



SunLine Transit Agency
July 28, 2021
10:00 a.m. – 10:40 a.m.

AGENDA

FINANCE/AUDIT COMMITTEE Regular Meeting

VIA VIDEOCONFERENCE

Pursuant to California Governor Newsom's Executive Orders N-25-20 issued on March 4, 2020 and N-29-20 issued on March 18, 2020, the Finance/Audit Committee 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/86736999518>

Meeting ID: 867 3699 9518

Teleconference Dial In
888-475-4499 (Toll Free)
Meeting ID: 867 3699 9518

One tap mobile
+16699009128,,86736999518#

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: all public comment requests need to be submitted via email to the Clerk of the Board at clerkoftheboard@sunline.org prior to July 27, 2021 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. If you send written comments, your comments will be made part of the official record of the proceedings and read into the record.

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 May 2021](#)

(PAGE 4-7)

ITEM

RECOMMENDATION

- | | |
|---|--------------------------------|
| 8b) Credit Card Statement for May 2021 | (PAGE 8-19) |
| 8c) Monthly Budget Variance Report for May 2021 | (PAGE 20-25) |
| 8d) Contracts Signed in Excess of \$25,000 for June 2021 | (PAGE 26-27) |
| 8e) Union & Non-Union Pension Investment Asset
Summary May 2021 | (PAGE 28-36) |
| 8f) Ridership Report for June 2021 | (PAGE 37-41) |
| 8g) SunDial Operational Notes for June 2021 | (PAGE 42-44) |
| 8h) Metrics for June 2021 | (PAGE 45-61) |
| 8i) Quarterly Capital Projects Update for 2nd Quarter
Calendar Year 2021 | (PAGE 62-65) |
| 8j) Board Member Attendance for June 2021 | (PAGE 66-67) |
|
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| 9. RATIFICATION OF CORONAVIRUS AID, RELIEF, AND
ECONOMIC SECURITY (CARES) ACT CLAIM
(Staff: Luis Garcia, Chief Financial Officer) | APPROVE
(PAGE 68-69) |
|
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| 10. AD HOC LEGAL SERVICES COMMITTEE AUTHORITY
AND CONTRACT EXTENSION
(Staff: Luis Garcia, Chief Financial Officer) | APPROVE
(PAGE 70) |
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| 11. RATIFICATION OF TIMEKEEPING SOFTWARE
INTEGRATION AGREEMENT
(Staff: Luis Garcia, Chief Financial Officer) | APPROVE
(PAGE 71) |
|
 | |
| 12. AGREEMENT FOR FOUR (4) H2RIDE HYDROGEN
FUEL CELL SHUTTLE BUSES
(Staff: Rudy Le Flore, Chief Project Consultant) | APPROVE
(PAGE 72-73) |
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 | |
| 13. SUPPORT WARRANTY AND LICENSE AGREEMENT
WITH AVAIL TECHNOLOGIES, INC.
(Staff: Vanessa Mora, Deputy Chief Safety Officer) | APPROVE
(PAGE 74) |
|
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| 14. ADJOURN | |

SunLine Transit Agency

CONSENT CALENDAR

DATE: July 28, 2021

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Checks \$1,000 and Over Report for May 2021

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. There were no checks over \$50,000 that were processed in the month of May which required Board Member signature.

Recommendation:

Receive and file.

**SunLine Transit Agency
Checks \$1,000 and Over
May 2021**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
CALPERS	Group Health Ins Premiums	686311	05/27/2021	373,369.88
PERMA - INSURANCE	General Liability & Workers Comp Premium	686236	05/19/2021	169,989.06
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	686146	05/05/2021	120,533.56
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	686256	05/19/2021	120,086.25
IMPERIAL IRRIGATION DIST	Utilities	686224	05/19/2021	82,252.55
SO CAL GAS CO.	Utilities	686248	05/19/2021	44,262.69
ELEMENT MARKETS RENEWABLE ENERGY, LLC	Utilities	686216	05/19/2021	37,496.94
MICHELIN NORTH AMERICA, INC.	Lease Tire Service	686116	05/05/2021	25,095.86
MICHELIN NORTH AMERICA, INC.	Lease Tire Service	686177	05/12/2021	24,352.56
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	686264	05/26/2021	23,220.00
THE LEFLORE GROUP LLC	Projects Consultant	686299	05/26/2021	19,622.25
URRUTIA MARKS ARCHITECTS	WIP- Zero Emission Maintenance Facility	686176	05/12/2021	18,420.64
NFI PARTS	Inventory Repair Parts	686087	05/05/2021	15,511.18
BAE SYSTEMS CONTROLS, INC.	Outside Repair-Fixed Route	686159	05/12/2021	14,456.10
LINDE INC.	H2 Gas	686114	05/05/2021	13,785.36
OLD GREEN HOUSE LLC	Consulting Services	686185	05/12/2021	13,200.00
NFI PARTS	Inventory Repair Parts	686197	05/19/2021	12,462.03
VERIZON WIRELESS	Wireless Telephone Service	686192	05/12/2021	12,252.22
HEPTAGON SEVEN CONSULTING, INC.	WIP- Coachella Transit Hub	686280	05/26/2021	12,016.32
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	686244	05/19/2021	11,674.08
ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS	WIP- SoCal Gas/HYD Demonstration Project	686310	05/26/2021	11,587.50
IMPERIAL IRRIGATION DIST	Utilities	686174	05/12/2021	11,276.00
PERMA - INSURANCE	Insurance Loss	686125	05/05/2021	10,962.10
COACHELLA VALLEY TAXI	SunRide Ride Share Expense	686288	05/26/2021	10,311.56
KELLERMEYER BERGENSONS SERVICES, LLC	Janitorial Services	686112	05/05/2021	9,304.23
JACKSON LEWIS P.C.	Insurance Loss	686225	05/19/2021	8,752.50
TRANSIT PRODUCTS & SERVICES	Inventory Repair Parts	686143	05/05/2021	8,670.00
KELLERMEYER BERGENSONS SERVICES, LLC	Janitorial Services	686227	05/19/2021	8,619.34
ROBERT HALF	Temporary Help	686130	05/05/2021	8,231.50
CALIFORNIA HYDROGEN BUSINESS COUNCIL	Membership Renewal	686162	05/12/2021	7,500.00
GREENDAY LLC	WIP- Retention Beatification Phase II	686278	05/26/2021	7,500.00
ROBERT HALF	Temporary Help	686298	05/26/2021	7,272.00
TRACKIT LLC	Computer Network Software Agmt	686254	05/19/2021	7,000.00
AMALGAMATED TRANSIT UNION	Union Dues	686202	05/19/2021	6,564.61
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	686131	05/05/2021	6,353.68
YELLOW CAB OF THE DESERT	SunRide Ride Share Expense	686151	05/05/2021	6,301.20
GRAVES & KING LLP	Insurance Loss	686277	05/26/2021	5,899.57
BAE SYSTEMS CONTROLS, INC.	Repair Parts-Fuel Cell	686095	05/05/2021	5,783.00
ANDREA CARTER & ASSOCIATES	Marketing Services	686157	05/12/2021	5,600.00

**SunLine Transit Agency
Checks \$1,000 and Over
May 2021**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
COMPLETE COACH WORKS	Inventory Repair Parts	686165	05/12/2021	4,848.75
SC FUELS	Lubricants- Oil	686302	05/26/2021	4,588.62
SOUTHWEST PLUMBING, INC.	WIP-Operation Facility	686250	05/19/2021	4,350.00
BYD COACH & BUS LLC	Inventory Repair Parts	686265	05/26/2021	4,260.71
MURCHISON & CUMMING, LLP	Insurance Loss	686290	05/26/2021	4,106.54
DESERT PARADISE CONSTRUCTION, LLC	WIP-Operation Facility	686167	05/12/2021	3,960.00
TPX COMMUNICATIONS	Communication	686305	05/26/2021	3,882.13
COACHELLA VALLEY TAXI	SunRide Ride Share Expense	686113	05/05/2021	3,452.10
COACHELLA VALLEY TAXI	SunRide Ride Share Expense	686228	05/19/2021	3,432.23
SC FUELS	Lubricants- Oil	686132	05/05/2021	3,389.48
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	686096	05/05/2021	3,152.90
YELLOW CAB OF THE DESERT	SunRide Ride Share Expense	686261	05/19/2021	3,151.60
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	686207	05/19/2021	3,120.08
YELLOW CAB OF THE DESERT	Taxi Voucher Program	686262	05/19/2021	2,996.04
CLAIREMONT EQUIPMENT	Equipment Rental	686152	05/05/2021	2,978.31
TIME WARNER CABLE	Utilities	686188	05/12/2021	2,969.98
MAGALDI & MAGALDI, INC.	Inventory Repair Parts	686230	05/19/2021	2,933.03
WESTGATE CENTER FOR LEADERSHIP	Employee Development Program	686193	05/12/2021	2,925.00
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	686242	05/19/2021	2,907.02
SOUTHWEST NETWORKS, INC.	Contract Services General	686136	05/05/2021	2,675.00
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	686086	05/05/2021	2,543.88
GENFARE	Repair Parts-Fixed Route	686106	05/05/2021	2,543.22
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	686300	05/26/2021	2,537.71
PAUL ASSOCIATES	Printing Expense	686124	05/05/2021	2,483.96
YELLOW CAB OF THE DESERT	Taxi Voucher Program	686150	05/05/2021	2,463.43
VALLEY OFFICE EQUIPMENT, INC.	Copier Service	686191	05/12/2021	2,453.57
SPECIALTY FIELD SERVICE, INC.	Outside Repair-Fixed Route	686138	05/05/2021	2,400.00
CDW GOVERNMENT, INC	WIP- Transloc/Sun Ride Pilot Program	686208	05/19/2021	2,370.17
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	686171	05/12/2021	2,351.61
HOME DEPOT CREDIT SERVICES	Facility Maintenance Supplies	686281	05/26/2021	2,332.28
HD INDUSTRIES	Inventory Repair Parts	686109	05/05/2021	2,309.41
PRUDENTIAL OVERALL SUPPLY	Uniforms	686182	05/12/2021	2,309.40
IMPERIAL SPRINKLER SUPPLY, INC.	WIP- Retention Beatification Phase II	686285	05/26/2021	2,302.94
CREATIVE BUS SALES, INC,	Inventory Repair Parts	686099	05/05/2021	2,276.65
PROMELI VIDEOWORKS	WIP-Operation Facility	686267	05/26/2021	2,138.78
PLAZA TOWING, INC.	Towing Services	686126	05/05/2021	2,125.00
PROMELI VIDEOWORKS	Contract Services	686097	05/05/2021	2,090.00
AGILITY FUEL SOLUTIONS LLC, A SUBSIDIARY OF	Inventory Repair Parts	686200	05/19/2021	1,962.77
ALLIED REFRIGERATION, INC	Contract Services General	686090	05/05/2021	1,855.49

**SunLine Transit Agency
Checks \$1,000 and Over
May 2021**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
SO CAL GAS CO.	Utilities	686303	05/26/2021	1,829.93
TRANSIT RESOURCES, INC.	Inventory Repair Parts	686144	05/05/2021	1,673.89
CUMMINS SALES AND SERVICE	Repair Parts-Fixed Route	686211	05/19/2021	1,635.75
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	686160	05/12/2021	1,629.44
JACKSON LEWIS P.C.	Insurance Loss	686110	05/05/2021	1,622.50
PLAZA TOWING, INC.	Towing Services	686295	05/26/2021	1,595.00
DESERT CITY CAB	Taxi Voucher Program	686212	05/19/2021	1,573.73
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	686161	05/12/2021	1,552.01
LUMINATOR TECHNOLOGY GROUP, INC.	Inventory Repair Parts	686115	05/05/2021	1,495.58
MILE3 WEB DEVELOPMENT	Website Maintenance	686178	05/12/2021	1,470.00
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	686122	05/05/2021	1,417.68
SMARTDRIVE SYSTEMS, INC.	General Services	686186	05/12/2021	1,380.00
JACKSON LEWIS P.C.	Insurance Loss	686287	05/26/2021	1,357.00
VALLEY LOCK & SAFE	WIP-Operation Facility	686259	05/19/2021	1,342.19
PREMIER AUTO EQUIPMENT	Equipt Repairs-Shop Equipment	686121	05/05/2021	1,341.75
ALPHA MEDIA LLC	Advertising	686091	05/05/2021	1,316.83
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	686153	05/12/2021	1,315.80
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	686195	05/19/2021	1,228.08
UNITED RENTALS, INC.	WIP- CNG Station	686189	05/12/2021	1,149.53
GRAINGER	Inventory Repair Parts	686276	05/26/2021	1,126.07
PLAZA TOWING, INC.	Towing Services	686238	05/19/2021	1,095.00
GENFARE	Repair Parts-Fixed Route	686222	05/19/2021	1,077.50
DOUG WALL CONSTRUCTION	Fixed Assets-Misc Equipment	686214	05/19/2021	1,059.73
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	686168	05/12/2021	1,042.36
OFFICE DEPOT	Office Supplies	686232	05/19/2021	1,030.78
QUADIENT FINANCE USA, INC.	Postage	686184	05/12/2021	1,000.00
Total Checks Over \$1,000	\$1,466,836.24			
Total Checks Under \$1,000	\$35,756.81			
Total Checks	\$1,502,593.05			

SunLine Transit Agency
CONSENT CALENDAR

DATE: July 28, 2021

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Credit Card Statement for May 2021

Summary:

The attached report summarizes the Agency's credit card expenses for May 2021. Credit card transactions through the CEO/General Manager credit card align with statement closing date of June 3, 2021. The report also summarizes transactions for the credit cards utilized for Accounts Payable and Procurement which align with statement closing date of May 31, 2021, for the reporting period.

Recommendation:

Receive and file.

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 6/03/21

Name on Card: Lauren Skiver

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1	5/4/2021	5/4/2021	Expedia	Lodging for 2 Nights; Factory Acceptance Test - Victor Duran, Superintendent of Safety and Training		\$214.58
2	5/4/2021	5/4/2021	Expedia	Roundtrip Flight from PSP to DTW on American Airlines & 2 Day Car Rental through Avis; Factory Acceptance Test - Victor Duran, Superintendent of Safety and Training		\$910.65
3	5/15/2021	5/15/2021	Hyatt	Deposit for Lodging; Instructors Course for Transit Trainers - Bryan Valenzuela, Safety Manager		\$126.68
4	5/26/2021	5/26/2021	EIG Constant Contact	E-newsletter and mass e-mail software; Constant Contact Toolkit Bi-annual membership		\$207.00
Credits and Charges:					\$0.00	\$1,458.91



CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	06/03/21
Days in Billing Cycle	31
Next Statement Date	07/02/21

For 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	\$38,595

Payment Information

New Balance	\$1,404.14
Current Payment Due (Minimum Payment)	\$500.00
Current Payment Due Date	06/28/21

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		\$1,684.00
Credits	-	\$54.77
Payments	-	\$1,684.00
Purchases & Other Charges	+	\$1,458.91
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$1,404.14

Wells Fargo Cash Back SM Program Summary

Previous Cash Back Balance		\$32.89
Cash Earned this Month		\$21.88
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$0.00
Cash Back Balance	=	\$0.00
Cash Awarded this Period		\$54.77
Year to Date Cash Back Awarded		\$91.71

Cash Back Notice

Use your Business Card for all of your business expenses plus everyday purchases and get 1.5% Cash Back.

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	\$1,404.14
Total Amount Due (Minimum Payment)	\$500.00
Current Payment Due Date	06/28/21

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

57163
P305



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	11.240%	.03079%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	23.990%	.06572%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Important Information

\$0 - \$1,404.14 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 06/28/21. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

Summary of Sub Account Usage

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	[REDACTED]	40,000	\$1,458.91

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
05/28	05/28	F3268004L00CHGDDA	AUTOMATIC PAYMENT - THANK YOU TOTAL [REDACTED] \$1,684.00-	1,684.00	
06/03	06/03		WELLS FARGO CASH BACK - CREDIT	54.77	
Transaction Summary For LAURA SKIVER Sub Account Number Ending In [REDACTED]					
05/04	05/04	24692163X2XVBYT5X	EXPEDIA 72093130535477 EXPEDIA.COM WA		214.58
05/04	05/04	24692163X2XVBZDLO	EXPEDIA 72093134456264 EXPEDIA.COM WA		910.65
05/15	05/15	249430047M0H1DMV7	HYATT REGENCY ORANGE COU 8885884384 CA		126.68
05/26	05/26	24906414J3HPE0R9B	EIG*CONSTANTCONTACT.COM 855-2295506 MA		207.00
TOTAL				\$1,458.91	
LAURA SKIVER / Sub Acct Ending In [REDACTED]					

Wells Fargo News

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.

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 05/31/2021

Name on Card: Liz Granillo (Accounts Payable Card)

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1	5/3/2021	5/4/2021	Amazon	Alexa for Business Account		\$ 6.40
2	5/13/2021	5/14/2021	Burrtec	Utilities Acct # 44-VC-225377 - Trash Service c/o Div 23 (Facilities)		\$ 250.75
3	5/19/2021	5/20/2021	CVWD	Utilities Acct # 226773-601132 - Water c/o Div 23 (Facilities)		\$ 86.99
4	5/19/2021	5/20/2021	CVWD	Utilities Acct # 226783-601148 - Water c/o Div 23 (Facilities)		\$ 89.17
5	5/19/2021	5/20/2021	CVWD	Utilities Acct # 314009-845852 - Water c/o Div 23 (Facilities)		\$ 106.66
6	5/19/2021	5/20/2021	CVWD	Utilities Acct # 314011-845854 - Water c/o Div 23 (Facilities)		\$ 209.41
7	5/19/2021	5/20/2021	CVWD	Utilities Acct # 596261-601130 - Water c/o Div 23 (Facilities)		\$ 86.99
8	5/19/2021	5/20/2021	CVWD	Utilities Acct # 596263-566514 - Water c/o Div 23 (Facilities)		\$ 91.65
9	5/19/2021	5/20/2021	CVWD	Utilities Acct # 596265-403818 - Water c/o Div 23 (Facilities)		\$ 128.90
10	5/19/2021	5/20/2021	CVWD	Utilities Acct # 596437-601156 - Water c/o Div 23 (Facilities)		\$ 70.66
11	5/19/2021	5/20/2021	CVWD	Utilities Acct # 596433-601158 - Water c/o Div 23 (Facilities)		\$ 1,290.07

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 05/31/2021

Name on Card: Liz Granillo (Accounts Payable Card)

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
12	5/19/2021	5/20/2021	CVWD	Utilities Acct # 711835-567044 - Water c/o Div 10 (SunFuels)		\$ 520.56
13	5/20/2021	5/21/2021	Amazon	Facilities-Evaporative Cooler Parts		\$ 517.17
14	5/21/2021	5/24/2021	Green Desert Nursery	Projects-Plants Phase II Beautification		\$ 1,068.47
15	5/28/2021	5/31/2021	IID	Utilities Acct # 50677437 - Water c/o Div 24 (Facilities Indio/Coachella)		\$ 208.18
Credits and Charges					\$0.00	\$4,732.03



Statement Expenses

06/07/2021 10:59 AM PT
Requested By: AMADEO, ISABELLA

Cardholder Summary

Cardholder Name:	GRANILLO, LIZ	Start Date:	05/01/2021
Card Number:	xxxx-xxxx-xxxx-████	End Date:	05/31/2021
Status:	Open	Reminder Period:	06/01/2021 through 06/05/2021
Charges:	4,732.03 USD	Grace Period:	06/06/2021 through 06/07/2021
Out-of-pocket:	0.00 USD	Approval Period:	06/08/2021 through 06/11/2021
Total Amount:	4,732.03 USD		

Charges

1.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
	05/03/2021	05/04/2021	No	Amazon Web Services Aws.amazon.co,WA	5039903800 - OTHER SERVICES	Finance(FIN)	Yes	No	6.40 USD / 6.40
	Description Alexa for Business Account								
	FUND 00		DIVISION						
2.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
	05/13/2021	05/14/2021	No	Burrtec Waste And Recycli 760-3402113,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	No	250.75 USD / 250.75
	Description Utilities Acct # 44-VC-225377 - Trash Service c/o Div 23 Facilities								
	FUND 00		DIVISION						
3.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
	05/19/2021	05/20/2021	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	No	86.99 USD / 86.99
	Description Utilities Acct # 226773-601132 - Water c/o Div 23 Facilities								
	FUND 00		DIVISION						
4.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
	05/19/2021	05/20/2021	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	No	89.17 USD / 89.17
	Description Utilities Acct # 226783-601148 - Water c/o Div 23 Facilities								
	FUND 00		DIVISION						
5.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
	05/19/2021	05/20/2021	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	No	106.66 USD / 106.66
	Description Utilities Acct # 314009-845852 - Water c/o Div 23 Facilities								
	FUND 00		DIVISION						
6.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
	05/19/2021	05/20/2021	No	Coachella Valley	5050200001 -	Finance(FIN)	Yes	No	209.41 USD /

			Water Di 760-398-2651,CA	UTILITIES MAIN FACILITY					209.41
Description Utilities Acct # 314011-845854 - Water c/o Div 23 Facilities									
FUND 00 DIVISION									
7.									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency	
05/19/2021	05/20/2021	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	No	86.99 USD / 86.99	
Description Utilities Acct # 596261-601130 - Water c/o Div 23 Facilities									
FUND 00 DIVISION									
8.									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency	
05/19/2021	05/20/2021	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	No	91.65 USD / 91.65	
Description Utilities Acct # 596263-566514 - Water c/o Div 23 Facilities									
FUND 00 DIVISION									
9.									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency	
05/19/2021	05/20/2021	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	No	128.90 USD / 128.90	
Description Utilities Acct # 596265-403818 - Water c/o Div 23 Facilities									
FUND 00 DIVISION									
10.									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency	
05/19/2021	05/20/2021	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	No	70.66 USD / 70.66	
Description Utilities Acct # 596437-601156 - Water c/o Div 23 Facilities									
FUND 00 DIVISION									
11.									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency	
05/19/2021	05/20/2021	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	No	1,290.07 USD / 1,290.07	
Description Utilities Acct # 596433-601158 - Water c/o Div 23 Facilities									
FUND 00 DIVISION									
12.									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency	
05/19/2021	05/20/2021	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	No	520.56 USD / 520.56	
Description Utilities Acct # 711835-567044 - Water c/o Div 10 SunFuels									
FUND 00 DIVISION									
13.									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency	
05/20/2021	05/21/2021	No	Amzn Mktp Us 2l7e05wl2 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	Yes	No	517.17 USD / 517.17	
Description Facilities-Evaporative Cooler Parts									
FUND 00 DIVISION									
14.									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted	Amount / Original	

05/21/2021	05/24/2021	No	Green Desert Nursery 760-360-6937,CA	5049900011 - MATERIALS AND SUPPLIES	Finance(FIN)	Yes	‡ No	1,068.47 USD / 1,068.47
Description		Projects-Plants Phase II Beautification						
FUND	00	DIVISION						
15.								
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
05/28/2021	05/31/2021	No	Spi Imperial Irrigati 800-303-7756,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	No	208.18 USD / 208.18
Description		Utilities Acct # 50677437 - Water c/o Div 24 Facilities Indio/Coachella						
FUND	00	DIVISION						

Total Charges: 4,732.03 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 Visa Credit Card Statement

Closing Date: 05/31/2021

Name on Card: Walter Watcher (Procurement Card)

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1	5/2/2021	5/3/2021	Arlo Technologies	Monthly Fees on Three (3) Contact Tracing Cameras		\$ 9.99
2	5/4/2021	5/6/2021	DIEB Enterprises	Facilities - Two (2) Cold Water Pump for Coffee Maker Repairs		\$ 196.25
3	5/4/2021	5/6/2021	Amazon	IT Supplies - Two (2) Case for iPad Air 3 2019 iPad Pro 10.5		\$ 51.16
4	5/5/2021	5/6/2021	Amazon	IT Supplies - Twelve (12) Cable Management Sleeve and Wire Cord		\$ 164.34
5	5/5/2021	5/6/2021	Amazon	IT Supplies - iPad Keyboard Case for iPad 8th/7th Generation 10.2		\$ 21.54
6	5/6/2021	5/7/2021	LiveChat, Inc	Monthly Fees for Website Live Chat		\$ 177.00
7	5/19/2021	5/20/2021	NGVi Store	Fixed Route Parts - Six (6) CNG Tank Inspection Decal		\$ 308.00
8	5/20/2021	5/21/2021	Amazon	Projects - OPS iHome Zenergy Bedside Sleep Therapy		\$ 75.41
9	5/22/2021	5/24/2021	Wayfair	Projects - OPS Building Furnishing - Desk and Stool		\$ 441.75
10	5/22/2021	5/24/2021	Amazon	Projects - OPS Building Wall Decor		\$ 149.77
11	5/23/2021	5/24/2021	Amazon	Facilities - Sixty (60) pcs Rubber End Caps for Repair Parts		\$ 18.31
12	5/23/2021	5/24/2021	Amazon	Finance - Coin Room Machine Cover		\$ 29.61
13	5/28/2021	5/31/2021	Good to Go!	Performance - FC16 Toll Road Charges		\$ 12.00
Credits and Charges					\$0.00	\$ 1,655.13



Statement Expenses

06/07/2021 10:59 AM PT
Requested By: AMADEO, ISABELLA

Cardholder Summary

Cardholder Name:	WATCHER, WALTER	Start Date:	05/01/2021
Card Number:	xxxx-xxxx-xxxx-xxxx	End Date:	05/31/2021
Status:	Open	Reminder Period:	06/01/2021 through 06/05/2021
Charges:	1,655.13 USD	Grace Period:	06/06/2021 through 06/07/2021
Out-of-pocket:	0.00 USD	Approval Period:	06/08/2021 through 06/11/2021
Total Amount:	1,655.13 USD		

Charges

1.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency	
	05/02/2021	05/03/2021	No	Arlo Technologies Inc 408-638-3750,CA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	Yes	No	9.99 USD / 9.99	
	Description Monthly Fees on Three 3 Contact Tracing Cameras									
	FUND	00	DIVISION							
2.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency	
	05/04/2021	05/06/2021	No	Dieb Enterprises, Inc 636-7894436,MO	5049900010 - COMPUTER SUPPLIES	Finance(FIN)	Yes	No	196.25 USD / 196.25	
	Description Facilities - Two 2 Cold Water Pump for Coffee Maker Repairs									
	FUND	00	DIVISION							
3.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency	
	05/04/2021	05/06/2021	No	Amzn Mktp Us 121j63hj3 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	Yes	No	51.16 USD / 51.16	
	Description IT Supplies - Two 2 Case for iPad Air 3 2019 iPad Pro 10.5									
	FUND	00	DIVISION							
4.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency	
	05/05/2021	05/06/2021	No	Amzn Mktp Us 8g3264qh3 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	Yes	No	164.34 USD / 164.34	
	Description IT Supplies - Twelve 12 Cable Management Sleeve and Wire Cord									
	FUND	00	DIVISION							
5.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency	
	05/05/2021	05/06/2021	No	Amzn Mktp Us 2l6g041u1 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	Yes	No	21.54 USD / 21.54	
	Description IT Supplies - iPad Keyboard Case for iPad 8th/7th Generation 10.2									
	FUND	00	DIVISION							
6.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency	
	05/06/2021	05/07/2021	No	Live Chat 617-275-2400,MA	5030300011 - COMPUTER/NETWORK	Finance(FIN)	Yes	No	177.00 USD / 177.00	

SOFTWARE AGMT

Description		Monthly Fees for Website Live Chat							
FUND	00	DIVISION							
7.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	05/19/2021	05/20/2021	No	Sp Ngvi Store Ngvistore.mys,NV	5090200001 - TRAINING/ WORKSHOP	Finance(FIN)	Yes	No	308.00 USD / 308.00
Description		Fixed Route Parts - Six 6 CNG Tank Inspection Decal							
FUND	00	DIVISION							
8.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	05/20/2021	05/21/2021	No	Amzn Mktp Us 2r46b1480 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	Yes	No	75.41 USD / 75.41
Description		Projects - OPS iHome Zenergy Bedside Sleep Therapy							
FUND	00	DIVISION							
9.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	05/22/2021	05/24/2021	No	Wf Wayfair 3582544767 186- 62638325,MA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	Yes	No	441.75 USD / 441.75
Description		Projects - OPS Building Furnishing - Desk and Stool							
FUND	00	DIVISION							
10.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	05/22/2021	05/24/2021	No	Amzn Mktp Us 2r4o335v1 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	Yes	No	149.77 USD / 149.77
Description		Projects - OPS Building Wall Decor							
FUND	00	DIVISION							
11.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	05/23/2021	05/24/2021	No	Amzn Mktp Us 2r81794a2 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	Yes	No	18.31 USD / 18.31
Description		Facilities - Sixty 60 pcs Rubber End Caps for Repair Parts							
FUND	00	DIVISION							
12.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	05/23/2021	05/24/2021	No	Amzn Mktp Us 2r8sw3472 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	Yes	No	29.61 USD / 29.61
Description		Finance - Coin Room Machine Cover							
FUND	00	DIVISION							
13.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	05/28/2021	05/31/2021	No	Good2go-seattle 866-936-8246,WA	5090200000 - TRAVEL MEETINGS/SEMINARS	Finance(FIN)	Yes	No	12.00 USD / 12.00
Description		Performance - FC16 Toll Road Charges							
FUND	00	DIVISION							

Total Charges: 1,655.13 USD

SunLine Transit Agency
CONSENT CALENDAR

DATE: July 28, 2021

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Monthly Budget Variance Report for May 2021

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 and the FYTD budget values for the month of May 2021 are equal to 11/12^{ths} of the yearly budget.

Year to Date Summary

- As of May 31, 2021, the Agency's FYTD revenues are \$256,860 or 7.9% below the FYTD budget due to free fares related to COVID-19.
- As of May 31, 2021, the Agency's FYTD expenditures are \$2,356,604 or 6.29% below the FYTD budget.

Monthly Spotlight

- Electricity expenses related to hydrogen and CNG production were over the straight line budget in the month of May due to required testing of the hydrogen electrolyzer in preparation for acceptance testing. The testing and corresponding fluctuations in costs are anticipated to continue until commissioning is complete.

Recommendation:

Receive and file.

SunLine Transit Agency
Budget Variance Report
May 2021

Description	FY21 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY21 FYTD Budget	Positive (Negative)	Percentage Remaining
Operating Revenues:								
Passenger Revenue	1,399,824	129,010	116,652	12,358	227,519	1,283,172	(1,055,653)	83.7%
Other Revenue	2,149,017	254,301	179,085	75,217	2,768,724	1,969,932	798,792	-28.8%
Total Operating Revenue	3,548,841	383,311	295,737	87,575	2,996,244	3,253,104	(256,860)	15.6%
Operating Expenses:								
Operator & Mechanic Salaries & Wages	10,110,722	803,430	842,560	39,130	8,866,380	9,268,162	401,782	12.3%
Operator & Mechanic Overtime	1,237,377	76,551	103,115	26,564	476,892	1,134,262	657,370	61.5%
Administration Salaries & Wages	6,295,406	502,517	524,617	22,100	5,312,857	5,770,789	457,931	15.6%
Administration Overtime	82,132	5,172	6,844	1,672	51,789	75,288	23,499	36.9%
Fringe Benefits	9,895,105	796,342	824,592	28,250	8,929,845	9,070,513	140,668	9.8%
Communications	243,300	18,668	20,275	1,607	200,850	223,025	22,175	17.4%
Legal Services	425,000	30,906	35,417	4,510	203,682	389,583	185,902	52.1%
Computer/Network Software Agreement	634,653	42,553	52,888	10,335	477,434	581,765	104,332	24.8%
Uniforms	85,084	5,797	7,090	1,293	59,626	77,994	18,367	29.9%
Contracted Services	522,700	33,293	43,558	10,266	411,944	479,142	67,197	21.2%
Equipment Repairs	10,858	138	905	767	5,449	9,953	4,504	49.8%
Security Services	110,000	10,882	9,167	(1,715)	119,497	100,833	(18,663)	-8.6%
Fuel - CNG	1,194,687	114,806	99,557	(15,249)	1,176,566	1,095,130	(81,436)	1.5%
Fuel - Hydrogen	1,033,088	108,325	86,091	(22,234)	950,323	946,997	(3,326)	8.0%
Tires	226,381	16,034	18,865	2,831	176,099	207,516	31,417	22.2%
Office Supplies	73,221	3,826	6,102	2,275	37,209	67,119	29,910	49.2%
Travel/Training	151,882	1,258	12,657	11,399	41,733	139,225	97,492	72.5%
Repair Parts	1,486,348	136,732	123,862	(12,869)	1,346,439	1,362,486	16,047	9.4%
Facility Maintenance	48,598	5,922	4,050	(1,872)	30,995	44,548	13,553	36.2%
Electricity - CNG & Hydrogen	921,000	120,232	76,750	(43,482)	1,055,237	844,250	(210,987)	-14.6%
Natural Gas	1,095,000	107,154	91,250	(15,904)	1,001,943	1,003,750	1,807	8.5%
Water and Gas	7,900	780	658	(122)	7,888	7,242	(647)	0.1%
Insurance Losses	1,631,829	76,742	135,986	59,244	2,580,284	1,495,843	(1,084,440)	-58.1%
Insurance Premium - Property	24,737	2,754	2,061	(692)	32,782	22,676	(10,106)	-32.5%
Repair Claims	90,000	283	7,500	7,217	74,253	82,500	8,247	17.5%
Fuel Taxes	134,400	7,919	11,200	3,281	73,703	123,200	49,497	45.2%
Other Expenses	5,004,897	301,363	417,075	115,712	3,505,370	4,587,822	1,082,452	30.0%
Self Consumed Fuel	(1,936,155)	(223,131)	(161,346)	61,785	(2,126,869)	(1,774,809)	352,061	-9.9%
Total Operating Expenses (Before Depreciation)	40,840,150	3,107,246	3,403,346	296,100	35,080,200	37,436,804	2,356,604	14.1%
Operating Expenses in Excess of Operating Revenue		\$ (2,723,934)			\$ (32,083,956)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	6,228,744	454,977	519,062	64,085	5,358,963	5,709,682	350,719	14.0%
State - LTF, LCTOP	11,337,000	828,108	944,750	116,642	9,753,903	10,392,250	638,347	14.0%
Federal - CMAQ,5307,5309,5310,5311,5311(f),5312	6,162,705	450,153	513,559	63,406	5,302,146	5,649,146	347,001	14.0%
CARES Act 5307, 5311, 5311(f)	13,562,860	990,696	1,130,238	139,543	11,668,944	12,432,622	763,678	14.0%
Total Subsidies	37,291,309	2,723,934	3,107,609	383,675	32,083,956	34,183,700	2,099,744	14.0%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

SunLine Transit Agency
Budget Variance Report
May 2021

Description	FY21 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY21 FYTD Budget	Positive (Negative)	Percentage Remaining
Operating Expenses:								
Wages & Benefits	27,620,742	2,184,012	2,301,729	117,716	23,637,763	25,319,014	1,681,250	14.4%
Services	4,034,109	244,576	336,176	91,599	2,959,519	3,697,933	738,415	26.6%
Fuels & Lubricants	2,398,579	232,017	199,882	(32,136)	2,222,948	2,198,697	(24,251)	7.3%
Tires	226,381	16,034	18,865	2,831	176,099	207,516	31,417	22.2%
Materials and Supplies	1,962,844	164,034	163,570	(464)	1,679,527	1,799,274	119,747	14.4%
Utilities	2,310,240	251,618	192,520	(59,098)	2,306,766	2,117,720	(189,046)	0.2%
Casualty & Liability	2,780,550	165,014	231,713	66,699	3,630,901	2,548,838	(1,082,063)	-30.6%
Taxes and Fees	134,400	7,919	11,200	3,281	73,703	123,200	49,497	45.2%
Miscellaneous Expenses	1,308,460	65,153	109,038	43,886	519,844	1,199,422	679,578	60.3%
Self Consumed Fuel	(1,936,155)	(223,131)	(161,346)	61,785	(2,126,869)	(1,774,809)	352,061	-9.9%
Total Operating Expenses (Before Depreciation)	40,840,150	3,107,246	3,403,346	296,100	35,080,200	37,436,804	2,356,604	14.1%
Revenues:								
Passenger Revenue	1,399,824	129,010	116,652	12,358	227,519	1,283,172	(1,055,653)	83.7%
Other Revenue	2,149,017	254,301	179,085	75,217	2,768,724	1,969,932	798,792	-28.8%
Total Operating Revenue	3,548,841	383,311	295,737	87,575	2,996,244	3,253,104	(256,860)	15.6%
Net Operating Gain (Loss)		\$ (2,723,934)			\$ (32,083,956)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	6,228,744	454,977	519,062	64,085	5,358,963	5,709,682	350,719	14.0%
State - LTF, LCTOP	11,337,000	828,108	944,750	116,642	9,753,903	10,392,250	638,347	14.0%
Federal - CMAQ,5307,5309,5310,5311(f),5312	6,162,705	450,153	513,559	63,406	5,302,146	5,649,146	347,000	14.0%
CARES Act 5307, 5311, 5311(f)	13,562,860	990,696	1,130,238	139,543	11,668,944	12,432,622	(763,677)	14.0%
Total Subsidies	37,291,309	2,723,934	3,107,609	383,675	32,083,956	34,183,700	2,099,744	14.0%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

Budget Variance Analysis - SunLine Transit Agency

Passenger Revenue

- The negative variance in passenger fares is attributed to no fare collection as of March 17, 2020. Fare collection resumed on May 2, 2021 for local fixed route and paratransit bus service.
- As of May, ridership was at 42.3% below FY20 FYTD totals.
- Total system ridership was 1,411,872 trips below FY20 FYTD amounts.

Ridership

	FY20-May	FY21-May	Variance	%Δ
Fixed Route	150,202	164,969	14,767	9.8%
Paratransit	4,027	6,809	2,782	69.1%
SolVan	1,096	1,330	234	21.4%
SunRide	-	249	249	-
System Total	155,325	173,357	18,032	11.6%

Ridership

	FYTD-FY20	FYTD-FY21	Variance	%Δ
Fixed Route	3,207,980	1,848,318	(1,359,662)	-42.4%
Paratransit	117,249	64,016	(53,233)	-45.4%
SolVan	14,525	14,757	232	1.6%
SunRide	-	791	791	-
System Total	3,339,754	1,927,882	(1,411,872)	-42.3%

Other Revenue

- The positive variance is attributed to a large amount of advertising revenue, emissions credits revenue and CNG rebate revenue.

Operator & Mechanic Salaries & Wages

- The positive variance is primarily attributed to lower than anticipated expenses relating to level 3 service and the deferral of the new express route.

Operator & Mechanic Overtime

- The positive variance is primarily attributed to the low amount of overtime due to the modified service related to COVID-19.

Administration Salaries & Wages

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

Administration Overtime

- Administrative overtime is a variable expense dependent on the needs of the Agency and holiday work schedules.

Fringe Benefits

- Savings in fringe expenditures are associated with vacancies across the Agency.

Communications

- The positive variance is primarily attributed to savings in cellular services.

Legal Services

- Legal services have had lower expenses related to review and analysis for contracts, service agreements, projects, case reviews, procurements, claims, and funding resources.

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 expenses is primarily attributed to lower use of the public relations/marketing consultant.

Equipment Repairs

- Farebox repairs have been reduced due to the temporary free service related to COVID-19.

Security Services

- Additional security service expenditures are required in Division 2 based on modified service due to COVID-19.

Fuel - CNG

- The negative variance is primarily attributed to increased usage of CNG fixed route vehicles over budgeted estimates for FY21.

Internal GGE Usage

	GGE Usage	Variance FY20 vs. FY21	Variance Previous Month	%Δ FY20 vs FY21	%Δ Previous Month
May FY20	93,616				
May FY21	90,233	(3,383)	1,682	-3.61%	1.90%
April FY21	88,551				
FYTD May FY20	1,152,849				
FYTD May FY21	995,968	(156,881)		-13.61%	

Fuel - Hydrogen

- Expenditures are within an acceptable range of the budgeted amount.

Tires

- The lower tire expenditures are attributed to a reduction in revenue miles.

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 positive variance is due to lower monthly expenses despite emergency repairs in the month of September.

Electricity - CNG & Hydrogen

- The over budget in expenses for electricity expenditures is primarily attributed to increased costs associated with commissioning of the new hydrogen electrolyzer.

Natural Gas

- The positive variance is attributed to lower expenses for Indio.

Outside GGE Usage

	GGE Usage	Variance FY20 vs. FY21	Variance Previous Month	%Δ FY20 vs FY21	%Δ Previous Month
May FY20	27,077				
May FY21	31,791	4,714	12,622	17.41%	65.85%
April FY21	19,169				
FYTD May FY20	268,264				
FYTD May FY21	230,490	(37,774)		-14.08%	

Water and Gas

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

Insurance Losses

- Over budget in this line item is due to quarterly reconciliations of losses to PERMA's estimates associated with general liability and workers' compensation claims.

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 fueling sales are currently \$103,556 below FY20 FYTD amounts.
- For May, sales increased by \$35,942 from the previous month.
- The positive variance in fuel taxes is due to lower fuel consumption and fuel sales.

Outside Fueling Revenue

	Revenue	Variance FY20 vs. FY21	Variance Previous Month	%Δ FY20 vs FY21	%Δ Previous Month
May FY20	\$ 76,958				
May FY21	\$ 89,334	\$ 12,375	\$ 35,942	16.08%	67.32%
April FY21	\$ 53,392				
FYTD May FY20	\$ 733,708				
FYTD May FY21	\$ 630,152	\$ (103,556)		-14.11%	

Other Expenses

- Costs vary from month to month depending on the needs of the Agency or when programs are active (e.g., medical exams and testing, consulting fees, recruiting employees, printing services, temporary help services, SunRide Rideshare, Vanpool).

Self-Consumed Fuel

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

SunLine Transit Agency
CONSENT CALENDAR

DATE: July 28, 2021 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Contracts Signed Between \$25,000 and \$100,000 for June 2021

Summary:

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

- For the month of June 2021, there were four (4) agreements executed between \$25,000 and \$100,000.
- Contracts executed:

VENDOR	PURPOSE	AMOUNT
BAE Power Systems	High Level Technical Support for FC Buses	\$75,000
Specialty Field Services	Onsite Repair & Troubleshooting for FC Buses	\$25,000
Motor Coach Industries	Lease of one (1) 55 Passenger Bus	\$96,975
Atkinson, Andelson, Loya, Ruud & Romo	Legal Services for Labor Negotiations	\$65,000

Recommendation:

Receive and file.

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

June 2021

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
BAE Power Systems	FCB Engineering & Technical Support	High Level Technical Support for FC Buses	FY21 Budget FY22 Budget	\$ 75,000.00	\$ 75,000.00	Executed Agreement
Specialty Field Service	FCB Onsite & Troubleshooting Support	Repair Support for FC Buses	FY21 Budget FY22 Budget	\$ 25,000.00	\$ 25,000.00	Executed Agreement
Motor Coach Industries	Lease of one (1) 55 Passenger Bus	Route 10 Service	FY21 Budget FY22 Budget	\$ 96,975.00	\$ 96,975.00	Executed Agreement
Atkinson, Andelson, Loya, Ruud & Romo	Legal Services	Labor Negotiations	FY21 Budget FY22 Budget	\$ 65,000.00	\$ 65,000.00	Executed Agreement

SunLine Transit Agency
CONSENT CALENDAR

DATE: July 28, 2021

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Union & Non-Union Pension Investment Asset Summary May 2021

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 May, 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	40.4%	16% – 56%
	International Equity	21.6%	0% - 39%
	Other	4.0%	0% – 20%
Income Assets			
	Fixed Income	30.1%	25% - 65%
	Other	0.0%	0% – 20%
Real Return Assets		3.0%	0% – 20%
Cash Equivalents		0.8%	0% – 20%

Non-Union

Asset Class		Actual	Range
Growth Assets			
	Domestic Equity	40.4%	16% – 56%
	International Equity	21.7%	0% - 39%
	Other	4.0%	0% – 20%
Income Assets			
	Fixed Income	30.2%	25% - 65%
	Other	0.0%	0% – 20%
Real Return Assets		3.0%	0% – 20%
Cash Equivalents		0.7%	0% – 20%

For the month of May, the market value of assets increased by \$362,504.32 and \$328,298.87 for the union and non-union plans, respectively.

Month to Month Asset Comparison

Month	Market Value - Union	Market Value – Non-Union
April 2021	\$38,606,489	\$38,721,055
May 2021	\$38,968,994	\$39,049,354
Increase (Decrease)	\$362,504	\$328,299

Recommendation:

Receive and file.



Detail of Securities Held & Market Analytics

For the Month Ending **May 31, 2021**

SUNLINE EMPLOYEES RETIREMENT BARGAINING - 54577620

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	10,654.00	57.68	614,533.37	59.96	638,813.84	24,280.47	1.64
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	965.00	61.01	58,874.65	59.96	57,861.40	(1,013.25)	0.15
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,146.00	61.13	70,054.98	59.96	68,714.16	(1,340.82)	0.18
ISHARES J.P. MORGAN USD EMERGING MARKETS	464288281	EMB	177.00	113.00	20,001.00	111.86	19,799.22	(201.78)	0.05
ISHARES J.P. MORGAN USD EMERGING MARKETS	464288281	EMB	1,046.00	108.22	113,197.81	111.86	117,005.56	3,807.75	0.30
ISHARES J.P. MORGAN USD EMERGING MARKETS	464288281	EMB	1,800.00	108.05	194,488.74	111.86	201,348.00	6,859.26	0.52
Security Type Sub-Total			15,788.00		1,071,150.55	515.46	1,103,542.18	32,391.63	2.84
Exchange-Traded Fund - Equity									
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	8,337.00	90.96	758,336.02	112.85	940,830.45	182,494.43	2.41
VANGUARD TOTAL INTL STOCK	921909768	VXUS	38,958.00	52.12	2,030,490.96	66.42	2,587,590.36	557,099.40	6.64
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	726.00	171.32	124,378.25	218.09	158,333.34	33,955.09	0.41
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	53,983.00	169.04	9,125,286.32	218.09	11,773,152.47	2,647,866.15	30.21
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	2,427.00	153.37	372,228.75	218.09	529,304.43	157,075.68	1.36
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	976.00	123.10	120,145.01	218.09	212,855.84	92,710.83	0.55
Security Type Sub-Total			105,407.00		12,530,865.31	1,051.63	16,202,066.89	3,671,201.58	41.58
Money Market Mutual Fund									
FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	305,671.57	1.00	305,671.57	1.00	305,671.57	0.00	0.78
Security Type Sub-Total			305,671.57		305,671.57	1.00	305,671.57	0.00	0.78
Mutual Fund - Bond									
BAIRD CORE PLUS BOND - INST	057071870	BCOIX	261,730.90	11.60	3,035,892.65	11.79	3,085,807.33	49,914.68	7.92
DOUBLELINE CORE FIXED INCOME I	258620301	DBLFX	128,963.86	10.78	1,389,977.71	11.09	1,430,209.19	40,231.48	3.67
MAINSTAY MACKAY HIGH YIELD CORP BD R6	56063N881	MHYSX	52,962.18	5.65	299,233.96	5.64	298,706.70	(527.26)	0.77



Detail of Securities Held & Market Analytics

For the Month Ending **May 31, 2021**

SUNLINE EMPLOYEES RETIREMENT BARGAINING - 54577620

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									
PRUDENTIAL TOTAL RETRN BND-Q	74440B884	PTROX	261,108.90	14.76	3,853,007.08	14.54	3,796,523.34	(56,483.74)	9.74
VOYA INTERMEDIATE BOND R6	92913L569	IIBZX	197,122.70	10.68	2,104,702.53	10.32	2,034,306.30	(70,396.23)	5.22
Security Type Sub-Total			901,888.54		10,682,813.93	53.38	10,645,552.86	(37,261.07)	27.32
Mutual Fund - Equity									
ARTISAN INTL SMALL-MID	04314H576	APHJX	20,346.97	19.31	392,900.00	21.34	434,204.35	41,304.35	1.11
HARDING LOEVNER INTERNATIONAL EQUITY POR	412295107	HLMIX	63,815.04	23.46	1,497,318.76	30.22	1,928,490.41	431,171.65	4.95
HRTFRD SCHR EM MRKT EQ-SDR	41665H789	SEMTX	45,377.82	17.41	790,155.23	21.58	979,253.32	189,098.09	2.51
JENSEN QUALITY GROWTH-Y	476313408	JENYX	25,005.92	48.24	1,206,317.61	59.98	1,499,854.79	293,537.18	3.85
JOHCM INTERNATIONAL SELECT I	00770G847	JOHIX	59,639.28	22.10	1,318,155.85	31.69	1,889,968.74	571,812.89	4.85
TOUCHSTONE MID CAP FUND INSTITUTIONAL	89155T649	TMPIX	13,117.75	36.37	477,149.39	48.07	630,570.04	153,420.65	1.62
VANGUARD TOT INST ST IDX - ADM	921909818	VTIAX	0.00	33.33	0.03	35.69	0.03	0.00	0.00
VIRTUS KAR INTL SMALL CAP	92828W551	VRISX	24,415.60	21.99	536,860.13	24.88	607,460.01	70,599.88	1.56
Security Type Sub-Total			251,718.36		6,218,857.00	273.45	7,969,801.69	1,750,944.69	20.45
Mutual Fund - Other									
COHEN & STEERS INST REALTY SHARES	19247U106	CSRIX	15,194.36	43.75	664,819.55	51.16	777,343.61	112,524.06	1.99
INVESCO OPTM YD DVRS CDTY STRA NO K1 ETF	46090F100	PDBC	30,785.00	19.05	586,454.25	19.36	595,997.60	9,543.35	1.53
PIMCO COMMODITY REAL RET STRAT INSTL	722005667	PCRIX	80,709.32	7.19	580,300.00	7.26	585,949.65	5,649.65	1.50
PRINCIPAL RE SECURITIES INST FUND	74253Q580	PIREX	25,826.76	26.09	673,739.57	30.32	783,067.49	109,327.92	2.01
Security Type Sub-Total			152,515.45		2,505,313.37	108.10	2,742,358.35	237,044.98	7.03
Managed Account Sub-Total			1,732,988.92		33,314,671.73	2,003.02	38,968,993.54	5,654,321.81	100.00



Detail of Securities Held & Market Analytics

For the Month Ending **May 31, 2021**

SUNLINE EMPLOYEES RETIREMENT BARGAINING - 54577620

Securities Sub-Total	\$1,732,988.92	\$33,314,671.73	\$2,003.02	\$38,968,993.54	\$5,654,321.81	100.00%
Accrued Interest				\$0.00		
Total Investments				\$38,968,993.54		



Detail of Securities Held & Market Analytics

For the Month Ending **May 31, 2021**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - 54577625

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	982.00	61.01	59,911.82	59.96	58,880.72	(1,031.10)	0.15
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,113.00	61.13	68,037.69	59.96	66,735.48	(1,302.21)	0.16
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	10,637.00	57.68	613,552.79	59.96	637,794.52	24,241.73	1.63
ISHARES J.P. MORGAN USD EMERGING MARKETS	464288281	EMB	1,813.00	108.05	195,893.38	111.86	202,802.18	6,908.80	0.52
ISHARES J.P. MORGAN USD EMERGING MARKETS	464288281	EMB	1,317.00	108.22	142,525.35	111.86	147,319.62	4,794.27	0.38
Security Type Sub-Total			15,862.00		1,079,921.03	403.60	1,113,532.52	33,611.49	2.84
Exchange-Traded Fund - Equity									
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	8,361.00	90.96	760,519.07	112.85	943,538.85	183,019.78	2.42
VANGUARD TOTAL INTL STOCK	921909768	VXUS	39,123.00	52.12	2,039,090.76	66.42	2,598,549.66	559,458.90	6.65
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	558.00	123.10	68,689.47	218.09	121,694.22	53,004.75	0.31
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	726.00	171.32	124,378.25	218.09	158,333.34	33,955.09	0.41
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	54,431.00	169.04	9,201,016.24	218.09	11,870,856.79	2,669,840.55	30.40
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	2,427.00	153.37	372,228.75	218.09	529,304.43	157,075.68	1.36
Security Type Sub-Total			105,626.00		12,565,922.54	1,051.63	16,222,277.29	3,656,354.75	41.55
Money Market Mutual Fund									
FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	276,155.49	1.00	276,155.49	1.00	276,155.49	0.00	0.71
Security Type Sub-Total			276,155.49		276,155.49	1.00	276,155.49	0.00	0.71
Mutual Fund - Bond									
BAIRD CORE PLUS BOND - INST	057071870	BCOIX	262,281.92	11.61	3,043,817.15	11.79	3,092,303.87	48,486.72	7.92
DOUBLELINE CORE FIXED INCOME I	258620301	DBLFX	129,456.17	10.78	1,395,385.95	11.09	1,435,668.87	40,282.92	3.68
MAINSTAY MACKAY HIGH YIELD CORP BD R6	56063N881	MHYSX	53,122.19	5.65	300,137.99	5.64	299,609.14	(528.85)	0.77
PRUDENTIAL TOTAL RETRN BND-Q	74440B884	PTRQX	261,753.90	14.77	3,865,016.69	14.54	3,805,901.71	(59,114.98)	9.75
VOYA INTERMEDIATE BOND R6	92913L569	IIBZX	197,660.42	10.68	2,110,720.68	10.32	2,039,855.53	(70,865.15)	5.22



Detail of Securities Held & Market Analytics

For the Month Ending **May 31, 2021**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - 54577625

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
Security Type Sub-Total			904,274.60		10,715,078.46	53.38	10,673,339.12	(41,739.34)	27.34
Mutual Fund - Equity									
ARTISAN INTL SMALL-MID	04314H576	APHJX	20,476.44	19.31	395,400.00	21.34	436,967.17	41,567.17	1.12
HARDING LOEVNER INTERNATIONAL EQUITY POR	412295107	HLMIX	64,106.26	23.46	1,504,021.62	30.22	1,937,291.07	433,269.45	4.96
HRTFRD SCHR EM MRKT EQ-SDR	41665H789	SEMTX	45,584.14	17.46	796,110.47	21.58	983,705.63	187,595.16	2.52
JENSEN QUALITY GROWTH-Y	476313408	JENYX	25,216.05	48.24	1,216,539.59	59.98	1,512,458.65	295,919.06	3.87
JOHCM INTERNATIONAL SELECT I	00770G847	JOHIX	59,909.50	22.08	1,322,687.54	31.69	1,898,532.16	575,844.62	4.86
TOUCHSTONE MID CAP FUND INSTITUTIONAL	89155T649	TMPIX	13,202.20	36.37	480,221.17	48.07	634,629.52	154,408.35	1.63
VANGUARD TOTAL STOCK MARKET INDEX	922908801	VITSX	0.00	75.00	0.03	106.13	0.04	0.01	0.00
VIRTUS KAR INTL SMALL CAP	92828W551	VRISX	24,525.20	21.99	539,270.40	24.88	610,186.86	70,916.46	1.56
Security Type Sub-Total			253,019.77		6,254,250.82	343.89	8,013,771.10	1,759,520.28	20.52
Mutual Fund - Other									
COHEN & STEERS INST REALTY SHARES	19247U106	CSRIX	15,238.26	43.75	666,740.53	51.16	779,589.51	112,848.98	2.00
INVESCO OPTM YD DVRS CDTY STRA NO K1 ETF	46090F100	PDBC	30,875.00	19.05	588,168.75	19.36	597,740.00	9,571.25	1.53
PIMCO COMMODITY REAL RET STRAT INSTL	722005667	PCRIX	80,945.76	7.19	582,000.00	7.26	587,666.20	5,666.20	1.50
PRINCIPAL RE SECURITIES INST FUND	74253Q580	PIREX	25,899.83	26.09	675,645.73	30.32	785,282.79	109,637.06	2.01
Security Type Sub-Total			152,958.85		2,512,555.01	108.10	2,750,278.50	237,723.49	7.04
Managed Account Sub-Total			1,707,896.71		33,403,883.35	1,961.60	39,049,354.02	5,645,470.67	100.00
Securities Sub-Total			\$1,707,896.71		\$33,403,883.35	\$1,961.60	\$39,049,354.02	\$5,645,470.67	100.00%
Accrued Interest								\$0.00	
Total Investments								\$39,049,354.02	

SunLine Transit Agency
CONSENT CALENDAR

DATE: July 28, 2021

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Ridership Report for June 2021

Summary:

	Monthly Ridership		Monthly Variance	
	Jun-20	Jun-21	Net	Percent
Fixed Route	171,540	151,759	(19,781)	-11.5%
SolVan	1,098	1,271	173	15.8%
SunRide	0	291	291	100.0%
Taxi Voucher*	430	303	(127)	-41.9%
SunDial	4,877	7,113	2,236	45.8%
Total	177,945	160,737	(17,208)	-9.7%

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

Paratransit ridership increase began with the opening of programs such as Desert Arc and Nuevo Vitality Center. Fiscal year to date system ridership decreased by 1,429,058 rides or -40.6% compared to the previous fiscal year.

June 2021 Fiscal Year To Date Ridership	
Fiscal Year 2020	3,518,826
Fiscal Year 2021	2,089,768
Ridership Decrease	(1,429,058)

The attached COVID-19 Recovery charts' baseline is calendar year 2019, this allows a comparison of three (3) years. A decrease in ridership from June 2020 to June 2021 was anticipated due to resumption of fare collection on May 2, 2021.

Recommendation:

Receive and file.



SunLine Transit Agency Monthly Ridership Report June 2021

Fixed Route	Description	Jun 2021	Jun 2020	FY 2021	FY 2020	Monthly KPI		Bikes		Wheelchairs	
				YTD	YTD	Passengers/ Rev. Hours	Passengers/ Rev. Miles	Monthly	FYTD	Monthly	FYTD
Route 1	Coachella - Hwy 111 - Palm Springs	68,458	-	456,141	-	11.9	0.8	3,591	22,953	698	6,059
Route 2	Desert Hot Springs - Palm Springs - Cathedral City	43,116	-	276,883	-	15.5	1.1	1,769	12,660	496	4,155
Route 3	Desert Hot Springs - Desert Edge	3,402	-	22,291	-	8.9	0.6	65	418	91	474
Route 4	Westfield Palm Desert - Palm Springs	13,699	-	85,075	-	8.1	0.6	715	4,384	121	837
Route 6	Coachella - Fred Waring - Westfield Palm Desert	4,772	-	26,897	-	3.6	0.3	212	1,247	45	339
Route 7	Bermuda Dunes - Indian Wells - La Quinta	4,528	-	29,349	-	10.2	0.8	375	2,678	62	396
Route 8	North Indio - Coachella - Thermal/Mecca	9,493	-	56,942	-	6.5	0.4	232	1,863	67	646
Route 9	North Shore - Mecca - Oasis	3,908	-	19,307	-	3.4	0.2	126	646	58	533
Route 200 SB	Palm Springs High School AM Tripper	17	-	171	-	10.6	0.5	-	6	-	-
Route 400 SB	Raymond Cree / Palm Springs HS Tripper	3	-	49	-	2.9	0.2	-	1	-	-
Route 402 NB	Palm Canyon / Stevens AM Tripper	5	-	51	-	5.1	0.4	-	1	-	-
Route 403 NB	Vista Chino / Sunrise PM Tripper	2	-	53	-	7.7	0.3	-	2	-	-
Route 500 SB	Westfield Palm Desert PM Tripper	14	-	173	-	12.3	0.8	-	-	1	1
Route 501 NB	Palm Desert High School AM Tripper	4	-	65	-	2.8	0.2	-	1	-	-
Route 700 SB/NB	Harris / Washington - Calle Madrid / Ave Vallejo AM Tripper	16	-	275	-	6.5	0.4	3	22	-	-
Route 701 SB/NB	Harris / Washington - Calle Madrid / Ave Vallejo PM Tripper	60	-	520	-	15.5	1.0	3	23	-	-
Route 800 NB	Shadow Hills High School AM Tripper	66	-	678	-	20.2	1.0	-	2	-	1
Route 801 SB	Jackson / 44th PM Tripper	178	-	1,101	-	32.8	1.9	-	-	-	2
Route 802 SB	Hwy 111 / Golf Center Pkwy PM Tripper	-	-	59	-	1.8	0.1	-	2	-	-
Route 803 NB	Shadow Hills High School AM Tripper	18	-	160	-	5.8	0.3	-	-	-	-
Fixed Route Total		151,759	171,540	2,000,077	3,379,520	10.4	0.7	7,091	96,657	1,639	29,593
SolVan		1,271	1,098	16,028	15,623						
SunRide		291	-	1,082	-						
Taxi Voucher		303	430	1,452	1,557						
SunDial		7,113	4,877	71,129	122,126	1.6	0.1				
System Total		160,737	177,945	2,089,768	3,518,826	8.6	0.5				
		Jun-21	Jun-20								
	Weekdays:	22	22								
	Saturdays:	4	4								
	Sundays:	4	4								
	Total Days:	30	30								

On Sunday, May 2, 2021, SunLine resumed fare collection. Haul Pass Programs returned, Haul Pass COD contributed with 1,383 rides, CSUSB with 140 rides.

Mobile Ticketing contributed with 8,095 rides, the total for June 2021 includes 252 paratransit mobile tickets.

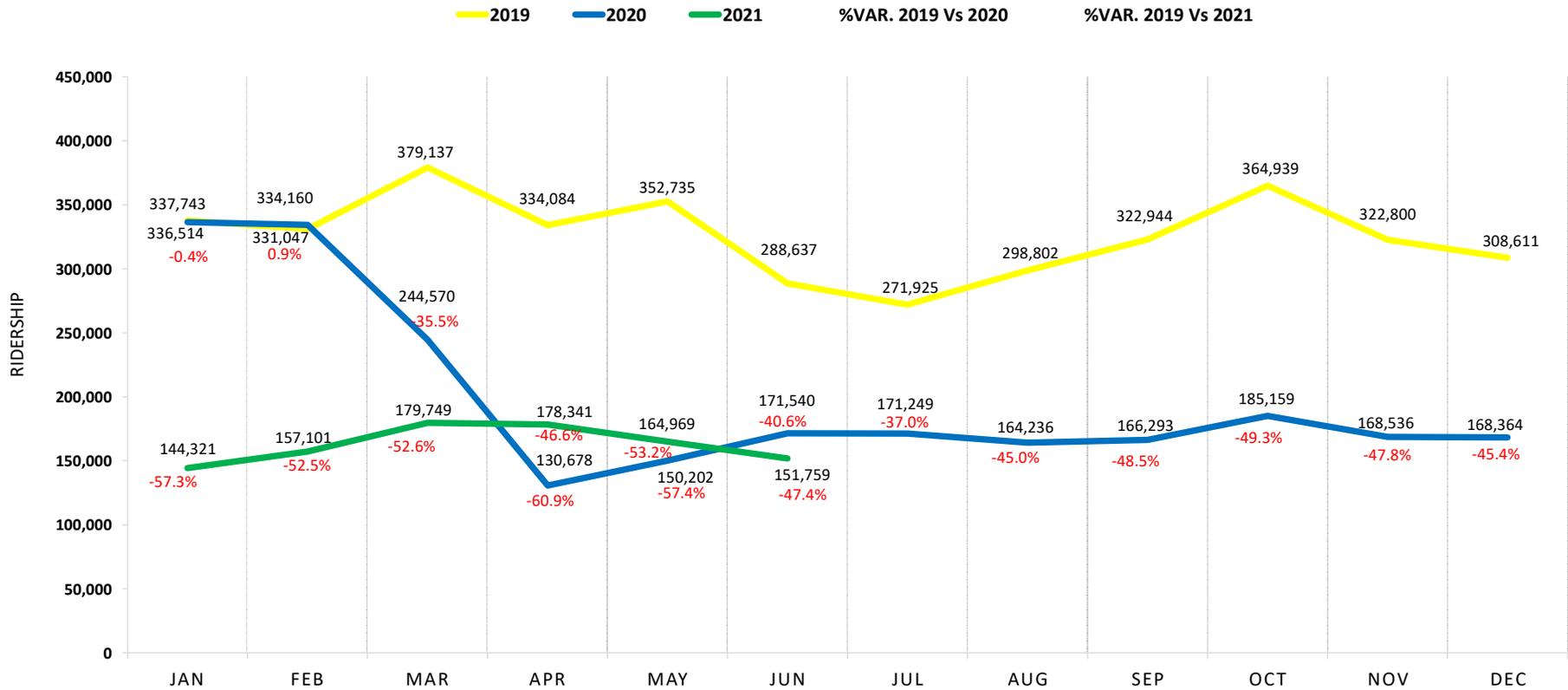


SunLine Transit Agency Monthly Ridership Report June 2021

Fixed Route		Description	Jun 2021	Jun 2020	FY 2021	FY 2020	Monthly KPI		Bikes		Wheelchairs	
					YTD	YTD	Passengers/ Rev. Hours	Passengers/ Rev. Miles	Monthly	FYTD	Monthly	FYTD
Former Route 14	DHS/PS		-	28,216	156,008	501,599	-	-	-	6,507	-	2,562
Former Route 15	DHS		-	4,575	25,074	97,680	-	-	-	462	-	660
Former Route 20	DHS/PD		-	-	-	22,319	-	-	-	-	-	-
Former Route 21	PD		-	-	-	9,364	-	-	-	-	-	-
Former Route 24	PS		-	7,604	46,323	147,129	-	-	-	2,103	-	1,203
Former Route 30	CC/PS		-	29,034	153,111	520,925	-	-	-	7,374	-	2,880
Former Route 32	PD/RM/TP/CC/PS		-	9,490	60,121	208,212	-	-	-	3,279	-	872
Former Route BUZZ	PS/BUZZ		-	-	-	36,584	-	-	-	-	-	-
Former Route 54	Indio/LQ/IW/PD		-	-	-	53,334	-	-	-	-	-	-
Former Route 90	LQ/BD		-	3,910	18,312	108,931	-	-	-	511	-	252
Former Route 70	Indio		-	5,677	27,539	168,261	-	-	-	2,055	-	373
Former Route 80	Indio		-	2,533	36,854	77,680	-	-	-	1,480	-	434
Former Route 81	Coachella/Indio		-	3,245	16,352	60,524	-	-	-	667	-	139
Former Route 91	I/Cch/Th/Mec/Oas		-	4,756	32,262	127,095	-	-	-	1,141	-	353
Former Route 95	I/Cch/Th/Mec/NS		-	1,022	8,768	22,087	-	-	-	226	-	42
Former Route 111	PS to Indio		-	71,478	443,113	1,208,176	-	-	-	23,943	-	6,380
Former Route 220	PD to Riverside		-	-	-	9,620	-	-	-	-	-	-
Fixed Route Total			151,759	171,540	2,000,077	3,379,520	10.4	0.7	7,091	96,657	1,639	29,593
SolVan			1,271	1,098	16,028	15,623						
SunRide			291	-	1,082	-						
Taxi Voucher			303	430	1,452	1,557						
SunDial			7,113	4,877	71,129	122,126	1.6	0.1				
System Total			160,737	177,945	2,089,768	3,518,826	8.6	0.5				
			Jun-21	Jun-20								
Weekdays:			22	22								
Saturdays:			4	4								
Sundays:			4	4								
Total Days:			30	30								

On Sunday, May 2, 2021, SunLine resumed fare collection. Haul Pass Programs returned, Haul Pass COD contributed with 1,383 rides, CSUSB with 140 rides. Mobile Ticketing contributed with 8,095 rides, the total for June 2021 includes 252 paratransit mobile tickets.

Fixed Route Ridership COVID-19 Recovery

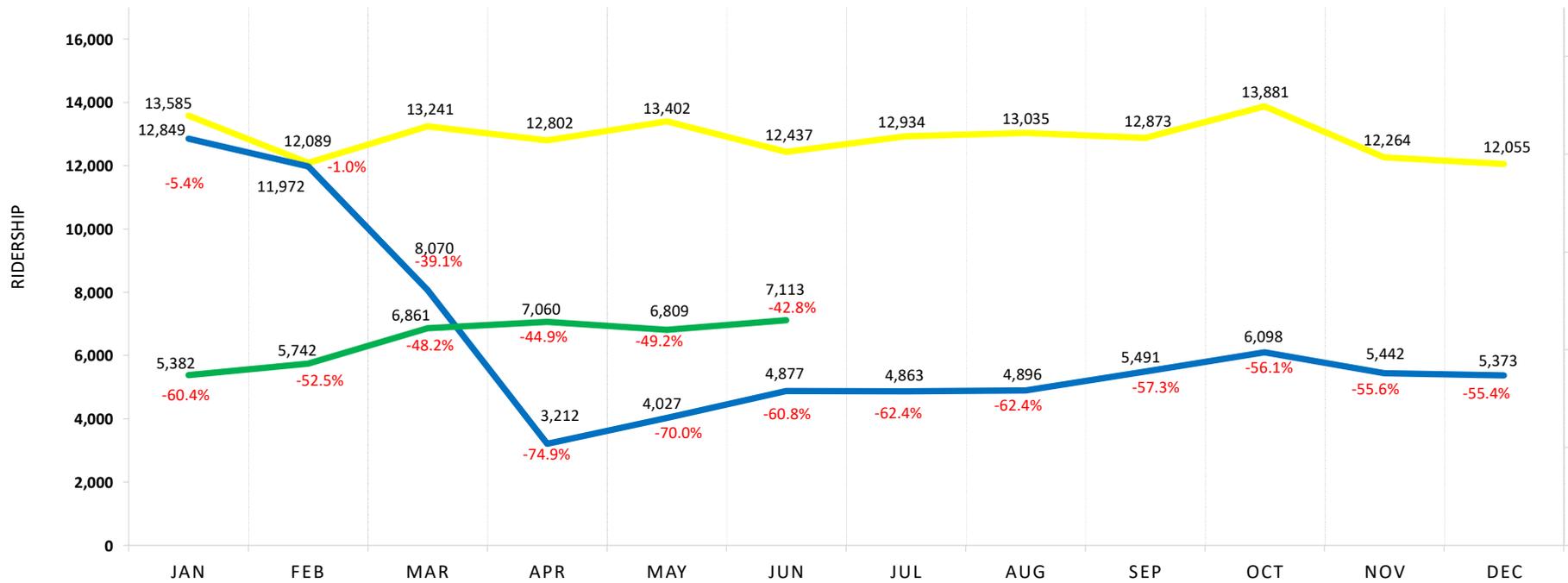


Since March 21, 2020, SunLine has been operating at a reduced level of service, Level 3, in response to the COVID-19 disease. Ridership is on a pivot point with the easing of COVID-19 restrictions, increasing vaccination rates, the opening of businesses, schools, and entertainment venues. January 2021 fixed route ridership was calculated from January 3, 2021, to maintain data integrity of the new Refueled system. April 2020 was the first complete month of operation of the Level 3 Service. Routes 20, 21, 54, BUZZ Trolley and the Commuter Link 220 are not part of the calculations starting April 2019 to produce a more accurate comparison. Variances are in red close to their corresponding ridership number. 2020 and 2021 are referring to the baseline of 2019.

Ridership:
 FY 2019 Actual = 4,039,450
 FY 2020 Actual = 3,379,520
 FY 2021 SRTP Predicted = 3,761,953

Paratransit Ridership COVID-19 Recovery

■ 2019
 ■ 2020
 ■ 2021
 %VAR. 2019 Vs 2020
 %VAR. 2019 Vs 2021



Ridership is on a pivot point with the easing of COVID-19 restrictions, increasing vaccination rates, the opening of businesses, schools, and entertainment venues. Variances are in red close to their corresponding ridership number. 2020 and 2021 are referring to the baseline of 2019.

SunLine Transit Agency
CONSENT CALENDAR

DATE: July 28, 2021

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: SunDial Operational Notes for June 2021

Summary:

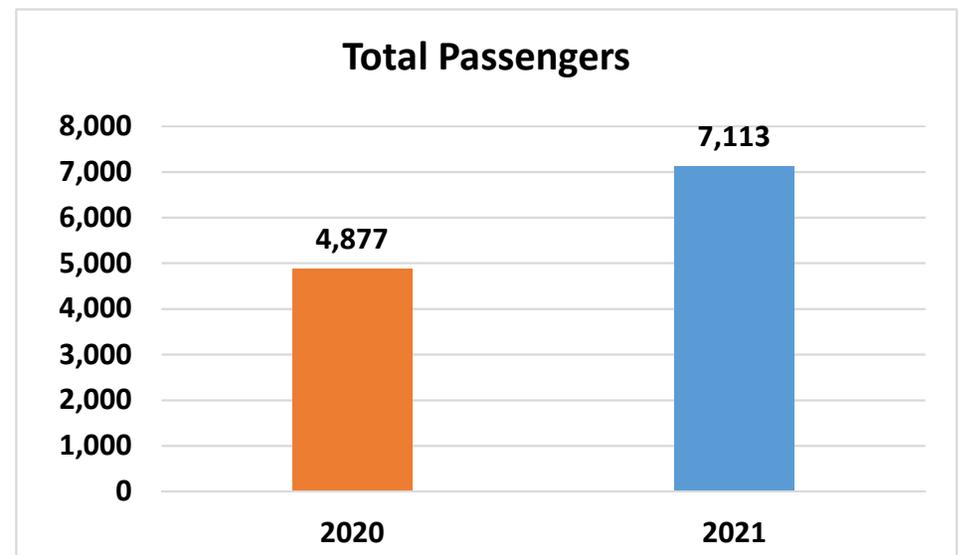
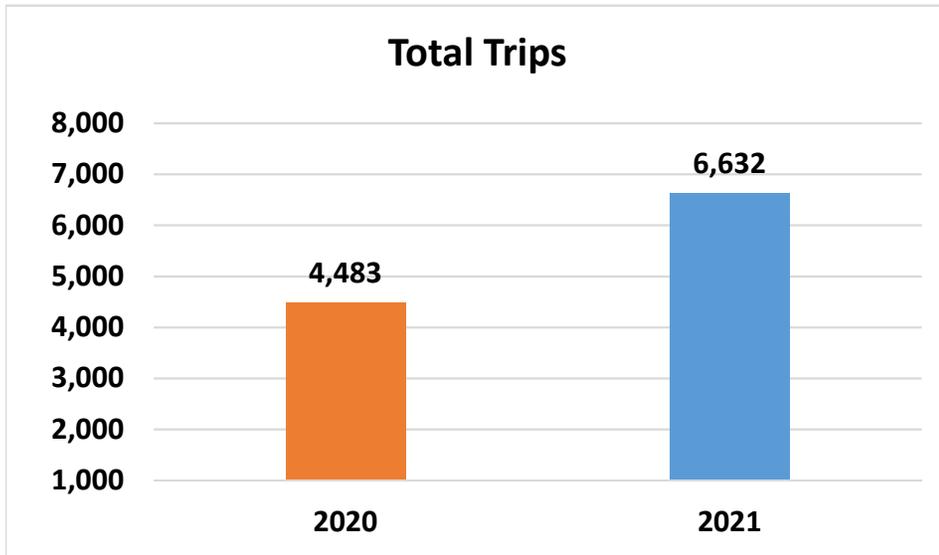
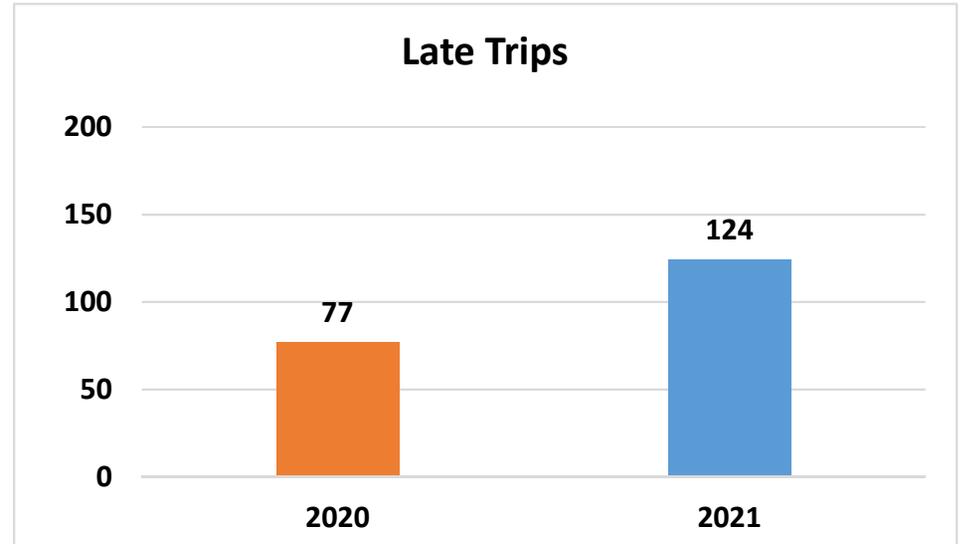
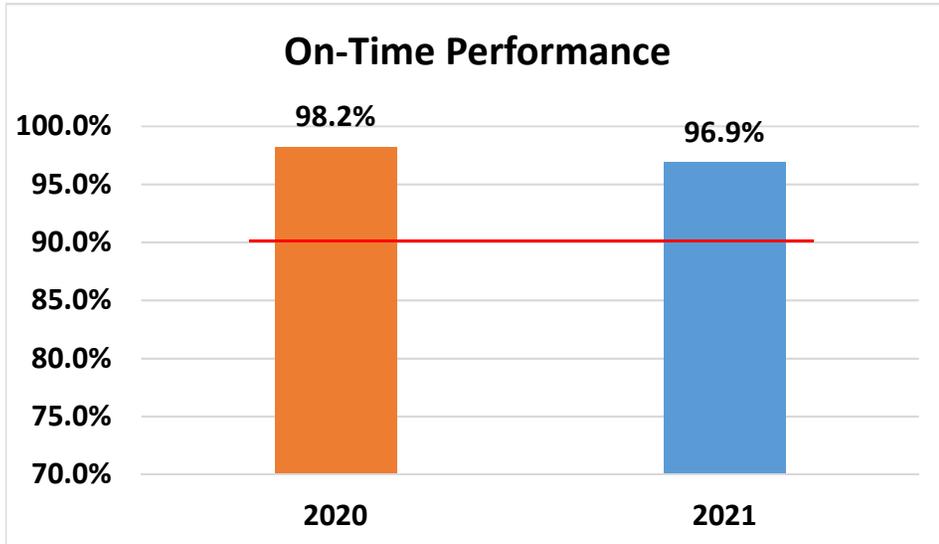
The attached report summarizes SunDial's operation for June 2021. This report identifies that the on-time performance has exceeded the Agency's internal 90% goal by 6.9%. There was an increase of late trips compared to June 2020, due to a 44.9% increase in total trips (2,149) and a 45.8% increase in total passengers (2,236). These increases began with the opening of programs such as Desert Arc and Nuero Valitality Center. The total miles increased by 14,469 and mobility device boardings increased by 259. Road Supervisors performed 55 onboard inspections and 35 safety evaluations which include pre-trip inspections and trailing evaluations.

Recommendation:

Receive and file.

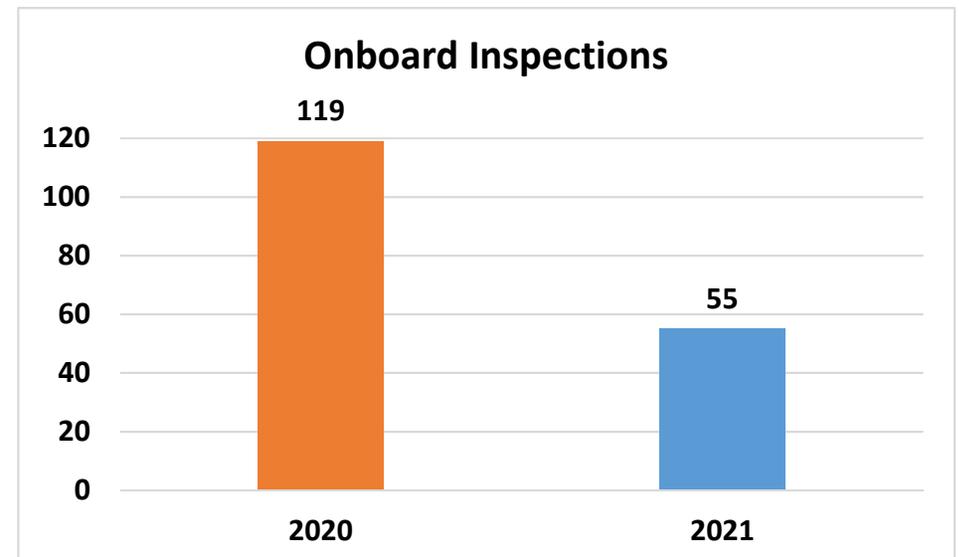
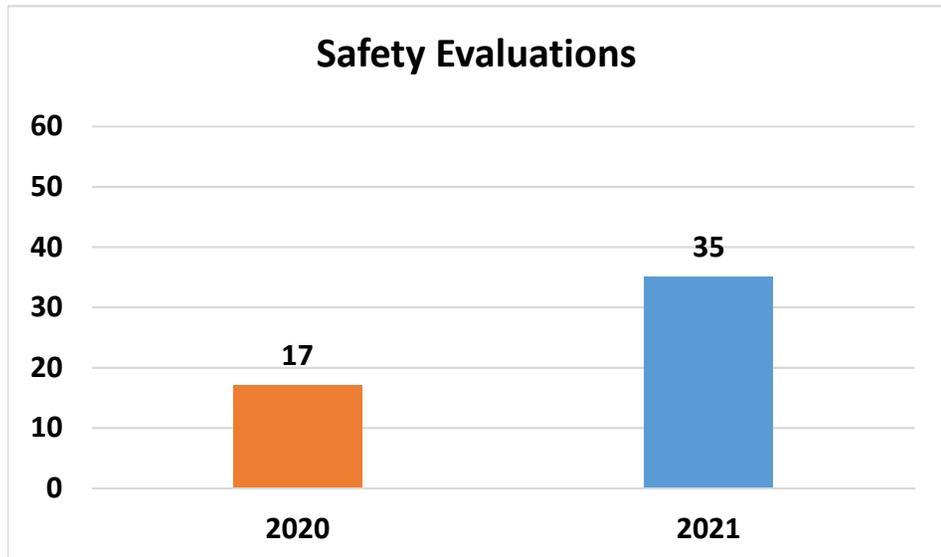
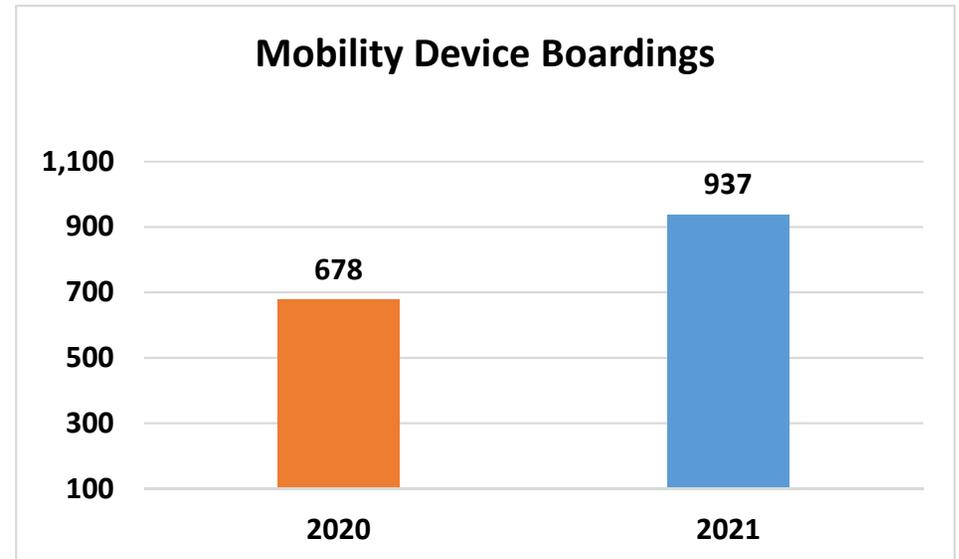
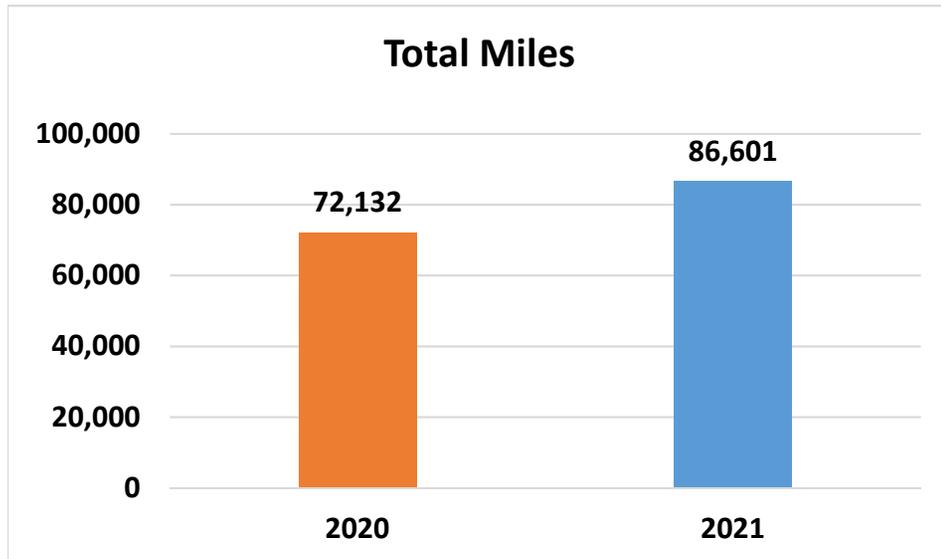
SunDial Operational Charts

June 2020 vs. 2021



SunDial Operational Charts

June 2020 vs. 2021



SunLine Transit Agency
CONSENT CALENDAR

DATE: July 28, 2021

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Metrics for June 2021

Summary:

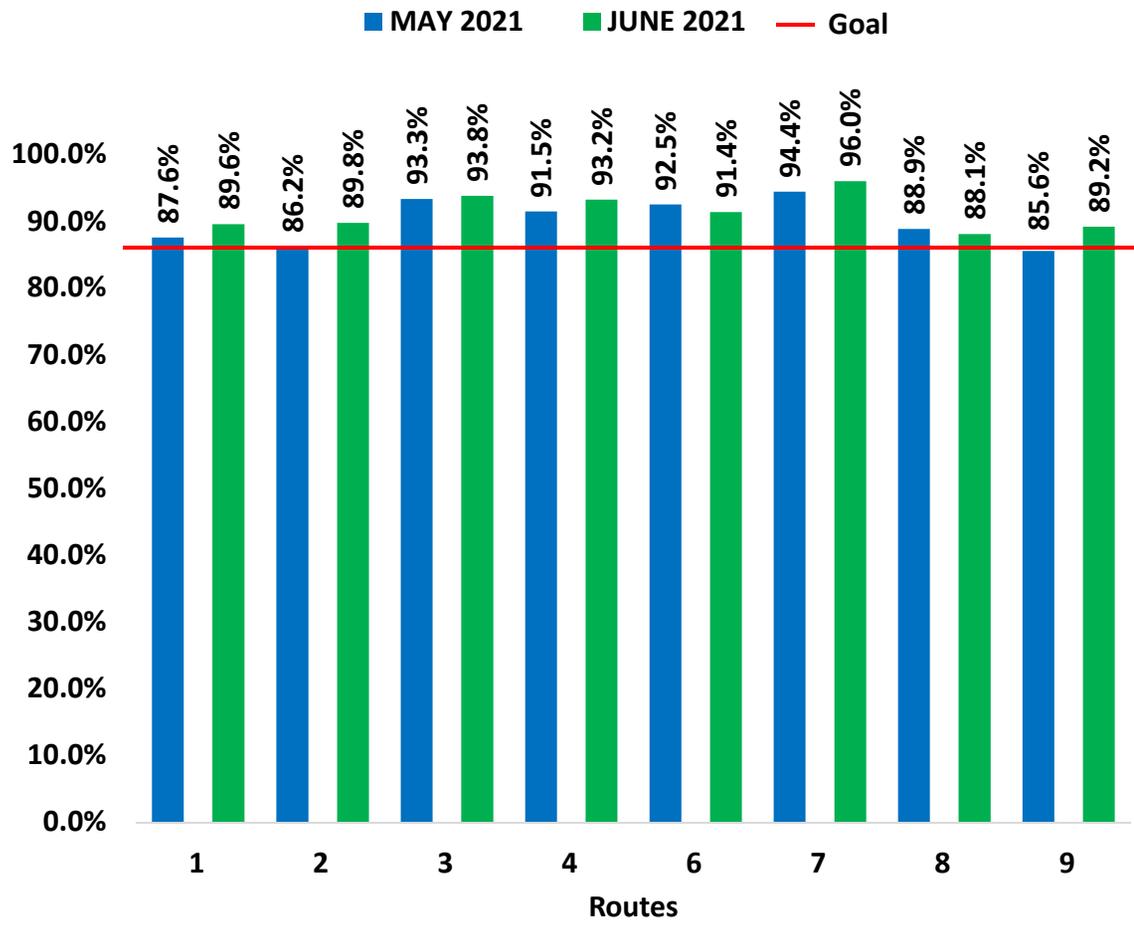
The metrics packet includes data highlighting on-time performance, early departures, late departures, late cancellations, driver absences, advertising revenue, fixed route customer feedback, paratransit customer feedback and system performance. SunRide performance includes system-wide, trip booking method and geo-fence metrics for Desert Edge, Cook Street, Coachella and Mecca / North Shore. Additional ridership data for the mobile ticketing usage of the Token Transit application and the Haul Pass programs with College of the Desert (COD) and California State University San Bernardino (CSUSB) Palm Desert Campus, is included.

Due to the new route structure, fiscal year reporting has been changed to Refueled year to date (RYTD) for the remainder of the current fiscal year.

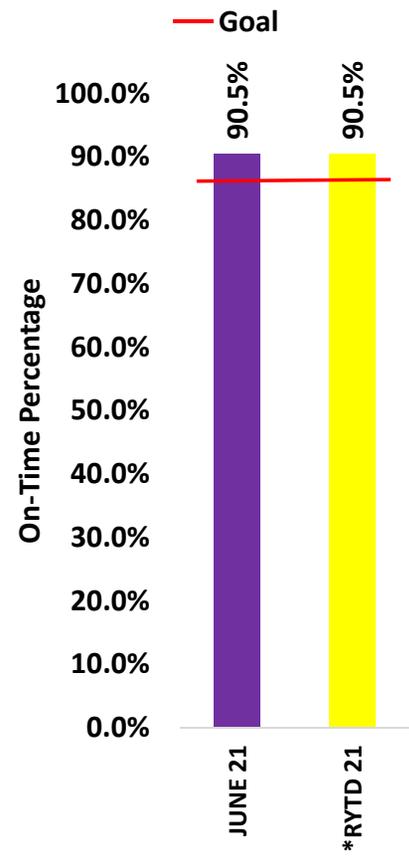
Recommendation:

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 minutes early to five minutes late.

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

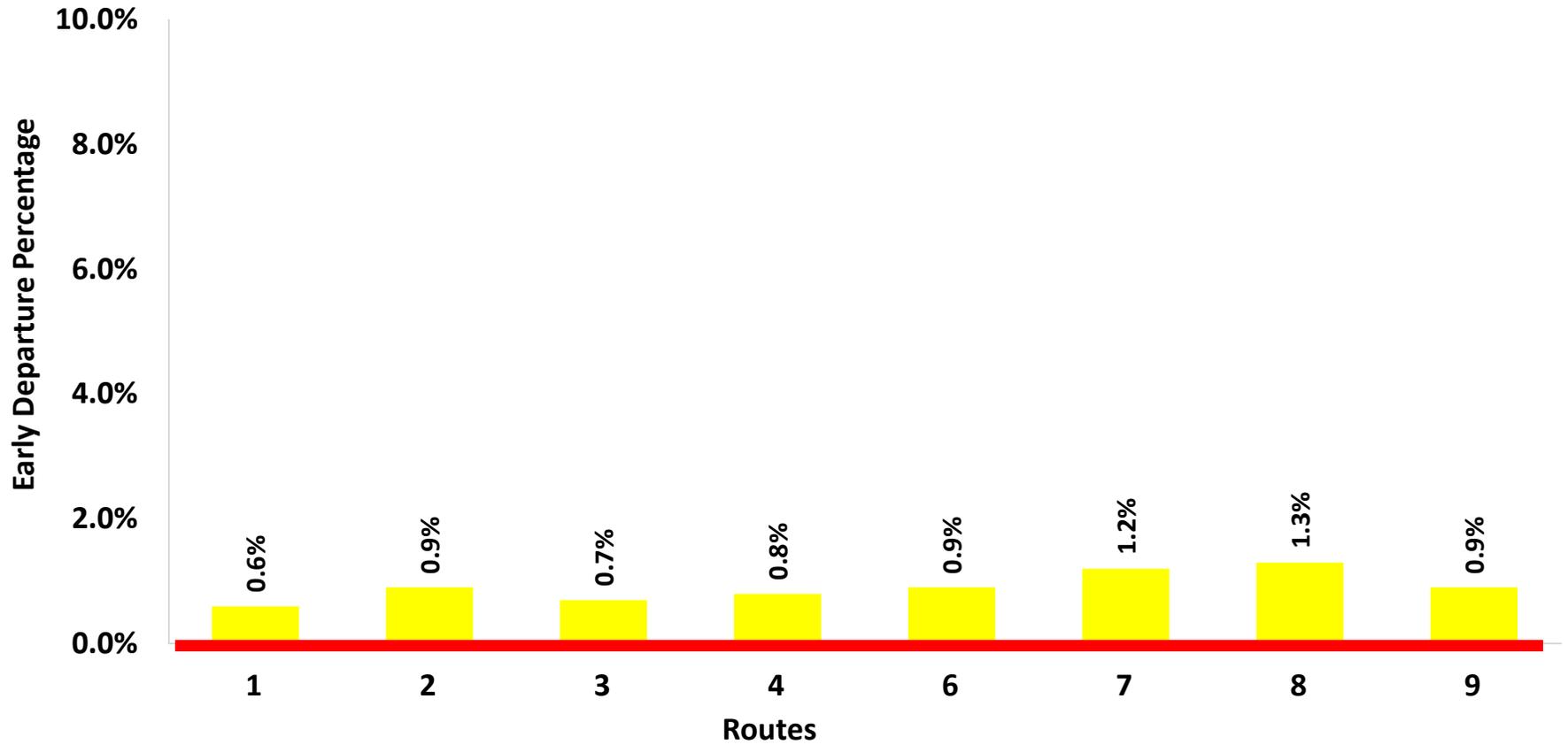
Exceptions: Detours, train stuck on tracks, passenger problems, information technology system issues.

* Refueled Year reporting began January 3, 2021 with the roll-out of the new route structure.

Early Departures by Route RYTD

June 2021

■ *RY21 — Goal



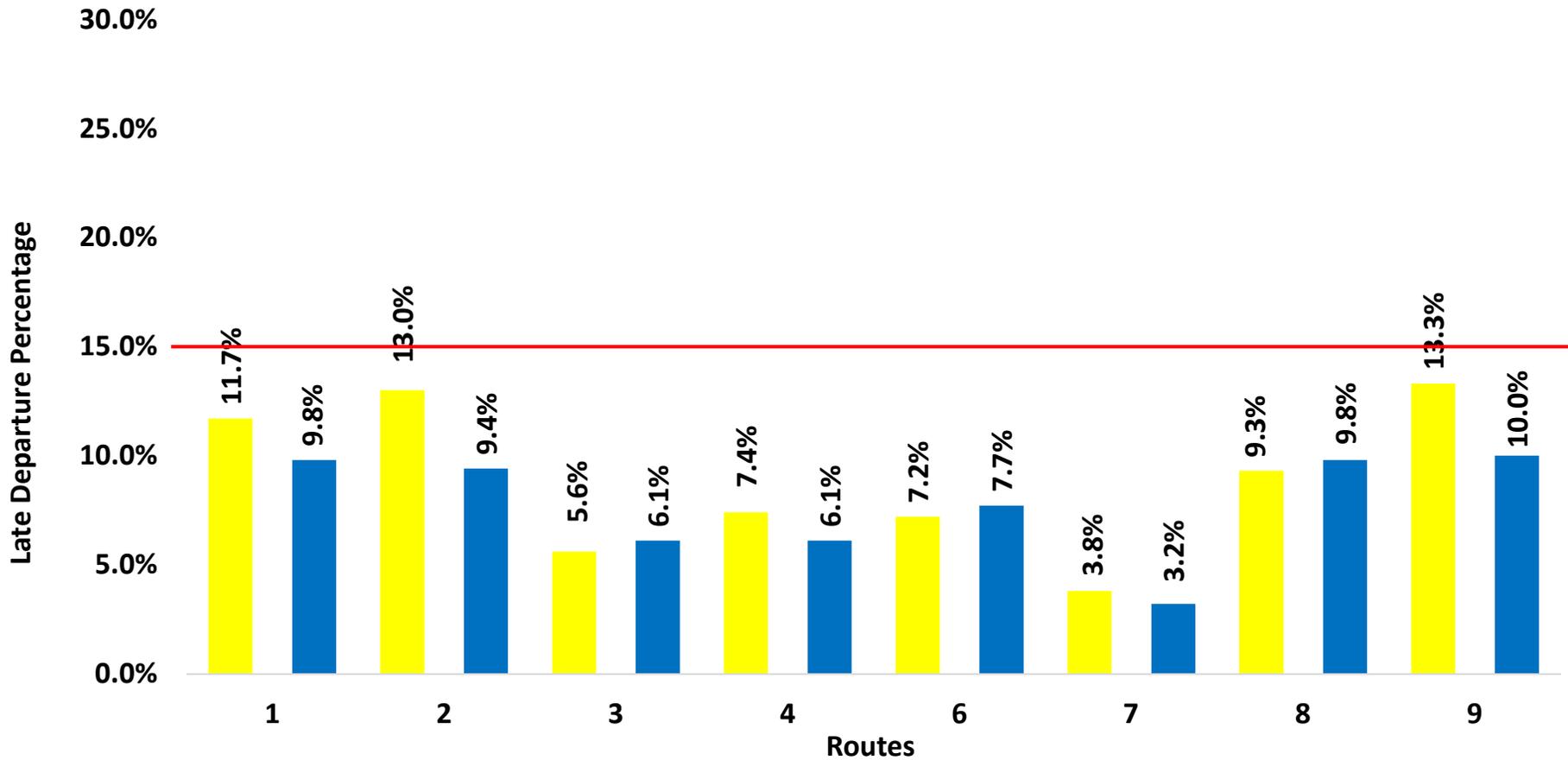
Definition: When a bus leaves a time point ahead of the scheduled departure time.

Goal: To reduce early departures to 0% for each route.

* Refueled Year reporting began January 3, 2021 with the roll-out of the new route structure.

Late Departure Percentage by Route

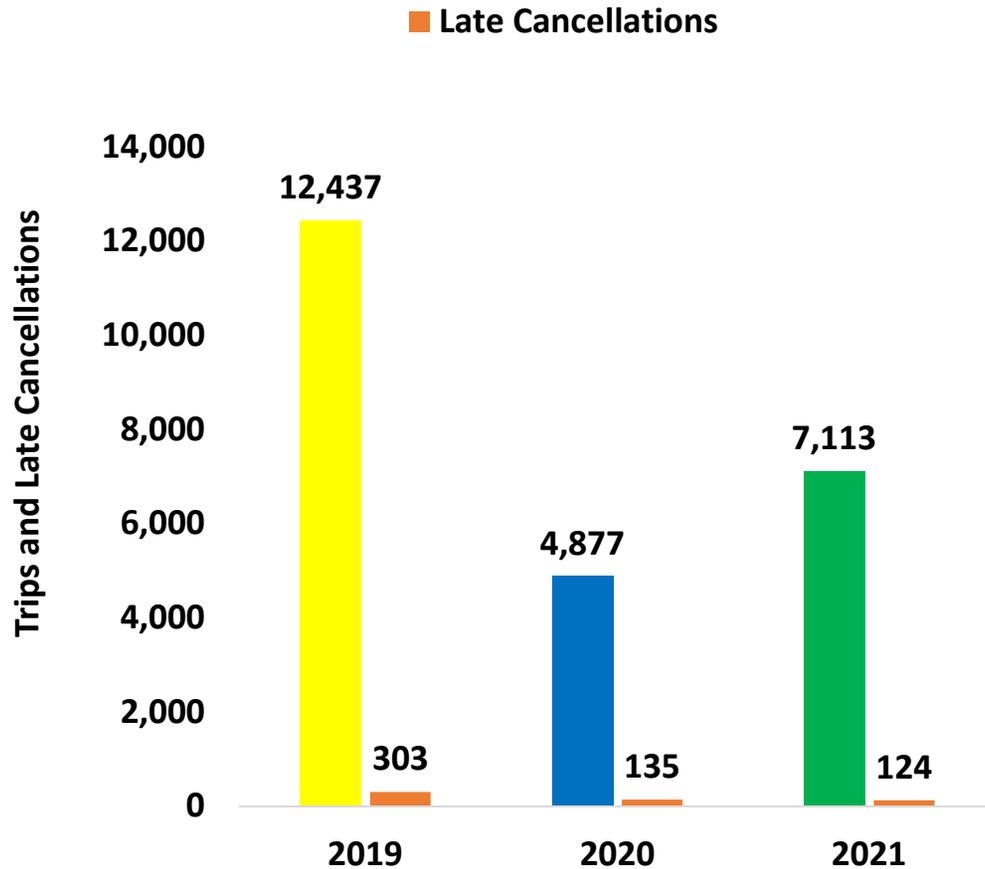
■ MAY 2021 ■ JUNE 2021 — Goal



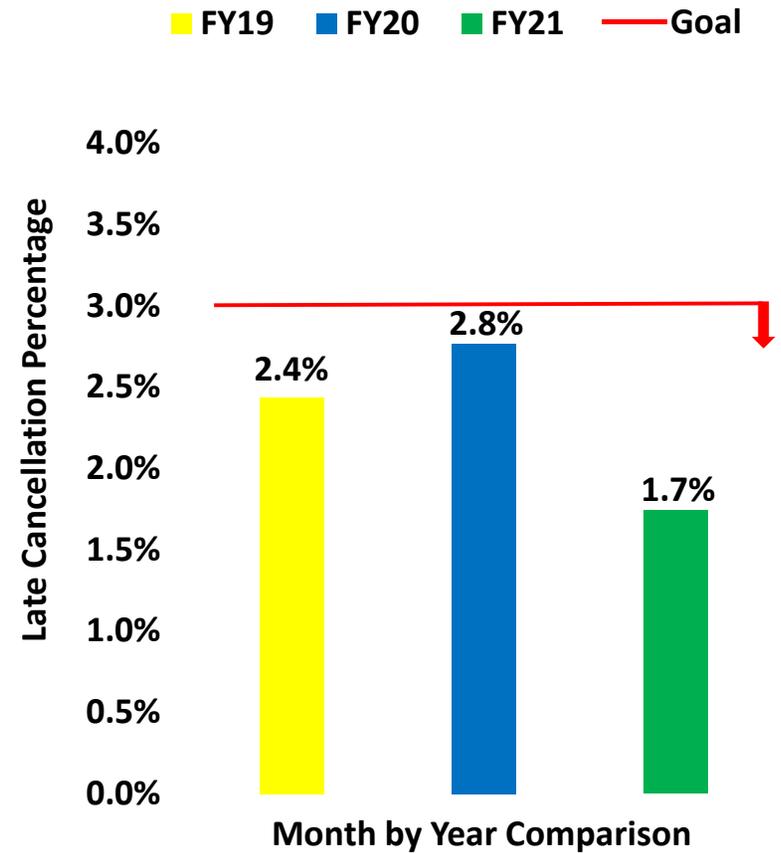
Late Definition: When a bus leaves a time point after the scheduled departure time and the route is running late with a departure greater than 5 minutes.

Goal: To ensure late departures remain below 15%.

Total Trips vs. Late Cancellations June



Late Cancellation Percentage

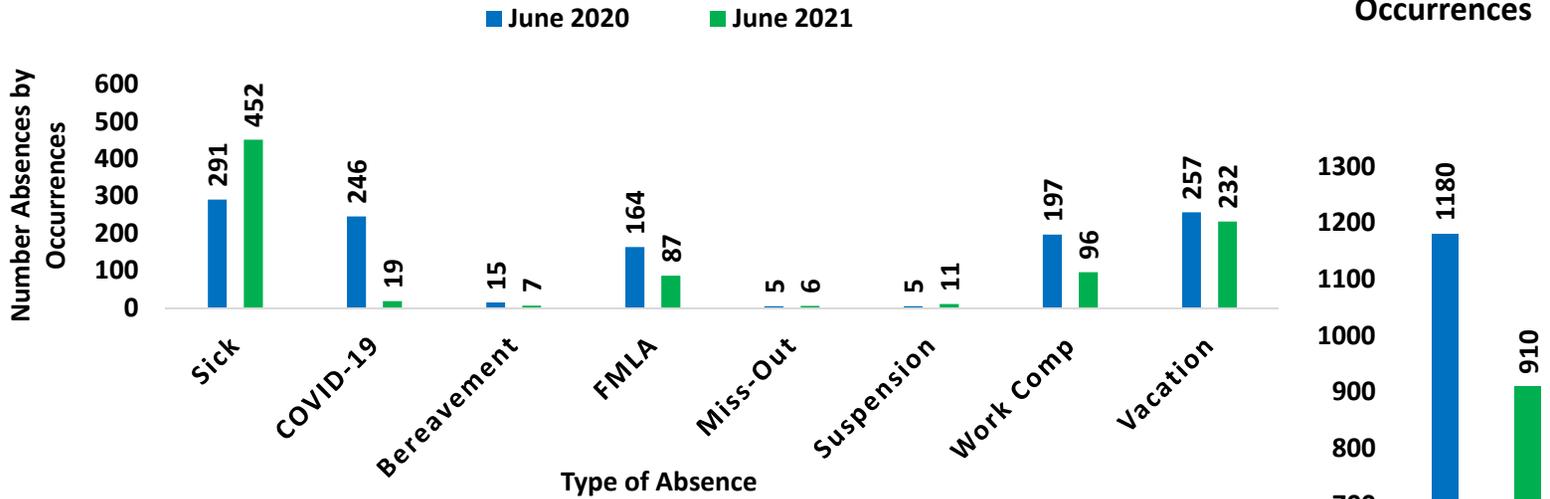


Trip: A one-way trip booked by the rider. A round trip is counted as two (2) trips.

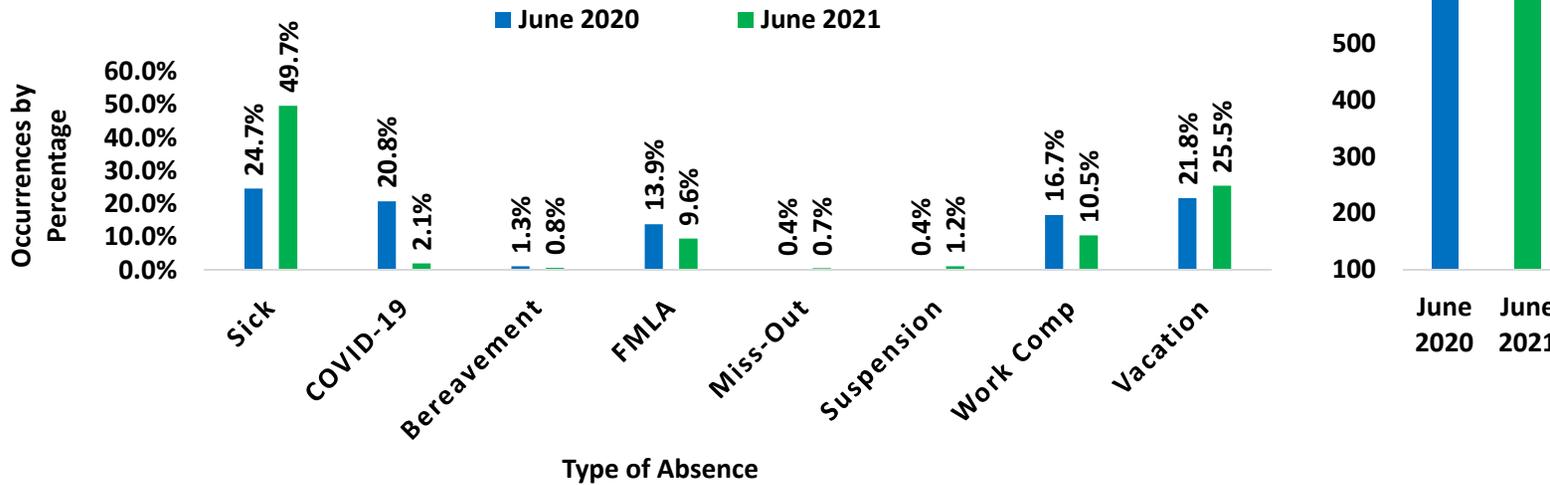
Late Cancellation: A trip for which a rider cancels two (2) hours or less before the scheduled pick-up time.

Goal for Late Cancellations: 3% or below.

Driver Absence Occurrences

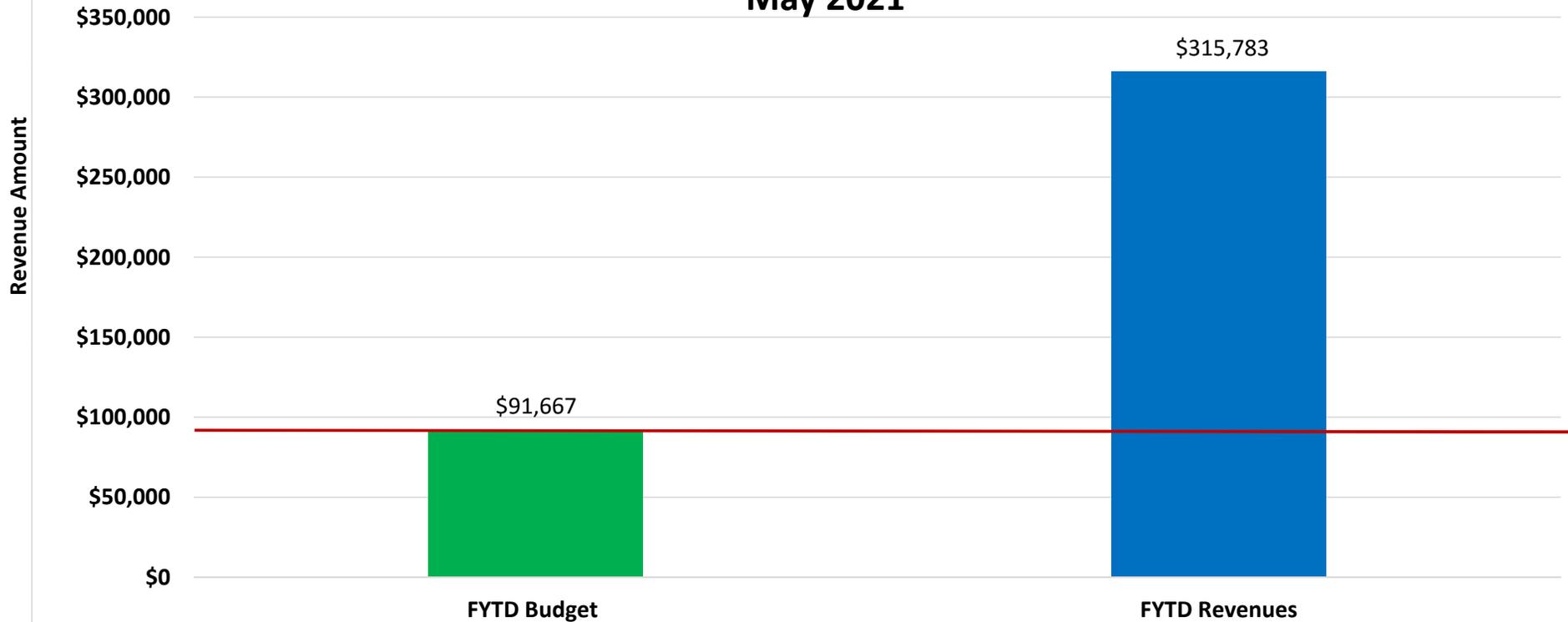


Driver Absence Occurrences by Percentage



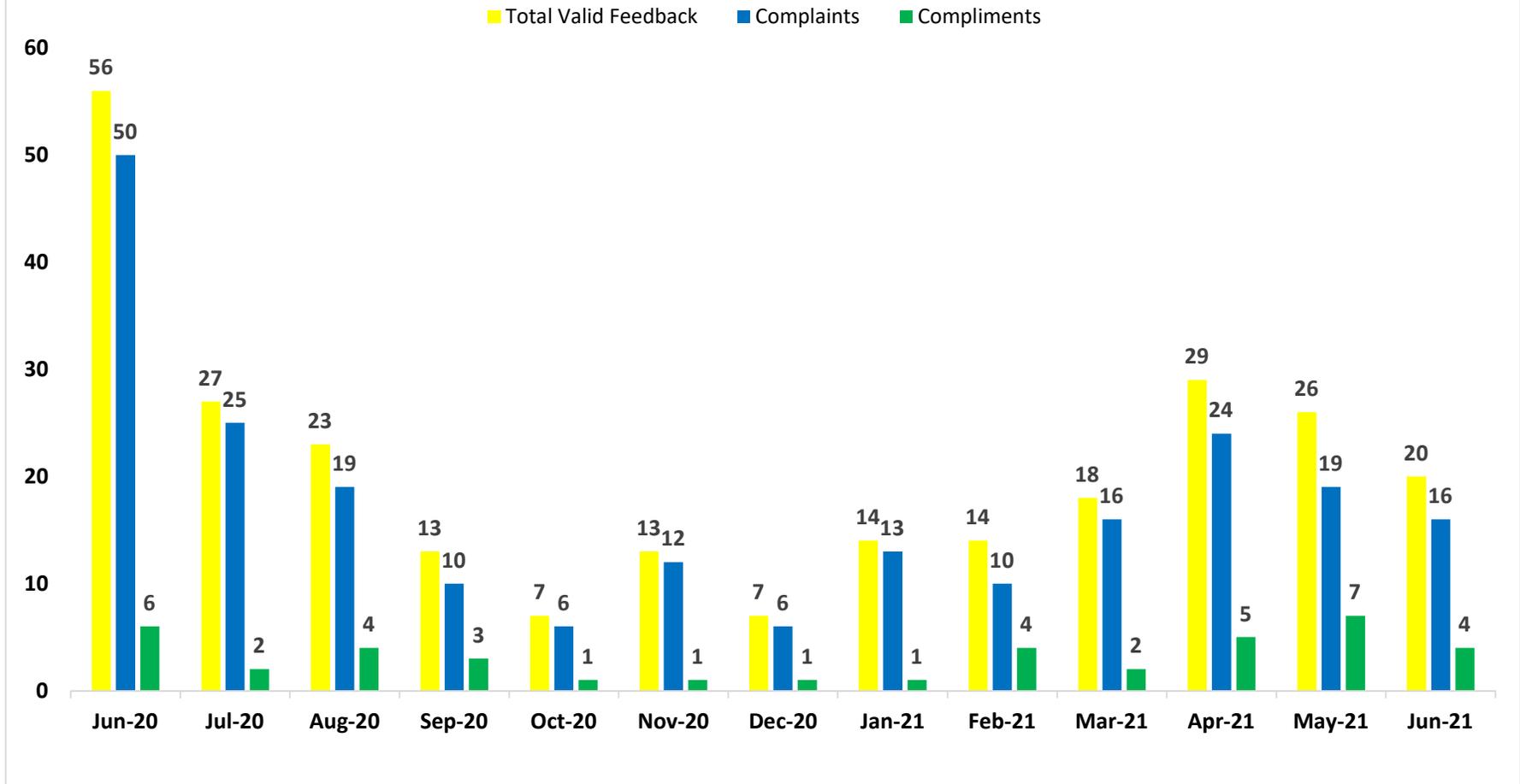
This chart includes unplanned/unscheduled and COVID-19 absences for Fixed Route drivers. Modified attendance policy in addition to protected COVID-19 absences have greatly impacted driver attendance.

Advertising Revenue FYTD Budget vs FYTD Agency Revenue May 2021



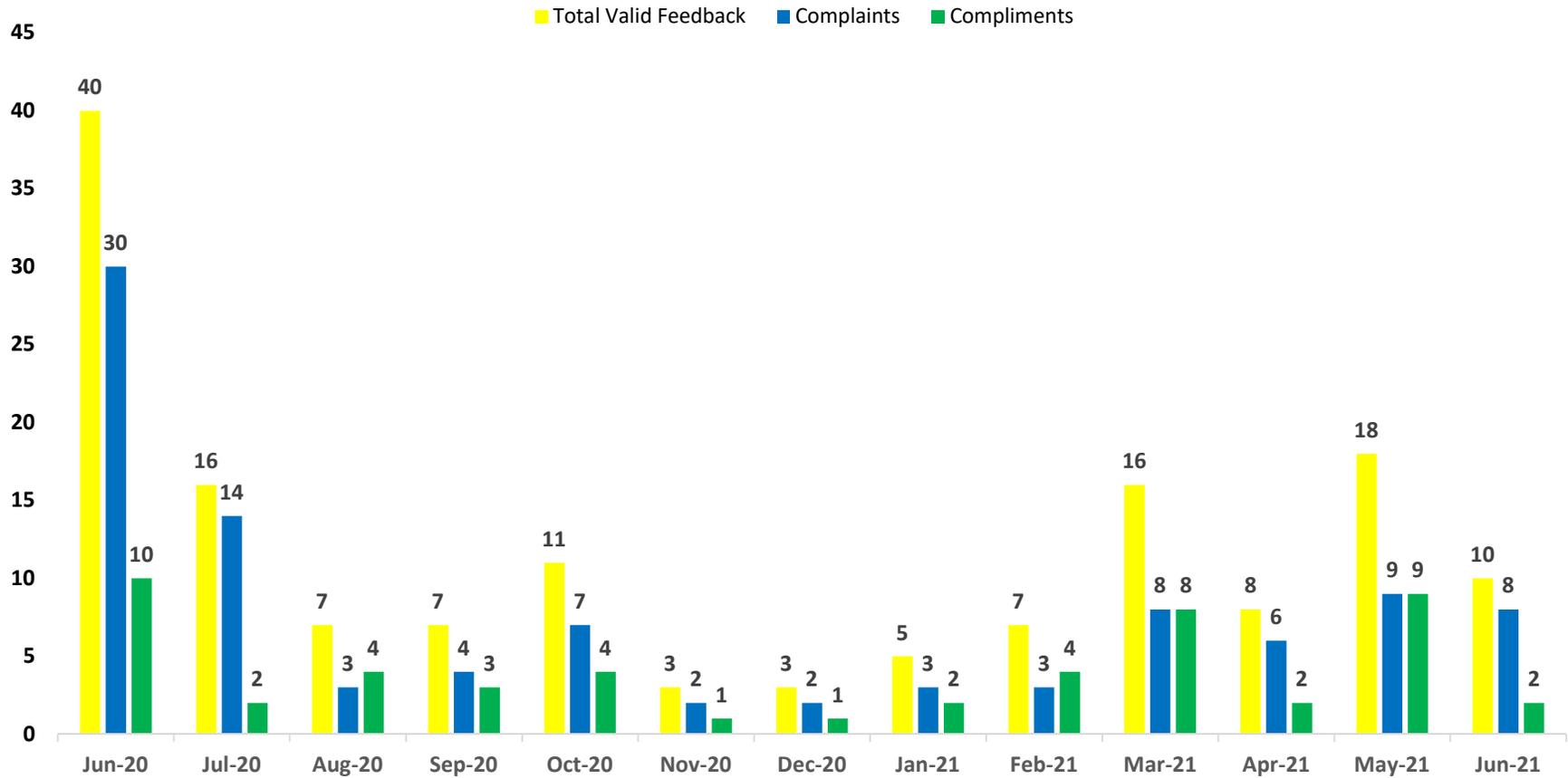
Advertising revenue tracks revenue of invoiced contracts for bus shelter and bus wrap advertising. The graph tracks FYTD revenue accrued vs the FYTD budget. The annual budget amount for FY21 is \$100,000.

Fixed Route Customer Feedback June 2020 through June 2021



Valid fixed route feedback comprised of compliments and complaints for June 2020 through June 2021

Paratransit Customer Feedback June 2020 through June 2021

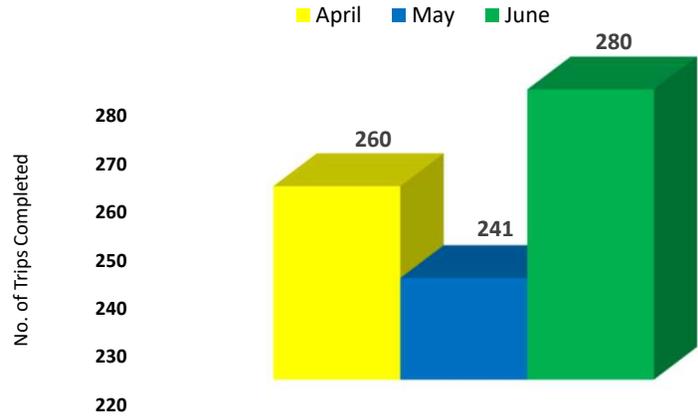


Valid paratransit feedback comprised of compliments and complaints for June 2020 through June 2021

SunRide System-Wide Metrics January 2021 through June 2021

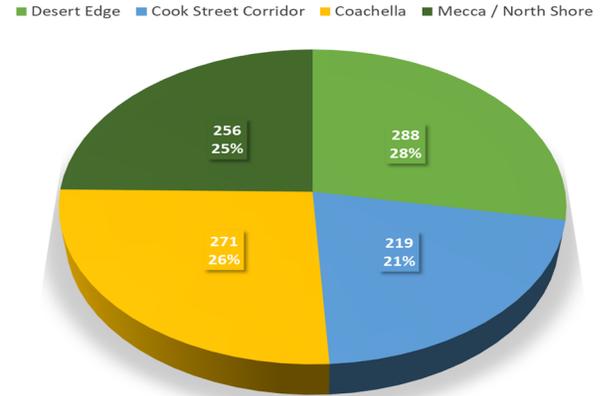
Total Completed Trips: 1,034

Trips Completed - Three (3) Most Recent Months



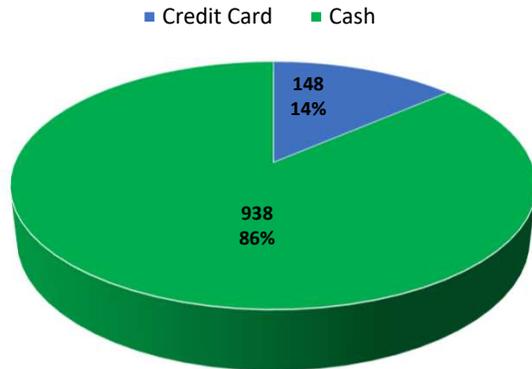
The chart compares completed trips for the current month compared to the previous two (2) months.

Trips by Zone



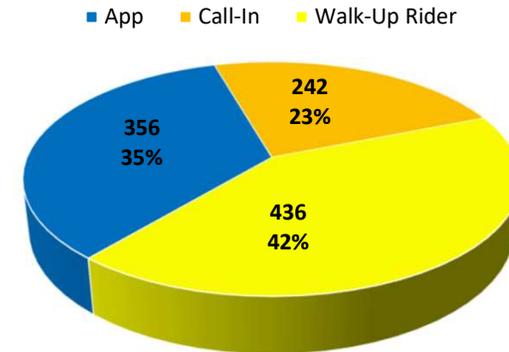
The pie chart illustrates the number and percentage of trips completed by each geo-fence zone.

SunRide Payment Method



The pie chart illustrates the rider's chosen method of payment for SunRide by number and percentage of riders.

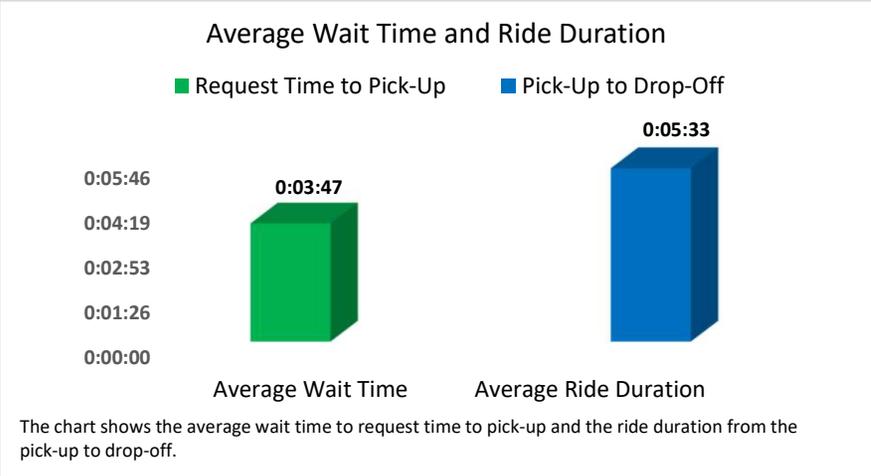
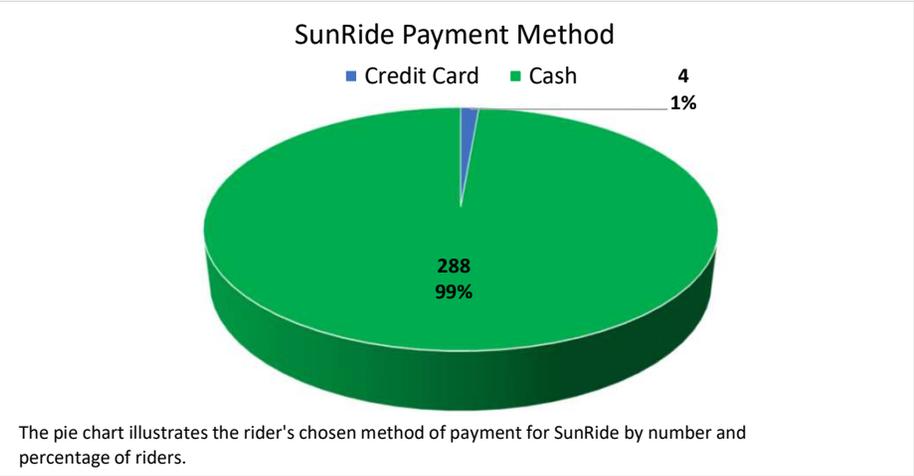
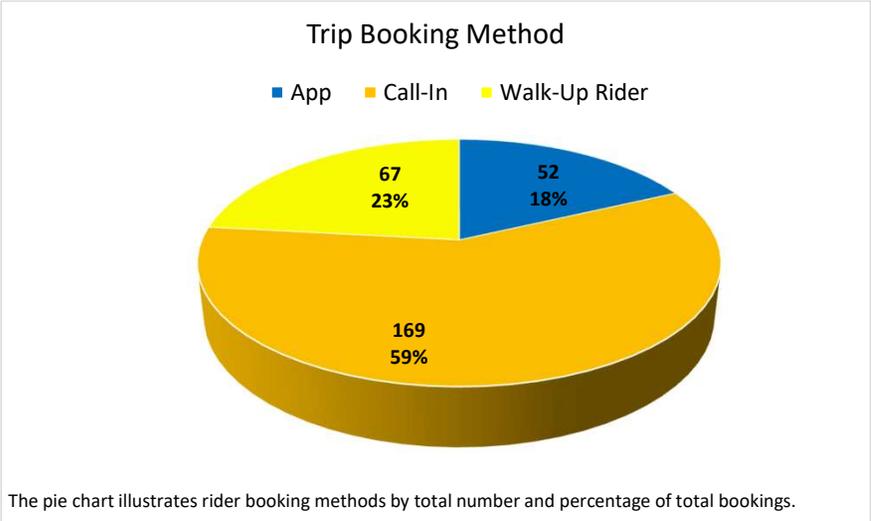
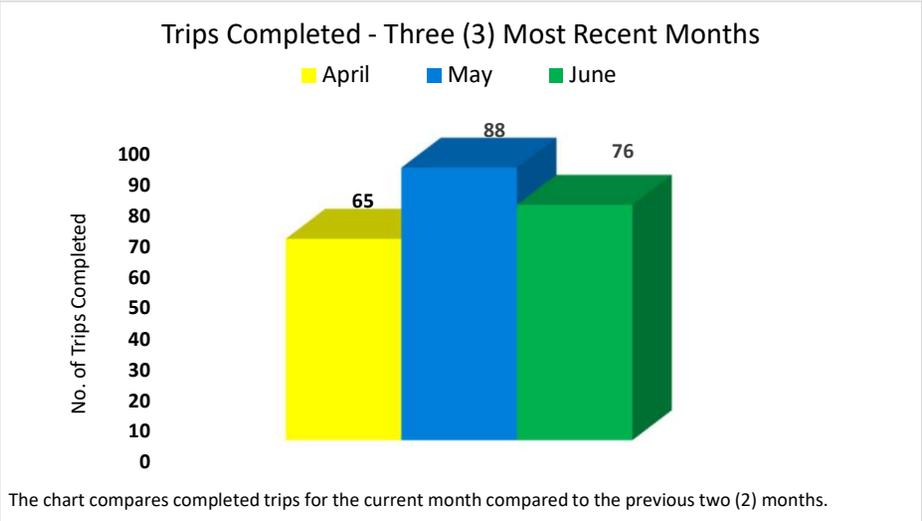
Trip Booking Method



The pie chart illustrates rider booking methods by total number and percentage of total bookings.

Desert Edge Geo-Fence Metrics January 2021 through June 2021

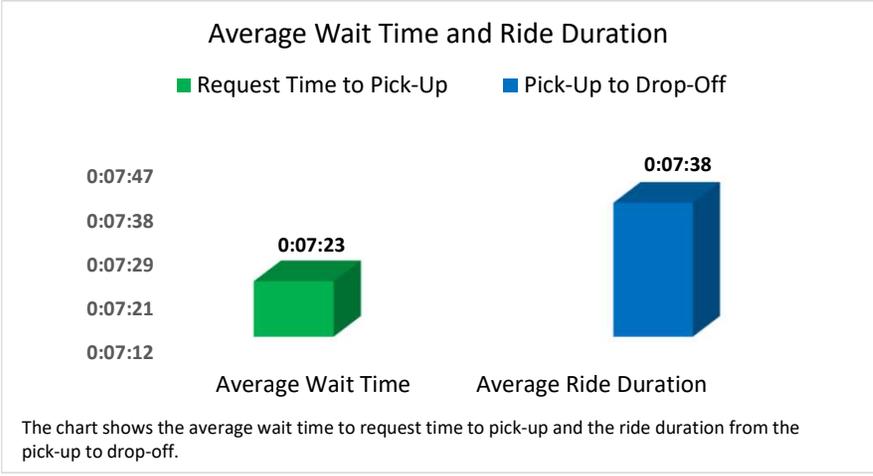
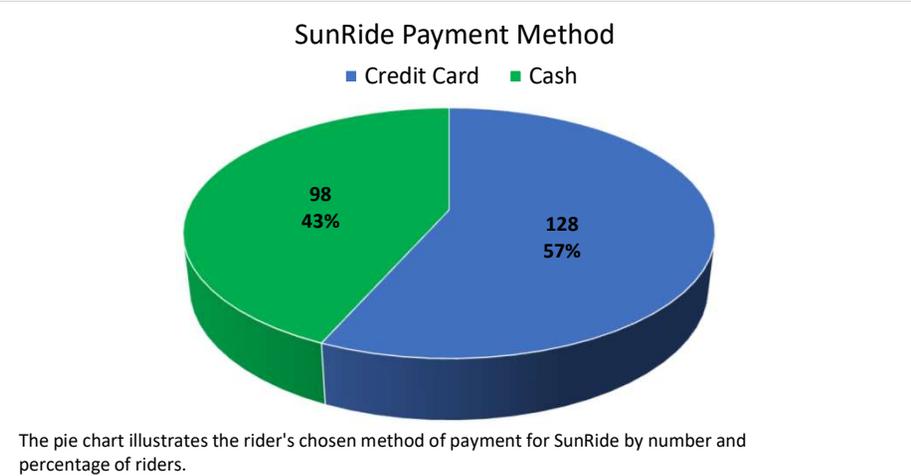
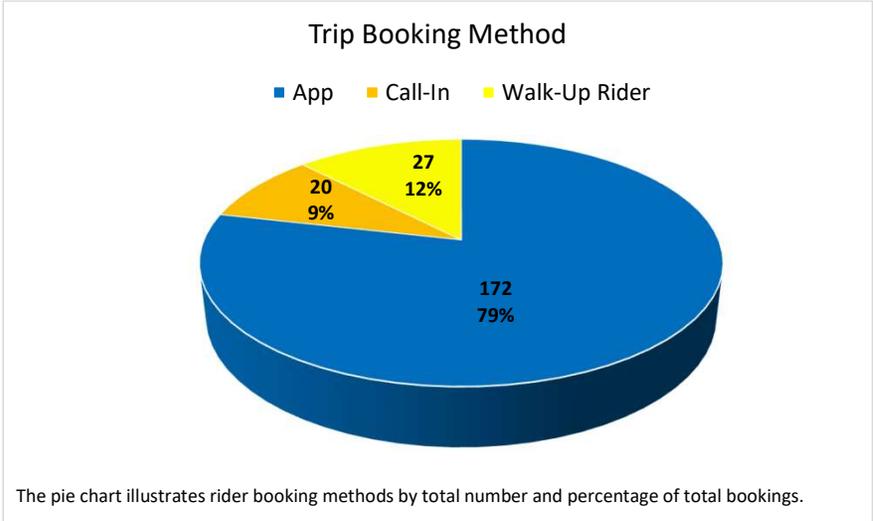
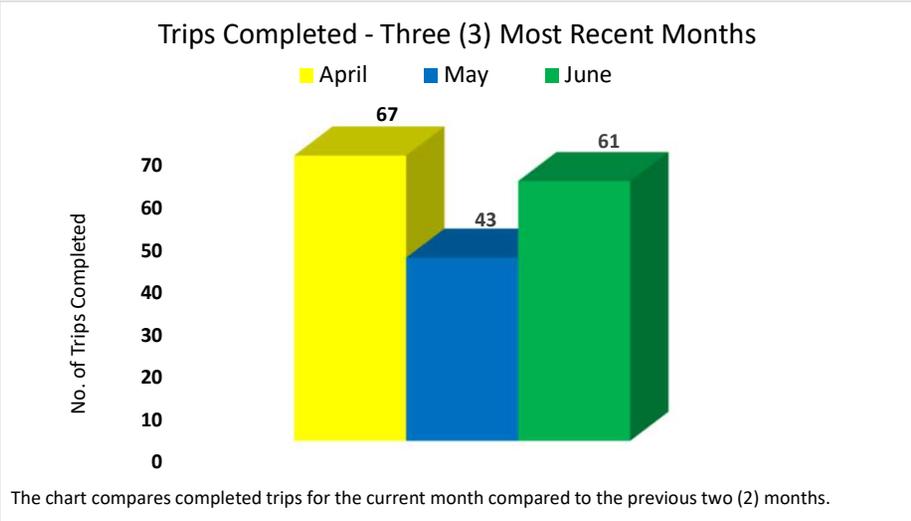
Total Completed Trips: 288



Cook Street Corridor Geo-Fence Metrics

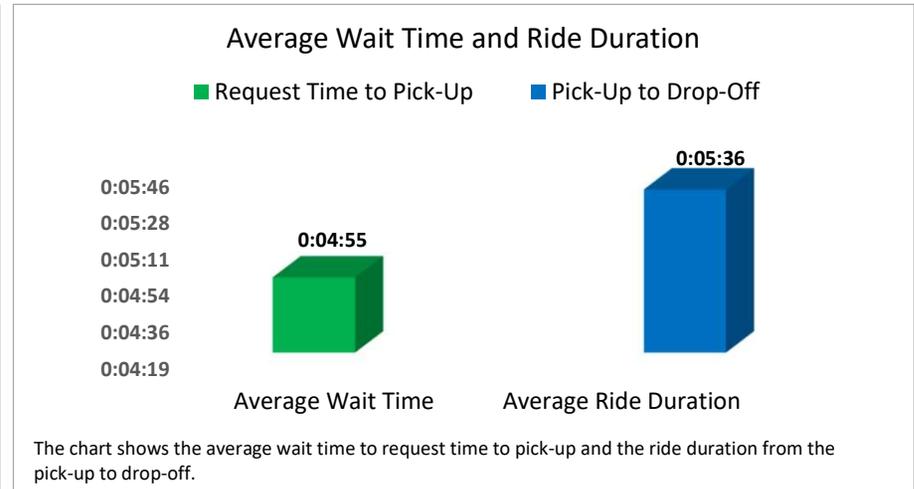
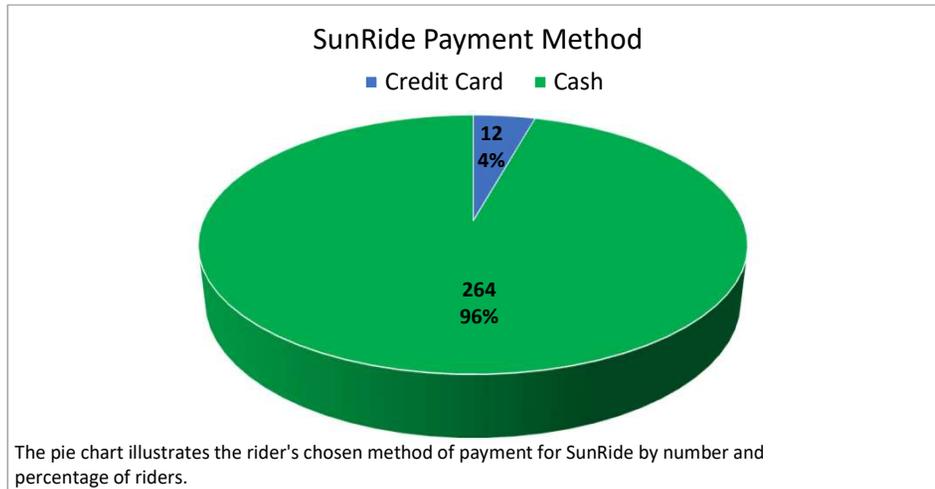
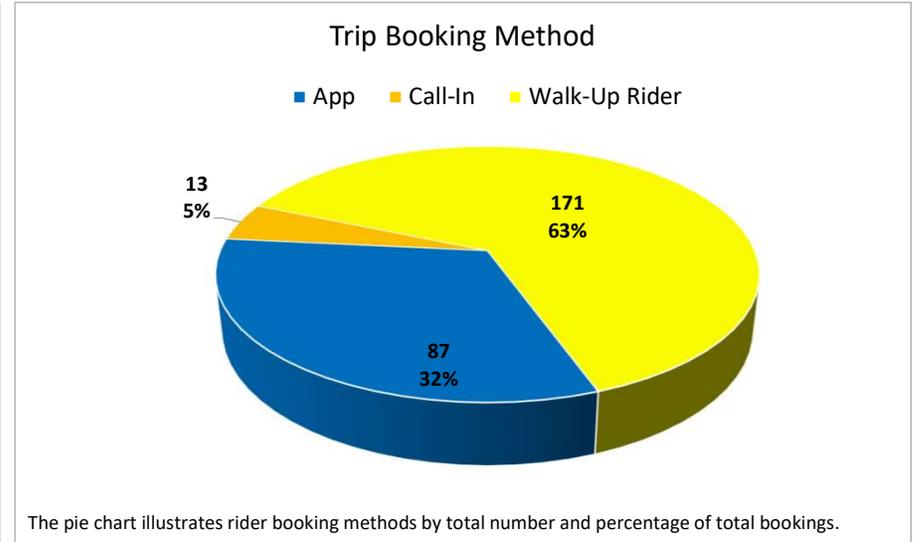
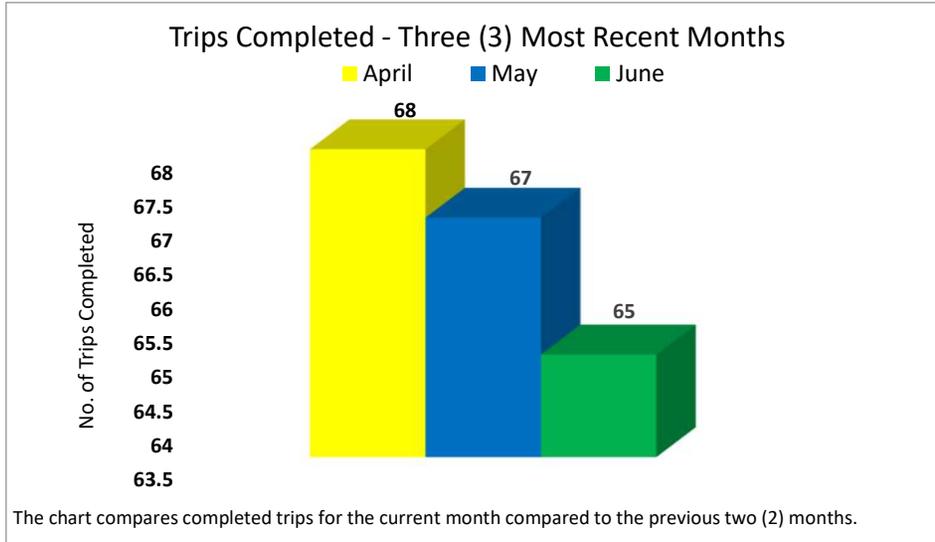
January 2021 through June 2021

Total Completed Trips: 219



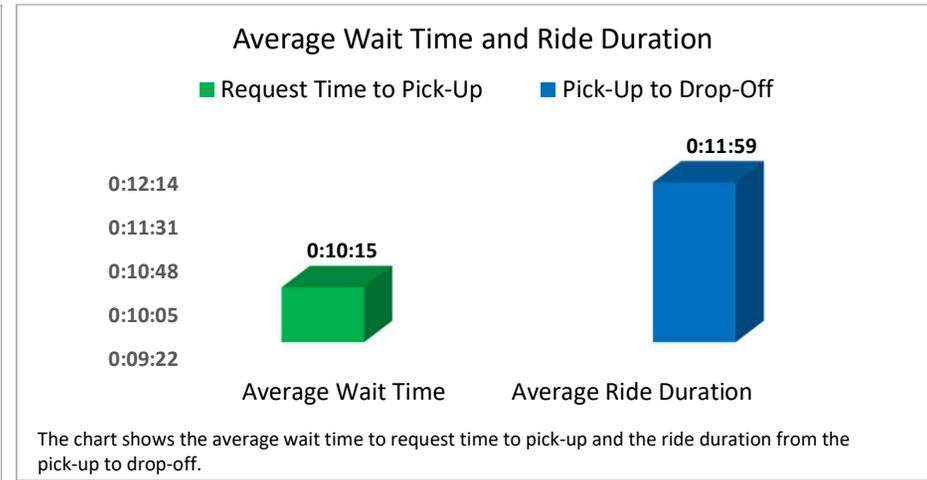
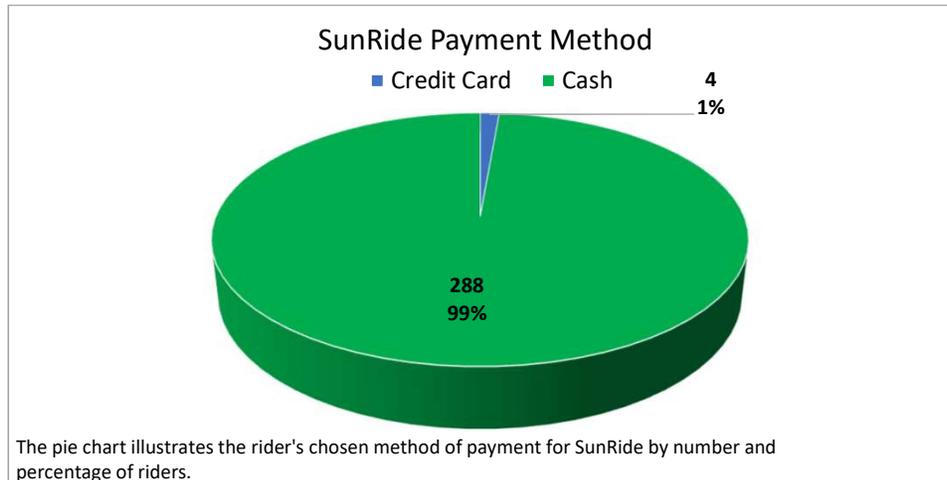
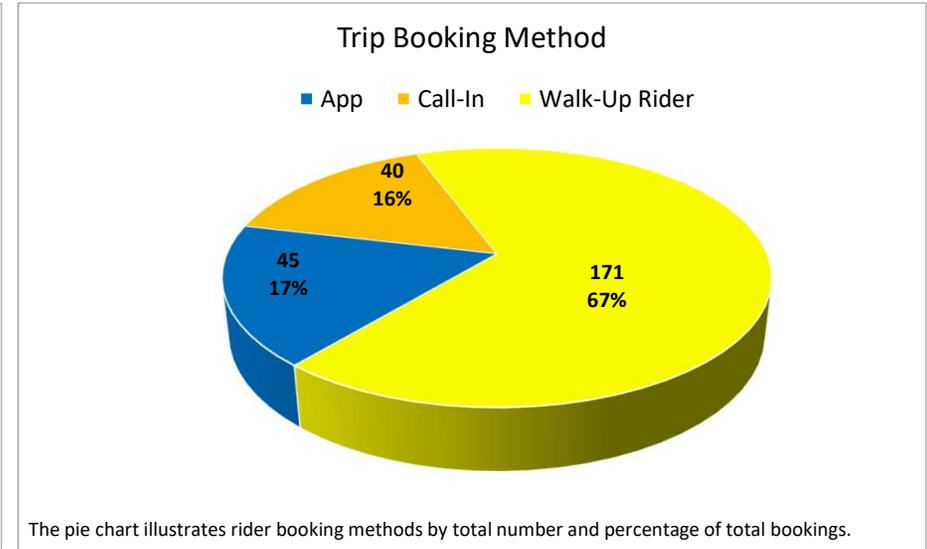
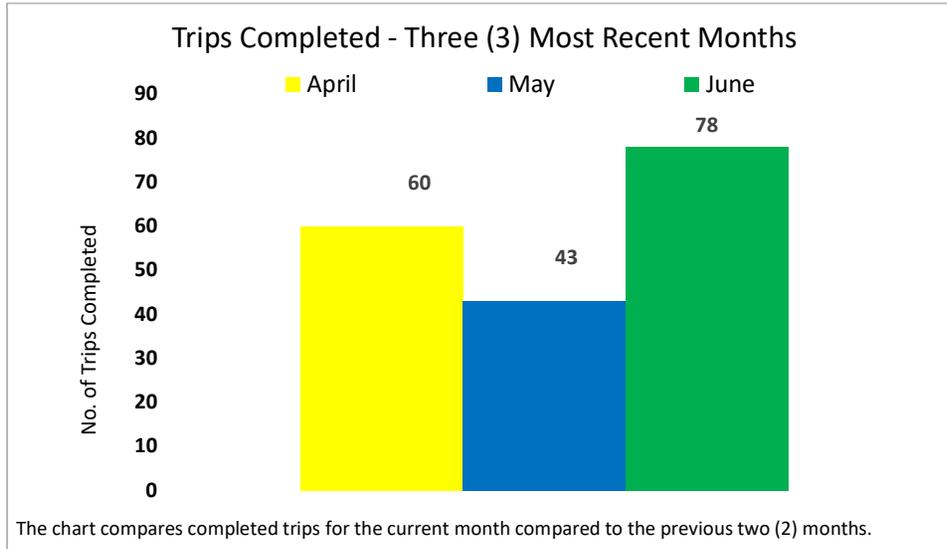
Coachella Geo-Fence Metrics January 2021 through June 2021

Total Completed Trips: 271

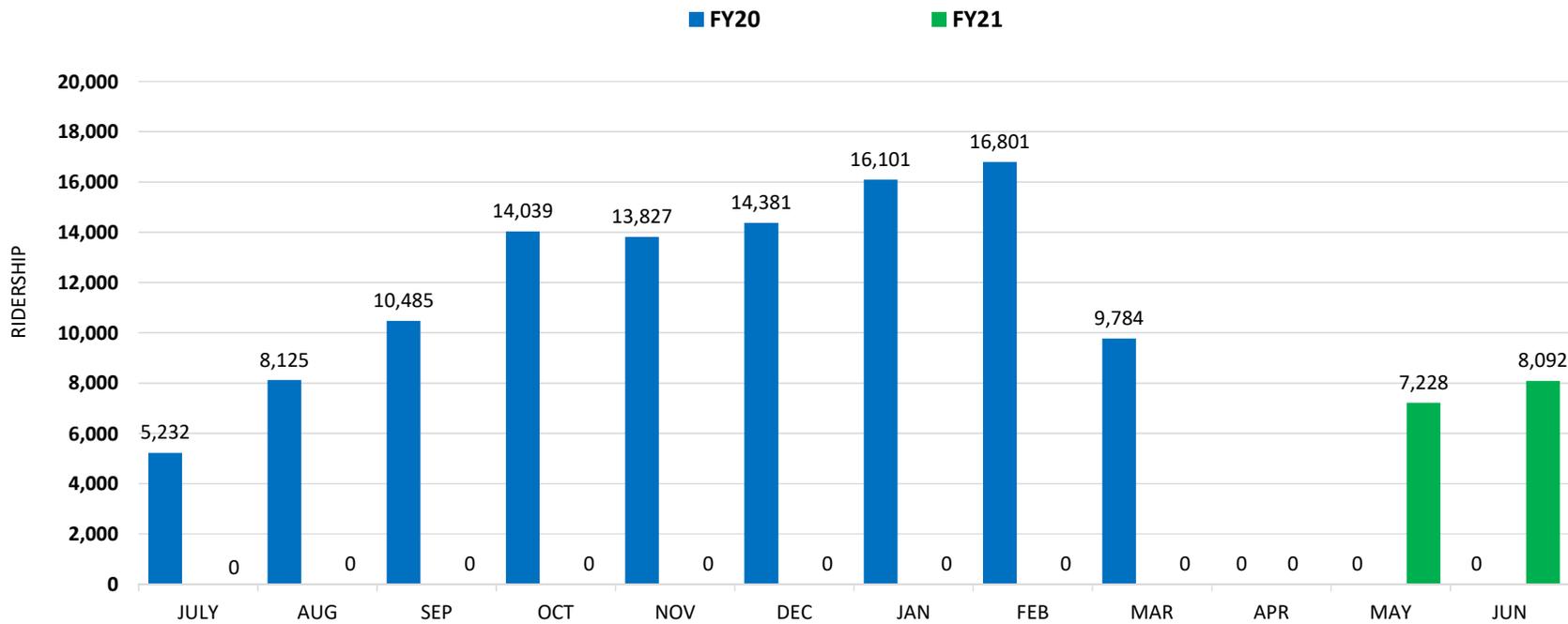


Mecca/North Shore Geo-Fence Metrics January 2021 through June 2021

Total Completed Trips: 256



Mobile Ticketing Ridership - June 2021

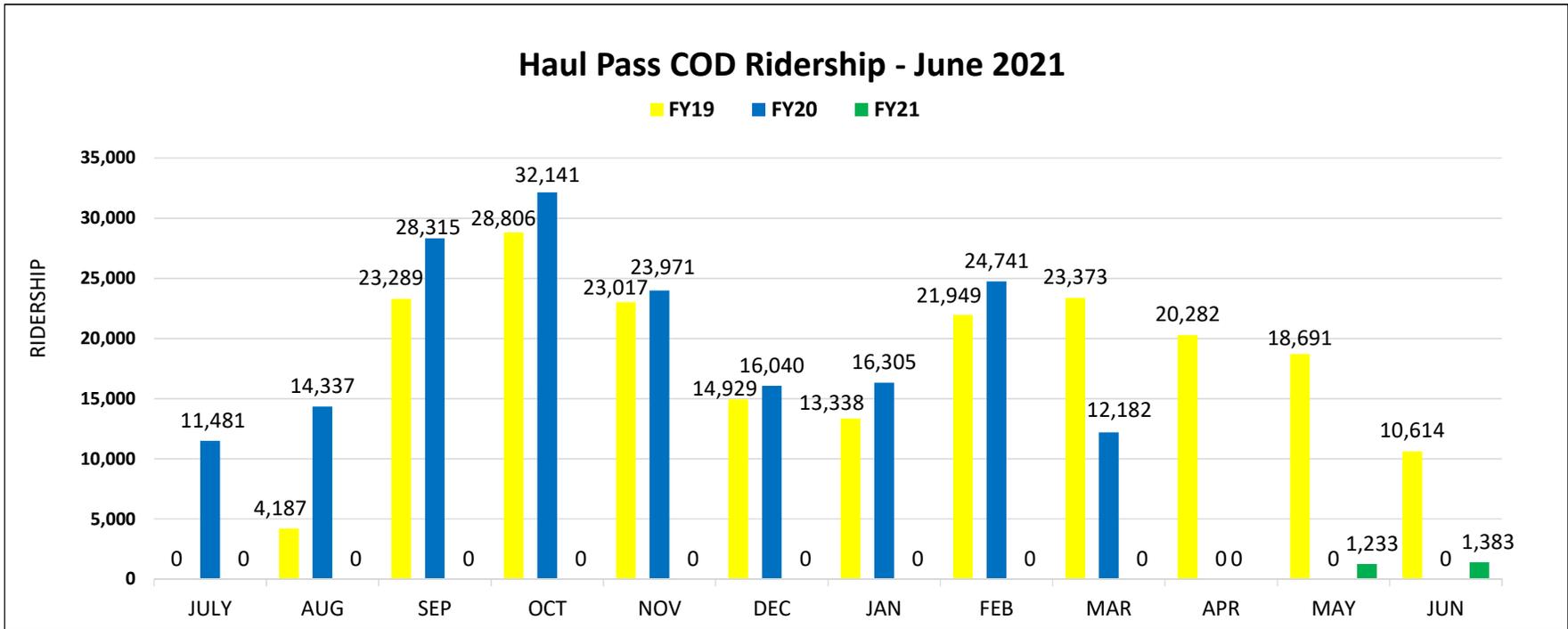


This chart represents monthly mobile ticket usage based on the Token Transit app data.

The total for June 2021 includes 252 paratransit mobile tickets. A total of 483 unique users used mobile ticketing in the month of June.

Since March 21, 2020, SunLine has been operating at a reduced level of service, Level 3, in response to the COVID-19 disease.

On Sunday, May 2, 2021, SunLine resumed fare collection. May 2021 was the first month to have data available for FY21.



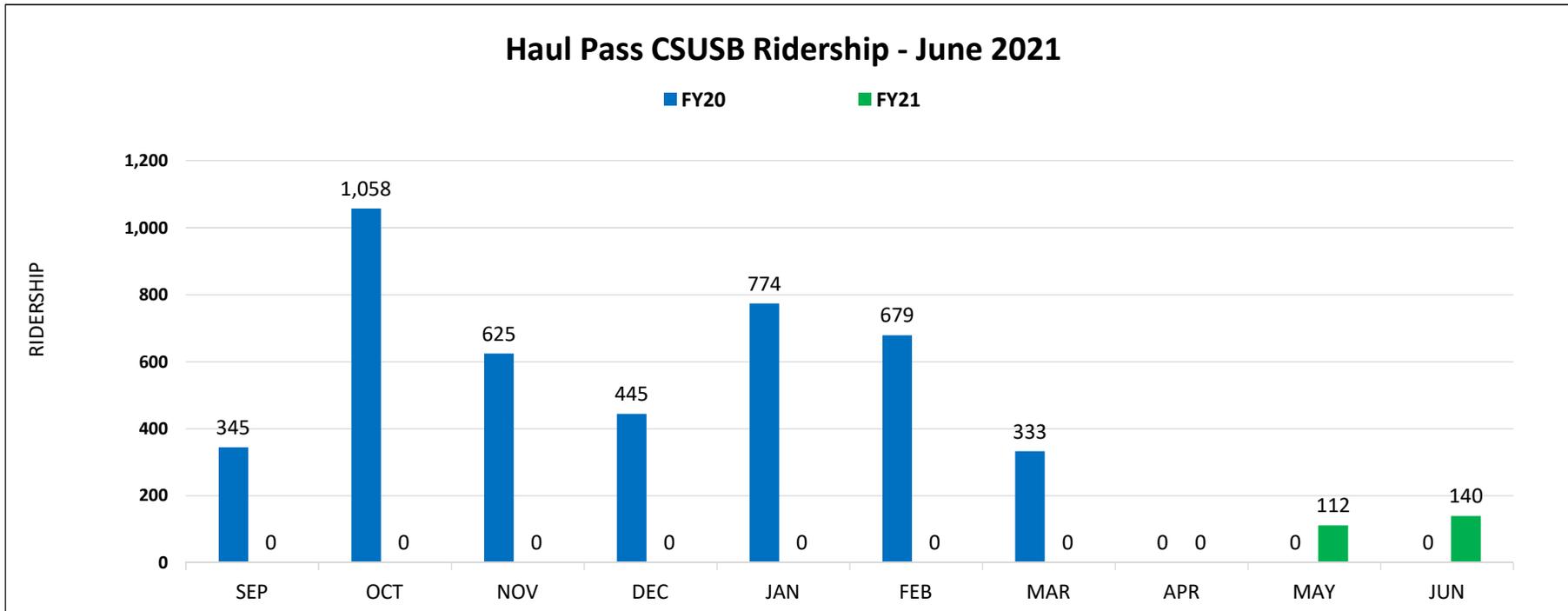
The Haul Pass program was introduced in August 2018.

This chart represents monthly ridership on the Haul Pass COD program.

Haul Pass COD contributed with 1,383 rides from 94 unique riders.

Since March 21, 2020, SunLine has been operating at a reduced level of service, Level 3, in response to the COVID-19 disease.

On Sunday, May 2, 2021, SunLine resumed fare collection. May 2021 was the first month to have data available for FY21.



The Haul Pass CSUSB program was introduced in September 2019.

This chart represents monthly ridership on the Haul Pass CSUSB program.

Haul Pass CSUSB contributed with 140 rides from five (5) unique riders.

Since March 21, 2020, SunLine has been operating at a reduced level of service, Level 3, in response to the COVID-19 disease.

On Sunday, May 2, 2021, SunLine resumed fare collection. May 2021 was the first month to have data available for FY21.

SunLine Transit Agency

CONSENT CALENDAR

DATE: July 28, 2021

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Quarterly Capital Projects Update for 2nd Quarter Calendar Year 2021

Summary:

The capital projects update summarizes the quarterly status of the large capital projects that are active. For the second quarter of calendar year 2021, there are 15 large projects in progress. Second quarter projects have been minimally impacted by the COVID-19 pandemic. Any substantial impacts will be reported.

Recommendation:

Receive and file.

QUARTERLY CAPITAL PROJECT UPDATES 2ND QUARTER CALENDAR YEAR 2021

New Projects Update			
Project Title	Brief Description	Current Status	Funding
Operations Facility IT Equipment	Purchase of information technology equipment such as servers, switches, server and battery backup systems for the new Operations Facility.	Information technology equipment has been delivered. Project is currently in the installation phase.	\$230,291
Purchase of Administrative Vehicles Two (2) Hybrid Ford Explorers	Purchase of two (2) hybrid administrative vehicles to be used by staff to transport employees for trainings, meetings, conventions or to support the transportation needs of other required activities.	The contract has been approved by the Board of Directors. Procurement process is in progress. Vehicles are expected to be delivered in the fourth quarter of 2021.	\$103,705
Purchase Support Truck	Purchase of a new Ford F-250 administrative support vehicle, to be used by staff to support the Agency's operations and maintenance needs.	The Board of Directors approved the contract. Procurement staff is in the process of procuring the vehicle which is expected to be delivered in the fourth quarter of 2021.	\$43,900

Projects Update			
Project Title	Brief Description	Current Status	Funding
Five (5) Hydrogen Buses & On-Site Hydrogen Fueling Station	This project will deploy five (5) new 40-foot fuel cell electric buses along with the upgrade of SunLine's existing hydrogen refueling station with a new electrolyzer.	All five (5) buses are in service. Commissioning of the hydrogen station and dispensers are in progress for the acceptance test.	\$15,571,561
Replacement Operations Facility	Replacement Operations Facility will allow SunLine to complete the demolition and removal of the existing Operations buildings in Division I.	All work has been substantially completed and the Certificate of Occupancy is pending issuance. Upon receipt of the certificate, the project team will assist coordination of relocating staff to the new facility.	\$8,100,000

QUARTERLY CAPITAL PROJECT UPDATES 2ND QUARTER CALENDAR YEAR 2021

Project Title	Brief Description	Current Status	Funding
CNG Fueling Station	CNG station will be located at Division I and will replace the existing station that has exceeded its useful life.	Construction has been completed. The facility is currently in use by the SunLine staff. The project team is working towards closing this project.	\$8,000,778
Purchase of Five (5) New Flyer Fuel Cell Buses	Project is to purchase five (5) 40-foot fuel cell fixed route buses that will replace the old CNG buses.	Buses are in production at the New Flyer facility. Buses are expected to be delivered in the third quarter of 2021.	\$5,995,922
Center of Excellence Facility	Project will build a facility to serve as a training facility and maintenance bay for the zero emission vehicles.	The architect and engineering firm has finalized the design plans and they are currently being reviewed by Riverside County for approval.	\$3,097,654
Purchase of Four (4) Fixed Route CNG Buses	Purchase of four (4) 40-foot low floor CNG expansion buses.	Buses are in service. Project team is working on closing this project.	\$2,800,000
Purchase of 15 Paratransit Vehicles	Project to procure 15 Paratransit vehicles.	Twelve of the fifteen vehicles were delivered to SunLine. Eight (8) vehicles are in service. The remaining three (3) vehicles are expected to be delivered in the third quarter of 2021.	\$2,375,076
Coachella Hub	Project is in conjunction with a grant awarded to SunLine as part of the Affordable Housing Sustainability Community Grant. SunLine along with the City of Coachella is to construct a sustainable transportation infrastructure to provide transportation related amenities.	SunLine's staff reviewed and provided input on the civil and landscaping plans for the site. In coordination with the City of Coachella, the site plans are in final stage of being submitted for approval and permitting.	\$1,313,500

QUARTERLY CAPITAL PROJECT UPDATES 2ND QUARTER CALENDAR YEAR 2021

Project Title	Brief Description	Current Status	Funding
SoCal Gas/Hydrogen Demonstration Project	SunLine in partnership with the Southern California Gas Company (SCG) will install, test, monitor, and demonstrate a Steam Methane Reformer (SMR) in various operating conditions.	Site layout has been finalized by the engineering team and approved by SunLine. SoCalGas is coordinating construction and equipment permits with Riverside County. Upon approval of the site layout by the County, civil work will commence.	\$600,000
Purchase of Fleet Management Information System	Project to purchase new maintenance software to support the growing need of the department, to maintain documentation of fleet maintenance records and parts inventory management.	The scope of work for the integration consulting services was completed. Procurement will issue bids for the integration consultant.	\$499,487
Purchase of Driving Simulator	Project to purchase and install a bus simulator at the operations facility.	Simulator has been delivered. Project team is working on closing this project.	\$200,000
Purchase of Five (5) Replacement Zero Emission Relief Cars	Purchase five (5) replacement Chevy Bolt 2021 cars and charging infrastructure.	All five (5) cars have been delivered. The charging infrastructure is due to be installed by the end of the fourth quarter.	\$196,866

SunLine Transit Agency

CONSENT CALENDAR

DATE: July 28, 2021

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Board Member Attendance for June 2021

Summary:

The attached report summarizes the Board of Directors' attendance for fiscal year to date June 2021.

Recommendation:

Receive and file.

FY 20/21	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	X	X	X	X	10	10	
Palm Desert	X		X	X		X	X	X	X	X	X	X	10	10	
Palm Springs	X		X	X		X	X	X	X	X	X	X	10	10	
Cathedral City	X		X	X		X	X	X	X	X	X	X	10	10	
Rancho Mirage	X		X	X		X	X	X	X	X	X	X	10	10	
Indian Wells	X		X	X		X	X	X	X	X	X	X	10	10	
La Quinta	X		X	X		X	X	X	X	X	X	X	10	10	
Indio	X		X	X		X	X	X	X	X	X	X	10	10	
Coachella	X		X			X	X	X	X	X		X	10	8	
County of Riverside	X		X	X			X	X	X	X	X	X	10	9	

X - ATTENDED (Primary/Alternate)

DARK –

SunLine Transit Agency

DATE: July 28, 2021 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Luis Garcia, Chief Financial Officer

RE: Ratification of Coronavirus Aid, Relief, and Economic Security
(CARES) Act Claim

Recommendation

Recommend that the Board of Directors ratify the claim of CARES Act funding in the amount of \$3,208,971 for operating assistance.

Background

On April 22, 2020, the Board approved Resolution No. 0778 regarding federal emergency funding. The resolution granted the Agency the ability to spend federal emergency funding made available from the Federal Emergency Management Agency (FEMA) and the CARES Act. The resolution requires that the Board ratify the expenditures of CARES Act or FEMA funds at the next regular SunLine Board meeting following the submission of a claim against those funds. Since the May Board meeting, the Agency made one (1) claim of CARES Act funding for a total amount of \$3,208,971 to cover eligible operating costs. The reimbursement of CARES Act operating funds aligns with the financial plan presented to the Board of Directors. The Agency will leverage the CARES Act funding in order to minimize the usage of Local Transportation Funds (LTF) and build reserves in state funding for FY22 and beyond. The chart below illustrates a running total of CARES Act & FEMA funding that have been claimed.

Total Claims on CARES Act or FEMA Funding			
Date	Amount	Funding Type	Approved/Pending
8/3/2020	\$ 2,024,513	CARES Act	Approved
10/21/2020	\$ 1,975,487	CARES Act	Approved
12/11/2020	\$ 1,000,000	CARES Act	Approved
12/21/2020	\$ 48,769	CARES Act	Approved
1/4/2021	\$ 6,290	CARES Act	Approved
2/17/2021	\$ 91,275	CARES Act	Approved
2/22/2021	\$ 4,634	CARES Act	Approved
2/24/2021	\$ 3,000,000	CARES Act	Approved
4/23/2021	\$ 4,000,000	CARES Act	Approved
7/6/2021	\$ 3,208,971	CARES Act	Pending
Total	\$ 15,359,939		

Financial Impact

The \$3,208,971 in operating assistance allows the Agency to leverage emergency assistance and build its operating reserves in LTF.

SunLine Transit Agency

DATE: July 28, 2021 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Luis Garcia, Chief Financial Officer

RE: Ad Hoc Legal Services Committee Authority and Contract Extension

Recommendation

Recommend that the Board of Directors:

1. Grant authority to the ad hoc legal services committee and the CEO/General Manager to negotiate and execute a two (2) year contract with three (3) option years, not to exceed \$1,600,000, for legal services and bring forward a ratification item at the September Board Meeting and;
2. Authorize a one (1) month no cost extension to the current legal agreement, if necessary, to allow continuity and transition with a potential new legal firm.

Background

At the May 26, 2021 Board meeting, the Legal Services Request for Proposals item was brought forward for approval by the Board. One of the recommendations of the item was to approve an ad hoc committee which would be involved in the solicitation process. The committee appointments were subsequently approved as a receive and file item at the June 23, 2021 Board meeting.

The committee held its first meeting on July 1, 2021 to review documentation and discuss timelines. Given the fact that the Board of Directors will not meet in August, approval for contract authority under today's item will allow the ad hoc committee and staff to continue the solicitation process and award in a timely manner. A board report will be brought before the Board of Directors at the September Board meeting to ratify the decision. Additionally, it was discussed that the current legal agreement with Burke Williams and Sorenson, LLP should be extended for one (1) month. The one (1) month no cost extension would allow for a proper transition if a new legal firm is selected.

Financial Impact

The estimated financial impact of \$1,600,000 over five (5) years will be included in the yearly operating budget for each fiscal year.

SunLine Transit Agency

DATE: July 28, 2021 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Luis Garcia, Chief Financial Officer

RE: Ratification of Timekeeping Software Integration Agreement

Recommendation

Recommend that the Board of Directors ratify an agreement for a total cost not to exceed \$131,025 with Trapeze Software Group, Inc. for the creation and implementation of a timekeeping integration between Trapeze and SunLine's financial software.

Background

SunLine utilizes the Trapeze software in a number of areas of the Agency including operations, planning and maintenance. One of the key functions of Trapeze is for timekeeping for all of the Agency's unionized employees. Currently, SunLine utilizes a proprietary program to act as an intermediary between Trapeze and the Agency's financial software, Tyler Incode. The intermediary software, referred to as the bridge, has been utilized since the adoption of Tyler's payroll process in 2018.

The bridge is no longer viable and needs to be replaced. The CEO/General Manager utilized her authority under section 1.2.1 of chapter 2 of the procurement policy to execute an agreement with Trapeze after discussion with the Chair of the Finance/Audit Committee. Trapeze is familiar with integrating their software to a number of different financial applications and is the only company capable of providing a supported solution within their system. With the direct integration of the Trapeze and Tyler programs, the Agency will gain efficiencies and support for any future changes or technical issues that may arise.

Financial Impact

The financial impact of \$131,025 will be made available by re-allocating remaining State Transit Assistance funds from the expansion of the inventory warehouse.

SunLine Transit Agency

DATE: July 28, 2021 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Rudy Le Flore, Chief Project Consultant

RE: Agreement for Four (4) H2Ride Hydrogen Fuel Cell Shuttle Buses

Recommendation

Recommend that the Board of Directors authorize the CEO/General Manager to negotiate and execute a contract with:

1. CALSTART, Inc. for four (4) H2Ride hydrogen fuel cell shuttle buses and;
2. US Hybrid Corporation (US Hybrid) for an 18-month demonstration period for the four (4) H2Ride hydrogen fuel cell shuttle buses.

Background

CALSTART, Inc. was awarded grant funding from the California Energy Commission to develop and demonstrate four (4) hydrogen fuel cell shuttle buses built by US Hybrid. From this grant funding, SunLine was to receive two (2) of the four (4) hydrogen fuel cell shuttle buses. The goal of this project is to gather real-world practice and usage of the vehicles by collecting fueling and driving data to determine the potential in fuel savings and emission reductions.

On March 27, 2019, the Board of Directors authorized the CEO/General Manager to negotiate and execute a contract with CALSTART, Inc., for the demonstration of two (2) hydrogen fuel cell powered, shuttle buses for an in-kind match amount of \$637,879 and for supporting equipment contracts in an amount not to exceed \$69,172. This project would have granted SunLine the opportunity to operate and retain ownership of the buses after the completion of the 18-month demonstration period and the submission of the data collection on the performance of the buses. Under this project, SunLine was eligible to receive \$60,000 for project management to offset administrative costs.

Due to delays by the funding authorities and other project partners, the project was cancelled. In July 2020, SunLine was approached by CALSTART, Inc. for the continuation of the project where they proposed to facilitate four (4) hydrogen fuel cell shuttle buses with no in-kind match requirements. SunLine was pleased to support the project as the Agency has specific needs for this type of shuttle bus.

In September 2020, CALSTART, Inc. and SunLine re-entered into a Memorandum of Understanding where the Agency is the demonstration partner of four (4) H2Ride shuttle buses. In this revised agreement, the \$69,172 in-kind match requirement and the \$60,000 for project management have been waived. However, at the conclusion of the demonstration period, SunLine will retain title of the four (4) shuttle buses. These buses have an estimated combined value of \$900,000.

SunLine will provide make-ready equipment for these shuttle buses under the CEO/General Manager's authority.

Financial Impact

Board approved capital and operating funds will be utilized to fund this project.

SunLine Transit Agency

DATE: July 28, 2021 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Vanessa Mora, Deputy Chief Safety Officer

RE: Support Warranty and License Agreement with Avail Technologies, Inc.

Recommendation

Recommend that the Board of Directors delegate authority to SunLine Transit Agency's CEO/General Manager to execute a three (3) year Support, Warranty, and License Agreement with Avail Technologies, Inc. (Avail) in the amount not to exceed \$476,262.93.

Background

SunLine Transit Agency has been using Avail's Automatic Vehicle Location (AVL) Software since 2011. The AVL Software consists of Mobile Data Terminal (MDT) devices on revenue vehicles, application for vehicle information and communication, data analysis resources, and real-time bus information for the general public. This agreement provides support for the Avail suite of products, including the Fleet-Net software which is utilized by the Maintenance Department for equipment repair, and software upgrades. It will provide continued support coverage for the Avail system for three (3) years, to be paid annually as follows:

- Year one (1) from July 1, 2021 to June 30, 2022, is \$154,085.52
- Year two (2) from July 1, 2022 to June 30, 2023, is \$158,708.08
- Year three (3) from July 1, 2023 to June 30, 2024, is \$163,469.33

By entering into a three (3) year commitment for the support agreement, the Agency will see a savings of \$9,719.65 in comparison to separate year-to-year commitments for the same period.

Financial Impact

The total financial impact for the Avail Warranty, Support, and License Agreement will be \$476,262.93 for fiscal years 2022, 2023 and 2024 from the operating budget.