under the Federal Transit Administrations Low or No Emissions Vehicle Deployment Program	SRTP 2015/2016	\$ 4,626,257.50	\$ 4,626,252.50	Executed Agreement Board approved 12/7/2016
EIDorado National California	Lo-No Bus Glider	SunLine was awarded a competitive grant under the Federal Transit Administrations Low or No Emissions Vehicle Deployment Program	SRTP 2015/2016	\$ 3,125,250.00	\$ 3,125,250.00	Executed Agreement Board approved 12/7/2016
Luxfer	Lo-No Storage Tanks	SunLine was awarded a competitive grant under the Federal Transit Administrations Low or No Emissions Vehicle Deployment Program	SRTP 2015/2016	\$ 545,725.00	\$ 513,750.00	Executed Agreement Board approved 12/7/2016
Styl & Tech	Lo-No Roof Covers	Project will deploy 5 fuel cell	SRTP 2015/2016	\$ 232,000.00	\$ 200,000.00	Executed Agreement Board approved 12/7/2016



Zen Clean Energy Solutions	Project Management for AQIP and Lo No	Project management with expertise to oversee advanced fuel cell bus projects	SRTP 2016/2017	\$ 440,000.00	\$ 245,000.00	Executed Agreement Board approved 3/22/2017
Corbel Solutions	Servers Host and Storage Server	Servers are for storage growth and scheduled equipment replace	SRTP 2016/2017	\$ 99,360.00	\$ 74,090.00	Executed Agreement
Remix Software, Inc.	Remix Licensing	Software to assist in route planning	FY 18, 19, 20 Operating Budget	\$ 70,500.00	\$ 70,500.00	Executed Agreement Board approved 5/24/2017

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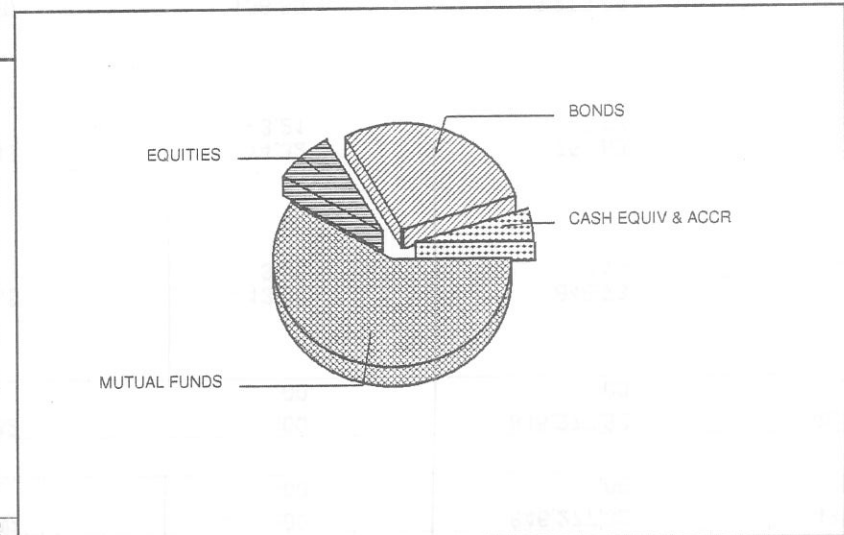


SUNLINE TRANSIT AGENCY - NON-UNION
 ACCOUNT 6746032100

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 Period from May 1, 2017 to May 31, 2017

ASSET SUMMARY

ASSETS	05/31/2017 MARKET	05/31/2017 BOOK VALUE	% OF MARKET
Cash And Equivalents	846,277.32	846,277.32	3.42
U.S. Government Issues	3,175,548.37	3,182,303.32	12.82
Corporate Issues	3,455,378.00	3,502,905.00	13.95
Foreign Issues	101,861.00	100,870.00	0.41
Municipal Issues	253,940.00	264,637.50	1.03
Domestic Common Stocks	1,794,516.49	1,429,752.92	7.24
Foreign Stocks	109,638.68	98,579.50	0.44
Mutual Funds-Equity	13,080,666.97	10,415,681.14	52.80
Mutual Funds-Fixed Income	1,910,744.12	1,803,680.83	7.71
Total Assets	24,728,570.95	21,644,687.53	99.82
Accrued Income	43,510.81	43,510.81	0.18
Grand Total	24,772,081.76	21,688,198.34	100.00



Estimated Annual Income 535,451.69



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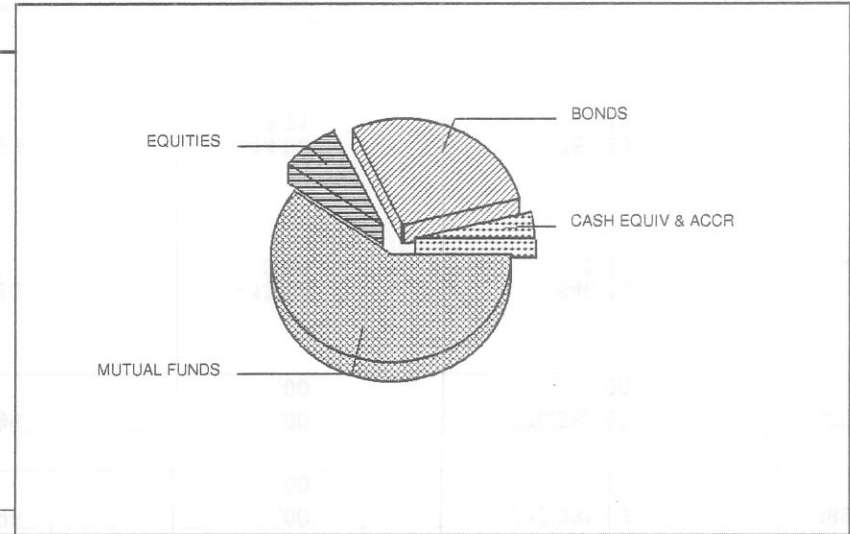


SUNLINE TRANSIT AGENCY - UNION
 ACCOUNT 6746032000

Page 7 of 68
 Period from May 1, 2017 to May 31, 2017

ASSET SUMMARY

ASSETS	05/31/2017 MARKET	05/31/2017 BOOK VALUE	% OF MARKET
Cash And Equivalents	770,386.95	770,386.95	3.22
U.S. Government Issues	3,296,449.71	3,314,909.71	13.76
Corporate Issues	3,052,856.00	3,101,603.00	12.74
Foreign Issues	101,861.00	100,870.00	0.43
Municipal Issues	253,940.00	264,637.50	1.06
Domestic Common Stocks	1,730,830.65	1,380,207.91	7.22
Foreign Stocks	105,654.09	94,994.36	0.44
Mutual Funds-Equity	12,665,083.08	10,099,486.54	52.85
Mutual Funds-Fixed Income	1,943,220.48	1,832,936.95	8.11
Total Assets	23,920,281.96	20,960,032.92	99.83
Accrued Income	41,661.97	41,661.97	0.17
Grand Total	23,961,943.93	21,001,694.89	100.00



Estimated Annual Income 521,953.29





SunLine Transit Agency Monthly Ridership Report May 2017

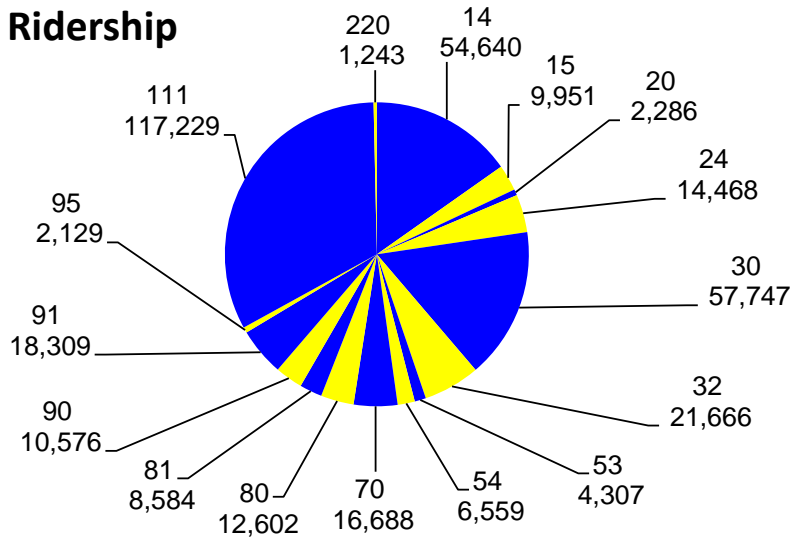
Line	Fixed Route Description	FY 2016 & 2017				% Var.	FY 2017 YTD	FY 2016 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
		May 2017	May 2016	Apr 2017	Month Var.						Monthly	YTD	Monthly	YTD
14	DHS/PS	54,640	55,661	50,797	(1,021)	-1.8%	583,052	601,284	(18,232)	-3.0%	1,802	19,242	774	5,518
15	DHS	9,951	9,203	7,877	748	8.1%	96,434	97,965	(1,531)	-1.6%	177	1,936	229	702
20	DHS/PD	2,286	1,644	1,972	642	39.1%	23,598	8,380	15,218	181.6%	102	758	9	103
24	PS	14,468	14,002	12,586	466	3.3%	150,139	151,777	(1,638)	-1.1%	382	3,799	116	1,567
30	CC/PS	57,747	61,216	56,033	(3,469)	-5.7%	638,256	670,615	(32,359)	-4.8%	1,997	21,960	461	4,709
32	PD/RM/TP/CC/PS	21,666	22,029	20,929	(363)	-1.6%	230,929	252,702	(21,773)	-8.6%	870	8,352	120	1,261
53	PD/IW	4,307	4,222	3,875	85	2.0%	45,676	51,900	(6,224)	-12.0%	94	1,303	19	213
54	Indio/LQ/IW/PD	6,559	7,434	5,861	(875)	-11.8%	71,143	84,113	(12,970)	-15.4%	254	2,330	37	316
70	LQ/BD	16,688	16,602	15,007	86	0.5%	168,318	176,294	(7,976)	-4.5%	617	5,169	70	534
80	Indio	12,602	13,808	10,931	(1,206)	-8.7%	132,214	139,270	(7,056)	-5.1%	266	2,737	116	1,022
81	Indio	8,584	7,935	7,773	649	8.2%	82,609	80,709	1,900	2.4%	96	901	70	722
90	Coachella/Indio	10,576	14,358	10,541	(3,782)	-26.3%	131,169	177,955	(46,786)	-26.3%	181	2,650	84	1,394
91	I/Cch/Th/Mec/Oas	18,309	17,555	15,735	754	4.3%	165,884	184,941	(19,057)	-10.3%	453	4,113	65	396
95	I/Cch/Th/Mec/NS	2,129	3,500	2,032	(1,371)	-39.2%	26,439	34,201	(7,762)	-22.7%	53	655	5	42
111	PS to Indio	117,229	121,664	116,522	(4,435)	-3.6%	1,292,679	1,323,381	(30,702)	-2.3%	4,905	52,324	763	8,659
220	PD to Riverside	1,243	1,312	1,081	(69)	-5.2%	12,249	12,549	(300)	-2.4%	34	299	23	158
Fixed route total		358,984	372,145	339,552	(13,161)	-3.5%	3,850,789	4,048,036	(197,247)	-4.9%	12,283	128,528	2,961	27,316
Demand Response														
SunDial		14,147	14,654	13,237	(507)	-3.5%	151,081	149,603	1,478	1.0%				
System total		373,131	386,799	352,789	(13,668)	-3.5%	4,001,870	4,197,639	(195,769)	-4.7%				
		May-17	May-16	Apr-17										
Weekdays:		22	21	20										
Saturdays:		4	4	5										
Sundays:		* 5	* 6	5										
Total Days:		31	31	30										

Please note:

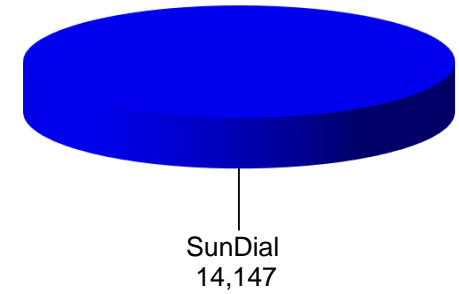
*Running the Saturday/Sunday service on May 30, 2016 and May 29, 2017 Memorial Day Holiday. Weekday and Sunday total days reflect the change.

SunLine Transit Agency Monthly Ridership Report May - 2017

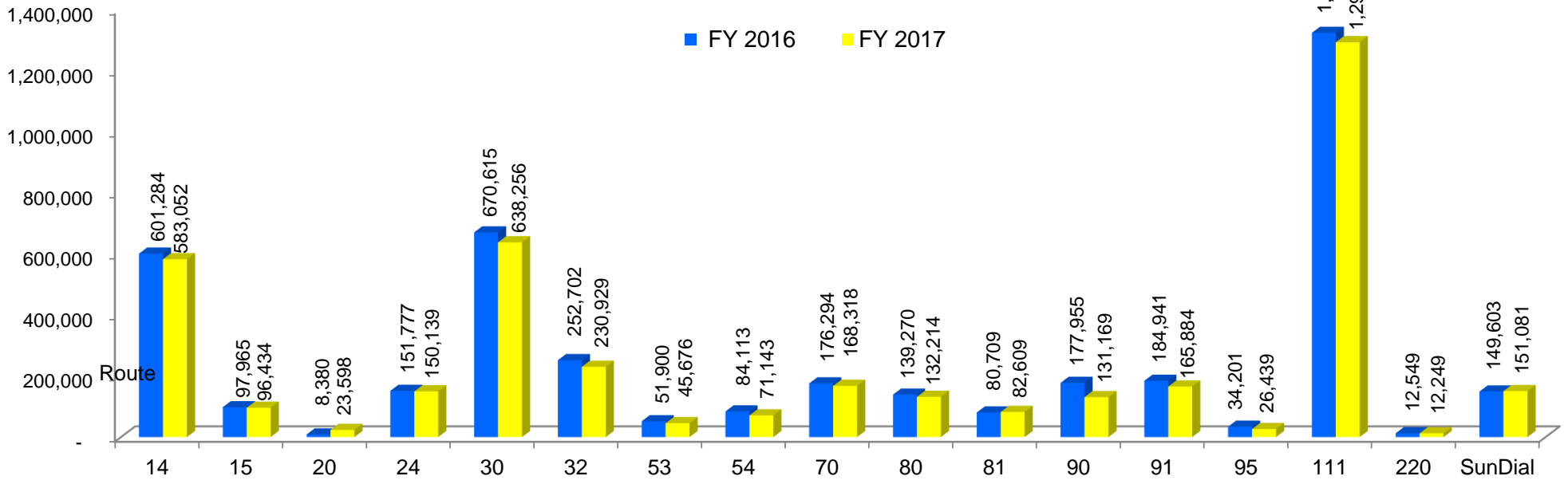
Fixed Route Ridership



Demand Response Ridership



Year-to-Date System Ridership





SunLine Transit Agency Monthly Ridership Report June 2017

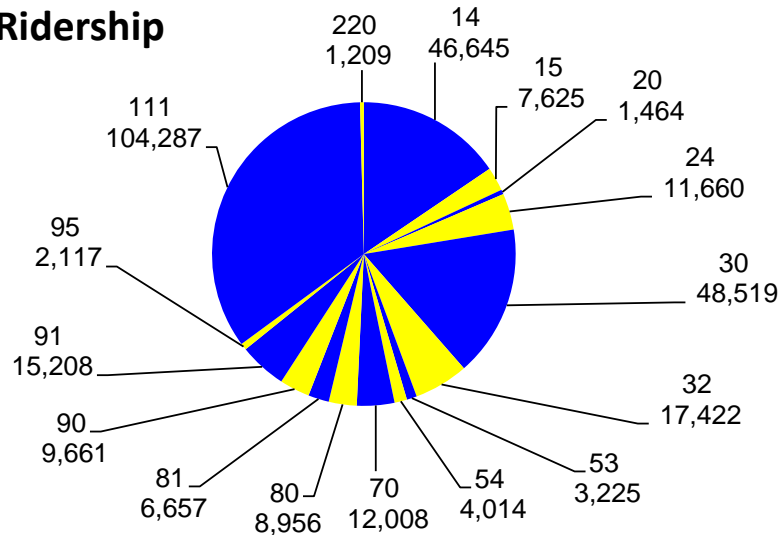
Line	Fixed Route Description	FY 2016 & 2017				% Var.	FY 2017 YTD	FY 2016 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
		Jun 2017	Jun 2016	May 2017	Month Var.						Monthly	YTD	Monthly	YTD
		14	DHS/PS	46,645	48,310						54,640	(1,665)	-3.4%	629,697
15	DHS	7,625	7,196	9,951	429	6.0%	104,059	105,161	(1,102)	-1.0%	164	2,100	47	749
20	DHS/PD	1,464	1,464	2,286	-	0.0%	25,062	9,844	15,218	154.6%	96	854	6	109
24	PS	11,660	11,386	14,468	274	2.4%	161,800	163,163	(1,363)	-0.8%	344	4,143	71	1,638
30	CC/PS	48,519	52,451	57,747	(3,932)	-7.5%	686,776	723,066	(36,290)	-5.0%	1,931	23,891	423	5,132
32	PD/RM/TP/CC/PS	17,422	18,021	21,666	(599)	-3.3%	248,350	270,723	(22,373)	-8.3%	707	9,059	83	1,344
53	PD/IW	3,225	3,349	4,307	(124)	-3.7%	48,901	55,249	(6,348)	-11.5%	120	1,423	13	226
54	Indio/LQ/IW/PD	4,014	5,135	6,559	(1,121)	-21.8%	75,157	89,248	(14,091)	-15.8%	148	2,478	21	337
70	LQ/BD	12,008	11,668	16,688	340	2.9%	180,327	187,962	(7,635)	-4.1%	426	5,595	40	574
80	Indio	8,956	9,985	12,602	(1,029)	-10.3%	141,170	149,255	(8,085)	-5.4%	263	3,000	102	1,124
81	Indio	6,657	6,051	8,584	606	10.0%	89,266	86,760	2,506	2.9%	110	1,011	55	777
90	Coachella/Indio	9,661	11,843	10,576	(2,182)	-18.4%	140,831	189,798	(48,967)	-25.8%	188	2,838	84	1,478
91	I/Cch/Th/Mec/Oas	15,208	13,450	18,309	1,758	13.1%	181,092	198,391	(17,299)	-8.7%	310	4,423	64	460
95	I/Cch/Th/Mec/NS	2,117	2,094	2,129	23	1.1%	28,556	36,295	(7,739)	-21.3%	24	679	12	54
111	PS to Indio	104,287	107,399	117,229	(3,112)	-2.9%	1,396,966	1,430,780	(33,814)	-2.4%	4,495	56,819	766	9,425
220	PD to Riverside	1,209	1,128	1,243	81	7.2%	13,458	13,677	(219)	-1.6%	38	337	14	172
Fixed route total		300,677	310,930	358,984	(10,253)	-3.3%	4,151,468	4,358,966	(207,498)	-4.8%	10,988	139,516	2,558	29,874
Demand Response														
SunDial		13,721	14,422	14,147	(701)	-4.9%	164,802	164,025	777	0.5%				
System total		314,398	325,352	373,131	(10,954)	-3.4%	4,316,270	4,522,991	(206,721)	-4.6%				
		Jun-17	Jun-16	May-17										
Weekdays:		22	22	22										
Saturdays:		4	4	4										
Sundays:		4	4	* 5										
Total Days:		30	30	31										

Please note:

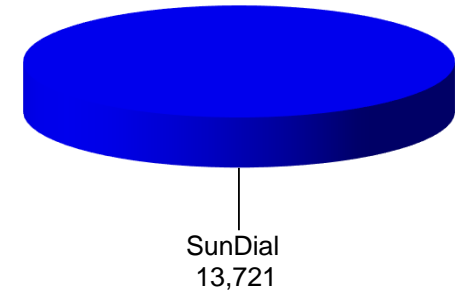
*Running the Saturday/Sunday service on May 29, 2017 Memorial Day Holiday. Weekday and Sunday total days reflect the change.

SunLine Transit Agency Monthly Ridership Report June - 2017

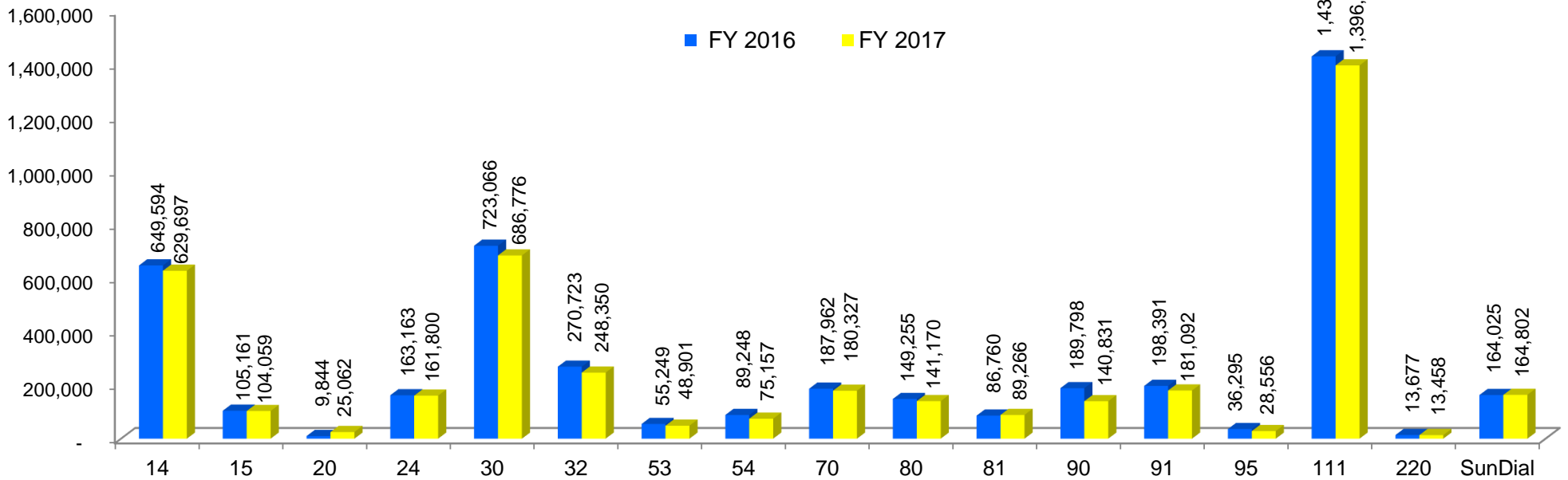
Fixed Route Ridership



Demand Response Ridership

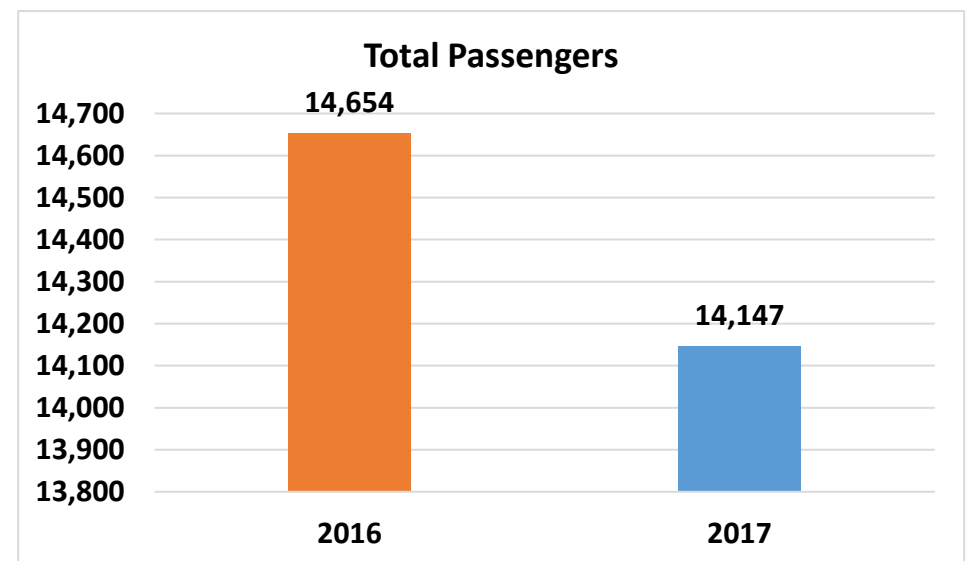
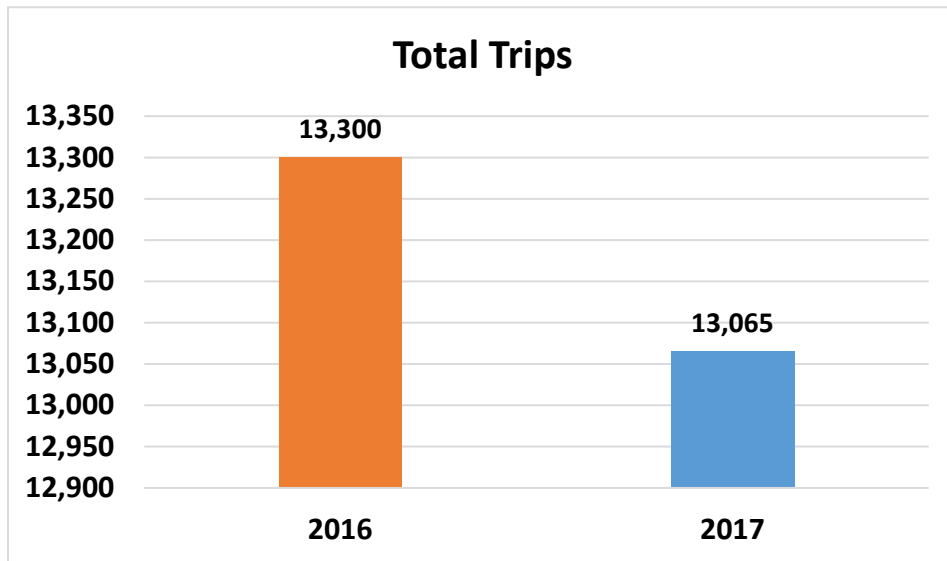
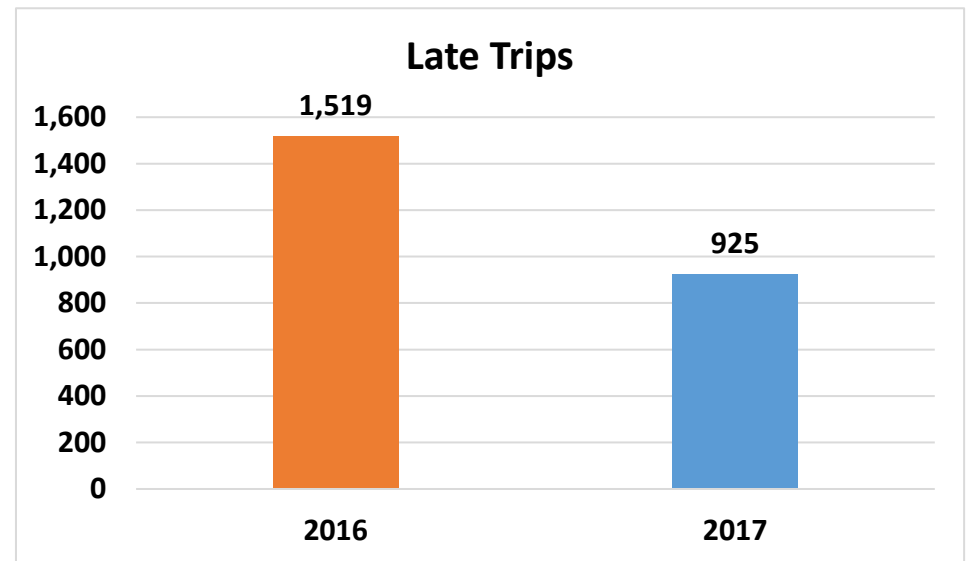
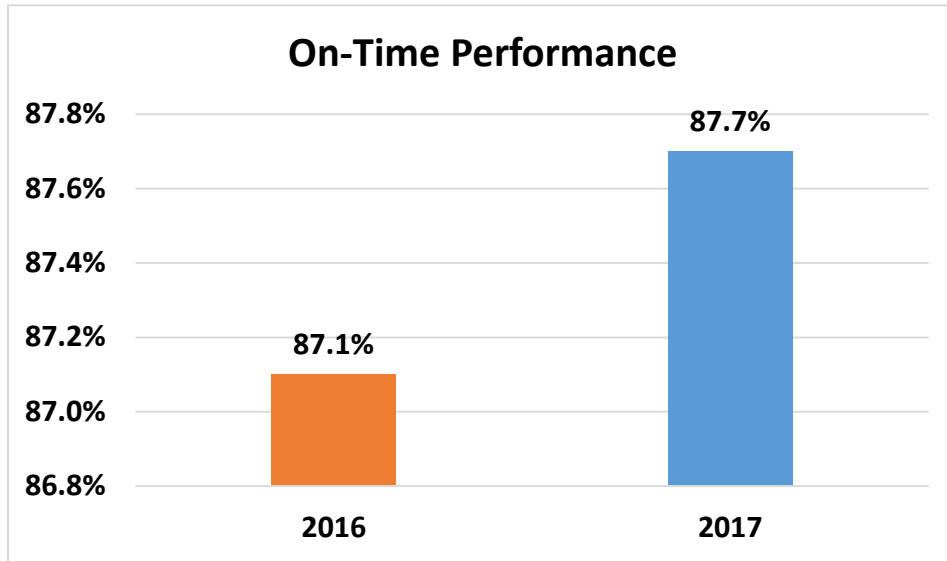


Year-to-Date System Ridership



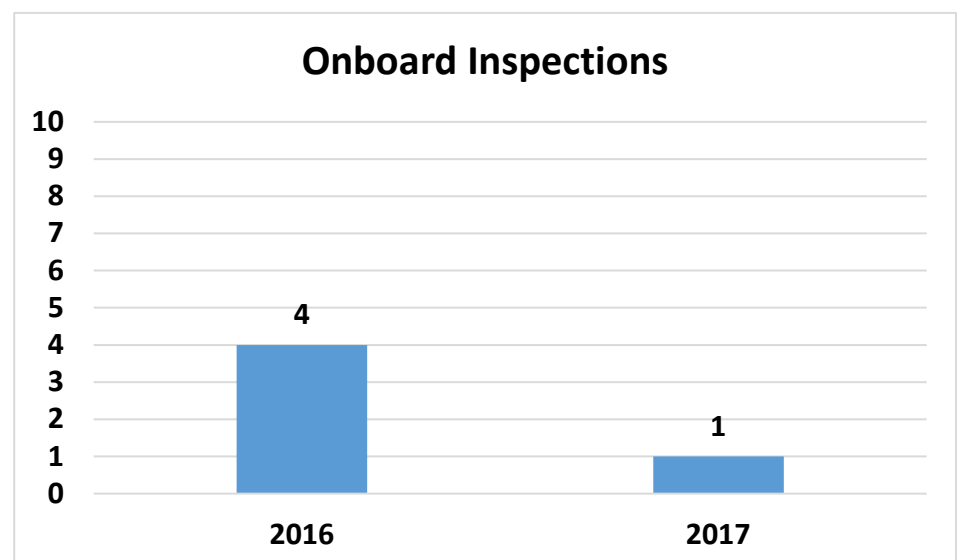
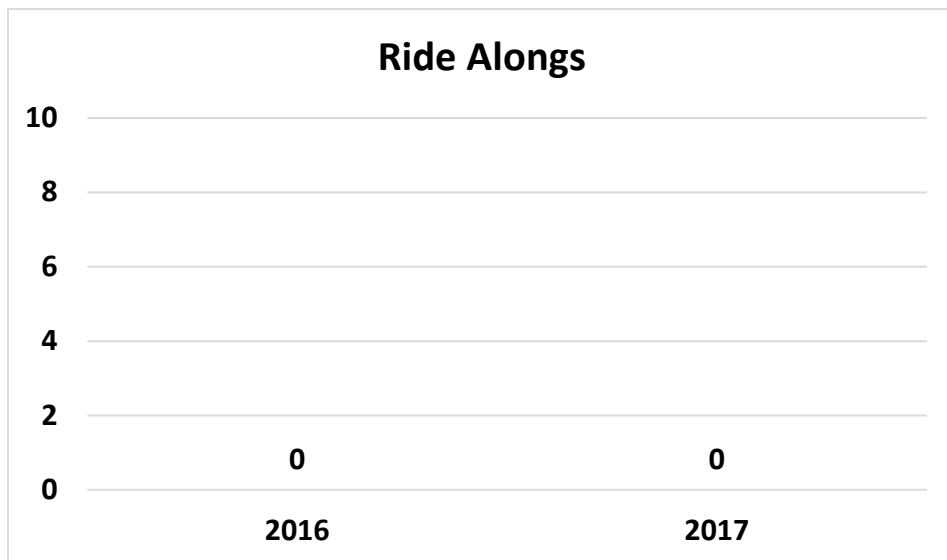
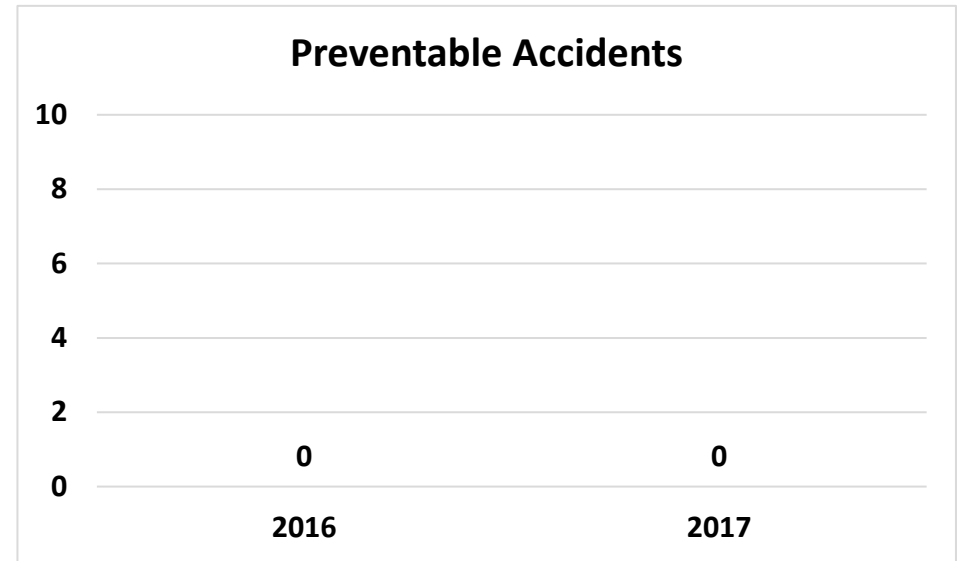
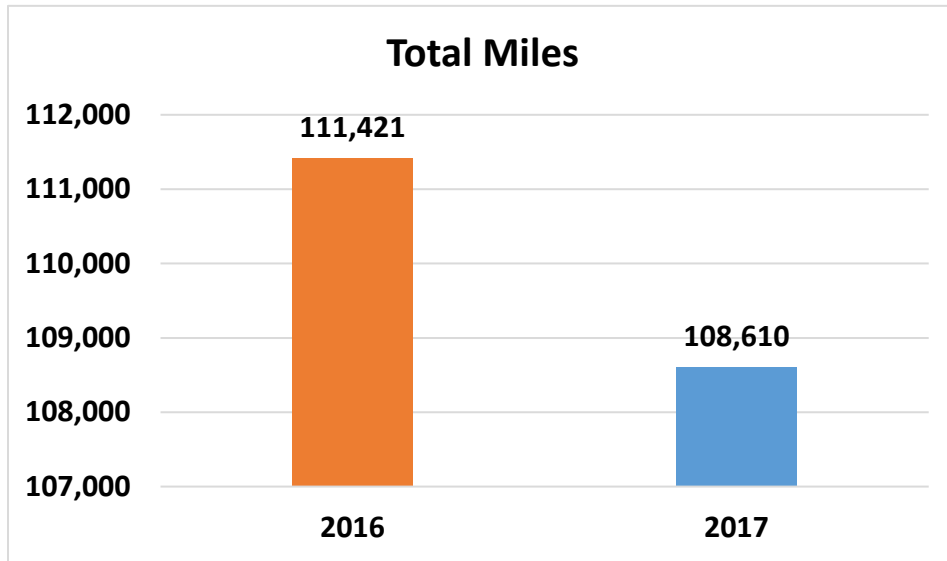
SunDial Operational Notes

MAY 2016/2017



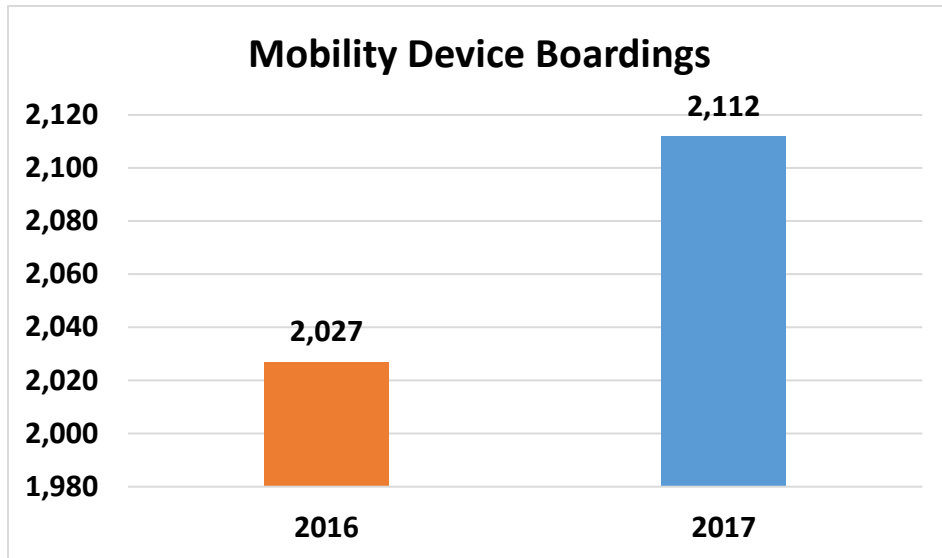
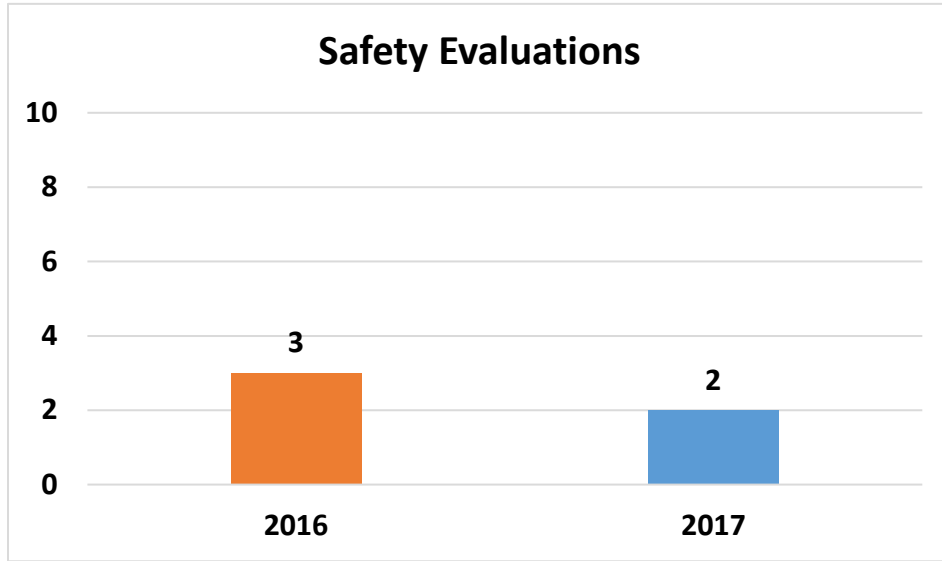
SunDial Operational Notes

MAY 2016/2017



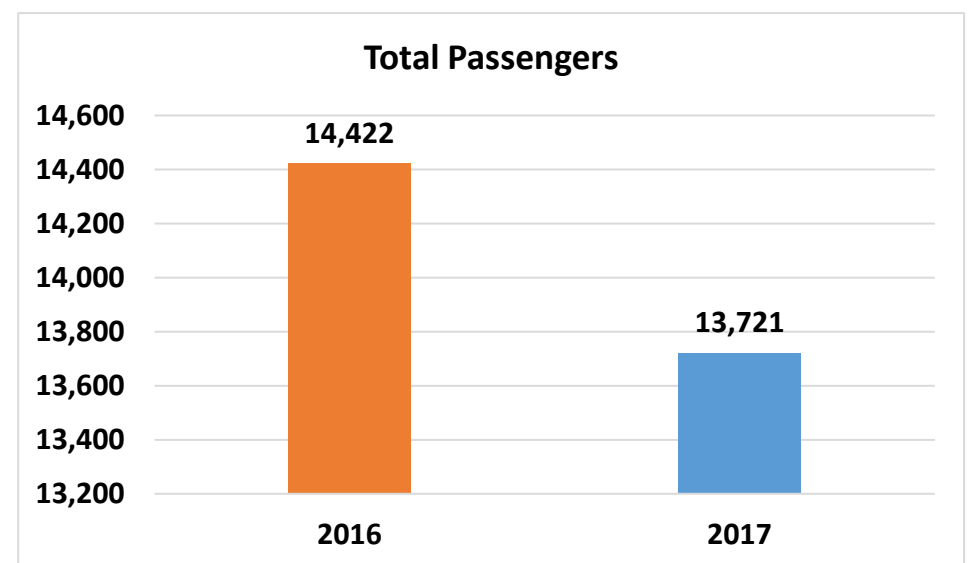
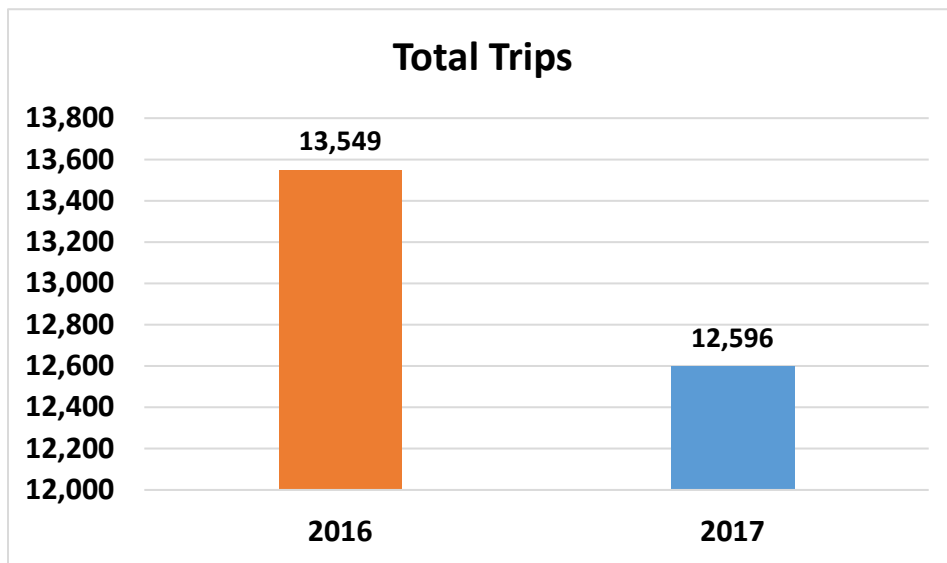
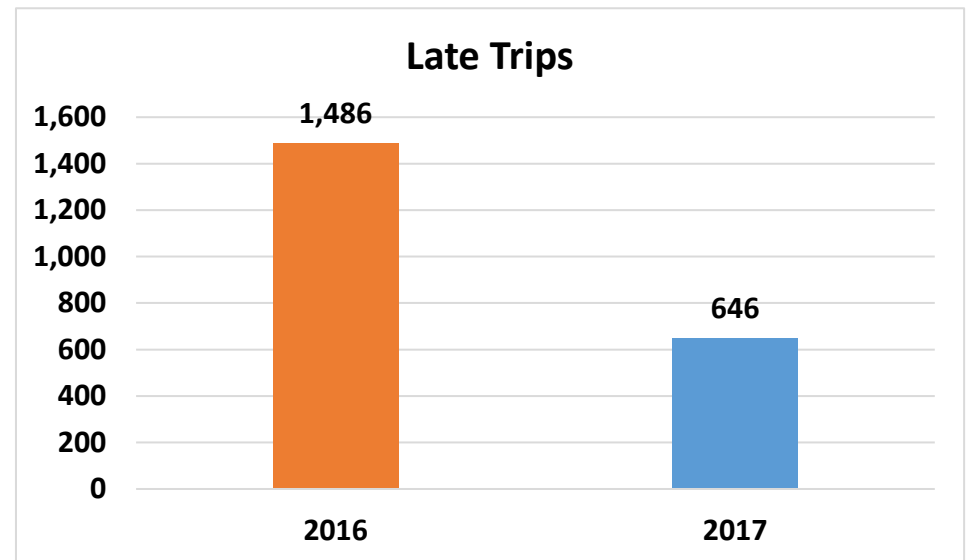
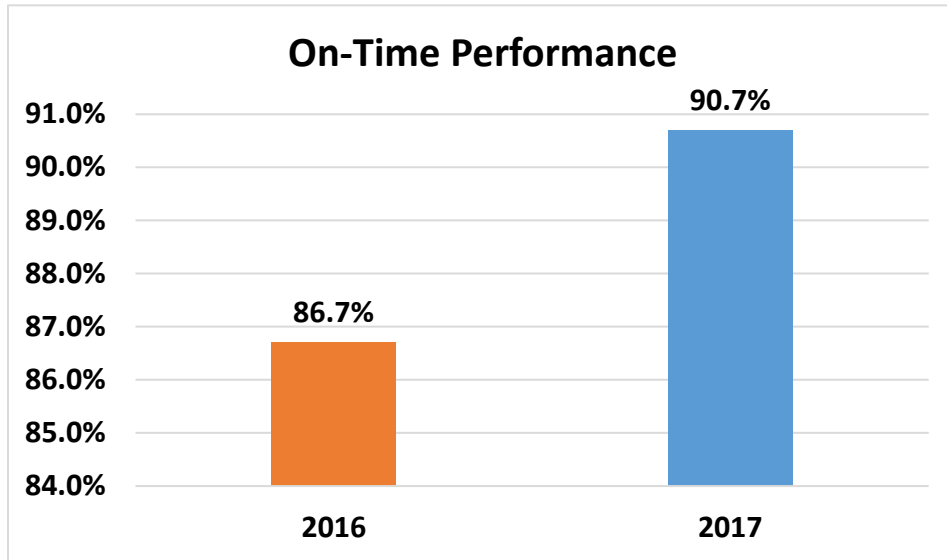
SunDial Operational Notes

MAY 2016/2017



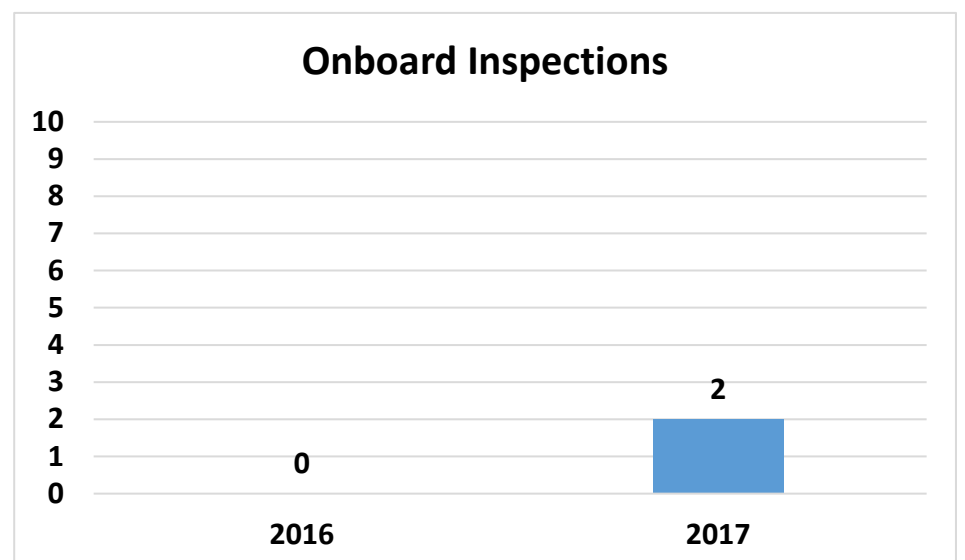
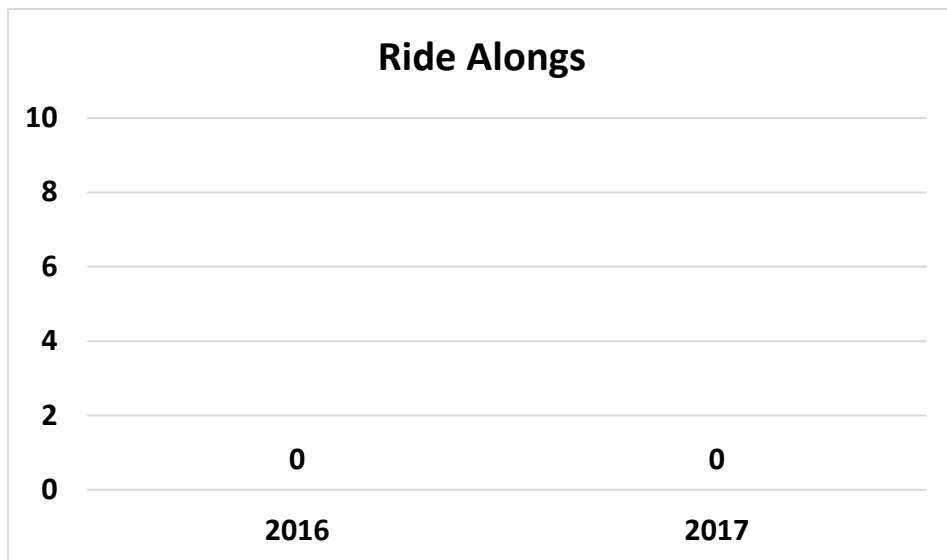
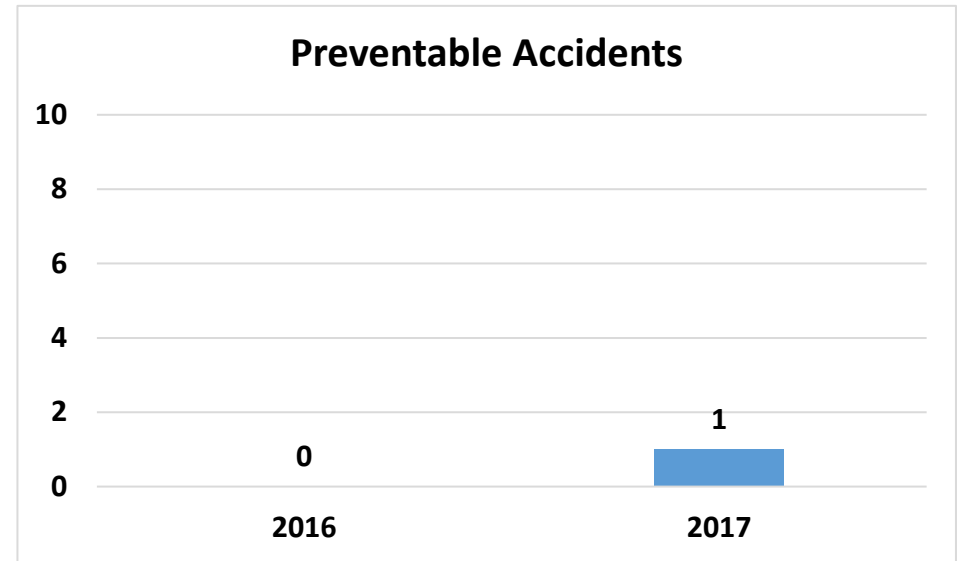
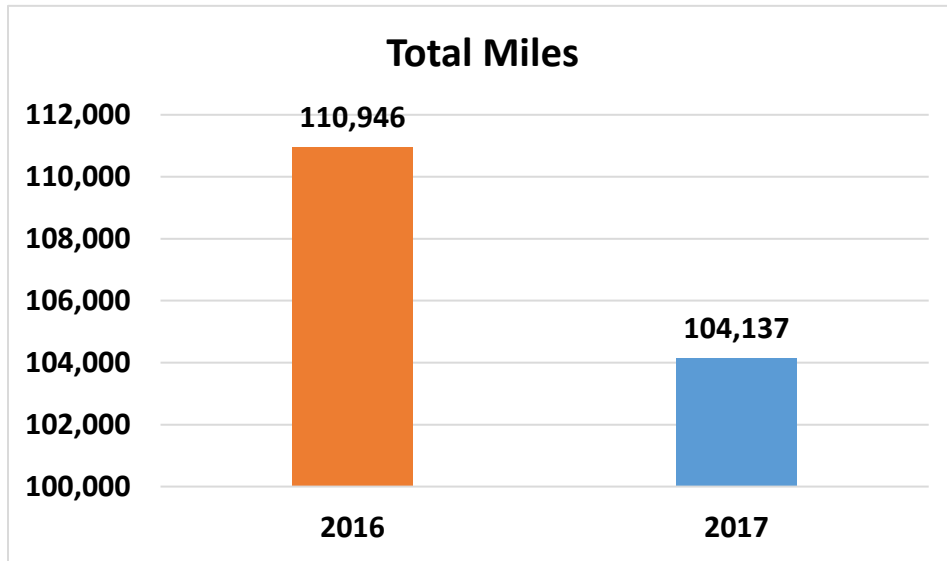
SunDial Operational Notes

JUNE 2016/2017



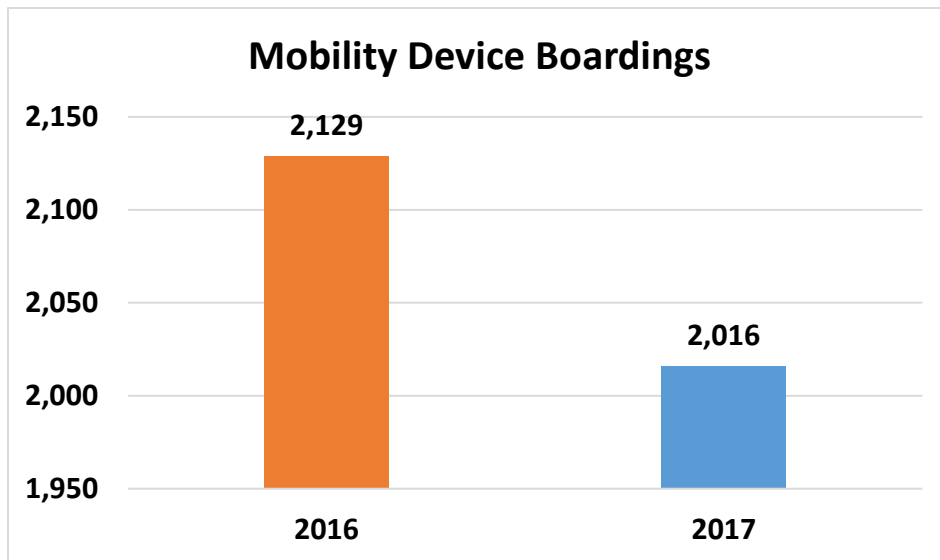
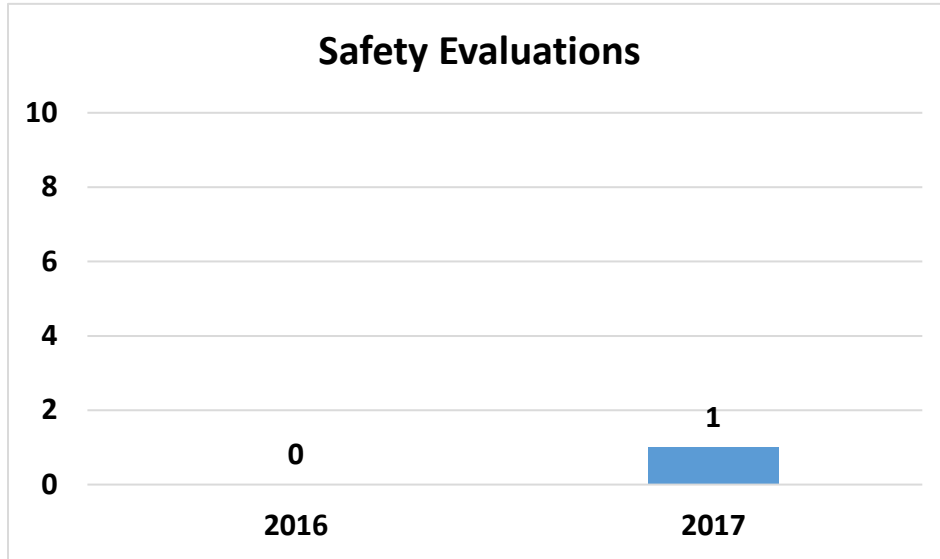
SunDial Operational Notes

JUNE 2016/2017

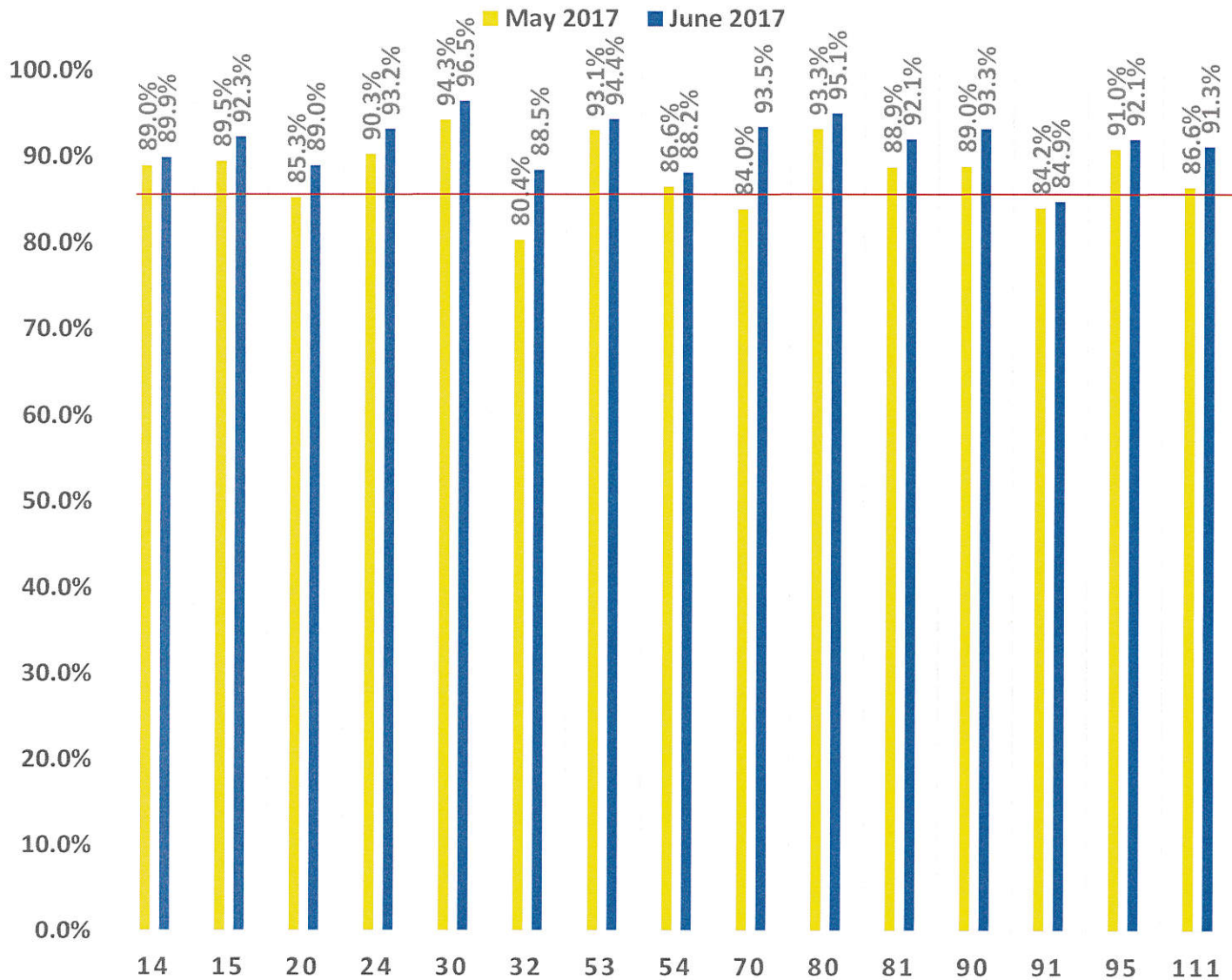


SunDial Operational Notes

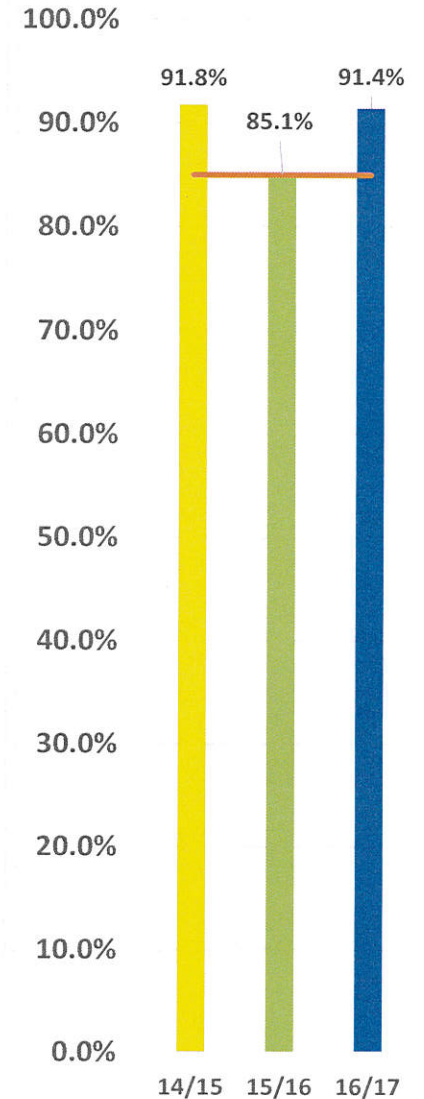
JUNE 2016/2017



ON TIME PERFORMANCE % BY LINE JUNE 2017



On Time Performance System Wide



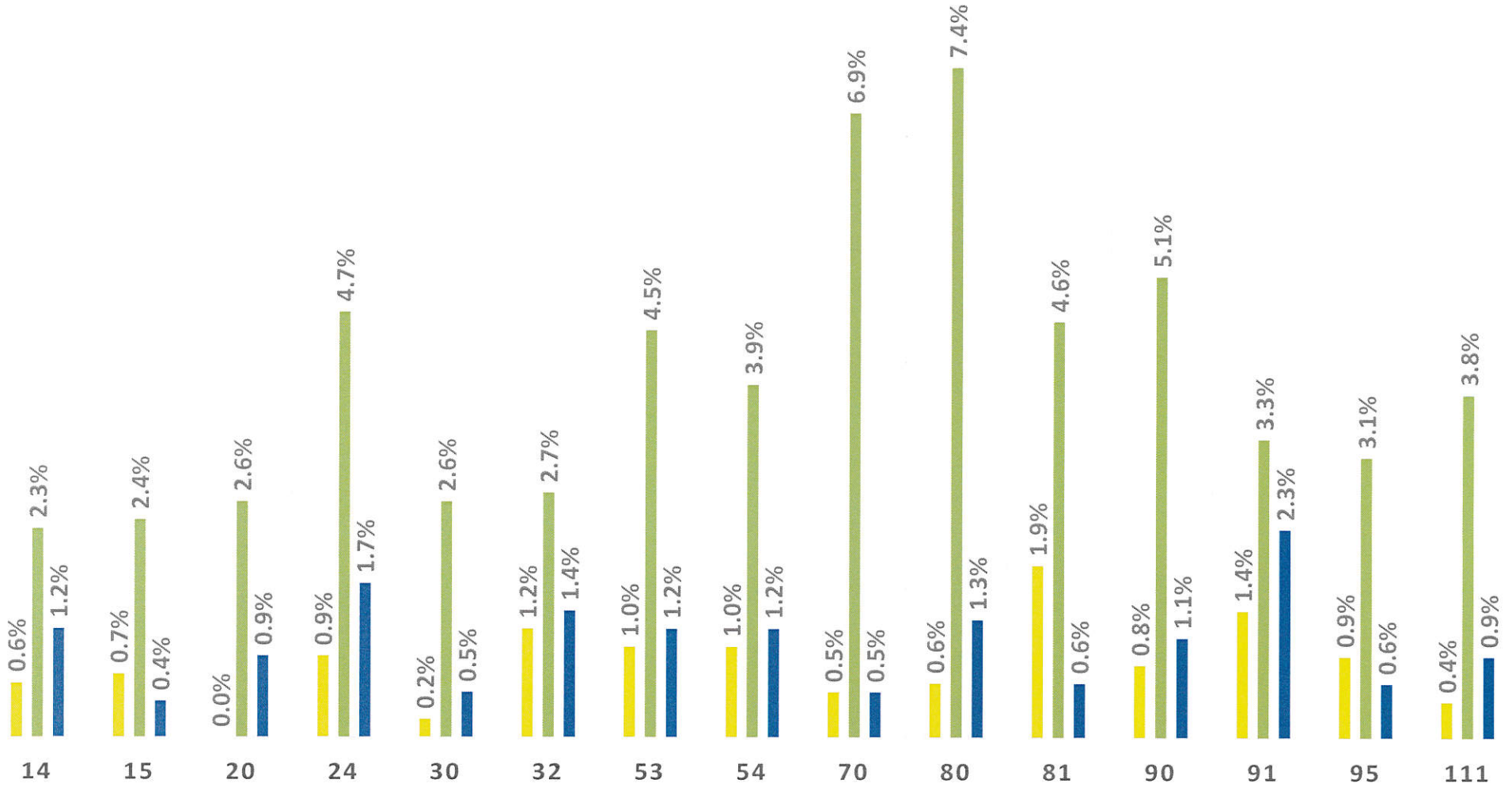
Definition: "On Time" - when a trip departs a timepoint within range of zero minutes early to five minutes late.

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

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

EARLY DEPARTURES BY LINE JUNE 2017

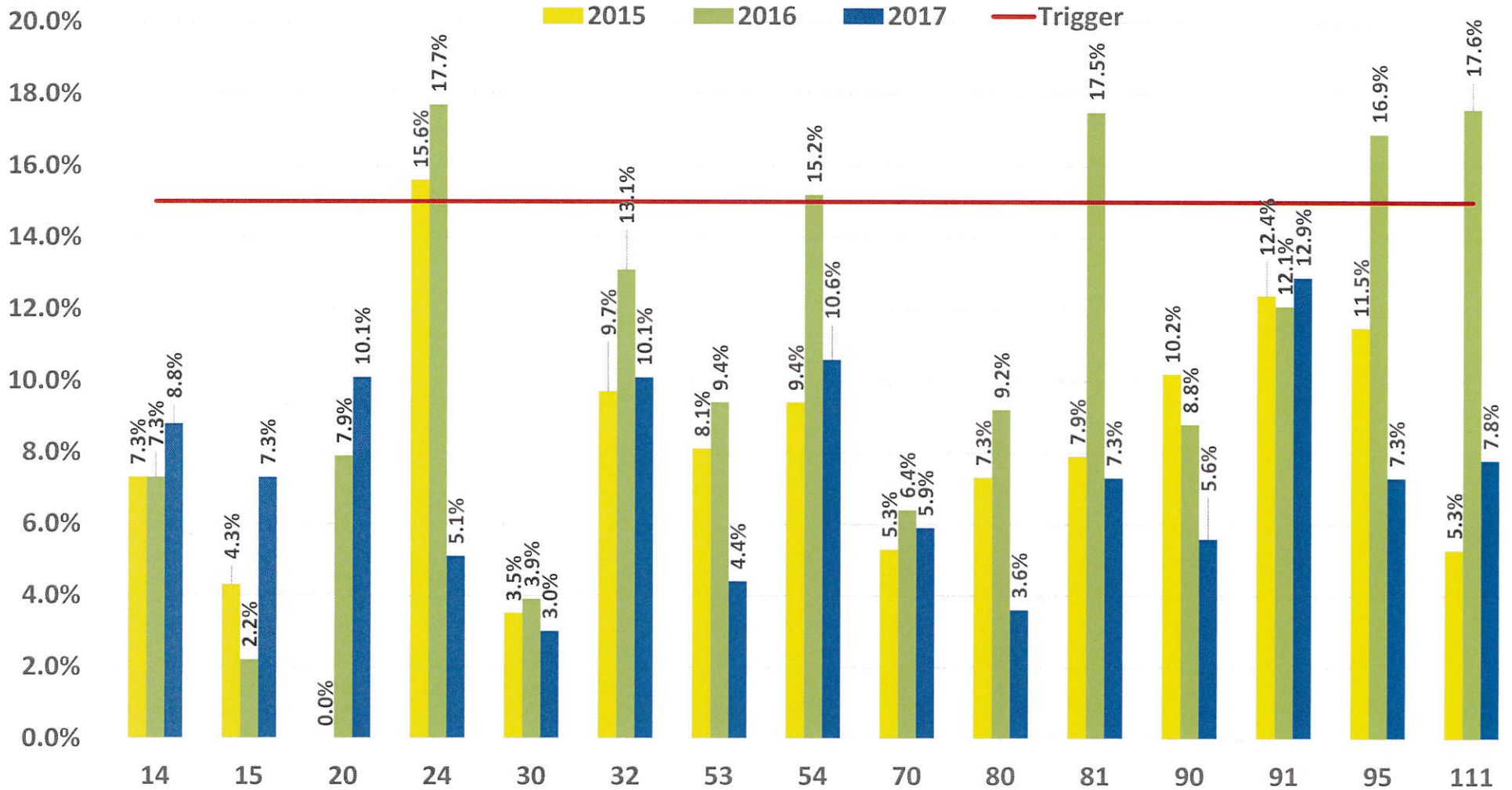
2015 2016 2017



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

Goal: to reduce early departures to 0%

LATE DEPARTURES BY LINE JUNE 2017

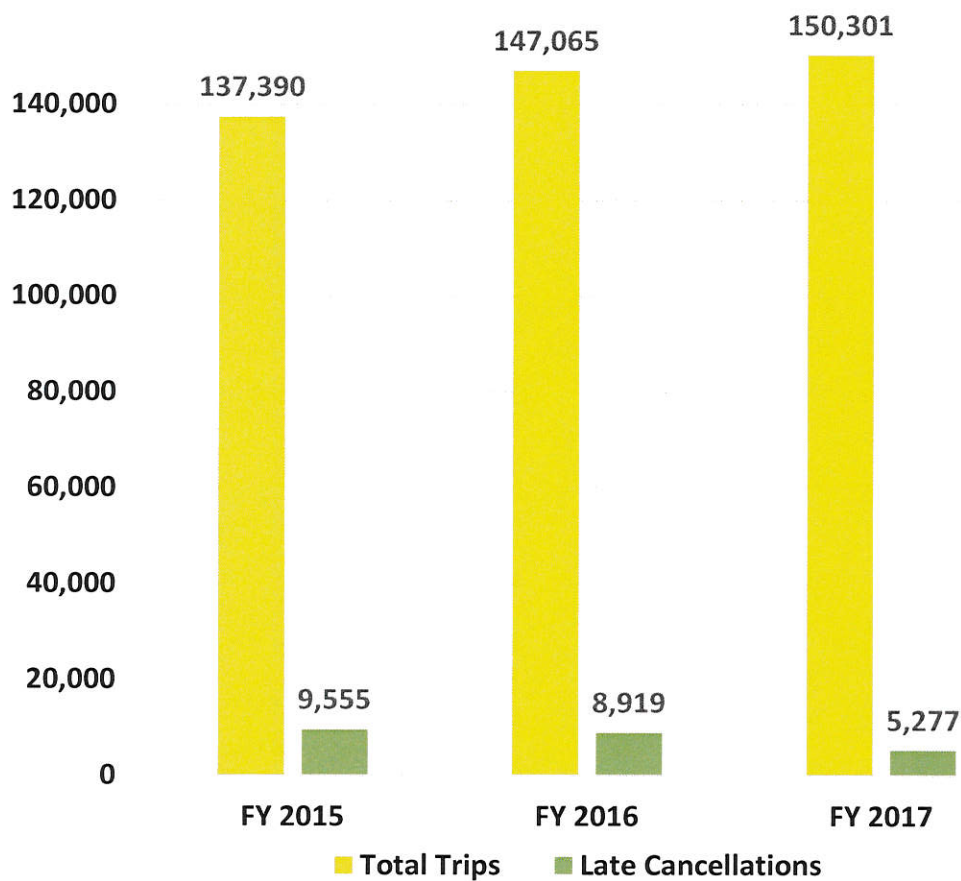


Definition: When a bus leaves a time point, behind the scheduled departure time.

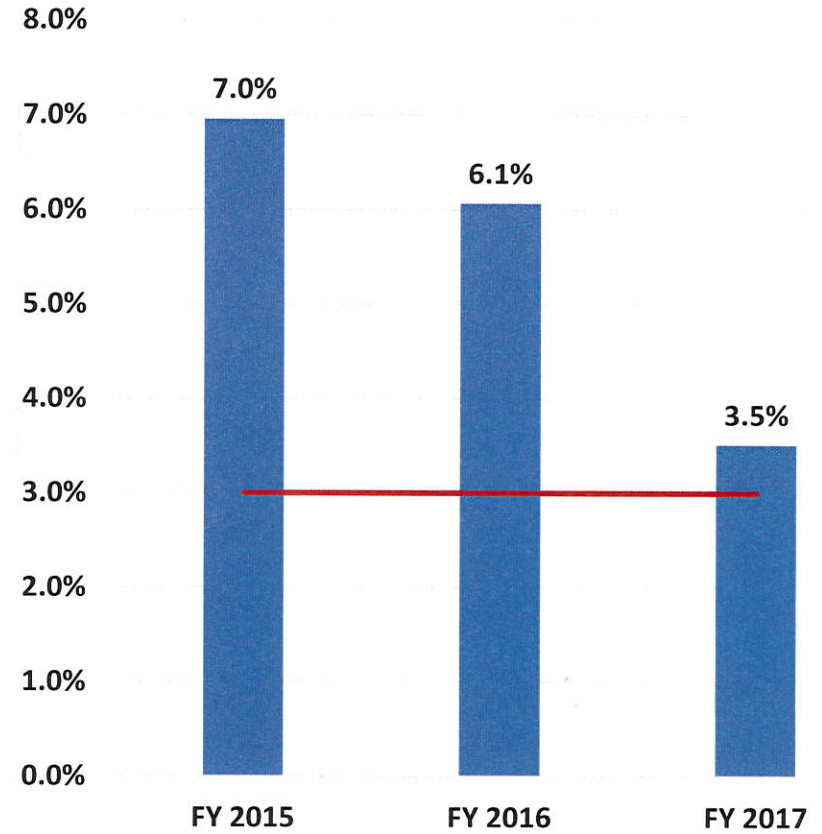
The line is running late with a departure greater than 5 minutes.

Goal: to reduce late departures to 15%

**TOTAL TRIPS VS LATE CANCELLATIONS
Y.T.D.**



**LATE CANCELLATION PERCENTAGE
Y.T.D.**

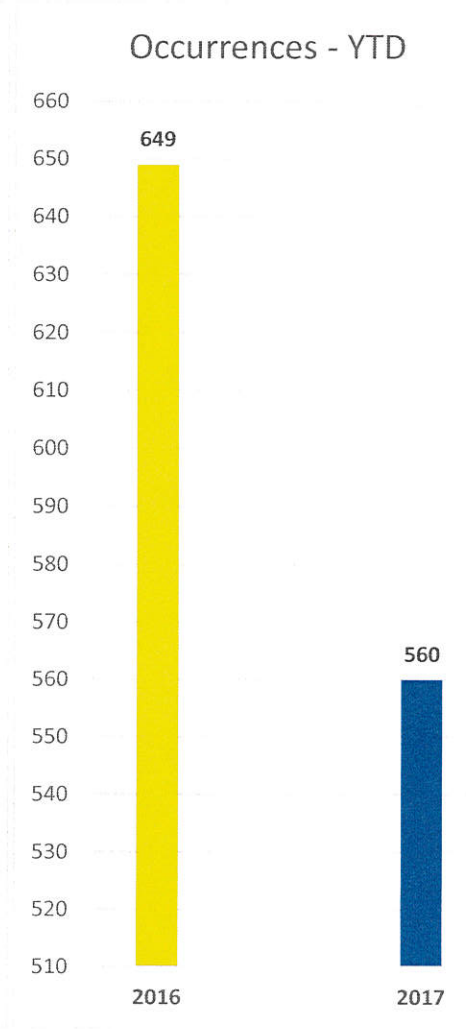
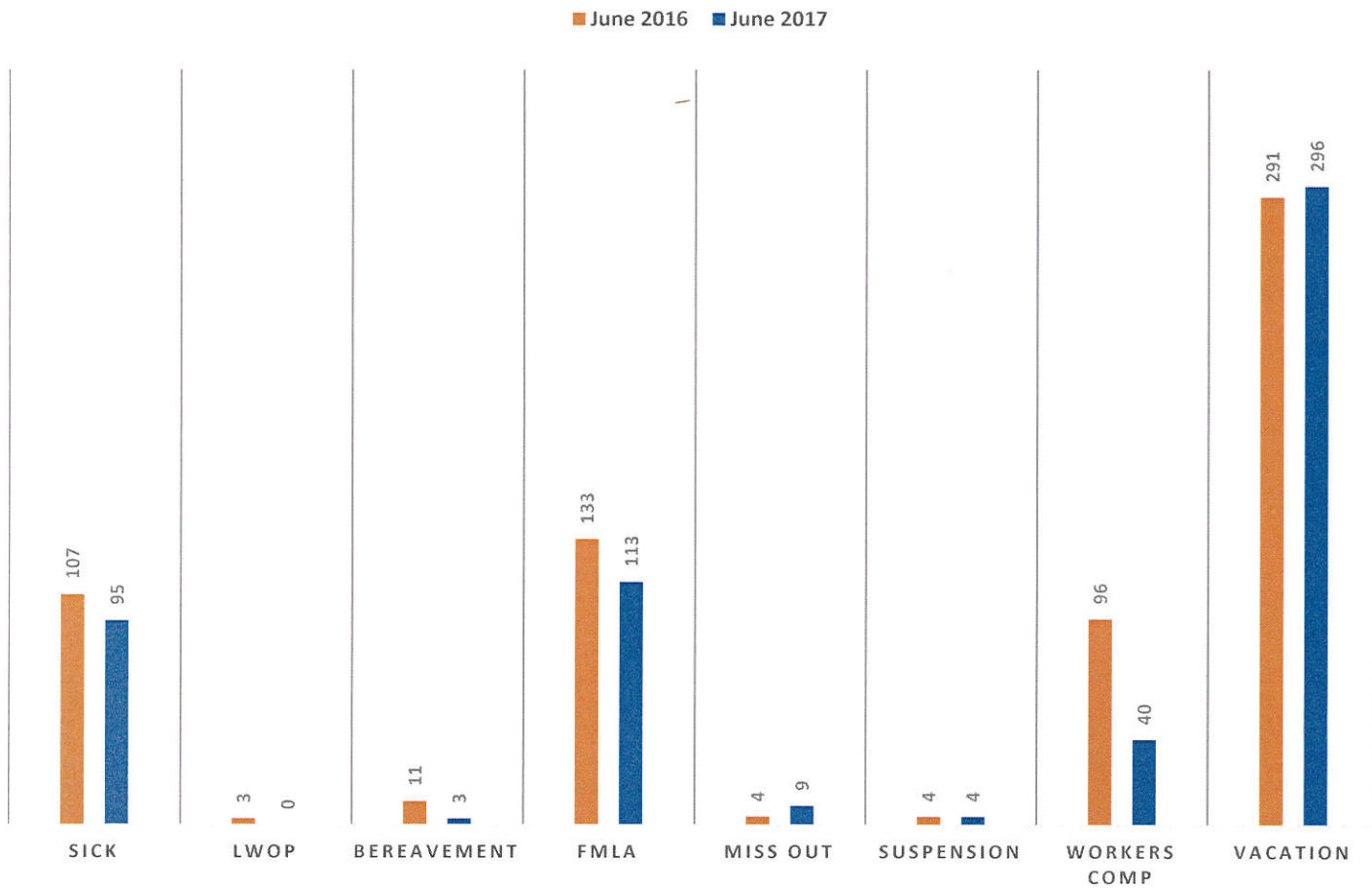


Trip: A one-way ride booked by the client. A round trip is counted as two trips.

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

Goal for Late Cancellations: 3% or below.

DRIVER ABSENCE OCCURRENCES - YTD



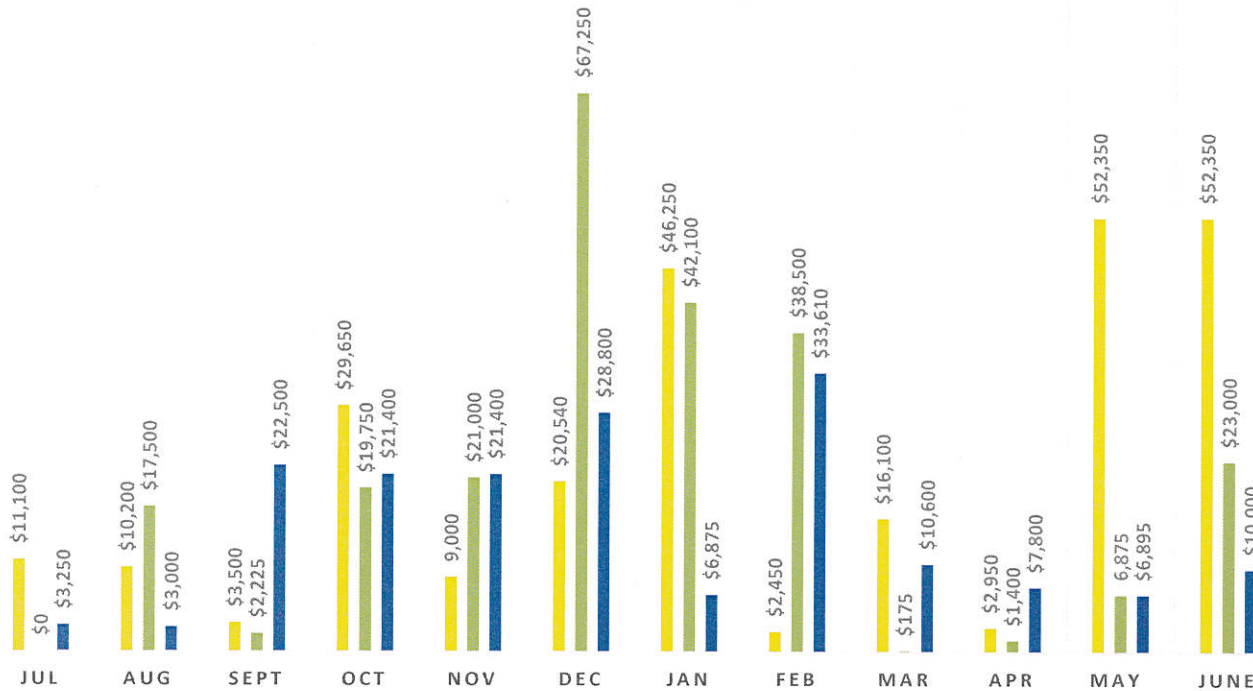
Goal: reduce by 2% - By enforcing attendance policy regularly and monitor trending -

Absences include scheduled & unscheduled for Fixed Route drivers.

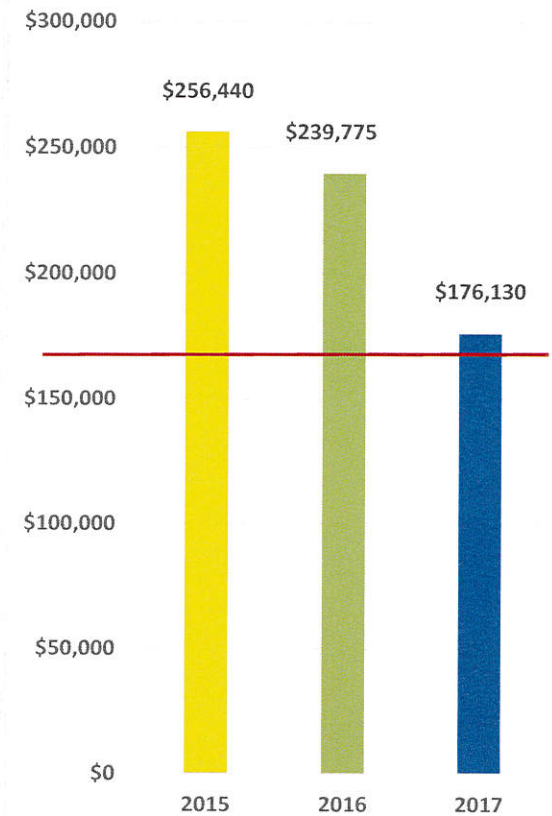
Vacation occurrences added as of September 2015 metric.



JUNE 2017 ADVERTISING



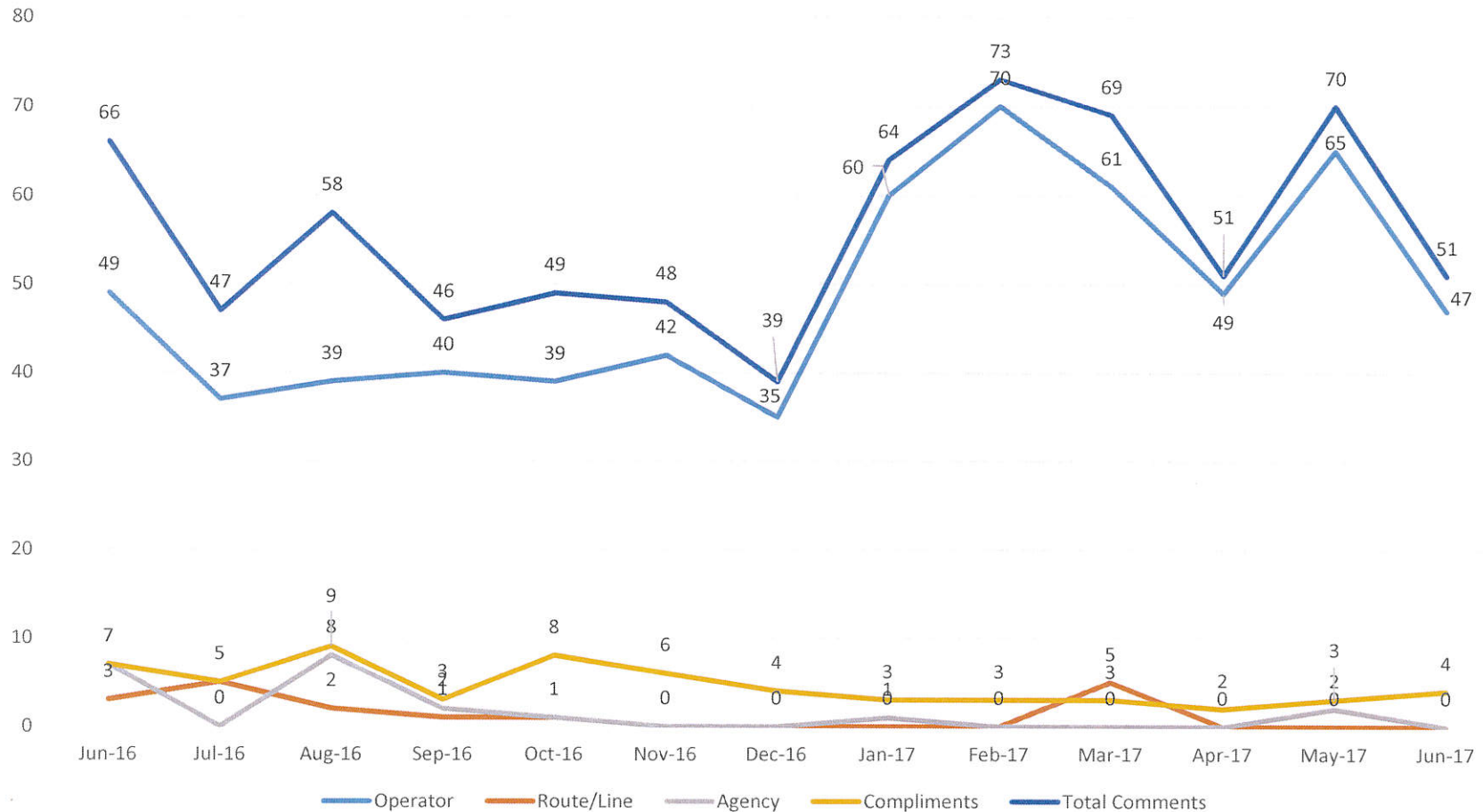
YTD TOTALS



Tracks monthly advertising revenue earned (contracted) for bus shelters and exterior bus advertising. Does not include "Barter Contracts." SunLine Transit Agency budgeted \$173,202 in advertising revenue for FY 16/17.

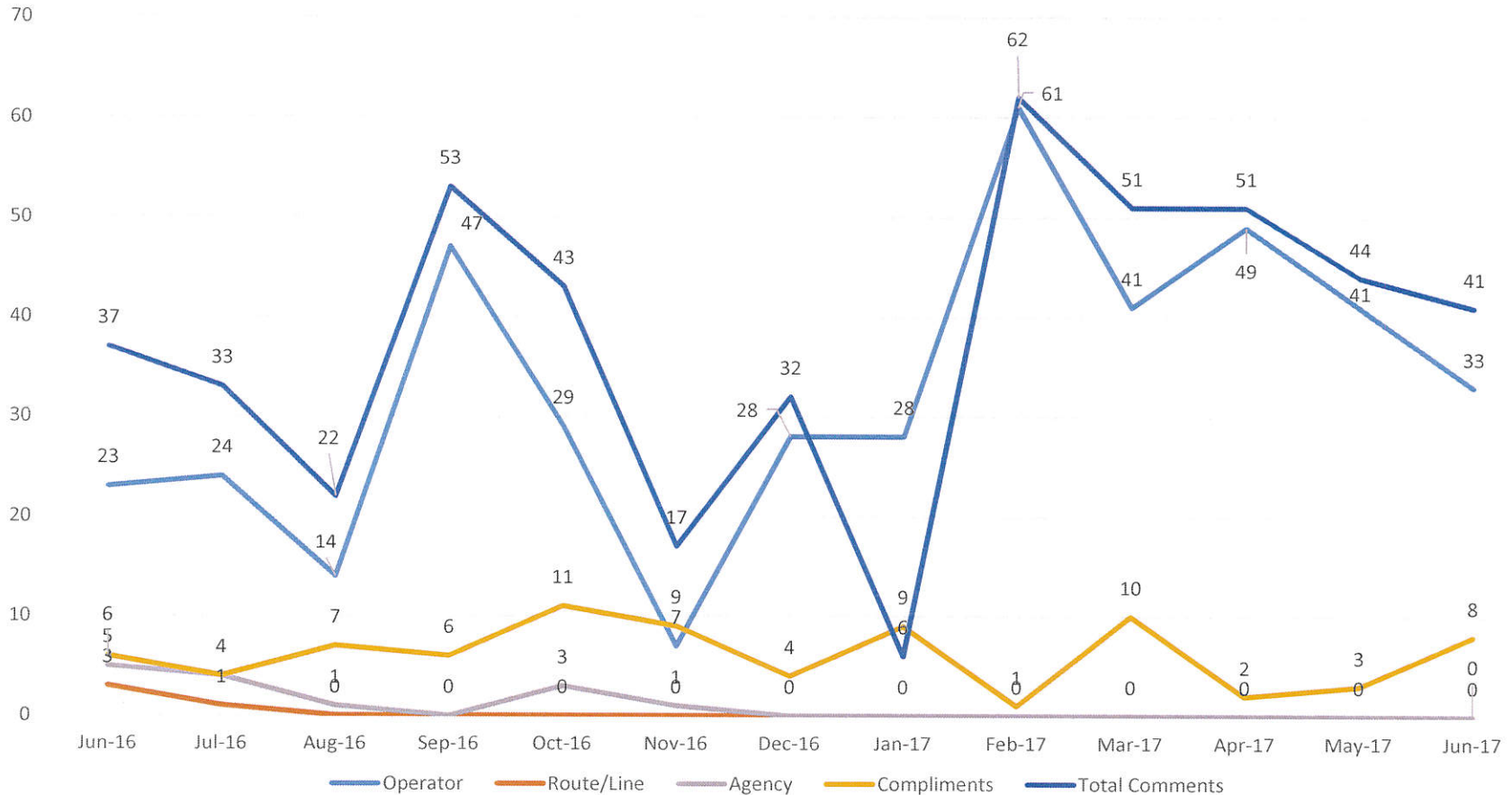
The goal is \$173,202 for FY 17

June 2017 Fixed Route Comments



The comments for June 2017 include 47 operator comments, and 4 Operator compliment. Of the 47 comments all were reviewed and 30 were deemed not to be valid by the Fixed Route Investigator. 7 operators were counseled or spoken to and 2 received Discipline.

June 2017 SunDial Comments



The comments for June 2017 include 33 operator comments, and 8 Operator compliment. Of the 33 comments all were reviewed and 10 were deemed not to be valid by the SunDial Investigator. 2 operators were counseled or spoken to. From February 2017 we are experiencing a decline in comments.

FY 16/17	Board Member Matrix Attendance													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Meetings	Total Attended
Desert Hot Springs	X		X	X		X	X	X	X	X	X	X	10	10
Palm Desert			X	X		X		X	X	X	X	X	10	8
Palm Springs			X	X		X	X		X	X		X	10	7
Cathedral City	X		X	X			X	X	X	X	X	X	10	9
Rancho Mirage			X	X		X	X	X	X	X	X	X	10	9
Indian Wells	X		X			X	X	X	X	X	X		10	8
La Quinta	X		X	X		X	X	X	X	X	X	X	10	10
Indio			X	X		X	X	X	X	X	X		10	8
Coachella	X		X	X				X		X	X	X	10	7
County of Riverside	X		X			X	X	X	X	X	X	X	10	9

X - ATTENDED (Primary/Alternate)

DARK –

SunLine Transit Agency

DATE: July 26, 2017 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Chief Performance Consultant

RE: Operations Facility Preliminary Engineering Services Contract

Recommendation

Recommend that the Board of Directors grant authority to the CEO/General Manager to negotiate and execute a contract with RNL Inc. for the architect and engineering services for the replacement Operations Facility in an amount not to exceed \$347,610, subject to approval as to form by legal counsel.

Background

SunLine is in need of professional engineering service to initiate the Design/Build process approved by the Board. This process is prescribed in Public Contract Code §22160. SunLine issued a Request for Qualification (RFQ) for architect and engineering services. SunLine publicized the bid on its website and advertised the RFQ in The Desert Sun. SunLine received responses from Two (2) architect and engineering firms. The firm's proposals were evaluated for responsiveness and responsibility, with both being determined acceptable. A committee then reviewed the firms and picked RNL as the most qualified firm to perform the work. Price negotiations were held with RNL and their proposed price was determined to be within SunLine's pricing target. Seven (7) firms from the Coachella Valley were solicited for this RFQ.

Reason for Selection of the Procurement Process

The Request for Qualification (RFQ) was selected as the procurement method in order to select the highest qualified architect & engineering firm, with the opportunity to negotiate services and price. Qualifications based selection is required under Government Code §4525.

SunLine has spoken at length with the most qualified firm, RNL Inc. and has negotiated a fair and reasonable price. The negotiated price includes the requested and required items from the RFQ with sufficient coverage to minimize financial risk to SunLine.



Reason for Selection of the Contract Type

A Time and Materials contract type, was selected in order to compensate to contractor for expended time and materials on this project. No other contract type is appropriate for these professional engineering services.

Reason for Selection of Contractor

The [two received architect and engineering qualification proposals](#) were graded by a panel of SunLine personnel. RNL Inc. received the highest point total. RNL Inc. was selected after receiving the highest amount of evaluation points from the selection committee. RNL Inc. was found to have the most proficiency with Transit Agency design and strong experience with federally funded projects.

How Price was Determined Fair and Reasonable

SunLine procurement conducted a price analysis of the service based on rates from companies with similar service and determined the prices fair and reasonable. The pricing also falls within the target pricing established by SunLine's independent estimate.

Fiscal Impact

Financial impact of \$347,610 will be funded by Federal Grant 5339 and, State Transit Assistance. This project funding has been approved in Capital Budget FY17 under project SL17-06.

Rudy Le Flore



Bidders List

Alfred Cook

75-175 Merle Drive, Suite 200
Palm Desert, CA 92211
(760) 568-2296
office@alfredcook.com

Associated General Contractors of America

RaeMarie S Blaha-Jonas
6212 Ferris Square
San Diego, CA 92121
(858)558-7444
raemarie@agcsd.org

Christopher McFadden Architect

Christopher McFadden
75-145 St. Charles Place, Suite 4
Palm Desert, CA 92211
(760) 346-8014
cmcfadden@mmarc.com

GLS Architecture Group

Jorge Septain
74991 Joni Dr # 9, Palm Desert, CA
92260
(760) 340-3528
qls@qlsarchitecture.com

HDR Inc.

Sarah Freeman
Sarah.freeman@hdrinc.com

Holt Architecture

Tim Holt
70225 Highway 111, Suite D
Rancho Mirage, CA 92270
(760) 328-5280
Tholt@holtarchitecture.com
sporter@holtarchitecture.com

IBI Group

Tom Moore
18401 Von Karman Avenue, Suite 110
Irvine, CA 92612
(949) 833-5588
tmoore@ibigroup.com

La Canada Design Group

Lance Bird
630 North Rosemead Blvd., Suite 400
Pasadena, CA 91104
(626) 351-4301
lancebird@lcdg.com

National Engineering & Consulting, Inc.

Kelly Stringer
27 Orchard
Lake Forest, CA 92630
(949) 716-9990 x 505
Kelly.stringer@nationaleng.com

Owen

Michael Chegini
234 East Drake Drive
San Bernardino, CA 92408
(909) 277-6841
mchegini@owengroup.com

Patel Architecture

Narendra Patel
71-711 S. Jacinto Drive
Rancho Mirage, CA 92270
(760) 776-5031
Patelarchitecture@live.com

Pearson Architects, Inc.

74-260 Hwy. 111, Suite #8
Palm Desert, CA 92260
(760) 779-1937
info@pearson-architects.com

Prest-Vusik Architects

44-530 San Pablo Ave., Suite 200
Palm Desert, CA 92260
(760) 779-5393
pvarc@prestvuksicarchitects.com

RNL Design

Patrick McKelvey
523 West 6th Street, Suite 1200
Los Angeles, CA 90014
(213) 9559775
Pat.mckelvey@rnldesign.com

Avg. evaluated score
from Evaluation
Committee: 86.00

Avg. evaluated score
from Evaluation
Committee: 93.50

TOP

T & B Engineering, Inc.

Mark Ballou
4344 Latham St, STE 100
Riverside, CA 92501
(951) 684-6200
mballou@tbengineeringinc.com

Westgroup Designs

Renee Rose Andrade
19520 Jamboree Road, Suite 100
Irvine, CA 92612
(949)250-0880
reenea@westgroupdesigns.com

DBE**AMC Consulting Engineers**

Ming-Chen Yu
Pier 26, The Embarcadero
San Francisco, CA 94105
(510) 663-1118
mcyu@amcon.com

Cho Design Associates, Inc.

Wilbert Cho
3001 Red Hill Avenue, Suite 6-206
Costa Mesa, CA 92626
(714) 427-0680
ccho@chodesignassociates.com

Civil Works Engineers, Inc.

Marie Marston
3151 Airway, Suite T-1
Costa Mesa, CA 92626
(714) 966-9060
mmarston@civilworksenigneers.com

Dahl, Taylor & Associates, Inc.

Quang D. Vu
2960 S. Daimler Street
Santa Ana, CA 92705
(949) 756-8654
quv@dahltaylor.com

FMG Architects

Claudia Guadagne
330 15th Street
Oakland, CA 94612
(510) 465-8700
claudia@fmgarchitects.com

Hart Wright Architects

Eliza Har
2742 17th Street
San Francisco, CA 94110
(415) 503-7071
eliza@hartwrightarchitects.com

Kawan Henmi Architecture & Planning

Sylvia Kwan
456 Montgomery Street, Suite 200
San Francisco, Ca 94104
(415) 777-4770
accounting@kwanhenmi.com

Mercurial Consulting LLC

Alfred Louie
2611 San Jose Avenue
San Francisco, CA 94112
(415) 225-9220
Alfred.louie@gmail.com

Paragon Project Resources, Inc.

William Correa
1901 Royal Lane, Suite 104
Dallas, TX 5229
(214) 239-9212
William.correa@2paragon.com

Quezada Incorporated

Alfred Quezada, Jr.
One Arkansas Street, D2
San Francisco, CA 94107
(415) 331-5133
l.corkrey@ae7Qa.com

SunLine Transit Agency

DATE: July 26, 2017 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Project Manager

RE: Approval of a Cooperative Agreement with Riverside County
Transportation Commission (RCTC) for Commuter Trip
Reduction/Rideshare Program

Recommendation

Recommend that the Board of Directors authorize the CEO/General Manager to execute a Cooperative Agreement with RCTC for Commuter Trip Reduction/Rideshare Programs and Software Sublicense Agreement for SunLine's Transportation Demand Management (TDM) Vanpool Program, through September 19, 2019.

Background

In 2014, SunLine won a competitive grant from the Coachella Valley Association of Governments (CVAG) to provide TDM and vanpool services in Eastern Riverside County. This allowed SunLine to implement a full service TDM program which includes matching commuters with alternative modes of transportation (e.g., carpool, vanpool) as well as supporting Coachella Valley employers with their worksite transportation programs.

SunLine desires to make use of existing tools developed for TDM programs in Riverside County, specifically IE Commuter (iecommuter.org) which provides an existing commuter database. Using one regional ridesharing database of employers and commuters simplifies the user-experience, increases the potential to match commuters, and is more cost effective over developing a standalone system, either manual or electronic.

RCTC has agreed to permit SunLine to utilize the IE Commuter tools, and as RCTC has with other public entities that utilize the IE Commuter tools, requires a Cooperative Agreement be executed. The purpose of the Cooperative Agreement is to define the terms and conditions of SunLine utilizing IE Commuter software and tools, specify the service boundaries and commuter incentives/rewards eligibility, establish procedures to ensure confidentiality of the information gathered and establish terms which indemnifies RCTC as SunLine implements its TDM and vanpool programs.



In the event of the expiration or termination of this agreement, SunLine's access to the Coachella Valley commuter and employer data is preserved; RCTC will provide SunLine a copy of the Coachella Valley records and SunLine agrees to confidentially handle the data in perpetuity.

RCTC has agreed to and welcomes SunLine's use of their system. The use of IE Commuter tools will be of great benefit and a cost-effective solution as SunLine implements the TDM component of the program.

Financial Impact

There are no additional fiscal implications resulting from approval of this Cooperative Agreement.

Vicky Castaneda



SunLine Transit Agency

DATE: July 26, 2017 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Chief Operating Officer

RE: Extended Service Agreement with BAE systems for the American Fuel Cell Buses

Recommendation

Recommend that the Board of Directors grant authority to the CEO/General Manager to execute an Extended Service Agreement with BAE Systems in an amount not to exceed \$185,000, upon approval as to form by legal counsel.

Background

The original project consisted of the purchase of two American Fuel Cell Buses and related support to commercialize the Fuel Cell Bus technology. Staff has effectively managed the scope and funding of this project and was able to complete the project under budget. Approving the use of the remaining grant funds will allow SunLine to continue support for its American Fuel Cell Bus fleet. The Technical Support shall include:

- Providing on-site, online, or telephone support for SunLine personnel to address any issues with the vehicle systems and sub-systems that are not covered by warranty.
- Addressing root causes of vehicle problems and provide recommendations for corrective actions regarding all performance issues.
- Troubleshooting and diagnostics for components or issues outside of warranty.
- Continuing education and/or training.

Financial Impact

The financial impact of \$185,000 will utilize remaining Federal 5308 grant funds.

Tommy Edwards

SunLine Transit Agency

DATE: July 26, 2017 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Superintendent of Facility Maintenance

RE: Natural Gas Standby Generator Contract

Recommendation

Recommend that the Board of Directors grant authority to the CEO/General Manager to execute a contract with Bay City Electric Works in an amount not to exceed \$163,876.61 for the procurement of a Natural Gas Standby Generator, upon approval as to form by legal counsel.

Background

SunLine is in the process of replacing the existing CNG fueling station at the Thousand Palms facility. The generator is an essential component of the fueling station in order to continue to operate the fleet in the event of a power loss.

Natural gas was selected as the fuel for the generator due to the availability and length of run time compared to diesel fuel.

Reason for Selection of the Procurement Process

The Invitation for Bid (IFB) was selected as the procurement method in order to award the contract based on lowest qualified price.

Reason for Selection of the Contract Type

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

Reason for Selection of Contractor

On May 22, 2017, [seven \(7\) companies were solicited](#), in addition to being advertised on SunLine's website and the local newspaper, the Desert Sun. On June 30, 2017, two



(2) individual bids were received from Johnson Power Systems of Riverside, CA and Bay City Electric Works of Poway, CA.

How Price was Determined Fair and Reasonable

Bay City Electric Works' price was determined to be fair and reasonable based on a [price analysis](#) and adequate price competition.

Financial Impact

The financial impact of \$163,876.13 was budgeted in the FY15 SRTP.

Dean Holm



Bidder's List

Bay City Equipment

13625 Danielson Street
Poway, CA 92064
(866)938-8200
smellinger@bcew.com

Cummins Pacific

3061 S. Riverside Ave.
Bloomington, CA 92316
(909) 879-8276
Courtney.cheek@cummins.com

Generator Services Co.

10255 Philadelphia CT.
Rancho Cucamonga, CA 91730
(800) 691-1601
sales@generator-services.com
jim@generator-services.com

Global Power Supply

136 W. Canon Perdido
Santa Barbara, CA 93101
(800) 706-0906
info@globalpwr.com

Johnson Power Systems – Caterpillar

656 E. La Cadena Dr.
Riverside, CA 92507
Rogelio Deguzman
(951) 683 5960 x 2304
Deguzman_Rogelio@johnson-power.com

Valley Power Systems

1520 S. Bon View Avenue
Ontario, CA 91761
Bob Nelson
(909) 969-9345
Bob.nehlsen@valleypsi.com

World Wide Power Products

5711 Brittmoore Rd.
Houston, TX 77041
(713) 434-2300
sales@wpowerproducts.com



PRICE ANALYSIS

	Bay City Electric	Johnson Power Systems
Natural Gas Standby Generator	\$ 163,876.61	\$ 279,395.00


Difference between Bay City Electric and Johnson Power Systems	\$ (115,518.39)
Delta	41.35%

There was adequate price competition since at least two (2) bidders independently contended for the contract that is to be awarded and both were responsive to the requirements of the solicitation.

Based on the findings, the prices submitted by the lowest responsive and responsible bidder, Bay City Electric is 41.35% lower than Johnson Power Systems. The Superintendent of Facility Maintenance examined the bids provided by Bay City Electric and Johnson Power Systems and determined that both bids met the requirements of the Invitation for Bid.

Based on the results, it is determined that prices submitted by Bay City Electric are considered fair and reasonable.

Prepared by:



Jennifer Tran, Contracts Administrator