



SunLine Transit Agency
March 23, 2022
10:45 a.m. – 11:15 a.m.

AGENDA

FINANCE/AUDIT COMMITTEE Regular Meeting

VIA VIDEOCONFERENCE

Pursuant to California Government Code section 54953(e), the Board of Directors regular meeting will be conducted remotely through Zoom. Please follow the instructions below to join the meeting remotely.

INSTRUCTIONS FOR ELECTRONIC PARTICIPATION

Join Zoom Meeting - from PC, Laptop or Phone

<https://us02web.zoom.us/j/82431105618>

Meeting ID: 824 3110 5618

Teleconference Dial In
888-475-4499 (Toll Free)
Meeting ID: 824 3110 5618

One tap mobile
+16699009128,,82431105618#

Phone controls for participants:

The following commands can be used on your phone's dial pad while in Zoom meeting:

- *6 - Toggle mute/unmute
- *9 - Raise hand

For members of the public wishing to submit comment in connection with the Finance/Audit Committee Meeting: public comment requests may be submitted via email to the Clerk of the Board at clerkoftheboard@sunline.org prior to March 22, 2022 at 5:00 p.m. with your name, telephone number and subject of your public comment (agenda item or non-agenda item). Members of the public may make public comments through their telephone or Zoom connection when recognized by the Chair. Those who have submitted a request to speak by the deadline above will be recognized first, then anyone else who wishes to speak will be provided an opportunity to make public comment. If you send written comments, your comments will be made part of the official record of the proceedings and read into the record if they are received by the deadline above.

ITEM

RECOMMENDATION

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. FLAG SALUTE

3. ROLL CALL

4. PRESENTATIONS

5. FINALIZATION OF AGENDA

6. 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.

7. COMMITTEE MEMBER COMMENTS

RECEIVE COMMENTS

8. 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.

[8a\) Checks \\$1,000 and Over Report for January 2022](#)

(PAGE 4-8)

[8b\) Credit Card Statement for January 2022](#)

(PAGE 9-18)

[8c\) Monthly Budget Variance Report for January 2022](#)

(PAGE 19-23)

[8d\) Contracts Signed in Excess of \\$25,000 for
February 2022](#)

(PAGE 24-25)

ITEM

RECOMMENDATION

- | | |
|--|--------------------------------|
| 8e) Union & Non-Union Pension Investment Asset
Summary January 2022 | (PAGE 26-35) |
| 8f) Ridership Report for February 2022 | (PAGE 36-39) |
| 8g) SunDial Operational Notes for February 2022 | (PAGE 40-42) |
| 8h) Metrics for February 2022 | (PAGE 43-60) |
| 8i) Board Member Attendance for February 2022 | (PAGE 61-62) |
| 9. AGREEMENT WITH RESONATE & THRIVE
ASSOCIATES, LLC
(Staff: Brittney Sowell, Chief of Staff) | APPROVE
(PAGE 63) |
| 10. MOBILE HYDROGEN FUELING SYSTEM
(Staff: Rudy Le FLore, Chief Project Consultant) | APPROVE
(PAGE 64-65) |
| 11. ADJOURN | |

SunLine Transit Agency**CONSENT CALENDAR**

DATE: March 23, 2022

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Checks \$1,000 and Over Report January 2022

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.

- The table below identifies the checks \$50,000 and over in the month of January which required signature from the Chair or Vice Chair.

<i>Vendor</i>	<i>Check #</i>	<i>Amount</i>
<i>CREATIVE BUS SALES, INC</i>	<i>688375</i>	<i>\$152,283.42</i>
<i>CREATIVE BUS SALES, INC</i>	<i>688374</i>	<i>\$152,283.42</i>
<i>CREATIVE BUS SALES, INC</i>	<i>688373</i>	<i>\$152,283.42</i>

Recommendation:

Receive and file.

**SunLine Transit Agency
Checks \$1,000 and Over
January 2022**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
CALPERS	Group Health Ins Premiums	688527	01/28/2022	378,328.09
PERMA - INSURANCE	General Liability & Workers Comp Premium	688550	01/28/2022	189,319.43
CREATIVE BUS SALES, INC,	WIP- FY2020 Replacement & Exp of Paratransit Buses	688375	01/13/2022	152,283.42
CREATIVE BUS SALES, INC,	WIP- FY2020 Replacement & Exp of Paratransit Buses	688374	01/13/2022	152,283.42
CREATIVE BUS SALES, INC,	WIP- FY2020 Replacement & Exp of Paratransit Buses	688373	01/13/2022	152,283.42
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	688517	01/26/2022	116,939.47
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	688422	01/13/2022	113,903.66
ELEMENT MARKETS RENEWABLE ENERGY, LLC	Utilities	688295	01/06/2022	81,153.08
SO CAL GAS CO.	Utilities	688417	01/13/2022	44,465.50
ROBERT HALF	Temporary Help	688411	01/13/2022	35,720.65
TEC EQUIPMENT, INC.	Inventory Repair Parts	688507	01/26/2022	33,973.52
CALIFORNIA DEPARTMENT OF TAX & FEE	Annual Use Fuel Tax for 2021	688447	01/26/2022	31,179.00
BURKE, WILLIAMS & SORENSEN, LLP	Legal Service	688441	01/26/2022	31,009.52
IMPERIAL IRRIGATION DIST	Utilities	688470	01/26/2022	29,610.15
MICHELIN NORTH AMERICA, INC.	Lease Tires Services	688480	01/26/2022	24,436.52
MICHELIN NORTH AMERICA, INC.	Lease Tires Services	688311	01/06/2022	23,935.52
ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS	Consulting-General	688345	01/06/2022	22,303.42
NICE AMERICA RESEARCH	Hydrogen Fuel	688546	01/28/2022	20,848.25
RESONATE AND THRIVE ASSOCIATES, LLC	Consulting-General	688478	01/26/2022	20,687.50
WSP USA INC.	TDM & Vanpool Program	688431	01/13/2022	20,303.11
APPLE VALLEY COMMUNICATIONS, INC.	WIP-Boardroom Equipment Upgrade	688356	01/13/2022	19,419.97
BALLARD POWER SYSTEMS	Inventory Repair Parts	688278	01/06/2022	18,085.85
THE LEFLORE GROUP LLC	Projects Consultant	688329	01/06/2022	16,638.75
PRUDENTIAL OVERALL SUPPLY	Uniforms	688322	01/06/2022	16,611.31
ROBERT HALF	Temporary Help	688326	01/06/2022	16,311.24
ROBERT HALF	Temporary Help	688554	01/28/2022	15,910.69
R.S. HUGHES COMPANY	Emergency Preparedness Supplies	688492	01/26/2022	15,046.20
ROBERT HALF	Temporary Help	688497	01/26/2022	14,605.27
UNUM	Group Dental & Vision Premiums	688502	01/26/2022	13,701.49
COACHELLA VALLEY TAXI	SunRide Ride Share Expenses	688474	01/26/2022	13,208.66
NFI PARTS	Inventory Repair Parts	688270	01/06/2022	12,917.35
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	688561	01/28/2022	12,452.83
WSP USA INC.	TDM & Vanpool Program	688344	01/06/2022	12,392.97
OLD GREEN HOUSE LLC	Planning Consultant	688327	01/06/2022	12,000.00
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	688330	01/06/2022	11,911.74
VERIZON WIRELESS	Wireless Telephone Service	688427	01/13/2022	11,537.64
CALIFORNIA DEPARTMENT OF TAX & FEE	Annual Exempt Bus Operator Use Fuel Tax 2021	688445	01/26/2022	10,819.00
SC FUELS	Lubricants- Oil	688500	01/26/2022	10,594.08
TOOLTOPIA, LLC.	WIP-Misc Maintenance Equipment Projects	688514	01/26/2022	9,700.32

**SunLine Transit Agency
Checks \$1,000 and Over
January 2022**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
JANEK CORPORATION THE	Inventory Repair Parts	688387	01/13/2022	9,458.75
KELLERMEYER BERGENSONS SERVICES, LLC	Janitorial Service	688389	01/13/2022	8,718.87
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	688405	01/13/2022	8,585.95
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	688499	01/26/2022	8,339.57
CMD CORPORATION	Inventory Repair Parts	688368	01/13/2022	8,302.82
MOTOR COACH INDUSTRIES, INC.	Bus lease	688482	01/26/2022	8,081.25
NICE AMERICA RESEARCH	Hydrogen Fuel	688484	01/26/2022	7,897.32
AGREEMENT DYNAMICS, INC.	ATU Negotiations	688273	01/06/2022	7,802.88
GENFARE	Printing Expense	688383	01/13/2022	7,785.55
LAWCX	WC-Insurance Premium	688476	01/26/2022	7,697.00
KELLERMEYER BERGENSONS SERVICES, LLC	Janitorial Service	688307	01/06/2022	7,650.00
TEC EQUIPMENT, INC.	Inventory Repair Parts	688335	01/06/2022	7,474.08
ADVANCED WEB OFFSET, INC.	Printing Expense	688348	01/13/2022	7,028.53
SONSRAY FLEET SERVICES	Inventory Repair Parts	688557	01/28/2022	6,945.43
HEPTAGON SEVEN CONSULTING, INC.	WIP-Coachella Transit Hub	688536	01/28/2022	6,877.92
GILLIG LLC	Inventory Repair Parts	688468	01/26/2022	6,841.71
AMALGAMATED TRANSIT UNION	Union Dues	688352	01/13/2022	6,651.43
AMALGAMATED TRANSIT UNION	Union Dues	688439	01/26/2022	6,651.43
GARON WYATT INVESTIGATIVE SERVICES, LLC.	Insurance Losses	688467	01/26/2022	6,628.69
SOCALGAS	Utilities	688418	01/13/2022	6,608.17
COACHELLA VALLEY TAXI	SunRide Ride Share Expenses	688396	01/13/2022	6,488.34
NAPA AUTO PARTS	Inventory Repair Parts	688399	01/13/2022	6,220.48
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	688464	01/26/2022	5,736.40
CMD CORPORATION	Inventory Repair Parts	688285	01/06/2022	5,701.68
NFI PARTS	Inventory Repair Parts	688524	01/28/2022	5,523.04
AMERICAN SECURITY GROUP	Camera Maintenance Agreement	688353	01/13/2022	5,433.66
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	688364	01/13/2022	5,345.44
ADMIRAL SECURITY SERVICES, INC.	Security Guard Service	688347	01/13/2022	5,153.05
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	688328	01/06/2022	5,118.13
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	688458	01/26/2022	5,025.97
US BANK VOYAGER FLEET SYSTEMS	Unleaded/Diesel Fuel	688425	01/13/2022	4,769.96
CDW GOVERNMENT, INC	Fixed Assets-Computer Equipment	688528	01/28/2022	4,665.00
OMNITRACS, LLC	Inventory Repair Parts	688317	01/06/2022	4,509.22
SC FUELS	Lubricants- Oil	688331	01/06/2022	4,458.15
AIR & LUBE SYSTEMS INC	Equipt Repairs-Shop Equipment	688274	01/06/2022	4,442.51
DOCUSIGN, INC.	Computer/Network Software Agmt	688457	01/26/2022	4,416.00
PROMELI VIDEOWORKS	Sunline Events Expense	688284	01/06/2022	4,370.04
TWO KNIGHTS INSURANCE SERVICES	Benefit Management Expenses	688512	01/26/2022	3,888.85
TPX COMMUNICATIONS	Communication Service	688515	01/26/2022	3,844.96

**SunLine Transit Agency
Checks \$1,000 and Over
January 2022**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
YELLOW CAB OF THE DESERT	Taxi Voucher Program	688522	01/26/2022	3,820.81
AMETZA ARIZONA, LLC.	Lubricants- Oil	688354	01/13/2022	3,607.41
WE THE CREATIVE	Consulting-General	688388	01/13/2022	3,499.42
GRAINGER	Shop Supplies	688301	01/06/2022	3,458.06
TIME WARNER CABLE	Utilities	688513	01/26/2022	3,248.68
PRUDENTIAL OVERALL SUPPLY	Uniforms	688408	01/13/2022	3,210.30
JOHNSON EQUIPMENT COMPANY	WIP-Purchase Administrative Vehicles	688472	01/26/2022	3,158.00
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	688488	01/26/2022	3,149.75
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	688432	01/13/2022	3,097.96
IMPERIAL IRRIGATION DIST	Utilities	688303	01/06/2022	3,051.96
JESSE FRESCAS JR.	Public Works Technical Support	688541	01/28/2022	3,040.00
FORENSIC DRUG TESTING SERVICES	Alcohol & Drug Testing	688533	01/28/2022	2,884.50
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	688442	01/26/2022	2,856.31
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	688448	01/26/2022	2,812.14
HOME DEPOT CREDIT SERVICES	Facility Maintenance	688537	01/28/2022	2,776.26
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	688362	01/13/2022	2,742.91
GRAINGER	Shop Supplies	688469	01/26/2022	2,732.17
BEST BUY BUSINESS ADVANTAGE ACCOUNT	Computer Supplies	688545	01/28/2022	2,701.32
CALIFORNIA DEPARTMENT OF TAX & FEE	Quarterly Used Sale Tax	688446	01/26/2022	2,641.00
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	688269	01/06/2022	2,606.52
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	688523	01/28/2022	2,600.90
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	688435	01/26/2022	2,590.79
VALLEY SANITARY DISTRICT	Annual Sewer Service Permit	688520	01/26/2022	2,374.13
HIRERIGHT, LLC	Background Service	688386	01/13/2022	2,361.73
DESERT AIR CONDITIONING, INC.	Air Conditioning Expenses	688291	01/06/2022	2,214.15
TRAPEZE SOFTWARE GROUP INC.	Consulting	688338	01/06/2022	2,187.50
ZOOM VIDEO COMMUNICATION, INC.	Computer/Network Software Agmt	688433	01/13/2022	2,169.40
VALLEY OFFICE EQUIPMENT, INC.	Copier Service	688426	01/13/2022	2,140.54
CALIFORNIA DEPARTMENT OF TAX & FEE	Annual User Use Fuel Tax for 2021	688444	01/26/2022	1,962.00
PAUL ASSOCIATES	Printing Expenses	688549	01/28/2022	1,961.53
R.S. HUGHES COMPANY	Emergency Preparedness Supplies	688324	01/06/2022	1,890.95
TRANSIT RESOURCES, INC.	Repair Claims	688337	01/06/2022	1,883.94
ROBERT HALF	Temporary Help	688413	01/13/2022	1,770.78
MSC INDUSTRIAL SUPPLY CO	Shop Supplies	688313	01/06/2022	1,758.08
PLAZA TOWING, INC.	Towing Services	688491	01/26/2022	1,755.00
SWRCB ACCOUNTING OFFICE	Annual Permits & Licenses	688506	01/26/2022	1,738.00
COMPLETE COACH WORKS	Inventory Repair Parts	688288	01/06/2022	1,655.00
CPAC INC.COM	Computer/Network Software Agmt	688289	01/06/2022	1,575.00
ALLIED REFRIGERATION, INC	Freon Coolant	688276	01/06/2022	1,562.38

**SunLine Transit Agency
Checks \$1,000 and Over
January 2022**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
WALTERS WHOLESALE ELECTRIC CO.	WIP-Five Replacement Zero Emission Relief Cars	688429	01/13/2022	1,555.14
FRONTIER COMMUNICATIONS	Utilities- OPS Bldg	688466	01/26/2022	1,525.00
QWIKTARP INC.	Facility Maintenance	688323	01/06/2022	1,502.19
WESTGATE CENTER FOR LEADERSHIP	Travel-Meeting/Seminars	688343	01/06/2022	1,500.00
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	688555	01/28/2022	1,473.09
MILE3 WEB DEVELOPMENT	Website Maintenance	688398	01/13/2022	1,470.00
ALPHA MEDIA LLC	Anti-Human Trafficking Campaing	688351	01/13/2022	1,350.00
NETFILE, INC	Board Meeting Expenses	688483	01/26/2022	1,350.00
INLAND LIGHTING SUPPLIES, INC.	Electrical Related Expenses	688305	01/06/2022	1,338.95
BROADLUX, INC.	Contract Services-General	688358	01/13/2022	1,242.00
DESERT PARADISE CONSTRUCTION, LLC	Technical Support Services	688293	01/06/2022	1,200.00
QUICK FIX AUTO GLASS	Repair Parts-Fixed Route	688275	01/06/2022	1,200.00
GILLIG LLC	Inventory Repair Parts	688384	01/13/2022	1,111.51
CUMMINS SALES AND SERVICE	Repair Parts-Fixed Route	688290	01/06/2022	1,098.08
GRAINGER	Electrical Related Expenses	688385	01/13/2022	1,096.38
FULTON DISTRIBUTING	Bus Stop Supplies	688298	01/06/2022	1,059.08
C V WATER DISTRICT	Utilities	688453	01/26/2022	1,056.53
DS AIR	Materials & Supplies	688283	01/06/2022	1,053.62
BOBBY BRAZIL	Reimburse Expenses	688279	01/06/2022	1,000.00
QUADIENT FINANCE USA, INC.	Postage	688552	01/28/2022	1,000.00
Total Checks Over \$1,000	\$2,310,399.09			
Total Checks Under \$1,000	\$45,903.62			
Total Checks	\$2,356,302.71			

SunLine Transit Agency
CONSENT CALENDAR

DATE: March 23, 2022

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Credit Card Statement for January 2022

Summary:

The attached report summarizes the Agency's credit card expenses for January 2022. Credit card transactions through the CEO/General Manager credit card align with the statement closing date of February 3, 2022. The report also summarizes transactions for the credit card utilized for Procurement which aligns with the statement closing date of January 31, 2022, for the reporting period.

Recommendation:

Receive and file.

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 2/3/2022

Name on Card: Lauren Skiver

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1	1/6/2022	1/7/2022	Party Time Rentals	Party Time Rentals - Tent and Table Rental Deposit; City of Indio & SunLine Transit Agency: Submerged Liquid Hydrogen Pump event		\$1,000.00
2	1/13/2022	1/13/2022	Panera Bread	Panera Bread Catering Order; TDA Performance Audit Meeting with Audit Firm		\$68.81
3	1/27/2022	1/28/2022	Firehouse Subs	Firehouse Subs Catering Order; ATU and SunLine Negotiations Meeting		\$238.91
4	1/31/2022	2/1/2022	CALACT	CALACT 2022 Spring Conference & Expo April 19-22, 2022 - Registration; Lauren Skiver, CEO/General Manager; Brittney Sowell, Chief of Staff; Vanessa Mora, Chief of Safety; Frank Rytych, Chief of Maintenance		\$2,080.00
Credits and Charges:					\$0.00	\$3,387.72



SUB ACCOUNT MEMO STATEMENT

Prepared For	SUNLINE TRANSIT LAURA SKIVER
Sub Account Number	[REDACTED]
Statement Closing Date	02/03/22
Next Statement Date	03/03/22

For Customer Service Call:
800-231-5511

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

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

Sub Account Summary

Purchases and Other Charges	+	\$3,387.72
Cash Advances	+	\$0.00
Credits	-	\$0.00
Statement Total		\$3,387.72

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

Sub Account Transactions

Trans	Post	Reference Number	Description	Credits	Charges
01/06	01/07	2449215QNS0PE7JVN	PP*PARTYTIMERE 402-935-2244 CA		
01/13	01/13	2469216QX2XBEV18X	PANERA BREAD #601771 O 760-895-6948 CA		1,000.00
01/27	01/28	2475542DQ3TAR8LRM	THE OFFICE EXPRESS 800-3675402 CA		68.81
01/31	02/01	2449215DFJHTDTAXH	CALACT.ORG HTTPSCALACT.OCA		238.91
02/03	02/03	000000000000COMPC	TOTAL PURCHASES \$3,387.72		2,080.00
			TOTAL \$3,387.72		

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

Wells Fargo News

The Business Elite Online Reporting® service that is currently housed on a third-party site has moved to Wells Fargo Online Banking. All previously saved reports on the third-party site must be downloaded and saved by 1/31/2022. Effective February 1, 2022 the reporting service will only be available through Wells Fargo Online Banking and you will no longer have access to reports that were saved on the previous site.

- To access Business Elite card reports, sign on to Wells Fargo Business Online:
- Then select "Accounts"
 - Under "Manage Cards", select "Business Credit Card Center"
 - Then go to "Spending Reports"

Visit the Business Credit Card Center and start simplifying your expense tracking today.

Take advantage of the features that come with Online Banking:

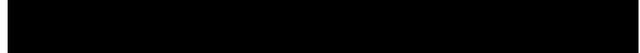
- Messages and alerts: Stay informed about your account with updates sent to your email or mobile phone.
- Wells Fargo Card Design Studio® service: Make your card as unique as your business. Customize your card design with this free service.
- Automatic Payments: Never miss a payment, avoid late charges and protect your credit rating.

See reverse side for important information.



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

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



Print address or phone changes: _____
Work () _____

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

SUNLINE TRANSIT
LAURA SKIVER 52518
32505 HARRY OLIVER TRL
THOUSAND PALMS CA 92276-3501 MSP 255

If your card is ever lost or stolen

Please notify us immediately by calling: **1-800-231-5511**.

Questions about your statement

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

For all your personal or business financial service needs, visit us at www.wellsfargo.com

Important payment information

Payments made at a Wells Fargo branch

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

Payments by mail

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

Payments by phone

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

Payments made using Wells Fargo Online Banking or Wells Fargo Mobile

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

Automatic Payments

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

Timing of payment by mail or payments made at a Wells Fargo branch

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

When a payment is considered late

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

Promotional rates

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

Sunline Transit Agency Visa Credit Card Statement

Closing Date: 1/31/2022

Name on Card: Walter Watcher (Procurement Card)

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1	1/3/2022	1/3/2022	Amazon	Alexa for Business subscription		\$ 6.40
2	1/3/2022	1/4/2022	Amazon	Doorbell button for parts warehouse		\$ 20.44
3	1/4/2022	1/5/2022	JSO Wood Prod.	Fog Gray Melamine Edgebanding Roll		\$ 38.03
4	1/9/2022	1/10/2022	Amazon	Mouse Pads Bundle Stitched Edges		\$ 33.39
5	1/14/2022	1/17/2022	Cal Chamber	2022 Employment Posters		\$ 176.13
6	1/14/2022	1/17/2022	Amazon	Liftmaster wheels		\$ 200.60
7	1/14/2022	1/17/2022	C.P. Generator	Alternator for bus # 2008 - Route 10		\$ 3,000.00
8	1/18/2022	1/19/2022	Best Buy	iPhone Reset/Unlock Service		\$ 159.96
9	1/18/2022	1/19/2022	Interlight	Light sockets for LPS fixtures		\$ 357.57
10	1/18/2022	1/20/2022	Pilot (Flying)	Fuel for Bus # 2009 - Route 10		\$ 87.93
11	1/19/2022	1/20/2022	Pilot (Flying)	Fuel for Bus # 2009 - Route 10		\$ 362.61
12	1/18/2022	1/20/2022	Pilot (Flying)	Fuel for Bus # 2009 - Route 10		\$ 300.00
13	1/19/2022	1/20/2022	Ring	Camera subscription yearly 1/20/22-1/19/23		\$ 30.00

Sunline Transit Agency Visa Credit Card Statement

Closing Date: 1/31/2022

Name on Card: Walter Watcher (Procurement Card)

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
14	1/19/2022	1/20/2022	Ring	Camera subscription yearly 1/20/22-1/19/23		\$ 30.00
15	1/20/2022	1/20/2022	Ring	Camera subscription yearly 1/20/22-1/19/23		\$ 30.00
16	1/20/2022	1/20/2022	Ring	Camera subscription yearly 1/20/22-1/19/23		\$ 30.00
17	1/20/2022	1/20/2022	Ring	Camera subscription yearly 1/20/22-1/19/23		\$ 30.00
18	1/19/2022	1/20/2022	Best Buy	iPhone Reset/Unlock Service - Credit because vendor unable to repair IT equipment	\$ (159.96)	
19	1/21/2022	1/24/2022	Amazon	FC Bus 250 amp fuses		\$ 156.00
19	1/21/2022	1/24/2022	Amazon	FC Bus 250 amp fuses		\$ 12.08
20	1/22/2022	1/24/2022	Amazon	Phone chargers		\$ 37.80
21	1/25/2022	1/26/2022	Amazon	Replacement keyboard laptop		\$ 37.70
22	1/28/2022	1/31/2022	Business Radio Licensing	Filing of two-way radio FCC license renewal		\$ 105.00
23	1/29/2022	1/31/2022	Amazon	Repair - Valve for DI water FC bus		\$ 18.18
24	1/29/2022	1/31/2022	Amazon	Hard drive adapters		\$ 50.08
25	1/30/2022	1/31/2022	Amazon	Replacement laptop battery		\$ 20.46
Credits and Charges					(\$159.96)	\$ 5,330.36



Cardholder Summary

Cardholder Name:	WATCHER, WALTER	Start Date:	01/01/2022
Card Number:	xxxx-xxxx-xxxx	End Date:	01/31/2022
Status:	Open	Reminder Period:	02/01/2022 through 02/05/2022
Charges:	5,170.40 USD	Grace Period:	02/06/2022 through 02/07/2022
Out-of-pocket:	0.00 USD	Approval Period:	02/08/2022 through 02/11/2022
Total Amount:	5,170.40 USD		

Charges

Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
01/03/2022	01/03/2022	No	Amazon Web Services Aws.amazon.co,WA	5039903800 - OTHER SERVICES	Finance(FIN)	No	No	6.40 USD / 6.40
Description Alexa for Business Subscription								
FUND 00 DIVISION								
01/03/2022	01/04/2022	No	Amazon.com Pi17s5ur3 Amzn Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	No	No	20.44 USD / 20.44
Description Replacement Doorbell Parts Department								
FUND 00 DIVISION								
01/04/2022	01/05/2022	No	Jso Wood Products 502-425-2541,KY	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	No	No	38.03 USD / 38.03
Description Facilities - Furniture Repair Parts								
FUND 00 DIVISION								
01/09/2022	01/10/2022	No	Amzn Mktp Us Tc68l3qy3 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	No	No	33.39 USD / 33.39
Description Ten Mouse Pads IT Department								
FUND 00 DIVISION								
01/14/2022	01/17/2022	No	Cal Chamber Of Commerce 8003318877,CA	5090100000 - MEMBERSHIPS AND SUBSCRIPTIONS	Finance(FIN)	No	No	176.13 USD / 176.13
Description HR Employment Posters								
FUND 00 DIVISION								
01/14/2022	01/17/2022	No	Amzn Mktp Us 2c5qg1f23 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	No	No	200.60 USD / 200.60
Description Facilities Replacement Wheels for rolling gates								

FUND 00		DIVISION							
7.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
	01/14/2022	01/17/2022	No	C P Generator Inc Fontana,CA	5049900022 - REPAIR PARTS-SUPPORT VEHICLES	Finance(FIN)	No	No	3,000.00 USD / 3,000.00
	Description Replacement Alternator MCI Bus 2008								
FUND 00		DIVISION							
8.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
	01/18/2022	01/19/2022	No	Best Buy 00001248 Palm Desert,CA	5049900010 - COMPUTER SUPPLIES	Finance(FIN)	No	No	159.96 USD / 159.96
	Description IT Equipment Repair								
FUND 00		DIVISION							
9.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
	01/18/2022	01/19/2022	No	Interlight 2199890060,IN	5040300200 - ELECTRICAL RELATED EXPENDITURE	Finance(FIN)	No	No	357.57 USD / 357.57
	Description Facilities - Light sockets for LPS fixtures								
FUND 00		DIVISION							
10.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
	01/18/2022	01/20/2022	No	Pilot 00007658 Thousand Palm,CA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	No	No	87.93 USD / 87.93
	Description Fuel Bus 2009 - Route 10								
FUND 00		DIVISION							
11.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
	01/19/2022	01/20/2022	No	Pilot 00007658 Thousand Palm,CA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	No	No	362.61 USD / 362.61
	Description Fuel Bus 2009 - Route 10								
FUND 00		DIVISION							
12.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
	01/18/2022	01/20/2022	No	Pilot 00007658 Thousand Palm,CA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	No	No	300.00 USD / 300.00
	Description Fuel Bus 2009 - Route 10								
FUND 00		DIVISION							
13.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
	01/19/2022	01/20/2022	No	Ring Yearly Plan Httpspring.com,CA	5030300011 - COMPUTER/NETWORK SOFTWARE AGMT	Finance(FIN)	No	No	30.00 USD / 30.00
	Description Contact Tracing Camera Subscription - Safety / IT Department								
FUND 00		DIVISION							
14.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
	01/19/2022	01/20/2022	No	Ring Yearly Plan Httpspring.com,CA	5030300011 - COMPUTER/NETWORK SOFTWARE AGMT	Finance(FIN)	No	No	30.00 USD / 30.00
	Description Contact Tracing Camera Subscription - Safety / IT Department								
FUND 00		DIVISION							
15.	Transaction	Posting	Personal	Merchant	General Ledger Code	Unit	Receipt	Receipt	Amount /

Date	Date				Image	Submitted	Original	
01/20/2022	01/20/2022	No	Ring Yearly Plan Httpsring.com,CA	5030300011 - COMPUTER/NETWORK SOFTWARE AGMT	Finance(FIN) No	No	30.00 USD / 30.00	
Description Contact Tracing Camera Subscription - Safety / IT Department								
FUND 00		DIVISION						
16.								
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted	Amount / Original Currency
01/20/2022	01/20/2022	No	Ring Yearly Plan Httpsring.com,CA	5030300011 - COMPUTER/NETWORK SOFTWARE AGMT	Finance(FIN)	No	No	30.00 USD / 30.00
Description Contact Tracing Camera Subscription - Safety / IT Department								
FUND 00		DIVISION						
17.								
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted	Amount / Original Currency
01/20/2022	01/20/2022	No	Ring Yearly Plan Httpsring.com,CA	5030300011 - COMPUTER/NETWORK SOFTWARE AGMT	Finance(FIN)	No	No	30.00 USD / 30.00
Description Contact Tracing Camera Subscription - Safety / IT Department								
FUND 00		DIVISION						
18.								
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted	Amount / Original Currency
01/19/2022	01/20/2022	No	Best Buy 00001248 Palm Desert,CA	5049900010 - COMPUTER SUPPLIES	Finance(FIN)	No	No	(159.96) USD / (159.96)
Description Refund - Vendor unable to repair IT Equipment								
FUND 00		DIVISION						
19.								
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted	Amount / Original Currency
01/21/2022	01/24/2022	No	Amzn Mktp Us T584s8gz3 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	No	No	168.08 USD / 168.08
Description Inventory - FC Bus 250amp Fuses								
FUND 00		DIVISION						
20.								
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted	Amount / Original Currency
01/22/2022	01/24/2022	No	Amzn Mktp Us 4z21x8ku3 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	No	No	37.80 USD / 37.80
Description Phone Chargers - IT Department								
FUND 00		DIVISION						
21.								
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted	Amount / Original Currency
01/25/2022	01/26/2022	No	Amzn Mktp Us lq2ra6wt3 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	No	No	37.70 USD / 37.70
Description Replacement Keyboard for laptop								
FUND 00		DIVISION						
22.								
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted	Amount / Original Currency
01/28/2022	01/31/2022	No	Businessradiolicensing Httpsbusiness,CA	5049900010 - COMPUTER SUPPLIES	Finance(FIN)	No	No	105.00 USD / 105.00
Description Filing of two-way radio FCC license renewal								
FUND 00		DIVISION						
23.								
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted	Amount / Original Currency
01/29/2022	01/31/2022	No	Amzn Mktp Us	5099900002 -	Finance(FIN)	No	No	18.18 USD /

2u9wb2f53
Amzn.com/bill,WA

MISCELLANEOUS
EXPENSES

18.18

Description Repair Parts - Valve for DI water FC bus

FUND 00

DIVISION

24.

Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
01/29/2022	01/31/2022	No	Amzn Mktp Us Q718m6z93 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	No	No	50.08 USD / 50.08

Description Hard Drive adaptors IT Department

FUND 00

DIVISION

25.

Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
01/30/2022	01/31/2022	No	Amzn Mktp Us 2r2cl15u3 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	No	No	20.46 USD / 20.46

Description Replacement Laptop Battery

FUND 00

DIVISION

Total Charges: 5,170.40 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

--End of Report--

SunLine Transit Agency**CONSENT CALENDAR**

DATE: March 23, 2022

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Monthly Budget Variance Report for January 2022

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 fiscal year to date (FYTD) values. The budgetary figures are represented as a straight line budget. Accordingly, the current monthly budget values are calculated by taking 1/12th of the annual budget. The FYTD budget values for the month of January 2022 are equal to 7/12^{ths} of the yearly budget.

Year to Date Summary

- As of January 31, 2022, the Agency's FYTD revenues are \$1,346,406 or 75.61% above the FYTD budget due to large amounts of emission credit and CNG fueling revenue.
- As of January 31, 2022, the Agency's FYTD expenditures are \$1,113,082 or 4.65% below the FYTD budget.

Monthly Spotlight

- Similar to previous months, natural gas expenditures for the month of December exceeded the monthly budget value. The cost increase is attributed to additional outside fuel sales for CNG. The increase in costs are offset by the increase in revenue.

Recommendation:

Receive and file.

SunLine Transit Agency
Budget Variance Report
January 2022

Description	FY22 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY22 FYTD Budget	Positive (Negative)	Percentage Remaining
Operating Revenues:								
Passenger Revenue	938,400	136,261	78,200	58,061	891,917	547,400	344,517	5.0%
Other Revenue	2,114,326	210,408	176,194	34,214	2,235,246	1,233,357	1,001,889	-5.7%
Total Operating Revenue	3,052,726	346,670	254,394	92,276	3,127,162	1,780,757	1,346,406	-2.4%
Operating Expenses:								
Operator & Mechanic Salaries & Wages	9,997,674	717,178	833,140	115,961	5,354,882	5,831,977	477,094	46.4%
Operator & Mechanic Overtime	720,900	101,540	60,075	(41,465)	569,187	420,525	(148,662)	21.0%
Administration Salaries & Wages	6,384,693	467,375	532,058	64,683	3,342,257	3,724,404	382,147	47.7%
Administration Overtime	119,516	9,145	9,960	814	42,023	69,718	27,695	64.8%
Fringe Benefits	10,504,975	908,084	875,415	(32,669)	5,613,117	6,127,902	514,785	46.6%
Communications	250,000	20,197	20,833	636	143,578	145,833	2,255	42.6%
Legal Services	575,000	66,720	47,917	(18,803)	235,910	335,417	99,506	59.0%
Computer/Network Software Agreement	600,000	76,099	50,000	(26,099)	362,070	350,000	(12,070)	39.7%
Uniforms	103,966	5,442	8,664	3,222	39,582	60,647	21,065	61.9%
Contracted Services	696,628	29,911	58,052	28,141	263,521	406,366	142,846	62.2%
Equipment Repairs	8,500	0	708	708	8,090	4,958	(3,132)	4.8%
Security Services	160,000	11,067	13,333	2,266	73,706	93,333	19,628	53.9%
Fuel - CNG	1,516,432	184,920	126,369	(58,550)	1,058,703	884,585	(174,118)	30.2%
Fuel - Hydrogen	845,934	104,694	70,495	(34,200)	638,474	493,462	(145,012)	24.5%
Tires	226,183	16,393	18,849	2,456	113,647	131,940	18,294	49.8%
Office Supplies	70,392	7,543	5,866	(1,677)	30,910	41,062	10,152	56.1%
Travel/Training	96,680	1,761	8,057	6,296	42,604	56,397	13,793	55.9%
Repair Parts	1,494,101	79,841	124,508	44,668	652,280	871,559	219,279	56.3%
Facility Maintenance	41,300	2,842	3,442	600	28,324	24,092	(4,233)	31.4%
Electricity - CNG & Hydrogen	1,230,000	105,730	102,500	(3,230)	691,835	717,500	25,665	43.8%
Natural Gas	1,175,000	171,582	97,917	(73,665)	1,048,583	685,417	(363,166)	10.8%
Water and Gas	10,575	1,270	881	(389)	6,029	6,169	139	43.0%
Insurance Losses	1,950,000	134,198	162,500	28,302	873,208	1,137,500	264,292	55.2%
Insurance Premium - Property	50,000	6,579	4,167	(2,412)	46,050	29,167	(16,883)	7.9%
Repair Claims	50,000	14,886	4,167	(10,719)	28,262	29,167	904	43.5%
Fuel Taxes	94,400	4,822	7,867	3,045	61,878	55,067	(6,811)	34.5%
Other Expenses	4,517,792	445,102	376,483	(68,619)	3,092,169	2,635,379	(456,790)	31.6%
Self Consumed Fuel	(2,487,067)	(278,031)	(207,256)	70,776	(1,655,210)	(1,450,789)	204,421	33.4%
Total Operating Expenses (Before Depreciation)	41,003,574	3,416,890	3,416,965	74	22,805,670	23,918,752	1,113,082	44.4%
Operating Expenses in Excess of Operating Revenue		\$ (3,070,220)			\$ (19,678,507)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	7,262,861	587,565	605,238	17,674	3,765,983	4,236,669	470,686	48.1%
State - LTF, LCTOP	7,135,429	577,256	594,619	17,363	3,699,907	4,162,334	462,427	48.1%
Federal	23,552,558	1,905,400	1,962,713	57,313	12,212,617	13,738,992	1,526,375	48.1%
Total Subsidies	37,950,848	3,070,220	3,162,571	92,350	19,678,507	22,137,995	2,459,488	48.1%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

*Item identified on monthly spotlight.

SunLine Transit Agency
Budget Variance Report
January 2022

Description	FY22 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY22 FYTD Budget	Positive (Negative)	Percentage Remaining
Operating Expenses:								
Wages & Benefits	27,727,758	2,203,323	2,310,647	107,323	14,921,465	16,174,526	1,253,060	46.2%
Services	4,020,568	403,063	335,047	(68,016)	2,353,378	2,345,331	(8,047)	41.5%
Fuels & Lubricants	2,525,519	302,788	210,460	(92,328)	1,796,746	1,473,219	(323,527)	28.9%
Tires	226,183	16,393	18,849	2,456	113,647	131,940	18,294	49.8%
Materials and Supplies	1,915,038	122,904	159,587	36,683	925,680	1,117,106	191,425	51.7%
Utilities	2,699,927	308,442	224,994	(83,449)	1,947,696	1,574,957	(372,738)	27.9%
Casualty & Liability	3,305,200	269,413	275,433	6,021	1,750,754	1,928,033	177,280	47.0%
Taxes and Fees	94,400	4,822	7,867	3,045	61,878	55,067	(6,811)	34.5%
Miscellaneous Expenses	976,048	63,773	81,337	17,565	589,635	569,361	(20,274)	39.6%
Self Consumed Fuel	(2,487,067)	(278,031)	(207,256)	70,776	(1,655,210)	(1,450,789)	204,421	33.4%
Total Operating Expenses (Before Depreciation)	41,003,574	3,416,890	3,416,965	74	22,805,670	23,918,752	1,113,082	44.4%
Revenues:								
Passenger Revenue	938,400	136,261	78,200	58,061	891,917	547,400	344,517	5.0%
Other Revenue	2,114,326	210,408	176,194	34,214	2,235,246	1,233,357	1,001,889	-5.7%
Total Operating Revenue	3,052,726	346,670	254,394	92,276	3,127,162	1,780,757	1,346,406	-2.4%
Net Operating Gain (Loss)		\$ (3,070,220)			\$ (19,678,507)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	7,262,861	587,565	605,238	17,674	3,765,983	4,236,669	470,686	48.1%
State - LTF, LCTOP	7,135,429	577,256	594,619	17,363	3,699,907	4,162,334	462,427	48.1%
Federal - CMAQ,5307,5309,5310,5311,5311(f),5312	23,552,558	1,905,400	1,962,713	57,313	12,212,617	13,738,992	1,526,375	48.1%
Total Subsidies	37,950,848	3,070,220	3,162,571	92,350	19,678,507	22,137,995	2,459,488	48.1%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

Budget Variance Analysis - SunLine Transit Agency

Passenger Revenue

- The positive variance in passenger fares is attributed to conservative budget estimates due to unknown ridership impacts due to COVID-19.
- As of January, ridership was at 4.5% above FY21 FYTD totals.
- Total system ridership was 55,108 trips above FY21 FYTD amounts.

Ridership

	FY21-January	FY22-January	Variance	%Δ
Fixed Route	144,321	175,948	31,627	21.9%
Paratransit	5,382	7,505	2,123	39.4%
SolVan	1,420	1,336	(84)	-5.9%
SunRide	26	306	280	-
System Total	151,149	185,095	33,946	22.5%

Ridership

	FYTD-FY21	FYTD-FY22	Variance	%Δ
Fixed Route	1,168,158	1,199,994	31,836	2.7%
Paratransit	37,545	57,551	20,006	53.3%
SolVan	9,272	9,565	293	3.2%
SunRide	26	2,999	2,973	-
System Total	1,215,001	1,270,109	55,108	4.5%

Other Revenue

- The positive variance is attributed to greater external CNG fuel sales, emissions credits revenue and CNG rebate revenue.

Operator & Mechanic Salaries & Wages

- The positive variance in operator and mechanic wage expenditures is attributed to absences and vacant positions.

Operator & Mechanic Overtime

- The negative variance is primarily attributed to required overtime for operators to cover absences.

Administration Salaries & Wages

- The positive variance in administrative salaries and wages is attributed to vacant positions across the Agency.

Administration Overtime

- The positive variance is attributed to vacant positions across the Agency and less than anticipated overtime expenditures.

Fringe Benefits

- Savings in fringe benefit expenditures are associated with vacancies across the Agency.
- Savings in fringe benefits will be reduced in the second half of FY22 due to planned cost increases in calendar year 2022.

Communications

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

Legal Services

- The savings in legal services is attributed to a larger FY22 budget in anticipation of expected legal costs associated with union negotiations which have not yet been fully incurred.

Computer/Network Software Agreement

- Software agreement expenditures are dependent on annual renewals of software agreements.

Uniforms

- Savings in uniform expenditures are related to fewer employees utilizing the entire uniform allowance.

Contracted Services

- The positive variance in contracted services is attributed to expenses which have not yet been incurred.

Equipment Repairs

- The unfavorable variance is primarily attributed to unexpected repairs to a bus lift in the month of September.

Security Services

- Savings in security services are attributed to incurring expenses later than anticipated for remote security monitoring services.

Fuel - CNG

- The negative variance is primarily attributed to increased usage of CNG fixed route vehicles over budgeted estimates for FY22.

Fuel - Hydrogen

- The negative variance is attributed to higher cost per kilogram of H2.

Tires

- The lower tire expenditures are attributed to fewer miles related to the postponement of Level 1 service.

Office Supplies

- Savings in office supply expenses are primarily associated with a reduction in costs due to remote work, lower coin counting equipment expense, and vacancies.

Travel/Training

- COVID-19 restrictions have reduced anticipated training related expenses for staff travel.

Repair Parts

- The positive variance is primarily attributed to lower FYTD expenses related to fixed route repairs.

Facility Maintenance

- The negative variance is attributed to the unexpected replacement of two (2) broken coffee machines in July.

Electricity - CNG & Hydrogen

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

Natural Gas

- The negative variance is attributed to increased natural gas usage due to an increase of CNG sold through outside fuel sales.

Water and Gas

- Water and gas expenses are within an acceptable range of the budget.

Insurance Losses

- Insurance loss experience has not exceeded YTD budgeted expectations.

Insurance Premium - Property

- Insurance premiums for property expenditures increased with completion of new facilities around the property.

Repair Claims

- Repair claim expenses are within an acceptable range of the budget.

Fuel Taxes

- Outside fuel sales are currently \$264,614 above FY21 FYTD amounts.
- For January, sales increased by \$17,680 from the previous month.
- The negative variance in fuel taxes is due to larger outside fleet fuel sales which are offset by an increase in revenue.

Outside Fueling Revenue

	Revenue	Variance FY21 vs. FY22	Variance Previous Month	%Δ FY21 vs FY22	%Δ Previous Month
January FY21	\$ 42,942				
January FY22	\$ 84,128	\$ 41,187	\$ 17,680	95.91%	26.61%
December FY22	\$ 66,448				
FYTD January FY21	\$ 394,334				
FYTD January FY22	\$ 658,948	\$ 264,614		67.10%	

Other Expenses

- Costs vary from month to month depending on the needs of the Agency or when programs are active. The negative variance is primarily attributed to high non-recurring expenses in such as consulting and audit expenses.
- The negative variance is also attributed to higher temporary help costs across multiple departments to cover administrative vacancies.

Self-Consumed Fuel

- The positive variance in self-consumed fuel is due to higher fuel cost.

SunLine Transit Agency
CONSENT CALENDAR

DATE: March 23, 2022 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Contracts Signed between \$25,000 and \$100,000 for February 2022

Summary:

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

- For the month of February 2022, there was one (1) agreement executed between \$25,000 and \$100,000:

Vendor	Purpose	Amount
Mile3 Web Development	Web Hosting and Maintenance Services	\$88,200

Recommendation:

Receive and file.

Contracts Signed Between \$25,000 and \$100,000
February 2022

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Mile3 Web Development	Web Hosting and Maintenance Services	Agency Website	FY22 FY23 FY24 FY25 FY26	\$ 90,000.00	\$ 88,200.00	Executed Agreement

SunLine Transit Agency
CONSENT CALENDAR

DATE: March 23, 2022 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Union & Non-Union Pension Investment Asset Summary January 2022

Summary:

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

Asset Class		Target	Range
Growth Assets			
	Domestic Equity	36.0%	16% - 56%
	International Equity	19.0%	0% - 39%
	Other		0% - 20%
Income Assets			
	Fixed Income	45.0%	25% - 65%
	Other	0.0%	0% - 20%
Real Return Assets		0.0%	0% - 20%
Cash Equivalents		0.0%	0% - 20%

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

Union

Asset Class		Actual	Range
Growth Assets			
	Domestic Equity	36.6%	16% - 56%
	International Equity	19.6%	0% - 39%
	Other	4.9%	0% - 20%
Income Assets			
	Fixed Income	32.3%	25% - 65%
	Other	2.6%	0% - 20%
Real Return Assets		2.6%	0% - 20%
Cash Equivalents		1.3%	0% - 20%

Non-Union

Asset Class		Actual	Range
Growth Assets			
	Domestic Equity	37.0%	16% - 56%
	International Equity	18.9%	0% - 39%
	Other	5.0%	0% - 20%
Income Assets			
	Fixed Income	32.7%	25% - 65%
	Other	2.7%	0% - 20%
Real Return Assets		2.6%	0% - 20%
Cash Equivalents		1.2%	0% - 20%

For the month of January, the market value of assets decreased by \$1,818,186 and \$1,817,039 for the union and non-union plans, respectively. The decrease in the value of assets is due to poor market performance for the month of January.

Month to Month Asset Comparison

Month	Market Value – Union	Market Value – Non-Union
December 2021	\$41,360,595	\$41,369,279
January 2022	\$39,542,409	\$39,552,240
Increase (Decrease)	(\$1,818,186)	(\$1,817,039)

Recommendation:

Receive and file.

Detail of Securities Held & Market Analytics

For the Month Ending **January 31, 2022**

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Bond									
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,146.00	61.13	70,054.98	57.82	66,261.72	(3,793.26)	0.17
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	6,684.00	57.68	385,539.80	57.82	386,468.88	929.08	0.98
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,389.00	60.31	144,080.59	57.82	138,131.98	(5,948.61)	0.35
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	965.00	61.01	58,874.65	57.82	55,796.30	(3,078.35)	0.14
ISHARES PREFERRED&INCOME SECURITIES ETF	464288687	PFF	10,074.00	39.10	393,892.39	37.65	379,286.10	(4,606.29)	0.96
ISHARES PREFERRED&INCOME SECURITIES ETF	464288687	PFF	13,884.00	39.22	544,524.93	37.65	522,732.60	(21,792.33)	1.32
Security Type Sub-Total			35,142.00		1,596,967.34	306.58	1,548,677.58	(48,289.76)	3.92

Exchange-Traded Fund - Equity									
ISHARES CORE S&P MIDCAP ETF	464287507	IJH	2,656.00	276.40	734,118.40	262.54	697,306.24	(36,812.16)	1.76
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	3,251.00	117.36	381,537.03	106.25	345,418.75	(36,118.28)	0.87
SPDR BLOOMBERG CONVERTIBLE SECURITIES ET	78464A359	CWB	3,981.00	88.58	352,636.58	76.82	305,820.42	(46,816.16)	0.77
SPDR BLOOMBERG CONVERTIBLE SECURITIES ET	78464A359	CWB	4,584.00	86.67	397,294.82	76.82	352,142.88	(45,151.94)	0.89
VANGUARD TOTAL INTL STOCK	921909768	VXUS	6,979.00	65.37	456,217.23	61.77	431,092.83	(25,124.40)	1.09
VANGUARD TOTAL INTL STOCK	921909768	VXUS	35,037.00	52.12	1,826,128.44	61.77	2,164,235.49	338,107.05	5.47
VANGUARD TOTAL INTL STOCK	921909768	VXUS	553.00	64.35	35,585.55	61.77	34,158.81	(1,426.74)	0.08
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	1,546.00	226.21	349,720.35	226.81	350,648.26	927.91	0.89
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	433.00	233.92	101,287.36	226.81	98,208.73	(3,078.63)	0.25
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	50,316.00	169.04	8,505,416.64	226.81	11,412,171.96	2,906,755.32	28.86
Security Type Sub-Total			109,336.00		13,139,942.40	1,388.17	16,191,204.37	3,051,261.97	40.93

Money Market Mutual Fund									
FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	507,536.95	1.00	507,536.95	1.00	507,536.95	0.00	1.28
Security Type Sub-Total			507,536.95		507,536.95	1.00	507,536.95	0.00	1.28

Detail of Securities Held & Market Analytics

For the Month Ending **January 31, 2022**

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Mutual Fund - Bond									
BAIRD CORE PLUS BOND - INST	057071870	BCOIX	298,926.95	11.68	3,490,792.18	11.39	3,404,777.94	(86,014.24)	8.61
DOUBLELINE CORE FIXED INCOME I	258620301	DBLFX	173,917.70	10.85	1,886,924.30	10.75	1,869,615.32	(17,308.98)	4.73
MAINSTAY MACKAY HIGH YIELD CORP BD R6	56063N881	MHYSX	63,665.80	5.65	359,860.49	5.46	347,615.28	(12,245.21)	0.88
PACIFIC FUNDS FLOATING RATE INCOME FUND	69447T771	PLFRX	70,831.11	9.77	692,019.94	9.77	692,019.94	0.00	1.75
PRUDENTIAL TOTAL RETRN BND-Q	74440B884	PTRQX	251,580.60	14.87	3,740,340.82	14.11	3,549,802.22	(190,538.60)	8.98
VOYA INTERMEDIATE BOND R6	92913L569	IIBZX	221,670.43	10.64	2,358,772.86	10.02	2,221,137.67	(137,635.19)	5.62
Security Type Sub-Total			1,080,592.59		12,528,710.59	61.50	12,084,968.37	(443,742.22)	30.57
Mutual Fund - Equity									
ARTISAN INTL SMALL-MID	04314H576	APHJX	18,427.07	19.35	356,568.28	18.61	342,927.74	(13,640.54)	0.87
HARDING LOEVNER INTERNATIONAL EQUITY POR	412295107	HLMIX	69,223.48	24.54	1,698,907.07	28.35	1,962,485.72	263,578.65	4.96
HRTFRD SCHR EM MRKT EQ-SDR	41665H789	SEMTX	23,285.38	17.50	407,583.63	19.21	447,312.18	39,728.55	1.13
JENSEN QUALITY GROWTH-Y	476313408	JENYX	24,501.56	49.36	1,209,402.78	62.84	1,539,678.06	330,275.28	3.89
JOHCM INTERNATIONAL SELECT I	46653M849	JOHIX	62,347.11	22.83	1,423,674.52	27.16	1,693,347.54	269,673.02	4.28
MFS EMERGING MARKETS DEBT R6	552746364	MEDHX	28,478.75	14.40	410,054.08	13.99	398,417.74	(11,636.34)	1.01
VANGUARD TOT INST ST IDX - ADM	921909818	VTIAX	0.00	33.33	0.03	33.23	0.03	0.00	0.00
VIRTUS KAR INTL SMALL MID CAP R6	92828W551	VRISX	23,625.50	22.02	520,136.77	20.62	487,157.77	(32,979.00)	1.23
Security Type Sub-Total			249,888.86		6,026,327.16	224.01	6,871,326.78	844,999.62	17.37
Mutual Fund - Other									
COHEN & STEERS INST REALTY SHARES	19247U106	CSRIX	11,298.47	44.19	499,291.61	54.84	619,607.82	120,316.21	1.57
PIMCO COMMODITY REAL RETURN STRATEGY	722005667	PCRIX	143,780.34	6.72	966,756.43	6.83	982,019.71	15,263.28	2.48
PRINCIPAL RE SECURITIES INST FUND	74253Q580	PIREX	19,230.28	26.39	507,537.20	32.43	623,638.12	116,100.92	1.58
Security Type Sub-Total			174,309.09		1,973,585.24	94.10	2,225,265.65	251,680.41	5.63
Separate Account									
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	30,625.00	1.00	30,625.00	100.00	30,625.00	0.00	0.08

Detail of Securities Held & Market Analytics

For the Month Ending **January 31, 2022**

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]									
Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Separate Account									
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	34,300.00	1.00	34,300.00	100.00	34,300.00	0.00	0.09
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	26,454.62	1.00	26,454.62	100.00	26,454.62	0.00	0.07
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	22,050.00	1.00	22,050.00	100.00	22,050.00	0.00	0.06
Security Type Sub-Total			113,429.62		113,429.62	400.00	113,429.62	0.00	0.30
Managed Account Sub-Total			2,270,235.10		35,886,499.30	2,475.36	39,542,409.32	3,655,910.02	100.00
Securities Sub-Total			\$2,270,235.10		\$35,886,499.30	\$2,475.36	\$39,542,409.32	\$3,655,910.02	100.00%
Accrued Interest							\$0.00		
Total Investments							\$39,542,409.32		

Detail of Securities Held & Market Analytics

For the Month Ending **January 31, 2022**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]

Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Bond										
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	2,405.00	60.31	145,045.55	57.82	139,057.10	(5,988.45)	0.35
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	6,667.00	57.68	384,559.22	57.82	385,485.94	926.72	0.97
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	1,113.00	61.13	68,037.69	57.82	64,353.66	(3,684.03)	0.16
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	982.00	61.01	59,911.82	57.82	56,779.24	(3,132.58)	0.14
ISHARES PREFERRED&INCOME SECURITIES ETF		464288687	PFF	10,095.00	39.10	394,713.49	37.65	380,076.75	(14,636.74)	0.96
ISHARES PREFERRED&INCOME SECURITIES ETF		464288687	PFF	13,883.00	39.22	544,485.71	37.65	522,694.95	(21,790.76)	1.32
Security Type Sub-Total				35,145.00		1,596,753.48	306.58	1,548,447.64	(48,305.84)	3.90
Exchange-Traded Fund - Equity										
ISHARES CORE S&P MIDCAP ETF		464287507	IJH	2,662.00	276.40	735,776.80	262.54	698,881.48	(36,895.32)	1.77
ISHARES CORE S&P SMALL-CAP E		464287804	IJR	3,250.00	117.36	381,419.68	106.25	345,312.50	(36,107.18)	0.87
SPDR BLOOMBERG CONVERTIBLE SECURITIES ET		78464A359	CWB	4,590.00	86.67	397,814.84	76.82	352,603.80	(45,211.04)	0.89
SPDR BLOOMBERG CONVERTIBLE SECURITIES ET		78464A359	CWB	3,981.00	88.58	352,636.58	76.82	305,820.42	(46,816.16)	0.77
VANGUARD TOTAL INTL STOCK		921909768	VXUS	632.00	64.35	40,669.20	61.77	39,038.64	(1,630.56)	0.10
VANGUARD TOTAL INTL STOCK		921909768	VXUS	35,085.00	52.12	1,828,630.20	61.77	2,167,200.45	338,570.25	5.48
VANGUARD TOTAL INTL STOCK		921909768	VXUS	6,883.00	65.37	449,941.71	61.77	425,162.91	(24,778.80)	1.08
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	50,331.00	169.04	8,507,952.24	226.81	11,415,574.11	2,907,621.87	28.86
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	1,551.00	226.21	350,851.40	226.81	351,782.31	930.91	0.89
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	433.00	233.92	101,287.36	226.81	98,208.73	(3,078.63)	0.25
Security Type Sub-Total				109,398.00		13,146,980.01	1,388.17	16,199,585.35	3,052,605.34	40.96
Money Market Mutual Fund										
FIRST AMERICAN GOVERNMENT OBLIGATION - Z		31846V567	FGZXX	453,692.57	1.00	453,692.57	1.00	453,692.57	0.00	1.15
Security Type Sub-Total				453,692.57		453,692.57	1.00	453,692.57	0.00	1.15

Detail of Securities Held & Market Analytics

For the Month Ending **January 31, 2022**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]										
Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Mutual Fund - Bond										
BAIRD CORE PLUS BOND - INST		057071870	BCOIX	298,982.25	11.68	3,492,994.86	11.39	3,405,407.83	(87,587.03)	8.61
DOUBLELINE CORE FIXED INCOME I		258620301	DBLFX	177,124.58	10.85	1,922,074.29	10.75	1,904,089.25	(17,985.04)	4.81
MAINSTAY MACKAY HIGH YIELD CORP BD R6		56063N881	MHYSX	63,831.67	5.65	360,797.38	5.46	348,520.93	(12,276.45)	0.88
PACIFIC FUNDS FLOATING RATE INCOME FUND		69447T771	PLFRX	70,841.37	9.77	692,120.21	9.77	692,120.21	0.00	1.75
PRUDENTIAL TOTAL RETRN BND-Q		74440B884	PTRQX	251,627.28	14.87	3,741,754.52	14.11	3,550,460.90	(191,293.62)	8.98
VOYA INTERMEDIATE BOND R6		92913L569	IIBZX	222,217.40	10.64	2,364,886.51	10.02	2,226,618.34	(138,268.17)	5.63
Security Type Sub-Total				1,084,624.55		12,574,627.77	61.50	12,127,217.46	(447,410.31)	30.66
Mutual Fund - Equity										
ARTISAN INTL SMALL-MID		04314H576	APHJX	18,461.23	19.35	357,229.27	18.61	343,563.47	(13,665.80)	0.87
HARDING LOEVNER INTERNATIONAL EQUITY POR		412295107	HLMIX	69,260.02	24.53	1,699,221.72	28.35	1,963,521.45	264,299.73	4.96
HRTFRD SCHR EM MRKT EQ-SDR		41665H789	SEMTX	23,328.88	17.50	408,357.56	19.21	448,147.79	39,790.23	1.13
JENSEN QUALITY GROWTH-Y		476313408	JENYX	24,556.73	49.36	1,212,185.98	62.84	1,543,144.96	330,958.98	3.90
JOHCM INTERNATIONAL SELECT I		46653M849	JOHIX	62,461.83	22.82	1,425,081.56	27.16	1,696,463.43	271,381.87	4.29
MFS EMERGING MARKETS DEBT R6		552746364	MEDHX	28,394.54	14.40	408,841.55	13.99	397,239.64	(11,601.91)	1.00
VANGUARD TOTAL STOCK MARKET INDEX		922908801	VITSX	0.00	75.00	0.03	110.49	0.04	0.01	0.00
VIRTUS KAR INTL SMALL MID CAP R6		92828W551	VRISX	23,667.15	22.02	521,054.57	20.62	488,016.54	(33,038.03)	1.23
Security Type Sub-Total				250,130.38		6,031,972.24	301.27	6,880,097.32	848,125.08	17.38
Mutual Fund - Other										
COHEN & STEERS INST REALTY SHARES		19247U106	CSRIX	11,320.77	44.19	500,277.48	54.84	620,830.95	120,553.47	1.57
PIMCO COMMODITY REAL RETURN STRATEGY		722005667	PCRIX	144,069.91	6.72	968,793.89	6.83	983,997.47	15,203.58	2.49
PRINCIPAL RE SECURITIES INST FUND		74253Q580	PIREX	19,270.47	26.39	508,597.63	32.43	624,941.24	116,343.61	1.58
Security Type Sub-Total				174,661.14		1,977,669.00	94.10	2,229,769.66	252,100.66	5.64
Separate Account										
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	34,300.00	1.00	34,300.00	100.00	34,300.00	0.00	0.09

Detail of Securities Held & Market Analytics

For the Month Ending **January 31, 2022**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]										
Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Separate Account										
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	30,625.00	1.00	30,625.00	100.00	30,625.00	0.00	0.08
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	26,454.62	1.00	26,454.62	100.00	26,454.62	0.00	0.07
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	22,050.00	1.00	22,050.00	100.00	22,050.00	0.00	0.06
Security Type Sub-Total				113,429.62		113,429.62	400.00	113,429.62	0.00	0.30
Managed Account Sub-Total				2,221,081.26		35,895,124.69	2,552.62	39,552,239.62	3,657,114.93	99.99
Securities Sub-Total				\$2,221,081.26		\$35,895,124.69	\$2,552.62	\$39,552,239.62	\$3,657,114.93	99.99%
Accrued Interest								\$0.00		
Total Investments								\$39,552,239.62		

SunLine Transit Agency
CONSENT CALENDAR

DATE: March 23, 2022

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Ridership Report February 2022

Summary:

	Monthly Ridership		Monthly Variance	
	Feb-22	Feb-21	Net	Percent
Fixed Route	175,268	157,101	18,167	11.6%
SolVan	1,234	1,267	-33	-2.6%
SunRide	317	68	249	78.5%
Taxi Voucher*	218	311	-93	-42.7%
SunDial	7,838	5,741	2,097	36.5%
Total	184,875	164,488	20,387	12.4%

*Taxi Voucher rides are included for the system total, however, they are not NTD reportable.

February 2022 Fiscal Year To Date Ridership	
Fiscal Year 2022	1,456,915
Fiscal Year 2021	1,382,075
Ridership Variance	74,840

Fiscal year to date system ridership is up by 74,840 rides or 5.4% compared to the previous fiscal year. The baseline of the attached COVID-19 Recovery charts is calendar year 2020, this allows a comparison of three (3) years.

Recommendation:

Receive and file.



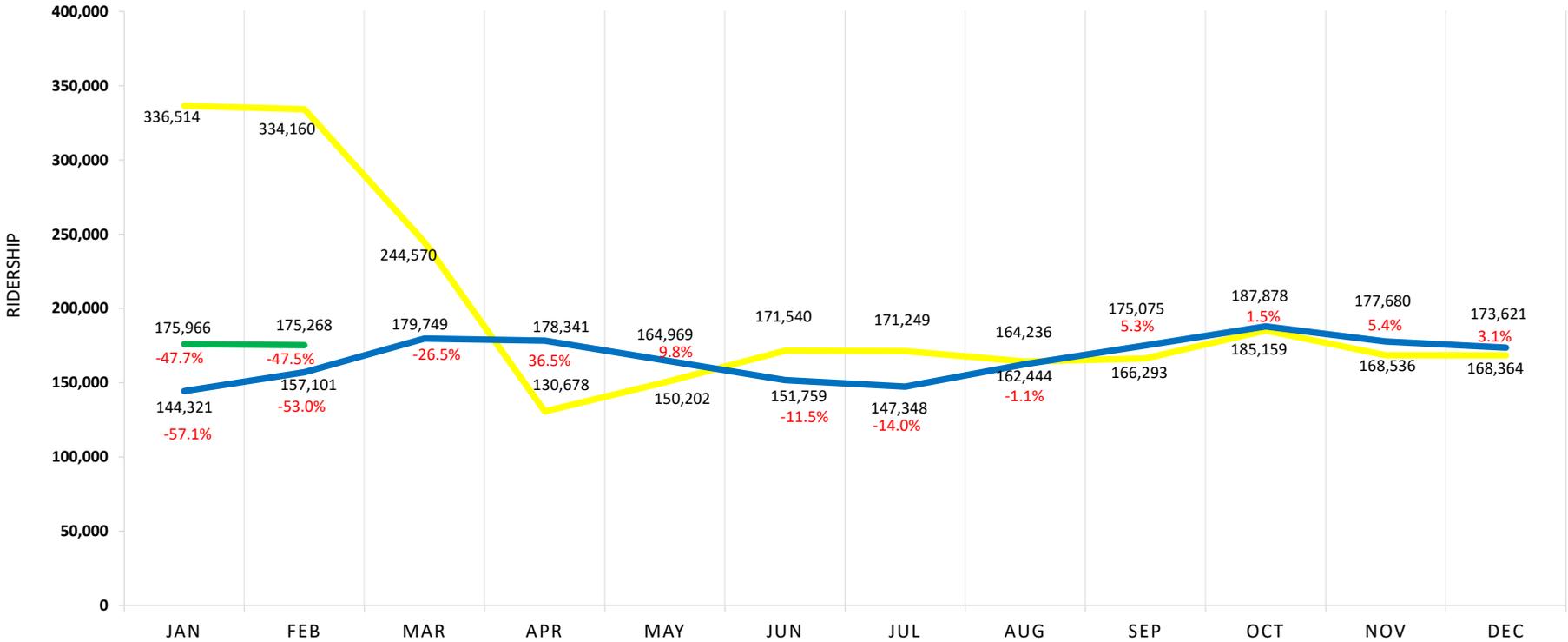
SunLine Transit Agency Monthly Ridership Report February 2022

Fixed Route	Description	Feb 2022	Feb 2021	FY 2022	FY 2021	Monthly KPI		Bikes		Wheelchairs	
				YTD	YTD	Passengers/ Rev. Hours	Passengers/ Rev. Miles	Monthly	FYTD	Monthly	FYTD
Route 1	Coachella - Hwy 111 - Palm Springs	70,539	74,506	566,316	142,967	12.4	0.8	3,078	26,469	520	5,259
Route 2	Desert Hot Springs - Palm Springs - Cathedral City	45,246	45,105	378,126	87,174	17.1	1.2	1,573	13,826	386	3,643
Route 3	Desert Hot Springs - Desert Edge	5,447	3,857	37,925	7,332	11.2	0.7	101	676	56	447
Route 4	Westfield Palm Desert - Palm Springs	15,036	13,664	120,060	26,913	8.1	0.6	632	4,602	58	813
Route 5*	Desert Hot Springs - CSUSB - Palm Desert	1,382	-	6,630	-	4.9	0.2	74	308	2	53
Route 6	Coachella - Fred Waring - Westfield Palm Desert	6,608	3,998	47,484	7,356	4.8	0.4	218	1,565	59	329
Route 7	Bermuda Dunes - Indian Wells - La Quinta	5,414	4,462	41,896	8,355	9.8	0.7	333	2,359	35	399
Route 8	North Indio - Coachella - Thermal/Mecca	10,709	9,033	80,506	16,407	6.8	0.4	220	2,106	84	539
Route 9	North Shore - Mecca - Oasis	5,968	2,476	40,084	4,918	5.4	0.2	34	491	16	380
Route 10*	Indio - CSUSB - San Bernardino - Metrolink	1,305	-	11,345	-	8.7	0.1	13	107	3	30
Route 200 SB*	Palm Springs High School AM Tripper	355	-	2,161	-	30.9	1.4	1	2	-	3
Route 400 SB*	Raymond Cree / Palm Springs HS Tripper	179	-	1,149	-	15.2	1.0	-	3	-	4
Route 401 SB/NB*	Vista Chino / Sunrise PM Tripper	-	-	206	-	8.0	0.6	-	-	-	-
Route 402 NB*	Palm Canyon / Stevens AM Tripper	57	-	319	-	9.1	0.6	-	4	-	-
Route 403 NB*	Vista Chino / Sunrise PM Tripper	195	-	810	-	29.3	1.0	-	2	1	1
Route 500 SB*	Westfield Palm Desert PM Tripper	314	-	1,599	-	32.8	2.1	9	81	-	3
Route 501 NB*	Palm Desert High School AM Tripper	-	-	95	-	13.1	0.9	-	24	-	2
Route 700 SB/NB*	Harris / Washington - Calle Madrid / Ave Vallejo AM Tripper	446	-	2,510	-	21.7	1.4	7	33	-	5
Route 701 SB/NB*	Harris / Washington - Calle Madrid / Ave Vallejo PM Tripper	1,105	-	5,770	-	48.8	3.2	-	35	-	2
Route 800 NB*	Shadow Hills High School AM Tripper	2,304	-	13,327	-	103.7	5.1	-	18	-	4
Route 801 SB*	Jackson / 44th PM Tripper	2,659	-	13,951	-	136.8	8.1	-	1	3	19
Route 802 SB*	Hwy 111 / Golf Center Pkwy PM Tripper	-	-	2,006	-	17.6	0.9	-	1	-	-
Route 803 NB*	Shadow Hills High School AM Tripper	-	-	1,005	-	13.6	0.7	-	1	-	1
Fixed Route Total		175,268	157,101	1,375,280	1,325,259	11.0	0.7	6,293	52,715	1,223	11,936
SolVan		1,234	1,267	10,735	10,539						
SunRide		317	68	3,326	94						
Taxi Voucher		218	311	2,185	2,897						
SunDial		7,838	5,741	65,389	43,286	1.6	0.1				
System Total		184,875	164,488	1,456,915	1,382,075	8.1	0.5				
		Feb-22	Feb-21								
	Weekdays:	20	20								
	Saturdays:	4	4								
	Sundays:	4	4								
	Total Days:	28	28								

*Routes 5, 10, and the Trippers were not active in February 2021. Tripper 501 is no longer active on Level 2 since Route 5 started operations. Tripper 401 is not in service for Level 2.

Fixed Route Ridership COVID-19 Recovery

2020 2021 2022 %VAR. 2020 vs 2021 %VAR. 2020 vs 2022

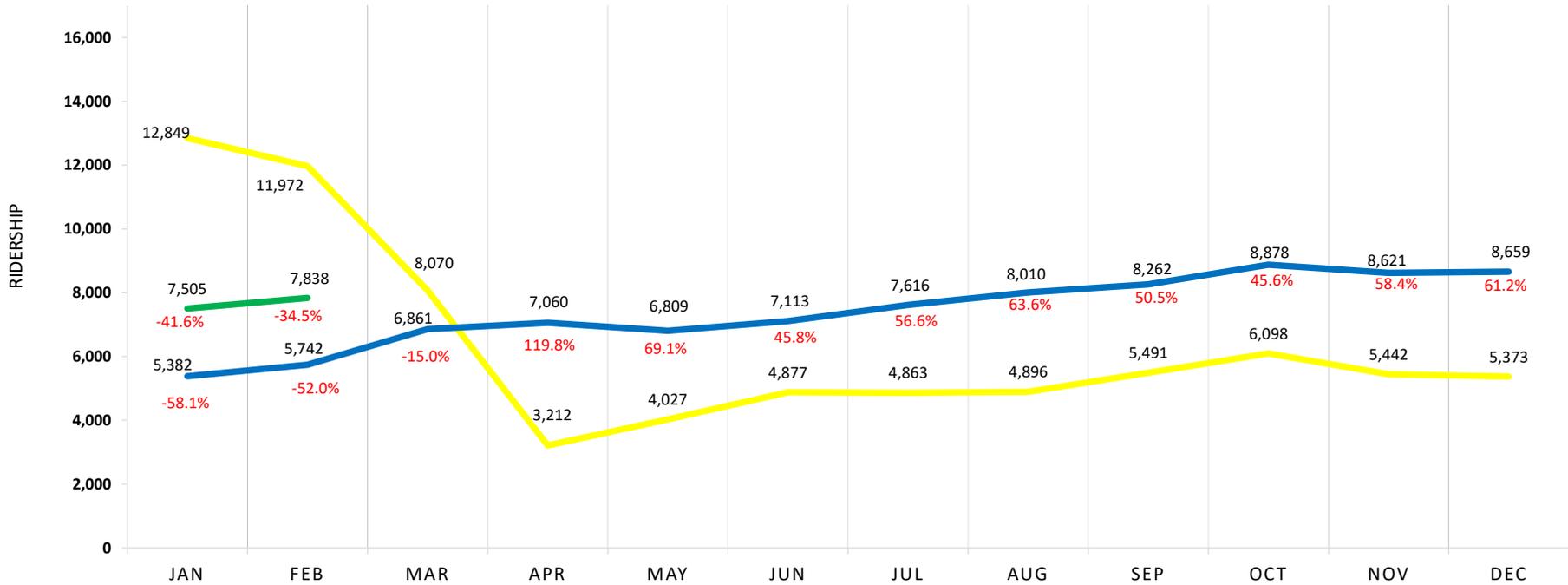


Since March 21, 2020, thru September 4, 2021, SunLine operated at a reduced level of service, Level 3, in response to the COVID-19 disease. January 2021 fixed route ridership was calculated from January 3, 2021, to maintain data integrity of the new Refueled system. January 2020 and February 2020 show pre-pandemic COVID-19 ridership numbers. FY 2022 data includes the resumption of the school trippers in March 2021, and the new Route 10 that started on July 12, 2021. On October 17, 2021, SunLine commenced operations under Level 2. Variances are in red close to their corresponding ridership number. 2021 and 2022 are referring to the baseline of 2020.

Ridership:
 FY 2020 Actual = 3,379,520
 FY 2021 Actual = 2,000,077
 FY 2022 SRTP Predicted = 1,755,235

Paratransit Ridership COVID-19 Recovery

— 2020
 — 2021
 — 2022
 %VAR. 2020 vs 2021
 %VAR. 2020 vs 2022



Beginning January 2022, instead of comparing the ridership to the 2019 pre COVID levels, we will be moving forward with comparing the ridership growth from 2020 and 2021. Variances are in red close to their corresponding ridership number. 2021 and 2022 are referring to the baseline of 2020. January 2020 and February 2020 show pre-pandemic COVID-19 ridership numbers.

SunLine Transit Agency
CONSENT CALENDAR

DATE: March 23, 2022

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: SunDial Operational Notes for February 2022

Summary:

The attached report summarizes SunDial's operation for February 2022. This report identifies that the on-time performance for February exceeded the Agency's internal 85% goal by 1.5%. The total miles decreased by 19 and mobility device boardings increased by 345. Road Supervisors performed 60 onboard inspections and 59 safety evaluations which include pre-trip inspections and trailing evaluations.

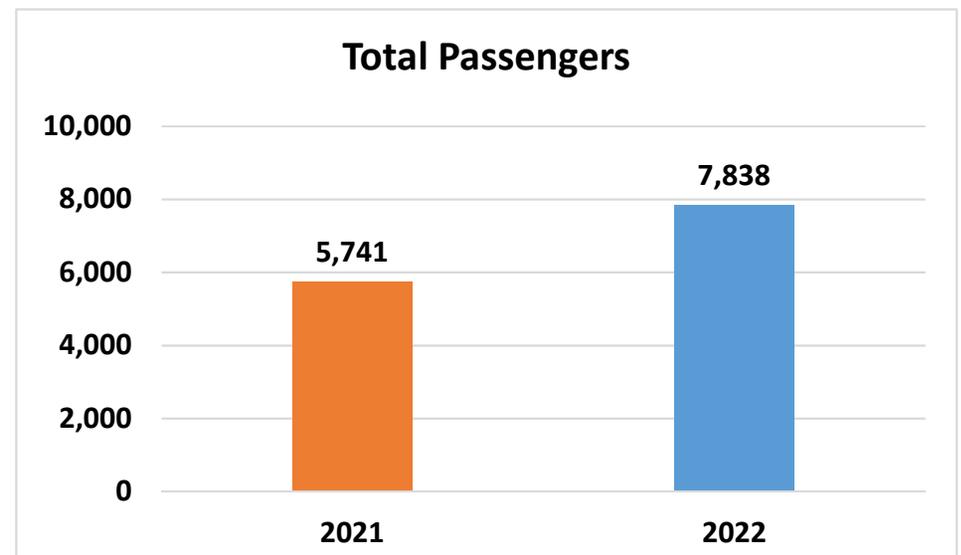
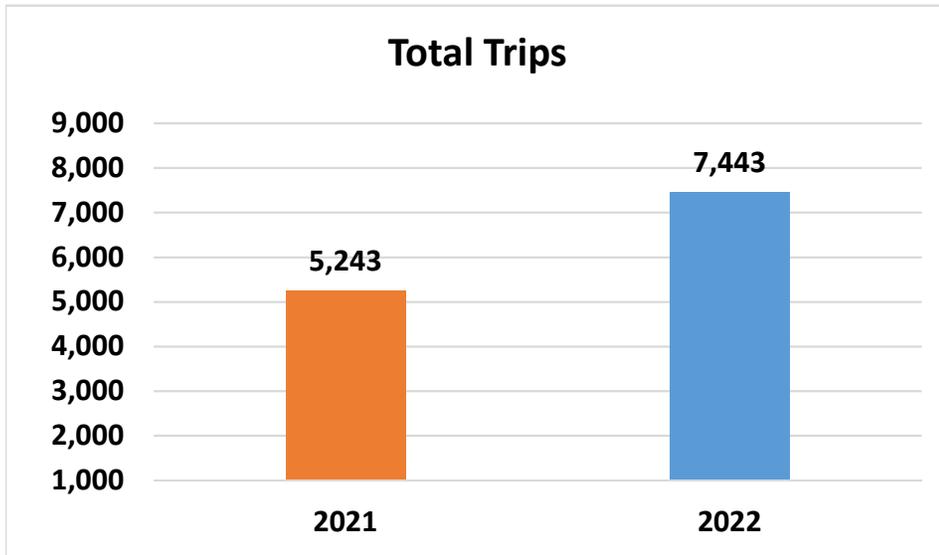
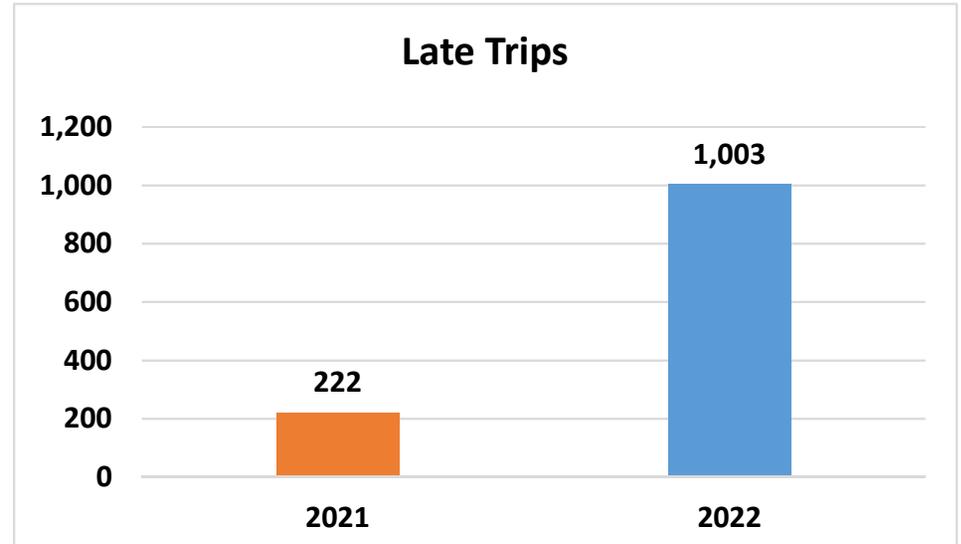
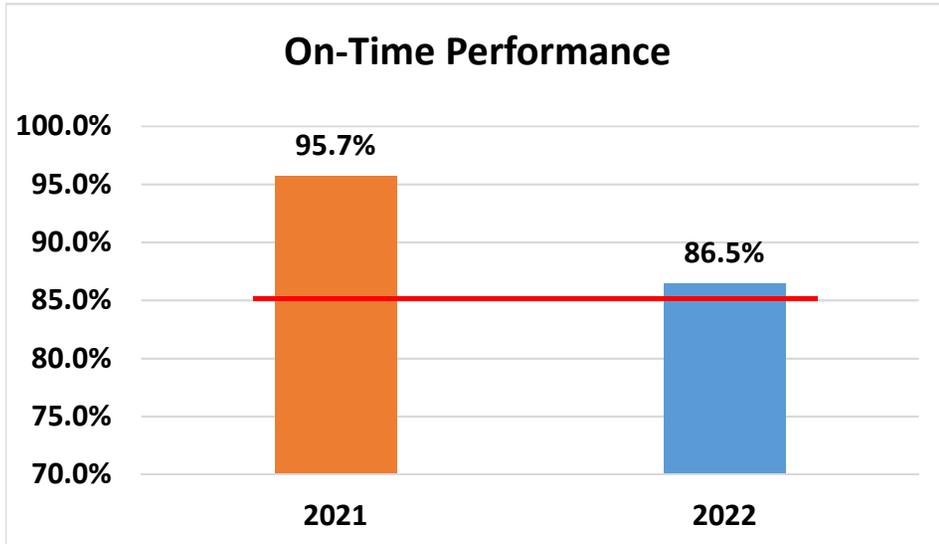
The definition of a late trip is when the vehicle arrives outside of the scheduled 30 minute pick-up window. There was an increase of late trips compared to February 2021, due to a 41.9% increase in total trips 2,200 and a 36.5% increase in total passengers 2,097 along with a shortage in workforce. Staff is being proactive in recruiting new operators by attending job fairs, both locally and regionally, as well as making positive callbacks to applicants that have submitted incomplete applications.

Recommendation:

Receive and file.

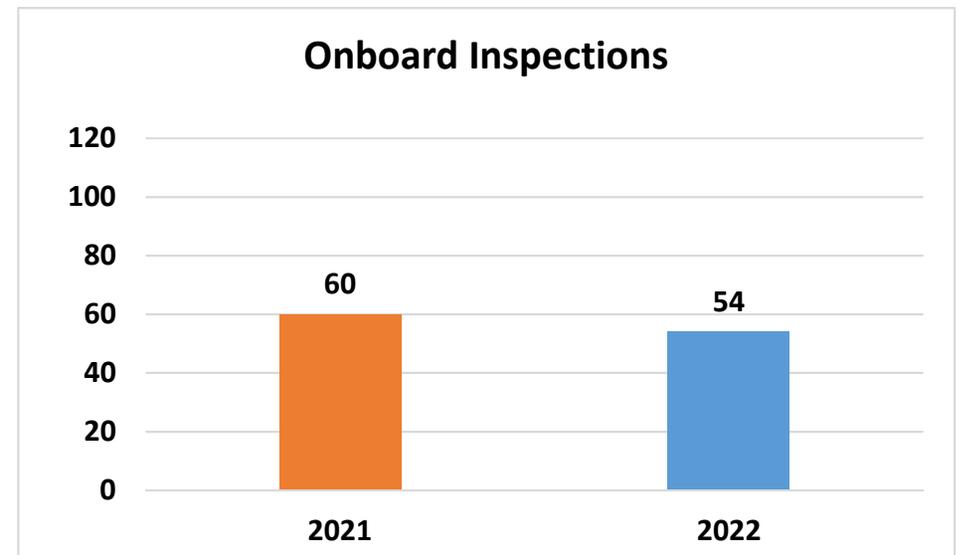
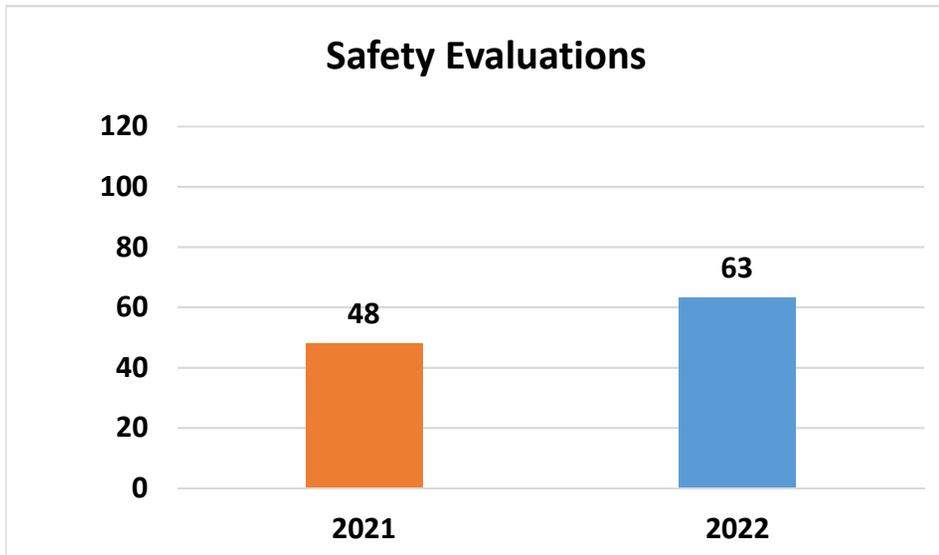
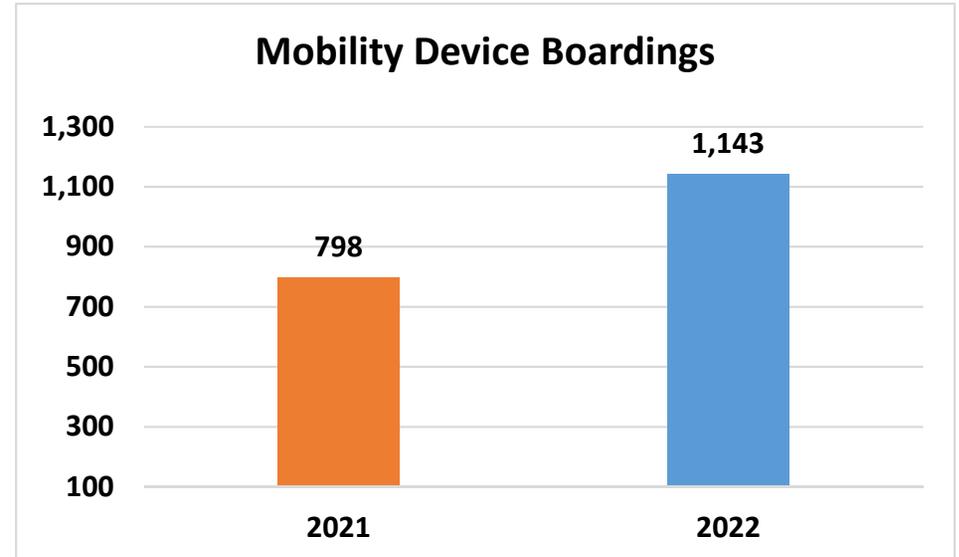
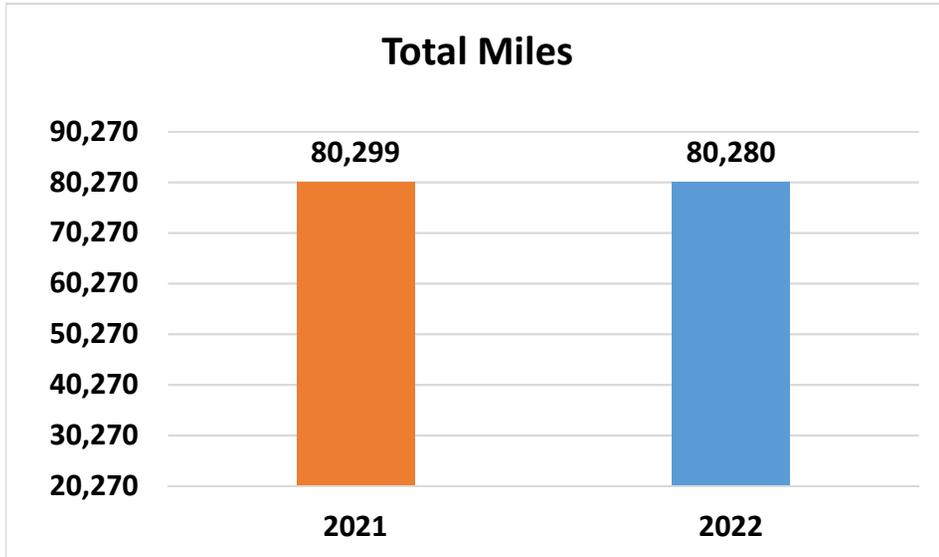
SunDial Operational Charts

February 2021 vs. February 2022



SunDial Operational Charts

February 2021 vs. February 2022



SunLine Transit Agency
CONSENT CALENDAR

DATE: March 23, 2022 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Metrics for February 2022

Summary:

The metrics packet includes data highlighting on-time performance, early departures, late departures, late cancellations, operator absences, advertising revenue and system performance. SunRide performance includes system-wide, trip booking method and geo-fence metrics for Desert Hot Springs/Desert Edge, Palm Desert, Coachella and Mecca/North Shore. Included in this packet is ridership data for the mobile ticketing usage of the Token Transit application and the Haul Pass programs with the various High Schools in the Coachella Valley, College of the Desert (COD) and California State University San Bernardino (CSUSB) Palm Desert Campus.

SunRide

- New metric formatting change due to new technology platform.
- Walk-up rider booking method is eliminated with new technology platform that began January 10, 2022.
- Experiencing short-term fluctuations in ridership among the various geo-fence zones as riders continue to familiarize themselves with the new app technology.
- SunRide On-Time Performance above goals in eight (8) of eight (8) data points.
- Customer satisfaction star-rating goals exceeded in all geo-fence zones.

Fixed Route

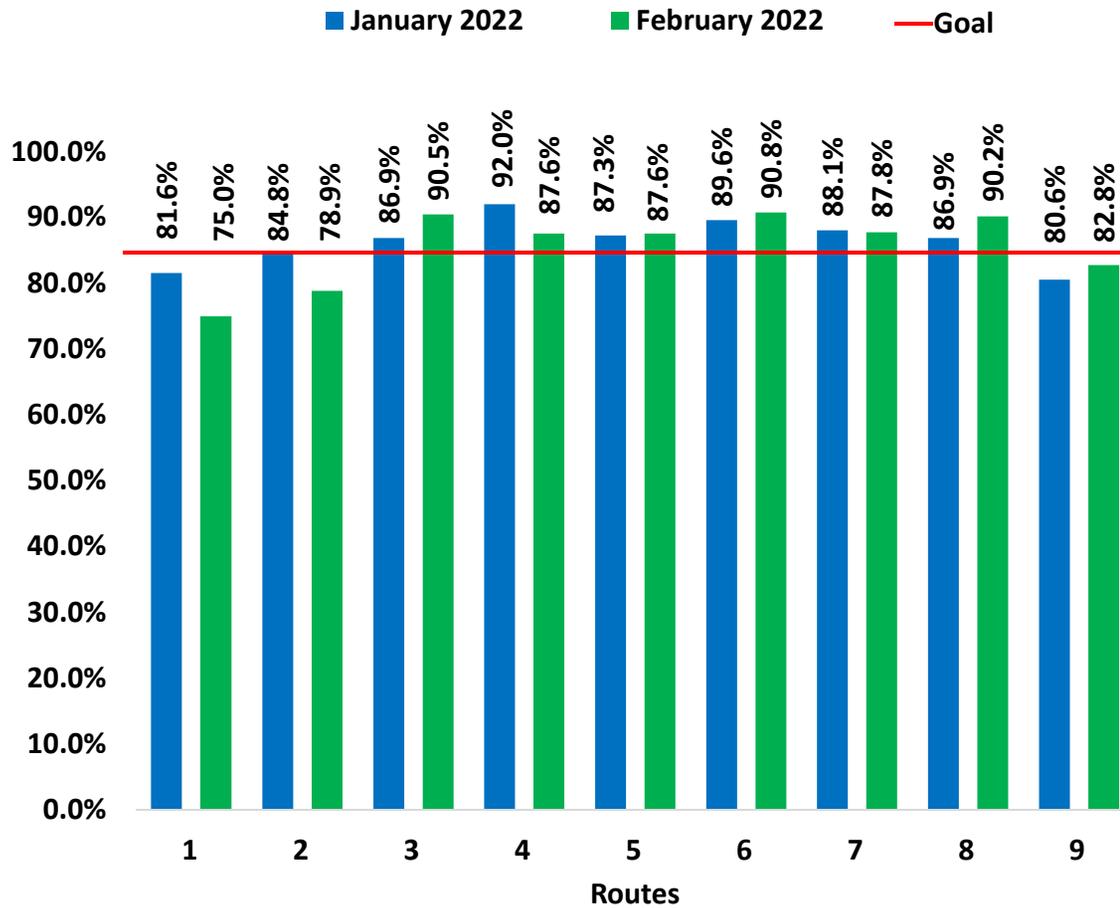
- Fixed route on-time performance had a decrease from January 2022 to February 2022.
 - Routes 1, 2 and 9 did not meet the 85% goal for February 2022 due to construction, heavy traffic, passenger problems and multiple road closures related to high wind throughout the month.

- There has been a reduction in early pulls due to proactive field supervision and internal monitoring along with operator coachings.
- Staff is working on creating a new customer feedback chart which will better highlight the comments we receive. This information will be included in a future Board packet.

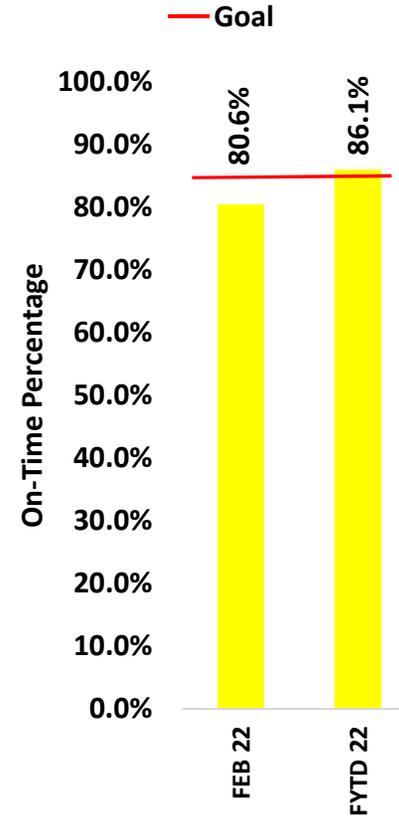
Recommendation:

Receive and file.

On-Time Performance Percentage by Route



On-Time Performance System-Wide



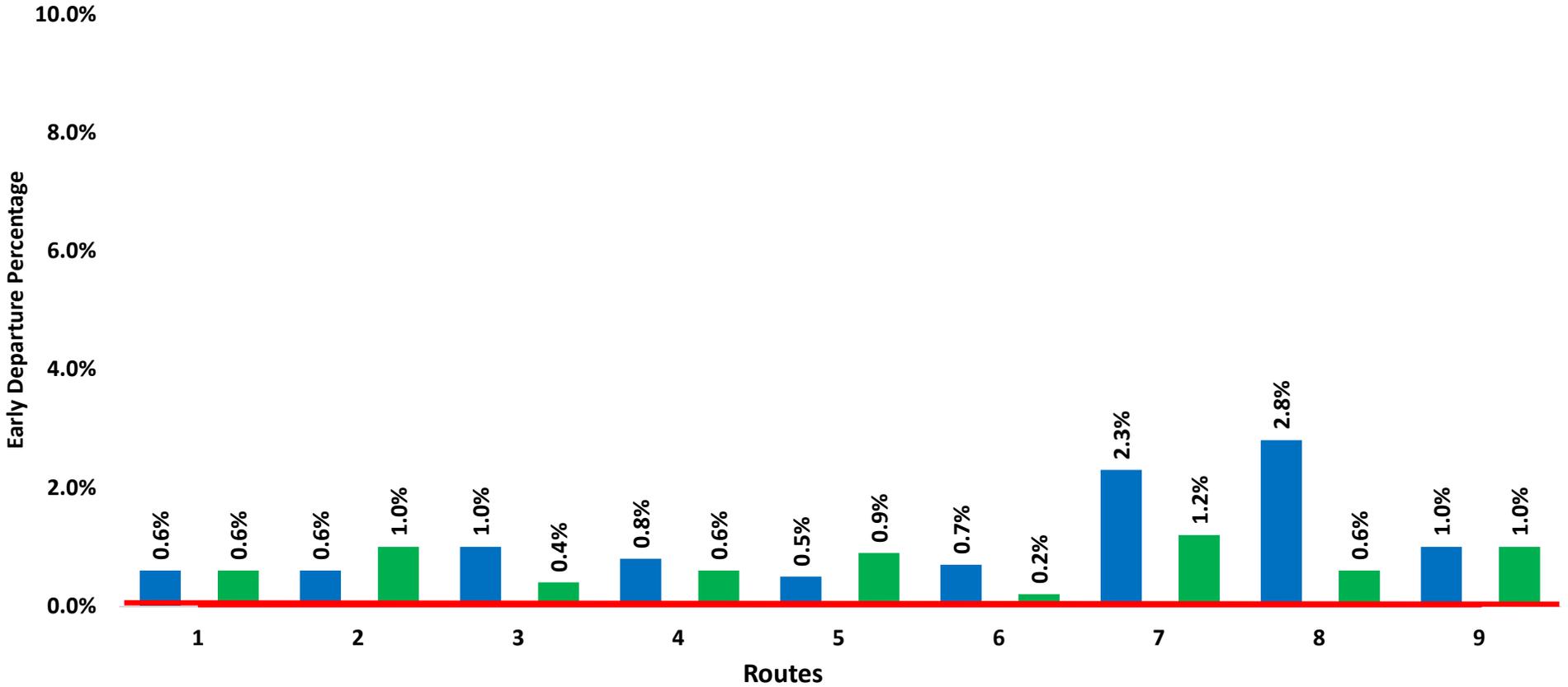
Definition: "On-Time" - When a trip departs a time point within a range of zero (0) minutes early to five (5) minutes late.

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

Exceptions: Construction, detours, heavy traffic.

Early Departure Percentage by Route

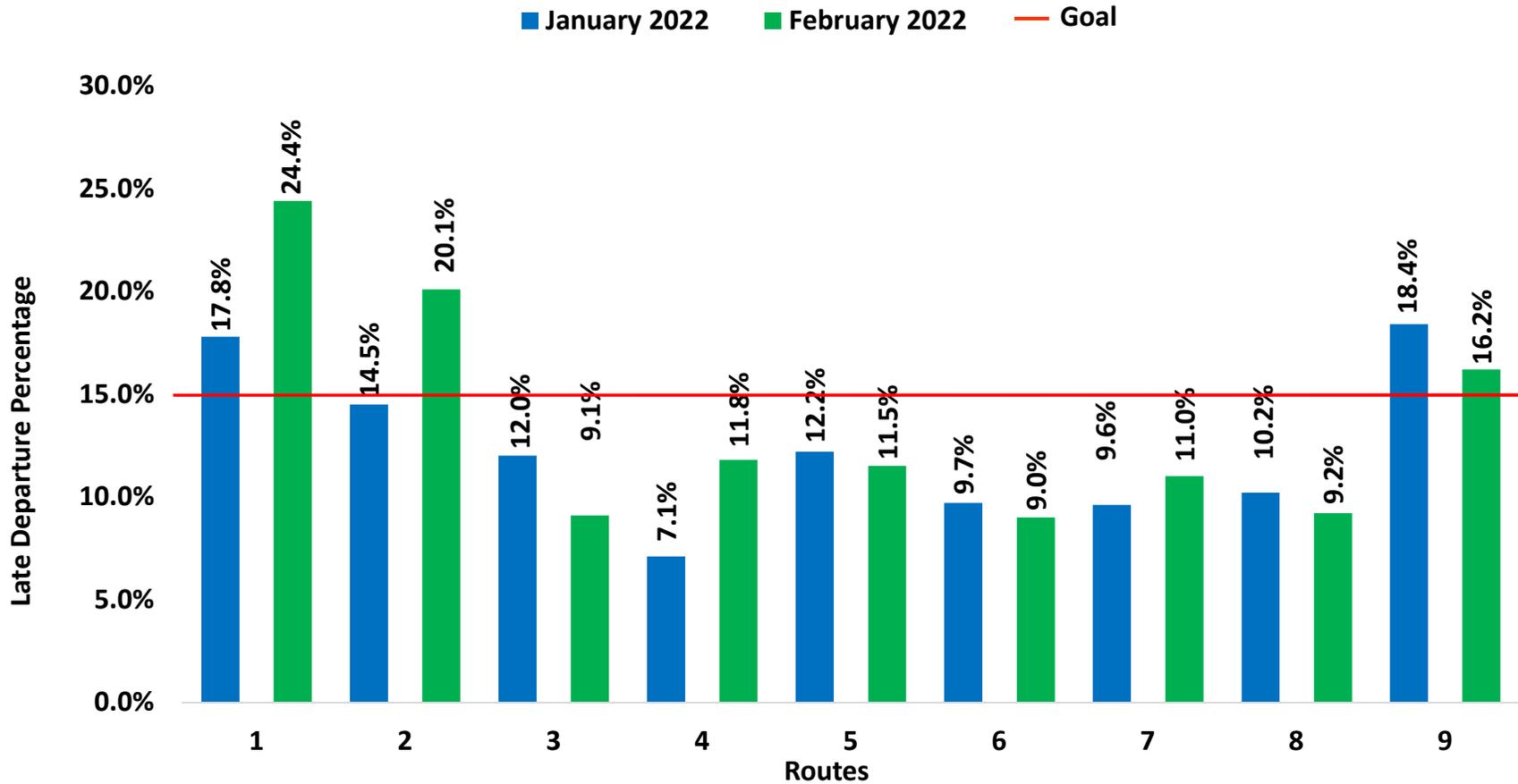
■ January 2022 ■ February 2022 — Goal



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

Goal: To reduce early departures to 0%.

Late Departure Percentage by Route

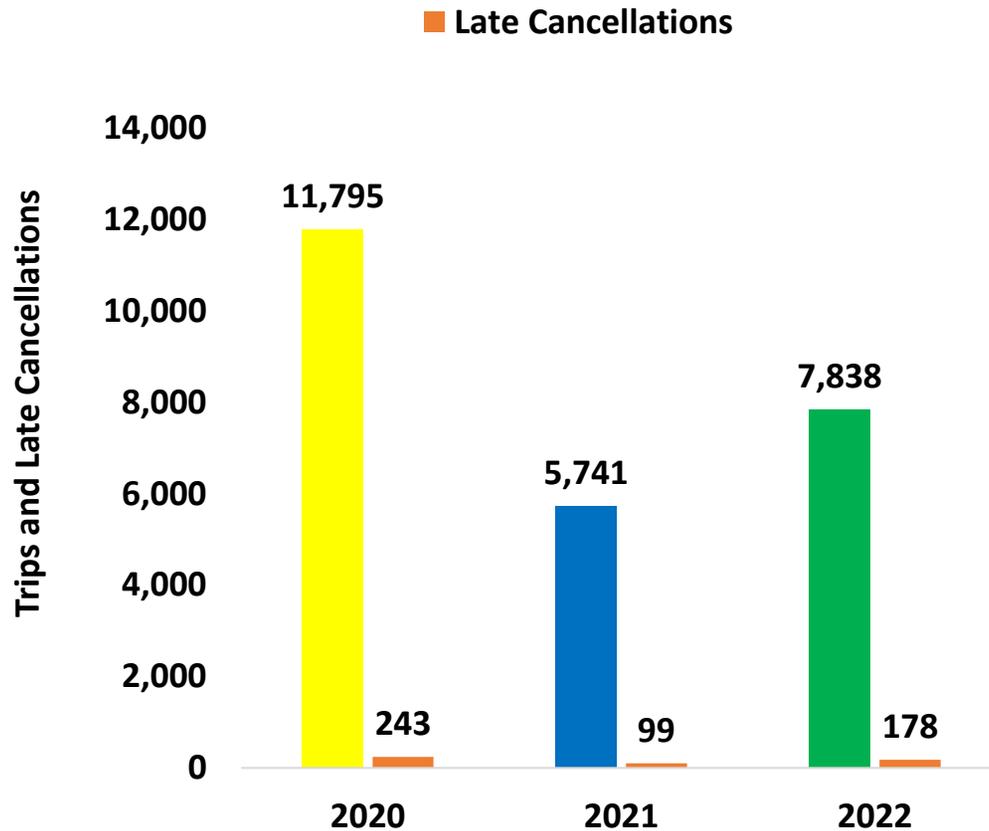


Late Departure Definition: When a bus leaves a time point after the scheduled departure time and the route is running late with a departure greater than five (5) minutes.

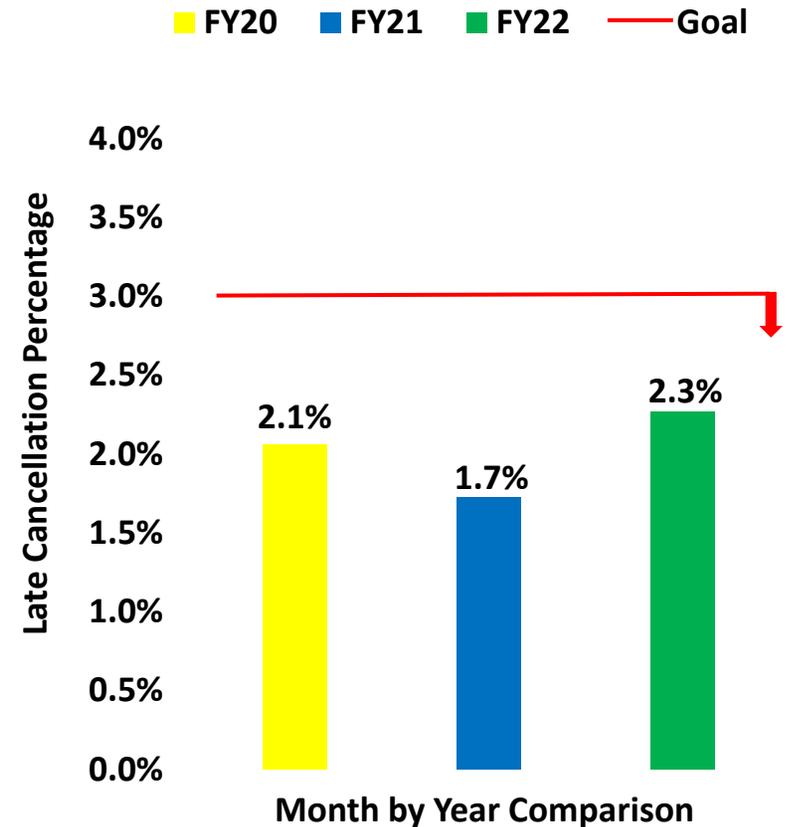
Goal: To ensure late departures remain below 15%.

Note: Construction, detours and heavy traffic.

Total Trips vs. Late Cancellations February



Late Cancellation Percentage



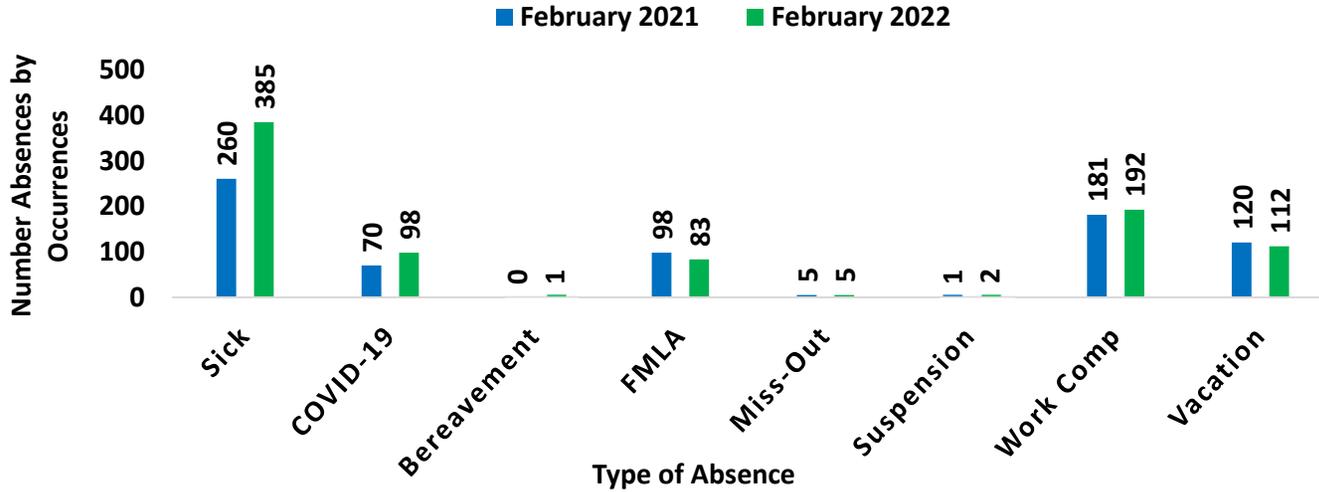
Trip: A one-way trip booked by the rider. A round trip is counted as two (2) trips.

Late Cancellation: A trip for which a rider cancels two (2) hours or less before the scheduled pick-up time.

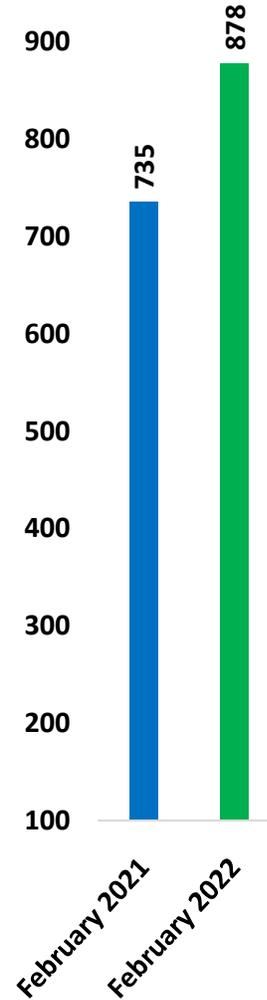
Goal for Late Cancellations: 3% or below.

Total Trips: Total one-way trips completed.

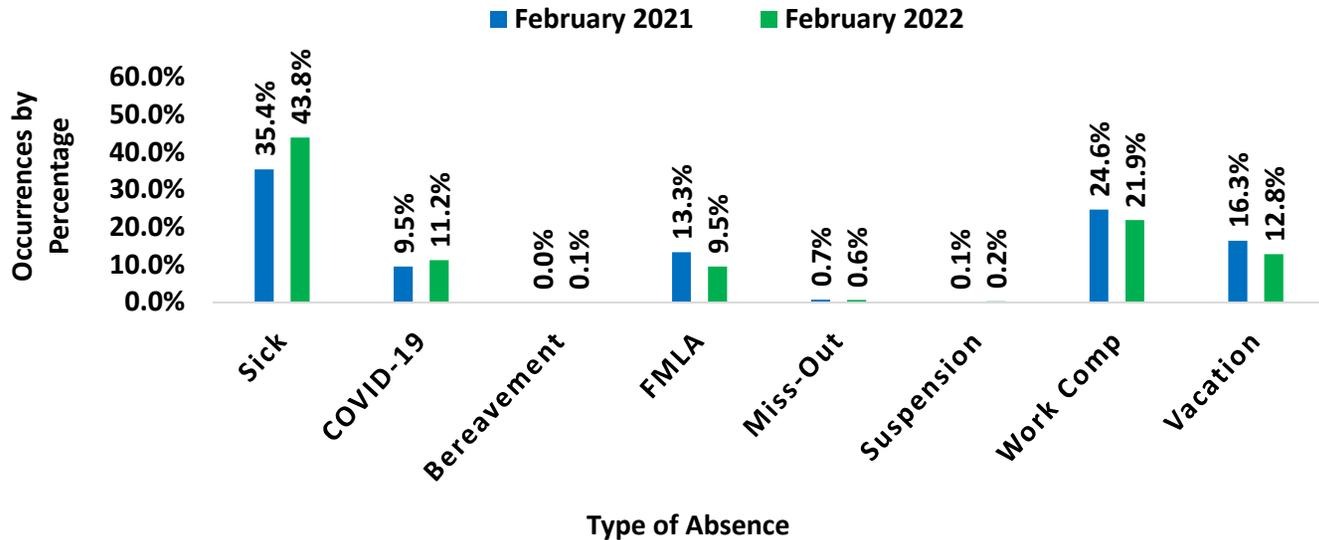
Operator Absence by Type



Total Absence Occurrences

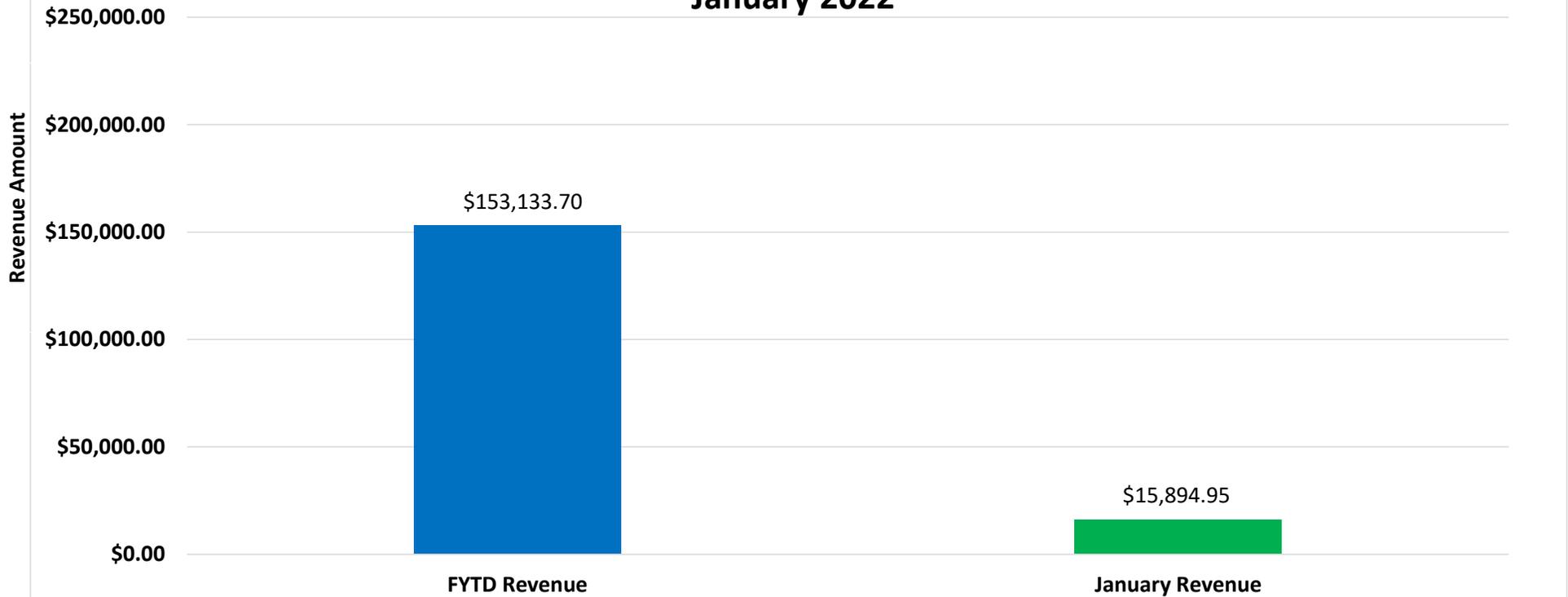


Operator Absence Type by Percentage



This chart includes unplanned/unscheduled and COVID-19 absences for Fixed Route drivers. SunLine continues to monitor all driver absences and have seen an increase in workforce absences for February 2022 when compared to February 2021.

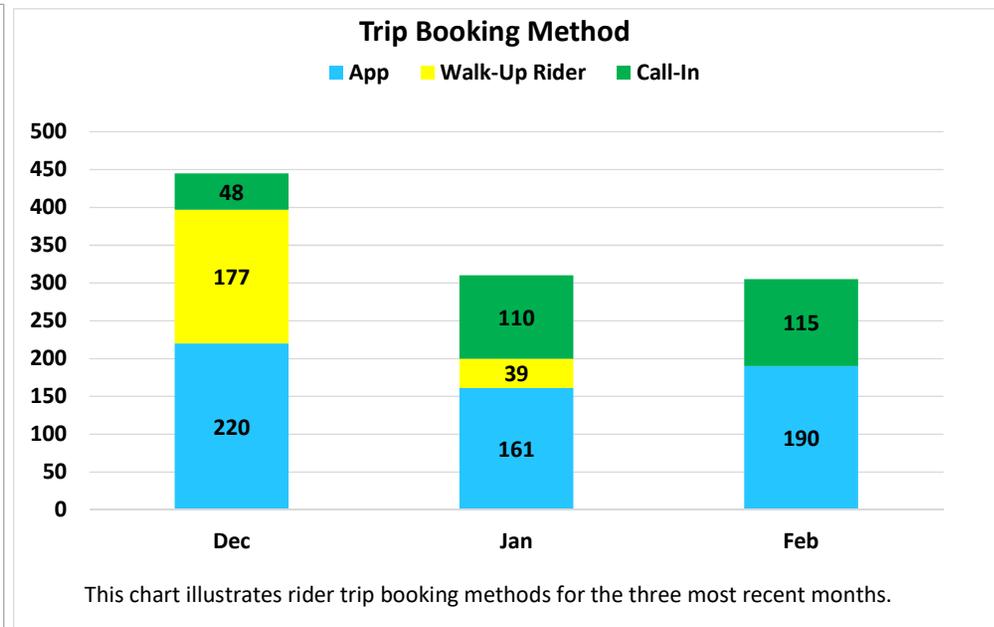
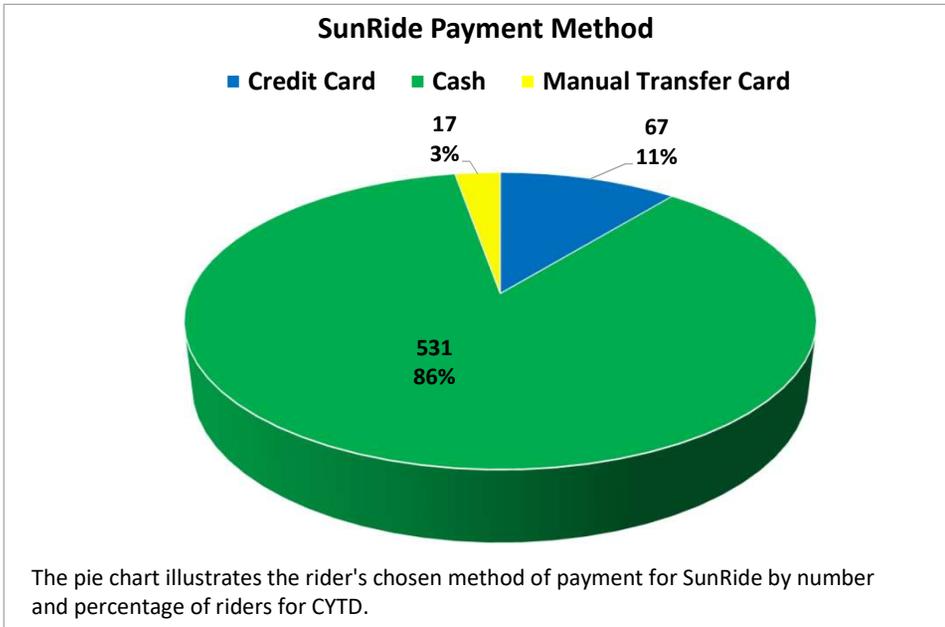
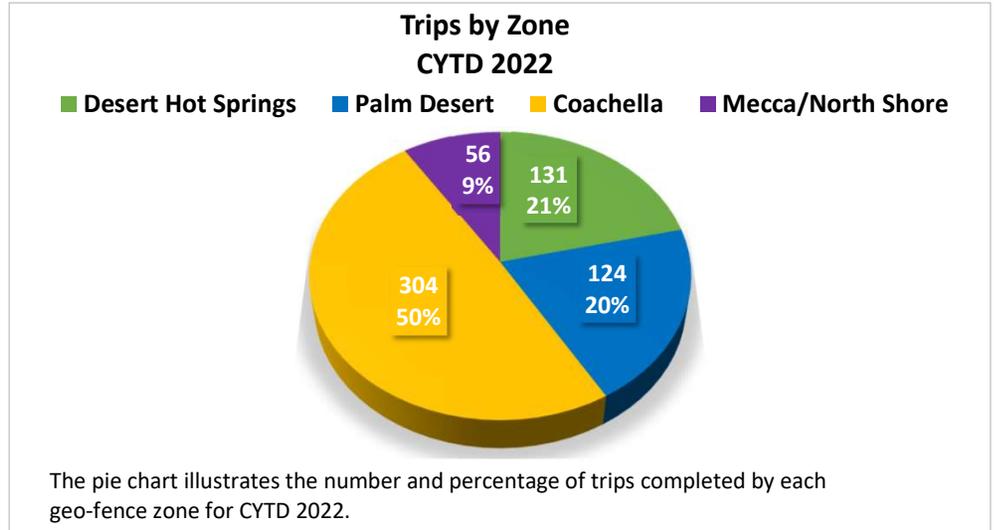
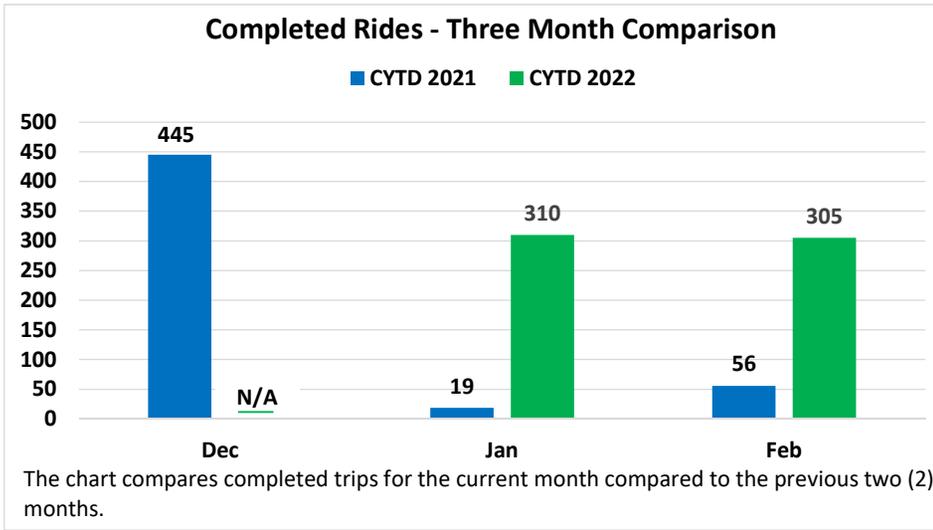
Advertising Revenue FYTD Budget vs FYTD Agency Revenue January 2022



Advertising revenue tracks revenue of invoiced contracts for bus shelter and bus wrap advertising. The graph tracks FYTD revenue accrued with the monthly revenue accrued. The annual budget amount for FY22 is \$250,000. (Advertising revenues follow Finance Department reporting from the previous two (2) months)

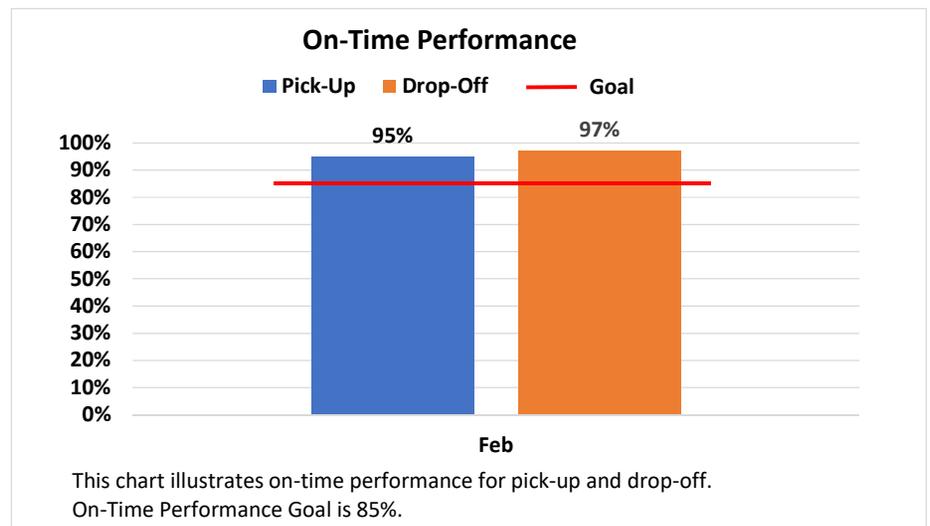
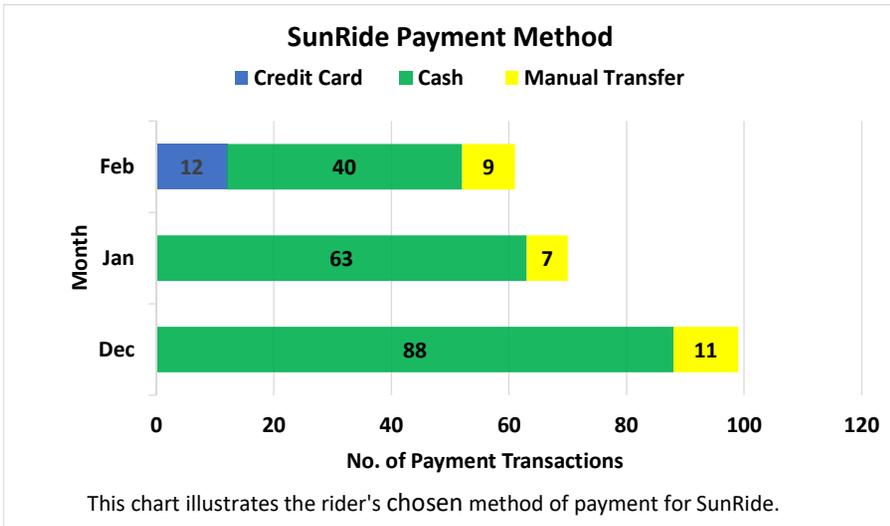
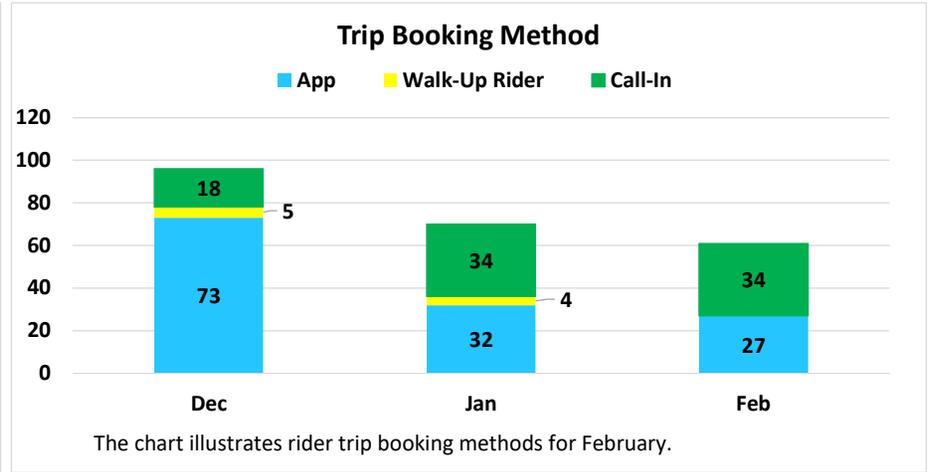
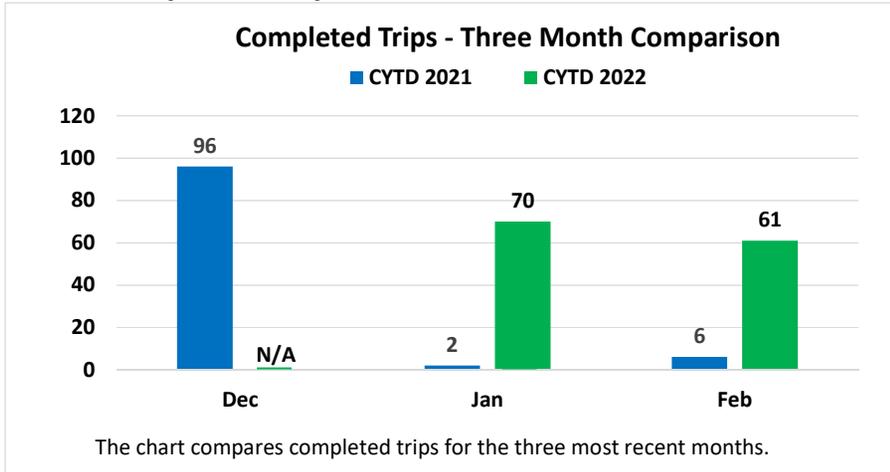
SunRide System-Wide Metrics CYTD 2022

Total Completed Trips: 615



Desert Hot Springs/Desert Edge Geo-Fence Metrics CYTD 2022

Total Completed Trips: 131

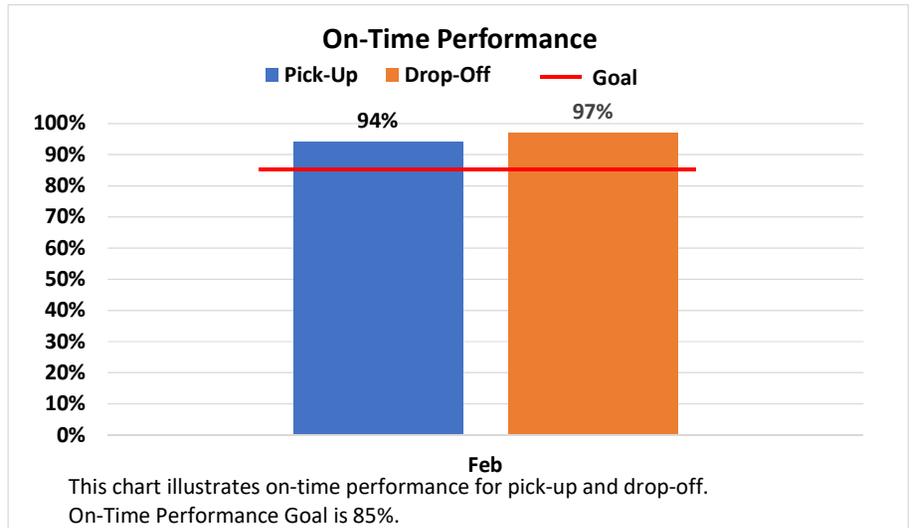
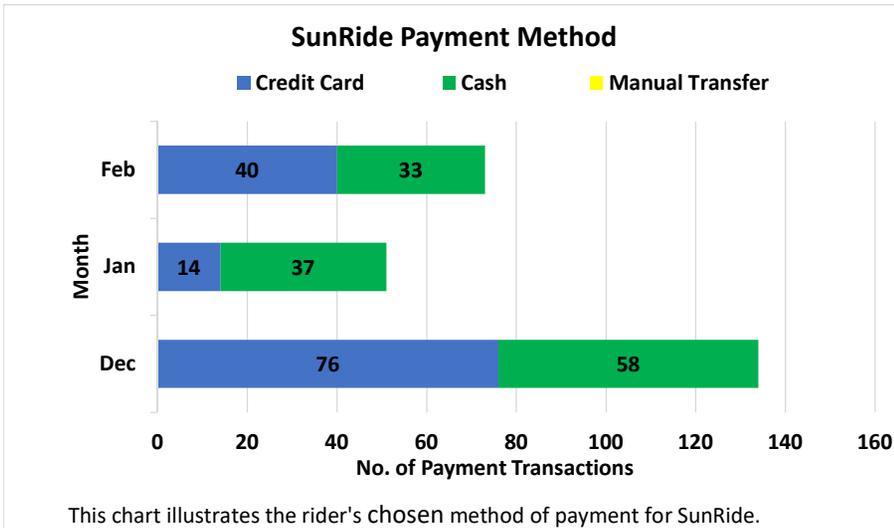
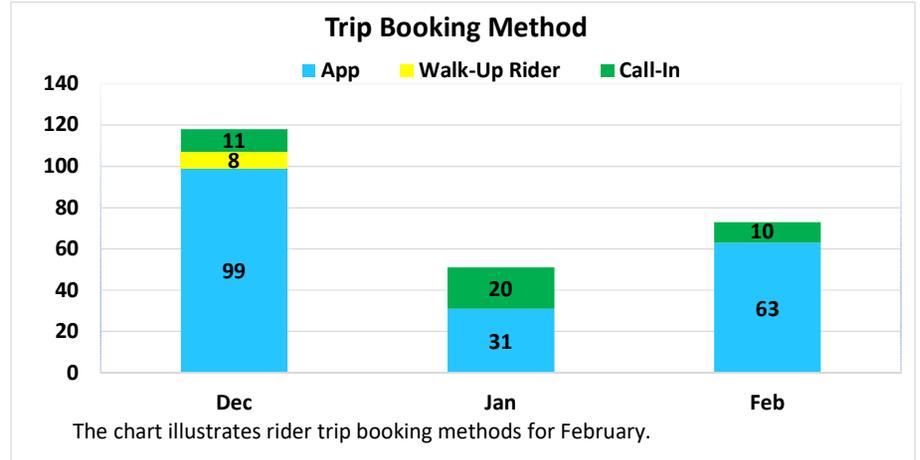
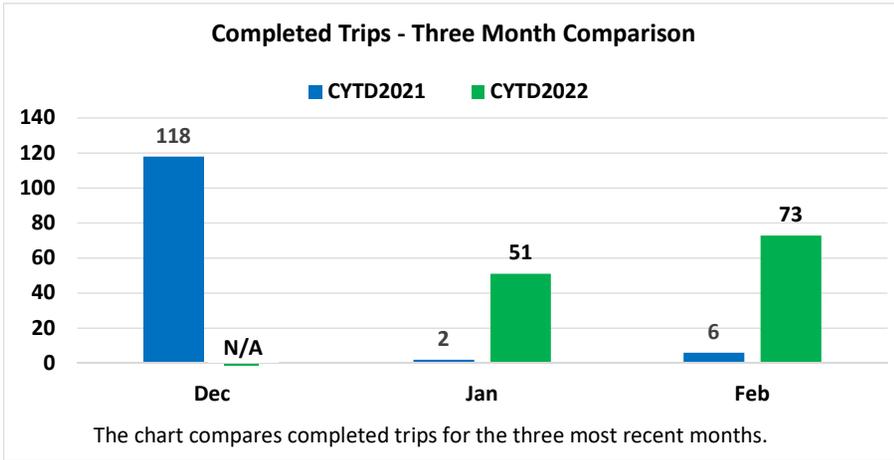


Customer Satisfaction Rating
Avg. rider trip rating 5.0
Goal: 4.5



Palm Desert Geo-Fence Metrics CYTD 2022

Total Completed Trips: 124

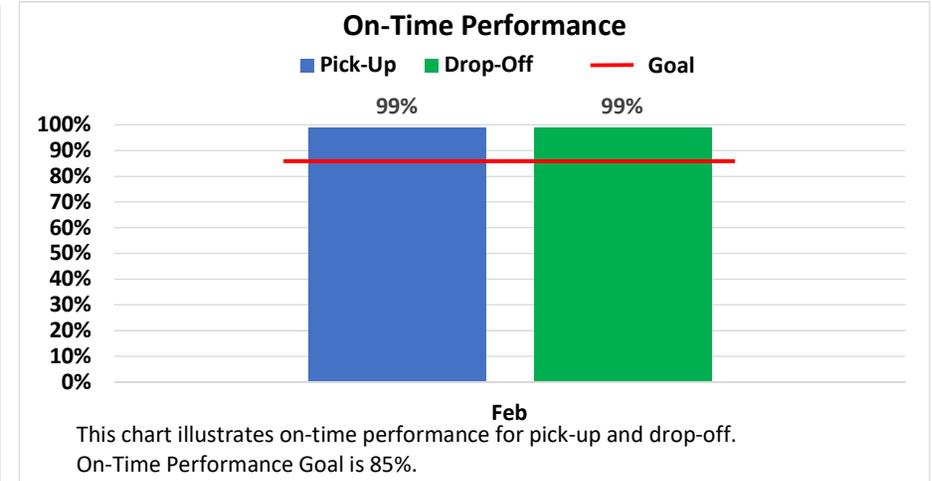
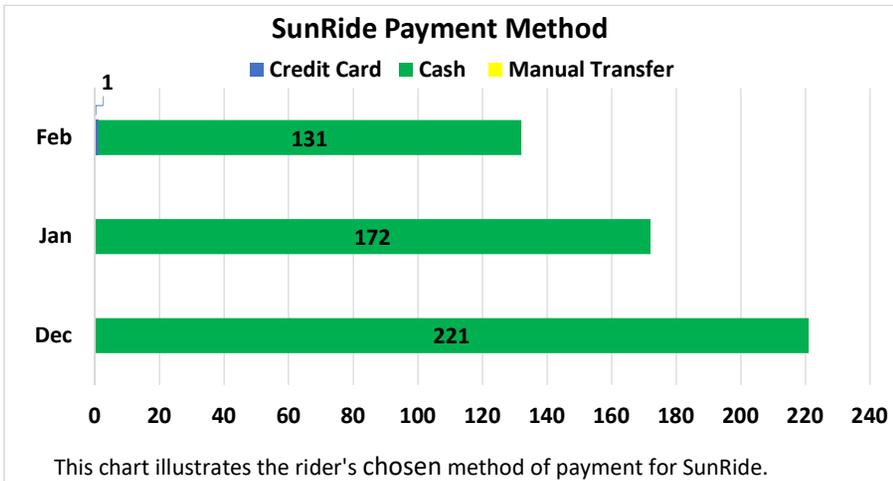
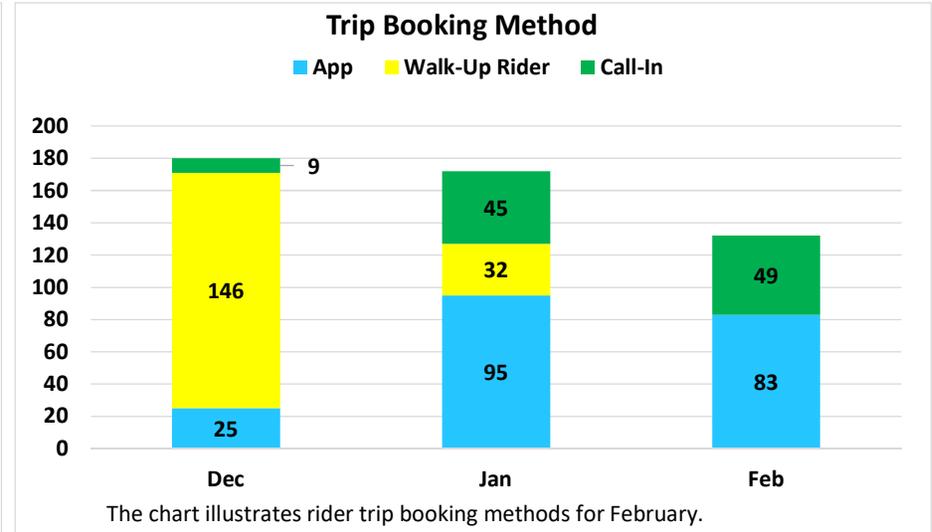
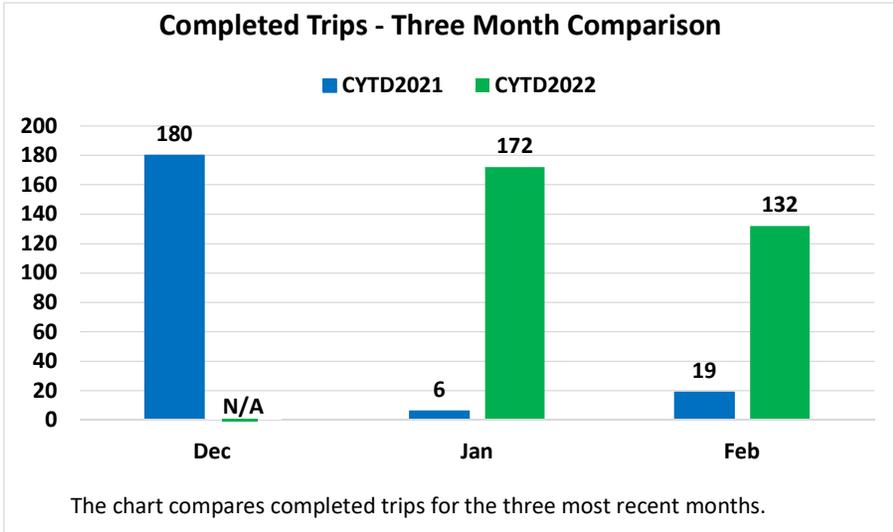


Customer Satisfaction Rating
Avg. rider trip rating: 4.9
Goal: 4.5



Coachella Geo-Fence Metrics CYTD 2022

Total Completed Trips: 304

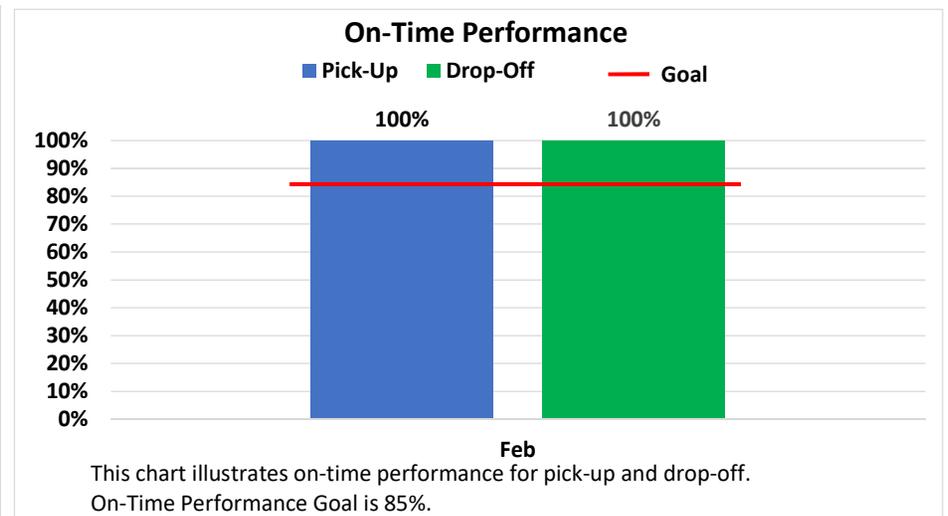
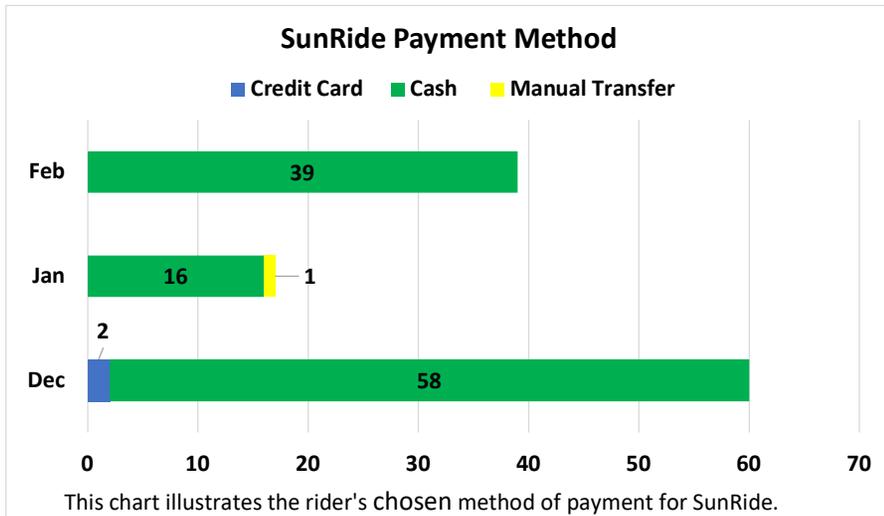
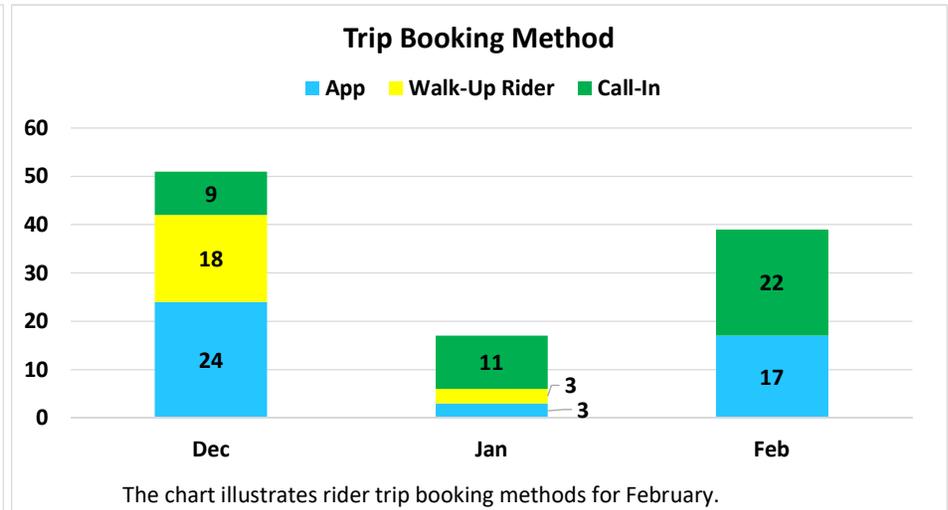
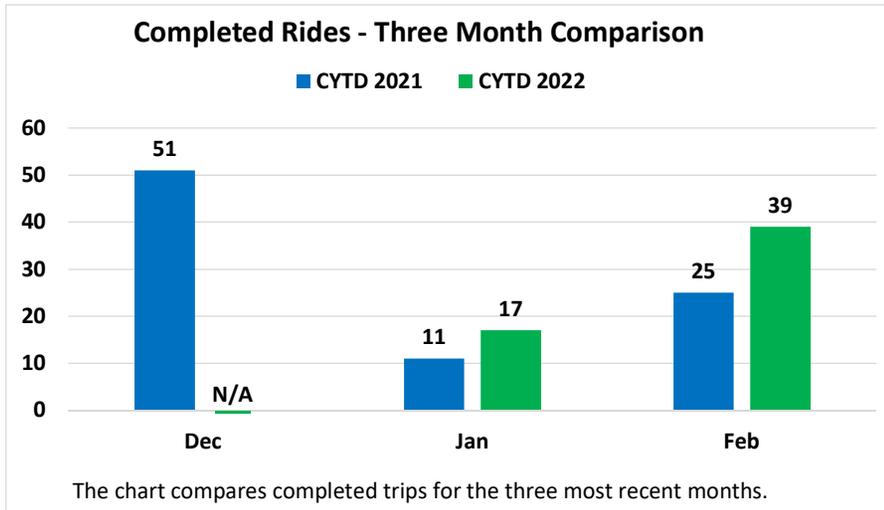


Customer Satisfaction Rating
Avg. rider trip rating: 4.8
Goal: 4.5



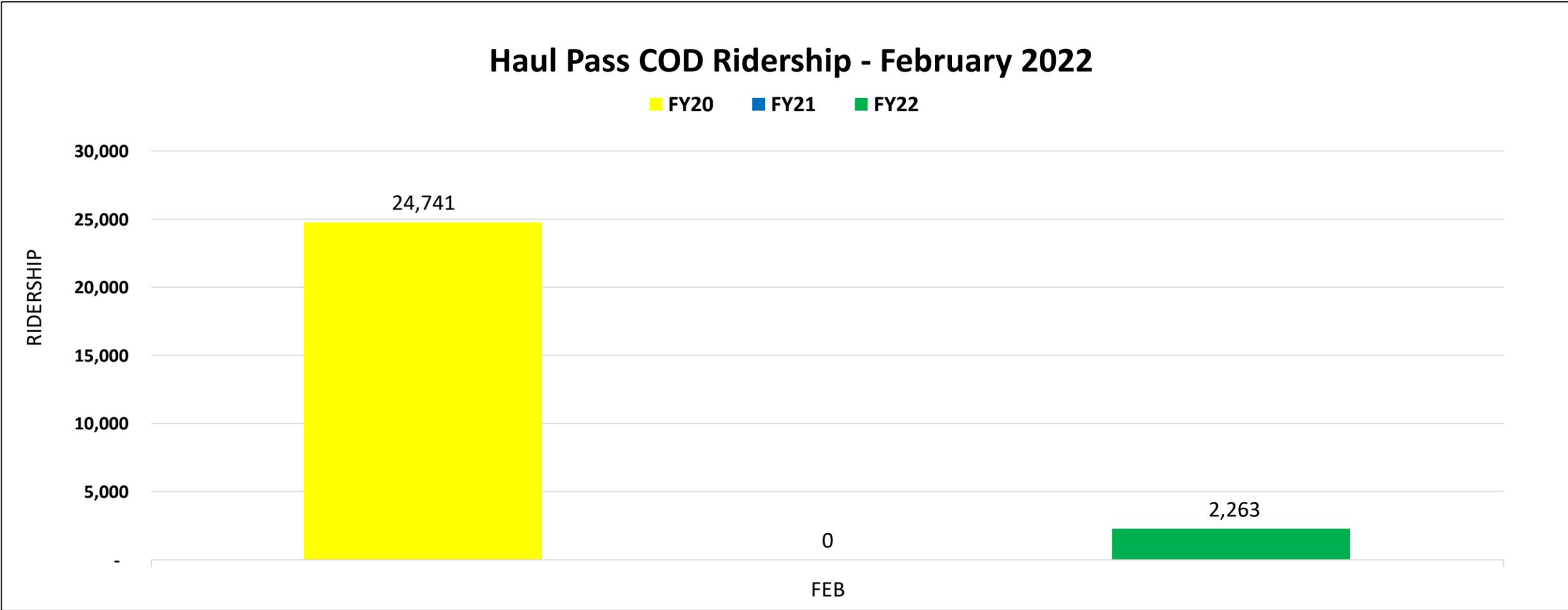
Mecca/North Shore Geo-Fence Metrics CYTD 2022

Total Completed Trips: 56



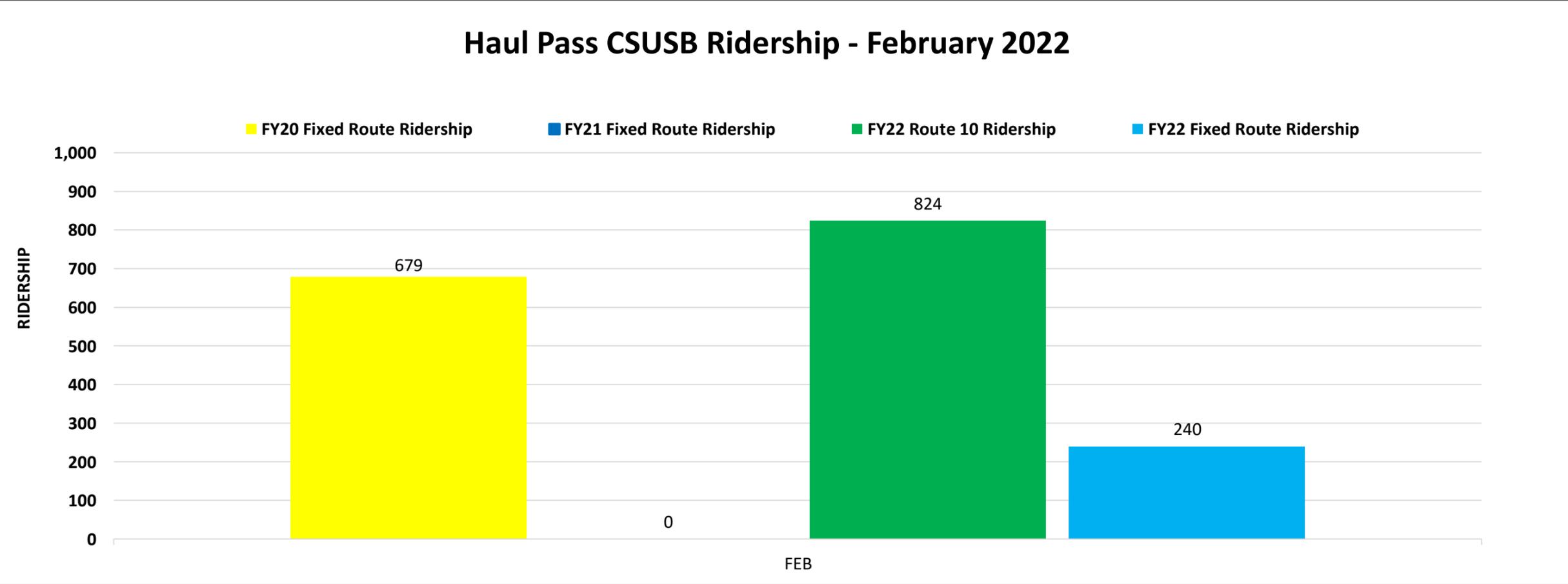
Customer Satisfaction Rating
Avg. rider trip rating: 5.0
Goal: 4.5





The Haul Pass program was introduced in August 2018.
 This chart represents monthly ridership on the Haul Pass COD.
 Haul Pass COD contributed with 2,263 rides from 178 unique riders.
 On Sunday, May 2, 2021, SunLine resumed fare collection. May 2021 was the first month to have data available for FY21.
 On October 17, 2021, SunLine commenced operations under Level 2.

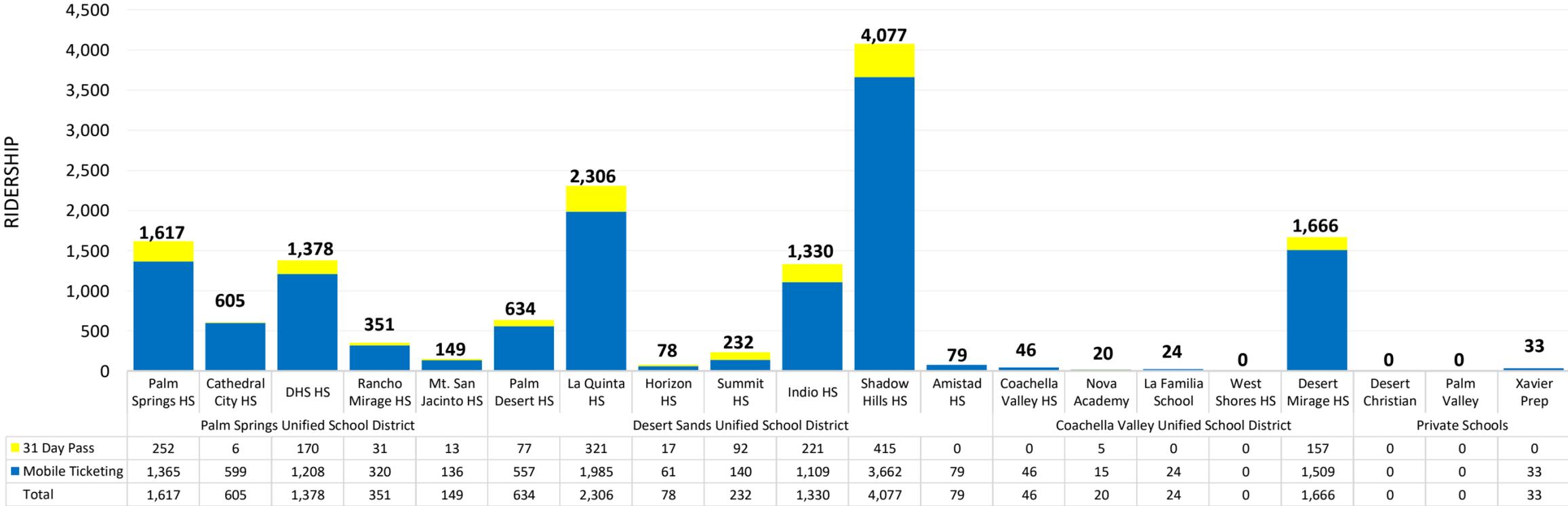
Haul Pass CSUSB Ridership - February 2022



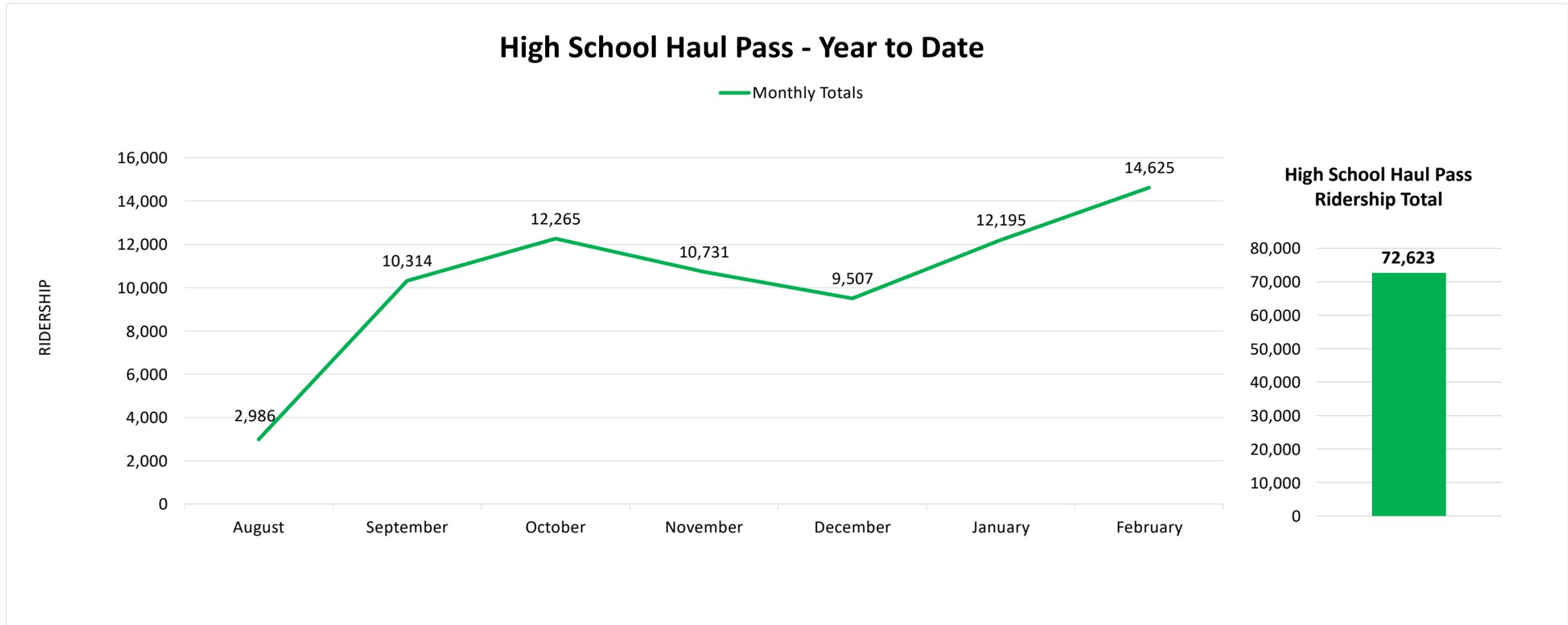
The Haul Pass CSUSB program was introduced in September 2019.
 This chart represents monthly ridership on the Haul Pass CSUSB.
 Haul Pass CSUSB contributed with 1,064 rides from 159 unique riders and a total of 824 rides from the Route 10.
 On Sunday, May 2, 2021, SunLine resumed fare collection. May 2021 was the first month to have data available for FY21.
 On October 17, 2021, SunLine commenced operations under Level 2.

High School Haul Pass - February 2022

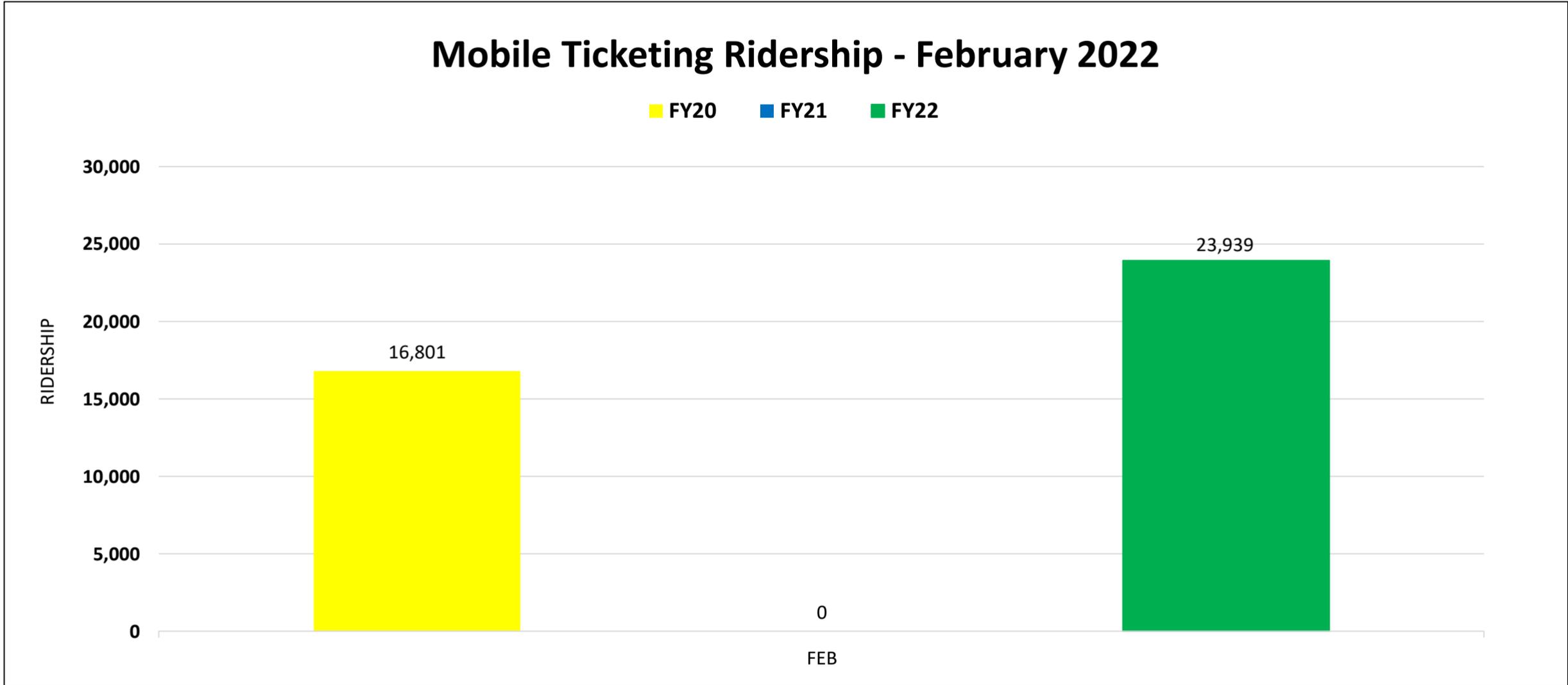
■ Mobile Ticketing ■ 31 Day Pass



The High School Haul Pass program was introduced in August 2021.
 This chart represents monthly ridership by school for the High School Haul Pass.
 The total active users as of February 2022 are 1,743 using the High School Haul Pass.



The High School Haul Pass program was introduced in August 2021.
 This chart represents monthly ridership comparison for the High School Haul Pass.



This chart represents all monthly mobile ticketing usage based on the Token Transit app data. The total for February 2022 includes 178 paratransit mobile tickets. A total of 1,490 unique users used mobile ticketing in the month of February. On Sunday, May 2, 2021, SunLine resumed fare collection. May 2021 was the first month to have data available for FY21. On October 17, 2021, SunLine commenced operations under Level 2.

SunLine Transit Agency

CONSENT CALENDAR

DATE: March 23, 2022

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Board Member Attendance for February 2022

Summary:

The attached report summarizes the Board of Directors' attendance for fiscal year to date February 2022.

Recommendation:

Receive and file.

FY 21/22	Board Member Matrix Attendance													Total Meetings	Total Attended
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
Desert Hot Springs	X		X	X		X	X	X					10	6	
Palm Desert	X		X	X		X	X	X					10	6	
Palm Springs	X		X	X		X	X	X					10	6	
Cathedral City	X		X	X		X	X	X					10	6	
Rancho Mirage	X		X	X		X	X	X					10	6	
Indian Wells	X		X			X	X	X					10	5	
La Quinta	X		X	X		X	X	X					10	6	
Indio	X		X	X		X	X	X					10	6	
Coachella	X		X	X		X	X	X					10	6	
County of Riverside	X		X	X		X	X	X					10	6	

X - ATTENDED (Primary/Alternate)

DARK –

SunLine Transit Agency

DATE: March 23, 2022 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Brittney Sowell, Chief of Staff

RE: Agreement with Resonate & Thrive Associates, LLC

Recommendation

Recommend that the Board of Directors grant authority to the CEO/General Manager to execute a modification to the existing agreement with Resonate & Thrive Associates, LLC in an amount not to exceed \$40,000 for organizational development consulting services.

Background

Resonate & Thrive Associates, LLC has been doing work with SunLine Transit Agency this past fiscal year by providing organizational development consultation and training. The modification to the agreement expands on the scope of services to broaden the amount of staff involved in the respective training and coaching sessions.

Some of the session topics that are available include productive conflict, unconscious bias/inclusion, and lateral thinking. The amended agreement includes the opportunity for “Train the Trainer” topics that provide both slide decks and handouts which will help empower the leadership team, managers and supervisors to teach the content to the broader SunLine workforce.

Financial Impact

The cost of this modification is an amount not to exceed \$40,000 and will be made available by reallocating funds in this year’s operating budget and programming it accordingly in the FY23 operating budget.

SunLine Transit Agency

DATE: March 23, 2022 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Rudy Le Flore, Chief Project Consultant

RE: Mobile Hydrogen Fueling System

Recommendation

Recommend that the Board of Directors authorize the CEO/General Manager to negotiate and execute an agreement to purchase a mobile hydrogen fueling system from NICE America Research Inc. (NICE) in an amount not to exceed \$3,700,000, subject to the review and approval as to form by SunLine's General Counsel.

Background

NICE has produced a hydrogen fueling system that is cutting edge in its operational efficiency and is the only unit of its kind in the nation. Recently, SunLine concluded a 3-month project demonstration utilizing this unit at its Indio facility. This unit has also been successfully demonstrated at a site in the Midwest. The demonstration project showcased the ability of the NICE unit to fuel SunLine's fleet with efficiency and reliability. Moreover, the NICE unit performed to the satisfaction of SunLine's operational and maintenance staff.

Based on its operational capabilities, this unit is considered key in being able to utilize and deploy zero-emission vehicles in service in the eastern Coachella Valley. SunLine was offered the opportunity to purchase the unit at a discounted price. Because of its successful demonstration, staff recommends the purchase of this unit. The acquisition of this unit will improve the resiliency of SunLine's hydrogen program.

The package offered to SunLine comes with a one-year warranty, three years of maintenance support, and engineering support to help with general installation.

SunLine has performed a price analysis comparing the NICE unit to comparable commercial units and concluded that the price was fair and reasonable. The comparable units utilize older technologies but have the same storage and throughput as the NICE unit.

Financial Impact

SunLine has programmed the purchase of this unit in the FY23 SRTP utilizing capital funds.