



SunLine Transit Agency
February 27, 2019
11:00 a.m. – 11:30 a.m.

AGENDA

FINANCE/AUDIT COMMITTEE

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

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

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

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

ITEM

RECOMMENDATION

1. CALL TO ORDER

2. ROLL CALL

3. PRESENTATIONS

4. FINALIZATION OF AGENDA

5. PUBLIC COMMENTS

RECEIVE COMMENTS

NON AGENDA ITEMS

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

6. COMMITTEE MEMBER COMMENTS

RECEIVE COMMENTS

ITEM

RECOMMENDATION

7. CONSENT CALENDAR

RECEIVE & FILE

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

- 7a) Checks \$1,000 and Over Report for December 2018 (PAGE 3-7)
- 7b) Credit Card Statement for December 2018 (PAGE 8-11)
- 7c) Monthly Budget Variance Report for December 2018 (PAGE 12-18)
- 7d) Contracts Signed in Excess of \$25,000 January 2019 (PAGE 19-21)
- 7e) Union & Non-Union Pension Investment Asset
Summary December 2018 (PAGE 22-24)
- 7f) Ridership Report for January 2019 (PAGE 25-26)
- 7g) SunDial Operational Notes for January 2019 (PAGE 27-30)
- 7h) Metrics for January 2019 (PAGE 31-42)
- 7i) Board Member Attendance for January 2019 (PAGE 43-44)

- 8. AUTHORIZATION TO NEGOTIATE AND EXECUTE
MEMORANDUM OF UNDERSTANDING (MOU)
WITH INLAND EMPIRE HEALTH PLAN (IEHP)**
(Staff: Eric Mester, Assistant IT Administrator)

APPROVE
(PAGE 45)

- 9. CONTRACT FOR TRANSIT ZERO EMISSIONS
WORKSHOP**
(Staff: Rudy Le Flore, Chief Project Consultant)

APPROVE
(PAGE 46)

- 10. ROOFING REPAIR & REPLACEMENT (DIVISION II)**
(Staff: Dean Holm, Facility Engineer)

APPROVE
(PAGE 47-49)

- 11. APPROVAL OF FINANCIAL AUDIT SERVICES**
(Staff: Eric Taylor, Deputy Chief Financial Services)

APPROVE
(PAGE 50-53)

- 12. ADJOURN**

SunLine Transit Agency
CONSENT CALENDAR

DATE: February 27, 2019 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Checks \$1,000 and Over Report for December 2018

Summary:

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

- For the month of December, the largest payment issued was to BAE for payment of the drive system and integrated bus part for five (5) Hydrogen Fuel Cell buses which is funded primarily through SCAG.

Recommendation:

Receive and file.

**SunLine Transit Agency
Checks \$1,000 and Over
For the month of December 2018**

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
BAE SYSTEMS CONTROLS, INC.	WIP- Hydrogen FCB Lo-No	677550	12/14/2018	462,625.00
BAE SYSTEMS CONTROLS, INC.	WIP- Hydrogen FCB Lo-No	677722	12/31/2018	231,313.00
PERMA - INSURANCE	Gen Liability/WC Prem	677592	12/14/2018	145,810.33
AMERICAN SECURITY GROUP	WIP-Surveillance & Security Camera Sys Upgr	677602	12/14/2018	127,195.91
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>677629</u>	<u>12/18/2018</u>	<u>103,722.25</u>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>677483</u>	<u>12/04/2018</u>	<u>103,001.01</u>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>677716</u>	<u>12/31/2018</u>	<u>102,153.83</u>
NR DEVELOPMENT, INC.	WIP-Fencing Project Div 1	677584	12/14/2018	68,585.52
ELEMENT MARKETS RENEWABLE ENERGY, LLC	CNG/Hydrogen	677647	12/21/2018	50,540.02
HDR ENGINEERING, INC.	WIP-Transit Redesign & Network Analysis	677507	12/07/2018	35,462.37
STANTEC ARCHITECTURE, INC.	WIP- Operations Facility	677532	12/07/2018	35,250.48
US HYBRID CORPORATION	WIP- Battery Dominant Hydrogen Fuel Cell Bus	677539	12/07/2018	34,328.00
<u>RELIANCE STANDARD</u>	<u>LTD/STD/LIFE Ins Prem</u>	<u>677598</u>	<u>12/14/2018</u>	<u>29,301.15</u>
PCMG, INC.	WIP-Information Technology Projects	677590	12/14/2018	26,948.99
SO CAL GAS CO.	Utilities	677600	12/14/2018	23,280.90
IMPERIAL IRRIGATION DIST	Utilities	677580	12/14/2018	22,101.51
WSP USA INC.	TDM & Vanpool Program	677675	12/21/2018	16,239.74
YELLOW CAB OF THE DESERT	Taxi Voucher Program	677540	12/07/2018	14,746.52
THE LEFLORE GROUP LLC	Consulting Services	677625	12/18/2018	14,465.00
CALIFORNIA TRANSIT ASSOCIATION	Membership & Subscriptions	677612	12/18/2018	12,717.00
SMARTDRIVE SYSTEMS, INC.	WIP- Replacement & Expansion DAR Vehicles	677529	12/07/2018	11,484.22
HDR ENGINEERING, INC.	WIP-Transit Redesign & Network Analysis	677578	12/14/2018	11,369.34
CUMMINS SALES AND SERVICE	Inventory Repair Parts	677495	12/07/2018	11,295.50
HD INDUSTRIES	Inventory Repair Parts	677506	12/07/2018	8,466.28
ADMIRAL SECURITY SERVICES, INC.	Security Guard Service	677633	12/21/2018	8,212.99
NFI PARTS	Inventory Repair Parts	677534	12/07/2018	7,571.28
PE FACILITY SOLUTIONS, LLC	Janitorial Services	677666	12/21/2018	7,240.00
BRIGHT MOMENTS	HR Consulting	677694	12/31/2018	7,200.00
CUMMINS SALES AND SERVICE	Inventory Repair Parts	677688	12/31/2018	7,199.81
OM OFFICE SUPPLY, INC.	WIP-Information Technology Projects	677587	12/14/2018	6,547.50
AMALGAMATED TRANSIT UNION	Union Dues	677610	12/18/2018	6,441.82
ANDREA CARTER & ASSOCIATES	Marketing Service Consultant	677547	12/14/2018	6,400.00
AMALGAMATED TRANSIT UNION	Union Dues	677677	12/31/2018	6,361.74
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	677663	12/21/2018	6,296.88
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	677681	12/31/2018	6,204.56
JACKSON LEWIS P.C.	Insurance Losses	677699	12/31/2018	5,869.60
CLARIANT CORPORATION	WIP-Refurbished Hydrogen Fueling Station	677642	12/21/2018	5,869.01
NFI PARTS	Inventory Repair Parts	677714	12/31/2018	5,856.60
SOCO GROUP INC, THE	Lubricants-Oils	677712	12/31/2018	5,770.28

**SunLine Transit Agency
Checks \$1,000 and Over
For the month of December 2018**

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	677703	12/31/2018	5,681.34
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposits</u>	<u>677607</u>	<u>12/14/2018</u>	<u>5,405.59</u>
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	677668	12/21/2018	5,242.58
JESSE FRESCAS JR.	Consultant Services	677621	12/18/2018	5,040.00
IMPERIAL IRRIGATION DIST	Utilities	677654	12/21/2018	4,855.11
NFI PARTS	Inventory Repair Parts	677605	12/14/2018	4,843.15
TPX COMMUNICATIONS	Telephone Service	677671	12/21/2018	4,809.05
ANTHONY CARTER	Consultant Services	677542	12/07/2018	4,480.00
MURCHISON & CUMMING, LLP	Insurance Losses	677583	12/14/2018	4,412.80
CREATIVE BUS SALES, INC,	Inventory Repair Parts	677558	12/14/2018	4,208.86
MURCHISON & CUMMING, LLP	Insurance Losses	677700	12/31/2018	4,101.24
ALPHA MEDIA LLC	Advertising	677545	12/14/2018	4,020.00
SOCALGAS	Utilities	677601	12/14/2018	3,860.98
ANDREA CARTER & ASSOCIATES	Marketing Service Consultant	677678	12/31/2018	3,800.00
GRAINGER	Bus Stop Supplies	677576	12/14/2018	3,723.17
HOME DEPOT CREDIT SERVICES	Facility Maintenance	677510	12/07/2018	3,668.35
DESERT PARADISE CONSTRUCTION, LLC	Consulting Service	677566	12/14/2018	3,660.00
REVIEWSNAP	Membership & Subscriptions	677679	12/31/2018	3,489.00
PRUDENTIAL OVERALL SUPPLY	Uniforms	677595	12/14/2018	3,443.37
CREATIVE BUS SALES, INC,	Inventory Repair Parts	677644	12/21/2018	3,382.53
NFI PARTS	Inventory Repair Parts	677669	12/21/2018	3,352.45
ENGINEERING PROCUREMENT &	WIP-Refurbished Hydrogen Fueling Station	677648	12/21/2018	3,262.05
PATRICK M. BRASSIL	Contracted Service Hydrogen Reformer Maints	677522	12/07/2018	3,200.00
GABRIELA MONDRAGON	Employee Expenses	677487	12/04/2018	3,150.00
EYE MED	Vision Insurance	677569	12/14/2018	3,136.10
TIME WARNER CABLE	Utilities	677603	12/14/2018	3,050.91
FIESTA FORD, INC.	Inventory Repair Parts	677572	12/14/2018	3,025.03
CHRISTYROSE ALEBA	Insurance Losses	677641	12/21/2018	2,935.34
VALLEY OFFICE EQUIPMENT, INC.	Office Equipment Maintenance	677674	12/21/2018	2,865.63
DESERT PARADISE CONSTRUCTION, LLC	Consulting Service	677498	12/07/2018	2,820.00
DESERT URGENT CARE AND SANTA ROSA DEL	Medical Exams	677515	12/07/2018	2,725.00
NFI PARTS	Inventory Repair Parts	677536	12/07/2018	2,722.62
CREATIVE BUS SALES, INC,	Inventory Repair Parts	677493	12/07/2018	2,693.13
PDC MACHINES, INC	Repair Parts - Hydrogen	677523	12/07/2018	2,678.37
PROPER SOLUTIONS	Temporary Help	677706	12/31/2018	2,640.00
TRANSIT PRODUCTS & SERVICES	Inventory Repair Parts	677537	12/07/2018	2,636.00
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	677611	12/18/2018	2,588.57
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	677475	12/04/2018	2,588.57
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	677680	12/31/2018	2,588.57

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Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
PROPER SOLUTIONS	Temporary Help	677594	12/14/2018	2,577.75
JACKSON LEWIS P.C.	Insurance Losses	677656	12/21/2018	2,492.50
HD INDUSTRIES	Inventory Repair Parts	677653	12/21/2018	2,451.97
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	677525	12/07/2018	2,430.86
IMHOF AND ASSOCIATES, INC	Legal Services	677514	12/07/2018	2,312.05
PSOMAS	WIP-CNG Station	677596	12/14/2018	2,234.55
DESERT AIR CONDITIONING, INC.	A/C Service	677562	12/14/2018	2,167.06
THE GOLF CLUB AT TERRA LAGO	Employee Expenses	677500	12/07/2018	2,164.25
ZEN AND THE ART OF CLEAN ENERGY	WIP-Refurbished Hydrogen Fueling Station	677541	12/07/2018	2,138.07
FLEET-NET CORPORATION	Computer Network Software Agreement	677574	12/14/2018	2,130.00
SMARTDRIVE SYSTEMS, INC.	General Services	677711	12/31/2018	2,080.00
HD INDUSTRIES	Inventory Repair Parts	677698	12/31/2018	2,045.92
360 BUSINESS CONSULTING	Web Site Maintenance	677544	12/14/2018	1,950.00
DESERT CITY CAB	Taxi Voucher Program	677563	12/14/2018	1,939.38
HENSON CONSULTING GROUP, LLC	Staff Development Consultant	677614	12/18/2018	1,881.25
VERIZON WIRELESS	Wireless Telephone Service	677608	12/14/2018	1,818.81
HEPTAGON SEVEN CONSULTING, INC.	WIP-Fencing Project Div 1	677579	12/14/2018	1,775.03
PDC MACHINES, INC	Inventory Repair Parts- SunFuels	677665	12/21/2018	1,654.91
OFFICE DEPOT	Office Supplies	677586	12/14/2018	1,589.93
PROPER SOLUTIONS	Temporary Help	677524	12/07/2018	1,547.81
GATEWAY COMPRESSION, INC.	Inventory Repair Parts- SunFuels	677502	12/07/2018	1,508.30
PDC MACHINES, INC	Inventory Repair Parts- SunFuels	677591	12/14/2018	1,490.00
COMPLETE COACH WORKS	Inventory Repair Parts	677685	12/31/2018	1,486.95
AMERICAN SEATING COMPANY	Inventory Repair Parts	677488	12/07/2018	1,467.13
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	677552	12/14/2018	1,447.31
FIESTA FORD, INC.	Inventory Repair Parts	677695	12/31/2018	1,438.09
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	677553	12/14/2018	1,436.06
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	677651	12/21/2018	1,386.96
GABRIELA MONDRAGON	Employee Expenses	677486	12/04/2018	1,350.00
AGILITY FUEL SYSTEMS	Inventory Repair Parts	677570	12/14/2018	1,319.52
SMART CHEMISTRY CORPORATION	H2 Testing	677528	12/07/2018	1,300.00
C V WATER DISTRICT	Utilities	677643	12/21/2018	1,245.70
INSPECTORATE AMERICA CORPORATION	Inventory Repair Parts	677655	12/21/2018	1,207.11
HEPTAGON SEVEN CONSULTING, INC.	WIP – Transit Enhancement PH 7 & 8	677509	12/07/2018	1,183.35
ATWORK FRANCHISE, INC.	Temporary Help	677575	12/14/2018	1,154.90
ON THE GO DJ PRO	Employee Expenses	677489	12/07/2018	1,145.00
ERIC TAYLOR	Tuition Reimbursement	677693	12/31/2018	1,125.00
GATEWAY COMPRESSION, INC.	Inventory Repair Parts- SunFuels	677652	12/21/2018	1,118.49
GLEN ALAN COY	111 Music Festival	677505	12/07/2018	1,104.08

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Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	677520	12/07/2018	1,085.15
CPAC INC.COM	Computer Network Software Agreement	677557	12/14/2018	1,054.95
TOTALFUNDS	Postage Supplies	677604	12/14/2018	1,039.00
PROPER SOLUTIONS	Temporary Help	677667	12/21/2018	1,020.00
TK SERVICES, INC.	Inventory Repair Parts	677533	12/07/2018	1,009.15
FRANCHISE TAX BOARD	Garnishments	677619	12/18/2018	1,001.09
CSUSB PHILANTHROPIC FOUNDATION	Membership & Subscriptions	677494	12/07/2018	1,000.00
BOYLIN MANAGEMENT INSTITUTE	Employee Development Program	677490	12/07/2018	1,000.00
Total Checks Over \$1,000	\$2,016,736.79			
Total Checks Under \$1,000	\$32,905.51			
Total Checks	\$2,049,642.30			

SunLine Transit Agency

CONSENT CALENDAR

DATE: February 27, 2019

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Credit Card Statement for December 2018

Summary:

The attached report summarizes the Agency's credit card expenses for December 2018 with a statement closing date of January 3, 2019.

Recommendation:

Receive and file.

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 1/03/19

Name on Card: Lauren Skiver

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges	GL#
1	12/4/2018	1/4/2018	Southwest Airlines	Flight on Southwest Airlines from ONTO to SMF; CHBC Board Meeting - Lauren Skiver, CEO/General Manager		\$533.96	40-5090200001
2	12/4/2018	12/4/2018	Things Remembered	Recognition Gift for Former Chairperson Troy Strange; December Meeting - Board of Directors		\$82.97	40-5090200002
3	12/5/2018	12/5/2018	Amazon	Course Materials; SunLine University (Track 3B) - 10 Copies of Fierce Conversations		\$104.60	44-5090200004
4	12/6/2018	12/6/2018	Red Robin	Red Robin Catering Order; December Meeting - Board of Directors		\$348.96	40-5090200002
5	12/8/2018	12/8/2018	Amazon	Coffee Percolator; End of Year Employee Breakfast Supplies		\$93.72	45-5030303270
6	12/10/2018	12/10/2018	CMT Sacramento	Taxi from SMF Airport to Hotel (Frontier Cab); CHBC Board Meeting - Lauren Skiver, CEO/General Manager		\$46.85	40-5090200001
7	12/11/2018	12/11/2018	Ontario Airport	Parking Fees at Ontario Airport; CHBC Board Meeting - Lauren Skiver, CEO/General Manager		\$36.00	40-509020001
8	12/11/2018	12/11/2018	SQ GOSQ	Taxi from Hotel to SMF Airport (Paid via Square App); CHBC Board Meeting - Lauren Skiver, CEO/General Manager		\$53.00	40-509020001
9	12/12/2018	12/12/2018	Sheraton Sacramento	Lodging for 1 Night; CHBC Board Meeting - Lauren Skiver, CEO/General Manager		\$252.51	40-509020001
10	12/14/2018	12/14/2018	Panera	Panera Catering Order; SunLine University - Transit/Paratransit Certification Course Breakfast Pastries		\$18.97	44-5090200004
11	12/14/2018	12/14/2018	Holiday Inn South San Fran	Lodging for 5 Nights; TSI Training (Bus Collision Investigation) - Vanessa Mora, Deputy Chief Safety Officer		\$619.30	15-5090200000
12	12/14/2018	12/14/2018	Red Robin	Red Robin Catering Order; December Meeting - Board of Directors <i>*Partial refund because the delivery order was late*</i>	\$140.00		40-5090200002
13	12/19/2018	12/19/2018	Things Remembered	Recognition Gift; Retirement Celebration (34 Year Employee)		\$168.10	40-5090200004
14	1/2/2019	1/2/2019	Expedia	Lodging and Car Rental for 8 Nights; Trip to SunLine for Meetings - Ken Potts, Chief Planning Consultant		\$1,836.52	49-5030200010
Credits and Charges:					\$140.00	\$4,195.46	

Total: \$4,055.46



CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	01/03/19
Days in Billing Cycle	31
Next Statement Date	02/03/19

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

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

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

Credit Line	\$40,000
Available Credit	\$35,430

Payment Information

New Balance	\$4,195.46
Current Payment Due (Minimum Payment)	\$500.00
Current Payment Due Date	01/28/19

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		\$7,136.72
Credits	-	\$140.00
Payments	-	\$6,996.72
Purchases & Other Charges	+	\$4,195.46
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$4,195.46

Wells Fargo Elite Cash Back Advantage

Previous Balance		\$0.00
Cash Earned this Month		\$40.55
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$0.00
Cash Back Balance	=	\$40.55
Cash Awarded this Period		\$0.00
Year to Date Cash Back Awarded		\$0.00

Cash Back Notice

Your next cash back reward is scheduled for 03/2019.

See reverse side for important information.



DETACH HERE

Detach and mail with check payable to "Wells Fargo" to arrive by Current Payment Due Date.

Make checks payable to: Wells Fargo

Account Number	[REDACTED]
New Balance	\$4,195.46
Total Amount Due (Minimum Payment)	\$500.00
Current Payment Due Date	01/28/19

Print address or phone changes:

Work ()

Amount Enclosed:



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

SUNLINE TRANSIT
LUIS GARCIA
32505 HARRY OLIVER TRL
THOUSAND PALMS CA 92276-3501
58521
MSP 307



Rate Information

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

TYPE OF BALANCE	ANNUAL INTEREST RATE	DAILY FINANCE CHARGE RATE	AVERAGE DAILY BALANCE	PERIODIC FINANCE CHARGES	TRANSACTION FINANCE CHARGES	TOTAL FINANCE CHARGES
PURCHASES	13.490%	.03695%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	26.240%	.07189%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Important Information

\$0 - \$4,195.46 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 01/28/19. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

TOTAL *FINANCE CHARGE* BILLED IN 2018 \$0.00
TOTAL *FINANCE CHARGE* PAID IN 2018 \$0.00

Summary of Sub Account Usage

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	[REDACTED]	40,000	\$4,055.46

Transaction Details

The transactions detailed on this Consolidated Billing Control Account Statement contain transactions made directly to this Control Account plus all transactions made on Sub Accounts. If there were no transactions made by a Sub Account that Sub Account will not appear.

Trans	Post	Reference Number	Description	Credits	Charges
12/28	12/28	F326800PU00CHGDDA	AUTOMATIC PAYMENT - THANK YOU TOTAL 4484610004265941 \$6,996.72-	6,996.72	

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

12/04	12/04	2469216P32XVQXN43 12/10/18 1 WN K 2 WN K	SOUTHWES 5262415169171800-435-9792 TX SKIVER/LAURA LEE ONTARIO SACRAMENTO SACRAMENTO ONTARIO		533.96
12/04	12/04	2490641P21W2X882Z	WWW.THINGSREMEMBERED.COM 866-9024438 OH		82.97
12/05	12/05	2469216P32XF7GDL1	Amazon.com*M090Q1QJ1 Amzn.com/bill WA		104.60
12/06	12/06	2444500P501089J2G	RED ROBIN NO 253 303-846-6111 CA		348.96
12/08	12/08	2469216P62XWVA584	Amazon.com*M03CG8K50 Amzn.com/bill WA		93.72
12/10	12/10	2416407P82KSNMAAR	CMT SACRAMENTO27680016 SACRAMENTO CA		46.85
12/11	12/11	2432303PA05JY7WLX	ONT AIRPT PRKING LOT 4 ONTARIO CA		36.00
12/11	12/11	2449215P9MHDW3ZGG	SQ *GOSQ.COM INDERJ SACRAMENTO CA		53.00
12/12	12/12	2475542PA51HN2GJA	SHERATON SACRAMENTO CA		252.51
12/14	12/14	2423168PQ2DK1R22H	PANERA BREAD #601771 314-984-3495 CA		18.97
12/14	12/14	2443106PDLKJ8J95J	HOLIDAY INN SOUTH SAN FRA CA		619.30
12/14	12/14	7444500PD013AKAZ4	RED ROBIN NO 253 RANCHO MIRAGE CA	140.00	
12/19	12/19	2490641PH1WSK0HK6	WWW.THINGSREMEMBERED.COM 866-9024438 OH		168.10
01/02	01/02	2469216022Y1358DL	EXPEDIA 7402123212599 EXPEDIA.COM WA		1,836.52
			TOTAL \$4,055.46		
			LAURA SKIVER / Sub Acct Ending In [REDACTED]		

Wells Fargo News

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SunLine Transit Agency**CONSENT CALENDAR**

DATE: February 27, 2019

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Monthly Budget Variance Report for December 2018

Summary:

The budget variance report compares revenues and expenses to the respective line item budgets. The report identifies current monthly revenues and expenses as well as year to date (YTD) values. The current monthly budget values are calculated by taking 1/12th of the annual budget and the YTD budget values are calculated by dividing the yearly budget by the number of months progressed through the fiscal year.

- As of December 31, 2018, the organization's revenues net of subsidies are \$282,324 over budget or 12.0% above the YTD budget. Expenditures are \$3,354,122 under budget or 16.9% below the YTD budget.
- The net YTD operating gain (loss) after subsidies is 0.

Recommendation:

Receive and file.

SunLine Transit Agency
Budget Variance Report
December 2018

Description	FY 19 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 19 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
Operating Revenues:								
Passenger Revenue	2,643,828	213,392	220,319	(6,927)	1,415,124	1,321,914	93,210	46.5%
Other Revenue	2,063,241	71,712	171,937	(100,225)	1,220,735	1,031,621	189,114	40.8%
Total Operating Revenue	4,707,069	285,104	392,256	(107,152)	2,635,859	2,353,535	282,324	44.0%
Operating Expenses:								
Operator & Mechanic Salaries & Wages	9,716,024	786,486	809,669	23,183	4,571,440	4,858,012	286,572	52.9%
Operator & Mechanic Overtime	1,083,067	46,021	90,256	44,234	470,116	541,534	71,418	56.6%
Administration Salaries & Wages	6,192,156	399,196	516,013	116,817	2,492,399	3,096,078	603,679	59.7%
Administration Overtime	27,254	3,066	2,271	(795)	12,548	13,627	1,079	54.0%
Fringe Benefits	10,643,118	732,437	886,926	154,490	4,431,616	5,321,559	889,943	58.4%
Communications	208,000	18,254	17,333	(921)	109,135	104,000	(5,135)	47.5%
Legal Services	420,000	36,548	35,000	(1,548)	252,029	210,000	(42,029)	40.0%
Computer/Network Software Agreement	560,745	28,957	46,729	17,771	195,949	280,373	84,423	65.1%
Uniforms	115,650	4,438	9,638	5,199	17,623	57,825	40,202	84.8%
Contracted Services	473,338	36,005	39,445	3,440	207,285	236,669	29,384	56.2%
Equipment Repairs	7,000	0	583	583	45	3,500	3,455	99.4%
Security Services	104,159	7,996	8,680	684	50,611	52,080	1,469	51.4%
Fuel - CNG	1,533,122	137,512	127,760	(9,752)	697,786	766,561	68,775	54.5%
Fuel - Hydrogen	260,000	16,222	21,667	5,444	187,957	130,000	(57,957)	27.7%
Tires	243,277	19,849	20,273	425	124,268	121,639	(2,629)	48.9%
Office Supplies	68,523	4,994	5,710	717	28,537	34,262	5,724	58.4%
Travel/Training	174,496	5,211	14,541	9,330	71,756	87,248	15,492	58.9%
Repair Parts	1,285,244	107,052	107,104	52	622,907	642,622	19,715	51.5%
Facility Maintenance	42,750	1,738	3,563	1,824	21,330	21,375	45	50.1%
Electricity - CNG & Hydrogen	287,000	10,984	23,917	12,933	72,739	143,500	70,761	74.7%
Natural Gas	1,390,000	123,220	115,833	(7,386)	615,611	695,000	79,389	55.7%
Water	7,500	454	625	171	2,544	3,750	1,206	66.1%
Insurance Losses	1,276,054	(382,567)	106,338	488,905	365,332	638,027	272,695	71.4%
Insurance Premium - Property	17,136	1,168	1,428	260	7,010	8,568	1,558	59.1%
Repair Claims	154,280	3,478	12,857	9,379	20,125	77,140	57,015	87.0%
Fuel Taxes	188,300	2,188	15,692	13,504	52,006	94,150	42,144	72.4%
Other Expenses	4,776,212	267,340	398,018	130,678	1,538,319	2,388,106	849,787	67.8%
Self Consumed Fuel	(1,600,000)	(153,767)	(133,333)	(20,433)	(778,441)	(800,000)	21,559	51.3%
Total Operating Expenses (Before Depreciation)	39,654,404	2,264,478	3,304,534	1,040,055	16,460,580	19,827,202	3,366,622	58.5%
Operating Expenses in Excess of Operating Revenue		\$ (1,979,375)			\$ (13,824,721)			
Subsidies:								
Local - Measure A	6,000,000	339,833	500,000	160,167	2,373,524	3,000,000	626,476	60.4%
State - LTF, SGR, LCTOP	22,445,242	1,271,271	1,870,437	599,165	8,879,052	11,222,621	2,343,569	60.4%
Federal - CMAQ, 5307, 5309,5310, 5311, 5311(f)	6,502,093	368,271	541,841	173,570	2,572,145	3,251,047	678,901	60.4%
Total Subsidies	34,947,335	1,979,375	2,912,278	932,903	13,824,721	17,473,668	3,648,946	60.4%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

SunLine Transit Agency
Budget Variance Report
December 2018

Description	FY 19 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 19 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
Operating Expenses:								
Wages & Benefits	27,661,618	1,967,206	2,305,135	337,929	11,978,118	13,830,809	1,852,691	56.7%
Services	3,595,093	228,176	299,591	71,415	1,355,913	1,797,546	441,633	62.3%
Fuels & Lubricants	2,000,177	167,401	166,681	(719)	973,124	1,000,089	26,964	51.3%
Tires	243,277	19,849	20,273	425	124,268	121,639	(2,629)	48.9%
Materials and Supplies	1,597,243	125,703	133,104	7,401	751,670	798,621	46,951	52.9%
Utilities	1,966,500	158,700	163,875	5,175	823,306	983,250	159,944	58.1%
Casualty & Liability	2,105,656	(320,241)	175,471	495,712	742,265	1,052,828	310,563	64.7%
Taxes and Fees	188,300	2,188	15,692	13,504	52,006	94,150	42,144	72.4%
Miscellaneous Expenses	1,896,540	69,265	158,045	88,780	438,351	948,270	509,919	76.9%
Self Consumed Fuel	(1,600,000)	(153,767)	(133,333)	(20,433)	(778,441)	(800,000)	21,559	51.3%
Total Operating Expenses (Before Depreciation)	39,654,404	2,264,478	3,304,534	1,040,055	16,460,580	19,827,202	3,366,622	58.5%
Revenues:								
Passenger Revenue	2,643,828	213,392	220,319	(6,927)	1,415,124	1,321,914	93,210	46.5%
Other Revenue	2,063,241	71,712	171,937	(100,225)	1,220,735	1,031,621	189,114	40.8%
Total Operating Revenue	4,707,069	285,104	392,256	(107,152)	2,635,859	2,353,535	282,324	44.0%
Net Operating Gain (Loss)		\$ (1,979,375)			\$ (13,824,721)			
Subsidies:								
Local - Measure A	6,000,000	339,833	500,000	160,167	2,373,524	3,000,000	626,476	60.4%
State - LTF, SGR, LCTOP	22,445,242	1,271,271	1,870,437	599,165	8,879,052	11,222,621	2,343,569	60.4%
Federal - CMAQ, 5307, 5309,5310, 5311, 5311(f)	6,502,093	368,271	541,841	173,570	2,572,145	3,251,047	678,901	60.4%
Total Subsidies	34,947,335	1,979,375	2,912,278	932,903	13,824,721	17,473,668	3,648,946	60.4%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

Budget Variance Analysis - SunLine Transit Agency

Passenger Revenue - Favorable

- Total system ridership is presently 8,626 trips above FY 18 YTD amounts.
- Ridership is currently at 0.4% above FY 18 YTD totals.
- Passenger revenue has a decrease of \$31,667 compared to FY 18. The decrease in passenger revenue is attributed to a decline in pass outlet sales and the discontinuation of the college 31 day pass. The college 31 day pass was replaced by the Haul Pass program.

Passenger Revenue

	FY18-December	FY19-December	Variance	%Δ
Fixed Route	\$ 219,888	\$ 188,048	\$ (31,840)	-14.5%
Paratransit	\$ 28,980	\$ 25,344	\$ (3,637)	-12.5%
System Total	\$ 248,868	\$ 213,392	\$ (35,477)	-14.3%

Passenger Revenue

	YTD-FY18	YTD-FY19	Variance	%Δ
Fixed Route	\$ 1,282,888	\$ 1,258,100	\$ (24,788)	-1.9%
Paratransit	\$ 163,903	\$ 157,024	\$ (6,879)	-4.2%
System Total	\$ 1,446,791	\$ 1,415,124	\$ (31,667)	-2.2%

Ridership

	FY18-December	FY19-December	Variance	%Δ
Fixed Route	324,148	323,562	(586)	-0.2%
Paratransit	12,122	11,717	(405)	-3.3%
SolVan	1,459	1,750	291	19.9%
System Total	337,729	337,029	(700)	-0.2%

Ridership

	YTD-FY18	YTD-FY19	Variance	%Δ
Fixed Route	1,954,664	1,959,507	4,843	0.2%
Paratransit	79,183	77,776	(1,407)	-1.8%
SolVan	6,422	11,612	5,190	80.8%
System Total	2,040,269	2,048,895	8,626	0.4%

Other Revenue - Favorable

- The favorable balance is due to higher revenues than budgeted amounts for On-Board Bus Advertising Revenue and Emissions Credit Revenue.
- On-Board Bus Advertising has a favorable variance due to a higher quantity of ads sold.
- Emissions credit revenue has a favorable variance due to an increase in the market price of emission credits.

	YTD-December	YTD Budget	Variance	%Δ
On-Board Bus Advertising	\$ 107,750	\$ 30,110	\$ 77,640	257.9%
Emissions Credit Revenue	\$ 588,432	\$ 375,000	\$ 213,432	56.9%

Operator & Mechanic Salaries & Wages - Favorable

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

Operator & Mechanic Overtime - Favorable

- The favorable balance is primarily attributed to vacant operator positions.
- Other factors include operators and mechanics using vacation time, sick time, short-term disability, and long-term disability. To cover the actual workload, the active employees have to work extended hours.

December

	Bid Overtime (Hours)	Overtime (Hours)	Total Overtime (Hours)	Total Expense
Fixed Route	152	608	760	\$ 24,968
Paratransit	N/A	583	583	\$ 15,118
Mechanics	N/A	238	238	\$ 6,079

YTD-December

	Bid Overtime (Hours)	Overtime (Hours)	Total Overtime (Hours)	Total Expense
Fixed Route	912	8,019	8,932	\$ 293,504
Paratransit	N/A	4,716	4,716	\$ 122,287
Mechanics	N/A	1,979	1,979	\$ 50,534

Administration Salaries & Wages - Favorable

- The favorable variance in administrative salaries and wages is attributed to vacant positions across the agency (e.g., Maintenance Supervisor, Farebox Assistant Technician, Human Resources Manager, Safety Officer).
- An approved budget amendment for additional FTEs will increase expenses beginning in January 2019.

Administration Overtime - Favorable

- Administrative overtime expenses are within an acceptable range of the budget.

Fringe Benefits - Favorable

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

Communications - Unfavorable

- The unfavorable variance in communication expenses is due to a new TPX Bundle plan for landline services. Due to usage, the Agency selected a bundle plan that will lead to savings in the long term.

Legal Services - Unfavorable

- Legal services general have had higher expenses due to review and analysis for contracts, service agreements, projects, case reviews, procurements, claims, and funding resources.
- Legal services labor counsel have had higher expenses due to higher arbitration services rendered in August.

Computer/Network Software Agreement - Favorable

- Budget is twelve-period allocation, but some expenses are yet to be incurred (i.e., software programs).
- The following programs will be incurred in the latter part of the year:
 - Barracuda - provides web filters, spam filters, and email archive
 - Keystone - support for SYSCO devices
 - Cummins Software - utilize to run diagnostics on Cummins engines
 - Lansweeper - network management tool.

Uniforms - Favorable

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

Contracted Services - Favorable

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

Equipment Repairs - Favorable

- The favorable balance in equipment repairs is due to a lower quantity of repairs needed. Equipment repair costs vary depending on the needs of the agency (i.e., Shop Equipment, Farebox).

Security Services - Favorable

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

Fuel - CNG - Favorable

- Internal consumption has decreased by 24,370 GGE's below FY18 YTD amounts.
The lower internal consumption is primarily attributed to a decrease in total miles traveled FY19 YTD in comparison to the last fiscal year.

Internal GGE Usage

	GGE Usage	Variance FY18 vs. FY19	Variance Previous Month	%Δ FY18 vs FY19	%Δ Previous Month
Dec. FY 18	108,310				
Dec. FY 19	105,889	(2,421)	(3,480)	-2.24%	-3.18%
Nov. FY 19	109,369				
YTD December FY 18	731,620				
YTD December FY 19	707,250	(24,370)		-3.33%	

Fuel - Hydrogen - Unfavorable

- The unfavorable variance is primarily attributed to a breakdown of the hydrogen station. While the station is repaired, hydrogen must be purchased externally at a higher cost.

Tires - Unfavorable

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

Office Supplies - Favorable

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

Travel/Training - Favorable

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

Repair Parts -Favorable

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

Facility Maintenance - Favorable

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

Electricity - CNG & Hydrogen - Favorable

- In FY 19 the budget was increased to cover the projected increase in expenses due to the installation of the electrolyzer.
- The hydrogen station was down during November for repairs. During this time, hydrogen was not produced which lowered the electricity expenses.

Natural Gas - Favorable

- In December, there was a decrease of 2,140 GGE's used for outside fueling sales than in the previous month.
- GGE outside usage has decreased 178,573 GGE's below FY18 YTD amounts.
- The decrease in GGE usage is due to a decrease in CNG sales. In August, Burrtec completed their CNG station and no longer uses the SunLine CNG station to fuel.

Outside GGE Usage

	GGE Usage	Variance FY18 vs. FY19	Variance Previous Month	%Δ FY18 vs FY19	%Δ Previous Month
Dec. FY 18	50,592				
Dec. FY 19	8,539	(42,053)	(2,140)	-83.12%	-20.04%
Nov. FY 19	10,679				
YTD December FY 18	306,945				
YTD December FY 19	128,372	(178,573)		-58.18%	

Water - Favorable

- Gas and water utility expenses are within an acceptable range of the budgeted amount.
- The maintenance team has emphasized water conservation and made changes to their routines that have helped reduce water consumption.

Insurance Losses - Favorable

- Insurance losses can vary widely from month to month. As of December, expenses related to insurance losses have remained low. Reconciliations vary quarterly.

Insurance Premium - Property - Favorable

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

Repair Claims - Favorable

- Repair claims can vary significantly from month to month.
- As of November, there have been a total of 45 collisions which is a decrease of one (1) collision compared to FY18. The average dollar cost per collision is significantly lower than FY 18. In FY 19, the average cost per collision is \$648 compared to \$1,149 in FY 18. The decrease in repair claim expenses is attributed to accidents being minor in scale (e.g., collisions with gates, mirror to mirror contacts or collisions with trash bin).

Fuel Taxes - Favorable

- Outside fueling sales are currently \$429,968 below FY 18 YTD amounts.
- For December, sales have decreased by \$4,776 from the previous month.

The favorable variance in fuel taxes is mainly attributed to a decrease in fuel sales. The FY 19 budget accounted for a decrease in sales related to the construction of a Burrtec CNG station. The station was completed on 8/23/18 Burrtec is no longer fueling at SunLine.

Outside Fueling Revenue

	Revenue	Variance FY18 vs. FY19	Variance Previous Month	%Δ FY18 vs FY19	%Δ Previous Month
Dec. FY 18	\$ 126,754				
Dec. FY 19	\$ 22,939	\$ (103,814)	\$ (4,776)	-81.90%	-17.23%
Nov. FY 19	\$ 27,715				
YTD December FY 18	\$ 763,489				
YTD December FY 19	\$ 333,521	\$ (429,968)		-56.32%	

Other Expenses - Favorable

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

Self Consumed Fuel - Favorable

- There is a decrease of 55,289 total miles traveled in FY 19 YTD in comparison to FY 18 YTD.

Mileage

	Dec. FY18	Dec. FY19	Variance	%Δ
Fixed Route	316,777	305,423	(11,354)	-3.6%
Paratransit	92,812	90,693	(2,119)	-2.3%
System Total	409,589	396,116	(13,473)	-3.3%

Mileage YTD-Dec.

	YTD-FY18	YTD-FY19	Variance	%Δ
Fixed Route	1,942,568	1,870,648	(71,920)	-3.7%
Paratransit	592,808	609,439	16,631	2.8%
System Total	2,535,376	2,480,087	(55,289)	-2.2%

SunLine Transit Agency
CONSENT CALENDAR

DATE: February 27, 2019 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Contracts Signed in Excess of \$25,000 January 2019

Summary:

The attached report summarizes SunLine's contracts signed in excess of \$25,000. For the month of January 2019, there were eight (8) contracts executed. They are:

VENDOR	PURPOSE
CDW Government	Microsoft Enterprise Agreement
Doug Wall Construction	Install 3 Electric Chargers in Indio
Desert Paradise Construction	Technical Support Services
BMI Consulting	Public Works Technical Support
Manticore Advocacy	Manticore Advocacy Supporting Services
Vasquez & Company, LLP	IT Security Audit
HDR Engineering	Transit Redesign and Network Analysis
NEL Hydrogen, Inc.	Electrolyzer and Fueling Station

Recommendation:

Receive and file.

Contracts Signed in Excess of \$25,000

January 2019

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
CDW Government	Microsoft Enterprise Agreement	Support and upgrades for Microsoft products used throughout the Agency.	FY19, FY20 & FY21 Operating Budget	\$ 257,360.85	\$ 257,360.85	Executed Agreement Board Approved
Doug Wall Construction	Install 3 Electric Chargers in Indio	Installation of 3 vehicles charging stations in Division 2, to serve 2 Electric buses.	SRTP FY 19	\$ 78,623.00	\$ 57,435.00	Executed Agreement Board Approved
Desert Paradise Construction	Technical Support Services	Provide technical support services to the Agency for several public works projects.	FY19 & FY20 Operating Budget/ Capital Budget	\$ 100,000.00	\$ 100,000.00	Executed Agreement Board Approved
BMI Consulting	Public Works Technical Support	Provide technical support services to the Agency for several public works projects.	FY19 & FY20 Operating Budget/ Capital Budget	\$ 100,000.00	\$ 100,000.00	Executed Agreement Board Approved
Manticore Advocacy	Manticore Advocacy Supporting Services	Supporting services to Agency for the Center of Excellence.	FY19 Operating Budget	\$ 216,822.00	\$ 50,750.00	Executed Agreement
Vasquez & Company, LLP	IT Security Audit	IT vulnerability analysis study and IT skill assessment.	SRTP FY16/17	\$ 89,250.00	\$ 89,250.00	Executed Agreement Board Approved
HDR Engineering	Transit Redesign and Network Analysis	Fund a study of Agency's customers in an effort to provide context for some of the system changes being recommended by the Agency.	SRTP FY11/12	\$ 94,970.00	\$ 86,082.00	Executed Amendment Board Approved

Proton Energy Systems and Nel Hydrogen, Inc.	Electrolyzer and Fueling Station	Purchase an electrolysis-based hydrogen onsite generation refueling station.	SRTP FY16/17 & FY17/18	\$ 750,000.00	\$ 750,000.00	Executed Amendment Board Approved
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SunLine Transit Agency
CONSENT CALENDAR

DATE: February 27, 2019 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Union & Non-Union Pension Investment Asset Summary December 2018

Summary:

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

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

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

Union

	Actual	Range
Equities	60.70%	35 – 75%
Fixed Income	38.46%	25 – 64%
Cash & Equivalent	0.84%	0 – 10%

Non-Union

	Actual	Range
Equities	60.75%	35 – 75%
Fixed Income	38.48%	25 – 64%
Cash & Equivalent	0.77%	0 – 10%

Recommendation:

Receive and file.

00049601
 20-01-B-61-008-01
 100-40-02869-01



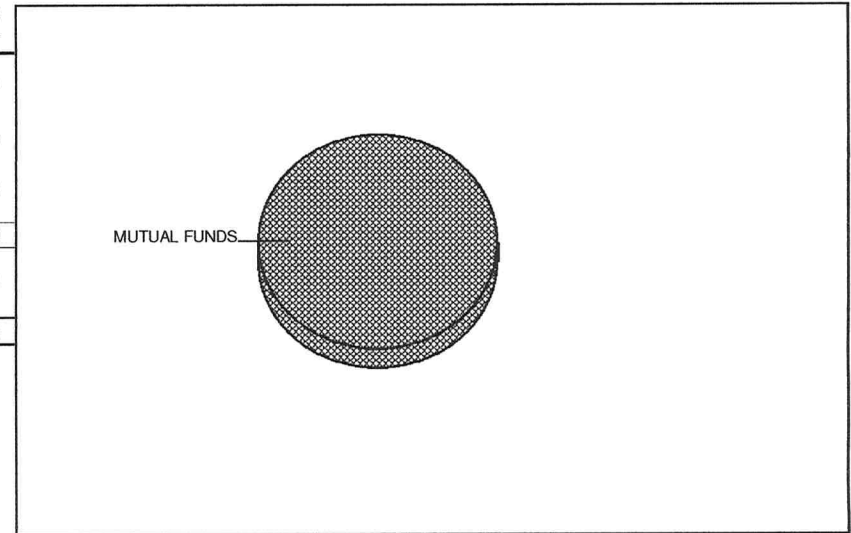
SUNLINE TRANSIT AGENCY - NON-UNION
 ACCOUNT 6746032100

Page 7 of 26
 Period from December 1, 2018 to December 31, 2018

ASSET SUMMARY

ASSETS	12/31/2018 MARKET	12/31/2018 BOOK VALUE	% OF MARKET
Cash And Equivalents	197,775.71	197,775.71	0.77
Mutual Funds-Equity	15,583,732.85	16,095,090.97	60.75
Mutual Funds-Fixed Income	9,872,267.81	10,199,811.24	38.48
Total Assets	25,653,776.37	26,492,677.92	100.00
Accrued Income	286.50	286.50	0.00
Grand Total	25,654,062.87	26,492,964.42	100.00

Estimated Annual Income **650,249.95**



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 20-01-B-61-008-01
 100-40-02869-01

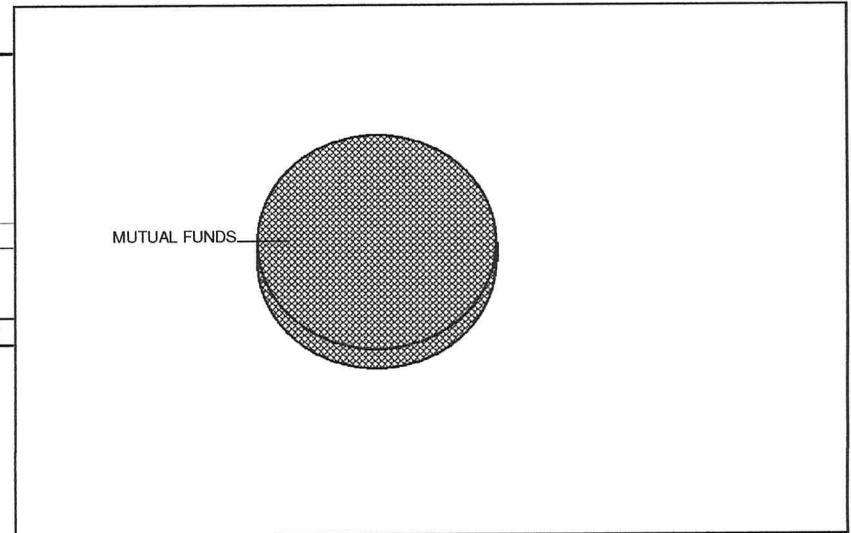


SUNLINE TRANSIT AGENCY - UNION
 ACCOUNT 6746032000

Page 7 of 27
 Period from December 1, 2018 to December 31, 2018

ASSET SUMMARY

ASSETS	12/31/2018 MARKET	12/31/2018 BOOK VALUE	% OF MARKET
Cash And Equivalents	213,035.97	213,035.97	0.84
Mutual Funds-Equity	15,312,919.79	15,815,623.17	60.70
Mutual Funds-Fixed Income	9,703,790.85	10,022,624.79	38.46
Total Assets	25,229,746.61	26,051,283.93	100.00
Accrued Income	308.83	308.83	0.00
Grand Total	25,230,055.44	26,051,592.76	100.00
Estimated Annual Income	639,571.88		



SunLine Transit Agency
CONSENT CALENDAR

DATE: February 27, 2019

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Ridership Report for January 2019

Summary:

System-wide ridership January 2019 decreased 0.5% versus January 2018.

Monthly Ridership		
	Jan 18	Jan 19
Fixed Route	340,121	337,748
Van Pool	2,228	2,094
Sundial	12,939	13,585
System Total	355,288	353,427

Note: Year to date system ridership as of January 2019 has increased 0.3% in comparison to the previous fiscal year.

Recommendation:

Receive and file.



**SunLine Transit Agency
Monthly Ridership Report
January 2019**

Route	Fixed Route Description	FY 2018 & 2019										Bikes		Wheelchairs	
		Jan 2019	Jan 2018	Dec 2018	Month Var.	% Var.	FY 2019 YTD	FY 2018 YTD	YTD Var.	% Var.	Monthly	YTD	Monthly	YTD	
14	DHS/PS	48,128	52,637	47,398	(4,509)	-8.6%	339,109	353,609	(14,500)	-4.1%	1504	11,438	443	3,488	
15	DHS	10,070	9,982	9,611	88	0.9%	68,592	66,606	1,986	3.0%	138	1,157	130	583	
20	DHS/PD	2,340	1,892	2,157	448	23.7%	17,543	13,099	4,444	33.9%	34	475	5	41	
21	PD	1,166	876	935	290	24.9%	7,188	876	6,312	87.8%	19	148	13	46	
24	PS	14,572	14,659	14,199	(87)	-0.6%	102,195	92,604	9,591	10.4%	470	3,614	124	795	
30	CC/PS	49,469	54,245	49,064	(4,776)	-8.8%	353,986	370,280	(16,294)	-4.4%	1544	12,517	392	2,935	
32	PD/RM/TP/CC/PS	20,611	21,029	20,378	(418)	-2.0%	142,504	135,646	6,858	5.1%	834	6,521	139	937	
40	PS/BUZZ	4,318	-	-	4,318	100.0%	4,318	-	4,318	100.0%	-	-	4	4	
53	PD/IW	-	650	-	(650)	-100.0%	-	21,867	(21,867)	-100.0%	-	-	-	-	
54	Indio/LQ/IW/PD	6,626	5,932	6,060	694	11.7%	44,406	40,049	4,357	10.9%	174	1,271	33	237	
70	LQ/BD	14,487	15,455	13,221	(968)	-6.3%	90,814	91,772	(958)	-1.0%	623	4,364	47	313	
80	Indio	17,315	12,737	16,672	4,578	35.9%	115,364	73,696	41,668	56.5%	308	2,326	108	971	
81	Indio	7,256	8,416	6,987	(1,160)	-13.8%	51,845	52,381	(536)	-1.0%	65	538	33	369	
90	Coachella/Indio	5,894	6,415	5,516	(521)	-8.1%	40,790	61,955	(21,165)	-34.2%	144	724	53	288	
91	I/Cch/Th/Mec/Oas	13,140	13,641	12,301	(501)	-3.7%	85,141	107,805	(22,664)	-21.0%	263	1,606	16	200	
95	I/Cch/Th/Mec/NS	2,281	1,899	2,044	382	20.1%	15,510	12,727	2,783	21.9%	45	532	8	69	
111	PS to Cch	118,990	118,598	116,079	392	0.3%	810,388	791,353	19,035	2.4%	4656	35,076	845	6,307	
220	PD to Riverside	1,085	1,058	940	27	2.6%	7,562	8,460	(898)	-10.6%	19	195	11	57	
Fixed Route Total		337,748	340,121	323,562	(2,373)	-0.7%	2,297,255	2,294,785	2,470	0.1%	10,840	82,502	2,404	17,640	
SolVan		2,094	2,228	1,750	(134)	-6.0%	13,706	8,650	5,056	58.5%					
Demand Response															
SunDial		13,585	12,939	11,717	646	5.0%	91,361	92,122	(761)	-0.8%					
System Total		353,427	355,288	337,029	(1,861)	-0.5%	2,402,322	2,395,557	6,765	0.3%					
		Jan-19	Jan-18	Dec-18											
	Weekdays:	22	22	20											
	Saturdays:	4	4	5											
	Sundays:	5	5	5											
	Total Days:	31	31	30											

Note: Haul Pass ridership was 28,677 rides from 1,215 unique riders.

SunLine Transit Agency

CONSENT CALENDAR

DATE: February 27, 2019

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: SunDial Operational Notes for January 2019

Summary:

The attached report summarizes SunDial's operation for January 2019. Highlights of this report for January include a continued increase in ride alongs, onboard inspections and safety evaluations conducted by road supervisors.

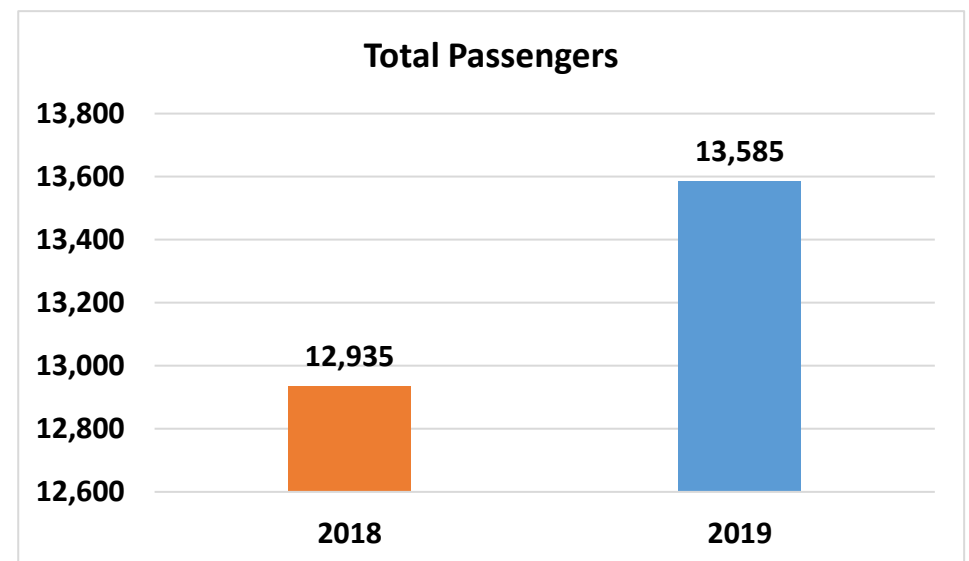
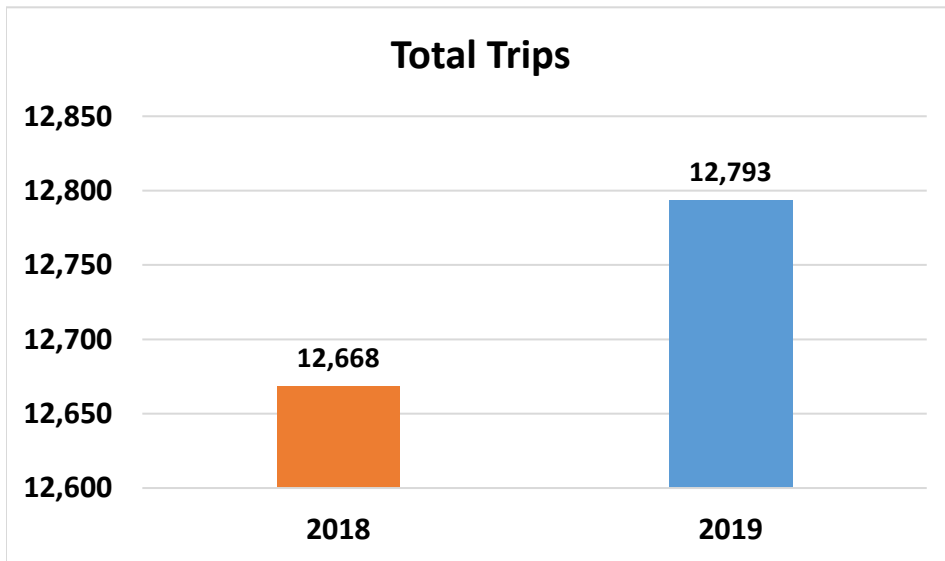
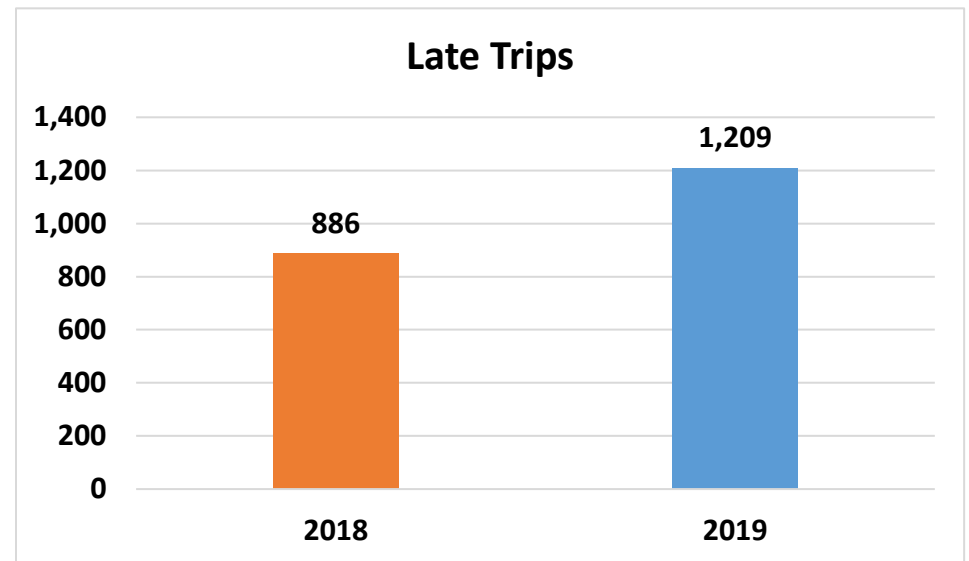
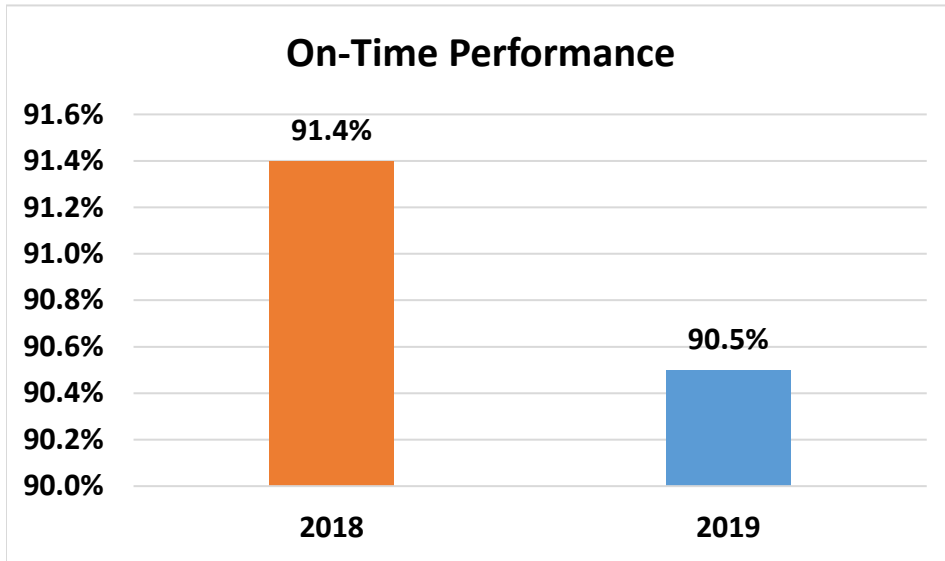
Although the total trips, passengers and late trips have increased, the system on-time performance remains over the 90% service standard.

Recommendation:

Receive and file.

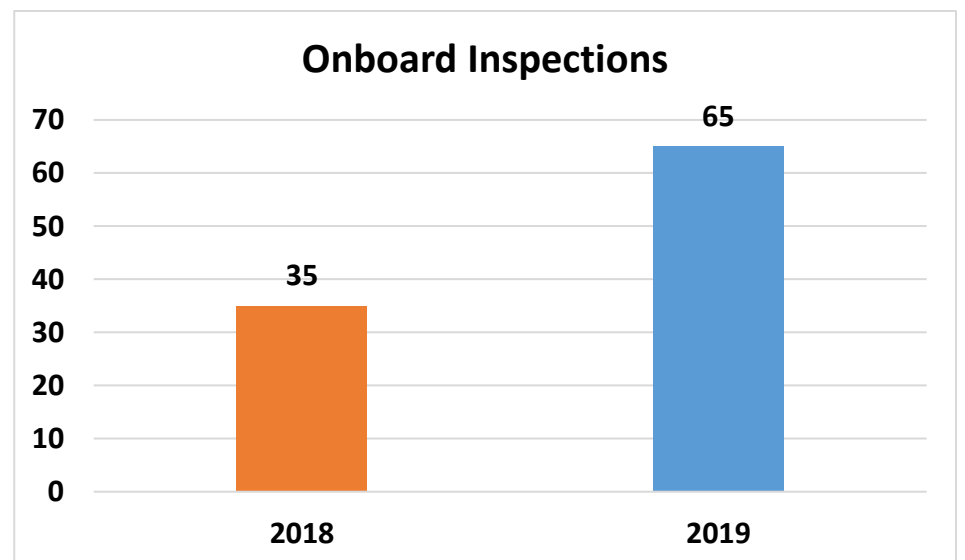
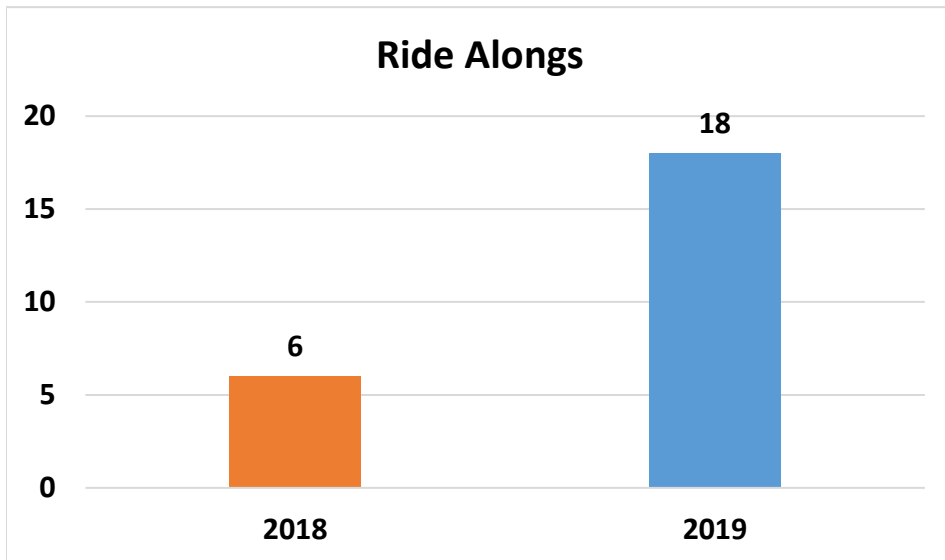
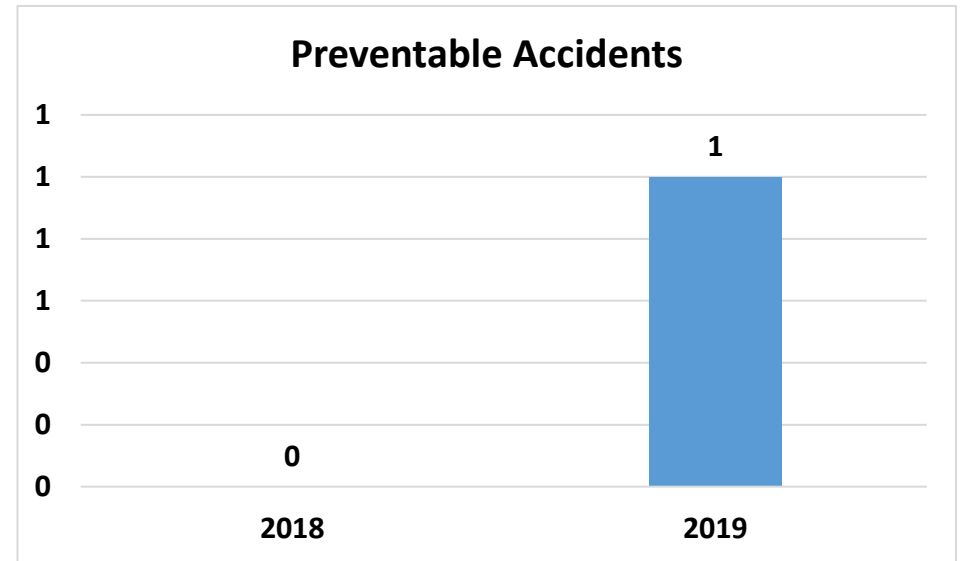
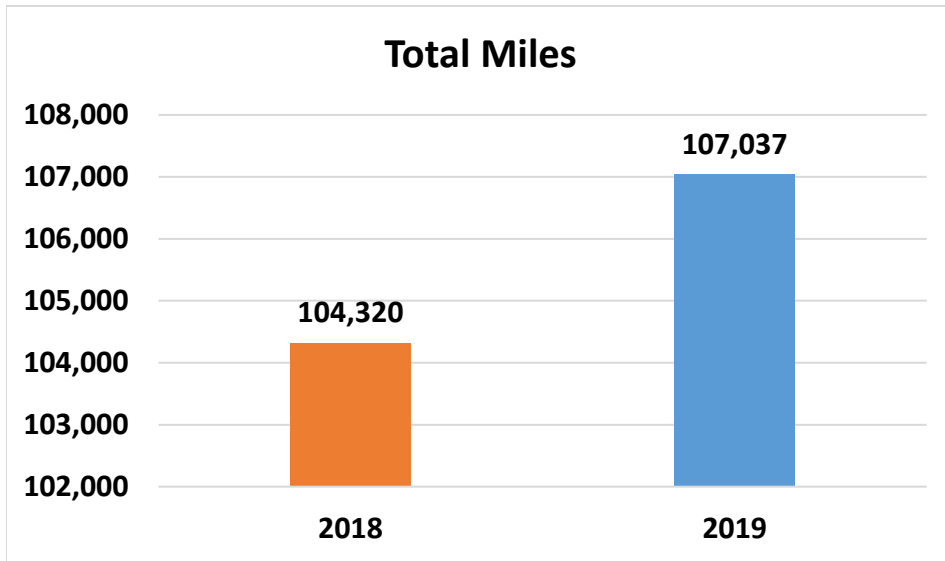
SunDial Operational Notes

JANUARY 2018/2019



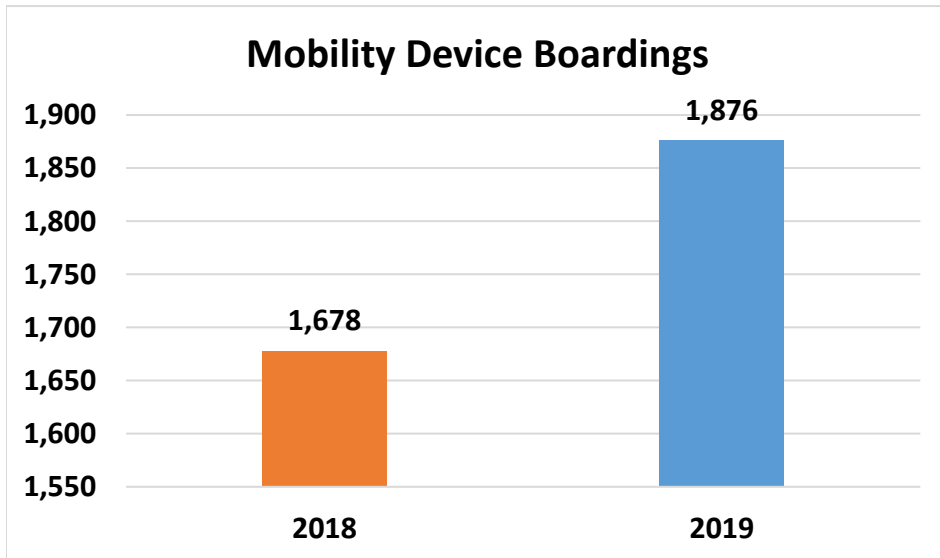
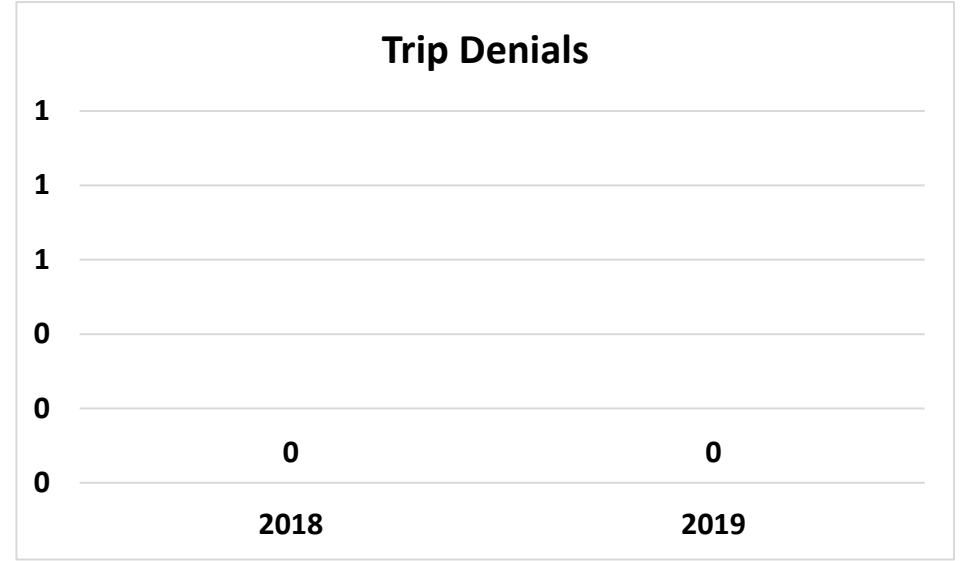
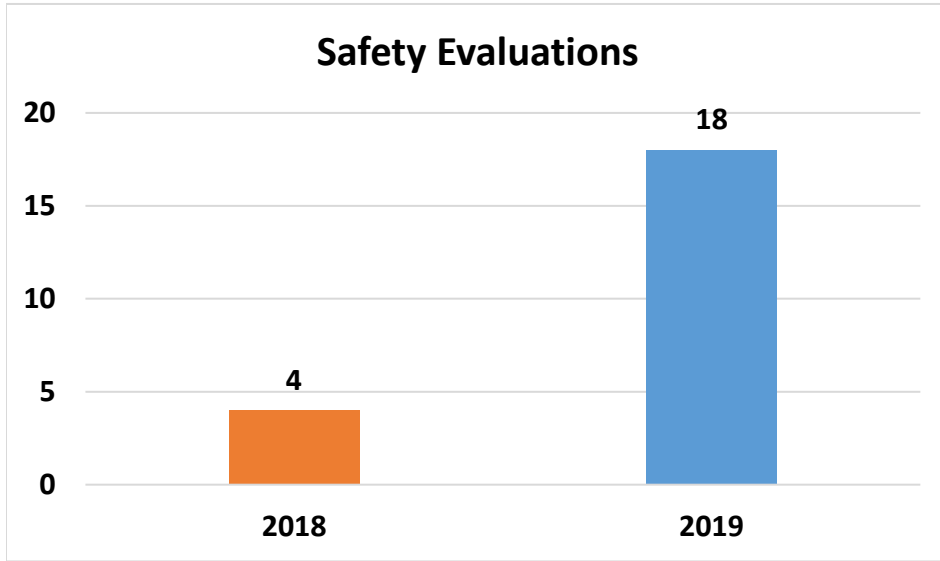
SunDial Operational Notes

JANUARY 2018/2019



SunDial Operational Notes

JANUARY 2018/2019



SunLine Transit Agency

CONSENT CALENDAR

DATE: February 27, 2019
TO: Finance/Audit Committee
Board of Directors
RE: Metrics for January 2019

RECEIVE & FILE

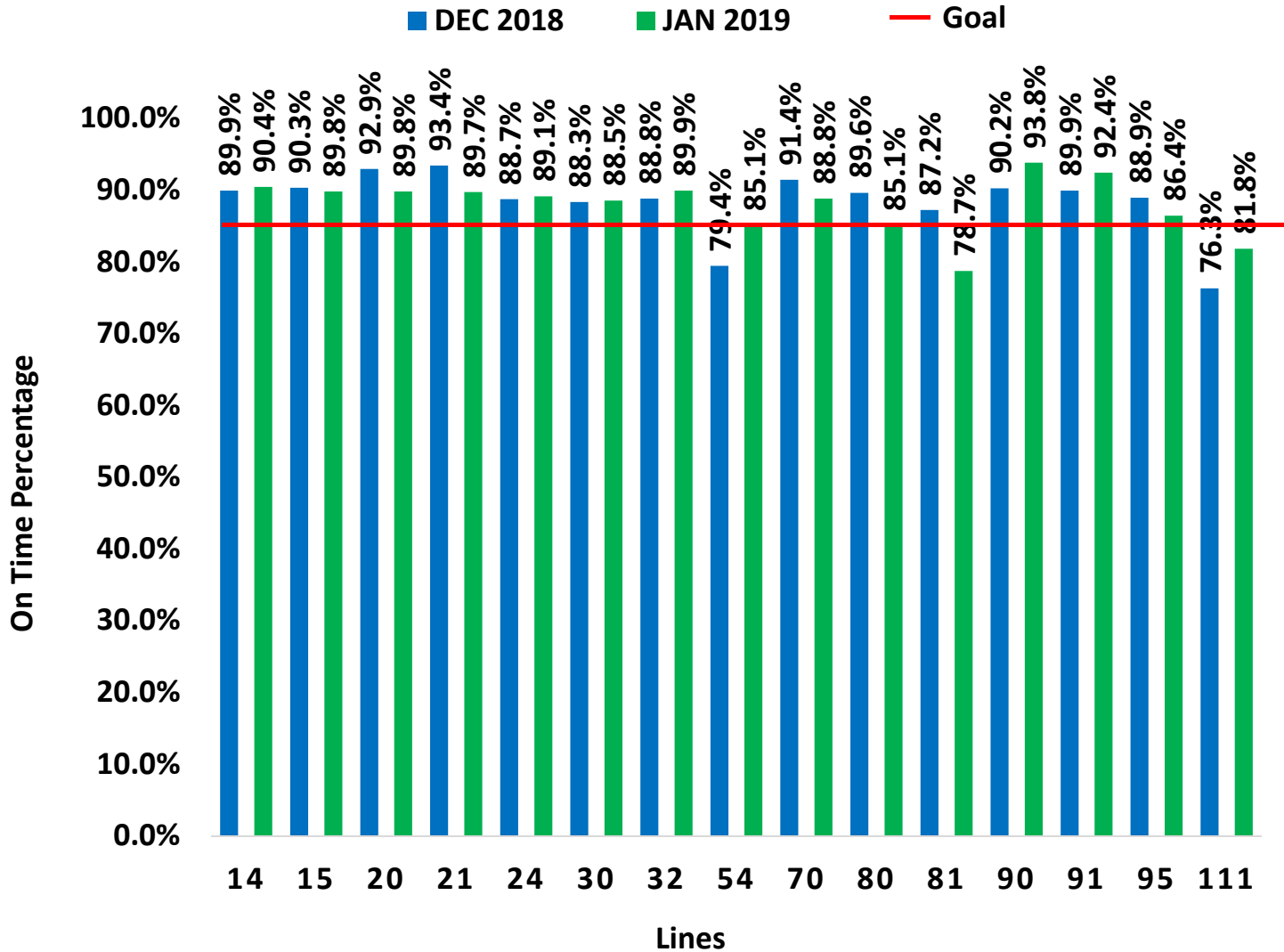
Summary:

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

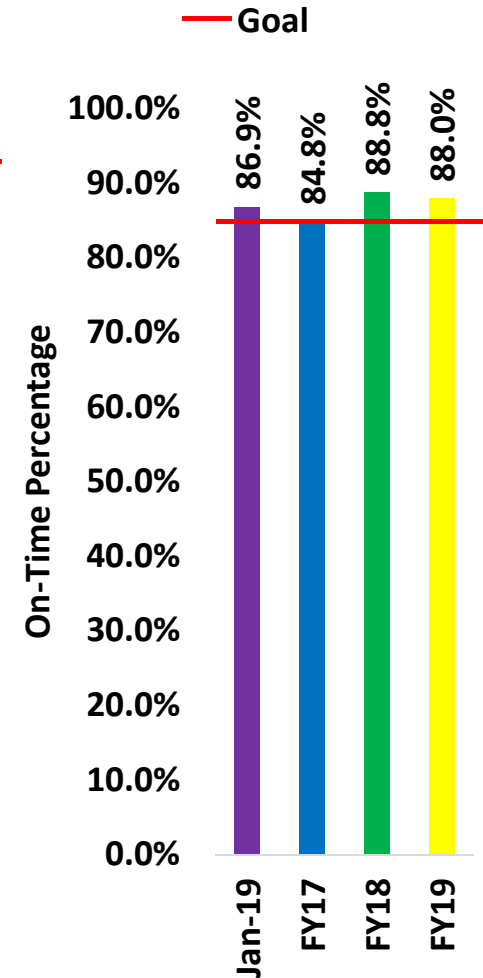
Recommendation:

Receive and file.

On-Time Performance Percent by Line

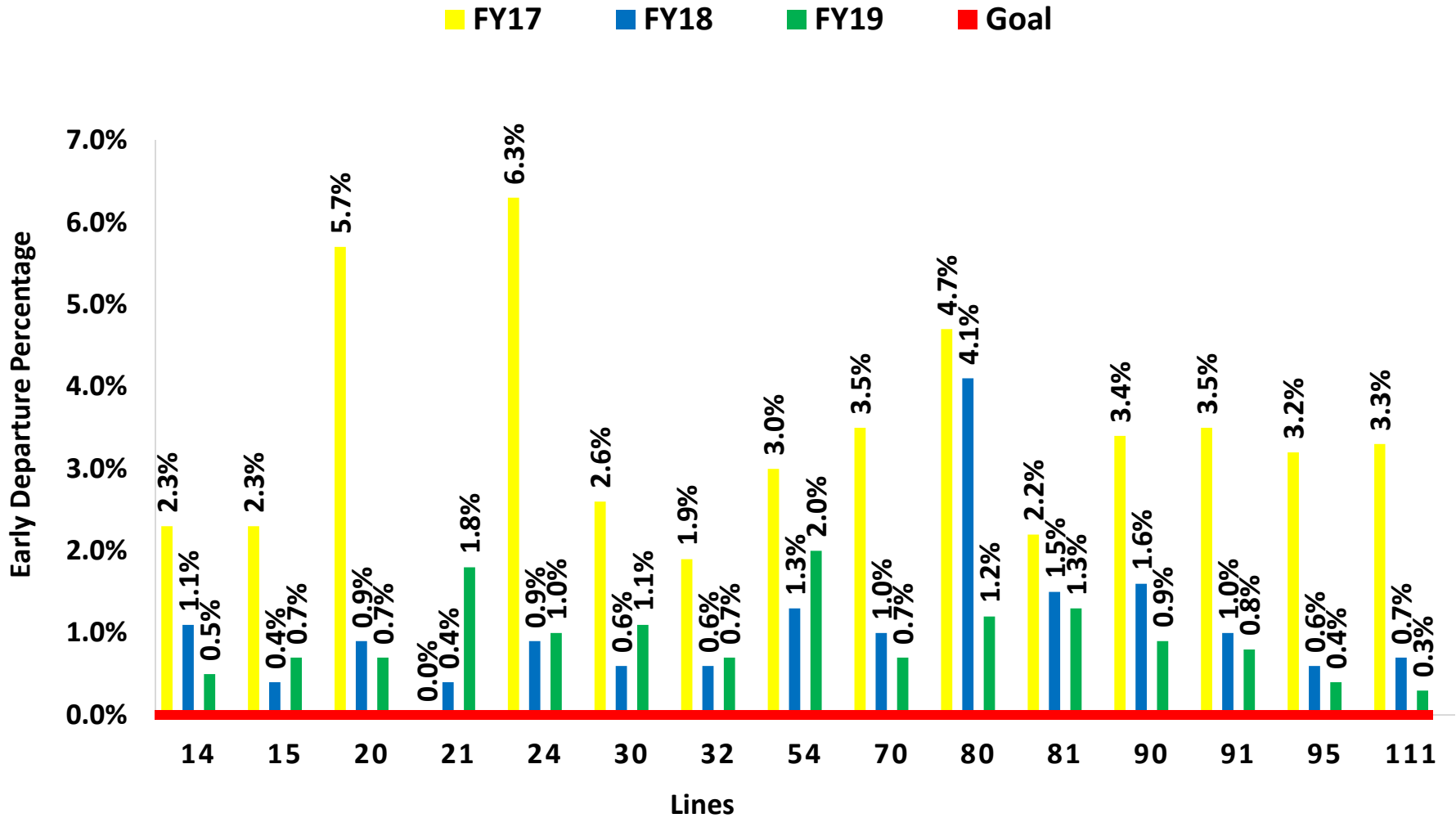


On Time Performance System Wide



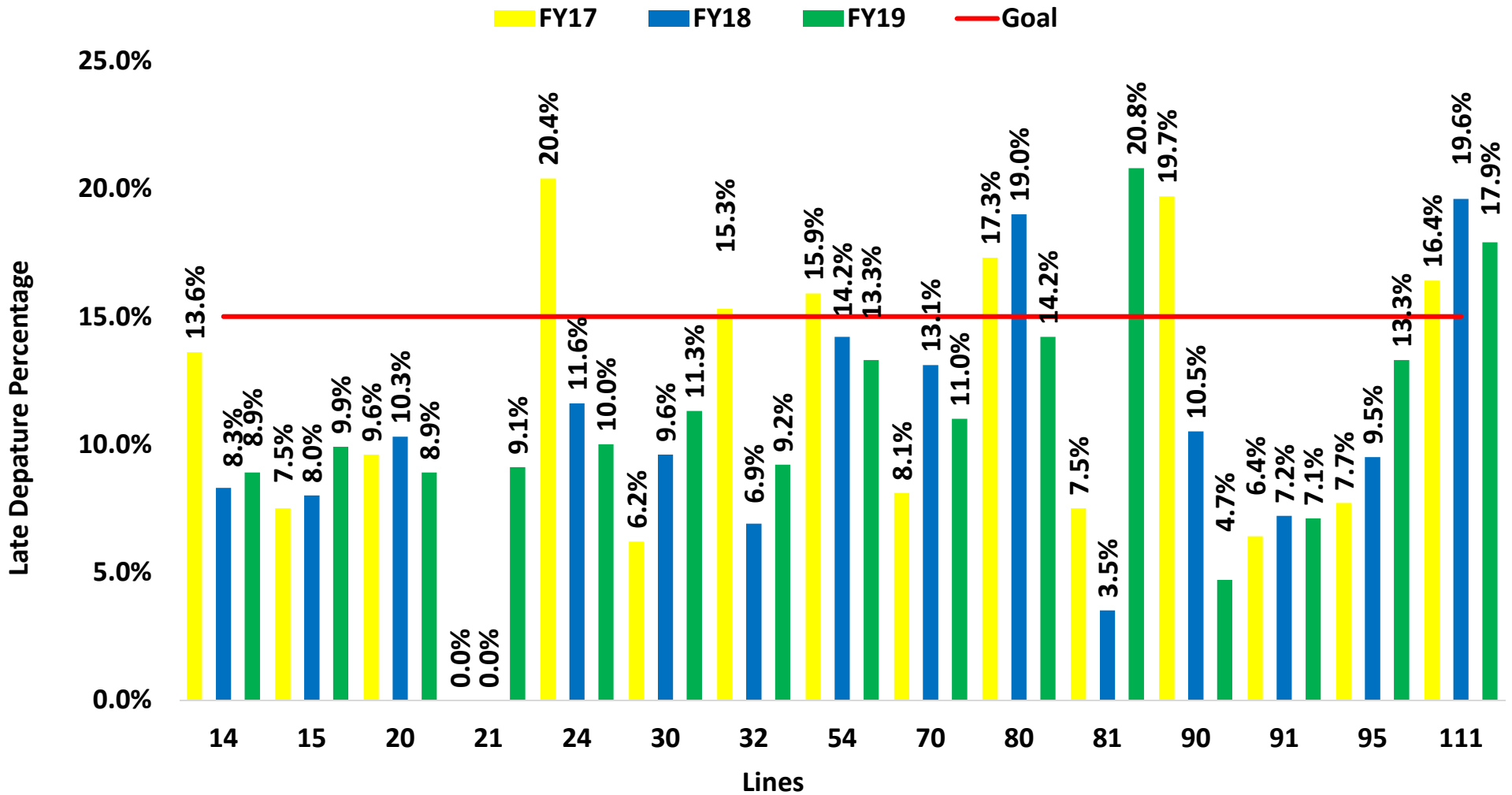
Definition: "On-Time" - when a trip departs a time point within range of zero minutes early to five minutes late.
 Goal: Minimum target for On-Time performance is 85%.
 Exceptions: Detours, train stuck on tracks, passenger problems, Information Technology System issues.

Early Departures by Line YTD



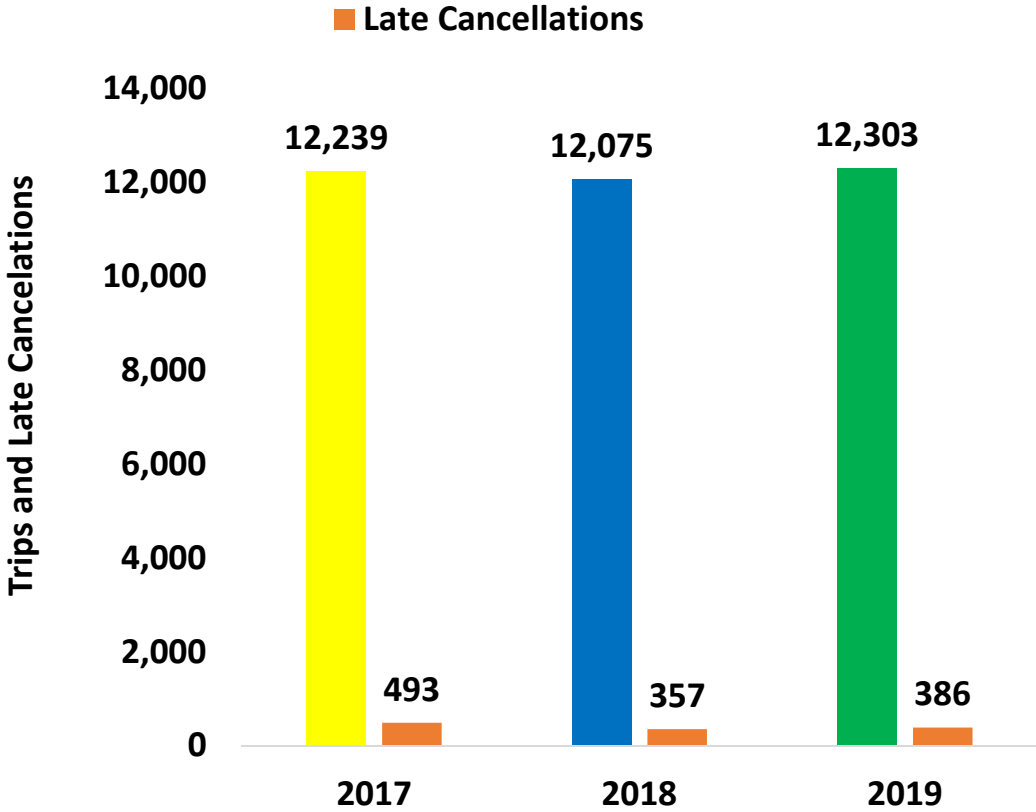
Definition: When a bus leaves a time point, ahead of the scheduled departure time.
 Goal: To reduce early departures to 0% for each line.

Late Departure Percent by Line January

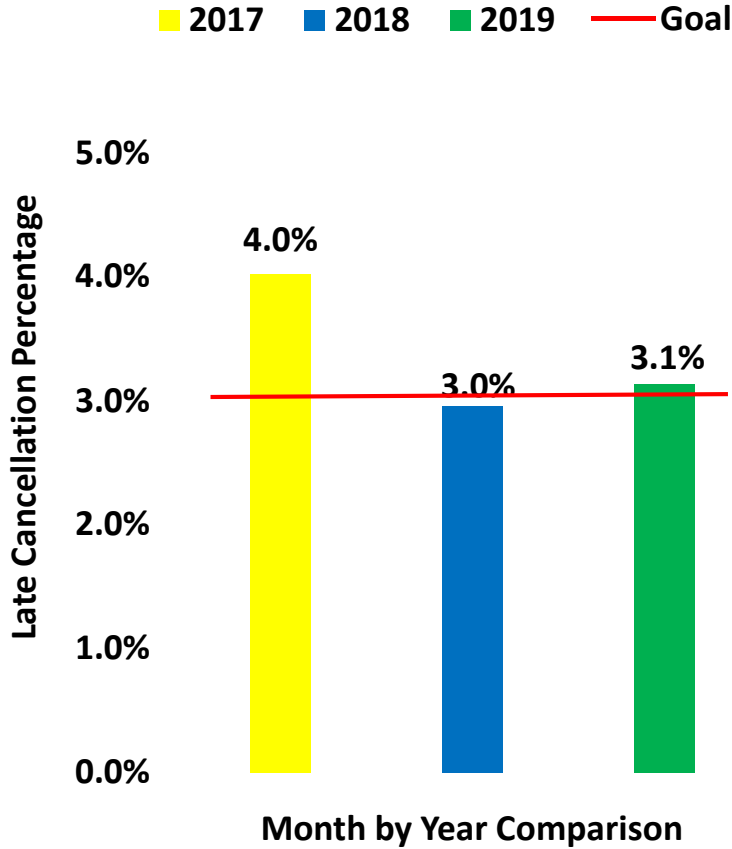


Late Definition: When a bus leaves a time point after the scheduled departure time.
 The line is running late with a departure greater than 5 minutes.
 Goal: To reduce late departures to 15%

Total Trips vs. Late Cancellations January

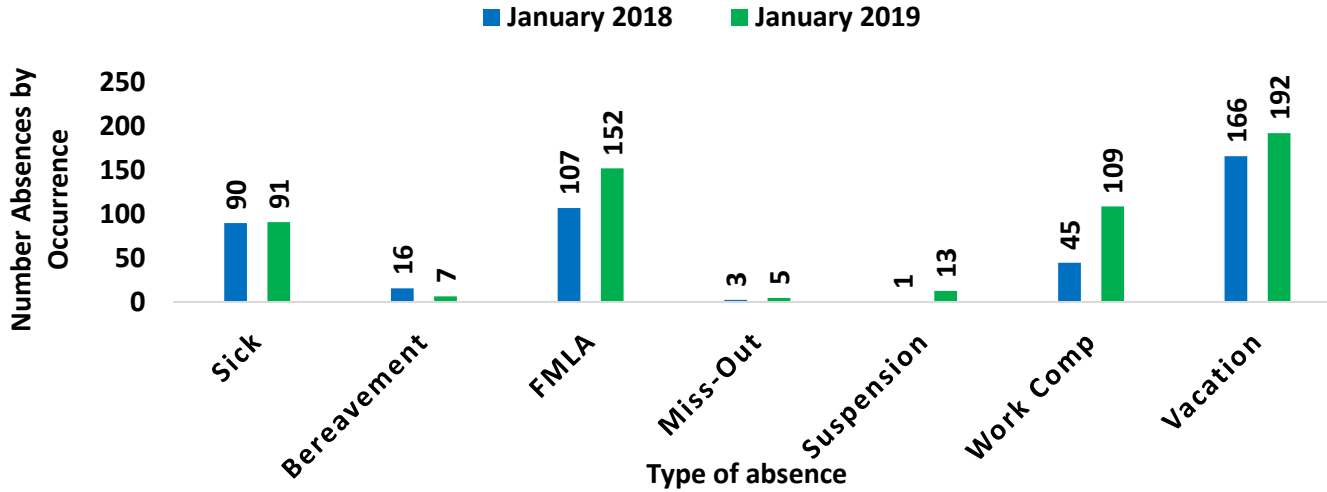


Late Cancellation Percentage

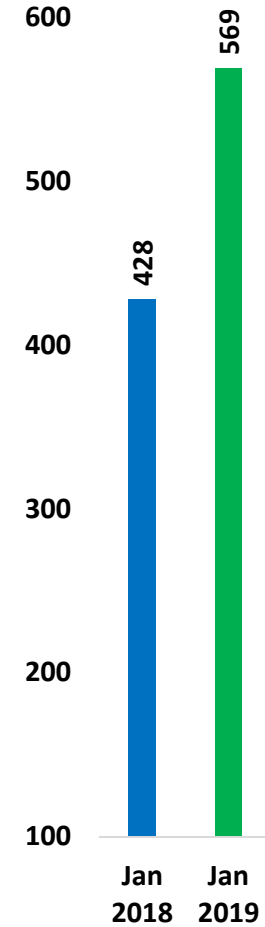


Trip: A one-way ride booked by the client. A round trip is counted as two trips.
Late Cancellation: A trip for which an ADA client does not cancel 2 hours or more before the scheduled pick up time.
Goal for Late Cancellations: 3% or below.

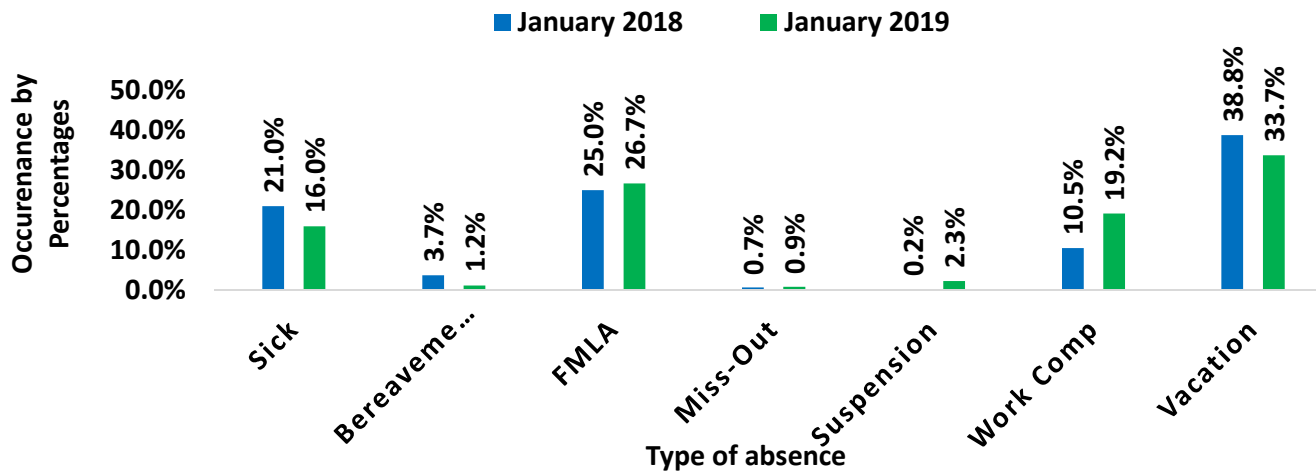
Driver Absence Occurrences



Total Absence Occurrences



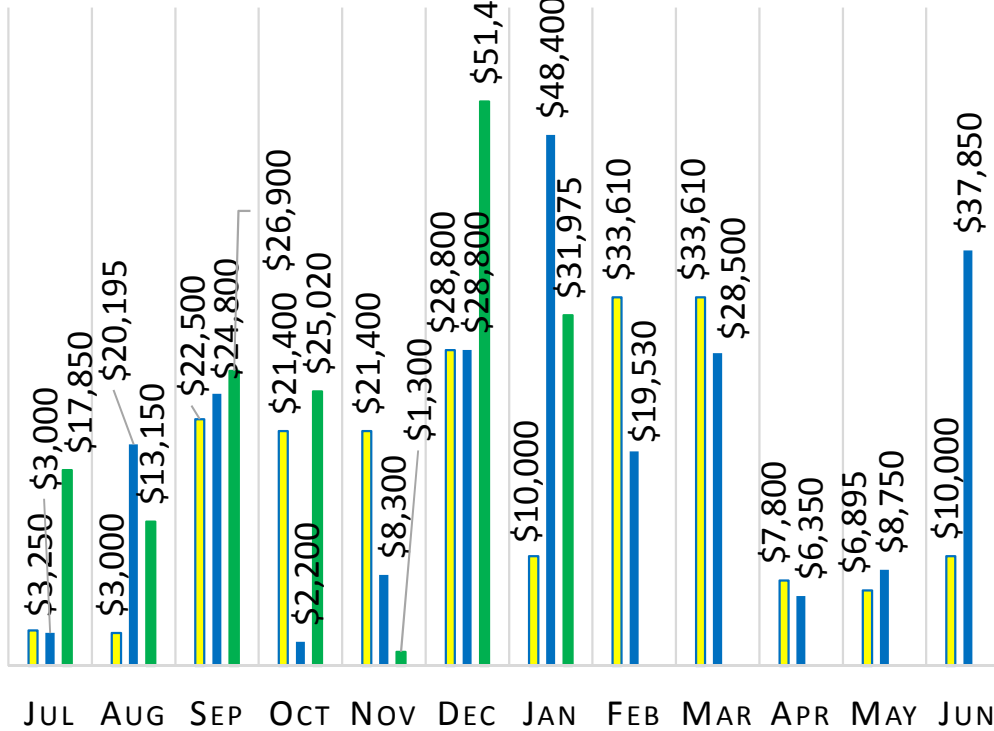
Driver Absence Occurrences by Percentages



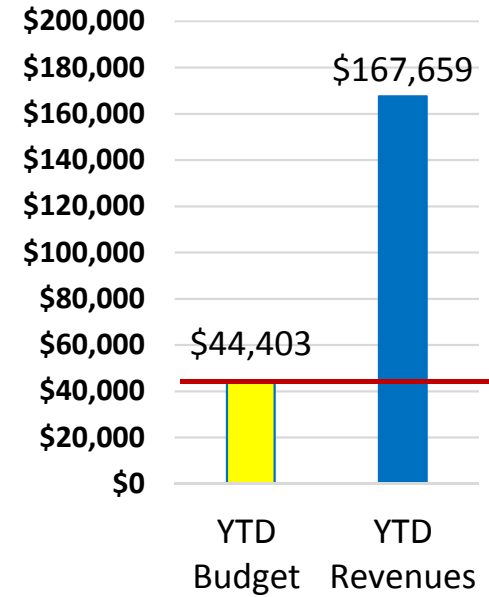
Goal: reduce by 2% - By enforcing attendance policy regularly and monitor trending – Absences include unscheduled for Fixed Route drivers.

Collected Advertising Revenue - January - YTD FY19

FY 17 FY18 FY19

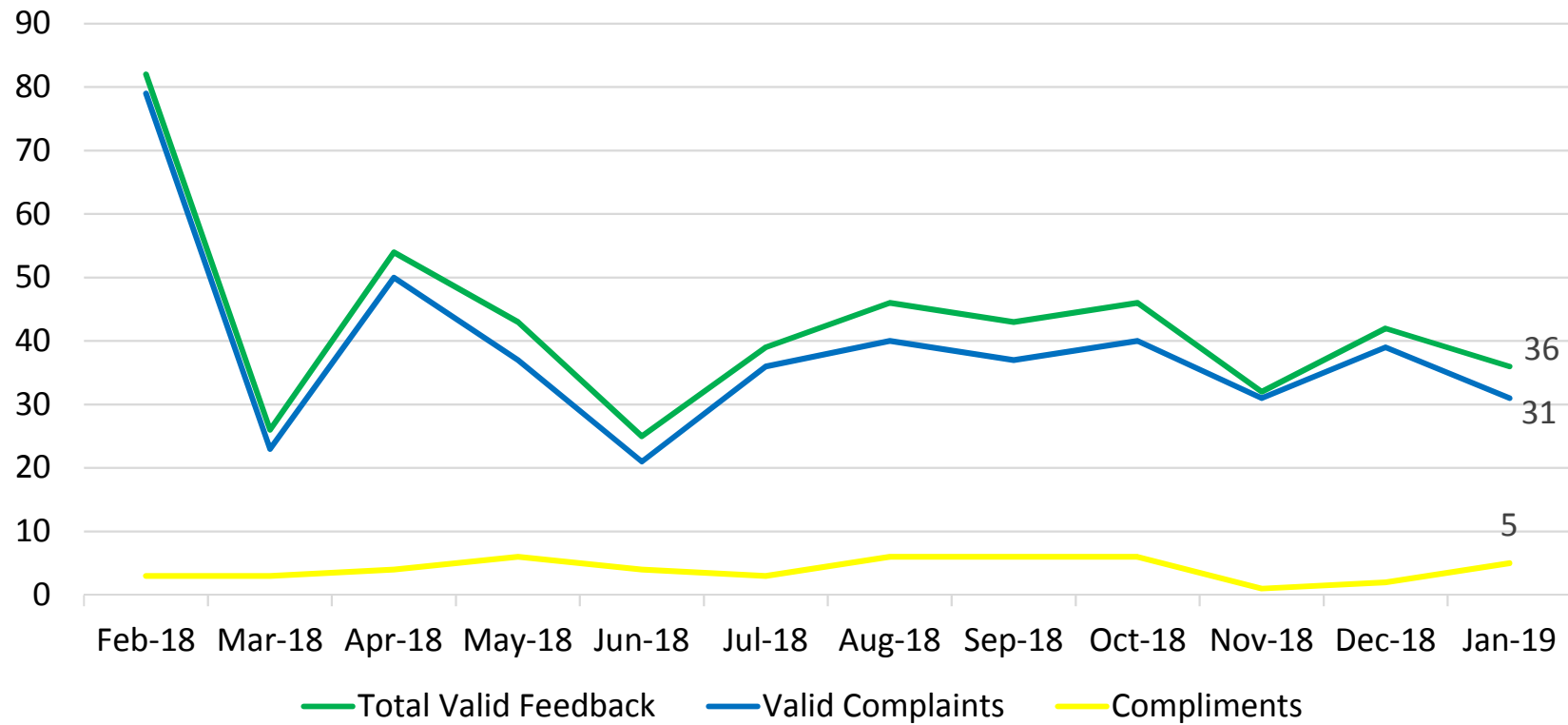


YTD Budget vs YTD Agency Revenue January YTD



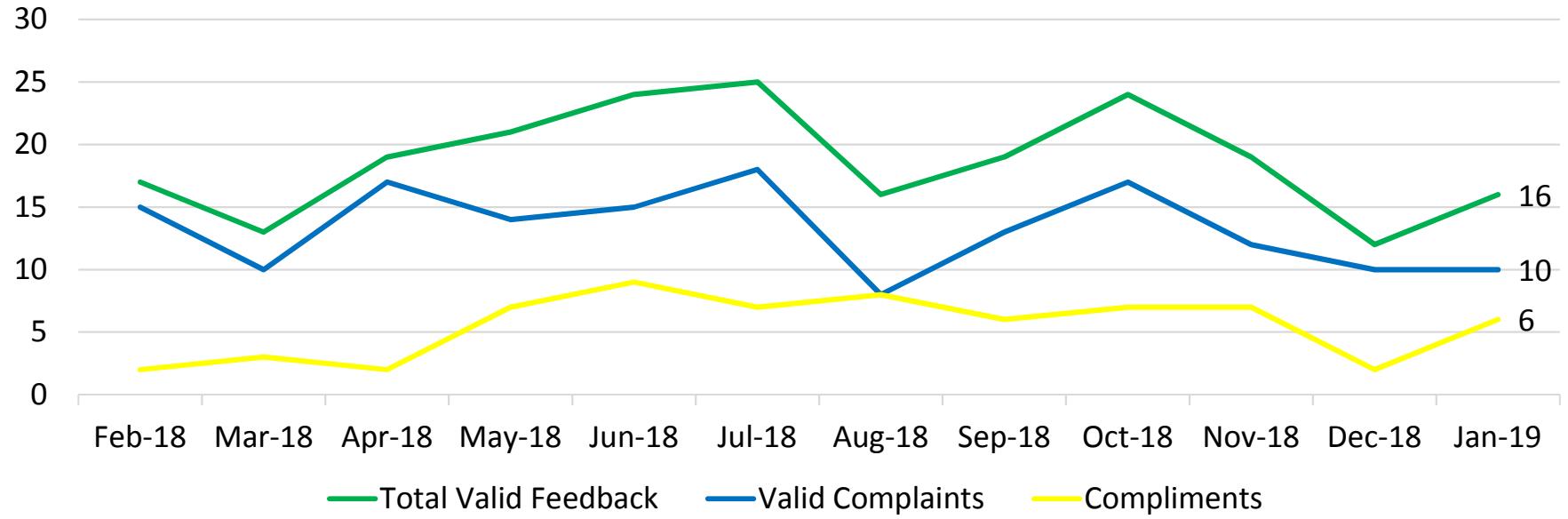
Collected Advertising tracks dollar amount of signed contracts for bus shelter and exterior bus
 This section of the chart compares the FY19 YTD against FY18 YTD total. Does not include "Barter
 The YTD Budget vs YTD Agency Revenue section tracks YTD revenue accrued vs the YTD budgeted
 by Finance. The Finance annual budgeted amount is \$75,949.00

Fixed Route Customer Feedback for January 2019



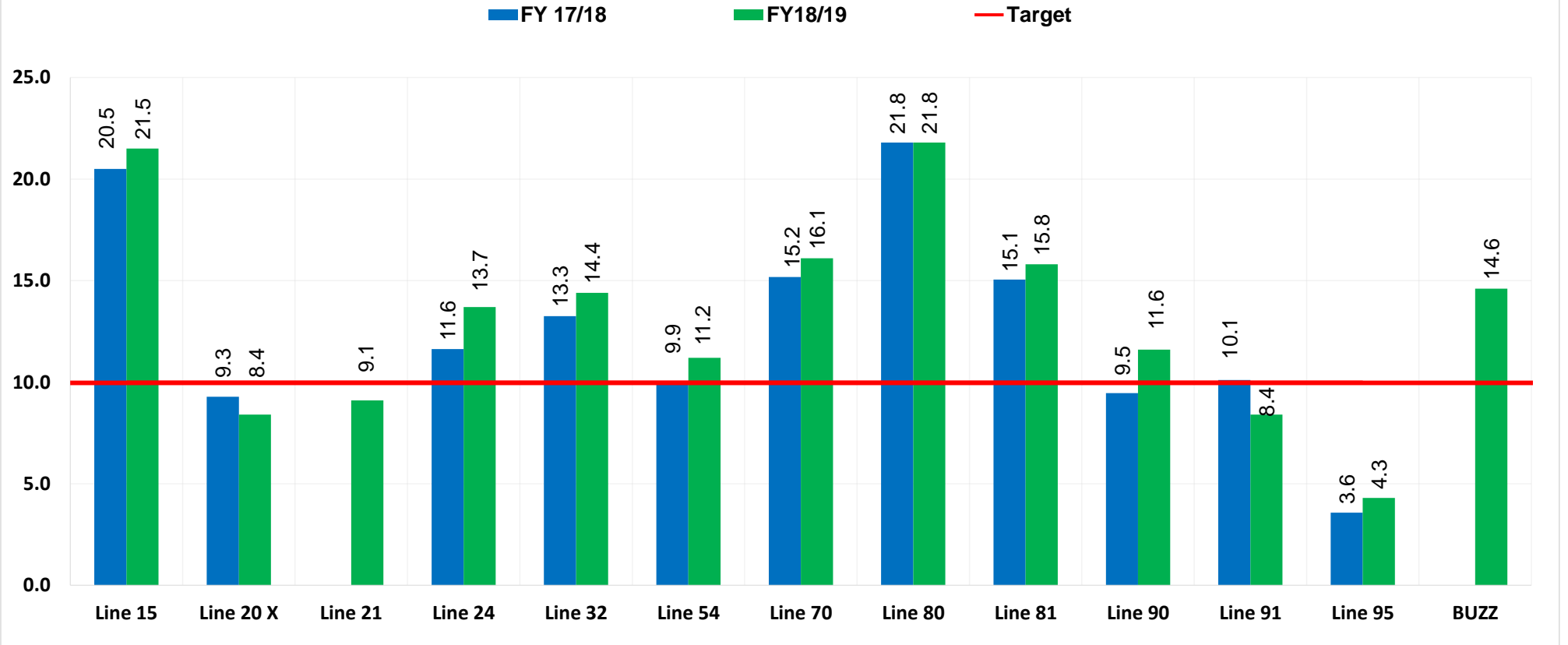
Valid Fixed Route Feedback comprised of compliments and complaints for January 2019

Paratransit Customer Feedback for January 2019



Valid Paratransit Feedback comprised of compliments and complaints for January 2019

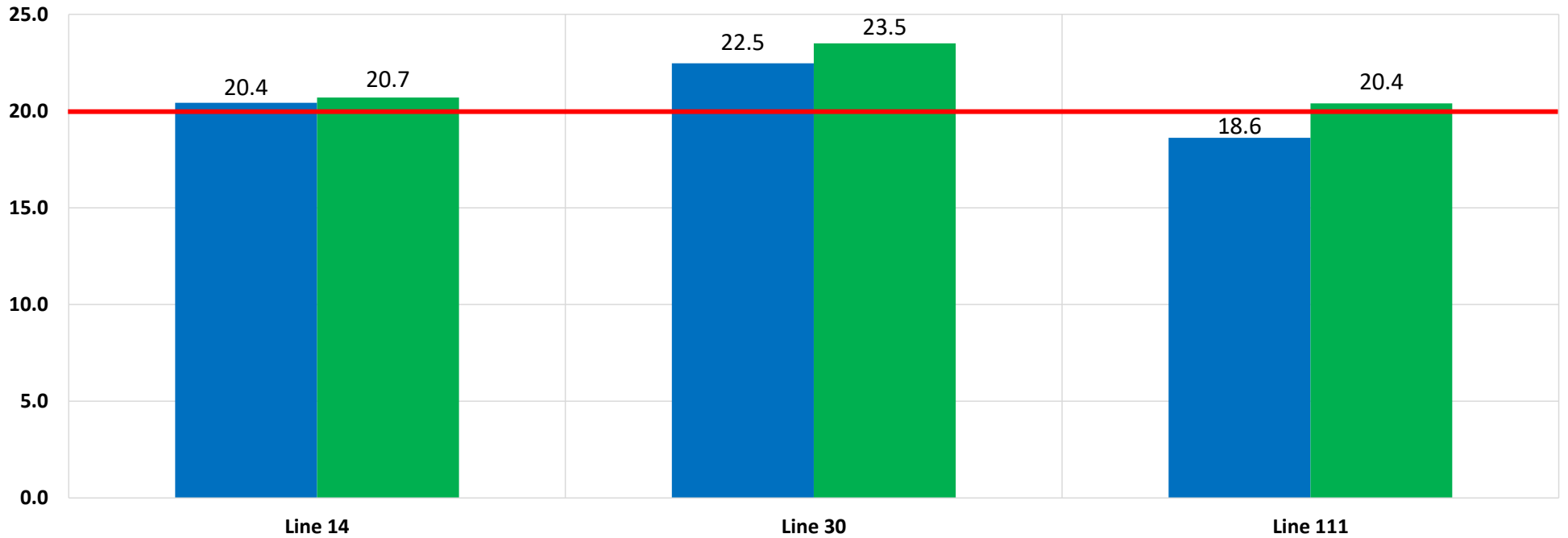
System Performance - Local Routes January 2019



The chart above represents the system performance on local routes for Passenger Per Revenue Hour (PPRH). The goal for local fixed routes is 10 PPRH. The FY 18/19 goal is based on board approved service standards policy.

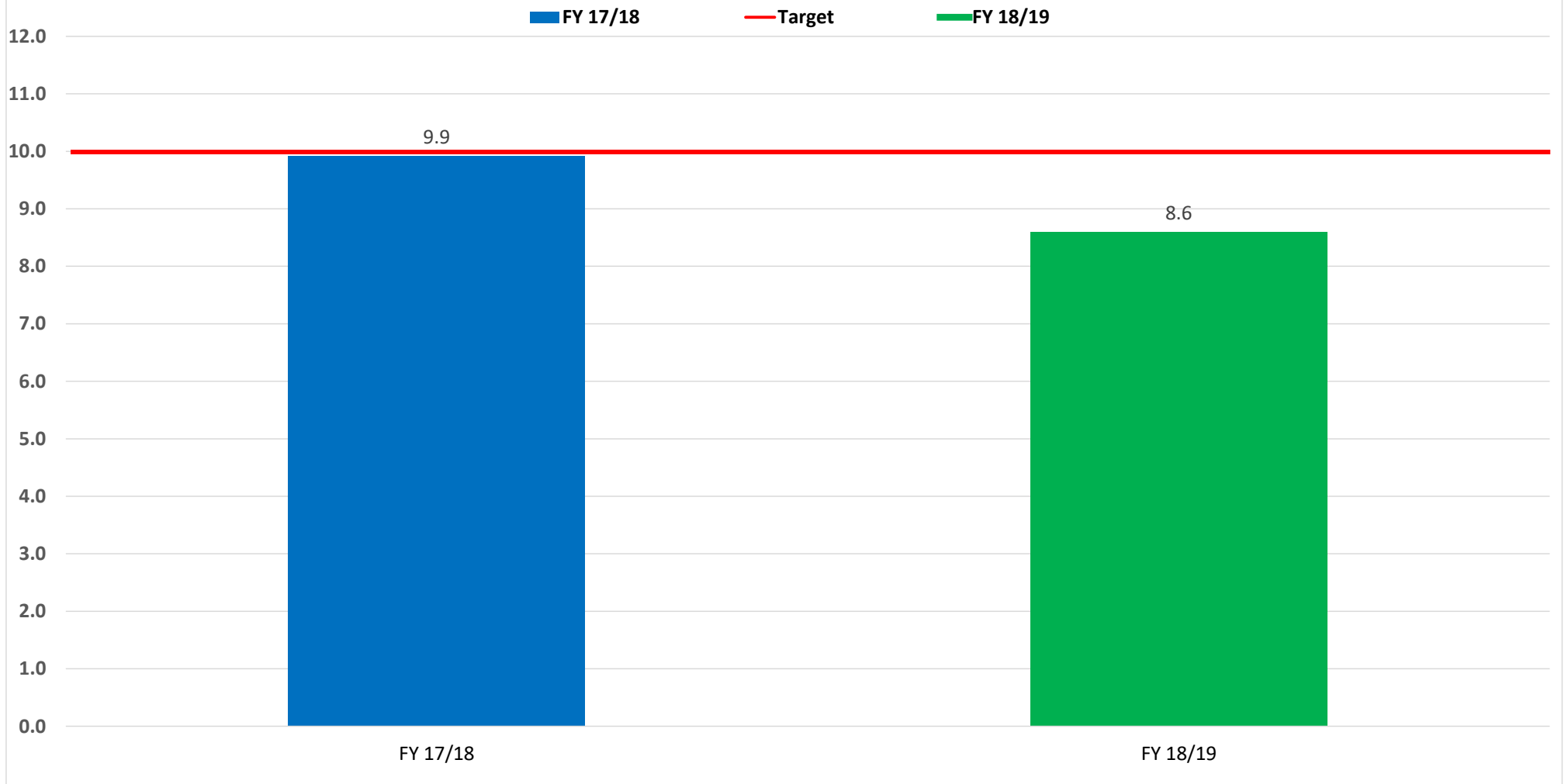
System Performance - Trunk Routes January 2019

FY 17/18 FY 18/19 Target



The chart above represents the system performance on trunk routes for Passenger Per Revenue Hour (PPRH). The goal for trunk fixed routes is 20 PPRH. The FY 18/19 goal is based on board approved service standards policy.

System Performance - Market-Based Service Link 220 - January 2019



The chart above represents the system performance target for market-based services on the Link 220 which is based on Passenger Per Revenue Trip (PPRT). The goal for market-based service is 10 PPRT. The FY 18/19 goal is based on board approved service standards policy.

SunLine Transit Agency

CONSENT CALENDAR

DATE: February 27, 2019

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Board Member Attendance for January 2019

Summary:

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

Recommendation:

Receive and file.

FY 18/19	Board Member Matrix Attendance													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Meetings	Total Attended
Desert Hot Springs	X		X			X	X						10	4
Palm Desert	X		X	X		X	X						10	5
Palm Springs	X		X	X		X	X						10	5
Cathedral City	X		X										10	2
Rancho Mirage	X		X	X		X							10	4
Indian Wells	X		X	X		X	X						10	5
La Quinta	X		X	X		X	X						10	5
Indio	X		X	X		X	X						10	5
Coachella	X		X				X						10	3
County of Riverside	X		X	X		X	X						10	5

X - ATTENDED (Primary/Alternate)

DARK –

SunLine Transit Agency

DATE: February 27, 2019 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Eric Mester, Assistant IT Administrator

RE: Authorization to Negotiate and Execute Memorandum of Understanding (MOU) with Inland Empire Health Plan (IEHP)

Recommendation

Recommend that the Board of Directors authorize the CEO/General Manager to negotiate and execute an MOU between SunLine Transit Agency and IEHP for the term of one (1) year with four (4) one (1) year extensions.

Background

SunLine Transit Agency is working with IEHP to replace IEHP's current program with Lyft as their transportation provider for the Coachella Valley. SunLine will provide fixed route service for IEHP members utilizing technology identical to the Haul Pass program. This technology enables tracking of ridership while maintaining a unique ID card system. IEHP is planning to launch this program in Spring 2019 with other transit agencies including OmniTrans and Riverside Transit Agency. SunLine anticipates an increase in ridership as IEHP members utilize SunBus for their day to day activities as allowed under the MOU.

Financial Impact

Potential increase in ridership as SunLine becomes the primary source of transportation for IEHP. This program will be subsidized by IEHP to be billed monthly based on actual ridership.

SunLine Transit Agency

DATE:	February 27, 2019	ACTION
TO:	Finance/Audit Committee Board of Directors	
FROM:	Rudy Le Flore, Chief Project Consultant	
RE:	Contract for Transit Zero Emissions Workshop	

Recommendation

Recommend that the Board of Directors authorize the CEO/General Manager to negotiate and execute a contract with CALSTART in an amount not to exceed \$151,307 to provide a zero emissions study and infrastructure workshop subject to review and approval by SunLine's counsel.

Background

Sunline Transit Agency, in partnership with the Southern California Association of Governments (SCAG), received \$9.8 million in discretionary funds under the Federal Transit Administration's (FTA) Low or No Emission Vehicle Deployment Program. The recipient of the funds is SCAG with SunLine being the subrecipient.

This award was for five (5) hydrogen fuel cell electric buses, that have been delivered, and a study by CALSTART. CALSTART is a California non-profit that provides support to the transit industry in the deployment of clean technologies.

CALSTART will provide a study and infrastructure workshop in collaboration with SunLine and multiple industry participants to explore best practices in zero emissions infrastructure and technologies.

CALSTART was named in the grant application and therefore is not subject to a competitive procurement process. The reasoning for this FTA practice is that a discretionary grant is awarded based on the strength of the industry partnerships and substitution of a named grant partner would require FTA approval.

Financial Impact

The \$151,307 for this contract will come from grant funds awarded in FY16 to SCAG for this purpose.

SunLine Transit Agency

DATE: February 27, 2019 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Dean Holm, Facility Engineer

RE: Roofing Repair & Replacement (Division II)

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a contract not to exceed \$127,321 with Vision Roof Services, Inc. for the repair and replacement of the existing roof at the Division II facility subject to review and approval by SunLine's counsel.

Background

The current condition of the roof requires replacement. Along with the yard repaving/demolition project this is the next stage of the Division II renovations. This project will add an additional life span of 15 years to the existing 19,000 square foot Operations and Maintenance buildings.

Financial Impact

This roofing replacement will have a financial impact of \$127,321 which will be obtained from the LTF reserves. This was Board approved through an SRTP amendment in FY19.



PRICE ANALYSIS

	Vision Roof Services	Universal Coatings	Engineer's Estimate
Base Bid			
Contractor's Fee	\$ 12,000.00	\$ 15,985.00	-
Roofing for 11,000	\$ 52,450.00	\$ 143,865.00	-
Total Base Bid	\$ 64,450.00	\$ 159,850.00	\$ 95,000.00
Add Alternate			
Roofing for 8,000 SF	\$ 62,871.00	\$ 97,800.00	\$ 75,000.00
Total Base Bid + Alternate			
Total	\$ 127,321.00	\$ 257,650.00	\$ 170,000.00

	Difference	Delta
Difference between Vision Roof Services and Universal Coatings Total Base Bid	\$ (95,400.00)	59.68%
Difference between Vision Roof Services and Engineer's Estimate	\$ (30,550.00)	32.16%

There was adequate price competition since at least three (3) bidders independently contended for the contract that is to be awarded. Award is based on Total Base Bid price. Castro Roofing was considered unresponsive as they did not submit a sealed bid.

Based on the findings, the prices submitted by the lowest responsive and responsible bidder, Vision Roof Services Total Base Bid price is 59.68% lower than Universal Coatings, and 32.16% lower than SunLine's Engineer's Estimate.

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

Prepared by:

Jennifer Tran, Contracts Administrator

Solicitation List

Al Miller & Sons Roofing Co., Inc.
68-760 Summit Dr.
Cathedral City, CA 92234
peter@almillerroofing.com

Best Contracting Services, Inc.
19027 S. Hamilton Ave.
Gardena, CA 90248
(310) 328-6969
madab@bestcontracting.com

Castro Roofing
P.O Box 122
Thousand Palms, Ca 92276
(760) 343-0042
Richard@castrorooftinginc.com

Ecklund Roofing
117 Arezzo Ct
Palm Desert, Ca 92211
(760) 200-4001
ecklundroofinginc@gmail.com

Palm Desert Roofing
74995 Country Club Dr. Suite 220 #302
Palm Desert, CA 92260
(760) 990-7355
Williamsroofing2000@yahoo.com

Rancho Mirage Roofing
P.O Box 206
Rancho Mirage Ca, 92270
(760) 832-2013
ranchomirageroofing@aol.com

Reliable Roofing
74478 Hwy 111 #115
Palm Desert, CA 92260
(760) 568-1673
Info@Reliableroofingbytgy.com

Suntech Consulting & Roof
Palm Desert, CA 92211
(760) 275-4749
suntechroof@gmail.com

Design Construction
74821 Merle Dr,
Palm Desert, CA 92260
(760) 564-7902
Nachy@aol.com

Vision Roof Services
41905 Boardwalk Suite L
Palm Desert, CA 92211
(760) 600-6183
davebienek@visionroof.net

Universal Coatings
PO Box 11127
Fresno, CA 93771
(559) 233-6300
kim@universalcoatings.net

SunLine Transit Agency

DATE:	February 27, 2019	ACTION
TO:	Finance/Audit Committee Board of Directors	
FROM:	Eric Taylor, Deputy Chief Financial Services	
RE:	Approval of Financial Audit Services	

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a contract with Vavrinek, Trine, Day & Co., LLP for a one (1) year contract with two (2) option years, in an amount not to exceed \$203,500 for financial audit services related to SunLine Transit Agency (STA) and SunLine Services Group (SSG).

Background

SunLine's financial auditors complete multiple required yearly audits for the Agency. The Joint Powers Agreement requires SunLine Transit Agency and SunLine Services Group have an independent audit of its finances conducted annually. In addition, state law requires that recipients of Transportation Development Act (TDA) funds undergo an annual fiscal audit. Furthermore, the Code of Federal Regulations (2 CFR Part 200) requires an entity that expends more than \$750,000 in Federal awards during a fiscal year undergo a Single Audit. This audit requirement further ensures that Federal funds are expended properly.

SunLine utilized the final option year for the previous firm and a new solicitation was issued on December 21, 2018. A total of 18 potential vendors were solicited, in addition to being advertised on SunLine's website, local newspaper the Desert Sun. On January 21, 2019, four (4) proposals were received from Vavrinek, Trine, Day & Co., LLP, The Pun Group, CliftonLarsonAllen LLP and Brown Armstrong. The proposals were evaluated by a committee of three (3) staff members, and it was determined by the committee that Vavrinek, Trine, Day & Co., LLP was the best value for the Agency.

Financial Impact

The financial impact of \$203,500 over three (3) years will be budgeted in STA and SSG's yearly operating budgets.



Price Analysis

	Vavrinek, Trine, Day & Co., LLP	Brown Armstrong	CliftonLarsonAllen	The Pun Group
Year 1 Not to Exceed	\$ 66,500.00	\$ 70,040.00	\$ 80,400.00	\$ 52,000.00
Year 2 Not to Exceed	\$ 67,830.00	\$ 70,040.00	\$ 82,812.00	\$ 52,960.00
Year 3 Not to Exceed	\$ 69,170.00	\$ 70,040.00	\$ 85,295.00	\$ 53,939.20
Total Not to Exceed	\$ 203,500.00	\$ 210,120.00	\$ 248,507.00	\$ 158,899.20

	Difference	Delta
Difference between Vavrinek, Trine, Day & Co., LLP and The Pun Group Total Not to Exceed	\$ 44,600.80	28.07%
Difference between Vavrinek, Trine, Day & Co., LLP and Brown Armstrong Total Not to Exceed	\$ (6,620.00)	3.15%

There was adequate price competition since four (4) proposers 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 Total Not to Exceed price submitted by the highest evaluated proposer, Vavrinek, Trine, Day & Co., LLP is 28.07% higher than The Pun Group, and 3.15% lower than Brown Armstrong. Evaluations were based on evaluation criteria listed in the Request for Proposals and ranked in order of importance: Experience and Past Performance, Experience of Key Personnel, Detailed Work Plan and Price Proposal.

Based on the results, it is determined that the price submitted by Vavrinek, Trine, Day & Co., LLP is considered fair and reasonable.

Jennifer Tran, Contracts Administrator

Solicitation List**Aldrich CPA and Advisors**

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