

SUNLINE TRANSIT AGENCY BOARD MEETING AGENDA

Wednesday, September 27, 2017

12:00 p.m.

Board Room

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

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

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

AGENDA TOPICS

RECOMMENDATION

1. **Call to Order**
Chairperson Russell Betts
2. **Roll Call**
3. **Presentations**
Transportation Demand Management & Vanpool Program Updates – Harman Singh, Interim Project Manager & Debra Meier, Project Manager/WSP
4. **Finalization of Agenda**
5. **Public Comments** **Receive Comments**
(NOTE: Those wishing to address the Board should complete a Public Comment Card and will be called upon to speak.)

NON AGENDA ITEMS

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

AGENDA ITEMS

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

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

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

7. **Consent Calendar** **Receive & File All**
items on the Consent Calendar will be approved by one motion, and there will be no discussion of individual items unless a Board Member requests a specific item be pulled from the calendar for separate discussion. The public may comment on any item.
- a) [Checks over \\$1,000 report for June/July 2017](#)
 - b) [Credit Card Statement for June/July 2017](#)
 - c) [Monthly Budget Variance Report for June/July 2017](#)
 - d) [Contracts Signed in Excess of \\$25,000 July/August 2017](#)
 - e) [Union & Non Union Pension Investment Asset Summary June/July 2017](#)
 - f) [Ridership Report for July & August 2017](#)
 - g) [SunDial Operational Notes for July & August 2017](#)
 - h) [Metrics \(On time Performance, Early Departures, Late Departures, Late Cancellations, Driver Absence, Advertising Revenue \(July Only\), Fixed Route Customer Comments, Paratransit Customer Comments\) July/August 2017](#)
 - i) [Board Member Attendance for July 2017](#)
 - j) [First Amendment to CEO-GM Employment Agreement](#)

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

8. **Apply for Local Hire Preference for Operations Facility**
(Greg Pettis, Chair of Finance/Audit Committee;
Staff: Rudy LeFlore)
In January 2017 the Federal Transit Administration (FTA) extended its local preference pilot program to March 6, 2022. It is the CEO/General Manager's intent to direct staff to apply for FTA approval under this program. Said approval will be requested in support of SunLine's planned Operations Facility. Approval under this program will allow SunLine to construct a preference system for utilization on the approximately \$4,000,000 construction contract for SunLine's Operations Facility. (Page 00)

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

9. **Approval of Minutes** **Approve**
Request to the Board to approve the Minutes of the July 26, 2017 Regular Board of Directors Meeting.

10. **Service Standards Policy #B-190613 Amendment** **Approve**
(Emmanuel Martinez, Chair of Strategic Planning & Operational Committee; Staff: Stephanie Buriel, Deputy Chief Administration Officer)
Recommend that the Board of Directors approve the attached amended Service Standards Policy #B-190613.
11. **Contract Authorized Under CARB Grant** **Approve**
(Greg Pettis, Chair of Finance/Audit Committee; Staff: Rudy LeFlore, Chief of Performance)
Recommend that the Board of Directors ratify the actions of the CEO/General Manager to execute an agreement with Proton Energy Systems, Inc., a wholly-owned subsidiary of NEL ASA in an amount Not to Exceed \$8,338,391. (Pages 00)
12. **Contract for STA New Entrance Sign** **Approve**
(Greg Pettis, Chair of Finance/Audit Committee; Staff: Dean Holm, Superintendent of Facility Maintenance)
Recommend that the Board of Directors grant authority to the CEO/General Manager to execute a contract with PVL Signs & Graphics, Inc. in the amount of \$20,750 for the Fabrication and Installation of a new STA Entrance sign and Improvements for the existing Employee Entrance sign, upon approval as to form by Legal Counsel. (Pages 00)
13. **Contract for Renewable Natural Gas & Management of Federal/State Fuel Credits** **Approve**
(Greg Pettis, Chair of Finance/Audit Committee; Staff: Eric Taylor, Financial Services & Support Manager)
Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute a 3-year contract with 2 additional 1-year options with Element Markets for the purchase of Renewable Natural Gas and the Management of Federal and State Fuel Credits. (Pages 00-00)
14. **Design/Build CNG Fueling Station** **Approve**
(Greg Pettis, Chair of Finance/Audit Committee; Staff: Dean Holm, Superintendent of Facility Maintenance)
Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute a change order in an amount not to exceed \$26,557 with Fuel Solutions, Inc. to cover the cost of additional services requested by SunLine. (Pages 00-00)

15. **Contract for Telephone Line Services** **Approve**
**(Greg Pettis, Chair of Finance/Audit Committee;
Staff: Joseph Friend, IT Administrator)**

Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute a 60-month contract with TPx Communications for telephone line services with a not to exceed amount of \$235,000. (Pages 00-00)

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

17. **Closed Session**

a.) **Public Employee Performance Evaluation**

Pursuant to Government Code Section 54957(b)

Position Title: CEO/ General Manager

b.) **Liability Claims**

Pursuant to Government Code Section 54956.9(b)(1)

Claim Number: TS1731

Claimant: Mercury Insurance Company, as subrogate for Mary Martinez

c.) **Conference with Legal Counsel - Anticipated Litigation**

Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2).

18. **Next Meeting Date**

October 25, 2017

12 o'clock Noon – Board Room

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

19. **Adjourn**

SunLine Transit Agency
Checks \$1,000 and Over
For the month of June 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	672213	6/30/2017	\$318,648.79
NR DEVELOPMENT, INC.	WIP Fencing Project Div 1	672202	6/28/2017	\$174,800.00
PERMA - Insurance	Gen Liab/WC	672112	6/16/2017	\$121,505.50
TRAPEZE SOFTWAREGROUP, INC.	Software	672203	6/28/2017	\$116,160.00
<u>U.S. BANK INSTITUTIONAL TRUST-</u>	<u>Pension Deposits</u>	<u>672278</u>	<u>6/30/2017</u>	<u>\$91,970.47</u>
<u>U.S. BANK INSTITUTIONAL TRUST-</u>	<u>Pension Deposits</u>	<u>672128</u>	<u>6/16/2017</u>	<u>\$90,428.61</u>
<u>U.S. BANK INSTITUTIONAL TRUST-</u>	<u>Pension Deposits</u>	<u>672006</u>	<u>6/2/2017</u>	<u>\$90,097.29</u>
BP ENERGY COMPANY	CNG/Hydrogen	672140	6/23/2017	\$80,428.04
ND CONSTRUCTION COMPANY, INC.	WIP Bus Shelters Phase 6	672201	6/28/2017	\$71,060.03
ND CONSTRUCTION COMPANY, INC.	WIP Bus Shelters Phase 6	672200	6/28/2017	\$56,911.65
SO CAL GAS CO.	Utilities	672187	6/23/2017	\$40,956.80
<u>RELIANCE STANDARD</u>	<u>LTD/STD/LIFE Ins Prem</u>	<u>672061</u>	<u>6/9/2017</u>	<u>\$24,948.91</u>
MICHELIN NORTH AMERICA, INC.	Tire Leasing	672104	6/16/2017	\$23,138.07
IMPERIAL IRRIGATION DIST	Utilities	672042	6/9/2017	\$22,027.84
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	672078	6/16/2017	\$21,899.50
TEC OF CALIFORNIA, INC.	Repair Parts	672266	6/30/2017	\$16,976.26
BYD COACH & BUS LLC	WIP-Electric Buses Lease	672080	6/16/2017	\$15,762.61
MURCHISON & CUMMING, LLP	Insurance Losses	672048	6/9/2017	\$11,881.03
IMPERIAL IRRIGATION DIST	Utilities	672164	6/23/2017	\$9,162.18
AFTERMARKET PARTS COMPANY, LLC	Bus Parts	672124	6/16/2017	\$8,491.91
<u>U.S. BANK INSTITUTIONAL TRUST-</u>	<u>Pension Deposits</u>	<u>672007</u>	<u>6/2/2017</u>	<u>\$8,105.12</u>
SOCO GROUP INC. THE	Lubricants & Oils	672264	6/30/2017	\$8,037.00
VERIZON WIRELESS	Wireless Cell Service	672069	6/9/2017	\$7,835.26
SOCO GROUP INC. THE	Lubricants & Oils	672122	6/16/2017	\$7,504.61
CUMMINS PACIFIC, LLC	Bus Repair Parts	671947	6/2/2017	\$7,429.20
HARBOR DIESEL & EQUIPMENT INC.	Bus Repair parts	671964	6/2/2017	\$7,343.50
PE FACILITY SOLUTIONS LLC	Janitorial Servs	672179	6/23/2017	\$6,924.00
PE FACILITY SOLUTIONS LLC	Janitorial Servs	671985	6/2/2017	\$6,924.00
SOCO GROUP INC. THE	Lubricants & Oils	671997	6/2/2017	\$6,869.28
GEOCON WEST, INC.	WIP Replacement Bus Lifts (2)	672231	6/30/2017	\$6,423.93
HEPTAGON SEVEN	WIP Yard Pavement	671966	6/2/2017	\$6,315.23
AMALGAMATED TRANSIT UNION	Union Dues	672076	6/16/2017	\$6,068.83
AMALGAMATED TRANSIT UNION	Union Dues	671937	6/2/2017	\$5,915.77
CREATIVE BUS SALES, INC.	Bus Repair Parts	671946	6/2/2017	\$5,879.08
OFFICETEAM	Temporary Help	672051	6/9/2017	\$5,549.18
PALM SPRINGS MOTORS, INC.	Non-Rev Repair Parts	672052	6/9/2017	\$5,262.88
MURCHISON & CUMMING, LLP	Insurance Losses	672248	6/30/2017	\$5,139.95
TK SERVICES, INC.	Bus Repair Parts	672003	6/2/2017	\$5,047.04
AFTERMARKET PARTS COMPANY, LLC	Bus Parts	672191	6/23/2017	\$5,019.44

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

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Vendor Name	Description	Check #	Check	Amount
AFTERMARKET PARTS COMPANY, LLC	Bus Parts	672067	6/9/2017	\$5,013.79
OFFICE DEPOT	Office Supplies	672250	6/30/2017	\$4,968.68
<i>YELLOW CAB OF THE DESERT</i>	<i>Taxi Voucher Program</i>	<i>672071</i>	<i>6/9/2017</i>	<i>\$4,900.51</i>
PROPER SOLUTIONS	Temporary Help	672056	6/9/2017	\$4,900.00
ALPHA MEDIA LLC	Advertisement	672075	6/16/2017	\$4,819.25
CREATIVE BUS SALES, INC.	Bus Repair Parts	672085	6/16/2017	\$4,808.33
<i>QUALITY TOOL & EQUIPMENT, INC.</i>	<i>WIP Misc. Maints Equip Project</i>	<i>671989</i>	<i>6/2/2017</i>	<i>\$4,808.00</i>
ANDREA CARTER & ASSOCIATES	Marketing Consulting & PR	672019	6/9/2017	\$4,650.00
MAGALDI & MAGALDI, INC.	Repair Parts	672243	6/30/2017	\$4,546.17
DECALS BY DESIGN, INC.	Bus Decals/Logos	672028	6/9/2017	\$4,525.50
ESTEFANIE MARTINEZ	Insurance Losses	672093	6/16/2017	\$4,482.17
TRANSIT PRODUCTS & SERVICES	Repair Parts	672005	6/2/2017	\$4,480.90
CNTY OF RIVERSIDE DEPARTMENT	Hazardous Mat. Permit	672025	6/9/2017	\$4,438.00
FIESTA FORD, INC.	Repair Parts/Support	672157	6/23/2017	\$4,421.23
OFFICETEAM	Temporary Help	672251	6/30/2017	\$4,395.16
GATEWAY COMPRESSION, INC.	Sun Fuel Parts	672160	6/23/2017	\$4,375.46
<i>YELLOW CAB OF THE DESERT</i>	<i>Taxi Voucher Program</i>	<i>672199</i>	<i>6/23/2017</i>	<i>\$4,357.70</i>
RELIANCE STANDARD	PPO Dental	672183	6/23/2017	\$4,331.80
PRUDENTIAL OVERALL SUPPLY	Uniforms	672181	6/23/2017	\$4,289.10
CYNTHIA L. HENSON	Staff Development	672087	6/16/2017	\$4,257.75
NAPA AUTO PARTS	Vehicle Repair Parts	672171	6/23/2017	\$4,256.66
CALIFORNIA DENTAL NETWORK, INC.	Dental Insurance	672211	6/30/2017	\$4,255.51
HARBOR DIESEL & EQUIPMENT INC.	Bus Repair parts	672039	6/9/2017	\$4,067.82
TPX COMMUNICATIONS	Telephone Service	672274	6/30/2017	\$3,906.67
ALTON HILLIS	Reimburse Expenses	671936	6/2/2017	\$3,860.10
RELIANCE STANDARD	PPO Dental	672062	6/9/2017	\$3,760.60
TEC OF CALIFORNIA, INC.	Repair Parts	672000	6/2/2017	\$3,662.19
VALLEY OFFICE EQUIPMENT, INC.	Fax/Copier Supplies	672130	6/16/2017	\$3,657.84
VASQUEZ AND COMPANY LLP	Audit Services (SLT)	672131	6/16/2017	\$3,631.50
ACCONTEMPS	Temporary Help	672136	6/23/2017	\$3,604.50
FRANKLIN TRUCK PARTS, INC	Bus Repair Parts	672158	6/23/2017	\$3,598.39
NORTON MEDICAL INDUSTRIES	Medical-Exams and Testing	672172	6/23/2017	\$3,533.30
MURCHISON & CUMMING, LLP	Insurance Losses	672106	6/16/2017	\$3,466.95
<i>AMERICAN CAB</i>	<i>Taxi Voucher Program</i>	<i>672139</i>	<i>6/23/2017</i>	<i>\$3,409.63</i>
AFTERMARKET PARTS COMPANY, LLC	Bus Parts	672267	6/30/2017	\$3,338.13
<i>ENGINEERING PROCUREMENT &</i>	<i>WIP Refurbished Hydrogen Stat</i>	<i>672152</i>	<i>6/23/2017</i>	<i>\$3,291.66</i>
OFFICE DEPOT	Office Supplies	671977	6/2/2017	\$3,264.89
<i>QUALITY TOOL & EQUIPMENT, INC.</i>	<i>WIP Misc. Maints Equip Project</i>	<i>672115</i>	<i>6/16/2017</i>	<i>\$3,202.47</i>
HOME DEPOT CRD SRVS	Facility Maintenance	672162	6/23/2017	\$3,193.20

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<u>EYE MED</u>	Employee Benefits	672154	6/23/2017	<u>\$3,169.02</u>
OFFICETEAM	Temporary Help	671978	6/2/2017	\$3,064.24
ROMAINE ELECTRIC CORP.	Repair Parts	671991	6/2/2017	\$3,048.19
ALLIED UNIVERSAL SECURITY SERV	Security Services	672138	6/23/2017	\$2,869.26
ALLIED UNIVERSAL SECURITY SERV	Security Services	671935	6/2/2017	\$2,869.26
CARQUEST AUTO PARTS	Repair Parts	672144	6/23/2017	\$2,836.17
TIME WARNER CABLE	Utilities	672068	6/9/2017	\$2,805.00
HOME DEPOT CRD SRVS	Facility Maintenance	671967	6/2/2017	\$2,745.79
4IMPRINT, INC.	Advertisement	671932	6/2/2017	\$2,727.35
AMERICAN CAB	Taxi Voucher Program	672017	6/9/2017	\$2,718.36
ELLSWORTH TRUCK & AUTO	Repair Parts	672091	6/16/2017	\$2,710.27
GRAINGER	Facility Maintenance	671963	6/2/2017	\$2,652.38
INKHEAD, INC.	Safety Supplies	671969	6/2/2017	\$2,571.74
PROPER SOLUTIONS	Temporary Help	672255	6/30/2017	\$2,534.00
HARBOR DIESEL & EQUIPMENT INC.	Bus Repair parts	672232	6/30/2017	\$2,522.91
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	671943	6/2/2017	\$2,511.86
PROPER SOLUTIONS	Temporary Help	672180	6/23/2017	\$2,497.22
BURRTEC WASTE & RECYCLING	Facility Trash Removal	672079	6/16/2017	\$2,494.08
TRANSIT PRODUCTS & SERVICES	Repair Parts	672275	6/30/2017	\$2,426.00
CUMMINS PACIFIC, LLC	Bus Repair Parts	672220	6/30/2017	\$2,415.73
TK SERVICES, INC.	Bus Repair Parts	672272	6/30/2017	\$2,359.01
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	672081	6/16/2017	\$2,253.36
CAPITAL ONE COMMERCIAL (COSTCO)	Boardroom Supplies	672143	6/23/2017	\$2,209.96
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	672212	6/30/2017	\$2,184.13
MOHAWK MFG & SUPPLY CO	Bus Repair Parts	672047	6/9/2017	\$2,149.98
FLEET-NET CORPORATION	Software & Licenses	672035	6/9/2017	\$2,130.00
4IMPRINT, INC.	Advertisement	672013	6/9/2017	\$2,122.19
SOCALGAS	Indio Facility Gas	672065	6/9/2017	\$2,060.56
PROPER SOLUTIONS	Temporary Help	672114	6/16/2017	\$2,034.51
TOTALFUNDS BY HASLER	Postage Supplies	672194	6/23/2017	\$2,000.00
DESERT COMMUNITY COLLEGE	Staff Development	671949	6/2/2017	\$2,000.00
LAUREN SKIVER	Reimburse Expenses	671972	6/2/2017	\$1,893.25
DESERT AIR CONDITIONING, INC.	Contracted Services-A/C	671948	6/2/2017	\$1,852.96
PAUL ASSOCIATES	Printing	672053	6/9/2017	\$1,846.86
ACCONTEMPS	Temporary Help	672204	6/30/2017	\$1,824.00
GENFARE	Farebox	672098	6/16/2017	\$1,719.51
OFFICE DEPOT	Office Supplies	672108	6/16/2017	\$1,627.75
AIR & HOSE SOURCE, INC.	Repair Parts	672072	6/16/2017	\$1,597.34
SPORTWORKS NORTHWEST, INC.	Bus Repair Parts	672262	6/30/2017	\$1,592.35

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ALLIED UNIVERSAL SECURITY SERV	Security Services	672074	6/16/2017	\$1,560.25
TK SERVICES, INC.	Bus Repair Parts	672192	6/23/2017	\$1,473.89
DESERT CITY CAB	Taxi Voucher Program	672030	6/9/2017	\$1,462.17
OFFICE DEPOT	Office Supplies	672050	6/9/2017	\$1,456.18
LUIS GARCIA	Tuition Reimbursement	672167	6/23/2017	\$1,454.48
SMARTDRIVE SYSTEMS, INC.	Security Equipment	672064	6/9/2017	\$1,440.00
ALLIED UNIVERSAL SECURITY SERV	Security Services	672016	6/9/2017	\$1,434.63
ALLIED UNIVERSAL SECURITY SERV	Security Services	672206	6/30/2017	\$1,434.63
PDC MACHINES, INC	Sun Fuel Parts	672178	6/23/2017	\$1,401.78
TK SERVICES, INC.	Bus Repair Parts	672126	6/16/2017	\$1,389.33
DESERT CITY CAB	Taxi Voucher Program	672146	6/23/2017	\$1,344.79
SMART CHEMISTRY CORPORATION	Hydrogen Samples	672261	6/30/2017	\$1,300.00
CUMMINS PACIFIC, LLC	Bus Repair Parts	672027	6/9/2017	\$1,295.52
AFTERMARKET PARTS COMPANY, LLC	Bus Parts	672001	6/2/2017	\$1,288.09
PRUDENTIAL OVERALL SUPPLY	Uniforms	672058	6/9/2017	\$1,275.76
CUMMINS-ALLISON CORP.	Coin Room Contracted Service	672086	6/16/2017	\$1,255.57
INSPECTORATE AMERICA	Oil Sample Jars	671970	6/2/2017	\$1,199.51
ENGINEERING PROCUREMENT &	WIP Refurbished Hydrogen Stat	671954	6/2/2017	\$1,125.00
BAY CITY EQUIPMENT INDUSTRIES,	Generator Repairs	671940	6/2/2017	\$1,121.50
ERIC TAYLOR	Tuition Reimbursement	672033	6/9/2017	\$1,080.00
FIESTA FORD, INC.	Repair Parts/Support	671959	6/2/2017	\$1,068.01
C & M TREE SERVICE	Tree Trimming Service	671942	6/2/2017	\$1,065.00
CREATIVE BUS SALES, INC.	Bus Repair Parts	672219	6/30/2017	\$1,061.29
TULSA GAS TECHNOLOGIES, INC.	Bus Repair Parts	672277	6/30/2017	\$1,058.08
UNITED RENTALS, INC.	Facility Maintenance	672009	6/2/2017	\$1,039.19

Total of Checks Over \$1,000	\$1,815,311.50
Total of Checks Under \$1,000	\$64,047.11
Total of All Checks for the Month	\$1,879,358.61
Total Amount of Checks Prior Years Same Month	\$1,740,492.65

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

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Vendor Name	Description	Check #	Check	Amount
CalPERS	Group Health Ins Prem	672456	7/31/2017	\$304,870.29
AVAIL TECHNOLOGIES	ITS Implementation	672445	7/26/2017	\$122,340.00
U.S. BANK INSTITUTIONAL TRUST-	Pension Deposits	672508	7/31/2017	\$94,304.94
U.S. BANK INSTITUTIONAL TRUST-	Pension Deposits	672371	7/17/2017	\$92,911.47
BP ENERGY COMPANY	CNG/Hydrogen	672451	7/31/2017	\$82,144.57
SO CAL GAS CO.	Utilities	672359	7/17/2017	\$40,534.27
WSP USA INC.	Van Pool	672377	7/17/2017	\$37,947.92
APTA	Annual Membership Dues	672443	7/21/2017	\$35,029.00
RELIANCE STANDARD	LTD/STD/LIFE Ins Prem	672444	7/21/2017	\$25,689.82
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	672307	7/17/2017	\$24,969.50
WSP USA INC.	Van Pool	672441	7/21/2017	\$23,905.88
MICHELIN NORTH AMERICA, INC.	Tire Leasing	672411	7/21/2017	\$22,371.86
IMPERIAL IRRIGATION DIST	Utilities	672336	7/17/2017	\$20,933.07
PRAXAIR, INC.	Hydrogen	672349	7/17/2017	\$19,715.10
TYLER TECHNOLOGIES, INC.	WIP ERP Project	672370	7/17/2017	\$16,492.95
MCCRAY ENTERPRISES	Repair Parts	672341	7/17/2017	\$16,303.58
HEPTAGON SEVEN	WIP Bus Shelters Phase 6	672403	7/21/2017	\$9,624.47
ANDREA CARTER & ASSOCIATES	Marketing Consulting & PR	672302	7/17/2017	\$8,100.00
TK SERVICES, INC.	Bus Repair Parts	672366	7/17/2017	\$8,029.24
GENFARE	Farebox	672331	7/17/2017	\$7,546.00
TK SERVICES, INC.	Bus Repair Parts	672429	7/21/2017	\$7,421.30
IMPERIAL IRRIGATION DIST	Utilities	672477	7/31/2017	\$6,884.56
DOUG WALL CONSTRUCTION, INC.	WIP Misc. Maints Equip Project	672396	7/21/2017	\$6,865.00
VERIZON WIRELESS	Wireless Cell Service	672374	7/17/2017	\$6,696.14
AMALGAMATED TRANSIT UNION	Union Dues	672447	7/31/2017	\$6,472.32
CUMMINS PACIFIC, LLC	Bus Repair Parts	672316	7/17/2017	\$6,449.41
AMALGAMATED TRANSIT UNION	Union Dues	672300	7/17/2017	\$6,445.96
HEPTAGON SEVEN	WIP Yard Pavement	672334	7/17/2017	\$6,279.00
MURCHISON & CUMMING, LLP	Insurance Losses	672486	7/31/2017	\$5,617.94
NORTON MEDICAL INDUSTRIES	Medical-Exams and Testing	672414	7/21/2017	\$5,579.20
MORE PREPARED LLC	Safety Supplies	672344	7/17/2017	\$5,442.13
PATRICK M. BRASSIL	Hydrogen Maintenance	672488	7/31/2017	\$5,440.00
YELLOW CAB OF THE DESERT	Taxi Voucher Program	672442	7/21/2017	\$4,483.85
CREATIVE BUS SALES, INC.	Bus Repair Parts	672391	7/21/2017	\$4,397.56
SAFETY-KLEEN CORPORATION	Solvent Tank Service	672291	7/11/2017	\$4,283.81
RELIANCE STANDARD	PPO Dental	672424	7/21/2017	\$4,255.68
YELLOW CAB OF THE DESERT	Taxi Voucher Program	672378	7/17/2017	\$4,070.16
ST. BOARD OF EQUALIZATION	Use Sales Tax	672502	7/31/2017	\$4,060.00

**Sunline Transit Agency
Checks \$1,000 and Over
For the month of July 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
TPX COMMUNICATIONS	Telephone Service	672506	7/31/2017	\$3,913.51
CALIFORNIA DENTAL NETWORK, INC.	Dental Insurance	672454	7/31/2017	\$3,882.12
WORLD OF PROMOTIONS	New Employee Items	672440	7/21/2017	\$3,643.50
PRINTING PLACE, THE	Agency Printing	672491	7/31/2017	\$3,561.14
TRANSIT PRODUCTS & SERVICES	Repair Parts	672369	7/17/2017	\$3,496.00
SARAH SYED	Employee Reimbursement	672499	7/31/2017	\$3,400.96
AMERICAN CAB	Taxi Voucher Program	672301	7/17/2017	\$3,380.27
PRUDENTIAL OVERALL SUPPLY	Uniforms	672420	7/21/2017	\$3,321.79
LENOVO INC.	IT Supplies	672483	7/31/2017	\$3,247.47
PROPER SOLUTIONS	Temporary Help	672350	7/17/2017	\$3,245.00
TIME WARNER CABLE	Utilities	672293	7/11/2017	\$3,199.53
AMERICAN CAB	Taxi Voucher Program	672382	7/21/2017	\$3,170.01
EYE MED	Employee Benefits	672323	7/17/2017	\$3,147.09
SOCO GROUP INC. THE	Lubricants & Oils	672504	7/31/2017	\$3,112.98
IMPERIAL IRRIGATION DIST	Utilities	672406	7/21/2017	\$3,095.34
LOZANO SMITH, LLP	Legal Services	672339	7/17/2017	\$2,729.96
BURRTEC WASTE & RECYCLING	Facility Trash Removal	672387	7/21/2017	\$2,706.35
VALLEY OFFICE EQUIPMENT, INC.	Fax/Copier Supplies	672513	7/31/2017	\$2,703.21
TRANSIT GUARD, INC.	Bus Parts	672433	7/21/2017	\$2,640.00
MAGELLAN BEHAVIORAL HEALTH	Employee Assistance	672408	7/21/2017	\$2,595.78
4IMPRINT, INC.	Advertisement	672379	7/21/2017	\$2,570.07
FAINTING BUNNY GRAPHIC DESIGN	Annual Budget Design	672324	7/17/2017	\$2,520.00
MAGALDI & MAGALDI, INC.	Repair Parts	672340	7/17/2017	\$2,503.68
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	672309	7/17/2017	\$2,453.26
AFTERMARKET PARTS COMPANY, LLC	Bus Parts	672427	7/21/2017	\$2,395.99
TRANSIT RESOURCES, INC.	Bus wheel chair parts	672432	7/21/2017	\$2,208.42
PROPER SOLUTIONS	Temporary Help	672492	7/31/2017	\$2,160.00
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	672455	7/31/2017	\$2,136.65
THE TRANSIT & PARATRANSIT	Training Supplies	672355	7/17/2017	\$2,040.00
OFFICETEAM	Temporary Help	672347	7/17/2017	\$2,028.24
CDW GOVERNMENT, INC	Software/Hardware	672280	7/11/2017	\$2,010.57
FRANKLIN TRUCK PARTS, INC	Bus Repair Parts	672400	7/21/2017	\$1,716.67
KAMAN INDUSTRIAL TECHNOLOGIES	Wheel Bearings & Seals	672480	7/31/2017	\$1,716.61
4IMPRINT, INC.	Advertisement	672295	7/17/2017	\$1,715.67
KAMBRIAN CORPORATION	Computer Material/Supplies	672481	7/31/2017	\$1,688.23
ALLIED UNIVERSAL SECURITY SERV	Security Services	672299	7/17/2017	\$1,671.27
WORLD OF PROMOTIONS	New Employee Items	672376	7/17/2017	\$1,591.25
GENFARE	Farebox	672402	7/21/2017	\$1,579.16
OFFICE DEPOT	Office Supplies	672286	7/11/2017	\$1,513.62
SOCALGAS	Indio Facility Gas	672360	7/17/2017	\$1,507.70

**Sunline Transit Agency
Checks \$1,000 and Over
For the month of July 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
IDW LLC	Security Equipment	672335	7/17/2017	\$1,494.50
APPLE VALLEY COMMUNICATIONS, INC.	Communications	672303	7/17/2017	\$1,470.00
HOME DEPOT CRD SRVS	Facility Maintenance	672473	7/31/2017	\$1,424.32
MERCURY INSURANCE CO., AS	Insurance Losses	672485	7/31/2017	\$1,422.24
MERCURY INSURANCE CO., AS	Insurance Losses	672284	7/11/2017	\$1,422.24
AMERICAN SEATING COMPANY	Seats and Inserts	672383	7/21/2017	\$1,353.92
CARQUEST AUTO PARTS	Repair Parts	672310	7/17/2017	\$1,351.13
TRANSIT PRODUCTS & SERVICES	Repair Parts	672431	7/21/2017	\$1,346.00
CAPITAL ONE (COSTCO)	Boardroom Supplies	672389	7/21/2017	\$1,303.79
YRC FREIGHT	Freight	672515	7/31/2017	\$1,240.00
OFFICE DEPOT	Office Supplies	672415	7/21/2017	\$1,152.00
OFFICETEAM	Temporary Help	672289	7/11/2017	\$1,090.94
DESERT CITY CAB	Taxi Voucher Program	672318	7/17/2017	\$1,066.87
SOCO GROUP INC. THE	Lubricants & Oils	672426	7/21/2017	\$1,027.83
CLAIREMONT EQUIPMENT	Bus Stop Improvement	672390	7/21/2017	\$1,023.50

Total of Checks Over \$1,000	\$1,238,016.30
Total of Checks Under \$1,000	\$33,507.74
Total of All Checks for the Month	\$1,271,524.04
Total Amount of Checks Prior Years Same Month	\$1,775,234.56

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	Cash Back Redemption Acct	\$291.24	\$0.00
6/27/2017	6/27/2017	Automatic Payment - May 2017 Transactions	\$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%	0.3353%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	24.990%	0.6846%	\$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.

Summary of Sub Account Usage

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	[REDACTED]	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	24892164W00FDNHTM	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	4464 3100 0426 594
Statement Closing Date	07/04/17
Days in Billing Cycle	32
Next Statement Date	08/02/17
Credit Line	\$40,000
Available Credit	\$37,206

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

1-2

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.

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 170704 0 PAGE 1 of 4 10 3268 1000 ELA5 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	4464 3100 0426 594
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

If your card is ever lost or stolen:

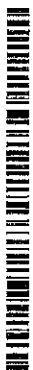
Please notify us immediately by calling: 1-800-231-5511, 24 hours a day, 7 days a week.

Questions about your statement:

If you have a question about your statement, please write to us within 30 days after the statement was mailed to you. Please use a separate letter and include your account number and the date of the statement in question. Please refer to the front of the statement for our Inquiry mailing address.

**For all your personal or business financial service needs
Visit us at www.wellsfargo.com**

Important Payment Information:



Payments made at a Wells Fargo branch. When making a payment at a Wells Fargo branch you must present a separate check for each account being paid. A single check cannot be used to pay multiple accounts.

Payments by mail. Mail your check and the payment coupon to the Payment Remittance Center address printed on this statement. For fastest delivery, please use the enclosed window envelope. If using a single check to pay multiple accounts, we must receive a completed payment coupon for each account being paid or a list showing the full account number and amount to be credited to each account. If you are paying multiple accounts with a single check, the total of the check must equal the sum of the payments to be applied to each individual account, with at least the total minimum payment due for all accounts.

Payments by phone. If you are authorized to transact on the account, you may be able to initiate a payment by calling the Customer Service number listed on the front of this statement.

Payments made using Wells Fargo Online Banking or Wells Fargo Mobile. If you have access to the account via Wells Fargo Online Banking or Mobile you may be able to make a payment depending on your level of access.

Automatic Payments. You can establish automatic payments to this credit account from a Wells Fargo deposit account or any other financial institution. For enrollment information, please contact our Customer Service number listed on the front of this statement.

Timing of payments by mail or payments made at a Wells Fargo branch. Payments that are received by mail or in a Wells Fargo branch as of 5 p.m. on any business day will be credited as of the date of receipt. Payments we receive after 5 p.m. or on non-business days will be credited as of the next business day. Payments made at other Wells Fargo branches may not be credited for up to five business days.

When a payment is considered late. If your payment is received or initiated any time after the Due Date, it is considered late and your account will be subject to a late fee.

COPY

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 8/02/17

Name on Card: Lauren Skiver

Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
7/6/2017	7/6/2017	Expedia	United Airlines - Vancouver #7278331816095 L. Skiver, General Manager		\$232.84
7/6/2017	7/6/2017	Expedia	United Airlines - Vancouver #7278331816095 L. Skiver, General Manager		\$209.85
7/7/2017	7/7/2017	Hyatt Regency	APTA Annual/EXPO - L. Skiver, GM, T.Edwards, COO, P. Gregor, Safety Officer, I. Acosta, Assistant		\$1,006.64
7/7/2017	7/7/2017	APTA Registration	APTA Annual/EXPO - L. Skiver, General Manager & Tommy Edwards, Chief Operating Officer		\$1,700.00
7/7/2017	7/7/2017	Expedia	United Airlines - Vancouver #7278331816095 L. Skiver, General Manager		\$1,379.33
7/11/2017	7/11/2017	Panera Bread	Access Community Meeting - V. Mora, Compliance Officer		\$114.01
7/11/2017	7/11/2017	Expedia	American Airlines - Vancouver #7279504220423 L. Skiver, General Manager		\$171.15
7/17/2017	7/17/2017	Expedia	United Airlines; ARPA-E Refuel Program Denver, CO. L. Skiver, General Manager		\$245.80
7/17/2017	7/17/2017	Expedia	United Airlines; ARPA-E Refuel Program Denver, CO. L. Skiver, General Manager		\$554.57
7/17/2017	7/17/2017	Courtyard Marriott	EXPEDIA- Procurement Training, <u>Mare Johnson</u> & <u>Jenny Cosio</u> , Performance Dept.		\$471.08
7/17/2017	7/17/2017	Expedia	United Airlines; ARPA-E Refuel Program Denver, CO. L. Skiver, General Manager		\$368.20
7/21/2017	7/21/2017	Dickey's	Lunch/July Board Meeting		\$422.49
7/28/2017	7/28/2017	Pan Pacific	Leadership APTA - L. Skiver, General Manager (CANADIAN Dollar to U.S. Dollar conversion)		\$1,002.98
7/31/2017	7/31/2017	Escape Room	Exercise; Agency Visioning Session - Executive Team		\$240.00
Grand Total:				\$0.00	\$8,118.94



CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	08/02/17
Days in Billing Cycle	29
Next Statement Date	09/04/17
Credit Line	\$40,000
Available Credit	\$31,031

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

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

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

Payment Information

New Balance	\$8,118.94
Current Payment Due (Minimum Payment)	\$500.00
Current Payment Due Date	08/28/17

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

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

Account Summary

Previous Balance		\$2,793.05
Credits	-	\$0.00
Payments	-	\$2,793.05
Purchases & Other Charges	+	\$8,118.94
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$8,118.94

Wells Fargo Elite Cash Back Advantage

Previous Balance		\$27.93
Cash Earned this Month		\$31.19
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$0.00
Cash Back Balance	=	\$109.12
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 0020 YTG 1 7 2 170802 0 PAGE 1 of 4 10 3268 1000 ELA3 010R5596 2942

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	\$8,118.94
Total Amount Due (Minimum Payment)	\$500.00
Current Payment Due Date	08/28/17

0500000 [REDACTED]

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

 32505 HARRY OLIVER TRL 2942

 THOUSAND PALMS CA 92278-3501 I108

If your card is ever lost or stolen:

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

Questions about your statement:

If you have a question about your statement, please write to us within 30 days after the statement was mailed to you. Please use a separate letter and include your account number and the date of the statement in question. Please refer to the front of the statement for our inquiry mailing address.

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Payments made using Wells Fargo Online Banking or Wells Fargo Mobile. If you have access to the account via Wells Fargo Online Banking or Mobile you may be able to make a payment depending on your level of access.

Automatic Payments. You can establish automatic payments to this credit account from a Wells Fargo deposit account or any other financial institution. For enrollment information, please contact our Customer Service number listed on the front of this statement.

Timing of payments by mail or payments made at a Wells Fargo branch. Payments that are received by mail or in a Wells Fargo branch as of 5 p.m. on any business day will be credited as of the date of receipt. Payments we receive after 5 p.m. or on non-business days will be credited as of the next business day. Payments made at other Wells Fargo branches may not be credited for up to five business days.

When a payment is considered late. If your payment is received or initiated any time after the Due Date, it is considered late and your account will be subject to a late fee.

Promotional Rates:

All promotional rates are subject to early termination if there are late payments or other defaults. Please see sections "Default" and "Remedies" in your Cardholder Agreement.



Rate Information

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

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

Important Information

\$0 - \$8,118.94 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 08/28/17. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

Summary of Sub Account Usage

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	5958	40,000	\$8,118.94

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
07/31	07/31	F3268006L00CHGDDA AUTOMATIC PAYMENT - THANK YOU TOTAL 4484610004265941 \$2,793.05-	2,793.05	
Transaction Summary For LAURA SKIVER Sub Account Number Ending In 5958				
07/06	07/06	24692165W2X6DBZZ1 07/28/17 1 UA T 2 UA T 11578826 VANCOUVER SAN FRANCISCO SAN FRANCISCO PALM SPRINGS EXPEDIA.COM		232.04
07/06	07/06	24692165W2X6DQ02J 07/25/17 1 UA T 2 UA T 11578826 PALM SPRINGS SAN FRANCISCO SAN FRANCISCO VANCOUVER EXPEDIA.COM		209.85
07/07	07/07	24431065W0D17S7MH APTA HOUSING OFFICE FALLS CHURCH VA		1,006.64
07/07	07/07	24639235Y966DYAA0 APTA 202-4964800 DC		1,700.00
07/07	07/07	24692165W2XNLRBTQ EXPEDIA 7278331816096 EXPEDIA.COM WA		1,379.33
07/11	07/11	2423166602DYXBC43 PANERA BREAD #601771 314-984-3495 CA		114.01
07/11	07/11	244310661A16SGFRF 07/26/17 1 AA G 2 AA G 11617270 PHOENIX PHOENIX PHOENIX VANCOUVER EXPEDIA INC		171.15
07/17	07/17	244310667A16SQQXF 08/18/17 1 AA N 2 AA V 11578626 AMERICAN AIR0019838807721 FORT WORTH TX SKIVER/LAURA LEE DENVER PHOENIX PHOENIX PALM SPRINGS EXPEDIA.COM		245.80
07/17	07/17	2469216662XSHK9K1 EXPEDIA 7281028682879 EXPEDIA.COM WA		554.57
07/17	07/17	2469216662XVFWTMP EXPEDIA 7281037539594 EXPEDIA.COM WA		471.08
07/17	07/17	2469216672XQV3ZGV 09/18/17 1 UA U 11578626 UNITED 0168638814800800-932-2732 TX SKIVER/LAURA LEE PALM SPRINGS DENVER EXPEDIA.COM		388.20
07/21	07/21	2469216662XSSQV5Z DICKEYS CA-1305 PALM SPRING CA		422.49
07/28	07/28	74529006JST698DZB 07/28 07/28 1245.53 X 0.80526362 PAN PACIFIC VANCOUVER F/D VANCOUVER CD CA DOLLAR		1,002.98
07/31	07/31	248921663M2XA3QGLL IN ESCAPE ROOM PALM SPR1760-799888 CA TOTAL \$8,118.94 LAURA SKIVER / Sub Acct Ending In 5958		240.00



Wells Fargo News

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SunLine Transit Agency
Unaudited Budget Variance Report
June 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	218,956	278,260	(59,304)	3,103,430	3,339,121	(235,691)
Other Revenue	2,767,887	156,929	230,657	(73,728)	3,688,244	2,767,887	920,357
Total Operating Revenue	<u>6,107,008</u>	<u>375,885</u>	<u>508,917</u>	<u>(133,033)</u>	<u>6,791,674</u>	<u>6,107,008</u>	<u>684,666</u>
Operating Expenses:							
Operator & Mechanic Salaries & Wages	9,171,537	716,303	764,295	47,991	8,759,263	9,171,537	412,275
Operator & Mechanic Overtime	983,000	91,584	81,917	(9,667)	1,228,961	983,000	(245,961)
Administration Salaries & Wages	5,239,943	399,314	436,662	37,348	4,612,505	5,239,943	627,438
Administration Overtime	5,000	2,158	417	(1,741)	21,489	5,000	(16,489)
Fringe Benefits	8,826,439	1,654,129	735,537	(918,593)	9,421,554	8,826,439	(595,115)
Communications	203,000	13,904	16,917	3,013	195,462	203,000	7,538
Legal Services - General	75,000	16,745	6,250	(10,495)	106,493	75,000	(31,493)
Computer/Network Software Agreement	350,050	26,844	29,171	2,327	347,355	350,050	2,695
Uniforms	149,320	2,427	12,443	10,016	142,286	149,320	7,034
Contracted Services	504,350	29,410	42,029	12,619	481,066	504,350	23,284
Equipment Repairs	7,500	352	625	273	3,765	7,500	3,735
Security Services	74,600	6,159	6,217	58	76,823	74,600	(2,223)
Fuel - CNG	1,475,519	134,173	122,960	(11,213)	1,486,776	1,475,519	(11,256)
Fuel - Hydrogen	298,400	26,748	24,867	(1,881)	276,678	298,400	21,722
Tires	211,500	15,772	17,625	1,853	213,033	211,500	(1,533)
Office Supplies	79,002	6,699	6,584	(116)	64,003	79,002	14,999
Travel/Training	158,395	20,520	13,200	(7,320)	118,921	158,395	39,474
Repair Parts	1,279,090	76,446	106,591	30,145	1,266,028	1,279,090	13,062
Facility Maintenance	45,500	305	3,792	3,486	39,683	45,500	5,817
Electricity - CNG & Hydrogen	190,000	14,647	15,833	1,186	167,490	190,000	22,510
Natural Gas	1,268,112	124,093	105,676	(18,417)	1,520,055	1,268,112	(251,943)
Water	7,700	314	642	328	7,084	7,700	616
Insurance Losses	768,026	(106,019)	64,002	170,021	867,795	768,026	(99,769)
Insurance Premium - Property	12,000	1,049	1,000	(49)	14,937	12,000	(2,937)
Repair Claims	201,000	15,404	16,750	1,346	134,801	201,000	66,199
Fuel Taxes	167,700	17,360	13,975	(3,385)	194,224	167,700	(26,524)
Other Expenses	3,243,598	257,395	270,300	12,905	2,832,622	3,243,598	410,976
Self Consumed Fuel	(1,521,170)	(141,161)	(126,764)	(14,397)	(1,638,504)	(1,521,170)	(117,334)
Total Operating Expenses (Before Depreciation)	<u>33,474,111</u>	<u>3,423,076</u>	<u>2,789,509</u>	<u>(633,567)</u>	<u>32,962,646</u>	<u>33,474,111</u>	<u>511,465</u>
Operating Expenses in Excess of Operating Revenue		<u>\$ (3,047,191)</u>			<u>\$ (26,170,972)</u>		
Subsidies:							
Local - Measure A	5,835,696	649,776	486,308	(163,468)	5,835,696	5,835,696	0
State - LTF, LCTOP	19,185,848	2,136,249	1,598,821	(537,428)	18,605,619	19,185,848	580,229
Federal - 5307, 5310, 5311, 5316, 5317 & CMAQ	2,345,559	261,166	195,463	(65,703)	1,729,657	2,345,559	615,902
Total Subsidies	<u>27,367,103</u>	<u>3,047,191</u>	<u>2,280,592</u>	<u>(766,599)</u>	<u>26,170,972</u>	<u>27,367,103</u>	<u>1,196,131</u>
Net Operating Gain (Loss) After Subsidies	<u>\$ 0</u>	<u>\$ -</u>			<u>\$ -</u>		

SunLine Transit Agency
 Unaudited Budget Variance Report
 June 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	24,225,919	2,863,489	2,018,827	(844,662)	24,043,772	24,225,919	182,147
Services	2,658,369	239,639	221,531	(18,109)	2,831,568	2,658,369	(173,199)
Fuels & Lubricants	1,936,619	161,851	161,385	(466)	1,912,565	1,936,619	24,054
Tires	211,500	15,772	17,625	1,853	213,033	211,500	(1,533)
Materials and Supplies	1,621,069	111,067	135,089	24,022	1,544,543	1,621,069	76,525
Utilities	1,734,812	158,817	144,568	(14,249)	1,949,540	1,734,812	(214,728)
Casualty & Liability	1,374,560	(48,157)	114,547	162,704	1,409,171	1,374,560	(34,611)
Taxes and Fees	167,700	17,360	13,975	(3,385)	194,224	167,700	(26,524)
Miscellaneous Expenses	1,064,733	44,398	88,728	44,329	502,735	1,064,733	561,998
Self Consumed Fuel	(1,521,170)	(141,161)	(126,764)	(14,397)	(1,638,504)	(1,521,170)	(117,334)
Total Operating Expenses (Before Depreciation)	33,474,111	3,423,076	2,789,509	(633,567)	32,962,646	33,474,111	511,465
Revenues:							
Passenger Revenue	3,339,121	218,956	278,260	(59,304)	3,103,430	3,339,121	(235,691)
Other Revenue	2,767,887	156,929	230,657	(73,728)	3,688,244	2,767,887	920,357
Total Operating Revenue	6,107,008	375,885	508,917	(133,033)	6,791,674	6,107,008	684,666
Net Operating Gain (Loss)		\$ (3,047,191)			\$ (26,170,972)		
Subsidies:							
Local - Measure A	5,835,696	649,776	486,308	(163,468)	5,835,696	5,835,696	0
State - LTF, LCTOP	18,646,475	2,076,193	1,553,873	(522,320)	18,605,619	18,646,475	40,856
Federal - 5307, 5310, 5311, 5316, 5317, 5309 & CMAQ	2,884,932	321,223	240,411	(80,812)	1,729,657	2,884,932	1,155,275
Total Subsidies	27,367,103	3,047,191	2,280,592	(766,599)	26,170,972	27,367,103	1,196,131
Net Operating Gain (Loss) After Subsidies	\$ 0	\$ -			\$ -		

Unaudited Budget Variance Analysis - SunLine Transit

Passenger Revenue - Unfavorable

- Fixed-route ridership has continued to decrease. System Total Ridership is currently 206,721 trips below FY16 YTD amounts.
- Ridership is currently at 4.6% below FY16 YTD amounts.

Fixed Route May	
Jul-16	310,930
Jul-17	300,677
Variance	(10,253)
%Δ	-3.3%

Paratransit May	
Jul-16	14,422
Jul-17	13,721
Variance	(701)
%Δ	-4.9%

System Total May	
Jul-16	325,352
Jul-17	314,398
Variance	(10,954)
%Δ	-3.4%

Fixed Route YTD	
YTD-16	4,358,966
YTD-17	4,151,468
Variance	(207,498)
%Δ	-4.8%

Paratransit YTD	
YTD-16	164,025
YTD-17	164,802
Variance	777
%Δ	0.5%

System Total YTD	
YTD-16	4,522,991
YTD-17	4,316,270
Variance	(206,721)
%Δ	-4.6%

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 \$51,164.

Operator & Mechanic Salaries & Wages - Favorable

- Contributing factors include operators on short & long term disability and vacant positions.

Operator & Mechanic Overtime - Unfavorable

- Contributing factors include operators on long and short term leave and vacant positions.
- For the month of June, Fixed Route had a total overtime liability of \$67,434.43 equal to 2,177.28 hours. Paratransit had a liability of \$18,549.50, a total of 776 hours.
- Mechanics had an overtime liability of \$866.79 equal to 13.24 hours.

Pay Period 05/28/17 to 06/10/17		
	Hours	Amount
Fixed Route	954.71	\$ 29,577.40
Paratransit	403.00	\$ 9,671.22
Mechanics	5.58	\$234.45
Grand Total	1,363.29	\$ 39,483.07

Pay Period 06/11/17 to 06/24/17		
	Hours	Amount
Fixed Route	1,222.57	\$37,858.03
Paratransit	373.00	\$8,878.29
Mechanics	7.66	\$ 632.34
Grand Total	1,603.23	\$ 47,368.66

Monthly Totals		
	Hours	Amount
Fixed Route	2,177.28	\$ 67,435.43
Paratransit	776.00	\$ 18,549.51
Mechanics	13.24	\$ 866.79
Grand Total	2,966.52	\$ 86,851.73

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 - Unfavorable

- Fringe benefits are unfavorable due to pension actuaries.
- The pension actuaries are due to actuarial assumption changes made in 2014, and higher projected vs. expected income in 2015.

Communications - Favorable

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

Legal Services - General - Unfavorable

- General legal counsel costs are higher than anticipated. For the month of June, there is an unfavorable variance of \$10,495.
- Burke, Williams, and Sorenson had one invoice paid in June equaling \$16,873.
- For the month of June SunLine had 71.8 billable hours from Burke, Williams, and Sorenson.

Computer/Network Software Agreement - Favorable

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

Uniforms - Favorable

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

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 switching costs.
- In January, alarm security services changed 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 increased costs in hydrogen fuel are 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.
- Total miles traveled in the fiscal year 2017 equal 5,189,684. Total miles traveled is up 365,674 miles from the fiscal year 2016.

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 - Favorable

- A budget adjustment was made to account for higher than anticipated repair parts expense.
- 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 problems with Hydrogen reformer. A higher consumption of 12,328 MMBtu's, compared to the previous year.
- Commodity and transmission charge greater than anticipated. The spot price for CNG is higher than the last year.

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 fiscal year.
- In the month of June, there were three settlements paid, four invoices for PERMA attorneys, and a deposit held by PERMA that attributed to higher expenses for the month.

Insurance Premium - Property - Unfavorable

- Insurance premium higher than previously anticipated.
- 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 the Hydrogen reformer.
- Increase in total miles traveled. In the fiscal year 2017, total miles traveled equal 5,189,684. Total miles traveled is up 365,674 miles from the fiscal year 2016.
- Commodity and transmission charge higher than anticipated.

Subsidies

Measure A

- Received the total amount of funds apportioned.

LTF, LCTOP Funds

- LTF, LCTOP funds had a budget of \$19,185,848. Only \$18,605,619 requested.
- The lower requested amount is primarily attributed to a favorable variance in operating revenue, and a favorable variance in operating expenses.
- The favorable variances allowed for savings in requested state funds.

Federal Funds 5307,5310,5311,5316,5317,5309, & CMAQ

- Federal Funds had a budget of \$2,345,559. Only requested \$1,729,657.
- The lower requested amount is primarily attributed to a favorable variance in operating revenue, and a favorable variance in operating expenses.
- The favorable variances allowed for savings in requested federal funds.

SunLine Transit Agency
Budget Variance Report
July 2017

Description	FY 18 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 18 YTD Budget	Favorable (Unfavorable)
Operating Revenues:							
Passenger Revenue	2,984,371	193,263	248,698	(55,435)	193,263	248,698	(55,435)
Other Revenue	2,469,132	215,111	205,761	9,350	215,111	205,761	9,350
Total Operating Revenue	<u>5,453,503</u>	<u>408,373</u>	<u>454,459</u>	<u>(46,085)</u>	<u>408,373</u>	<u>454,459</u>	<u>(46,085)</u>
Operating Expenses:							
Operator & Mechanic Salaries & Wages	9,537,771	718,466	794,814	76,349	718,466	794,814	76,349
Operator & Mechanic Overtime	1,159,221	154,674	96,602	(58,072)	154,674	96,602	(58,072)
Administration Salaries & Wages	5,302,986	373,751	441,916	68,164	373,751	441,916	68,164
Administration Overtime	13,593	1,238	1,133	(105)	1,238	1,133	(105)
Fringe Benefits	9,116,643	693,567	759,720	66,153	693,567	759,720	66,153
Communications	218,000	10,982	18,167	7,185	10,982	18,167	7,185
Legal Services - General	80,000	15,631	6,667	(8,964)	15,631	6,667	(8,964)
Computer/Network Software Agreement	452,868	29,957	37,739	7,782	29,957	37,739	7,782
Uniforms	112,550	3,041	9,379	6,338	3,041	9,379	6,338
Contracted Services	464,022	30,285	38,669	8,384	30,285	38,669	8,384
Equipment Repairs	7,500	406	625	219	406	625	219
Security Services	103,604	0	8,634	8,634	0	8,634	8,634
Fuel - CNG	1,565,432	125,035	130,453	5,417	125,035	130,453	5,417
Fuel - Hydrogen	250,000	5,783	20,833	15,051	5,783	20,833	15,051
Tires	258,100	16,797	21,508	4,711	16,797	21,508	4,711
Office Supplies	72,400	4,949	6,033	1,084	4,949	6,033	1,084
Travel/Training	143,000	9,203	11,917	2,714	9,203	11,917	2,714
Repair Parts	1,218,500	131,263	101,542	(29,721)	131,263	101,542	(29,721)
Facility Maintenance	43,000	1,535	3,583	2,048	1,535	3,583	2,048
Electricity - CNG & Hydrogen	175,000	15,545	14,583	(962)	15,545	14,583	(962)
Natural Gas	1,450,000	115,948	120,833	4,885	115,948	120,833	4,885
Water	7,500	328	625	297	328	625	297
Insurance Losses	1,136,702	51,886	94,725	42,839	51,886	94,725	42,839
Insurance Premium - Property	13,315	1,049	1,110	61	1,049	1,110	61
Repair Claims	200,000	11,572	16,667	5,095	11,572	16,667	5,095
Fuel Taxes	168,200	16,310	14,017	(2,293)	16,310	14,017	(2,293)
Other Expenses	3,291,119	257,804	274,260	16,456	257,804	274,260	16,456
Self Consumed Fuel	(1,681,000)	(130,866)	(140,083)	9,217	(130,866)	(140,083)	9,217
Total Operating Expenses (Before Depreciation)	<u>34,880,026</u>	<u>2,666,138</u>	<u>2,906,669</u>	<u>240,531</u>	<u>2,666,138</u>	<u>2,906,669</u>	<u>240,531</u>
Operating Expenses in Excess of Operating Revenue		<u>\$ (2,257,764)</u>			<u>\$ (2,257,764)</u>		
Subsidies:							
Local - Measure A	5,153,400	395,397	429,450	34,053	395,397	429,450	34,053
State - LTF, LCTOP	18,753,800	1,438,894	1,562,817	123,922	1,438,894	1,562,817	123,922
Federal - 5307, 5310, 5311, 5316, 5317 & CMAQ	5,519,323	423,473	459,944	36,471	423,473	459,944	36,471
Total Subsidies	<u>29,426,523</u>	<u>2,257,764</u>	<u>2,452,210</u>	<u>194,446</u>	<u>2,257,764</u>	<u>2,452,210</u>	<u>194,446</u>
Net Operating Gain (Loss) After Subsidies	<u>\$ -</u>	<u>\$ -</u>			<u>\$ -</u>		

SunLine Transit Agency
Budget Variance Report
July 2017

Description	FY 18 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 18 YTD Budget	Favorable (Unfavorable)
Operating Expenses:							
Wages & Benefits	25,130,214	1,941,695	2,094,185	152,489	1,941,695	2,094,185	152,489
Services	2,657,004	193,819	221,417	27,598	193,819	221,417	27,598
Fuels & Lubricants	1,991,632	150,290	165,969	15,679	150,290	165,969	15,679
Tires	258,100	16,797	21,508	4,711	16,797	21,508	4,711
Materials and Supplies	1,537,125	157,103	128,094	(29,010)	157,103	128,094	(29,010)
Utilities	1,923,000	156,582	160,250	3,668	156,582	160,250	3,668
Casualty & Liability	1,885,324	116,716	157,110	40,395	116,716	157,110	40,395
Taxes and Fees	168,200	16,310	14,017	(2,293)	16,310	14,017	(2,293)
Miscellaneous Expenses	1,010,427	47,691	84,202	36,512	47,691	84,202	36,512
Self Consumed Fuel	(1,681,000)	(130,866)	(140,083)	9,217	(130,866)	(140,083)	9,217
Total Operating Expenses (Before Depreciation)	34,880,026	2,666,138	2,906,669	240,531	2,666,138	2,906,669	240,531
Revenues:							
Passenger Revenue	2,984,371	193,263	248,698	(55,435)	193,263	248,698	(55,435)
Other Revenue	2,469,132	215,111	205,761	9,350	215,111	205,761	9,350
Total Operating Revenue	5,453,503	408,373	454,459	(46,085)	408,373	454,459	(46,085)
Net Operating Gain (Loss)		\$ (2,257,764)			\$ (2,257,764)		
Subsidies:							
Local - Measure A	5,153,400	395,397	429,450	34,053	395,397	429,450	34,053
State - LTF, LCTOP	18,753,800	1,438,894	1,562,817	123,922	1,438,894	1,562,817	123,922
Federal - 5307, 5310, 5311, 5316, 5317 & CMAQ	5,519,323	423,473	459,944	36,471	423,473	459,944	36,471
Total Subsidies	29,426,523	2,257,764	2,452,210	194,446	2,257,764	2,452,210	194,446
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 19,437 trips below FY17 YTD amounts.
- Ridership is currently at 6.4% below FY17 YTD amounts.

Fixed Route July	
Jul-16	290,065
Jul-17	271,814
Variance	(18,251)
%Δ	-6.3%

Paratransit July	
Jul-16	13,702
Jul-17	12,516
Variance	(1,186)
%Δ	-8.7%

System Total July	
Jul-16	303,767
Jul-17	284,330
Variance	(19,437)
%Δ	-6.4%

Fixed Route YTD	
YTD-FY17	290,065
YTD-FY18	271,814
Variance	(18,251)
%Δ	-6.3%

Paratransit YTD	
YTD-FY17	13,702
YTD-FY18	12,516
Variance	(1,186)
%Δ	-8.7%

System Total YTD	
YTD-FY17	303,767
YTD-FY18	284,330
Variance	(19,437)
%Δ	-6.4%

Other Revenue - Favorable

- The favorable balance is due to higher revenues for July than budgeted amounts for outside fueling revenues, emissions credit revenues, and insurance recoveries.

Operator & Mechanic Salaries & Wages - Favorable

- Contributing factors include operators on short and long term disability and vacant positions.

Operator & Mechanic Overtime - Unfavorable

- Unfavorable balance primarily attributed to the fourth of July holiday worked hours.
- Contributing factors include operators and mechanics on long and short term leave.

Administration Salaries & Wages - Favorable

- Multiple positions were posted after the Board of Directors approved the budget in June, as of July some positions remain vacant.
- In addition, consultant expenses vary throughout the year.

Administration Overtime - Unfavorable

- Vacancies across the Agency, along with increased workload due to the year end audit contributed to the unfavorable balance in overtime.

Fringe Benefits - Favorable

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

Communications - Favorable

- The month of July is a low usage month for cellular expenses.
- July communication costs do not include the Spectrum fees.

Legal Services - General - Unfavorable

- General legal counsel costs are higher than anticipated. For July, there is an unfavorable variance of \$8,964.
- Burke, Williams, and Sorenson had one invoice paid in July equaling \$15,749.90
- For June SunLine had 66.8 billable hours from Burke, Williams, and Sorenson.

Computer/Network Software Agreement - Favorable

- The favorable variance is a result of software premiums that SunLine will pay later on in the year.
- The payments for software programs Barracuda, Keystone, Cummins Software, and Land Sweeper will be incurred later in the year.

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 their uniform credit.

Contracted Services - Favorable

- Contracted service expenses vary throughout the year.

Equipment Repairs - Favorable

- Equipment repair costs are within an acceptable range of the budgeted amount.

Security Services - Favorable

- The new vendor sends an invoice at the end of the month. Sunline will pay the invoice for services rendered in August.

Fuel - CNG - Favorable

- Lower consumption in the summer months due to CVUSD not using our services when the school semester is on break.
- CNG consumption will increase in August when CVUSD resumes full capacity as the new school year begins.

Fuel - Hydrogen - Favorable

- In July there were mechanical issues with the hydrogen reformer, and it was temporarily out of service.
- Hydrogen gas was purchased from PRAXAIR, Inc. and the invoice will be paid in August

Tires - Favorable

- Tire expenses are within an acceptable range of the budget.

Office Supplies - Favorable

- Office supply purchases currently lower than projected. 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

- Repair parts have increased due to scheduled preventative maintenance and unscheduled maintenance.
- Aging fleet has lead to unpredictability of component failures and therefore have increased the number of repairs.

Facility Maintenance - Favorable

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

Electricity - CNG & Hydrogen - Unfavorable

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

Natural Gas - Favorable

- The favorable balance in natural gas is primarily attributed to the decrease in internal pricing from the previous month.

Water - Favorable

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

Insurance Losses - Favorable

- Insurance losses can vary widely from month to month.
- The increase in tourism in the Coachella Valley during the peak months (October-April) enhances the risk of collisions.

Insurance Premium - Property - Favorable

- Insurance premiums for the property are within an acceptable range of the budgeted amount.

Repair Claims - Favorable

- Repair claims can vary greatly from month to month.
- The favorable balance can be attributed to pending claims not yet closed.

Fuel Taxes - Unfavorable

- The unfavorable balance of fuel taxes is due to a higher quantity of outside fueling sales.
- Also, there was a remaining balance of \$4,830.46 for June that was paid in July.

Other Expenses - Unfavorable

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

Self Consumed Fuel - Favorable

- Favorable balance is primarily attributed to a decrease in the internal price of natural gas.

Contracts Signed in Excess of \$25,000

July 2017

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Henson Consulting Group	Culture of Excellence Consulting	Provide group facilitation, training on management knowledge, skills and abilities	FY18 Operating Budget	\$ 85,000.00	\$ 85,000.00	Executed Agreement
Patrick Brassil	Hydrogen Reformer Maintenance & Monitoring	Services to maintain and monitor the Adeo Hydrogen Generating Unit located on SunLine property.	FY18 Operating Budget	\$ 56,000.00	\$ 46,800.00	Executed Agreement
Air & Lube Systems	Heavy Duty Vehicle Lifts	Unforeseen condition of excessive thickness of concrete surrounding the existing in ground lift #1 and lift #2.	SRTP FY15	\$ 400,000.00	\$ 64,417.52	Executed Change Order

Contracts Signed in Excess of \$25,000

August 2017

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Burke, Williams & Sorensen	Legal Services	Legal services for the Agency	FY18 Operating Budget	\$ 362,089.00	\$ 362,000.00	Executed Amendment

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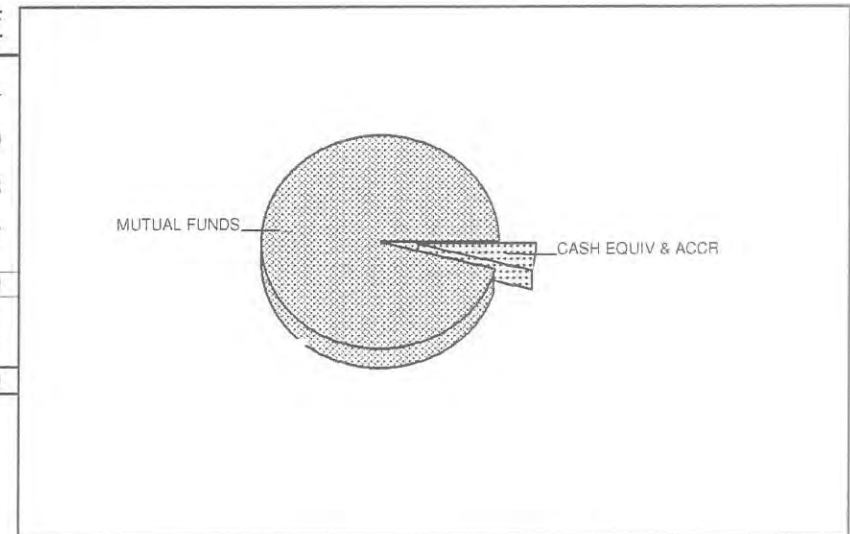
SUNLINE TRANSIT AGENCY - NON-UNION
 ACCOUNT 6746032100

Page 8 of 143
 Period from June 1, 2017 to June 30, 2017

ASSET SUMMARY

ASSETS	06/30/2017 MARKET	06/30/2017 BOOK VALUE	% OF MARKET
Cash And Equivalents	260,022.13	260,022.13	1.04
U.S. Government Issues	.07	.07	0.00
Mutual Funds-Equity	15,588,023.82	15,642,892.75	62.58
Mutual Funds-Fixed Income	9,059,715.77	9,102,219.14	36.37
Total Assets	24,907,761.79	25,005,134.09	99.99
Accrued Income	2,748.81	2,748.81	0.01
Grand Total	24,910,510.60	25,007,882.90	100.00

Estimated Annual Income 529,037.09



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 40-01-B-61-188-01
 100-13-02869-01



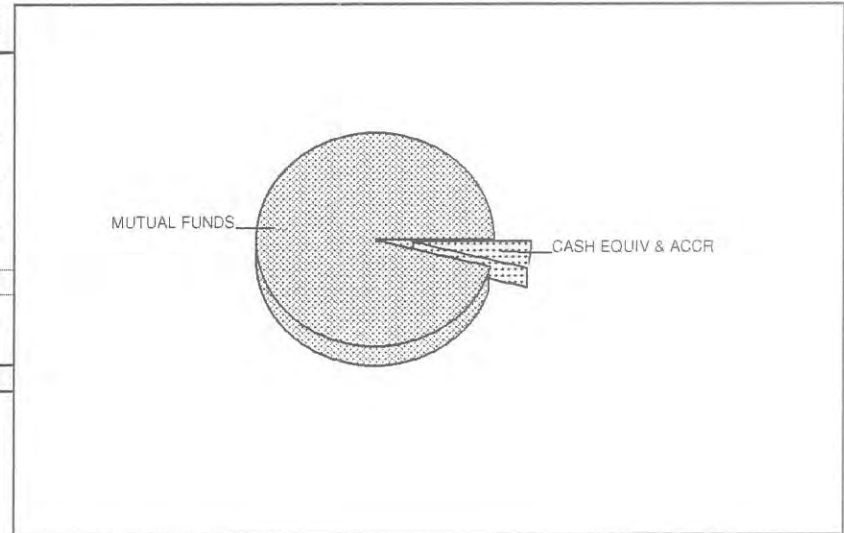
SUNLINE TRANSIT AGENCY - UNION
 ACCOUNT 6746032000

Page 8 of 137
 Period from June 1, 2017 to June 30, 2017

ASSET SUMMARY

ASSETS	06/30/2017 MARKET	06/30/2017 BOOK VALUE	% OF MARKET
Cash And Equivalents	250,138.58	250,138.58	1.04
U.S. Government Issues	.07	.07	0.00
Mutual Funds-Equity	15,090,924.00	15,144,042.13	62.58
Mutual Funds-Fixed Income	8,770,678.77	8,811,825.78	36.37
Total Assets	24,111,741.42	24,206,006.56	99.99
Accrued Income	2,656.34	2,656.34	0.01
Grand Total	24,114,397.76	24,208,662.90	100.00

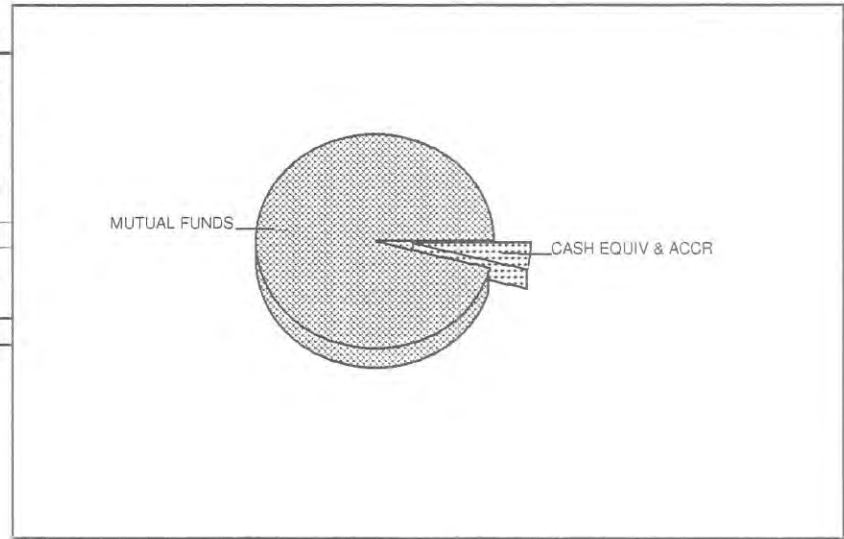
Estimated Annual Income 512,149.56



ASSET SUMMARY

ASSETS	07/31/2017 MARKET	07/31/2017 BOOK VALUE	% OF MARKET
Cash And Equivalents	268,427.28	268,427.28	1.06
Mutual Funds-Equity	15,949,083.96	15,642,892.75	62.94
Mutual Funds-Fixed Income	9,120,597.59	9,124,333.54	36.00
Total Assets	25,338,108.83	25,035,653.57	100.00
Accrued Income	179.80	179.80	0.00
Grand Total	25,338,288.63	25,035,833.37	100.00

Estimated Annual Income 538,428.60

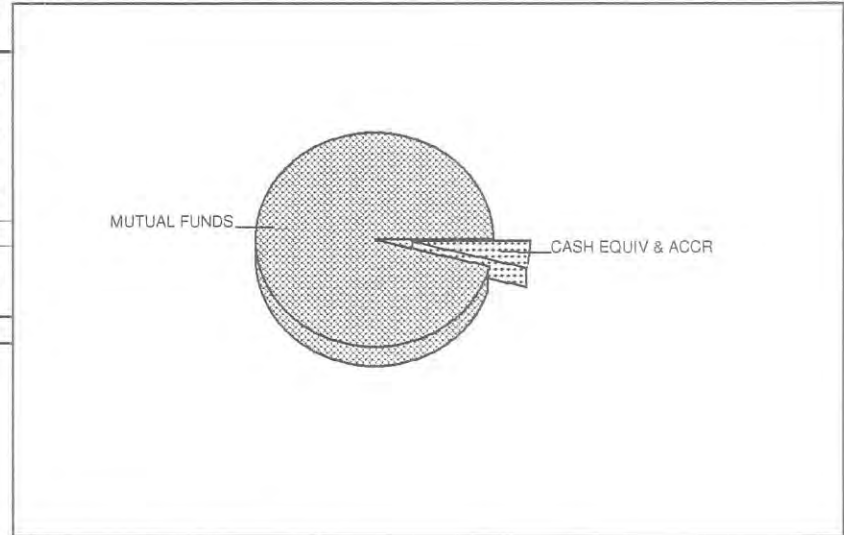




ASSET SUMMARY

ASSETS	07/31/2017 MARKET	07/31/2017 BOOK VALUE	% OF MARKET
Cash And Equivalents	264,326.00	264,326.00	1.08
Mutual Funds-Equity	15,440,469.61	15,144,042.13	62.93
Mutual Funds-Fixed Income	8,829,618.16	8,833,234.72	35.99
Total Assets	24,534,413.77	24,241,602.85	100.00
Accrued Income	176.27	176.27	0.00
Grand Total	24,534,590.04	24,241,779.12	100.00

Estimated Annual Income 521,294.98





SunLine Transit Agency Monthly Ridership Report July 2017

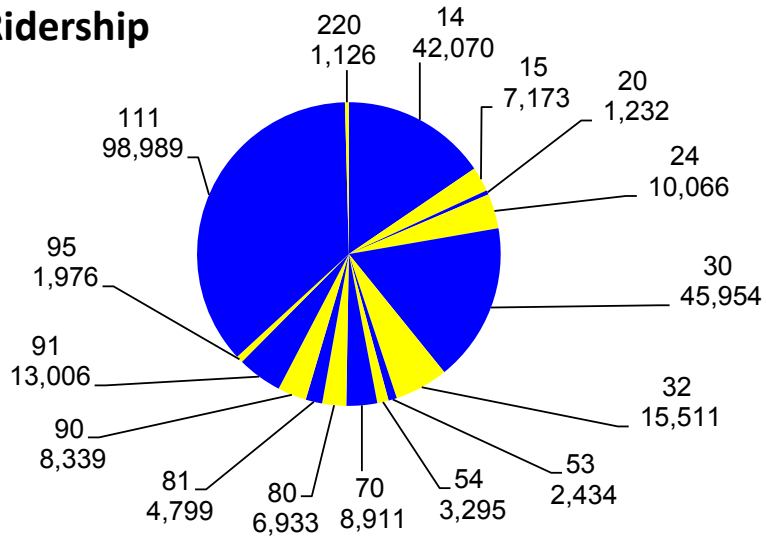
Line	Fixed Route Description	FY 2016 & 2017				% Var.	FY 2017 YTD	FY 2016 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
		Jul 2017	Jul 2016	Jun 2017	Month Var.						Monthly	YTD	Monthly	YTD
14	DHS/PS	42,070	43,191	46,645	(1,121)	-2.6%	42,070	43,191	(1,121)	-2.6%	1,508	1,508	714	714
15	DHS	7,173	5,811	7,625	1,362	23.4%	7,173	5,811	1,362	23.4%	173	173	40	40
20	DHS/PD	1,232	1,272	1,464	(40)	-3.1%	1,232	1,272	(40)	-3.1%	80	80	4	4
24	PS	10,066	10,668	11,660	(602)	-5.6%	10,066	10,668	(602)	-5.6%	319	319	53	53
30	CC/PS	45,954	49,120	48,519	(3,166)	-6.4%	45,954	49,120	(3,166)	-6.4%	1,916	1,916	540	540
32	PD/RM/TP/CC/PS	15,511	16,723	17,422	(1,212)	-7.2%	15,511	16,723	(1,212)	-7.2%	727	727	74	74
53	PD/IW	2,434	2,762	3,225	(328)	-11.9%	2,434	2,762	(328)	-11.9%	133	133	26	26
54	Indio/LQ/IW/PD	3,295	3,958	4,014	(663)	-16.8%	3,295	3,958	(663)	-16.8%	138	138	26	26
70	LQ/BD	8,911	9,451	12,008	(540)	-5.7%	8,911	9,451	(540)	-5.7%	371	371	24	24
80	Indio	6,933	9,008	8,956	(2,075)	-23.0%	6,933	9,008	(2,075)	-23.0%	223	223	82	82
81	Indio	4,799	5,259	6,657	(460)	-8.7%	4,799	5,259	(460)	-8.7%	85	85	35	35
90	Coachella/Indio	8,339	11,235	9,661	(2,896)	-25.8%	8,339	11,235	(2,896)	-25.8%	205	205	50	50
91	I/Cch/Th/Mec/Oas	13,006	12,226	15,208	780	6.4%	13,006	12,226	780	6.4%	379	379	66	66
95	I/Cch/Th/Mec/NS	1,976	2,418	2,117	(442)	-18.3%	1,976	2,418	(442)	-18.3%	36	36	22	22
111	PS to Indio	98,989	105,888	104,287	(6,899)	-6.5%	98,989	105,888	(6,899)	-6.5%	4,498	4,498	754	754
220	PD to Riverside	1,126	1,075	1,209	51	4.7%	1,126	1,075	51	4.7%	22	22	8	8
Fixed route total		271,814	290,065	300,677	(18,251)	-6.3%	271,814	290,065	(18,251)	-6.3%	10,813	10,813	2,518	2,518
Demand Response														
SunDial		12,516	13,702	13,721	(1,186)	-8.7%	12,516	13,702	(1,186)	-8.7%				
System total		284,330	303,767	314,398	(19,437)	-6.4%	284,330	303,767	(19,437)	-6.4%				
		Jul-17	Jul-16	Jun-17										
Weekdays:		20	20	22										
Saturdays:		5	5	4										
Sundays: *		6	* 6	4										
Total Days:		31	31	30										

Please note:

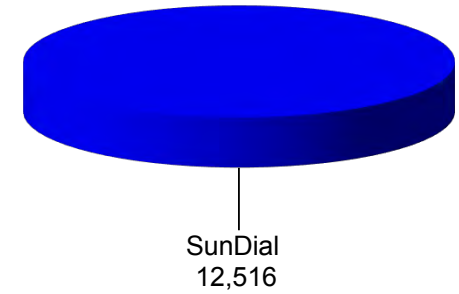
*Running the Sunday service on Monday July 4th, 2016 and Tuesday July 4th, 2017 for the Holiday. Weekday and Sunday total days reflect the change.

SunLine Transit Agency Monthly Ridership Report July - 2017

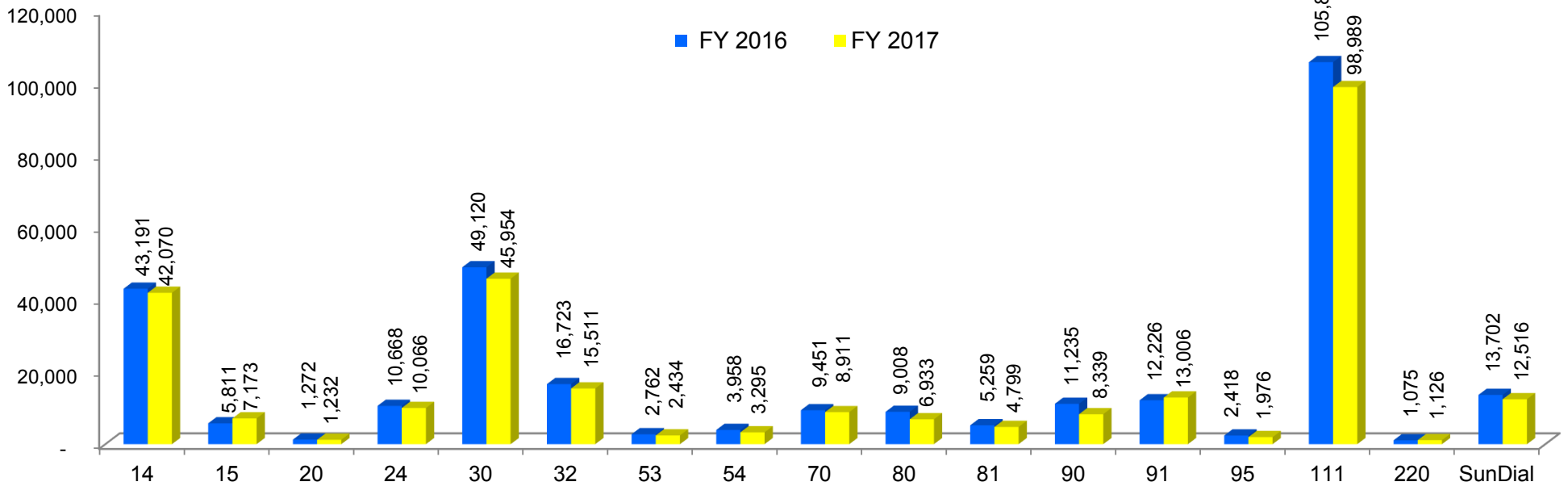
Fixed Route Ridership



Demand Response Ridership



Year-to-Date System Ridership





SunLine Transit Agency Monthly Ridership Report August 2017

Line	Fixed Route Description	FY 2016 & 2017				%	FY 2018 YTD	FY 2017 YTD	YTD Var.	%	Bikes		Wheelchairs	
		Aug 2017	Aug 2016	Jul 2017	Month Var.						Monthly	YTD	Monthly	YTD
14	DHS/PS	51,732	52,076	42,070	(344)	-0.7%	93,802	95,267	(1,465)	-1.5%	1,542	3,050	676	1,390
15	DHS	9,587	8,778	7,173	809	9.2%	16,760	14,589	2,171	14.9%	118	291	61	101
20	DHS/PD	1,486	1,469	1,232	17	1.2%	2,718	2,741	(23)	-0.8%	89	169	1	5
24	PS	13,892	13,855	10,066	37	0.3%	23,958	24,523	(565)	-2.3%	276	595	104	157
30	CC/PS	54,354	56,160	45,954	(1,806)	-3.2%	100,308	105,280	(4,972)	-4.7%	2,340	4,256	555	1,095
32	PD/RM/TP/CC/PS	18,155	19,722	15,511	(1,567)	-7.9%	33,666	36,445	(2,779)	-7.6%	807	1,534	72	146
53	PD/IW	2,918	3,476	2,434	(558)	-16.1%	5,352	6,238	(886)	-14.2%	124	257	28	54
54	Indio/LQ/IW/PD	4,261	4,703	3,295	(442)	-9.4%	7,556	8,661	(1,105)	-12.8%	216	354	21	47
70	LQ/BD	10,331	11,649	8,911	(1,318)	-11.3%	19,242	21,100	(1,858)	-8.8%	458	829	15	39
80	Indio	8,639	9,907	6,933	(1,268)	-12.8%	15,572	18,915	(3,343)	-17.7%	243	466	104	186
81	Indio	5,976	6,306	4,799	(330)	-5.2%	10,775	11,565	(790)	-6.8%	65	150	47	82
90	Coachella/Indio	9,555	11,098	8,339	(1,543)	-13.9%	17,894	22,333	(4,439)	-19.9%	217	422	97	147
91	I/Cch/Th/Mec/Oas	14,562	13,430	13,006	1,132	8.4%	27,568	25,656	1,912	7.5%	361	740	53	119
95	I/Cch/Th/Mec/NS	2,020	2,528	1,976	(508)	-20.1%	3,996	4,946	(950)	-19.2%	39	75	7	29
111	PS to Indio	106,197	109,895	98,989	(3,698)	-3.4%	205,186	215,783	(10,597)	-4.9%	4,431	8,929	690	1,444
220	PD to Riverside	1,246	1,215	1,126	31	2.6%	2,372	2,290	82	3.6%	38	60	19	27
Fixed route total		314,911	326,267	271,814	(11,356)	-3.5%	586,725	616,332	(29,607)	-4.8%	11,364	22,177	2,550	5,068
Demand Response														
SunDial		13,605	14,196	12,516	(591)	-4.2%	26,121	27,898	(1,777)	-6.4%				
System total		328,516	340,463	284,330	(11,947)	-3.5%	612,846	644,230	(31,384)	-4.9%				
		Aug-17	Aug-16	Jul-17										
	Weekdays:	23	23	20										
	Saturdays:	4	4	5										
	Sundays:	4	4	* 6										
	Total Days:	31	31	31										

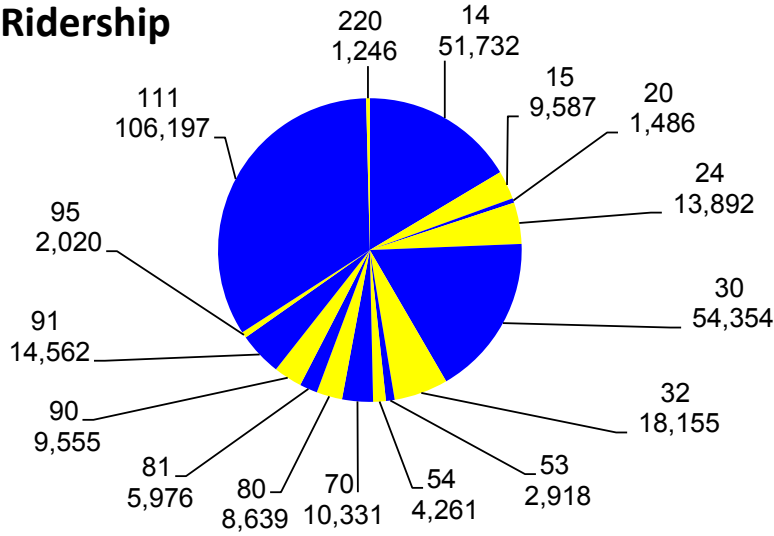
Please note:

*Running the Sunday on Tuesday July 4th, 2017 for the Holiday. Weekday and Sunday total days reflect the change.

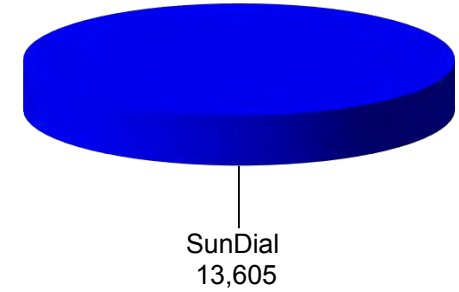
Issued:8/10/2017

SunLine Transit Agency Monthly Ridership Report August - 2017

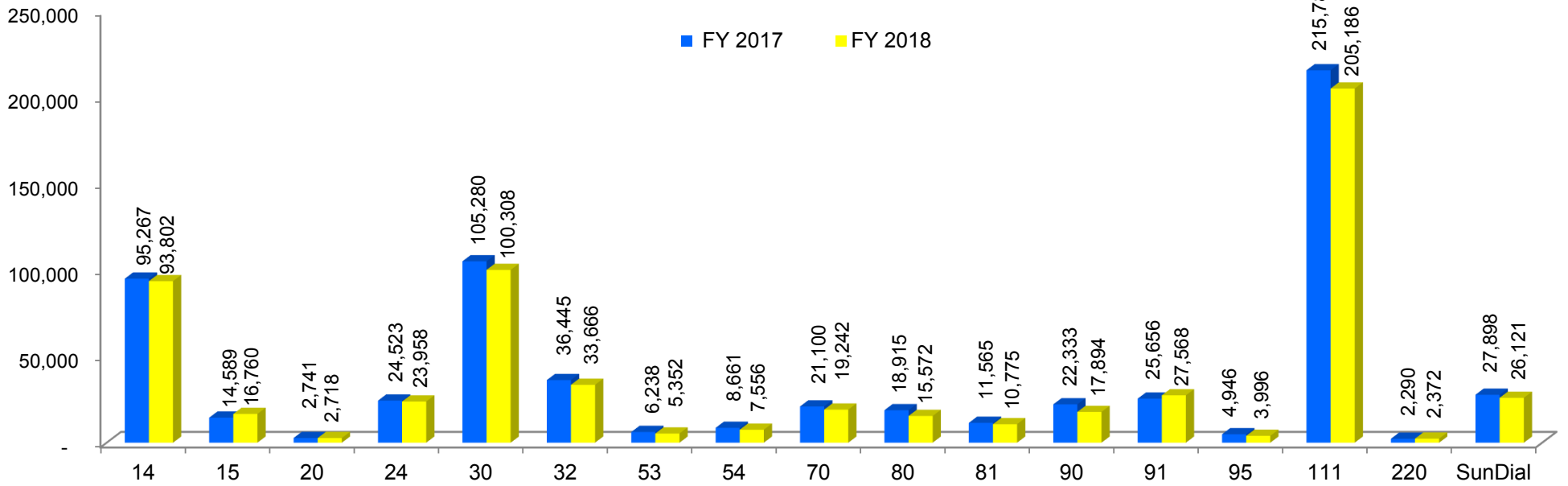
Fixed Route Ridership



Demand Response Ridership



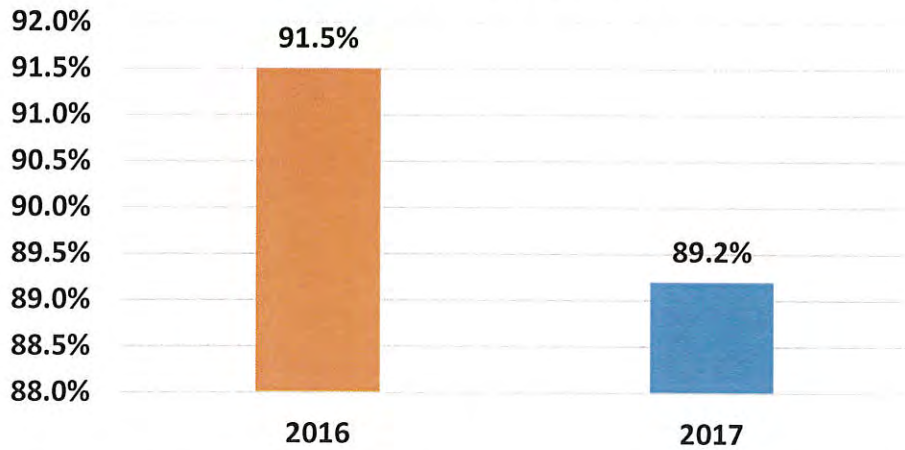
Year-to-Date System Ridership



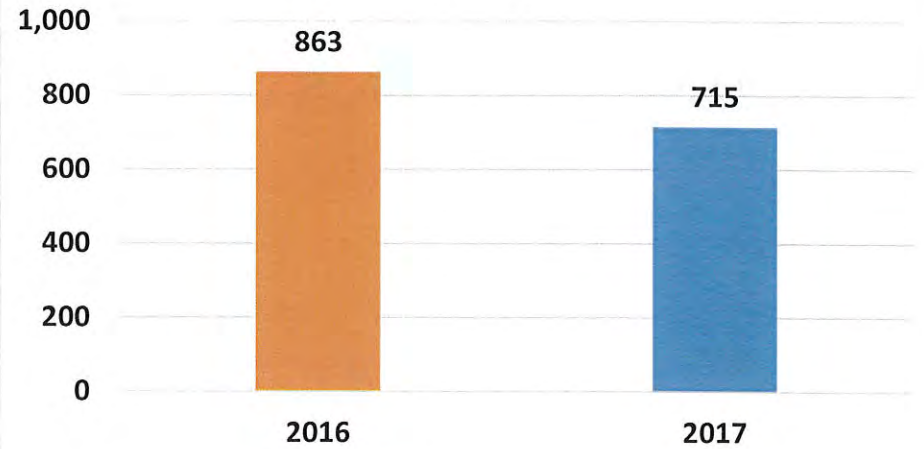
SunDial Operational Notes

JULY 2016/2017

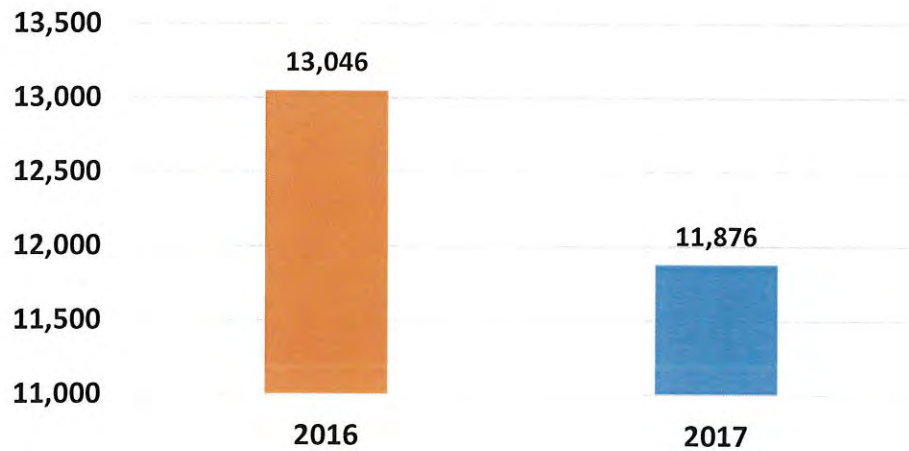
On-Time Performance



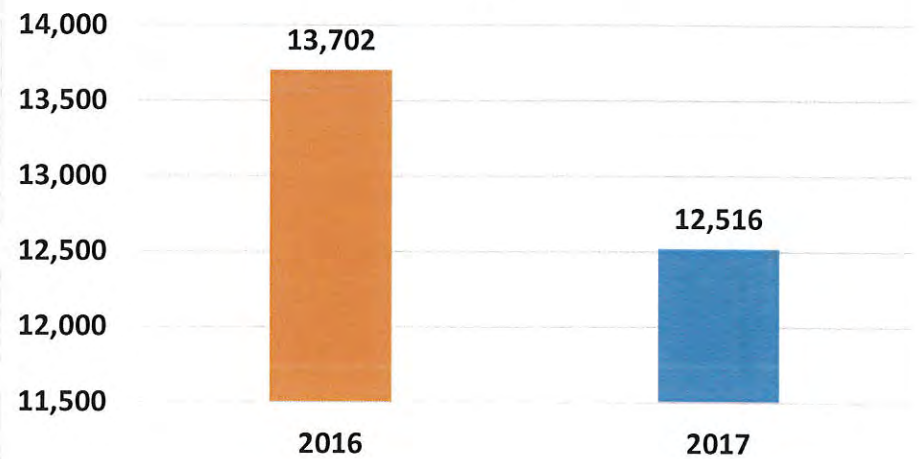
Late Trips



Total Trips



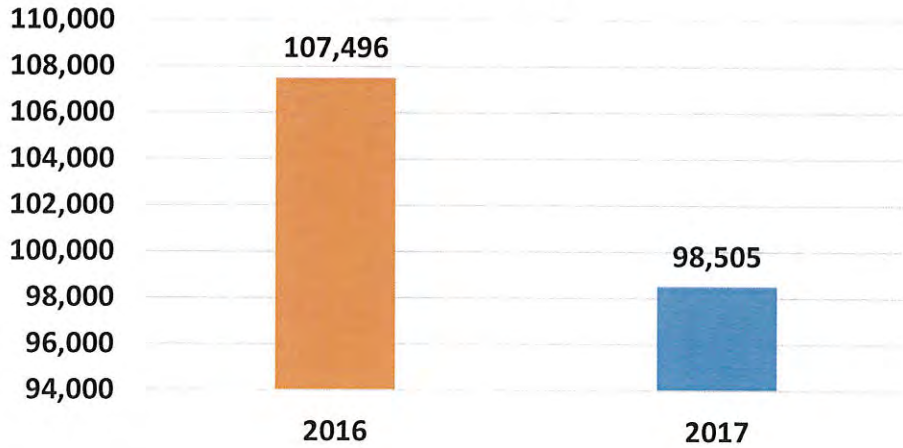
Total Passengers



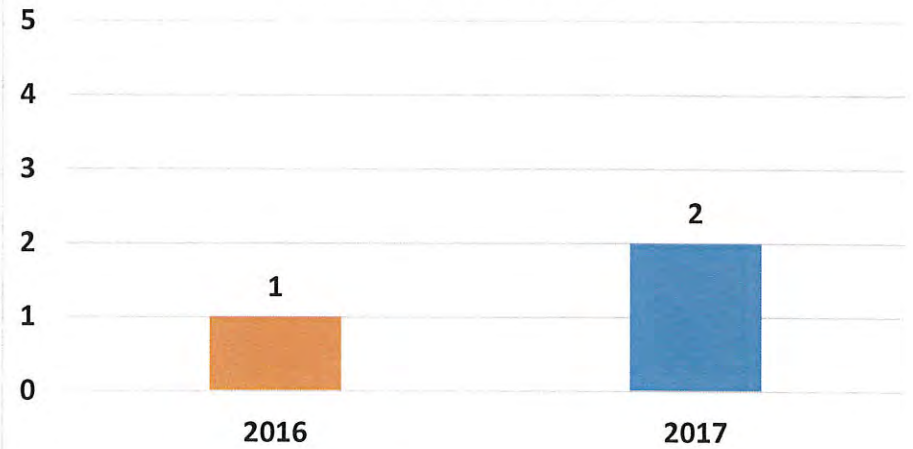
SunDial Operational Notes

JULY 2016/2017

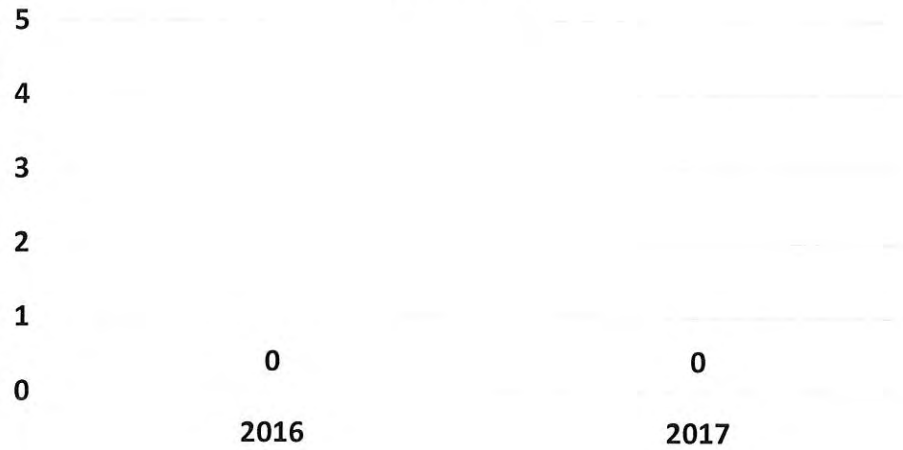
Total Miles



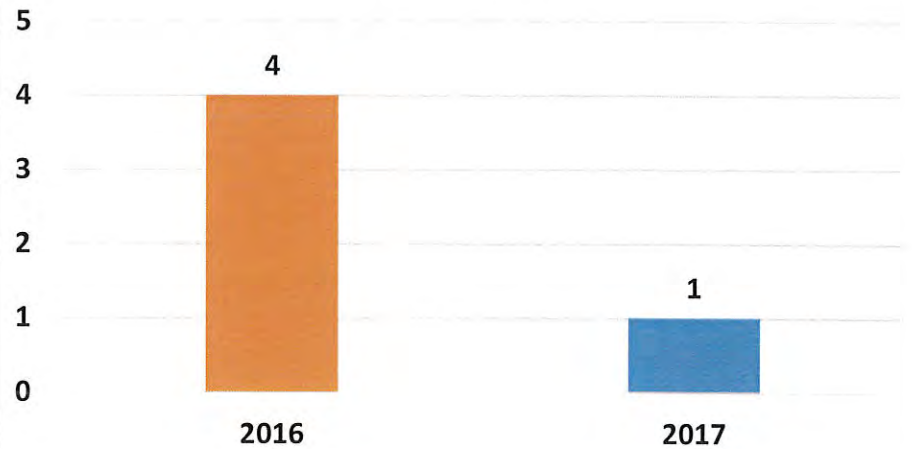
Preventable Accidents



Ride Alongs



Onboard Inspections



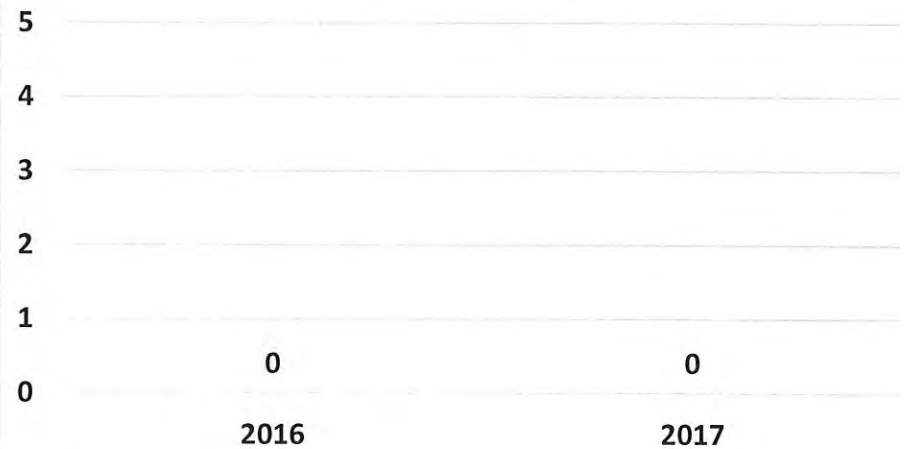
SunDial Operational Notes

JULY 2016/2017

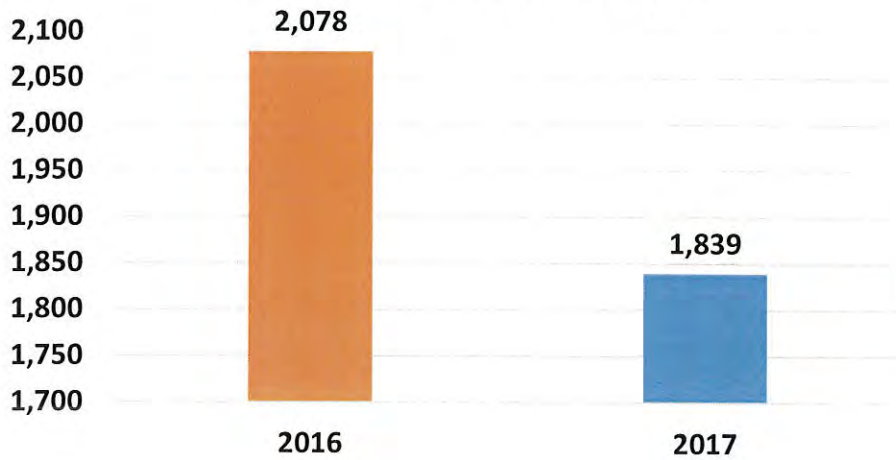
Safety Evaluations



Trip Denials



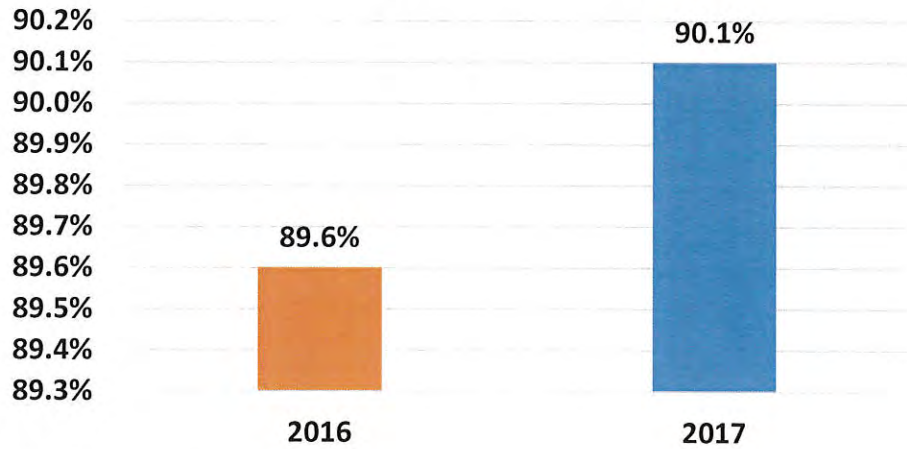
Mobility Device Boardings



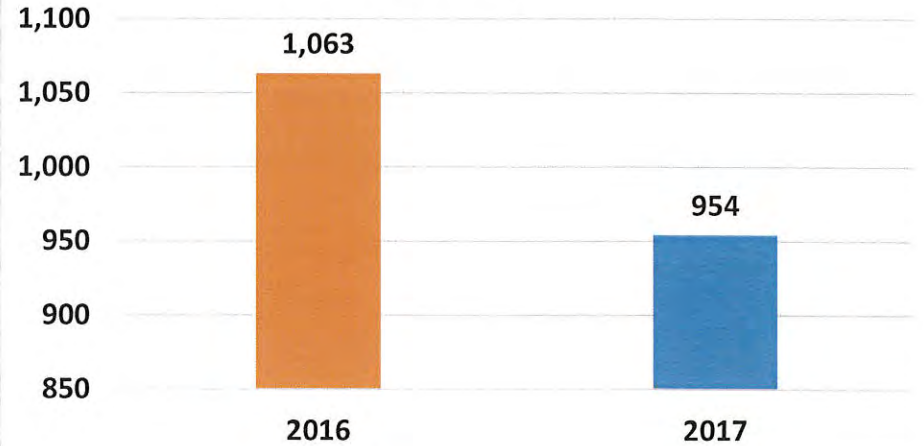
SunDial Operational Notes

AUGUST 2016/2017

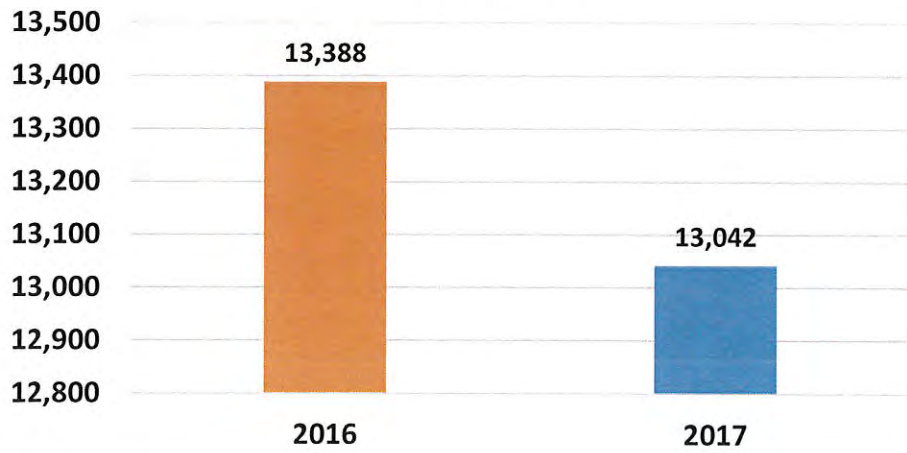
On-Time Performance



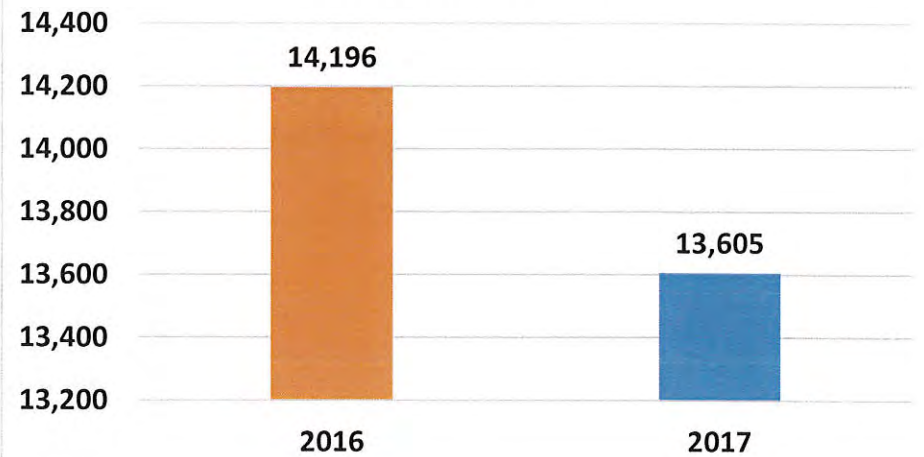
Late Trips



Total Trips



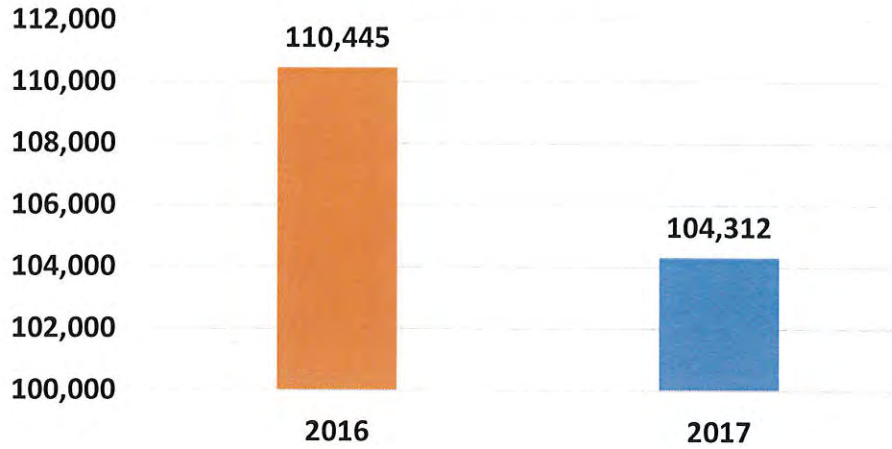
Total Passengers



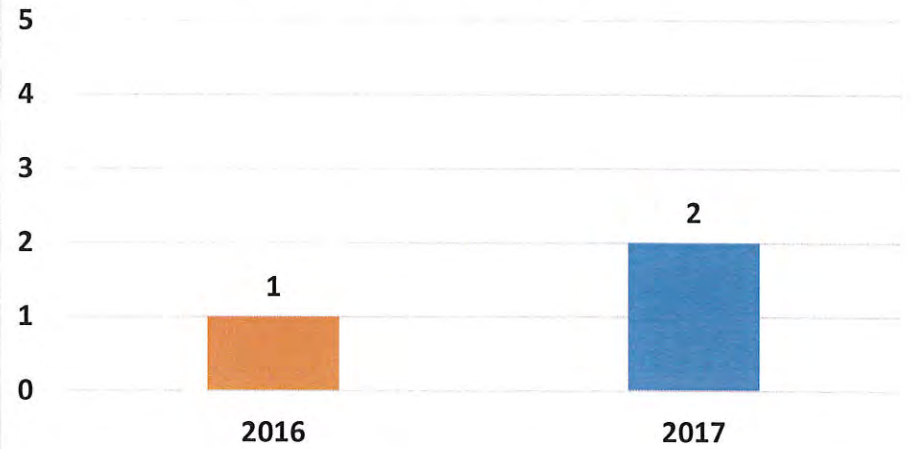
SunDial Operational Notes

AUGUST 2016/2017

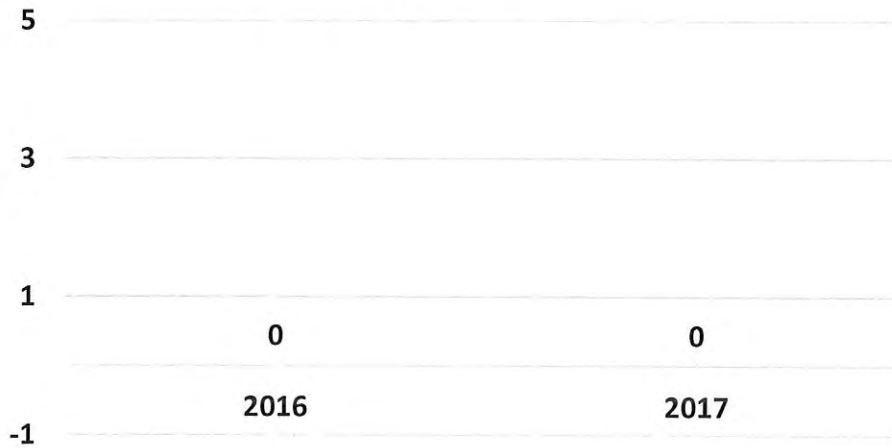
Total Miles



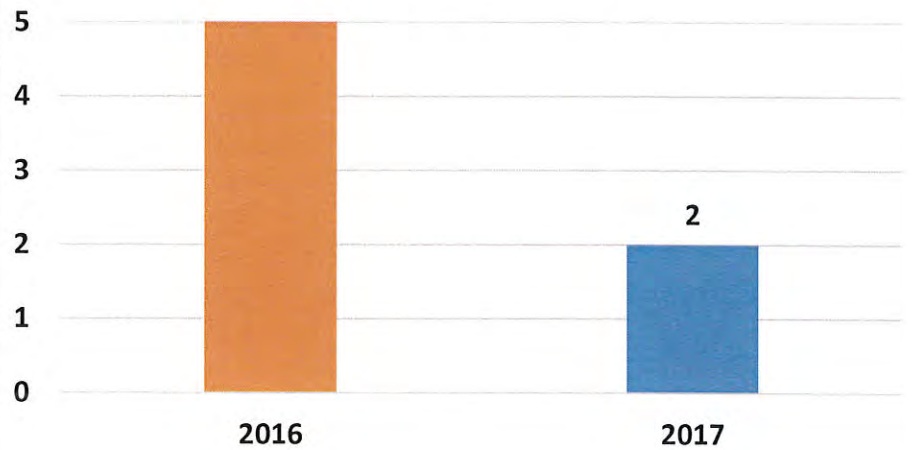
Preventable Accidents



Ride Alongs



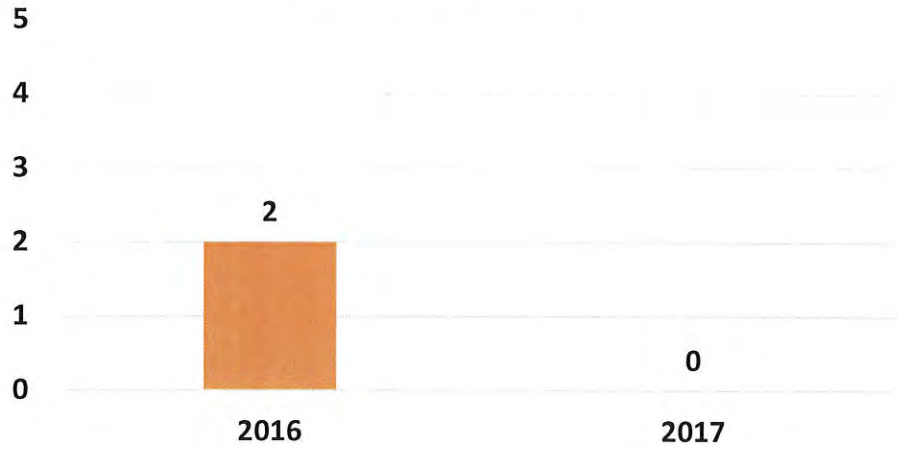
Onboard Inspections



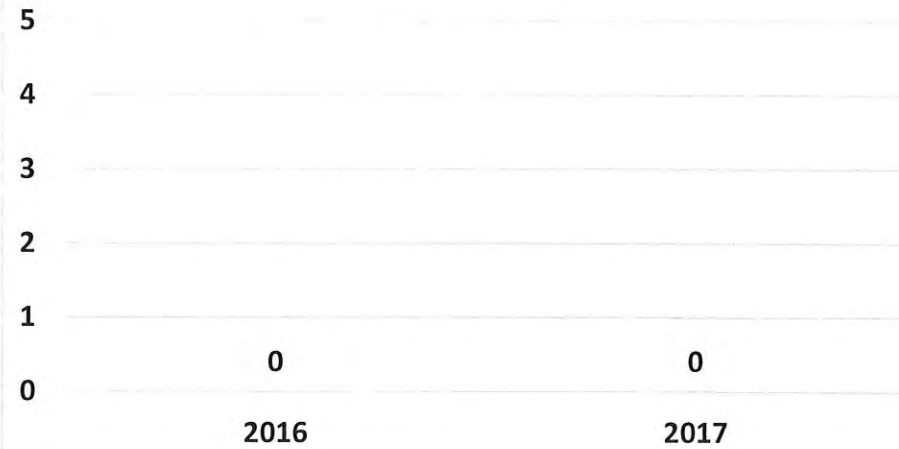
SunDial Operational Notes

AUGUST 2016/2017

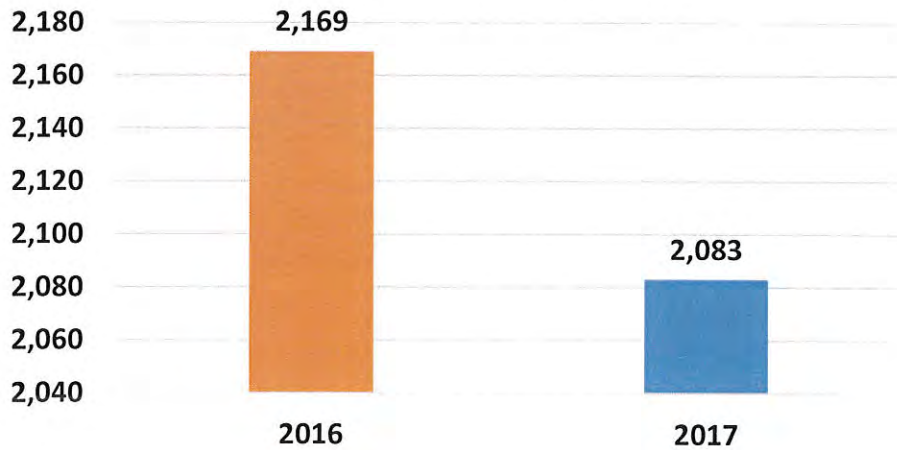
Safety Evaluations



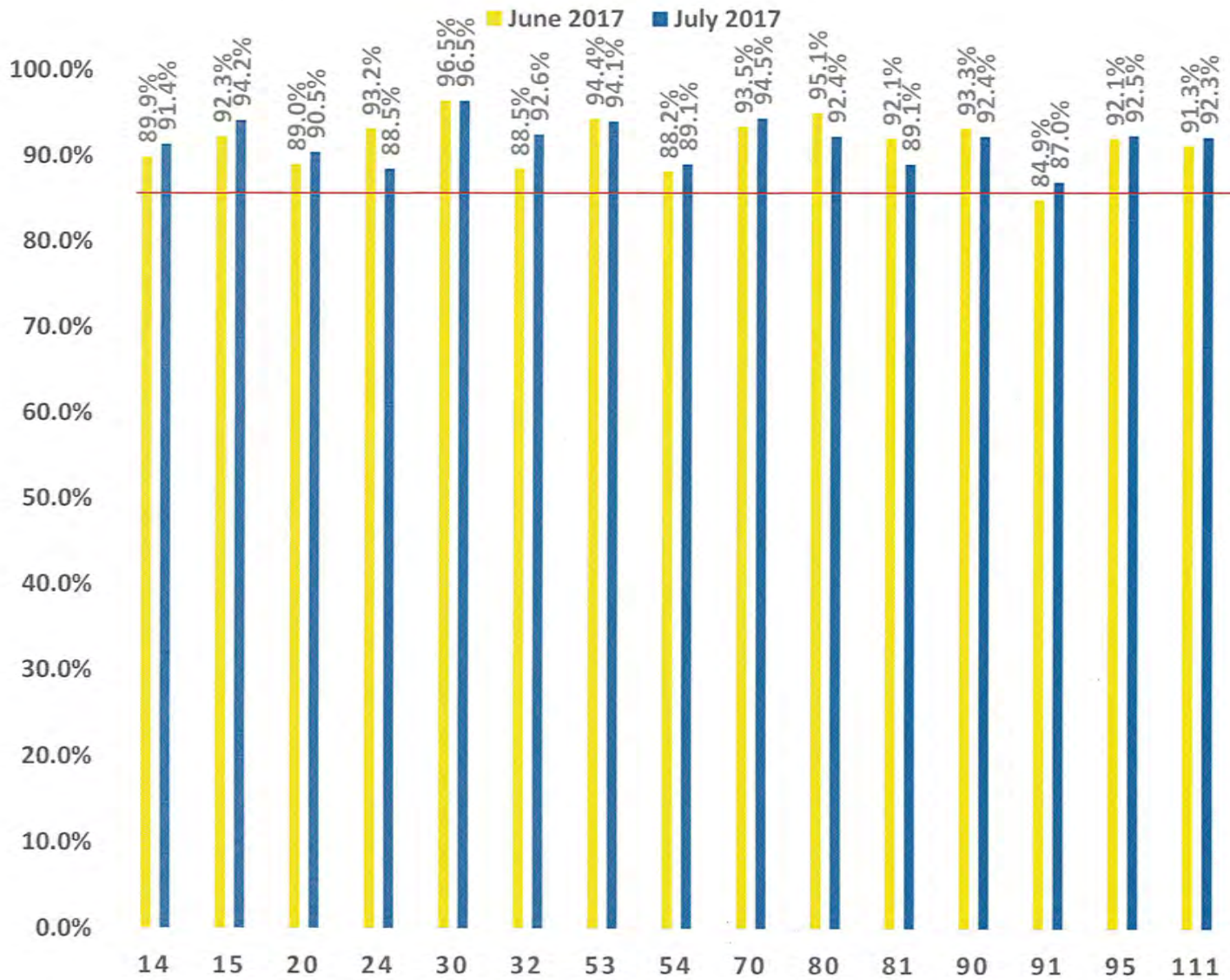
Trip Denials



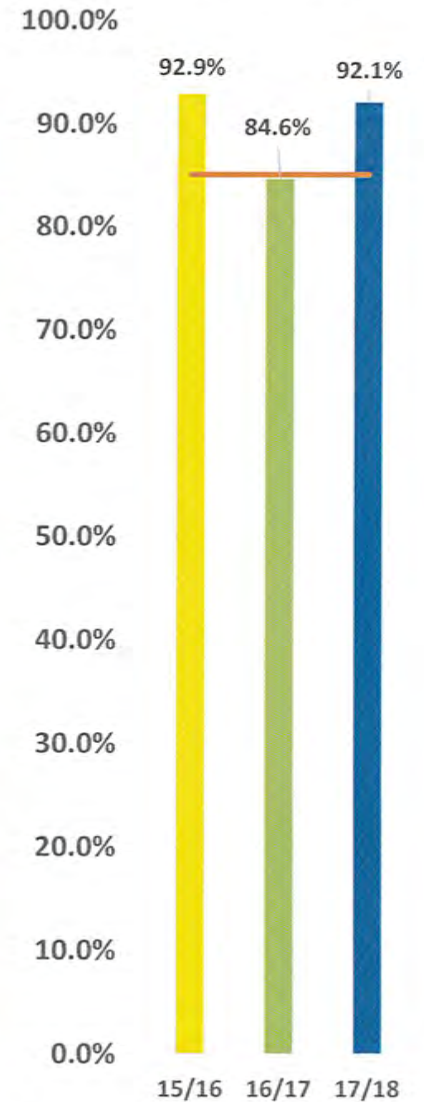
Mobility Device Boardings



ON TIME PERFORMANCE % BY LINE JULY 2017



On Time Performance System Wide



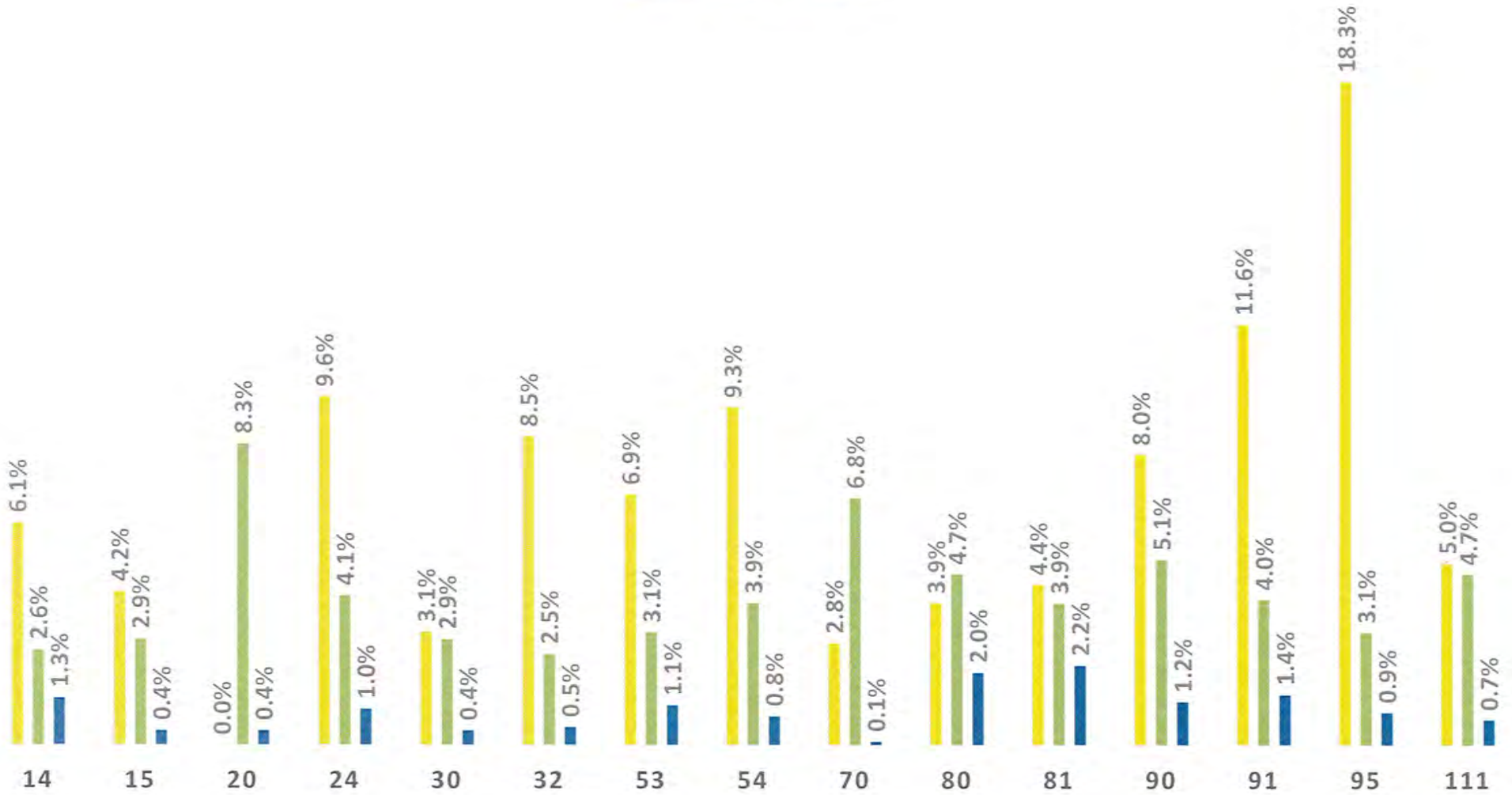
Definition: "On Time" - when a trip departs a timepoint within range of zero minutes early to five minutes late.

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

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

EARLY DEPARTURES BY LINE JULY 2017

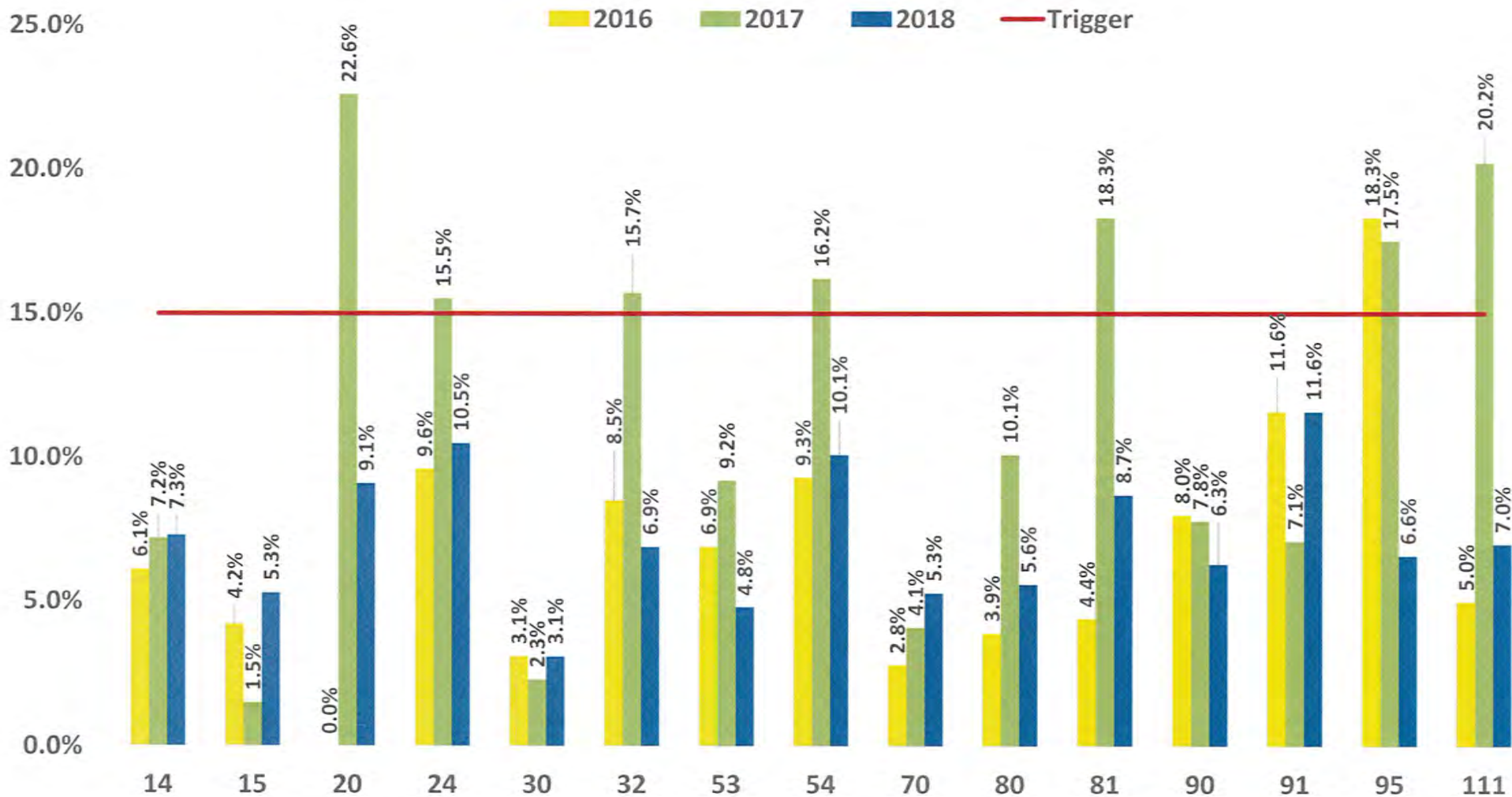
■ 2016 ■ 2017 ■ 2018



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 JULY 2017



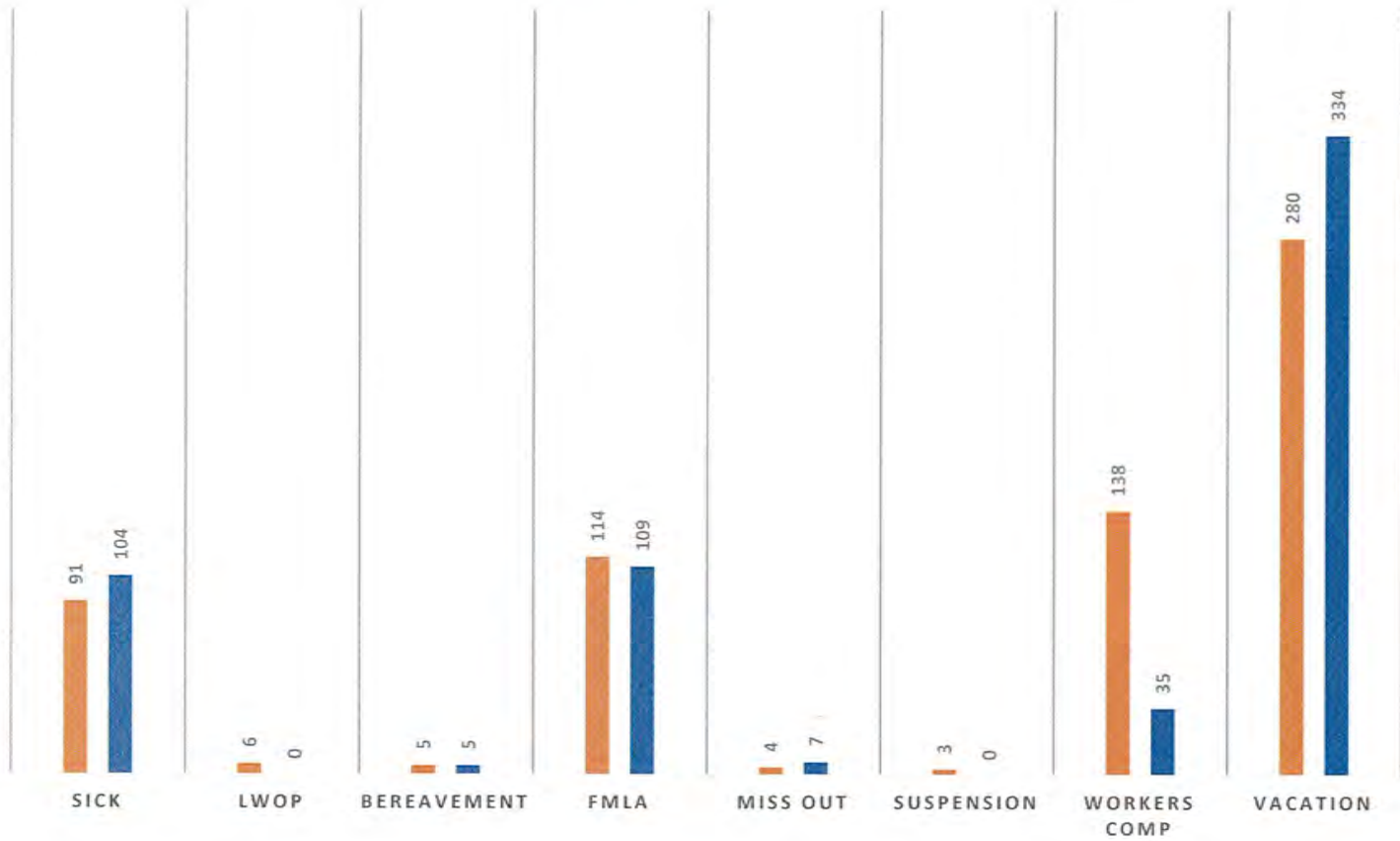
Definition: When a bus leaves a time point, behind the scheduled departure time.

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

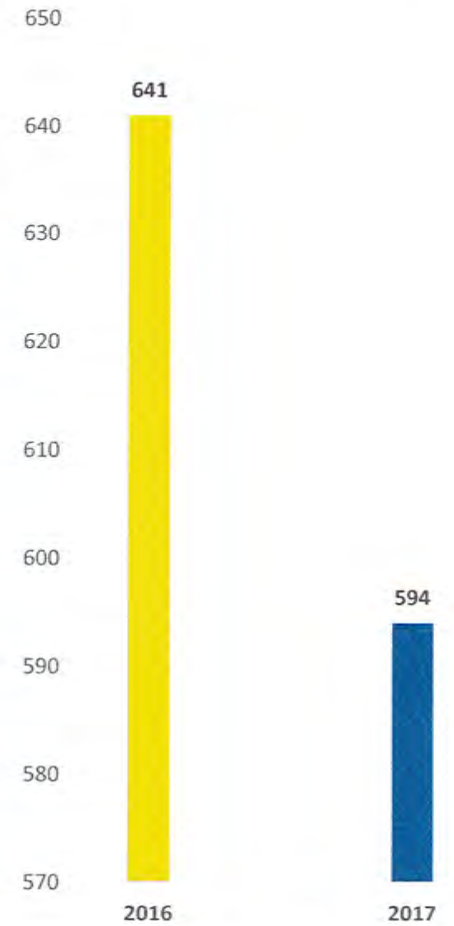
Goal: to reduce late departures to 15%

DRIVER ABSENCE OCCURRENCES - YTD

July 2016 July 2017

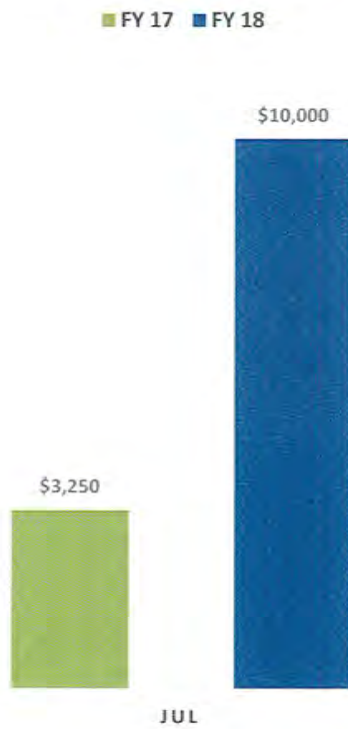


Occurrences - YTD

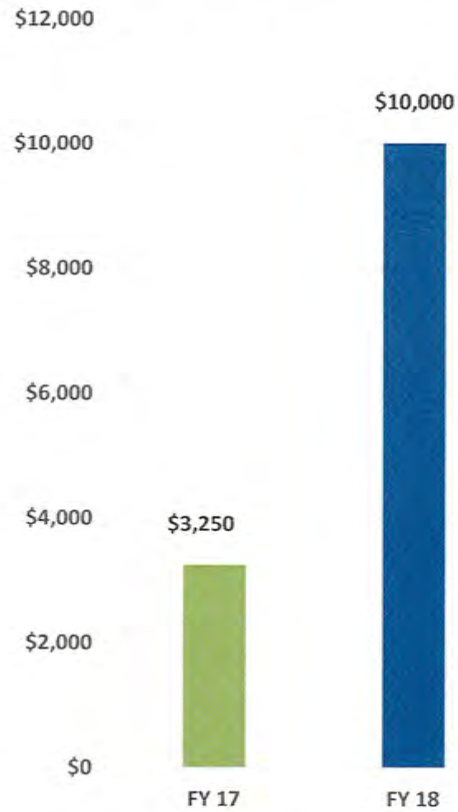


Goal: reduce by 2% - By enforcing attendance policy regularly and monitor trending -
 Absences include scheduled & unscheduled for Fixed Route drivers.
 Vacation occurrences added as of September 2015 metric.

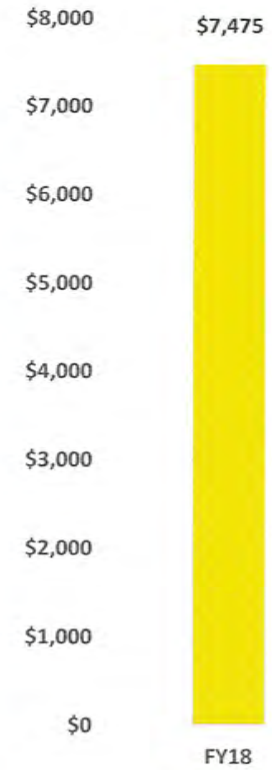
JULY 2017 ADVERTISING



CONTRACTED TOTALS



JULY RECEIVABLES



Tracks monthly advertising revenue earned (contracted) and received for bus shelters and exterior bus advertising. Does not include "Barter Contracts."
SunLine Transit Agency budgeted \$225,000 in advertising revenue for FY 17/18.

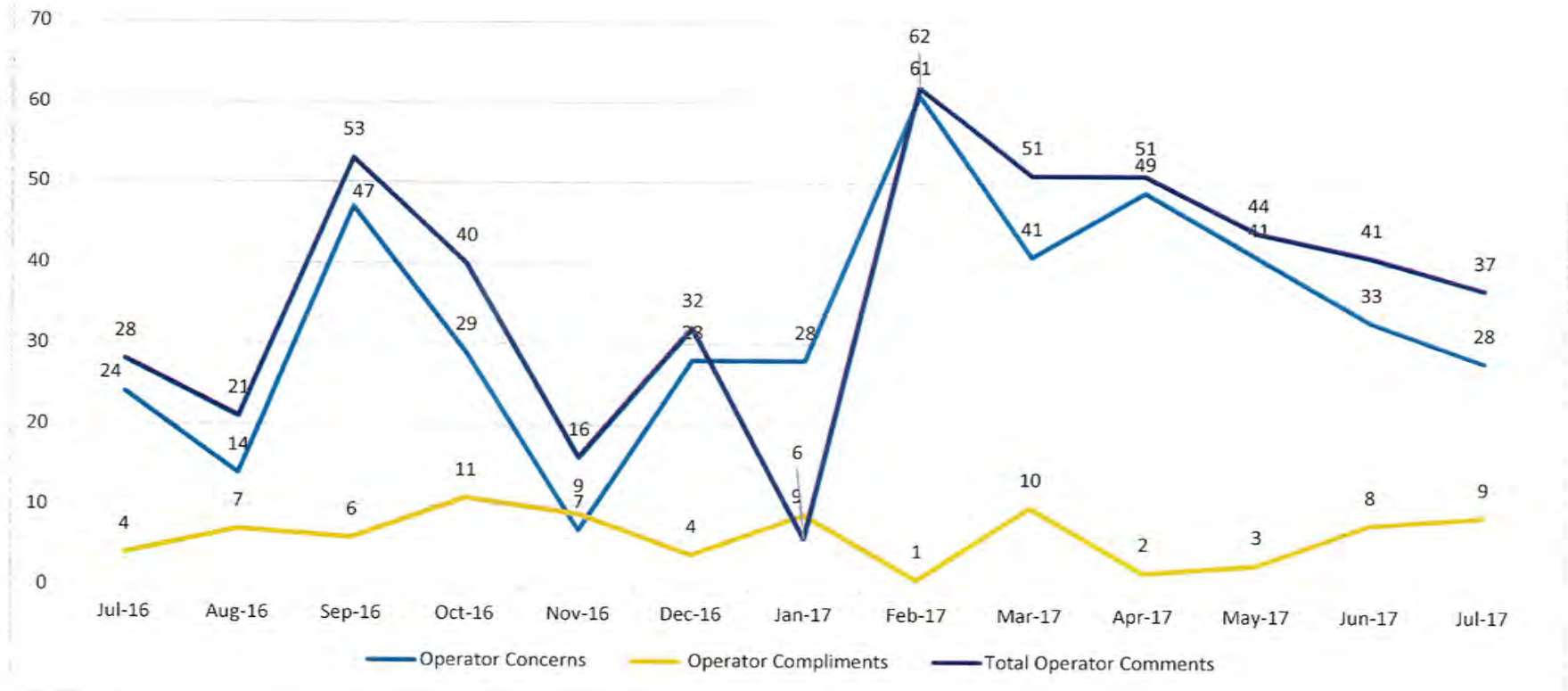
The goal is \$225,000 for FY 18

July 2017 Fixed Route Operator Comments



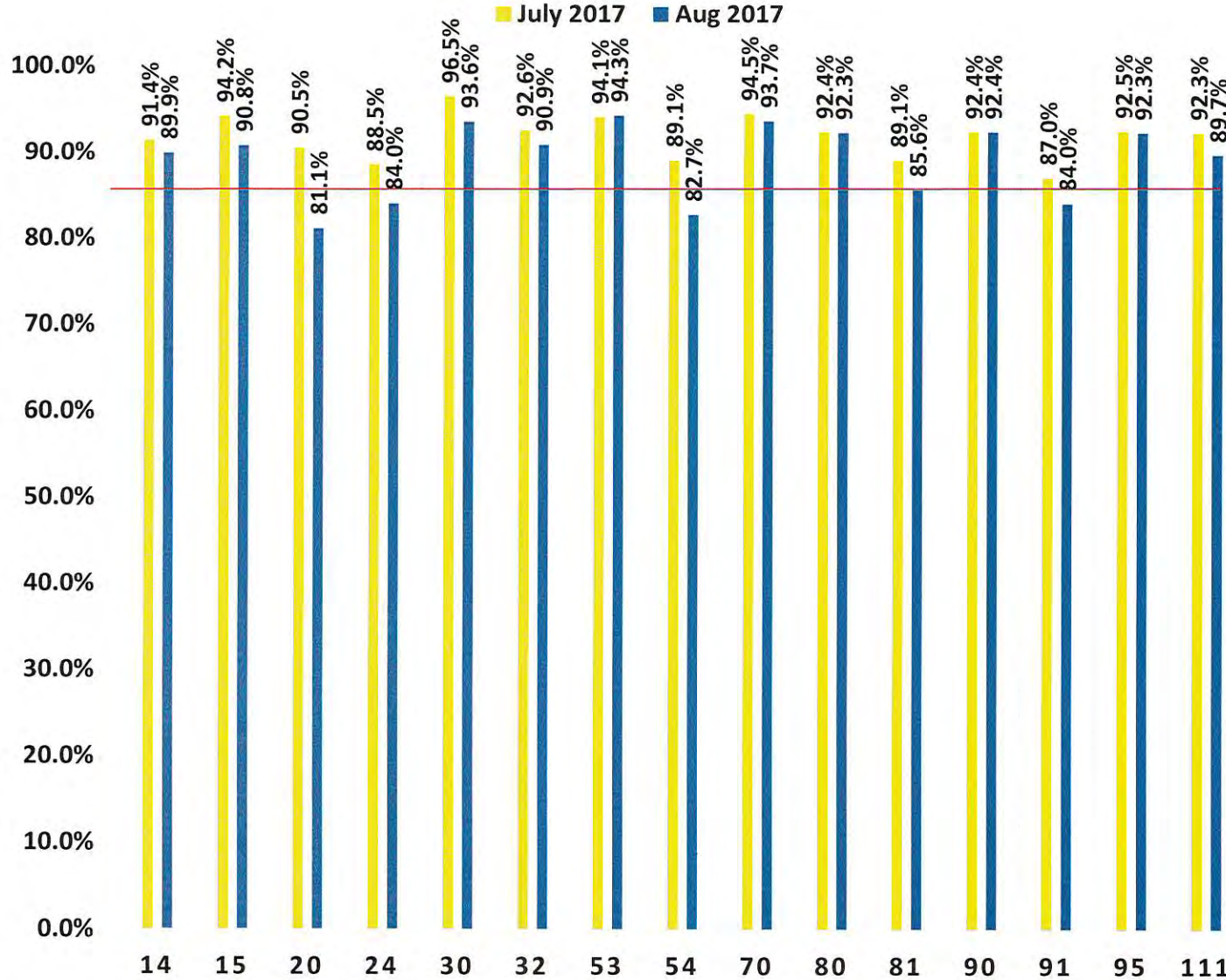
The 47 comments for July 2017 include 43 operator concerns, and 4 Operator compliments. From May 2017 we are experiencing a decline in concerns.

July 2017 SunDial Operator Comments

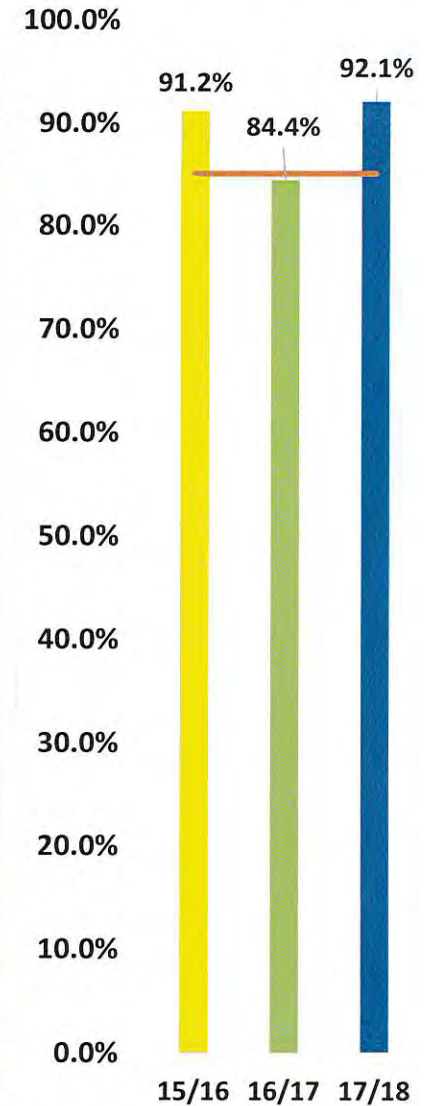


The 37 comments for July 2017 include 28 operator concerns, and 9 Operator compliments. From February 2017 we are experiencing a decline in concerns and an increase in compliments since April.

ON TIME PERFORMANCE % BY LINE AUGUST 2017



On Time Performance System Wide



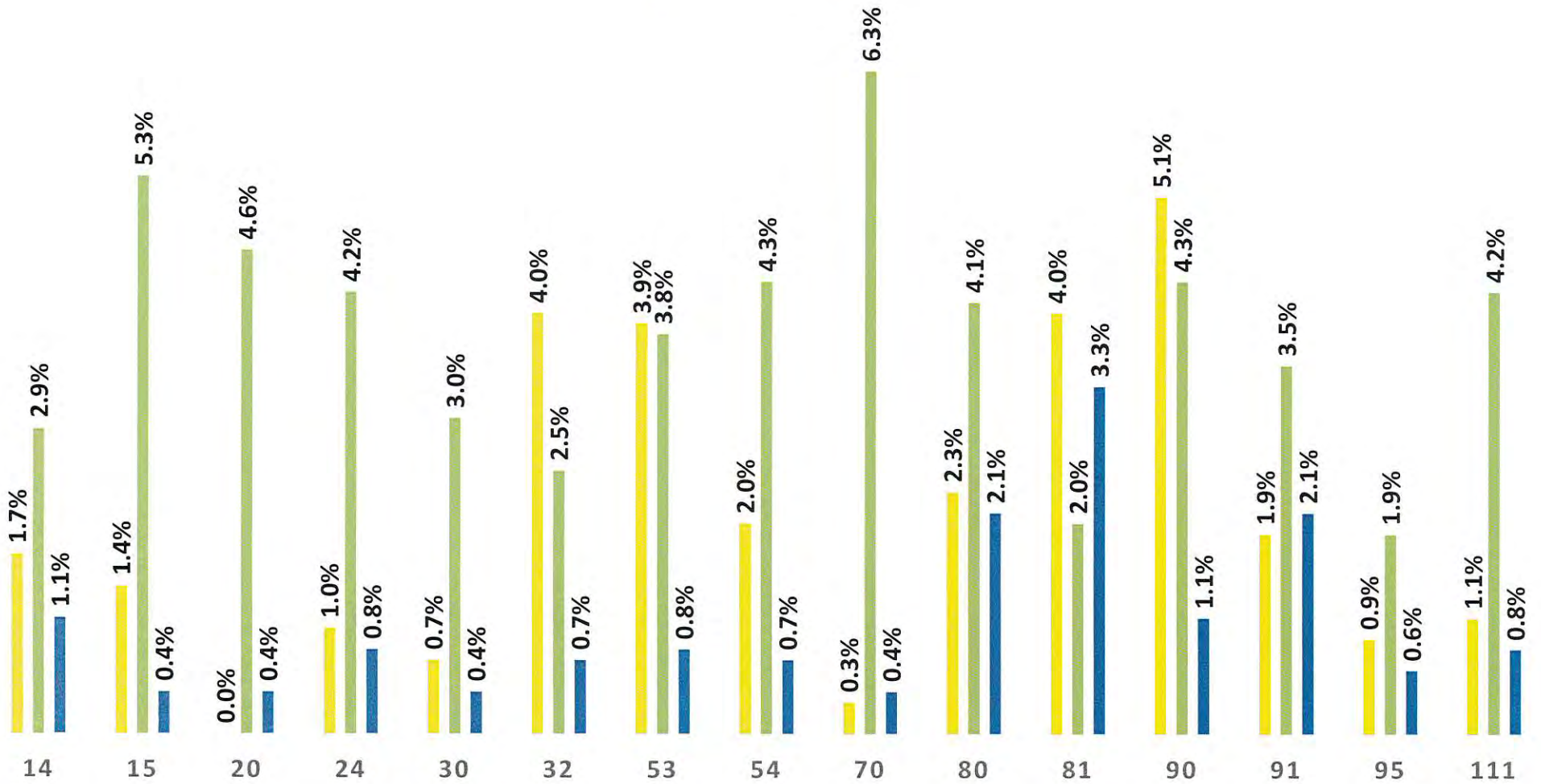
Definition: "On Time" - when a trip departs a timepoint within range of zero minutes early to five minutes late.

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

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

EARLY DEPARTURES BY LINE AUGUST 2017

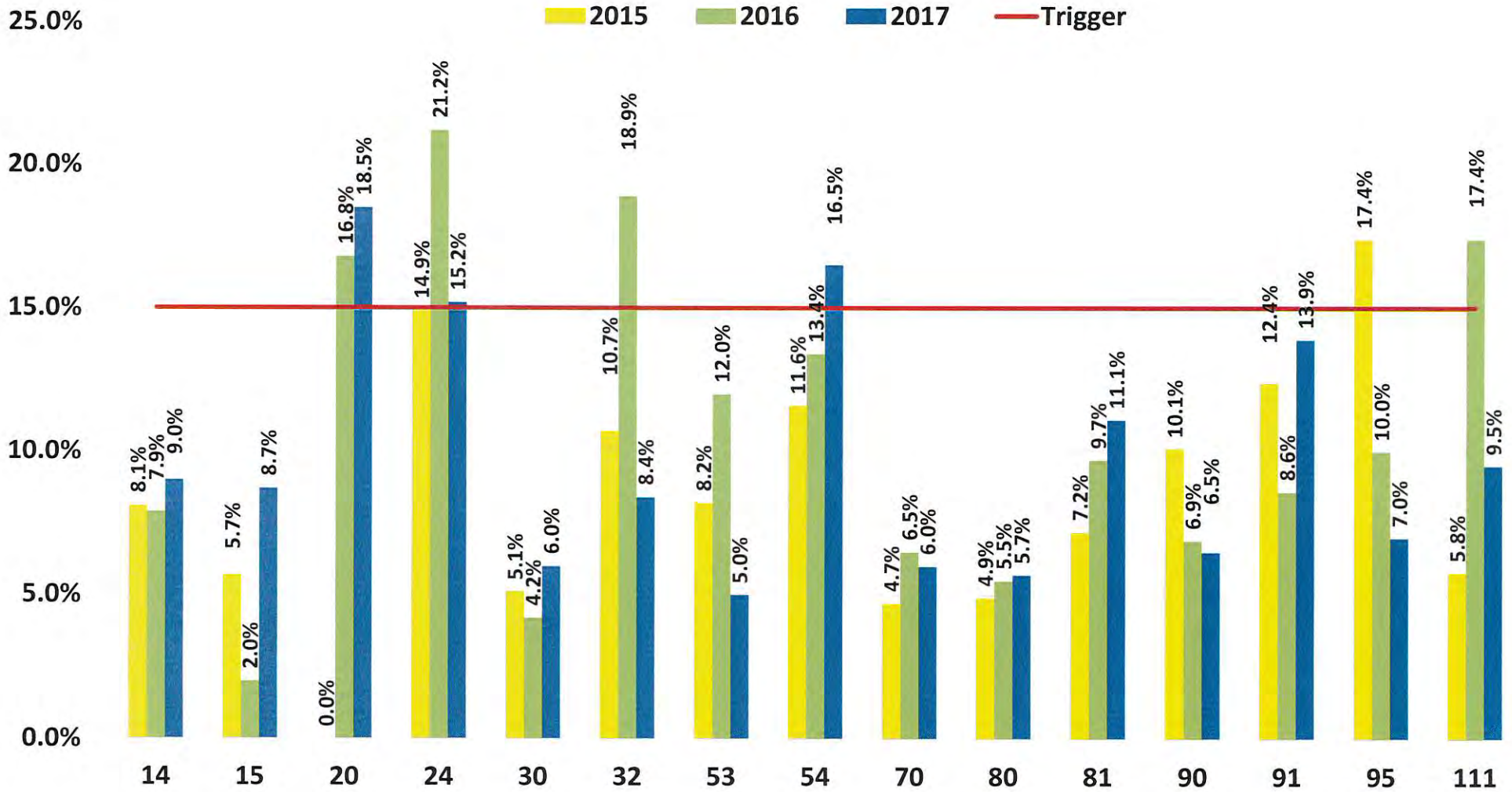
■ 2015 ■ 2016 ■ 2017



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 AUGUST 2017

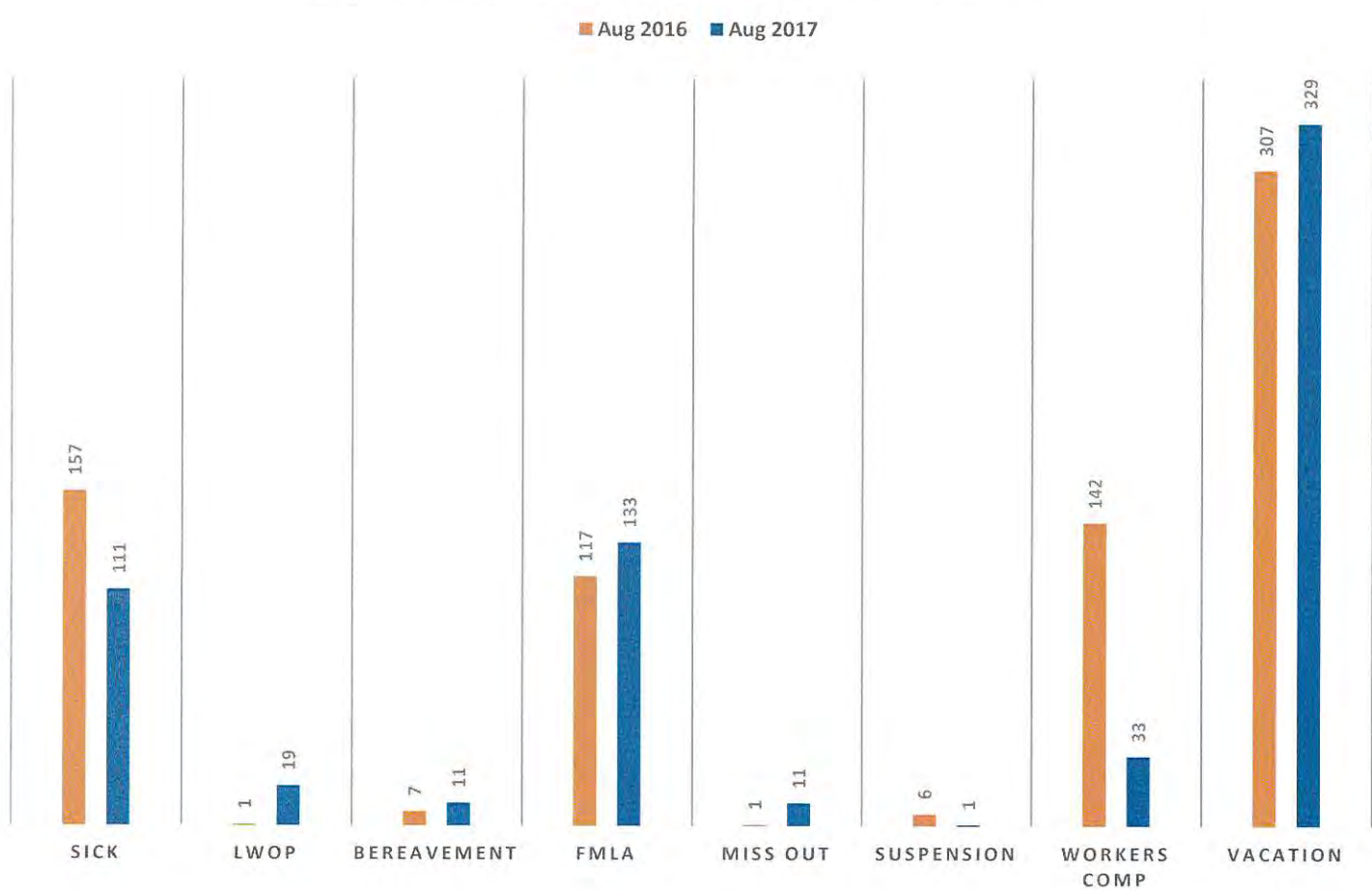


Definition: When a bus leaves a time point, behind the scheduled departure time.

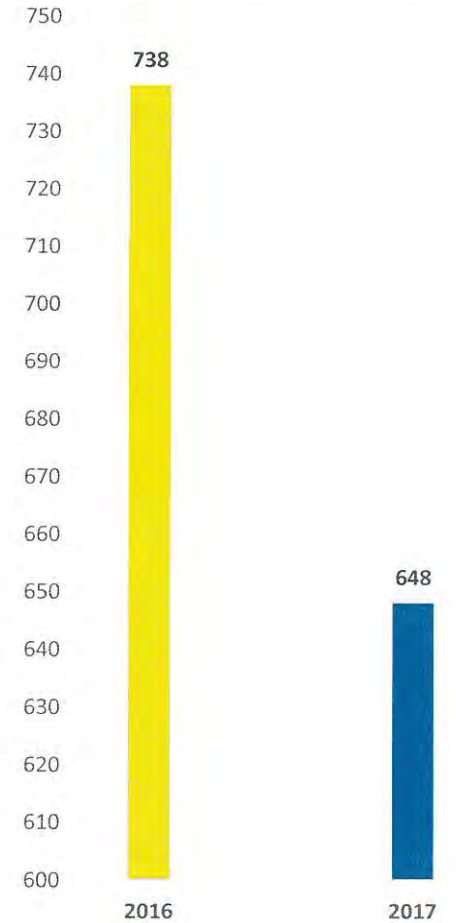
The line is running late with a departure greater than 5 minutes.

Goal: to reduce late departures to 15%

DRIVER ABSENCE OCCURRENCES - YTD

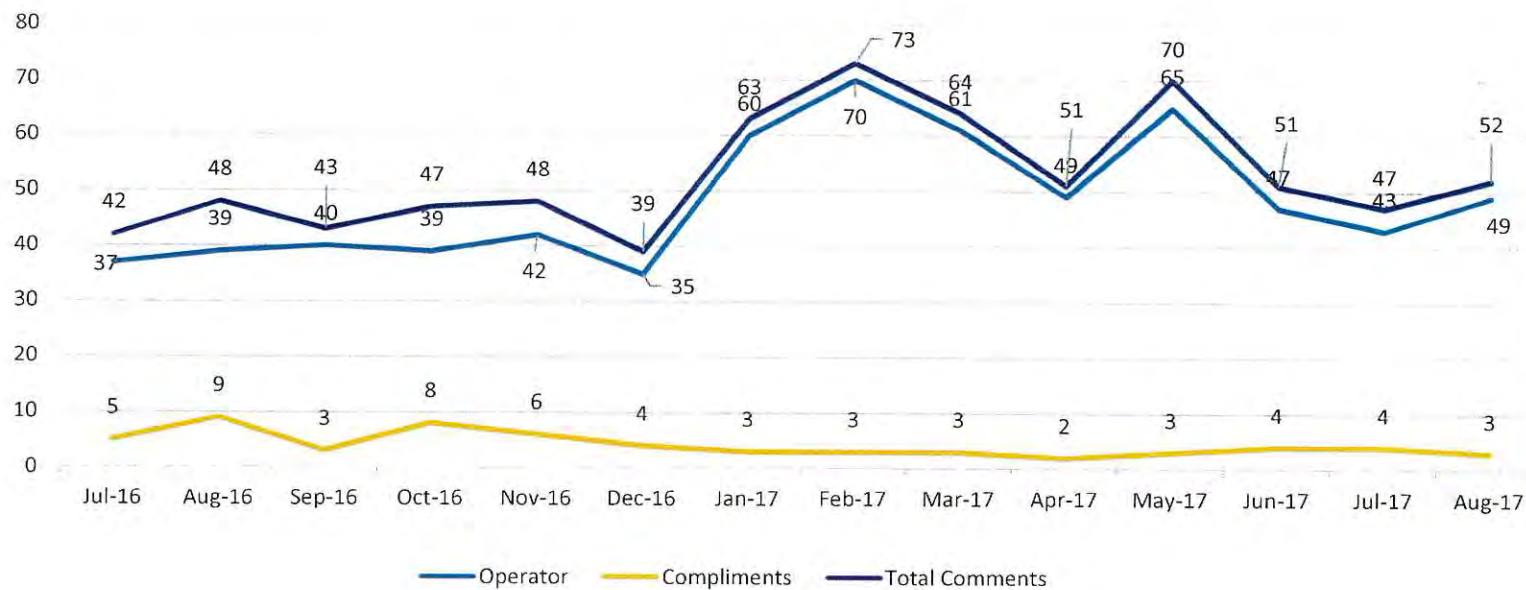


Occurrences - YTD



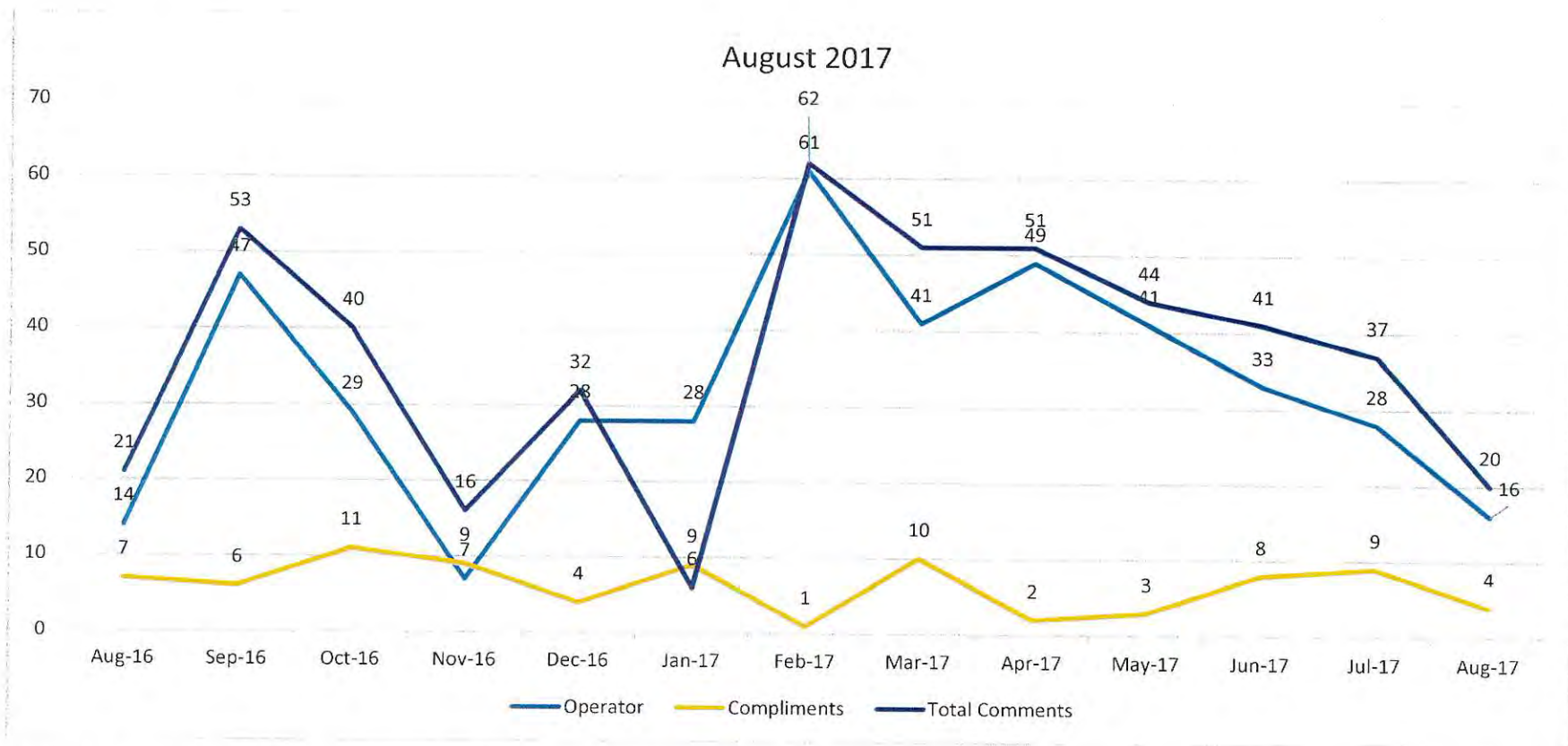
Goal: reduce by 2% - By enforcing attendance policy regularly and monitor trending -
 Absences include scheduled & unscheduled for Fixed Route drivers.
 Vacation occurrences added as of September 2015 metric.

FIXED ROUTE CUSTOMER COMMENTS FOR AUGUST 2017



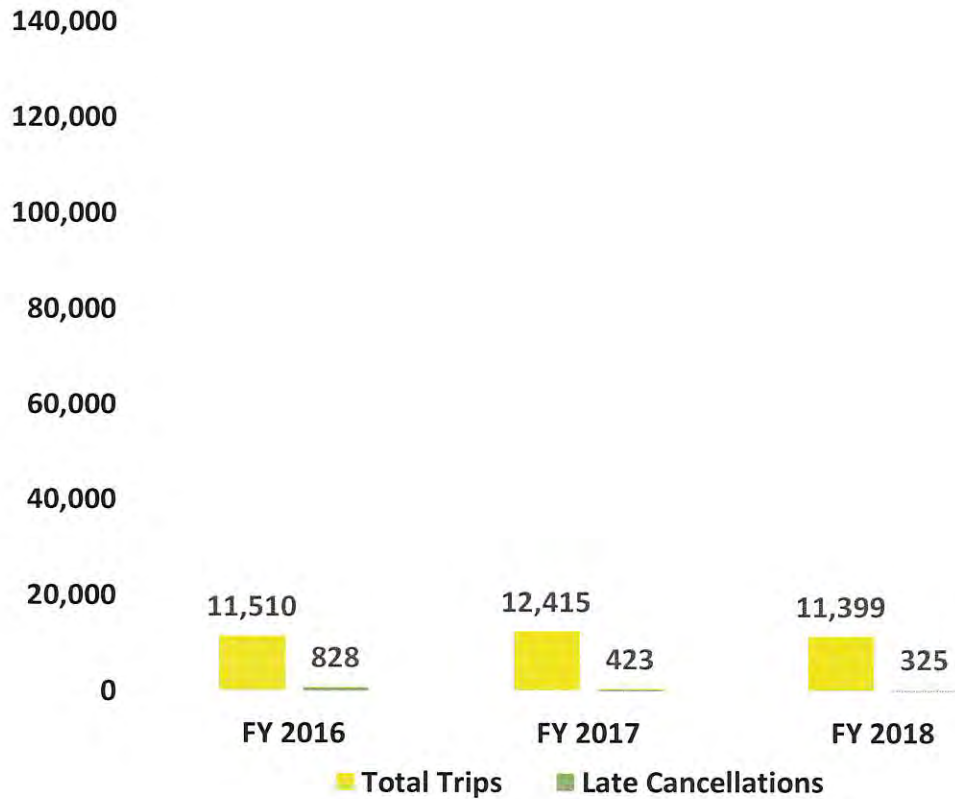
The 52 comments for August 2017 include 49 operator concerns, and 3 Operator compliments. From May 2017 we are experiencing a decline in concerns with a slight rise this month. Pass-bys and Rudeness were the higher concerns. For August 2017 all Pass-bys took place during daylight hours.

PARATRANSIT CUSTOMER COMMENTS FOR AUGUST 2017

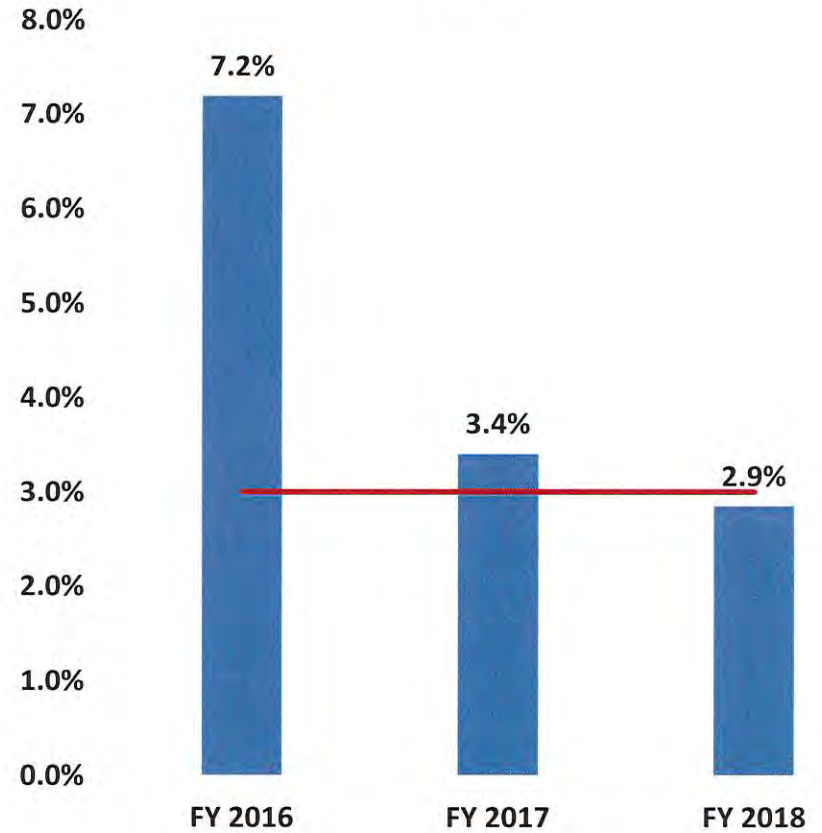


The 20 comments for August 2017 include 16 operator concerns, and 4 Operator compliments. From February 2017 we are experiencing a decline in concerns. Arrived late and rudeness were the main concerns.

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



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



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

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

Goal for Late Cancellations: 3% or below.

FY 17/18	Board Member Matrix Attendance													Total Meetings	Total Attended
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
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	X													10	1
County of Riverside	X													10	1

X - ATTENDED (Primary/Alternate)

DARK =

SunLine Transit Agency

DATE: September 27, 2017 **ACTION**
TO: Board of Directors
FROM: Deputy Chief Financial Officer
RE: [Amendment to CEO/GM Employment Agreement](#)

Recommendation

Recommend that the Board of Directors approve an amendment to Chief Operating Officer/General Manager Lauren Skiver's employment agreement to increase her base compensation by 3%.

Background

On June 28, 2017, SunLine and Skiver entered into a CEO/General Manager Employment Agreement ("Agreement"), by which SunLine continued the services of Skiver as its CEO/General Manager. SunLine now desires to amend the Agreement to provide for a three percent increase to Ms. Skiver's base compensation.

Financial Impact

The estimated financial impact of the aforementioned recommendation is an increase of \$6,497.20 per year.

FIRST AMENDMENT TO CEO/GENERAL MANAGER EMPLOYMENT AGREEMENT

This First Amendment to CEO/General Manager Employment Agreement ("First Amendment"), is hereby entered into this 27th day of September, 2017 by and between the SunLine Transit Agency, a California Joint Powers Authority ("STA"), SunLine Services Group, a California Joint Powers Authority ("SSG") (both of whom are collectively referred to herein as "SunLine"), and Lauren Skiver, an individual ("Employee").

RECITALS

- A. On June 28, 2017, SunLine and Employee entered into a CEO/General Manager Employment Agreement ("Agreement"), by which SunLine continued the services of Employee as its CEO/General Manager; and
- B. SunLine and Employee desire to amend the Agreement to provide for an increase to Employee's base compensation approved by the SunLine Board.

OPERATIVE PROVISIONS

NOW, THEREFORE, in consideration of the promises made and recited herein, the parties do hereby enter into this First Amendment which modifies and amends the Agreement as follows:

1. **AMENDMENT.** Section 2.1 of the Agreement is hereby amended to read as follows:

"Base Salary. SKIVER shall receive an annual base salary of two hundred and sixteen thousand, five hundred and seventy five dollars and twenty one cents (\$216,575.21) paid according to the payroll schedule in place for SUNLINE employees who are paid bi-weekly. During the term of this Agreement, SKIVER's compensation shall not be subjected to any reductions as the result of any change to the composition of SUNLINE, including, but not limited to, the dissolution of SSG or SunLine Regulatory Agency."

2. **GENERAL PROVISIONS.**

2.1 **Remainder Unchanged.** Except as specifically modified and amended in this First Amendment, the Agreement remains in full force and effect and binding upon the parties.

2.2 **Integration.** This First Amendment consists of pages 1 through 2 inclusive, which constitute the entire understanding and agreement of the parties and supersedes all negotiations or previous agreements between the parties with respect to all or any part of the transaction discussed in this First Amendment.

2.3 **Effective Date.** This First Amendment shall not become effective until the date it has been formally approved by the Agency and executed by the appropriate authorities of the SunLine and Service Provider.

2.4 **Applicable Law.** The laws of the State of California shall govern the interpretation and enforcement of this First Amendment.

2.5 **References.** All references to the Agreement include all their respective terms and provisions. All defined terms utilized in this First Amendment have the same meaning as provided in the Agreement, unless expressly stated to the contrary in this First Amendment.

IN WITNESS WHEREOF, the parties hereto have executed this First Amendment to the Agreement on the date and year first written above.

SUNLINE:

SunLine Transit Agency

By: _____
Russell Betts, Chairman of the Board
STA/SSG

APPROVED AS TO FORM

Eric S. Vail, General Counsel

Employee:

Lauren Skiver

SunLine Transit Agency

DATE: September 27, 2017 **INFORMATION**

TO: Finance/Audit Committee
Board of Directors

FROM: Chief Performance Consultant

RE: Apply for Local Hire Preference for Operations Facility

Background

In January 2017 the Federal Transit Administration (FTA) extended its local preference pilot program to March 6, 2022. It is the CEO/General Manager's intent to direct staff to apply for FTA approval under this program. Said approval will be requested in support of SunLine's planned Operations Facility. Approval under this program will allow SunLine to construct a preference system for utilization on the approximately \$4,000,000 construction contract for SunLine's Operations Facility.

The effect of this local hire program is to allow a preference to General Contractors in the Coachella Valley and ensure that a preference is given towards hiring residents of the Coachella Valley. The program requires SunLine to Certify:

- (1) That except with respect to apprentices or trainees, a pool of readily available but unemployed individuals possessing the knowledge, skill, and ability to perform the work that the contract requires resides in the jurisdiction; and
- (2) That the grant recipient will include appropriate provisions in its bid document ensuring that the contractor does not displace any of its existing employees in order to satisfy such hiring preference; and
- (3) That any increase in the cost of labor, training, or delays resulting from the use of such hiring preference does not delay or displace any transportation project in the applicable Statewide Transportation Improvement Program or Transportation Improvement Program.

This effort will support the Board's desires to give a preference to local contractors on SunLine projects when such preference is permissible under Federal Regulations.



Rudy Le Flore

MINUTES
SunLine Transit Agency
Board of Directors Meeting
July 26, 2017

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:20 pm on Wednesday, July 26, 2017 in the Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

1. Call to Order

The meeting was called to order at 12:13 p.m. by Chairperson Russell Betts.

2. Roll Call

Completed.

Members Present

Russell Betts, Chair, SunLine Agency Board Member, City of Desert Hot Springs Springs

Troy Strange, Vice Chair, SunLine Agency Board Member, City of Indio

Greg Pettis, SunLine Agency Board Member, City of Cathedral City

Dana Hobart, SunLine Agency Board Member, City of Rancho Mirage

Kathleen Kelly, SunLine Agency Board Member, City of Palm Desert

Ty Peabody, SunLine Agency Board Member, City of Indian Wells

Robert Radi, SunLine Agency Board Member, City of La Quinta

Emmanuel Martinez, SunLine Agency Board Member, City of Coachella

V. Manuel Perez, SunLine Agency Board Member, County of Riverside

Members Absent

Ginny Foat, SunLine Agency Board Member City of Palm Springs

3. Presentations

“It’s Time To Rethink How We Do Transit” – Lauren Skiver, CEO/General Manager
Lauren Skiver, CEO General Manager states there have been a number of employee meetings; the beginning of a kick off internally about rethinking what we do and how we do it. Reduce budget, reallocate service, improve services. The theme is positive to SunLine employees and riders. Lauren Skiver, CEO/General Manager addresses the Board and the public to state there are two key factors affecting SunLine Transit Agency; one is a decline in ridership, which is a national problem, and a decline in subsidies.

She goes on to say, this is an opportunity to rethink how we deliver our services and reach out to customers to identify what they need. Four pillars of focus:

- Continued progress of process and performance management
- Redesign of our fixed route network to “right size” our services
- Paratransit eligibility improvements
- Subsidy increases through funding and fares

How do we create a “right size” – There are three divisions including Ridership PAT, Customer Service PAT, and SunDial PAT

Lauren Skiver, CEO/General Manager has plans to have an Executive Team Visioning Session on August 2-3, 2017, PAT Assignments, PAT group meetings, Departmental Communication, Staff meetings and Small Group Visioning Sessions.

She finishes with a reminder to the Board Members that this is an update and SunLine will communicate with the public when ready; with the approval of the Board.

SunLine Agency Board Member Strange makes a comment to congratulate Lauren Skiver, CEO/General Manager on her work. He states that he thinks most about traffic, more so than water because if we grow as projected, this will be a major issue in the valley. He finishes by appreciating Lauren Skiver, CEO/General Manager for looking forward and thinking ahead to see how we can possibly mitigate those upcoming challenges.

SunLine Agency Board Member Martinez makes a comment; he appreciates Lauren Skiver, CEO/General Manager and her vision, especially the incorporation of staff. It is important to talk about strategic planning and making change. It's always great when it's from the ground up - not from the top down, it needs to have a balance. You get ownership when folks within the agency and community members have a voice; real change does happen. Not only bring about change with programs and services but also change the culture. Finishes with appreciation.

4. **Finalization of Agenda**

Chairman Russell Betts finalized the agenda.

5. **Public Comments**

6. **Board Member Comments**

7. **Consent Calendar**

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 2017
- e) Union & Non Union Pension Investment Asset Summary May 2017
- f) Quarterly Capital Project Update
- g) Ridership Report for May 2017
- h) SunDial Operational Notes for May 2017
- i) Metrics (On time Performance, Early Departures, Late Departures, Late Cancellations, Driver Absence, Advertising Revenue, Fixed Route Customer Comments, Paratransit Customer Comments)
- j) Board Member Attendance

SunLine Agency Board Member Perez moved to approve the consent calendar. The motion was seconded by SunLine Agency Board Member Strange. The motion passes by a vote of 9 yes; 0 no; 0 abstain

**8. Disadvantaged Business Enterprise/Small Business Workshop
(Staff: Vanessa Mora)**

SunLine Transit Agency Compliance Officer, Vanessa Mora informs the Board we will be hosting a workshop on Disadvantaged Business Enterprise (DBE) Small Business workshop on October 18, 2017. This will provide information for small businesses and information on how to become DBE certified as well as learning how to do business with public agencies like Sunline Transit Agency. Extending an invitation to City council members and managers to participate and get the opportunity to speak with vendors and will be following up with additional information as it becomes available. Vanessa Mora opens the floor to any questions.

SunLine Agency Board Member Betts asks to confirm the date of the event as October 18th, 2017 and where it will be held.

Vanessa Mora confirms the date as October 18th, 2017 and states it will be held in the Board Room.

Lauren Skiver, CEO/General Manager makes a comment that Sunline really wants the Cities involved. When vendors understand that this holds multiple opportunities for them to get information about doing business in the valley it attracts more people. We will be reaching out to City staff to get more participation as possible. Tables for all the Cities will be available.

SunLine Agency Board Member Betts asks to confirm that this event is for businesses to learn how to do business with Sunline Transit Agency

Vanessa Mora confirms the statement as well as extend the invitation to individuals who are starting a business. Speakers will focus on how to start a business and how to become DBE certified.

9. Approval of Minutes

SunLine Agency Board Member Peabody moves to approve the Minutes of the June 28, 2017 Regular Board of Directors Meeting. The motion was seconded by SunLine Agency Board Member Kelly. The motion passes by a vote of 7 yes; 0 no; 2 abstain

**10. Operations Facility Preliminary Engineering Services Contract
(Greg Pettis, Chair of Finance/Audit Committee; Staff: Rudy LeFlore)**

SunLine Agency Board Member Pettis stated that the Finance/Audit Committee

reviewed this item and unanimously approved it and he moved to approve. The motion was seconded by SunLine Agency Board Member Kelly. The motion carried by a unanimous vote of 9 yes; 0 no;

**11. Approval of a Cooperative Agreement with Riverside County Transportation Commission (RCTC) for Commuter Trip Reduction/Rideshare Program
(Greg Pettis, Chair of Finance/Audit Committee; Staff: Vicky Castaneda)**

SunLine Agency Board Member Pettis stated that the Finance/Audit Committee reviewed this item and unanimously approved it and he moved to approve. The motion was seconded by SunLine Agency Board Member Kelly. The motion carried by a unanimous vote of 9 yes; 0 no;

**12. Extended Service Agreement for BAE systems/American Fuel Cell Bus
(Greg Pettis, Chair of Finance/Audit Committee; Staff: Tommy Edwards)**

SunLine Agency Board Member Pettis stated that the Finance/Audit Committee reviewed this item and unanimously approved it and he moved to approve. The motion was seconded by SunLine Agency Board Member Kelly. The motion carried by a unanimous vote of 9 yes; 0 no;

**13. Natural Gas Standby Generator
(Greg Pettis, Chair of Finance/Audit Committee; Staff: Dean Holm)**

SunLine Agency Board Member Pettis stated that the Finance/Audit Committee reviewed this item and unanimously approved it and he moved to approve. The motion was seconded by SunLine Agency Board Member Kelly. The motion carried by a unanimous vote of 9 yes; 0 no;

14. CEO/General Manager's Report

Lauren Skiver, CEO/General Manager addressed the board and she introduced the board to the Annual Report in front of them. The SunLine team did a fantastic job putting it together. Lauren Skiver encouraged the Board Members to take a copy and gave a "shout out" to all SunLine employees because the pictures show the joy in what they do. The annual report is not information that is dated, it is full of daily functions which makes it a great document. It speaks to how the agency is, who they are and what they do; thank you to the bargaining and non-bargaining units of the agency for their collaboration.

Lauren Skiver, CEO/General Manager introduced a new employee, Diana Enriquez. She is working with Diane Beebe, Clerk of the Board on some board items. Expect some interaction with her.

Lastly, Lauren Skiver expresses her thanks for all the employee briefings this past week. It translates excitement when speaking to employees and it was an incredibly proud moment.

CEO/General Manager's report was concluded.

15. Closed Session

Concluded discussion and there was no reportable action.

16. Next Meeting Date

September 27, 2017
12 o'clock Noon – Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

17. Adjourn

Meeting was adjourned at 1:10 p.m.

Respectfully Submitted,



Diane Beebe
Clerk of the Board

SunLine Transit Agency

DATE: September 27, 2017 **ACTION**
TO: Strategic Planning and Operations Committee
FROM: Deputy Chief Administration Officer
RE: **Service Standards Policy #B-190613 Amendment Approval**

Recommendation

Recommend that the Board of Directors approve the attached red-lined Service Standards Policy #B-190613.

Background

In 2016, the Board approved the Service Standards Policy to provide the Agency staff a clear direction in the planning, operation, and management of transit service in the Coachella Valley. The approved policy increased Passengers Per Revenue Hour for Urban Lines and Local Lines. The Policy also increased Passengers Per Trip for Commuter Link Service, and Cost Recovery. The service standards were changed based on the recommendation made by TMD, our planning consultant at the time. Since that time staff has reviewed the policy and made the determination to revert back to the previous measures prior to approval on July 27, 2016. Additional changes include naming of line service to reflect what was written in the SRTP.

The above standards are outlined in detail in the provided Service Standards Policy.

Financial Impact

None.


Stephanie Buriel

SERVICE STANDARDS POLICY

I. PURPOSE

The purpose of the Service Standards Policy is to provide a policy framework for guidance of staff in the design, operation, and management of SunLine Transit Agency's transit services.

II. POLICY

1. Scope

The provisions of this policy shall apply to all SunLine staff in the design, operation, and management of SunLine's transit services.

2. Objectives

SunLine's Service Standards Policy objectives shall be to:

- a. Promote the continuous improvement of transit service throughout the Coachella Valley and the maximization of mobility benefits to the community.
- b. Support the agency in meeting Federal Title VI of the Civil Rights Act of 1964 (Title VI) requirements in avoiding arbitrary discriminatory decisions regarding provision of transit service.

III. PROCEDURE

1. Background

SunLine is the sole provider of regular scheduled fixed route (SunBus) and complementary Americans with Disabilities Act of 1964 (ADA) Paratransit (SunDial) service for the Coachella Valley in Southern California.

SunLine Transit Agency is a Joint Powers Authority established in 1977 to provide public transit services to nine member cities and seven Riverside County unincorporated communities. It is governed by a Board of elected officials, one from each of the nine member cities, plus the county supervisor.

The stated vision, mission, and goals of the agency are as follows:

- Vision
 - SunLine Transit Agency is the regional transportation mode of choice.
- Mission:
 - To provide safe and environmentally conscious public transportation services and alternative fuel solutions to meet the mobility needs of the Coachella Valley.
- Goals:
 - To provide dynamic organizational leadership and change consistent with the growth of the transit agency.
 - To continue the advancement of innovative transportation and alternative fuel technologies.
 - To provide leadership for the region's mobility needs.
 - To provide high quality transportation services that are safe, efficient, and effective.

1. Service Area and Transit Network

SunLine operates a range of services:

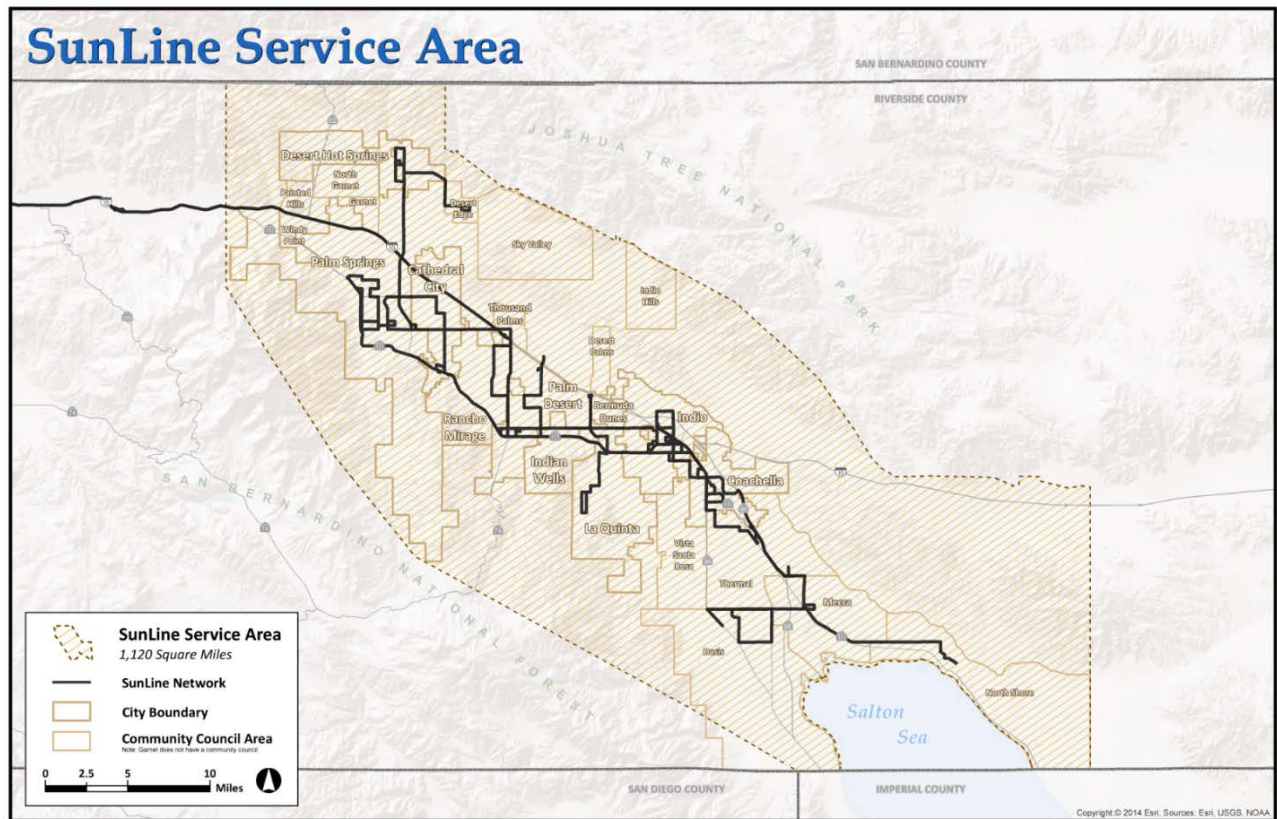
- SunBus provides 15 fixed route transit lines throughout the Coachella Valley.
- SunLine ~~Market Based Service Commuter Link~~ service provides local and regional passenger bus service between the Coachella Valley and Riverside.
- SunDial provides transportation service required by the Americans with Disabilities Act of 1964 (ADA) for individuals with disabilities who are unable to use the SunBus fixed route service; the system must be comparable to the fixed route system.
- Half Fare Taxi Voucher Program is a curb-to-curb, premium demand response service designed to transport residents of the Coachella Valley who are 60 years of age and older. It is provided through local taxi operators and is available 24 hours a day, year round. The continuation of this program is contingent upon grant funding.

SunLine has a 1,120 square mile service area from the Highway 111/Interstate-10 Junction in the northwest to the Imperial County border in the southeast, bounded by mountains to the north and south. The agency currently serves the nine member cities (from west to east)

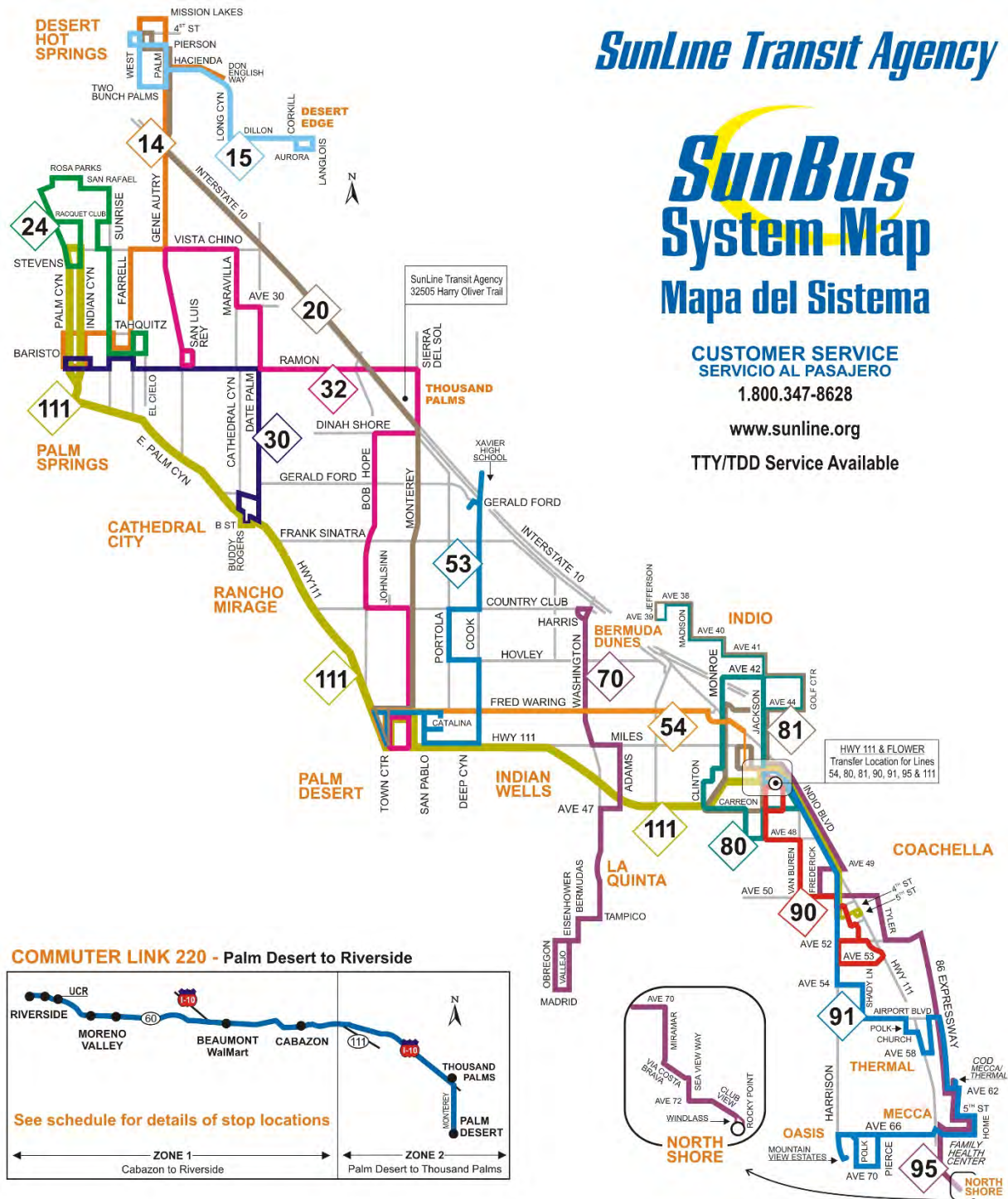
of Desert Hot Springs, Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, La Quinta, Indio, and Coachella, plus the seven unincorporated communities of Thousand Palms, Bermuda Dunes, Desert Edge, Thermal, Mecca, Oasis, and North Shore.

Below, Map 1 illustrates the SunLine service area; Map 2 shows the January 2016 fixed route transit network.

Map 1 – SunLine Service Area



Map 2 – SunLine Transit Service Network



2. Service Standards Overview

This document sets service standards for service design, service performance, service quality and service warrants.

- **2.1 Design Standards:** Design Standards refer to the design of transit services in regards to service tiers, frequency, service span, stop and route spacing, route alignment, connectivity, and stop amenities.
- **2.2 Performance Standards:** Performance Standards are used to evaluate the performance of existing transit services to continuously improve productivity and sustainability.
- **2.3 Quality Standards:** Quality Standards are used to maintain and improve the consistency and reliability of service delivery as well as the passenger experience.
- **2.4 Warrants Standards:** Warrants Standards provide a way to determine which areas within the large service area will have both the passenger demand and performance potential to produce cost effective fixed route transit service.

2.1 Service Design Standards

Service Tiers the SunLine transit network is classified into three tiers that define the service level and performance expectations for each service:

- **Trunk Urban Lines** – Lines 14, 30, and 111
- **Local Lines** – Lines 15, 20, 24, 32, 53, 54, 70, 80, 81, 90, 91, and 95
- **Market-Based Commuter Link Service** – Link 220

Minimum service level specifications or warrants are responsive to the service tiers, network connectivity, and ridership/demand requirements. Minimums may be exceeded where supported by demand and prioritized for funding of such higher service levels.

Trunk Urban Lines are designed to deliver service in highly populated areas with high ridership and productivity anticipated, also known as ridership per revenue hour. Generally, to meet the demand, higher frequencies are required to accommodate the demand for service. Additionally, the service links travel between multiple communities often serving the Coachella Valley's busiest corridors.

Local Lines are designed to pick up and deliver passengers to an ~~Trunk Urban~~ Line and therefore necessitate lower levels of service due to the provision of localized transportation. Generally, these lines typically have lower overall ridership and productivity.

Market-Based Commuter Link ~~SS~~Service is designed to provide express service to regional destinations, improving access to jobs and job services across the county and beyond (via connection to the regional rail network and/or ~~Trunk~~Urban Lines).

Key attributes in relation to these services include:

- Stop frequencies and span
- Stop spacing
- Route spacing
- Route alignment
- Connectivity
- Stop amenities

Service Frequency and Service Span Standards

Service frequency is a leading factor that attracts new riders to a transit system. Frequency defines how long customers wait for bus service in relation to the time in which they arrive at the stop. Industry experience shows more customers spontaneously show up to stops instead of planning their trips, and higher levels of frequencies decrease the average wait time for random arrivals. While high frequency service is desirable, different mobility and service types warrant different levels of transit service.

Similar to service frequency, service span affects the variety of travel options passengers can choose to take. Routes with similar network roles should have similar spans in order to facilitate travel throughout the SunLine network. For both frequency and span, it is important to balance convenience for passengers with funding and resource constraints.

Below are the minimum service frequencies and spans considered sustainable with funding level increases expected for SunLine in the next two to five years. Services in each service type can operate more frequently or longer hours but should not operate less frequently or fewer hours than the minimum standard.

Table 1- Frequency and Span by Service Type	Frequency of Service		Span of Service	
	Weekday	Weekend	Weekday	Weekend
Urban <u>Trunk</u> Lines	20 minutes	30 minutes	5:00 AM – 11:00 PM	5:00 AM – 11:00 PM
Local Lines	30/60 minutes	60 minutes	5:00 AM – 7:00 PM	9:00 AM – 6:00 PM
<u>Commuter Link</u> Market-Based <u>Service</u>	Based on demand	Based on demand	Based on demand	Based on demand

These are minimum standards established by SunLine and can be revised where sustainable (i.e., where demand warrants, performance measures can still be met, and

increased funding can maintain operation). Desired performance goals are outlined in Section 4.

Stop Spacing Standard

The Stop Spacing Standard involves the distance between bus stops and where stops should be located. This involves balancing access to service while minimizing delay. Industry wisdom argues too many stops results in fewer riders because faster service operations is more important than minimizing walking distances. Adding stops slows down a route, making it less attractive to passengers. In some cases, a stop may need to be skipped (e.g. empty land with no development) or added (e.g. special customer access need or key destination).

As part of the Comprehensive Operational Analysis Study of 2005-2006, SunLine established a 0.5-mile target average stop spacing for all routes, with changes made over the last nine years having largely implemented this policy. Individual stops spacing can be varied based on local conditions with the average spacing target in mind.

Route Spacing Standard

Route spacing of at least one mile between parallel routes is considered essential for more sustainable service. Every effort is also made to avoid unproductive duplication of routes, as well as to avoid unproductive areas such as vacant land, gated resorts, and residential communities.

Route Alignment Standard

SunLine fixed route lines should be designed to provide service using direct pathways to varying origins and destinations; out-of-direction movements should be minimized. Direct service is more efficient; therefore, increases in fare revenue can be anticipated while operating costs are minimized.

Deviations resulting in indirect alignments which serve high volumes of passengers may occasionally be warranted. The impact to riders on the bus should be no more than five minutes per boarding gained on the deviation. The formula for calculating this impact is below:

$$\frac{(Passenger\ Load) * (Time\ of\ Deviation)}{Boardings\ Gained\ Along\ Deviation} \leq 5$$

For example, if a proposed deviation to a housing development would add 6 minutes in running time to a route, generate 40 new passenger boardings, and force 30 current riders to ride through the deviation, the time impact to current riders per boarding gained would be 4.5 minutes. Since this is less than 5 minutes, this deviation would be justified.

$$\frac{30\ current\ riders * 6\ minutes}{40\ new\ riders} = 4.5 > 5$$

There may be times where line deviations are warranted due to construction, special events, and/or inclement weather. These deviations are not subject to the same five-minute rule because they are temporary and often unavoidable.

Connectivity Standard

Existing service frequencies are reflective of service demand, but also are based on operating realities such as how long it consistently takes for a bus to make a round trip on a route. This mixture of service frequencies defines the experience when customers must connect between two routes.

SunLine will prioritize matching frequencies based on clock-face frequencies of 15, 30, and 60 minutes to facilitate connections between services. Having consistent intervals between trips on all services allows SunLine to schedule reliable transfers and makes the schedules easier to remember.

Stop Amenities Standard

SunLine provides amenities (a bench and waste container) at all stops where a sidewalk exists (and sufficient space is available).

All stops with at least 10 average daily passenger boardings should have a shelter installed, unless prevented by local conditions (such as available space or design issues, as determined in consultation with each city or the county).

New bus stops will be installed as mandated by ADA guidelines. As funding permits, the agency will upgrade existing stops to meet the standards set forth by ADA.

2.2 Service Performance Standards

Key Performance Indicators (KPI) are used across the industry to measure, evaluate, and compare transit service performance. The following KPIs ~~is~~ **are** recommended for measuring the performance of SunLine's service:

- Passengers per Revenue Hour
- ~~Subsidy per Passenger Boarding~~
- ~~Cost Recovery~~

SunLine should regularly review service performance against service KPIs to better match service demand and supply within the financial and operational capacities of the agency. The KPIs are discussed in more detail below.

Passengers per Revenue Hour: This KPI measures service effectiveness or productivity based on ridership (passenger boardings) generated for each revenue hour of service operated (PPRH).

Passenger Boardings

Revenue Hours

The minimum performance expectations for each service tier is shown in Table 4 below. These KPIs are based on past performance and minimum standards set by peer agencies. SunLine’s service area reflects both urban and rural characteristics. Rural population density is associated with lower ridership. Customer surveys reveal that 83% of SunLine’s riders are transit dependent. Accordingly, some transit lines experience low performance, but are continued to support mobility in the Coachella Valley.

Lines performing at or above 125% of their service classification target will be candidates for increased investment while lines performing at or below 75% will be subject to corrective action. These options will be discussed in more detail later in this document.

<i>Table 2 – Service Performance Expectations by Service Type</i>	<i>PPRH Standard</i>
<u>Trunk</u> Urban Lines – Lines 14, 30, and 111	205 passengers per hour
Local Lines – 15, 20, 24, 53, 54, 70, 80, 81, 90, 91 and 95	105 passengers per hour
<u>Market</u> Commuter Link-Based Service – 220	105 passengers per trip

~~**Cost Recovery and Subsidy per Passenger Boarding:** These KPIs measure the service cost effectiveness as defined by the proportion of cost covered by fares from passengers (cost recovery) and the net additional operating cost per passenger beyond the average passenger fare (subsidy per passenger boarding).~~

~~Targets for all SunLine services are 20 percent farebox recovery and a maximum (\$5.00) subsidy per passenger boarding. Rather than setting different standards by type of service, a system-wide standard is established based on a reasonable cost of providing service. Lines that do not meet these minimum standards are not cost effective for SunLine to operate. Prior to eliminating service, SunLine attempts to identify partners to provide funding subsidies to maintain low-performing services. The formulas for calculating farebox recovery and subsidy per passenger are below:~~

$$\frac{\text{Passenger fare revenue}}{\text{Operating cost}} = \text{Farebox recovery}$$

$$\left(\frac{\text{Passenger fare revenue} - \text{operating cost}}{\text{Passenger boardings}} \right) = \text{Subsidy per passenger boarding}$$

~~Table 3 below sets out targets for cost recovery and subsidy per ride at the overall transit line level. These measures should be reviewed quarterly.~~

Table 3 – Cost Recovery and Subsidy per Passenger Boarding Service Type	Minimum Cost Recovery/ Maximum Subsidy per Boarding
Urban Trunk Lines 14, 30, and 111	≥156% ≤\$5.00
Local Lines 15, 20, 24, 32, 53, 54, 70, 80, 81, 90, 91, and 95	≥12% ≤\$5.00
Market Based Commuter Link Service 220	≥20% ≤\$5.00

2.3 Service Quality Standards

Service quality standards contribute to the reliability and consistency of the delivery of transit service. While riders are attracted to transit service based on frequency and span, they continue to use services because they can reliably get to their destinations on-time. Unreliable service often results in decreased ridership. Service quality standards are proposed to be measured using the following operational and passenger experience metrics:

- Service Scheduled Speed
- On-Time Performance (service reliability)
- Percent Service Delivered (service reliability)
- Miles between Service Interruption (service reliability)
- Load Standards (service comfort)
- Average fleet age (service comfort)
- Bus deployment policy

Each suggested metric is discussed in more detail below.

Service Scheduled Speed: Measures a routes scheduled service speed. The measure is calculated by dividing scheduled revenue hours by revenue miles for each route. This KPI monitors services needed to maintain reasonable speed to retain and grow ridership.

Table 34 below shows target performance for SunLine’s transit system. SunLine’s schedule average service speed standard is 12.5 miles per hour (MPH). It operates in a relatively uncongested environment, and this speed is expected to be maintained.

Through significant efforts to optimize existing operations with better service frequencies and removing causes of delay, bus service scheduled speeds may increase. This measure will require ongoing improvement over time to maintain and improve performance.

Table 34 – Service Scheduled Speed	Service Speed - Weekdays	Service Speed - Weekends
Service Mode		
Fixed-Route Bus	12.5 MPH	12.5 MPH

On-Time Performance: This KPI measures service reliability as defined by adherence to the published service schedule. “On-time” is when a trip departs a time-point within a range of zero minutes early to five minutes late. In order to achieve targeted on-time performance, service running times need to be calibrated regularly based on existing conditions. SunLine has a relatively uncongested operating environment, which helps support a high KPI for on-time performance. The on-time performance target is 85% for all services.

The biggest impact for on-time performance is route detours. The target of 85% is consistent with those adopted by peer systems with automated measuring tools (automatic vehicle location (AVL) equipment).

Table 45 – On-Time Performance	On-Time Performance Standard
Service Mode	
Fixed Route Bus	85% (excepting major detours)

Percent Service Completed: This KPI measures service reliability as defined by percentage of trips completed daily. There are three components necessary in order to measure completed trips:

- 100 percent daily availability of both operators and fleet to meet service demands
- Miles between service interruptions
- Timely response to service interruptions (less than half an hour)

The target is consistent with that adopted by peer systems.

Table 56 – Percentage of Service Completed	Service Completed Minimum Standard
Service Mode	
Fixed Route Bus	99%

Miles Between Service Interruptions: This KPI measures service reliability as defined by revenue miles between service interruptions, regardless of cause. SunLine’s standard is

540,000 miles. This measurement also includes bus exchanges where buses are swapped out in service though service is often not interrupted. To meet this standard, both avoidance of service interruptions through early identification (e.g., planning for detours, proper fleet maintenance, etc.) and timely as well as proactive response to service interruptions.

Table 67 – Miles Between Service Interruptions		Target Minimum Miles Between Service Interruptions (Road Calls)
Service Mode		
Fixed Route Bus		5,000 10,000

Load Standards: This service quality KPI establishes load standards for various vehicle types and is measured for each trip operated. While it may be acceptable for some riders to stand for short distances or time periods (e.g. under 2 miles and/or 10 minutes) during peak periods, it is generally accepted that seating should be available for all riders during normal off-peak conditions.

Table 78 – Load Standards		Maximum Consistent Load Factor
Service Period		
Peak		Average over 133% of seated load = 50 passengers
Off Peak		Average 100% of seated load = 38 passengers

Any vehicle operating at high speeds on highways (e.g., Routes 20, 91, 95, and 220) requires all passengers to be seated, reducing the maximum load on these services to 100 percent of seated capacity.

Average Fleet Age: The age of the vehicle fleet affects performance and reliability of transit services as well as system attractiveness to customers. SunLine’s standard for average fleet age is no greater than 10 years. Adhering to the average fleet age standard will help ensure a reliable and comfortable passenger experience.

Table 89 - Vehicle Average Age	Average Fleet Age
Standard Transit Bus	No greater than 10 years

Bus Deployment Policy

Bus deployment specifies the type of vehicle that should be used to operate individual routes. The type of vehicle deployed on a route depends primarily on ridership demand and trip loads. Using incorrectly sized vehicles on routes can unnecessarily add operating cost to a route or result in overcrowding issues.

~~Trunk Urban~~ Lines 14, 30, and 111 should utilize 40-foot buses due to high passenger volumes/turnover, frequent stops, and route gradients in order to maintain reliable and on-time service.

Local Lines should use either 40-foot or 32-foot buses based on ridership demand. Routes with lower demand should use 32-foot buses to meet the demands of lower ridership and having fewer seats will not result in load or overcrowding issues.

Table 910 – Bus Deployment	Vehicle Type
Urban-Trunk Lines	40' buses
Local Lines	32' or 40' buses depending on ridership demand
Market-Based Service Commuter Link	40' buses

SunLine will review the Bus Deployment Policy every two years beginning in 2018~~6~~, and make necessary adjustments as the fleet is updated and to ensure compliance with Title VI requirements.

SunLine Transit Agency is in full compliance with Title VI of the Civil Rights Act of 1964 that protects people from discrimination based upon race, color, and national origin in programs and activities receiving federal financial assistance. SunLine insures equitable distribution of its assets in delivery of transit services to the people of Coachella Valley.

Buses are assigned according to successful completion maintenance functions without regard to route assignment, or vehicle age, except in size considerations as outlined above. Additionally, fuel cell buses are assigned to routes with shorter distances and / or durations that are within acceptable range capacity of those vehicles.

Adequate number of buses are assigned to routes with high demand to avoid instances of overcrowding or passenger standees. All SunLine buses are fully air conditioned, and are 100% accessible to persons with disabilities.

2.45. Warrants Standards

Warrants Standards provide a way to determine which areas within the large service area will have both the passenger demand and performance potential to produce cost-effective fixed-route transit service. In order to ensure the financial sustainability of the agency, SunLine should only introduce new services that perform at or above the current system average. Planning new services around these guidelines will help ensure successful performance of new routes. Providing a set of guidelines for which areas warrant all-day fixed-route service will help SunLine respond to future community requests for new service.

Network Role

New services should be evaluated for their place in the overall transit network. Each new route in the network will have a unique role, whether it is facilitating transfers with existing services, introducing service coverage to a recent development, or providing connections between current routes and major destinations. While successful new routes connect with existing services, they should not duplicate existing service or compete for passengers.

Market Opportunities

There is a strong correlation between service performance, surrounding population and employment densities; the more people with access to a route, the higher the route’s ridership. Population-dense areas tend to coincide with mixed-use neighborhoods, walkable environments and higher populations of transit-friendly constituencies such as students, seniors, zero-vehicle households, and low-income populations.

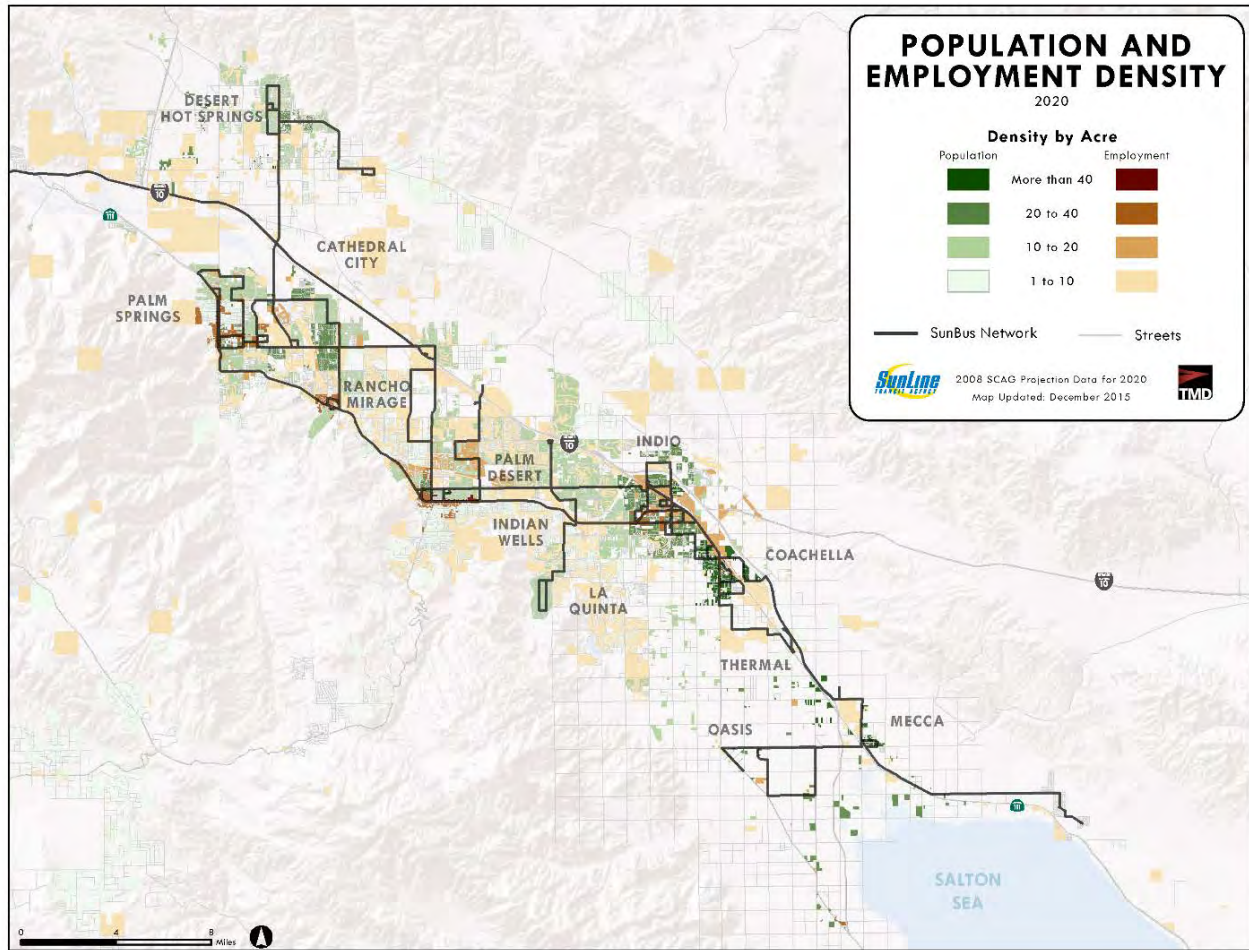
The minimum population and employment density for the introduction of new all-day fixed route transit service is an average of 10 people/jobs per acre within a half mile of the proposed route.

$$\frac{\text{Sum of population and jobs within } \frac{1}{2} \text{ mile of route}}{\text{Sum of population and employment acres within } \frac{1}{2} \text{ mile of route}} \geq 10$$

At densities over this minimum threshold, transit has the opportunity to play a meaningful role in public mobility. Areas with densities below this minimum threshold are not considered supportive of fixed route service and should not be subjected to further analysis. Areas in this category that have unmet needs may be served by alternative options to fixed route service.

Unmet Mobility Needs

SunLine should strongly consider the mobility needs of transit dependent populations when evaluating where to operate service. In assessing the area’s demand for transit service, it is important to examine the presence of these demographic groups and identify any present unmet needs.



Key Destinations

Key destinations likely to generate higher demand for transit service include major area school, colleges, universities, hospitals, retail/commercial/entertainment centers with more than 10 people/jobs per acre, and open residential communities (not gated) to those with relatively lower income and vehicle ownership levels.

Evaluating New Services

New services should be implemented on weekdays only and operate between 6:00 AM and 7:00 PM. Once a new line has been implemented, it should be closely monitored to determine whether it is reaching its desired performance standards. The line should first be evaluated after six months to determine whether it meets more than two-thirds (2/3) of its performance standards. New services not meeting the minimum standards at the end of an 18-24-month trial period are subject to corrective action or discontinuation.

In some cases, trial periods for new services may vary based on the requirements of grant funding. For example, if a grant provided three years of funding for a route that did not meet standards, this route would still be operated for the full three-year period.

3. Major Service Change

According to the provisions of the Title VI, (FTA C4702.1B), no person in the United States shall, on the grounds of race, color, or national origin, be excluded from, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

To comply with FTA C 4702.1B, SunLine has implemented the following policy regarding the Title VI Analysis of proposed impacted routes and/or schedule changes prior to the implementation of any significant service changes or fare increases.

A mandated service change occurs no more than three times a year, unless necessitated by service adjustments and/or other operational requirements. A major service change is defined by SunLine as any permanent service change (6 months or longer duration) of 25% or more in revenue hours and/or revenue miles, span of service, or alignment miles for a given route or the network overall for any day type (weekday, Saturday, Sunday, and Holiday). Such changes require a public hearing and SunLine Board approval before implementation.

Under Title VI requirements, SunLine also identifies a Disparate Impact Policy and Disproportionate Burden Policy to ensure low-income and minority populations are not adversely affected by service changes.

- Disparate Impact Policy: A disparate impact occurs when the impact of proposed service or fare changes to minority populations is 20% greater than the impact to non-minority populations.
- Disproportionate Burden Policy: A disproportionate burden occurs when the impact of proposed service or fare changes to low-income populations is 20% greater than the impact to non-low-income populations.

4. Reporting and Management

To monitor KPIs adequately, data will be reviewed monthly or quarterly, as most appropriate. The Board of Directors will receive an annual performance report in December.

All services will be monitored for adherence to the productivity, farebox recovery, subsidy per passenger and are divided into three tiers based on performance:

- High-performing service: performs at or above 125% of the tier productivity standard
- Average-performing service: performs between 76%-124% of the tier productivity standard

- Low-performing service: performs at or below 75% of the tier productivity standard

High-Performing Service - Green (125% or higher of tier standard)

Lines with high performance suggest the need for greater investment, as high performance may signal the presence of significant latent demand. This category of services constitutes the top-performing tier of the entire SunLine system. It is very important to maintain a high-quality level of service as well as to continue further investment. Creating standards for high-performing service prioritizes investment in the core system. Upgrading high-performing lines directs investment where it will be most effective.

The primary form of investment is in service frequency. Increasing frequency will prevent overcrowding on popular routes and make the service more attractive to a wider pool of potential customers. It will make the service more convenient for both current and future riders. Another investment is providing enhanced high-quality features along the route. Bus bulbs, bus-only lanes, and transit signal priority are all methods for decreasing delay and travel time along a route and improving the customer experience. Upgrading amenities at bus stops also makes services more attractive to riders and enhances the branding of SunLine services. All of these investments make buses more competitive with automobile travel.

Average-Performing Services- Yellow (76%-124% of tier standard)

Services in this category are adequately fulfilling their roles in the transit network, and no corrective action is required. These routes will be monitored on an ongoing basis to determine how their performance changes over time. While Green tier services should be prioritized for service investment, the same investment strategies can be applied to the Yellow tier services to improve system performance.

Low-Performing Services - Red (75% or below of tier standard)

Low-performing services indicate ridership demand is not high enough to justify the amount of resources being invested. Since SunLine works within the constraints of limited resources, it is important the use of each route is being maximized. Corrective Action Plans for low-performing services are designed to help improve performance to justify the level of resource investment. For productivity, lines will be considered to be "low-performing" if it does not reach 75% of the performance target for its tier. For the farebox and subsidy standards, the line must exceed the minimum threshold.

Corrective Action Plan

The *Corrective Action Plan* will examine the routing, schedule, route segments, and span of service in order to diagnose weaknesses in the route's current operations. Using the information gathered, SunLine will develop a *Corrective Action Plan* for improving performance which will be implemented in the next feasible service change given the limitations in place regarding public process, public hearing (if required), and annual service change calendar. Areas of consideration follow:

- Segment-Level Analysis: A segment-level analysis may highlight a specific portion of the line that limits overall performance, causing it to perform below the standard for its tier. If a low-performing segment is identified, it can be modified in an attempt to raise the productivity of the route as a whole.
- Operational Analysis: Realigning service to cover only critical segments or eliminating unnecessary delay (e.g. deviations) are ways to reduce travel time and save resources, thereby raising performance levels while retaining ridership.
- Change in Service Levels: Adjusting the service levels of a low-performing route (e.g. by any combination of frequency, span, or day of week changes) may help tailor the transit product to its market, and subsequently increase productivity.
- Cost-Sharing: Exploring cost-sharing or public-private partnerships can reduce the amount of subsidy required to operate low-performing services. This is applicable for services that do not meet minimum performance standards yet serve a need identified by businesses, schools, attractions, or other organizations that may be willing to assist with funding operations in order to continue service.
- Targeted Marketing: Marketing tactics can help raise the public awareness of a service in need of improvement. Poor ridership may be a result of a lack of public knowledge of a route and investing in marketing can help reverse this trend. This is especially the case for targeted market groups like employment centers, shopping districts, schools, hospital, agencies, and other major destinations.
- Rider Outreach: Onboard surveys and rider interviews are methods for gaining valuable information on how a route can be improved. These methods can reveal information about popular destinations that a route may bypass or other aspects of a service that may be holding back ridership growth.

Consequences/Outcomes

Once a *Corrective Action Plan* is implemented the route must exceed “low-performing” in two of the three performance metrics for at least one quarter within the first three successive quarters or face further action which may include line elimination. If a route meets the expectations, the process of the *Corrective Action Plan* will be deemed concluded. Subsequent low performance will be reviewed as a new event.

In the event the corrective actions are unsuccessful in raising at least two of the metrics (productivity, farebox recovery, or subsidy per passenger) to above “low-performing” after six consecutive quarters, discontinuation may be necessary to ensure effective use of agency resources.

Sunline Transit Agency reserves the right to periodically review and revise the Service Standards Policy. Comments and suggestions are welcome by contacting SunLine Customer Service on 1-800-347-8628, 8:00 a.m. to 5:00 p.m., weekdays, or via email at www.sunline.org/customer.

SunLine Transit Agency

Revised: ~~7/27/2016~~

9/27/2017

Service Standards Policy
Policy No: B-190613

Adopted: 7/31/2013

Approved:

Lauren Skiver
CEO/ General Manager

SunLine Transit Agency

DATE: September 27, 2017 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Chief Performance Consultant

RE: Award a Contract Authorized Under CARB Grant

Recommendation

Recommend that the Board of Directors ratify the actions of the CEO/General Manager to execute an agreement with Proton Energy Systems, Inc., a wholly-owned subsidiary of NEL ASA in an amount Not to Exceed \$8,338,391.

This contract was approved as to form by SunLine General Counsel.

Background

In May 2017, the Board of Directors granted authority to the CEO/General Manager to negotiate with Hydrogenics for a hydrogen electrolyzer in an amount not to exceed \$8,338,391. SunLine competed and won a grant with the California Air Resources Board (CARB) for a hydrogen electrolyzer and 5 fuel cell electric vehicles in the amount of \$12,586,791. This hydrogen production method and output, when combined, will be the largest hydrogen electrolyzer in the country.

SunLine was unable to reach agreement on terms with Hydrogenics. Therefore, in deference to the narrow funding window and SunLine's need for this equipment it was recommended by SunLine's consultants to pursue another source of supply. SunLine staff agreed with this recommendation. The selected firm was submitted to CARB for approval based on their unique capability and their ability to satisfy the grant requirements established by the CARB grant. That approval was granted in September 2017.

As the grant funds expire in June 2020, the General Manager executed the agreement to reduce the risk of these funds lapsing. This approval was consistent with the provisions of SunLine's Procurement Policies. The Board and Finance Committee Chairs were notified in advance as required by SunLine Policy.

The successful execution of this project will satisfy SunLine's capital and operational needs for years to come regarding its hydrogen fueling capabilities.

Reason for Selection of Procurement Process

Proton is listed in the grant modification from the Air Resources Board. Therefore the expectation of the funder is that contracts will be put in place with the team designated in the grant.

Reason for Selection of Contract Type

A fixed price contract is contemplated as this contract type places the maximum risk of performance on the contractor.

Reason for Selection of the Contractor

This firm was identified as a program partner based on their demonstrated competency in this technology area and their inclusion in the competitive grant and therefore will be utilized to satisfy the grant requirements.

How Price was Determined Fair and Reasonable

Prices negotiated will be compared to market prices and determined fair and reasonable by staff.

Financial Impact

Funds for this effort will be from the Grant provided by the California Air Resource Board in the amount of \$12,586,791 and matching funds from FTA 5307 in the amount of \$2,750,000.



Rudy Le Flore

SunLine Transit Agency

DATE: September 27, 2017 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Superintendent of Facility Maintenance

RE: Contract for STA New Entrance Sign and Old Sign Improvements

Recommendation

Recommend that the Board of Directors grant authority to the CEO/General Manager to execute a contract with PVL Signs & Graphics, Inc. in the amount of \$20,750 for the Fabrication and Installation of a new STA Entrance sign and Improvements for the existing Employee Entrance sign, upon approval as to form by Legal Counsel.

Background

At the October 26, 2016 Board meeting, the relocation of SunLine Transit's original entrance sign was brought for approval. At the request of the Board, it was delayed for review until the December Board meeting in order to bring back more information regarding the cost effectiveness of relocating versus installing a new sign. After a review of the costs involved, the decision was made to reject all bids received and resolicit the project with a revised scope of work to include the repainting and replacement of the existing sign face and the installation of a new sign for the Administration Entrance.

SunLine also reviewed the insurance requirements related to the project and adjusted the required amount to align with the size of the project.

A new solicitation was drafted seeking qualified contractors to fabricate and install a new illuminated sign at the Administration Entrance, fabricate and install a new face, install directional signage and repaint the existing sign at the Employee Entrance.

Reason for Selection of the Procurement Process

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

Reason for Selection of the Contract Type

A Firm Fixed Price contract was selected because it places upon the Contractor maximum risk and full responsibility for all cost and resulting profit or loss. It provides

maximum incentive for the Contractor to control cost and perform effectively and imposes a minimum administrative burden upon SunLine Transit Agency.

Reason for Selection of Contractor

On August 14, 2017 [eight \(8\) potential contractors](#) were solicited, in addition to being advertised on SunLine's website and the local newspaper, the Desert Sun. On September 5, 2017, three bids were received from: A Good Sign and Graphics Co. of Santa Ana, CA; PVL Signs & Graphics of Tustin, CA; and Signarama of Palm Desert, CA .

Multiple bids and competitive pricing provided confirmation of the responsible Bidder, PVL Signs and Graphics, Inc. as representing the lowest cost to the Agency.

How Price was Determined Fair and Reasonable

PVL Signs and Graphics, Inc.'s price was determined to be fair and reasonable based on a [price analysis](#) and adequate price competition.

Financial Impact

The financial impact of \$20,750 was budgeted for Facility Improvement Projects in the FY13 SRTP.



Dean Holm



PRICE ANALYSIS

	PVL Signs & Graphics Inc	A Good Sign and Graphics	Sign-A-Rama PD Group
2 sided LED illuminated monument sign 7' x 5' with SunLine Transit Agency (STA) logo, Main Entrance & Address on both sides of sign. (To match existing sign in appearance).	\$ 11,000.00	\$ 12,750.00	10,964.49
Conduit, wire and connection of power.	\$ 4,000.00	\$ 4,500.00	6,522.79
New 12'x8 front panel with STA logo, Employee's Only, Public Entrance with arrow and repainting of existing sign cabinet.	\$ 5,750.00	\$ 3,750.00	5,191.03
Total	\$ 20,750.00	\$ 21,000.00	\$ 22,678.31

	Difference	Delta
Difference between PVL Signs & Graphics Inc & A Good Sign and Graphics	\$ (250.00)	1.19%
Difference between PVL Signs & Graphics Inc & Sign-A-Rama	\$ (1,928.31)	8.50%

There was adequate price competition since at least three (3) bidders independently contended for the contract that is to be awarded and all were responsive to the requirements of the solicitation.

Based on the findings, the prices submitted by the lowest responsive and responsible bidder, PVL Signs & Graphics Inc is 1.19% lower than the second bidder, A Good Sign and Graphics and 8.50% lower than Sign-A-Rama.

Based on the results, it is determined that the price submitted by PVL Signs & Graphics Inc is considered fair and reasonable.

Prepared by:


Maricela Partida, Contracts Assistant

Bidders List

A Good Sign and Graphics Co.

2110 S. Susan Street
Santa Ana, CA 92704
(714) 444-4466
richard@agoodsign.com

Best Signs

1550 Gene Autry Trail
Palm Springs, CA 92264
(760) 320-3042
sales@bestsignsinc.com

Exterior Products Corp.

1031 North Shepard St.
Anaheim, CA 92806
(714) 632-3509
sales@exteriorproducts.net

PVL Signs & Graphics

1342 Bell Ave. Unit 3N
Tustin, CA 92780
plamen@pvlsigns.com
(714) 557-3500

Signarama

41-945 Boardwalk Suite L
Palm Desert, CA 92211
(760) 776-9907
info@pdsignarama.com

Signs by Tomorrow

73-850 Dinah Shore Dr. Suite 101
Palm Desert, CA 92211
(760) 324-7446
Palmdesert@signsbytomorrow.com

United Signs

6265 Sepulveda Blvd., Suite 15
Van Nuys, CA 91411
(818) 782-3300
sales@unitedsigns4u.com

DBE

A-Plus Signs

4270 North Brawley Avenue
Fresno, CA 93722
(559) 275-0700
pacheco@1430@espn.com

SunLine Transit Agency

DATE: September 27, 2017 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Financial Services & Support Manager

RE: Approval of Contract for Renewable Natural Gas & Management of
Federal/State Fuel Credits

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute a 3-year contract with 2 additional 1-year options with Element Markets for the purchase of Renewable Natural Gas and the Management of Federal and State Fuel Credits.

Background

During the July 2014 Board Meeting, staff briefed the Board of Directors on its desire to pursue a contract for the supply of Natural Bio Gas and broker emission credits. The Board of Directors approved a three-year contract with BP Energy to purchase Natural Gas and negotiate Federal and State Fuel Credits. SunLine has earned over \$1.6 million in Fuel Credit revenue from August 2014 through June 2017. The savings and stability of the program has been beneficial to SunLine. Furthermore, Sunline's program revenue will continue to increase due to credit market maturity.

Reason for Selection of the Procurement Process

The Request for Proposal solicitation was selected as the procurement method in order to award the contract based on established criteria: cost and price, qualifications of firm, staffing and project organization, and work plan. This provided competition on quality and cost.

Reason for Selection of Contract Type

The North American Energy Standards Board Base Contract for the Retail Sale and Purchase of Natural Gas will be utilized with the incorporation of SunLine's Terms and Conditions.

Reason for Selection of Contractor

On August 1, 2017, [six \(6\) companies](#) were solicited to provide Renewable Natural Gas and Management of Federal & State Credit services. The solicitation was advertised in the local newspaper The Desert Sun and on SunLine's website. On September 8, 2017, four (4) proposals were received.

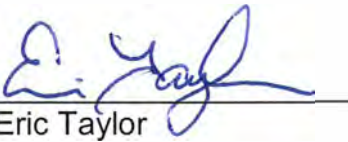
A four-member evaluation committee comprised of SunLine's Chief Operations Officer, Deputy Chief Financial Officer, Alternative Fuels Manager, and Superintendent of Maintenance independently reviewed all submitted proposals received utilizing the evaluation criteria found in the RFP. According to the evaluations, Element Markets was determined to be the contractor representing the best value to SunLine.

How Price was Determined Fair and Reasonable

Element Markets' prices were determined to be fair and reasonable based on a [price analysis](#) and adequate price competition.

Financial Impact

The financial impact of the services are budgeted in the FY18 Operating Budget and will be included in future years' Operating Budgets.


Eric Taylor



PRICE ANALYSIS

	BP Energy Company	Clean Energy Renewable Fuels	Element Markets	Trillium CNG
Price per dekatherm of natural gas based on SoCal Border price on June 1, 2017	\$3.93	\$3.90	\$3.80	\$3.95
SunLine's portion of average LCFS* credits generated per dekatherm of natural gas	0.0186	0.0148	0.0537	0.0365
SunLine's portion of average RIN** credits generated per dekatherm of natural gas	0.7036	0.9382	1.1727	0.7036

	Difference	Delta
Difference between Element & Clean Energy natural gas price	-\$0.10	-2.57%
Difference between Element & Trillium LCFS Credits generated	0.0172	47.12%
Difference between Element & Clean Energy RIN Credits generated	0.2345	24.99%

* Low Carbon Fuel Standard

**Renewable Identification Number

There was adequate competition since four (4) proposers independently contended for the contract to be awarded and all were responsive to the requirements of the solicitation.

Based on the findings, the prices submitted by the lowest responsive and responsible bidder, Element Markets, is 2.57% lower than the second bidder, Clean Energy, for the purchase of natural gas. In terms of credits earned based on the purchase of natural gas, Element Markets produces 47.12% more LCFS credits than Trillium and 24.99% more RIN credits than Clean Energy.

Based on the results, it is determined that the proposal received from Element Markets is considered fair and reasonable and will provide the lowest cost for natural gas and the greatest quantity of LCFS and RIN credits to generate revenue.

Prepared by:

Eric Taylor, Financial Services & Support Manager

Bidders List

BP Energy Company

18101 Von Karman, Suite 920
Irvine, CA 92612
(949) 251-8696
Jonathan.wilson@bp.com
Jennifer M. Owen
Jennifer.owen@bp.com

Trillium CNG

2929 Allen Pkwy, Ste. 4100
Houston, TX 7701
(714) 380-2763
Ryan Erickson
RAErickson@trilliumcng.com

Clean Energy Renewable Fuels, LLC

MacArthur Court, Suite 800
Newport Beach, CA 92660
(949) 437-1258
Tyler Henn
Tyler.henn@cleanenergyfuels.com

Element Markets Renewable Energy, LLC

355 Timmons Lane, Suite 900
Houston Texas 77027
Angela Schwarz
(281)207-7248
aschwarz@elementmarkets.com
Randall Lack
(281)207-7213
rlack@elementmarkets.com
Mihaly Wekler
(281)886-0887
mwekler@elementmarkets.com
Faizal Hassan
fhassan@elementmarkets.com

GHI Energy LLC

800 Bering Dr. Suite 301
Houston TX, 77057
John Greene
(281)761-7835
sales@ghienergy.com

Shell Energy North America

Shalena Armstrong
(509) 668-6042
Shalena.armstrong@shell.com

SunLine Transit Agency

DATE: September 27, 2017 **ACTION**
TO: Finance/Audit Committee
Board of Directors
FROM: Superintendent of Facility Maintenance
RE: Design/Build CNG Fueling Station

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute a change order in an amount not to exceed \$26,557 with Fuel Solutions, Inc. to cover the cost of additional services requested by SunLine.

Background

The original contract awarded to Fuel Solutions, Inc. was for preliminary design (30%) of a new compressed natural gas (CNG) Fueling Station. During design SunLine looked to improve functionality of fueling, fare collection and bus cleaning/services by reviewing associated equipment and systems needed. Fuel Solutions, Inc. then revised drawings, updated the construction cost estimates and worked with SunLine to create separate procurements for a Natural Gas Generator and the CNG equipment needed for project efficiency. In addition, SunLine is requesting Fuel Solutions, Inc. to provide CNG Engineering support during the construction phase of the Fueling Station project.

This change order would bring the total value of the contract to a not to exceed amount of \$153,777.30.

Financial Impact

The financial impact of \$26,557 is within the existing project budget which was approved in the FY14 & FY15 SRTP.



Dean Holm

SunLine Transit Agency

DATE: September 27, 2017 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: IT Administrator

RE: Approval of Contract for Telephone Line Services

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute a 60-month contract with TPx Communications for telephone line services with a not to exceed amount of \$235,000.

Background

SunLine currently uses TPx (formerly TelePacific) for all telephone line services. This new 60-month contract includes equipment and configuration changes that will allow the Agency to save up to \$400 per month over the existing contract.

Technology in the telecommunication industry is moving away from traditional Primary Rate Interface (PRI) circuits to the new technology of Software-Defined Wide Area Network (SDWAN). SDWAN hardware and services improve telecommunication reliability, flexibility and cost of line charges. With a SDWAN installation, SunLine will no longer be paying per minute for local calling resulting in cost savings over the PRI circuit.

TPx is the largest competitor to AT&T, Verizon and Frontier Communications in California and Nevada and has proven to be a cost effective local and long distance carrier.

Reason for Selection of the Procurement Process

TPx provided SunLine with a quotation that provided savings through the execution of a 60-month contract. In order to determine if the quotation was fair and reasonable, SunLine requested quotations from Verizon and Frontier for comparable services.

Reason for Selection of Contract Type

SunLine is using the standard TPx utility and service agreement.

Reason for Selection of Contractor

A price comparison was conducted for the quotations received from TPx and Verizon. Based on comparable services, TPx provided the lowest price for telephone line services. Frontier's proposal was not considered as it did not include comparable services for traffic shaping management which would result in additional costs and labor for SunLine.

How Price was Determined Fair and Reasonable

TPx's price was determined to be fair and reasonable based on a [price analysis](#) and adequate price competition.

The price analysis was conducted for base services and did not include charges for long distance and 800-number calling, which would be based on usage.

Financial Impact

The financial impact of the services was budgeted in the FY18 Operating budget and will be included in future years' Operating budgets.



Joseph L Friend



PRICE ANALYSIS

	TPx	Verizon
Monthly Services	\$ 2,450.00	\$ 2,704.05

	Difference	Delta
Difference between TPx and Verizon	\$ (254.05)	9.40%

There was adequate price competition since at least three (3) bidders independently contended for the contract that is to be awarded.

Based on the findings, TPx's monthly rate is 9.40% lower than Verizon's quote. Frontier provided a quote to the Agency that was not comparable because they did not include traffic shaping and would require the Agency to be responsible for acquiring those services.

Based on the results, it is determined that the price submitted by TPx is considered fair and reasonable.

Prepared by:

Jennifer Tran, Contracts Administrator