



SunLine Transit Agency
September 23, 2020
9:30 a.m. – 10:15 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/84371701290>
Meeting ID: 843 7170 1290

Teleconference Dial In
888-475-4499 (Toll Free)
Meeting ID: 843 7170 1290

One tap mobile
+16699009128,,84371701290#

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 September 22, 2020 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. SELECTION OF NEW CHAIR & VICE-CHAIR

APPROVE

4. ROLL CALL

5. PRESENTATIONS

6. FINALIZATION OF AGENDA

7. 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.

8. COMMITTEE MEMBER COMMENTS

RECEIVE COMMENTS

9. 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.

[9a\) Checks \\$1,000 and Over Report for June and July 2020](#) (PAGE 4-13)

[9b\) Credit Card Statement for June and July 2020](#) (PAGE 14-20)

<u>ITEM</u>	<u>RECOMMENDATION</u>
9c) Monthly Budget Variance Report for June and July 2020	(PAGE 21-32)
9d) Contracts Signed in Excess of \$25,000 July & August 2020	(PAGE 33-35)
9e) Union & Non-Union Pension Investment Asset Summary June and July 2020	(PAGE 36-41)
9f) Ridership Report for July and August 2020	(PAGE 42-47)
9g) SunDial Operational Notes for July and August 2020	(PAGE 48-54)
9h) Metrics for July and August 2020	(PAGE 55-75)
9i) Quarterly Performance Summary for Q2 of Calendar Year 2020	(PAGE 76-80)
9j) Board Member Attendance for July 2020	(PAGE 81-82)
10. CALENDAR YEAR 2019 PENSION AUDIT REPORTS (Staff: Luis Garcia, Chief Financial Officer)	RECEIVE & FILE (PAGE 83-125)
11. RATIFICATION OF CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY (CARES) ACT CLAIM (Staff: Luis Garcia, Chief Financial Officer)	APPROVE (PAGE 126)
12. RATIFICATION OF FINANCIAL AUDITING SERVICES AGREEMENT (Staff: Luis Garcia, Chief Financial Officer)	APPROVE (PAGE 127-131)
13. AMENDMENT FOR CONSTRUCTION MANAGEMENT SERVICES OF THE CNG FUELING STATION PROJECT (Staff: Harman Singh, Performance/Projects Department Manager)	APPROVE (PAGE 132)
14. RESOLUTION NO. 0781 TO APPLY AND RECEIVE GRANT FUNDING FROM THE VOLKSWAGEN ENVIRONMENTAL MITIGATION TRUST FUNDS (Staff: Rudy Le Flore, Chief Project Consultant)	APPROVE (PAGE 133-136)
15. DRIVING SIMULATOR (Staff: Victor M. Duran, Superintendent of Safety & Training)	APPROVE (PAGE 137)
16. ADJOURN	

SunLine Transit Agency
CONSENT CALENDAR

DATE: September 23, 2020

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Checks \$1,000 and Over Report for June & July 2020

Summary:

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

- For the month of June, the largest payment issued was to Motor Coach Industries Inc. for two (2) replacement fixed route buses.
- For the month of July, the largest payment issued was to PERMA for insurance premiums.

Recommendation:

Receive and file.

**SunLine Transit Agency
Checks \$1,000 and Over
June 2020**

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
MOTOR COACH INDUSTRIES, INC.	WIP-Replacement of 2 Fixed Route Buses	683168	06/24/2020	<u>1,653,080.16</u>
<u>CALPERS</u>	<u>Group Health Ins Prem</u>	<u>683145</u>	<u>06/24/2020</u>	<u>357,469.73</u>
PERMA - INSURANCE	General Liability & Workers Comp Premium	682950	06/03/2020	157,520.50
CANNONDESIGN BUILDERS, INC.	WIP-Operation Facility	683062	06/10/2020	<u>127,124.44</u>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>682988</u>	<u>06/03/2020</u>	<u>105,104.49</u>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>683133</u>	<u>06/17/2020</u>	<u>86,500.71</u>
GST	WIP-Information Technology Projects (Replacement	683096	06/17/2020	<u>62,579.15</u>
TRAPEZE SOFTWARE GROUP INC.	Computer Network Software Agmt - (OPS)	683053	06/10/2020	52,373.00
STATEWIDE SERVICES, INC.	WIP-Indio Facility Improvements	682973	06/03/2020	<u>49,873.91</u>
SO CAL GAS CO.	Utilities	683182	06/24/2020	49,846.93
STATEWIDE SERVICES, INC.	WIP-Indio Facility Improvements	683183	06/24/2020	<u>49,825.41</u>
STATEWIDE SERVICES, INC.	WIP-Indio Facility Improvements	682976	06/03/2020	<u>47,352.94</u>
STATEWIDE SERVICES, INC.	WIP-Indio Facility Improvements	682975	06/03/2020	<u>47,230.58</u>
STATEWIDE SERVICES, INC.	WIP-Indio Facility Improvements	682974	06/03/2020	<u>45,519.72</u>
APTA	Annual Membership	683002	06/10/2020	35,500.00
IMPERIAL IRRIGATION DIST	Utilities	683025	06/10/2020	32,804.71
ELEMENT MARKETS RENEWABLE ENERGY, LLC	Utilities	683154	06/24/2020	29,122.90
ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS	Consulting Services	683189	06/24/2020	27,150.00
HDR ENGINEERING, INC.	Planning Consultant	683023	06/10/2020	26,417.50
TRAPEZE SOFTWARE GROUP INC.	Computer Network Software Agmt - (FX/Blockbuster Phase 1)	682984	06/03/2020	24,471.00
TRAPEZE SOFTWARE GROUP INC.	Computer Network Software Agmt - (Workstations 8)	682982	06/03/2020	23,779.00
TRAPEZE SOFTWARE GROUP INC.	Computer Network Software Agmt - (PLAN/APC/RID/SPA)	682983	06/03/2020	20,392.00
HEPTAGON SEVEN CONSULTING, INC.	Consulting Services	683160	06/24/2020	19,506.06
TRAPEZE SOFTWARE GROUP INC.	Computer Network Software Agmt - (PASS COM)	682985	06/03/2020	19,118.00
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>683138</u>	<u>06/19/2020</u>	<u>18,673.86</u>
NFI PARTS	Inventory Repair Parts	683065	06/17/2020	18,283.05
THE LEFLORE GROUP LLC	Projects Consultant	682962	06/03/2020	16,088.60
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	683113	06/17/2020	13,718.55
BURKE, WILLIAMS & SORENSEN, LLP	Legal Service	683003	06/10/2020	13,404.75
DESERT PARADISE CONSTRUCTION, LLC	WIP-Operation Facility	683151	06/24/2020	<u>13,320.00</u>
VERIZON WIRELESS	Wireless Telephone Service	683187	06/24/2020	10,295.85
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	683064	06/17/2020	9,986.93
SOFTCHOICE CORP.	Computer Network Software Agmt	683124	06/17/2020	8,825.00
JESSE FRESCAS JR.	Projects Consultant	683026	06/10/2020	8,320.00
PSOMAS	WIP- CNG Station Construction Mgt	683175	06/24/2020	<u>7,647.31</u>
SARDO BUS & COACH UPHOLSTERY	WIP-Buss Rehab	683047	06/10/2020	<u>7,477.59</u>
GRAVES & KING LLP	Insurance Loss	683158	06/24/2020	7,471.99
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	682963	06/03/2020	7,271.42

**SunLine Transit Agency
Checks \$1,000 and Over
June 2020**

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	683018	06/10/2020	6,728.33
CPAC INC.COM	Computer Network Software Agmt	683012	06/10/2020	6,705.00
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	683020	06/10/2020	6,622.05
AMALGAMATED TRANSIT UNION	Union Dues	683074	06/17/2020	6,492.75
FULTON DISTRIBUTING	Emergency Preparedness Supplies	683156	06/24/2020	6,122.46
TRUCK GEARS, INC.	Repair Parts-Fixed Route	682987	06/03/2020	6,037.87
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	683180	06/24/2020	5,994.42
ZOHO CORPORATION	Computer Network Software Agmt 6/13/20-6/12/21	683137	06/17/2020	5,944.15
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	683122	06/17/2020	5,823.52
CREATIVE BUS SALES, INC,	Inventory Repair Parts	683088	06/17/2020	5,802.67
AMERICAN SECURITY GROUP	Fixed Assets-Facility Improvements	683075	06/17/2020	5,612.38
HD INDUSTRIES	Inventory Repair Parts	682928	06/03/2020	5,171.11
VORWALLER & BROOKS, INC.	Fixed Assets-Facility Improvements	683057	06/10/2020	5,102.00
PACKET FUSION, INC.	WIP-Information Technology Projects (License- 3yrs)	682947	06/03/2020	5,063.83
<u>PRINCIPAL LIFE INSURANCE COMPANY</u>	<u>PPO Dental Benefits Jun 2020</u>	<u>682952</u>	<u>06/03/2020</u>	<u>4,986.70</u>
BATTERY SYSTEMS, INC.	Inventory Repair Parts	682903	06/03/2020	4,887.83
CNTY OF RIVERSIDE DEPT OF ENVIRONMENTAL	Annual Renewal Facility Permit	682907	06/03/2020	4,638.00
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	682961	06/03/2020	4,628.55
HOME DEPOT CREDIT SERVICES	Facility Maintenance	683098	06/17/2020	4,530.53
AMETZA ARIZONA, LLC.	Lubricants & Oils	683077	06/17/2020	4,419.59
TEC OF CALIFORNIA, INC.	Inventory Repair Parts	683128	06/17/2020	4,289.84
TRANSIT PRODUCTS & SERVICES	Inventory Repair Parts	683052	06/10/2020	4,144.50
TPX COMMUNICATIONS	Communications	683132	06/17/2020	4,018.49
COMPROSE INC	Computer Network Software Agmt 5/18/20 - 5/18/21	683011	06/10/2020	3,940.00
KELLERMEYER BERGENSONS SERVICES, LLC	Janitorial Services	683106	06/17/2020	3,825.00
ROBERT HALF	Temporary Help	682958	06/03/2020	3,816.00
CALIFORNIA DENTAL NETWORK, INC.	Dental Benefits	683083	06/17/2020	3,744.47
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	683007	06/10/2020	3,610.69
SC FUELS	Lubricants & Oils	682968	06/03/2020	3,557.47
TK SERVICES, INC.	Inventory Repair Parts	683051	06/10/2020	3,548.88
JACKSON LEWIS P.C.	Insurance Loss	682931	06/03/2020	3,377.50
MURCHISON & CUMMING, LLP	Insurance Loss	683030	06/10/2020	3,358.08
ROBERT HALF	Temporary Help	683179	06/24/2020	3,312.50
ANDREA CARTER & ASSOCIATES	Marketing Consultant	683140	06/24/2020	3,300.00
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	683084	06/17/2020	3,241.25
TIME WARNER CABLE	Utilities	683130	06/17/2020	3,231.85
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	682905	06/03/2020	3,231.01
ROBERT HALF	Temporary Help	683120	06/17/2020	3,200.00
JACKSON LEWIS P.C.	Insurance Loss	683103	06/17/2020	2,830.00

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Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
CDW GOVERNMENT, INC	Computer Supplies	682906	06/03/2020	2,828.98
NORTON MEDICAL INDUSTRIES	Medical Exams	683170	06/24/2020	2,768.35
DESERT PROMOTIONAL AND EMBROIDERY, LLC	Emergency Preparedness Supplies	683016	06/10/2020	2,763.75
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	682914	06/03/2020	2,750.14
ROBERT HALF	Temporary Help	682959	06/03/2020	2,700.00
KELLERMEYER BERGENSONS SERVICES, LLC	Janitorial Services	683165	06/24/2020	2,641.00
PRUDENTIAL OVERALL SUPPLY	Uniforms	683044	06/10/2020	2,636.70
SARDO BUS & COACH UPHOLSTERY	WIP-Buss Rehab	682967	06/03/2020	2,492.53
ASPEN REFRIGERANTS, INC.	Air conditioning Expenditures	683079	06/17/2020	2,451.98
OFFICE DEPOT	Office Supplies	683034	06/10/2020	2,445.18
CREATIVE BUS SALES, INC,	Inventory Repair Parts	683149	06/24/2020	2,336.28
TK SERVICES, INC.	Inventory Repair Parts	682979	06/03/2020	2,333.69
PIEDMONT PLASTICS, INC.	Bus Stop Supplies	683117	06/17/2020	2,192.24
GRAVES & KING LLP	Insurance Loss	682927	06/03/2020	2,123.61
ROBERT HALF	Temporary Help	683046	06/10/2020	2,120.00
BROADLUX, INC.	Contract Service	682904	06/03/2020	2,090.94
US BANK VOYAGER FLEET SYSTEMS	Fuel for Support Vehicles	682991	06/03/2020	2,037.43
CREATIVE BUS SALES, INC,	Inventory Repair Parts	682909	06/03/2020	1,977.21
OFFICE DEPOT	Office Supplies	682946	06/03/2020	1,953.03
DESERT AIR CONDITIONING, INC.	Air conditioning Expenditures	683014	06/10/2020	1,931.09
GRAINGER	Repair Parts-Support Vehicle	682926	06/03/2020	1,924.72
TRANSIT RESOURCES, INC.	Inventory Repair Parts	683186	06/24/2020	1,865.61
PRUDENTIAL OVERALL SUPPLY	Uniforms	682953	06/03/2020	1,849.16
FRONTIER COMMUNICATIONS	WIP-Utility Infrastructure Upgrades	682921	06/03/2020	1,757.89
IMPERIAL IRRIGATION DIST	WIP-Admin Building Phase 2	683162	06/24/2020	1,706.37
ROBERT HALF	Temporary Help	683119	06/17/2020	1,696.00
NAPA AUTO PARTS	Inventory Repair Parts	683031	06/10/2020	1,684.05
I/O CONTROLS CORP #201115	Computer Network Software Agmt 1/9/20-1/8/21	683161	06/24/2020	1,680.00
JESSE CAMACHO	Re-issue Payroll Check	683061	06/10/2020	1,622.48
VALLEY OFFICE EQUIPMENT, INC.	Office Equipment Maintenance	683056	06/10/2020	1,602.47
SMARTDRIVE SYSTEMS, INC.	General Services	683048	06/10/2020	1,580.00
AUGER CONSULTING GROUP LLC	Consulting Services	683027	06/10/2020	1,540.00
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	683005	06/10/2020	1,499.41
SOUTHWEST NETWORKS, INC.	IT Support Services	683050	06/10/2020	1,475.00
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	683004	06/10/2020	1,463.07
KELLY PAPER COMPANY	Office Supplies	682936	06/03/2020	1,403.45
SPORTWORKS NORTHWEST, INC.	Inventory Repair Parts	683126	06/17/2020	1,400.64
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	682948	06/03/2020	1,245.46
NFI PARTS	Inventory Repair Parts	683139	06/24/2020	1,132.89

**SunLine Transit Agency
Checks \$1,000 and Over
June 2020**

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Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
C V WATER DISTRICT	Utilities	683146	06/24/2020	1,115.65
HANSON BRIDGETT LLP	Consulting General	683159	06/24/2020	1,100.50
BATTERY SYSTEMS, INC.	Inventory Repair Parts	683080	06/17/2020	1,098.67
PLAZA TOWING, INC.	Towing Services Agreement	683174	06/24/2020	1,050.00
PARTS AUTHORITY METRO LLC	Inventory Repair Parts	683116	06/17/2020	1,048.94
MAGALDI & MAGALDI, INC.	Inventory Repair Parts	683108	06/17/2020	1,044.08
FIESTA FORD, INC.	Inventory Repair Parts	683094	06/17/2020	1,038.34
CUMMINS SALES AND SERVICE	Inventory Repair Parts	683089	06/17/2020	1,025.35
DECALS BY DESIGN, INC.	Inventory Repair Parts	683090	06/17/2020	1,024.86
Total Checks Over \$1,000	\$3,576,588.20			
Total Checks Under \$1,000	\$38,985.39			
Total Checks	\$3,615,573.59			

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Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
PERMA - INSURANCE	Ins Property/Auto Physical/ Gen Liability/WC Prem	683456	07/22/2020	647,565.93
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>683412</u>	<u>07/15/2020</u>	<u>106,394.66</u>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>683557</u>	<u>07/30/2020</u>	<u>104,856.24</u>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>683267</u>	<u>07/01/2020</u>	<u>104,721.77</u>
PALM SPRINGS CITY OF	Palm Springs Buzz Reimbursement	683422	07/17/2020	74,270.82
IMPERIAL IRRIGATION DIST	Utilities	683217	07/01/2020	62,646.34
IMPERIAL IRRIGATION DIST	Utilities	683445	07/22/2020	60,927.17
SO CAL GAS CO.	Utilities	683469	07/22/2020	51,469.50
STATEWIDE SERVICES, INC.	WIP-Indio Facility Improvements	683255	07/01/2020	48,819.83
STATEWIDE SERVICES, INC.	WIP-Indio Facility Improvements	683338	07/08/2020	48,565.19
STATEWIDE SERVICES, INC.	WIP-Indio Facility Improvements	683337	07/08/2020	46,136.37
<u>GUARDIAN LIFE INSURANCE COMPANY THE</u>	<u>Employee Benefits/ LTD/STD/LIFE Ins Prem July</u>	<u>683274</u>	<u>07/01/2020</u>	<u>42,680.29</u>
<u>GUARDIAN LIFE INSURANCE COMPANY THE</u>	<u>Employee Benefits/ LTD/STD/LIFE Ins Prem Aug</u>	<u>683516</u>	<u>07/30/2020</u>	<u>38,363.28</u>
ELEMENT MARKETS RENEWABLE ENERGY, LLC	Utilities	683507	07/30/2020	32,617.77
KEVORK G. BARSOUMIAN	Insurance Loss	683480	07/23/2020	25,000.00
REMIX SOFTWARE, INC.	Computer Network Software Agmt 7/1/20-6/30/21	683243	07/01/2020	24,500.00
PRAXAIR, INC.	Hydrogen Fuel	683328	07/08/2020	22,122.22
MICHELIN NORTH AMERICA, INC.	Tire Leasing Service	683317	07/08/2020	22,055.07
IMPERIAL IRRIGATION DIST	Utilities	683384	07/15/2020	21,082.66
HDR ENGINEERING, INC.	Planning Consultant	683442	07/22/2020	20,855.00
NEOGOV	Recruiting Employees 7/1/20-6/30/21	683301	07/08/2020	19,030.18
PSOMAS	WIP- CNG Station	683460	07/22/2020	16,625.10
THE LEFLORE GROUP LLC	Projects Consultant	683546	07/30/2020	16,201.90
THE LEFLORE GROUP LLC	Projects Consultant	683465	07/22/2020	15,635.40
BURKE, WILLIAMS & SORENSEN, LLP	Legal Service	683363	07/15/2020	15,539.30
TEC OF CALIFORNIA, INC.	Inventory Repair Parts	683339	07/08/2020	15,498.77
TK SERVICES, INC.	Inventory Repair Parts	683554	07/30/2020	14,976.78
ZEN AND THE ART OF CLEAN ENERGY	WIP-Hydrogen Electric Hybrid FCB & Station	683479	07/22/2020	14,100.00
DECALS BY DESIGN, INC.	Advertising	683206	07/01/2020	13,654.10
PRUDENTIAL OVERALL SUPPLY	Uniforms	683539	07/30/2020	13,180.98
ROBERT HALF	Temporary Help	683400	07/15/2020	13,075.00
OLD GREEN HOUSE LLC	Planning Consultant	683401	07/15/2020	12,975.00
NFI PARTS	Inventory Repair Parts	683483	07/30/2020	12,117.23
VERIZON WIRELESS	Wireless Telephone Service	683347	07/08/2020	11,597.91
KAMBRIAN CORPORATION	Computer Network Software Agmt 6/27/20-6/27/21	683385	07/15/2020	10,770.99
TK SERVICES, INC.	Inventory Repair Parts	683263	07/01/2020	10,043.19
CALSTART, INC.	WIP-Hydrogen FCB Lo-No	683430	07/22/2020	10,000.00
JESSE FRESCAS JR.	WIP-Indio Facility Improvements	683446	07/22/2020	8,160.00

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Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
NFI PARTS	Inventory Repair Parts	683192	07/01/2020	8,153.39
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	683466	07/22/2020	8,138.81
DESERT AIR CONDITIONING, INC.	Air conditioning Expenditures	683503	07/30/2020	7,954.83
JANEK CORPORATION THE	Inventory Repair Parts	683221	07/01/2020	7,727.00
LAWCX	Insurance Premium -WC	683447	07/22/2020	7,697.00
INLAND LIGHTING SUPPLIES, INC.	WIP-Facility Improvement Projects	683310	07/08/2020	7,515.30
AMALGAMATED TRANSIT UNION	Union Dues	683355	07/15/2020	6,730.25
AMALGAMATED TRANSIT UNION	Union Dues	683487	07/30/2020	6,722.44
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	683482	07/30/2020	6,645.86
AMALGAMATED TRANSIT UNION	Union Dues	683194	07/01/2020	6,521.44
HD INDUSTRIES	Inventory Repair Parts	683441	07/22/2020	6,476.17
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	683532	07/30/2020	6,260.01
TKE ENGINEERING, INC.	WIP-Operation Facility	683470	07/22/2020	6,035.00
SUSAN HAFNER, MULTIMODAL SOLUTIONS	Planning Consultant	683260	07/01/2020	6,017.65
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	683331	07/08/2020	5,870.11
DESERT PARADISE CONSTRUCTION, LLC	WIP-Operation Facility	683505	07/30/2020	5,760.00
4IMPRINT, INC.	Employee Incentive Services	683190	07/01/2020	5,563.00
DECALS BY DESIGN, INC.	Repair Parts-Fixed Route	683293	07/08/2020	5,509.63
YELLOW CAB OF THE DESERT	Taxi Voucher Program	683418	07/15/2020	5,371.09
BROADLUX, INC.	Repair Parts-CNG	683428	07/22/2020	5,300.86
CREATIVE BUS SALES, INC,	Inventory Repair Parts	683499	07/30/2020	5,262.13
CREATIVE BUS SALES, INC,	Inventory Repair Parts	683205	07/01/2020	5,060.00
PRUDENTIAL OVERALL SUPPLY	Uniforms	683241	07/01/2020	5,001.01
TODD SMITH, ESQ, A PROFESSIONAL	Insurance Loss	683264	07/01/2020	5,000.00
<u>PRINCIPAL LIFE INSURANCE COMPANY</u>	<u>PPO Dental Benefits Aug 2020</u>	<u>683538</u>	<u>07/30/2020</u>	<u>4,796.57</u>
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	683464	07/22/2020	4,628.60
PERMA - INSURANCE	Insurance Loss	683239	07/01/2020	4,377.51
CALIFORNIA DENTAL NETWORK, INC.	Dental Benefits	683366	07/15/2020	4,142.34
ANDREA CARTER & ASSOCIATES	Marketing Consultant	683426	07/22/2020	4,000.00
ROBERT HALF	Temporary Help	683246	07/01/2020	4,000.00
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	683249	07/01/2020	3,998.92
TPX COMMUNICATIONS	Communications	683473	07/22/2020	3,994.88
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	683380	07/15/2020	3,968.98
4IMPRINT, INC.	Employee Incentive Services	683481	07/30/2020	3,849.85
TECHPRISE SAFETY SOLUTIONS	WIP-Covid19 Capital Expenditures	683553	07/30/2020	3,669.10
BATTERY SYSTEMS, INC.	Inventory Repair Parts	683490	07/30/2020	3,649.78
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	683191	07/01/2020	3,603.59
TIME WARNER CABLE	Utilities	683408	07/15/2020	3,513.94
PUBLICINPUT.COM	Advertising	683368	07/15/2020	3,500.00

**SunLine Transit Agency
Checks \$1,000 and Over
July 2020**

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
OFFICETEAM	Temporary Help	683454	07/22/2020	3,499.44
CAPITAL REALTY ANALYSTS	Consultant General	683449	07/22/2020	3,499.00
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	683367	07/15/2020	3,436.02
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	683493	07/30/2020	3,436.02
<u>PRINCIPAL LIFE INSURANCE COMPANY</u>	<u>PPO Dental Benefits July 2020</u>	<u>683240</u>	<u>07/01/2020</u>	<u>3,372.53</u>
SOUTHWEST NETWORKS, INC.	IT Consulting Service	683406	07/15/2020	3,350.00
AUGER CONSULTING GROUP LLC	Consulting Services	683524	07/30/2020	3,190.00
BATTERY SYSTEMS, INC.	Inventory Repair Parts	683427	07/22/2020	3,121.60
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	683199	07/01/2020	3,119.87
TRANSIT PRODUCTS & SERVICES	Inventory Repair Parts	683556	07/30/2020	3,013.13
STORMWIND, LLC.	Computer Network Software Agmt 24Month Renewal	683258	07/01/2020	3,000.00
AIR & LUBE SYSTEMS INC	Facility Maintenance	683278	07/08/2020	2,905.91
AUTOZONE COMMERCIAL	Safety Truck Materials & Supplies	683360	07/15/2020	2,847.47
CDW GOVERNMENT, INC	Computer Network Software Agmt	683200	07/01/2020	2,821.00
FULTON DISTRIBUTING	Emergency Preparedness Supplies	683512	07/30/2020	2,781.99
NFI PARTS	Inventory Repair Parts	683353	07/15/2020	2,712.55
HOME DEPOT CREDIT SERVICES	Facility Maintenance	683303	07/08/2020	2,708.80
JOHNSON EQUIPMENT COMANY	<i>WIP- Replacement & Expansion of Support Vehicles</i>	683519	07/30/2020	2,600.62
NFI PARTS	Inventory Repair Parts	683423	07/22/2020	2,585.04
PIEDMONT PLASTICS, INC.	Bus Stop Supplies	683394	07/15/2020	2,576.30
GILLIG LLC	Inventory Repair Parts	683213	07/01/2020	2,512.71
IMPERIAL IRRIGATION DIST	Utilities	683517	07/30/2020	2,500.43
MILE3 WEB DEVELOPMENT	Website Maintenance	683450	07/22/2020	2,500.00
BALLARD POWER SYSTEMS	Repair Parts-Fixed Route	683284	07/08/2020	2,438.18
TK SERVICES, INC.	Inventory Repair Parts	683409	07/15/2020	2,428.66
MILE3 WEB DEVELOPMENT	Website Maintenance	683387	07/15/2020	2,418.00
NFI PARTS	Inventory Repair Parts	683276	07/08/2020	2,395.19
OFFICETEAM	Temporary Help	683531	07/30/2020	2,365.86
WESTPORT DALLAS, INC.	Inventory Repair Parts	683349	07/08/2020	2,349.34
OFFICETEAM	Temporary	683236	07/01/2020	2,309.26
CALIFORNIA STATE UNIVERSITY, SAN	Haul Pass Program Reimbursement	683421	07/17/2020	2,288.81
BATTERY SYSTEMS, INC.	Inventory Repair Parts	683361	07/15/2020	2,250.44
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	683287	07/08/2020	2,220.48
INSIGHT PUBLIC SECTOR, INC.	Computer Network Software Agmt	683219	07/01/2020	2,148.19
DECALS BY DESIGN, INC.	Inventory Repair Parts	683502	07/30/2020	2,128.05
ROBERT HALF	Temporary Help	683245	07/01/2020	2,120.00
ROBERT HALF	Temporary Help	683463	07/22/2020	2,120.00
SC FUELS	Lubricants & Oils	683334	07/08/2020	2,096.15
HD INDUSTRIES	Inventory Repair Parts	683215	07/01/2020	2,084.87

**SunLine Transit Agency
Checks \$1,000 and Over
July 2020**

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Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
FULTON DISTRIBUTING	Bus Stop Supplies	683382	07/15/2020	2,044.67
BROADLUX, INC.	Contract Services-General	683362	07/15/2020	2,000.00
SC FUELS	Lubricants & Oils	683468	07/22/2020	1,997.40
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	683393	07/15/2020	1,982.09
CUMMINS SALES AND SERVICE	Inventory Repair Parts	683434	07/22/2020	1,945.68
VALLEY OFFICE EQUIPMENT, INC.	Office Equipment Maintenance	683414	07/15/2020	1,930.14
CREATIVE BUS SALES, INC,	Inventory Repair Parts	683433	07/22/2020	1,897.11
NAPA AUTO PARTS	Inventory Repair Parts	683389	07/15/2020	1,850.74
ASPEN REFRIGERANTS, INC.	Freon & Coolant	683358	07/15/2020	1,810.12
TVEYES, INC.	Advertising	683411	07/15/2020	1,800.00
BYD COACH & BUS LLC	Inventory Repair Parts	683198	07/01/2020	1,785.00
OFFICE DEPOT	Office Supplies	683234	07/01/2020	1,771.19
ROBERT HALF	Temporary Help	683543	07/30/2020	1,696.00
OPENAPPS, INC.	Contract Services-General	683322	07/08/2020	1,650.00
SAFETY-KLEEN CORPORATION	Contract Svc-Haz Waste Remove	683403	07/15/2020	1,625.50
PERMA - INSURANCE	Insurance Loss	683535	07/30/2020	1,571.31
SC FUELS	Lubricants & Oils	683549	07/30/2020	1,526.84
NICHOLAS ROBLES	Reissue Payroll Check	683351	07/08/2020	1,507.16
WELTYS ENTERPRISES, INC.	Emergency Preparedness Supplies	683478	07/22/2020	1,488.34
CPAC INC.COM	Office Supplies	683204	07/01/2020	1,451.72
PRUDENTIAL OVERALL SUPPLY	Emergency Preparedness Supplies	683397	07/15/2020	1,402.91
KAMINSKY PRODUCTIONS, INC	Contracted Services	683313	07/08/2020	1,400.00
CLAIREMONT EQUIPMENT	WIP-DIV 1 Parking Lot Upgrade	683432	07/22/2020	1,289.97
GRAINGER	Shop Supplies	683515	07/30/2020	1,268.62
PLAZA TOWING, INC.	Towing Services Agreement	683327	07/08/2020	1,250.00
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	683285	07/08/2020	1,241.76
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	683208	07/01/2020	1,235.20
DESERT URGENT CARE	Medical Exams	683308	07/08/2020	1,175.00
TK SERVICES, INC.	Inventory Repair Parts	683341	07/08/2020	1,172.92
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	683324	07/08/2020	1,139.04
SAFETY-KLEEN CORPORATION	Contract Svc-Haz Waste Remove	683333	07/08/2020	1,122.34
DESERT SUN PUBLISHING CO., THE	Advertising	683296	07/08/2020	1,115.40
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	683286	07/08/2020	1,111.49
GRAINGER	Emergency Preparedness Supplies	683383	07/15/2020	1,085.78
SC FUELS	Lubricants & Oils	683404	07/15/2020	1,071.92
NEENAH FOUNDRY COMPANY	Facility Maintenance	683528	07/30/2020	1,059.24
LUMINATOR TECHNOLOGY GROUP, INC.	Inventory Repair Parts	683448	07/22/2020	1,044.11
IMAGE 360 - PALM DESERT	Emergency Preparedness Supplies	683251	07/01/2020	1,030.36

**SunLine Transit Agency
Checks \$1,000 and Over
July 2020**

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
Total Checks Over \$1,000	\$2,221,617.96			
Total Checks Under \$1,000	\$59,839.93			
Total Checks	\$2,281,457.89			

SunLine Transit Agency

CONSENT CALENDAR

DATE: September 23, 2020

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Credit Card Statement for June and July 2020

Summary:

The attached report summarizes the Agency's credit card expenses for June and July 2020 with statement closing dates of July 3, 2020 and August 3, 2020, respectively.

Recommendation:

Receive and file.

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 07/03/20

Name on Card: Lauren Skiver

Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1 6/3/2020	6/4/2020	In Crisis Consultant	Online de-escalation course for 26 employees in the Operations Department		\$1,968.70
Credits and Charges:				\$0.00	\$1,968.70

CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	07/03/20
Days in Billing Cycle	30
Next Statement Date	08/03/20
Credit Line	\$40,000
Available Credit	\$38,031

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

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

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

Payment Information

New Balance	\$1,968.70
Current Payment Due (Minimum Payment)	\$500.00
Current Payment Due Date	07/28/20

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		\$166.65
Credits	-	\$0.00
Payments	-	\$166.65
Purchases & Other Charges	+	\$1,968.70
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$1,968.70

Wells Fargo Cash Back SM Program Summary

Previous Cash Back Balance		\$0.00
Cash Earned this Month		\$29.53
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$0.00
Cash Back Balance	=	\$29.53
Cash Awarded this Period		\$0.00
Year to Date Cash Back Awarded		\$332.22

Cash Back Notice

Your next cash back reward is scheduled for 09/2020. 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	\$1,968.70
Total Amount Due (Minimum Payment)	\$500.00
Current Payment Due Date	07/28/20

05000001968700044846100042659416

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
15552
6306



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 - \$1,968.70 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 07/28/20. 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	\$1,968.70

Transaction Details

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

Trans	Post	Reference Number	Description	Credits	Charges
06/28	06/28	F326800J400CHGDDA	AUTOMATIC PAYMENT - THANK YOU	166.65	
			TOTAL [REDACTED]	\$166.65-	
Transaction Summary For LAURA SKIVER					
Sub Account Number Ending In [REDACTED]					
06/03	06/04	2469216HB2XRYSE0Z	IN *CRISIS CONSULTANT GRO571-2133132 VA		1,968.70
			TOTAL	\$1,968.70	
LAURA SKIVER / Sub Acct Ending In [REDACTED]					

Wells Fargo News

What can alerts do for your business?*

Receive timely updates on your business credit card account via email or text. Alerts allow you to set up and receive only the messages that are important to you. Sign up for alerts during your Wells Fargo Business Online® session by going to your Business Elite Card account screen and selecting the Manage Alerts menu option.

Not enrolled in Online banking? Enroll today at wellsfargo.com/biz/online-banking

*Availability may be affected by your mobile carrier's coverage area. Your mobile carrier's message and data rates may apply.

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 08/03/20

Name on Card: Lauren Skiver

Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1 7/31/2020	7/31/2020	Constant Contact	6 month subscription for Constant Contact email newsletters services for Refueled initiative		\$108.00
Credits and Charges:				\$0.00	\$108.00



CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	08/03/20
Days in Billing Cycle	31
Next Statement Date	09/03/20

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

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

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

Credit Line	\$40,000
Available Credit	\$39,892

Payment Information

New Balance	\$108.00
Current Payment Due (Minimum Payment)	\$108.00
Current Payment Due Date	08/28/20

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		\$1,968.70
Credits	-	\$0.00
Payments	-	\$1,968.70
Purchases & Other Charges	+	\$108.00
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$108.00

Wells Fargo Cash Back SM Program Summary

Previous Cash Back Balance		\$29.53
Cash Earned this Month		\$1.62
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$0.00
Cash Back Balance	=	\$31.15
Cash Awarded this Period		\$0.00
Year to Date Cash Back Awarded		\$332.22

Cash Back Notice

Your next cash back reward is scheduled for 09/2020. 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	\$108.00
Total Amount Due (Minimum Payment)	\$108.00
Current Payment Due Date	08/28/20

01080000108000044846100042659413

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 15238
 32505 HARRY OLIVER TRL
 THOUSAND PALMS CA 92276-3501 6307



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 - \$108.00 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 08/28/20. 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	\$108.00

Transaction Details

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

Trans	Post	Reference Number	Description	Credits	Charges
07/28	07/28	F326800K200CHGDDA	AUTOMATIC PAYMENT - THANK YOU	1,968.70	
			TOTAL [REDACTED] \$1,968.70-		
Transaction Summary For LAURA SKIVER Sub Account Number Ending In [REDACTED]					
07/31	07/31	2490641K52WHPK4D9	EIG*CONSTANTCONTACT.COM 855-2295506 MA		108.00
			TOTAL \$108.00		
			LAURA SKIVER / Sub Acct Ending In [REDACTED]		

Wells Fargo News

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Not enrolled in Online banking? Enroll today at wellsfargo.com/biz/online-banking

*Availability may be affected by your mobile carrier's coverage area. Your mobile carrier's message and data rates may apply.

SunLine Transit Agency
CONSENT CALENDAR

DATE: September 23, 2020 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Monthly Budget Variance Report for June & July 2020

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. Most of the current monthly budget values are calculated by taking 1/12th of the annual budget and the FYTD budget values are calculated by dividing the yearly budget by the number of months progressed through the fiscal year. The exception to the straight-line budgeting method is the passenger revenue which is budgeted using historical monthly trends.

- As of June 30, 2020, the Agency's unaudited revenues net of subsidies are favorable by \$2,066,138 or 45.2% over the FYTD budget. Unaudited expenditures are \$4,617,729 under budget or 11.3% below the FYTD budget.
- As of July 31, 2020, the Agency's revenues net of subsidies are unfavorable by \$58,073 or 19.6% under the FYTD budget. Expenditures are \$299,344 under budget or 8.8% below the FYTD budget.

Recommendation:

Receive and file.

SunLine Transit Agency
Budget Variance Report
June 2020

Description	Current Month				Year-to-Date			
	FY20 Total Budget	Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY20 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
Operating Revenues:								
Passenger Revenue	2,799,649	17,258	251,968	(234,710)	2,033,259	2,799,649	(766,390)	27.4%
Other Revenue	1,773,184	372,072	147,765	224,306	4,605,713	1,773,184	2,832,529	-159.7%
Total Operating Revenue	4,572,833	389,330	399,734	(10,404)	6,638,971	4,572,833	2,066,138	-45.2%
Operating Expenses:								
Operator & Mechanic Salaries & Wages	10,184,452	780,124	848,704	68,580	9,787,413	10,184,452	397,039	3.9%
Operator & Mechanic Overtime	1,226,700	49,222	102,225	53,003	1,056,128	1,226,700	170,572	13.9%
Administration Salaries & Wages	6,294,403	483,161	524,534	41,373	5,598,259	6,294,403	696,144	11.1%
Administration Overtime	79,284	8,366	6,607	(1,759)	70,435	79,284	8,849	11.2%
Fringe Benefits	10,617,317	739,259	884,776	145,517	9,058,166	10,617,317	1,559,151	14.7%
Communications	232,500	17,221	19,375	2,154	229,263	232,500	3,237	1.4%
Legal Services	354,596	15,504	29,550	14,046	189,514	354,596	165,082	46.6%
Computer/Network Software Agreement	609,553	81,121	50,796	(30,325)	575,349	609,553	34,204	5.6%
Uniforms	118,706	8,481	9,892	1,411	73,096	118,706	45,610	38.4%
Contracted Services	501,193	36,994	41,766	4,772	425,561	501,193	75,632	15.1%
Equipment Repairs	11,750	0	979	979	5,046	11,750	6,704	57.1%
Security Services	117,337	9,977	9,778	(199)	90,691	117,337	26,646	22.7%
Fuel - CNG	1,364,951	104,351	113,746	9,395	1,291,302	1,364,951	73,649	5.4%
Fuel - Hydrogen	565,200	61,104	47,100	(14,004)	583,763	565,200	(18,563)	-3.3%
Tires	262,944	6,867	21,912	15,045	189,918	262,944	73,026	27.8%
Office Supplies	75,028	8,267	6,252	(2,015)	56,748	75,028	18,280	24.4%
Travel/Training	142,475	1,571	11,873	10,302	79,022	142,475	63,453	44.5%
Repair Parts	1,503,128	266,042	125,261	(140,781)	1,607,837	1,503,128	(104,709)	-7.0%
Facility Maintenance	50,250	2,945	4,188	1,242	41,006	50,250	9,244	18.4%
Electricity - CNG & Hydrogen	552,204	68,298	46,017	(22,281)	549,190	552,204	3,014	0.5%
Natural Gas	1,335,000	84,102	111,250	27,148	1,105,307	1,335,000	229,693	17.2%
Water and Gas	7,700	479	642	163	7,252	7,700	448	5.8%
Insurance Losses	1,312,523	(16,088)	109,377	125,465	1,009,254	1,312,523	303,269	23.1%
Insurance Premium - Property	18,626	1,517	1,552	35	20,647	18,626	(2,021)	-10.9%
Repair Claims	53,488	364	4,457	4,094	5,563	53,488	47,925	89.6%
Fuel Taxes	116,500	9,001	9,708	707	98,004	116,500	18,496	15.9%
Other Expenses	4,903,124	400,743	408,594	7,851	4,218,266	4,903,124	684,858	14.0%
Self Consumed Fuel	(1,770,782)	(165,405)	(147,565)	(17,839)	(1,799,578)	(1,770,782)	28,796	-1.6%
Total Operating Expenses (Before Depreciation)	40,840,150	3,063,588	3,403,346	339,758	36,222,421	40,840,150	4,617,728	11.3%
Operating Expenses in Excess of Operating Revenue		\$ (2,674,258)			\$ (29,583,450)			
Subsidies:								
Local - Measure A, Buzz Service, Haul Pass	7,226,030	532,829	602,169	69,340	6,571,314	7,226,030	654,716	9.1%
State - LTF, LCTOP	21,191,641	1,562,617	1,765,970	203,353	15,286,138	21,191,641	5,905,503	27.9%
Federal - CARES, CMAQ, 5307, 5309,5310, 5311, 5312	7,849,646	578,813	654,137	75,325	7,725,997	7,849,646	123,649	1.6%
Total Subsidies	36,267,317	2,674,258	3,022,276	348,019	29,583,450	36,267,317	6,683,867	18.4%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

SunLine Transit Agency
Budget Variance Report
June 2020

Description	FY20 Total Budget	Current Month			Year-to-Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY20 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
Operating Expenses:								
Wages & Benefits	28,402,156	2,060,133	2,366,846	306,714	25,570,401	28,402,156	2,831,755	10.0%
Services	3,808,001	344,926	317,333	(27,593)	3,209,320	3,808,001	598,681	15.7%
Fuels & Lubricants	2,141,080	177,908	178,423	515	2,041,234	2,141,080	99,846	4.7%
Tires	262,944	6,867	21,912	15,045	189,918	262,944	73,026	27.8%
Materials and Supplies	1,968,528	335,235	164,044	(171,191)	1,988,670	1,968,528	(20,142)	-1.0%
Utilities	2,172,904	173,371	181,075	7,704	1,939,038	2,172,904	233,866	10.8%
Casualty & Liability	2,155,119	52,567	179,593	127,026	1,844,813	2,155,119	310,306	14.4%
Taxes and Fees	116,500	9,001	9,708	707	98,004	116,500	18,496	15.9%
Miscellaneous Expenses	1,583,700	68,983	131,975	62,992	1,140,603	1,583,700	443,097	28.0%
Self Consumed Fuel	(1,770,782)	(165,405)	(147,565)	(17,839)	(1,799,578)	(1,770,782)	28,796	-1.6%
Total Operating Expenses (Before Depreciation)	40,840,150	3,063,588	3,403,346	339,758	36,222,421	40,840,150	4,617,728	11.3%
Revenues:								
Passenger Revenue	2,799,649	17,258	251,968	(234,710)	2,033,259	2,799,649	(766,390)	27.4%
Other Revenue	1,773,184	372,072	147,765	224,306	4,605,713	1,773,184	2,832,529	-159.7%
Total Operating Revenue	4,572,833	389,330	399,734	(10,404)	6,638,971	4,572,833	2,066,138	-45.2%
Net Operating Gain (Loss)		\$ (2,674,258)			\$ (29,583,450)			
Subsidies:								
Local - Measure A, Buzz Service	7,226,030	532,829	602,169	69,340	6,571,314	7,226,030	654,716	9.1%
State - LTF, SGR, LCTOP	21,191,641	1,562,617	1,765,970	203,353	15,286,138	21,191,641	5,905,503	27.9%
Federal - CARES, CMAQ, 5307, 5309,5310, 5311, 5311(f)	7,849,646	578,813	654,137	75,325	7,725,997	7,849,646	123,649	1.6%
Total Subsidies	36,267,317	2,674,258	3,022,276	348,019	29,583,450	36,267,317	6,683,867	18.4%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

Budget Variance Analysis - SunLine Transit Agency

Passenger Revenue - Unfavorable

- The negative variance in passenger fares is attributed to a decrease in ridership and no fare collection as of March 17, 2020. Local fixed route and paratransit bus service will be provided free of charge until further notice. The Agency is taking precautions to provide the recommended social distancing and to help the community in these uncertain times.
- FYTD ridership in FY20 is 16.60% below FYTD totals for FY19.
- Total system ridership is 700,168 trips below FY19 FYTD amounts.

Ridership

	FY19-June	FY20-June	Variance	%Δ
Fixed Route	300,561	171,540	(129,021)	-42.9%
Paratransit	12,437	4,877	(7,560)	-60.8%
SolVan	1,767	1,098	(669)	-37.9%
System Total	314,765	177,515	(137,250)	-43.6%

Ridership

	FYTD-FY19	FYTD-FY20	Variance	%Δ
Fixed Route	4,039,450	3,379,890	(659,560)	-16.3%
Paratransit	155,332	122,126	(33,206)	-21.4%
SolVan	23,025	15,623	(7,402)	-32.1%
System Total	4,217,807	3,517,639	(700,168)	-16.6%

Other Revenue - Favorable

- The favorable variance is attributed to an increase in outside fueling revenue, advertising revenue, and accrued CNG rebate revenue.
- CNG rebate revenue has a large positive variance due to accrued revenue. Congress passed a funding bill that includes renewal of compressed natural gas (CNG) tax credits. This incentive originally expired on December 31, 2017, but was retroactively extended through December 31, 2020. SunLine accrued \$2M in CNG rebate revenue in FY20.

Operator & Mechanic Salaries & Wages - Favorable

- The favorable balance is primarily attributed to vacant operator positions.

Operator & Mechanic Overtime - Favorable

- Contributing factors for overtime usage include operators using vacation time, sick time, short-term disability and long-term disability. Also, there are some vacant positions. To cover actual workload, the active employees have to work extended hours.
- The planning department worked with the operations group in order to generate a COVID-19 weekend schedule for operators that reduced overtime.
- A budget adjustment was executed to cover increased expenditures in overtime.
- Budget is on a 1/12 straight line allocation, overtime expenditures follow a seasonal pattern and therefore some months will have larger variances than others.

Administration Salaries & Wages - Favorable

- The favorable variance in administrative salaries and wages is attributed to vacant positions across the Agency (e.g. Human Resources Generalist, Field Supervisor, ZEB Administrator).

Administration Overtime - Favorable

- Administrative overtime is a variable expense dependent on the needs of the Agency and holiday work schedules. Savings in administrative overtime are attributed to staff efforts to minimize overtime costs.

Fringe Benefits - Favorable

- Part of fringe benefit savings are attributed to vacant positions across the agency and variable fringe benefit expenditures.

Communications - Favorable

- A budget adjustment was executed to cover overages due to a new telephone contract and an upgrade to emergency phones to replace 3G devices.

Legal Services - Favorable

- Staff made a conscious effort to reduce legal fees.

Computer/Network Software Agreement - Favorable

- Savings primarily attributed to a decrease in software fees associated with Fleet-Net software.

Uniforms - Favorable

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

Contracted Services - Favorable

- Contracted service expenses vary throughout the year. The savings are attributed to multiple expense line items (e.g., SVC Towing and Freight in department 22 are utilized on an as needed basis, web hosting costs, hazardous waste disposal fees, contracted services AC).

Equipment Repairs - Favorable

- Equipment repair costs vary depending on the needs of the Agency (i.e., Shop Equipment, Farebox). Fewer farebox repairs are needed since the Agency has stopped collecting fares due to COVID-19.

Security Services - Favorable

- Savings are attributed to lower services required at the transit hub in Division I.

Fuel - CNG - Favorable

- Internal consumption has decreased by 129,552 GGEs below FY19 FYTD amounts.
The lower internal consumption is primarily attributed to service redesign projects not initiated.
Additionally, the Agency has more hydrogen vehicles in active use than in the previous year.

Internal GGE Usage

	GGE Usage	Variance FY19 vs. FY20	Variance Previous Month	%Δ FY19 vs FY20	%Δ Previous Month
June FY19	118,131				
June FY20	97,696	(20,435)	4,079	-17.30%	4.36%
May FY20	93,617				
FYTD June FY19	1,386,146				
FYTD June FY20	1,256,594	(129,552)		-9.35%	

Fuel - Hydrogen - Unfavorable

- The electrolyzer is now in operation and the costs to power the equipment are higher than originally estimated. Also, there are more hydrogen fuel cell buses in the Agency fleet. A budget adjustment was executed and the expenses are within an allowable range of the budgeted amount.

Tires - Favorable

- The lower tire expenditures are primarily attributed to redesign route projects not completed.

Office Supplies - Favorable

- Office supplies are a variable expense; costs change throughout the year as supplies are needed.

Travel/Training - Favorable

- Travel & training savings can be attributed to different times at which training sessions are attended. Travel restrictions due to COVID-19 also reduced the available training for staff.

Repair Parts - Unfavorable

- An aging fleet has led to the unpredictability of component failures and therefore have increased the number of repairs. A budget adjustment was executed to cover actual costs.
- Fuel cell repair services paid in the month of June account for the large variance for the month.

Facility Maintenance - Favorable

- Facility maintenance expenditures were lower than anticipated for the FY.

Electricity - CNG & Hydrogen - Favorable

- Electricity costs for CNG and Hydrogen are within an acceptable range of the budget.

Natural Gas - Favorable

- In June there was a decrease of 1,302 GGEs used for outside fueling sales compared to the previous month.
- GGE outside usage has increased 89,289 GGEs above FY19 FYTD amounts.
- Fuel sales have been higher than estimated projections for FY20.

Outside GGE Usage

	GGE Usage	Variance FY19 vs. FY20	Variance Previous Month	%Δ FY19 vs FY20	%Δ Previous Month
June FY19	17,427				
June FY20	27,077	9,650	(1,302)	55.37%	-4.59%
May FY20	28,379				
FYTD June FY19	206,944				
FYTD June FY20	296,234	89,289		43.15%	

Water and Gas - Favorable

- A budget adjustment was executed to cover additional water and sewer costs for the hydrogen station.

Insurance Losses - Favorable

- The favorable variance is mainly attributed to large reconciliations to deposits held by PERMA.
- Deposit premiums are intended to cover claim expenses and settlements. Annual deposit premiums are based on actuarially-determined rates for each coverage layer (pool), based on estimates of the probable losses.
- Insurance losses can vary widely from month-to-month.

Insurance Premium - Property - Unfavorable

- The unfavorable variance is due to the increased value of insured property with new capital projects.

Repair Claims - Favorable

- Repair claims can vary significantly from month-to-month.
- The savings in repair claim expenses are attributed to collisions being minor in scale (e.g., collisions with gates, mirror to mirror contacts or collision with trash bin).

Fuel Taxes - Favorable

- Outside fueling sales are currently \$254,798 above FY19 FYTD amounts.
- For June, sales have increased by \$5,105 from the previous month.
- The favorable variance in fuel taxes is due to lower internal fuel consumption.

Outside Fueling Revenue

	Revenue	Variance FY19 vs. FY20	Variance Previous Month	%Δ FY19 vs FY20	%Δ Previous Month
May FY19	\$ 46,912				
June FY20	\$ 71,853	\$ 24,941	\$ (5,105)	53.17%	-6.63%
May FY20	\$ 76,958				
FYTD June FY19	\$ 545,133				
FYTD June FY20	\$ 799,931	\$ 254,798		46.74%	

Other Expenses - Favorable

- 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). FY20 savings primarily attributed to consulting expenses in multiple departments.

Self-Consumed Fuel - Unfavorable

- Self-consumed fuel expenses are within an acceptable range of the budget.

Mileage

	June FY19	June FY20	Variance	%Δ
Fixed Route	310,088	294,051	(16,037)	-5.2%
Paratransit	95,963	67,893	(28,070)	-29.3%
System Total	406,051	361,944	(44,107)	-10.9%

Mileage FYTD-June

	FYTD-FY19	FYTD-FY20	Variance	%Δ
Fixed Route	3,719,668	3,760,624	40,956	1.1%
Paratransit	1,182,580	1,043,480	(139,100)	-11.8%
System Total	4,902,248	4,804,104	(98,144)	-2.0%

SunLine Transit Agency
Budget Variance Report
July 2020

Description	Current Month			Fiscal Year-to-Date				
	FY21 Total Budget	Actual	Budget	Favorable (Unfavorable)	FYTD Actual	FY21 FYTD Budget	Favorable (Unfavorable)	Percentage Remaining
Operating Revenues:								
Passenger Revenue	1,399,824	248	116,652	(116,404)	248	116,652	(116,404)	100.0%
Other Revenue	2,149,017	237,416	179,085	58,331	237,416	179,085	58,331	89.0%
Total Operating Revenue	3,548,841	237,663	295,737	(58,073)	237,663	295,737	(58,073)	93.3%
Operating Expenses:								
Operator & Mechanic Salaries & Wages	10,110,722	805,873	842,560	36,687	805,873	842,560	36,687	92.0%
Operator & Mechanic Overtime	1,237,377	63,563	103,115	39,552	63,563	103,115	39,552	94.9%
Administration Salaries & Wages	6,283,696	490,117	523,641	33,524	490,117	523,641	33,524	92.2%
Administration Overtime	82,132	3,922	6,844	2,923	3,922	6,844	2,923	95.2%
Fringe Benefits	9,892,136	893,090	824,345	(68,746)	893,090	824,345	(68,746)	91.0%
Communications	243,300	17,681	20,275	2,594	17,681	20,275	2,594	92.7%
Legal Services	425,000	8,896	35,417	26,521	8,896	35,417	26,521	97.9%
Computer/Network Software Agreement	627,653	52,638	52,304	(334)	52,638	52,304	(334)	91.6%
Uniforms	85,084	14,798	7,090	(7,707)	14,798	7,090	(7,707)	82.6%
Contracted Services	522,700	35,947	43,558	7,612	35,947	43,558	7,612	93.1%
Equipment Repairs	10,858	0	905	905	0	905	905	100.0%
Security Services	110,000	10,552	9,167	(1,386)	10,552	9,167	(1,386)	90.4%
Fuel - CNG	1,219,687	95,682	101,641	5,959	95,682	101,641	5,959	92.2%
Fuel - Hydrogen	1,033,088	75,613	86,091	10,478	75,613	86,091	10,478	92.7%
Tires	226,381	6,495	18,865	12,371	6,495	18,865	12,371	97.1%
Office Supplies	73,221	2,236	6,102	3,866	2,236	6,102	3,866	96.9%
Travel/Training	156,482	841	13,040	12,199	841	13,040	12,199	99.5%
Repair Parts	1,423,348	87,071	118,612	31,541	87,071	118,612	31,541	93.9%
Facility Maintenance	48,598	9,404	4,050	(5,354)	9,404	4,050	(5,354)	80.6%
Electricity - CNG & Hydrogen	921,000	84,063	76,750	(7,313)	84,063	76,750	(7,313)	90.9%
Natural Gas	1,095,000	84,533	91,250	6,717	84,533	91,250	6,717	92.3%
Water and Gas	7,900	501	658	157	501	658	157	93.7%
Insurance Losses	1,781,829	111,622	148,486	36,864	111,622	148,486	36,864	93.7%
Insurance Premium - Property	24,737	2,754	2,061	(692)	2,754	2,061	(692)	88.9%
Repair Claims	50,000	4,352	4,167	(185)	4,352	4,167	(185)	91.3%
Fuel Taxes	134,400	8,198	11,200	3,002	8,198	11,200	3,002	93.9%
Other Expenses	4,949,976	304,856	412,498	107,642	304,856	412,498	107,642	93.8%
Self Consumed Fuel	(1,936,155)	(171,295)	(161,346)	(9,949)	(171,295)	(161,346)	9,949	91.2%
Total Operating Expenses (Before Depreciation)	40,840,150	3,104,002	3,403,346	299,344	3,104,002	3,403,346	299,344	92.4%
Operating Expenses in Excess of Operating Revenue		\$ (2,866,339)			\$ (2,866,339)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	6,228,744	478,763	519,062	40,299	478,763	519,062	40,299	92.3%
State - LTF, LCTOP	11,337,000	871,401	944,750	73,349	871,401	944,750	73,349	92.3%
Federal - CMAQ,5307,5309,5310,5311,5311(f),5312	6,162,705	473,687	513,559	39,872	473,687	513,559	39,872	92.3%
CARES Act 5307, 5311, 5311(f)	13,562,860	1,042,488	1,130,238	87,750	1,042,488	1,130,238	87,750	92.3%
Total Subsidies	37,291,309	2,866,339	3,107,609	241,270	2,866,339	3,107,609	241,270	92.3%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

SunLine Transit Agency
Budget Variance Report
July 2020

Description	FY21 Total Budget	Current Month			Fiscal Year-to-Date			
		Actual	Budget	Favorable (Unfavorable)	FYTD Actual	FY21 FYTD Budget	Favorable (Unfavorable)	Percentage Remaining
Operating Expenses:								
Wages & Benefits	27,606,063	2,256,565	2,300,505	43,940	2,256,565	2,300,505	43,940	91.8%
Services	3,930,788	236,222	327,566	91,344	236,222	327,566	91,344	94.0%
Fuels & Lubricants	2,458,579	178,161	204,882	26,720	178,161	204,882	26,720	92.8%
Tires	226,381	6,495	18,865	12,371	6,495	18,865	12,371	97.1%
Materials and Supplies	1,859,844	143,147	154,987	11,840	143,147	154,987	11,840	92.3%
Utilities	2,310,240	192,232	192,520	288	192,232	192,520	288	91.7%
Casualty & Liability	2,890,550	208,366	240,879	32,513	208,366	240,879	32,513	92.8%
Taxes and Fees	134,400	8,198	11,200	3,002	8,198	11,200	3,002	93.9%
Miscellaneous Expenses	1,359,460	45,911	113,288	67,377	45,911	113,288	67,377	96.6%
Self Consumed Fuel	(1,936,155)	(171,295)	(161,346)	(9,949)	(171,295)	(161,346)	9,949	91.2%
Total Operating Expenses (Before Depreciation)	40,840,150	3,104,002	3,403,346	299,344	3,104,002	3,403,346	299,344	92.4%
Revenues:								
Passenger Revenue	1,399,824	248	116,652	(116,404)	248	116,652	(116,404)	100.0%
Other Revenue	2,149,017	237,416	179,085	58,331	237,416	179,085	58,331	89.0%
Total Operating Revenue	3,548,841	237,663	295,737	(58,073)	237,663	295,737	(58,073)	93.3%
Net Operating Gain (Loss)		\$ (2,866,339)			\$ (2,866,339)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	6,228,744	478,763	519,062	40,299	478,763	519,062	40,299	92.3%
State - LTF, LCTOP	11,337,000	871,401	944,750	73,349	871,401	944,750	73,349	92.3%
Federal - CMAQ,5307,5309,5310,5311,5311(f),5312	6,162,705	473,687	513,559	39,872	473,687	513,559	39,872	92.3%
CARES Act 5307, 5311, 5311(f)	13,562,860	1,042,488	1,130,238	87,750	1,042,488	1,130,238	(87,750)	92.3%
Total Subsidies	37,291,309	2,866,339	3,107,609	241,270	2,866,339	3,107,609	241,270	92.3%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

Budget Variance Analysis - SunLine Transit Agency

Passenger Revenue - Unfavorable

- The negative variance in passenger fares is attributed to a decrease in ridership and no fare collection as of March 17, 2020. Local fixed route and paratransit bus service will be provided free of charge until further notice. The Agency is taking precautions to provide the recommended social distancing and to help the community in these uncertain times.
- For July, ridership is at 40.40% below FY20 FYTD totals.
- Total system ridership is 120,004 trips below FY20 FYTD amounts.

	Ridership			
	FY20-July	FY21-July	Variance	%Δ
Fixed Route	283,011	171,249	(111,762)	-39.5%
Paratransit	12,934	4,863	(8,071)	-62.4%
SolVan	1,372	1,201	(171)	-12.5%
System Total	297,317	177,313	(120,004)	-40.4%

	Ridership			
	FYTD-FY20	FYTD-FY21	Variance	%Δ
Fixed Route	283,011	171,249	(111,762)	-39.5%
Paratransit	12,934	4,863	(8,071)	-62.4%
SolVan	1,372	1,201	(171)	-12.5%
System Total	297,317	177,313	(120,004)	-40.4%

Other Revenue - Favorable

- The favorable variance is attributed a large amount of advertising revenue in July and accrued CNG rebate revenue. CNG revenue will be weighted more in the first half of FY21.
- CNG rebate was federally approved through the end of calendar year 2020.

Operator & Mechanic Salaries & Wages - Favorable

- The favorable balance is primarily attributed to expenses that have not yet been incurred for the ReFueled initiative which will be implemented in the second half of FY21.

Operator & Mechanic Overtime - Favorable

- The favorable balance is primarily attributed to the low amount of overtime scheduled in the modified service due to COVID-19.

Administration Salaries & Wages - Favorable

- The favorable variance in administrative salaries and wages is attributed to vacant positions across the Agency (e.g. Human Resources Generalist, Field Supervisor, ZEB Administrator).

Administration Overtime - Favorable

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

Fringe Benefits - Unfavorable

- The unfavorable balance in fringe benefits is primarily attributed to lower usage of accrued leave throughout the Agency.

Communications -Favorable

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

Legal Services - Favorable

- Legal service fees are a variable cost that change depending on usage; expenditures vary from month-to-month.

Computer/Network Software Agreement - Unfavorable

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

Uniforms - Unfavorable

- At the beginning of the fiscal year, operators are given a \$300 credit toward uniform expenses.
- The unfavorable balance is due to a large amount of operators using their annual credit. The costs will vary throughout the year depending on when the operator uses his or her uniform credit.

Contracted Services - Favorable

- The favorable expenses are primarily attributed to lower use of the public relations/marketing consultant in the month of July. The usage is scheduled to increase as more hours are allocated to the ReFueled initiative.

Equipment Repairs - Favorable

- Equipment repair costs vary depending on the needs of the Agency (i.e., Shop Equipment, Farebox). Farebox repairs have been reduced due to temporary free service due to COVID-19.

Security Services - Unfavorable

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

Fuel - CNG - Favorable

- Internal consumption has decreased by 19,135 GGEs below FY20 FYTD amounts.

The lower internal consumption is primarily attributed to service redesign projects not yet initiated. The redesign will include streamlined routes and increased frequency.

Internal GGE Usage

	GGE Usage	Variance FY20 vs. FY21	Variance Previous Month	%Δ FY20 vs FY21	%Δ Previous Month
July FY20	117,676				
July FY21	98,541	(19,135)	845	-16.26%	0.86%
June FY20	97,696				
FYTD July FY20	117,676				
FYTD July FY21	98,541	(19,135)		-16.26%	

Fuel - Hydrogen - Favorable

- Hydrogen usage will increase with additional usage and addition of more hydrogen vehicles.

Tires - Favorable

- The lower tire expenditures are primarily attributed to redesign route projects not yet commenced.

Office Supplies - Favorable

- Office supplies are a variable expense; costs change throughout the year as supplies are needed.

Travel/Training - Favorable

- Travel & training savings can be attributed to different times at which training sessions are attended. Additionally, COVID-19 restrictions will affect staff travel.

Repair Parts - Favorable

- The favorable balance is primarily attributed to savings for fixed route repairs in the month of July.

Facility Maintenance - Unfavorable

- The unfavorable balance is primarily attributed to expenses for AC repairs in July.

Electricity - CNG & Hydrogen - Unfavorable

- Costs for fuel production increases with the heat of the summer.

Natural Gas - Favorable

- In July, there was a decrease of 183 GGEs used for outside fueling sales compared to the previous month.
- GGE outside usage has increased 10,101 GGEs above FY20 FYTD amounts.

Outside GGE Usage

	GGE Usage	Variance FY20 vs. FY21	Variance Previous Month	%Δ FY20 vs FY21	%Δ Previous Month
July FY20	16,793				
July FY21	26,894	10,101	(183)	60.15%	-0.68%
June FY20	27,077				
FYTD July FY20	16,793				
FYTD July FY21	26,894	10,101		60.15%	

Water and Gas - Favorable

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

Insurance Losses - Favorable

- Insurance losses can vary widely from month to month.

Insurance Premium - Property - Unfavorable

- Expenses for property insurance premiums are within an acceptable range of the budget.

Repair Claims - Unfavorable

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

Fuel Taxes - Favorable

- Outside fueling sales are currently \$28,701 above FY20 FYTD amounts.
- For July, sales have increased by \$876 from the previous month.
- The favorable variance in fuel taxes is due to lower internal fuel consumption.

Outside Fueling Revenue

	Revenue	Variance FY20 vs. FY21	Variance Previous Month	%Δ FY20 vs FY21	%Δ Previous Month
July FY20	\$ 44,028				
July FY21	\$ 72,729	\$ 28,701	\$ 876	65.19%	1.22%
June FY20	\$ 71,853				
FYTD July FY20	\$ 44,028				
FYTD July FY21	\$ 72,729	\$ 28,701		65.19%	

Other Expenses - Favorable

- 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 - Favorable

- The favorable variance in self-consumed fuel is due to lower internal fuel consumption.

SunLine Transit Agency
CONSENT CALENDAR

DATE: September 23, 2020 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Contracts Signed between \$25,000 and \$100,000 for July & August 2020

Summary:

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

- For the month of July 2020, there were two (2) agreements executed between \$25,000 and \$100,000.
- For the month of August 2020, there was one (1) purchase order executed between \$25,000 and \$100,000.
- Contracts executed:

VENDOR	PURPOSE
Demo Unlimited	CNG Trailer Demo
Air & Lube Systems	Fall Arrest System
Complete Coach Works	Mobile Outreach Vehicle

Recommendation:

Receive and file.

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

July 2020

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Demo Unlimited	CNG Trailer Demo	The county requires the removal of the CNG and Coin Room trailers in order to receive a final inspection on the new fueling station.	SRTP-2014/2015	\$ 56,000.00	\$ 27,570.00	Executed Agreement
Air & Lube Systems	Fall Arrest	To provide fall protection for the mechanics while servicing components located on top of the busses.	SRTP-2014/2015 SRTP - 2017/2018	\$ 71,500.00	\$ 61,564.00	Executed Agreement

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

August 2020

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Complete Coach Works	Mobile Outreach	The Agency utilized a retired paratransit vehicle to convert into a mobile outreach unit, which will serve as a space where riders and community members can learn about the SunLine Refueled initiative, provide feedback and discuss mobility needs in their area.	SRTP - 2014/2015	\$ 40,000.00	\$ 25,458.59	Executed Purchase Order

SunLine Transit Agency
CONSENT CALENDAR

DATE: September 23, 2020 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Union & Non-Union Pension Investment Asset Summary June & July 2020

Summary:

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

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

- For the month of June, SunLine's investments fell within the approved range of investment type for the Union and Non-Union assets.

Union

	Actual	Range
Equities	57.47%	35 – 75%
Fixed Income	41.85%	25 – 64%
Cash & Equivalent	0.68%	0 – 10%

Non-Union

	Actual	Range
Equities	57.48%	35 – 75%
Fixed Income	41.76%	25 – 64%
Cash & Equivalent	0.76%	0 – 10%

- For the month of June, the market value of assets increased by \$681,776 and \$675,173 for the Union and Non-Union plans, respectively.

Month to Month Asset Comparison

Month	Market Value - Union	Market Value – Non-Union
May 2020	\$30,258,994	\$30,493,688
June 2020	\$30,940,770	\$31,168,861
Increase (Decrease)	\$681,776	\$675,173

- For the month of July, SunLine’s investments fell within the approved range of investment type for the Union and Non-Union assets.

Union

	Actual	Range
Equities	58.18%	35 – 75%
Fixed Income	41.09%	25 – 64%
Cash & Equivalent	0.73%	0 – 10%

Non-Union

	Actual	Range
Equities	58.20%	35 – 75%
Fixed Income	41.00%	25 – 64%
Cash & Equivalent	0.80%	0 – 10%

- For the month of July, the market value of assets increased by \$1,329,815 and \$1,338,452 for the Union and Non-Union plans, respectively.

Month to Month Asset Comparison

Month	Market Value - Union	Market Value – Non-Union
June 2020	\$30,940,770	\$31,168,861
July 2020	\$32,270,585	\$32,507,313
Increase (Decrease)	\$1,329,815	\$1,338,452

Recommendation:

Receive and file.

00318601
 20- -01-B -61 -186-01
 100 -13-03482-01



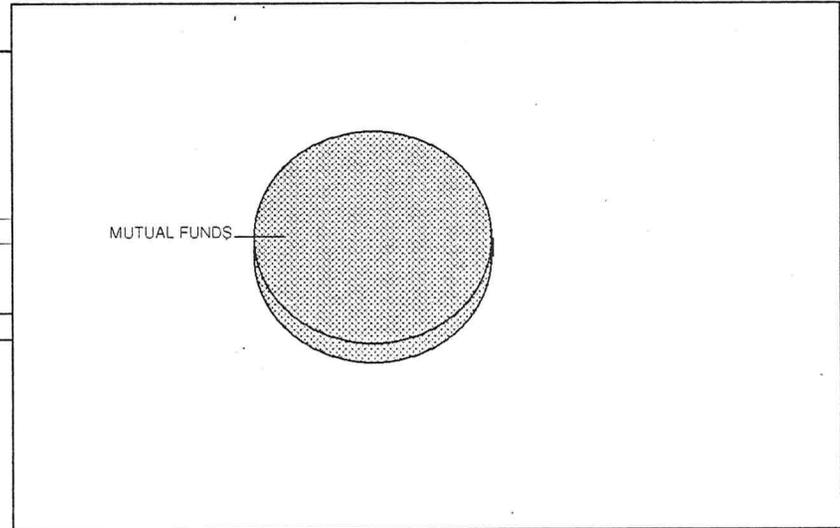
SUNLINE TRANSIT AGENCY - UNION
 ACCOUNT 6746032000

Page 7 of 40
 Period from June 1, 2020 to June 30, 2020

ASSET SUMMARY

ASSETS	06/30/2020 MARKET	06/30/2020 BOOK VALUE	% OF MARKET
Cash And Equivalents	209,531.40	209,531.40	0.68
Mutual Funds-Equity	17,781,729.29	15,774,131.83	57.47
Mutual Funds-Fixed Income	12,949,492.19	12,611,456.06	41.85
Total Assets	30,940,752.88	28,595,119.29	100.00
Accrued Income	16.87	16.87	0.00
Grand Total	30,940,769.75	28,595,136.16	100.00

Estimated Annual Income 737,785.97



ASSET SUMMARY MESSAGES

Estimated Annual Income is an estimate provided for informational purposes only and should not be relied on for making investment, trading, or tax decisions. The estimates may not represent the actual value earned by your investments and they provide no guarantee of what your investments may earn in the future.

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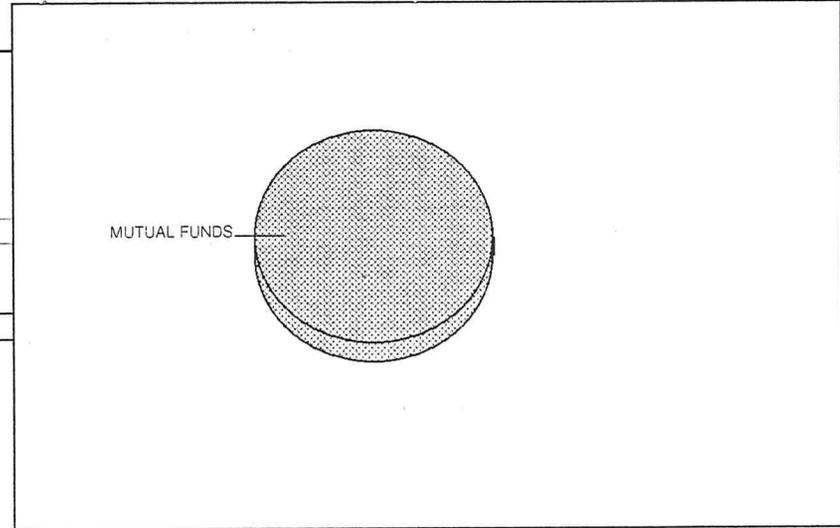


SUNLINE TRANSIT AGENCY - NON-UNION
 ACCOUNT 6746032100

Page 7 of 41
 Period from June 1, 2020 to June 30, 2020

ASSET SUMMARY

ASSETS	06/30/2020 MARKET	06/30/2020 BOOK VALUE	% OF MARKET
Cash And Equivalents	235,971.51	235,971.51	0.76
Mutual Funds-Equity	17,916,664.35	15,899,588.45	57.48
Mutual Funds-Fixed Income	13,016,208.70	12,677,892.35	41.76
Total Assets	31,168,844.56	28,813,452.31	100.00
Accrued Income	16.26	16.26	0.00
Grand Total	31,168,860.82	28,813,468.57	100.00



Estimated Annual Income 742,399.50

ASSET SUMMARY MESSAGES

Estimated Annual Income is an estimate provided for informational purposes only and should not be relied on for making investment, trading, or tax decisions. The estimates may not represent the actual value earned by your investments and they provide no guarantee of what your investments may earn in the future.

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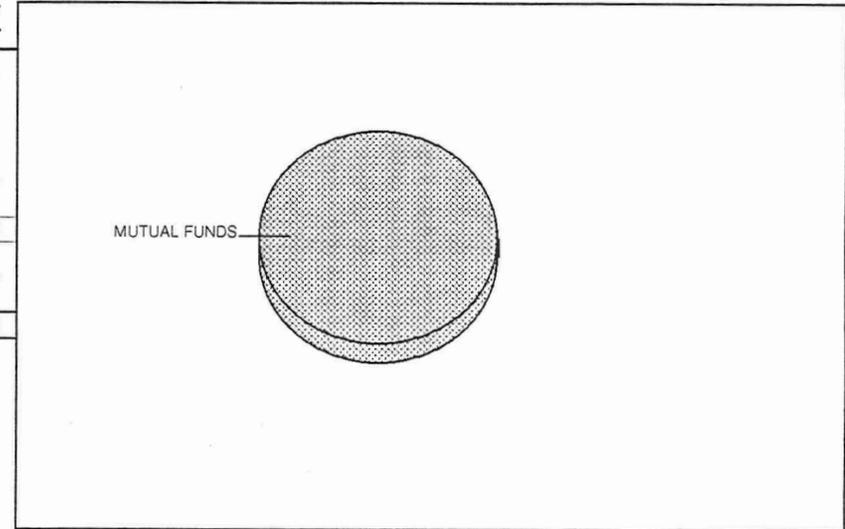
SUNLINE TRANSIT AGENCY - UNION
 ACCOUNT 6746032000

Page 7 of 23
 Period from July 1, 2020 to July 31, 2020

ASSET SUMMARY

ASSETS	07/31/2020 MARKET	07/31/2020 BOOK VALUE	% OF MARKET
Cash And Equivalents	234,828.51	234,828.51	0.73
Mutual Funds-Equity	18,776,370.54	15,774,131.83	58.18
Mutual Funds-Fixed Income	13,259,375.58	12,634,909.29	41.09
Total Assets	32,270,574.63	28,643,869.63	100.00
Accrued Income	9.95	9.95	0.00
Grand Total	32,270,584.58	28,643,879.58	100.00

Estimated Annual Income 723,144.55



ASSET SUMMARY MESSAGES

Estimated Annual Income is an estimate provided for informational purposes only and should not be relied on for making investment, trading, or tax decisions. The estimates may not represent the actual value earned by your investments and they provide no guarantee of what your investments may earn in the future.

00275901
 20- -01-B -61 -219-01
 100 -13-03482-01



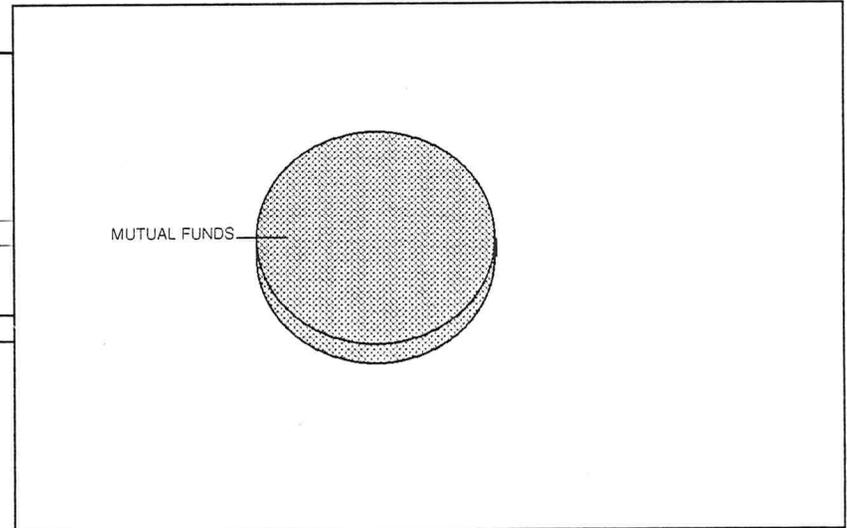
SUNLINE TRANSIT AGENCY - NON-UNION
 ACCOUNT 6746032100

Page 7 of 26
 Period from July 1, 2020 to July 31, 2020

ASSET SUMMARY

ASSETS	07/31/2020 MARKET	07/31/2020 BOOK VALUE	% OF MARKET
Cash And Equivalents	260,713.31	260,713.31	0.80
Mutual Funds-Equity	18,918,839.36	15,899,588.45	58.20
Mutual Funds-Fixed Income	13,327,748.88	12,701,457.70	41.00
Total Assets	32,507,301.55	28,861,759.46	100.00
Accrued Income	11.16	11.16	0.00
Grand Total	32,507,312.71	28,861,770.62	100.00

Estimated Annual Income 727,668.66



ASSET SUMMARY MESSAGES

Estimated Annual Income is an estimate provided for informational purposes only and should not be relied on for making investment, trading, or tax decisions. The estimates may not represent the actual value earned by your investments and they provide no guarantee of what your investments may earn in the future.

SunLine Transit Agency
CONSENT CALENDAR

DATE: September 23, 2020

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Ridership Report for July & August 2020

Summary:

Monthly Ridership			Variance	
	July 19	July 20	Net	Percent
Fixed Route	283,011	171,249	(111,762)	-39.5%
SolVan	1,372	1,201	(171)	-12.5%
Sundial	12,934	4,863	(8,071)	-62.4%
System Total*	297,317	177,313	(120,004)	-40.4%

*In July 2020, the adverse effects of COVID-19 on SunLine's system-wide ridership reflected a decrease of 120,004 rides or -40.4% compared to the same month of the previous year.

Monthly Ridership			Variance	
	Aug 19	Aug 20	Net	Percent
Fixed Route	309,996	164,236	(145,760)	-47.0%
SolVan	1,376	1,216	(160)	-11.6%
Sundial	13,035	4,896	(8,139)	-62.4%
System Total*	324,407	170,333	(154,059)	-47.5%

*The COVID-19 pandemic caused a major national and global disruption with the closures of businesses, schools, entertainment venues, and the enforcement of state and local public health policies. In August 2020, the adverse effects of COVID-19 on SunLine's system-wide ridership reflected on a decrease of 154,059 rides or -47.5% compared to the same month of the previous year.

Consequently, the fiscal year-to-date system ridership dropped by 274,063 rides or -44.1% compared to the previous fiscal year.

August 2020 Fiscal year-to-date Ridership	
Fiscal Year 2020	621,724
Fiscal Year 2021	347,661
Ridership decrease	(274,063)

Recommendation:

Receive and file.



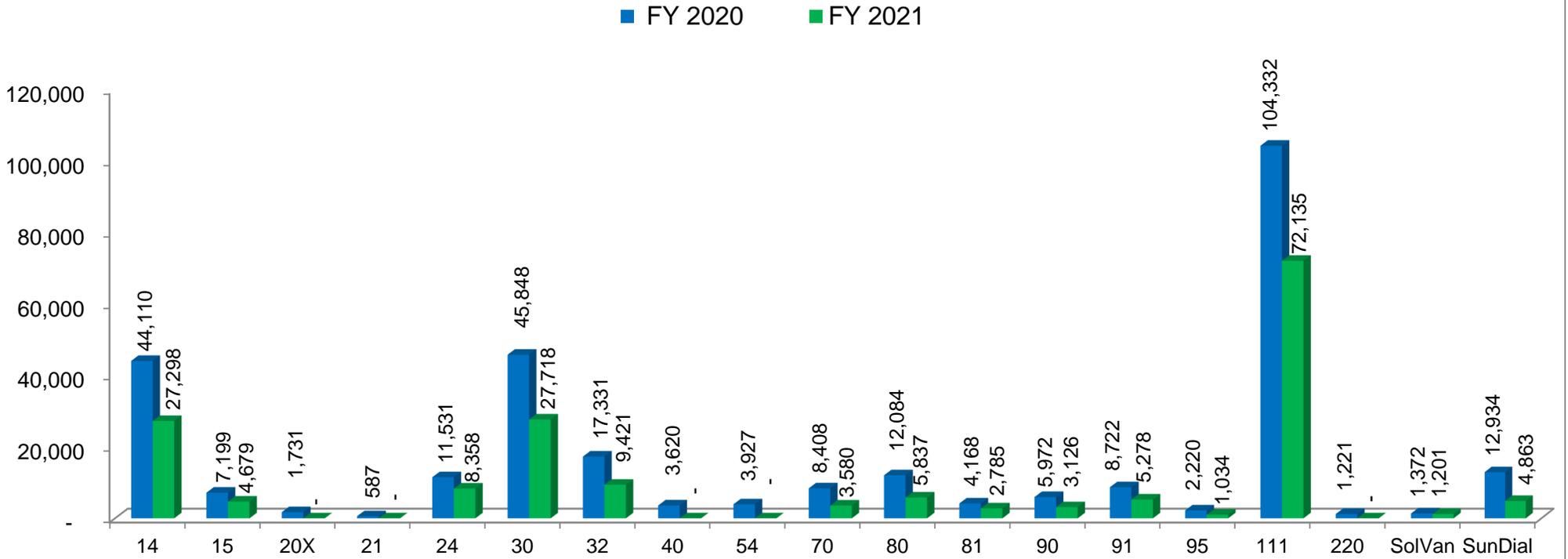
SunLine Transit Agency Monthly Ridership Report July 2020

Route	Fixed Route Description	Jul 2020	Jul 2019	Jun 2020	FY 2021 & 2020		FY 2021 YTD	FY 2020 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
					Month Var.	% Var.					Monthly	YTD	Monthly	YTD
14	DHS/PS	27,298	44,110	28,216	(16,812)	-38.1%	27,298	44,110	(16,812)	-38.1%	1,279	1,279	458	458
15	DHS	4,679	7,199	4,575	(2,520)	-35.0%	4,679	7,199	(2,520)	-35.0%	122	122	127	127
20X	DHS/PD	-	1,731	-	(1,731)	-100.0%	-	1,731	(1,731)	-100.0%	-	-	-	-
21	PD	-	587	-	(587)	-100.0%	-	587	(587)	-100.0%	-	-	-	-
24	PS	8,358	11,531	7,604	(3,173)	-27.5%	8,358	11,531	(3,173)	-27.5%	404	404	177	177
30	CC/PS	27,718	45,848	29,034	(18,130)	-39.5%	27,718	45,848	(18,130)	-39.5%	1,414	1,414	547	547
32	PD/RM/TP/CC/PS	9,421	17,331	9,490	(7,910)	-45.6%	9,421	17,331	(7,910)	-45.6%	525	525	133	133
40	PS/BUZZ	-	3,620	-	(3,620)	-100.0%	-	3,620	(3,620)	-100.0%	-	-	-	-
54	Indio/LQ/IW/PD	-	3,927	-	(3,927)	-100.0%	-	3,927	(3,927)	-100.0%	-	-	-	-
70	LQ/BD	3,580	8,408	3,910	(4,828)	-57.4%	3,580	8,408	(4,828)	-57.4%	409	409	42	42
80	Indio	5,837	12,084	5,677	(6,247)	-51.7%	5,837	12,084	(6,247)	-51.7%	232	232	52	52
81	Indio	2,785	4,168	2,533	(1,383)	-33.2%	2,785	4,168	(1,383)	-33.2%	135	135	36	36
90	Coachella/Indio	3,126	5,972	3,245	(2,846)	-47.7%	3,126	5,972	(2,846)	-47.7%	110	110	44	44
91	I/Cch/Th/Mec/Oas	5,278	8,722	4,756	(3,444)	-39.5%	5,278	8,722	(3,444)	-39.5%	255	255	72	72
95	I/Cch/Th/Mec/NS	1,034	2,220	1,022	(1,186)	-53.4%	1,034	2,220	(1,186)	-53.4%	54	54	5	5
111	PS to Indio	72,135	104,332	71,478	(32,197)	-30.9%	72,135	104,332	(32,197)	-30.9%	4,432	4,432	1,038	1,038
220	PD to Riverside	-	1,221	-	(1,221)	-100.0%	-	1,221	(1,221)	-100.0%	-	-	13	13
Fixed Route Total		171,249	283,011	171,540	(111,762)	-39.5%	171,249	283,011	(111,762)	-39.5%	9,371	9,371	2,744	2,744
SolVan		1,201	1,372	1,098	(171)	-12.5%	1,201	1,372	(171)	-12.5%				
Demand Response														
SunDial		4,863	12,934	4,877	(8,071)	-62.4%	4,863	12,934	(8,071)	-62.4%				
System Total		177,313	297,317	177,515	(120,004)	-40.4%	177,313	297,317	(120,004)	-40.4%				
		Jul-20	Jul-18	Jun-20										
	Weekdays:	23	22	22										
	Saturdays:	4	4	4										
	Sundays:	* 4	* 5	4										
	Total Days:	31	31	30										

*On Wednesday, March 18th, 2020, SunLine implemented fare-free rides and rear door boardings in response to the potential spread of Coronavirus Disease (COVID-19). Due to this implementation, there is no data available for the Haul Pass Program or Mobile Ticketing for July 2020.

**SunLine Transit Agency
Fiscal Year-to-Date Ridership
July - 2020**

Fiscal Year-to-Date System Ridership





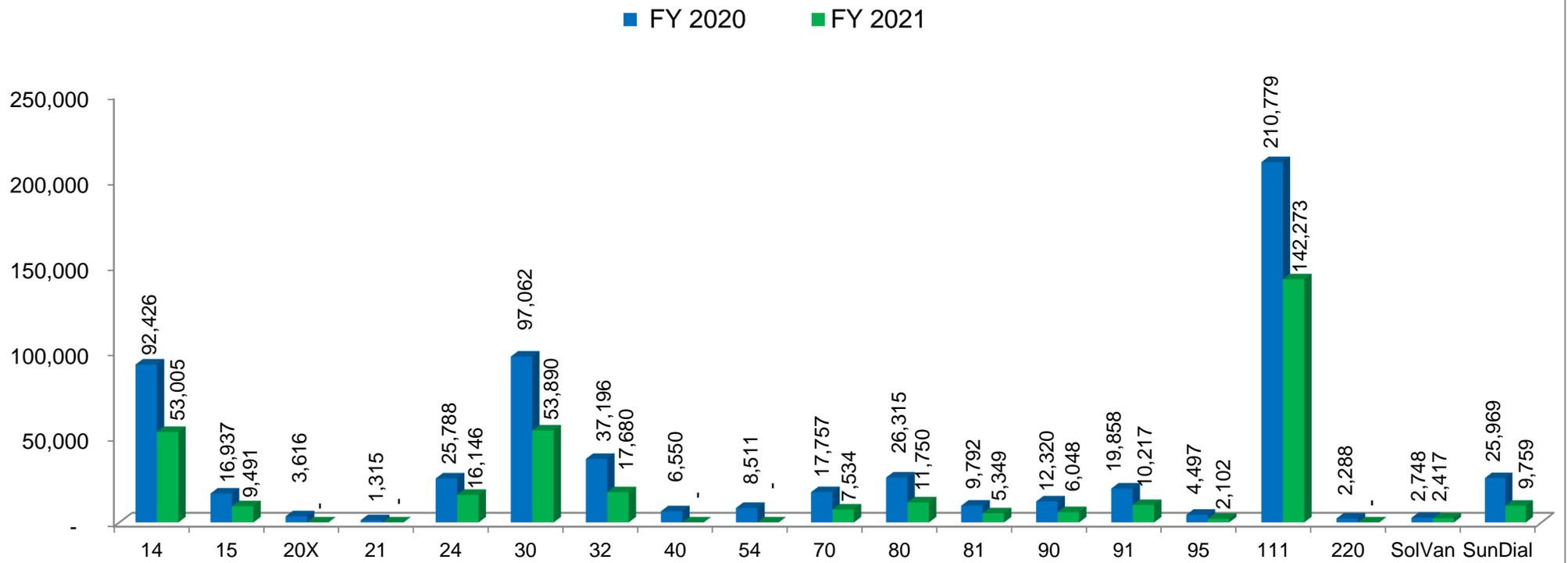
SunLine Transit Agency Monthly Ridership Report August 2020

		FY 2021 & 2020													
		Aug 2020	Aug 2019	Jul 2020	FY 2021 Month Var.	% Var.	FY 2021 YTD	FY 2020 YTD	YTD Var.	% Var.	Bikes		Wheelchairs		
Route	Fixed Route Description									Monthly	YTD	Monthly	YTD		
14	DHS/PS	25,707	48,316	27,298	(22,609)	-46.8%	53,005	92,426	(39,421)	-42.7%	894	2,173	520	978	
15	DHS	4,812	9,738	4,679	(4,926)	-50.6%	9,491	16,937	(7,446)	-44.0%	64	186	133	260	
20X	DHS/PD	-	1,885	-	(1,885)	-100.0%	-	3,616	(3,616)	-100.0%	-	-	-	-	
21	PD	-	728	-	(728)	-100.0%	-	1,315	(1,315)	-100.0%	-	-	-	-	
24	PS	7,788	14,257	8,358	(6,469)	-45.4%	16,146	25,788	(9,642)	-37.4%	343	747	173	350	
30	CC/PS	26,172	51,214	27,718	(25,042)	-48.9%	53,890	97,062	(43,172)	-44.5%	1,412	2,826	350	897	
32	PD/RM/TP/CC/PS	8,259	19,865	9,421	(11,606)	-58.4%	17,680	37,196	(19,516)	-52.5%	478	1,003	117	250	
40	PS/BUZZ	-	2,930	-	(2,930)	-100.0%	-	6,550	(6,550)	-100.0%	-	-	-	-	
54	Indio/LQ/IW/PD	-	4,584	-	(4,584)	-100.0%	-	8,511	(8,511)	-100.0%	-	-	-	-	
70	LQ/BD	3,954	9,349	3,580	(5,395)	-57.7%	7,534	17,757	(10,223)	-57.6%	378	787	43	85	
80	Indio	5,913	14,231	5,837	(8,318)	-58.4%	11,750	26,315	(14,565)	-55.3%	213	445	73	125	
81	Indio	2,564	5,624	2,785	(3,060)	-54.4%	5,349	9,792	(4,443)	-45.4%	154	289	21	57	
90	Coachella/Indio	2,922	6,348	3,126	(3,426)	-54.0%	6,048	12,320	(6,272)	-50.9%	89	199	59	103	
91	I/Cch/Th/Mec/Oas	4,939	11,136	5,278	(6,197)	-55.6%	10,217	19,858	(9,641)	-48.5%	147	402	11	83	
95	I/Cch/Th/Mec/NS	1,068	2,277	1,034	(1,209)	-53.1%	2,102	4,497	(2,395)	-53.3%	57	111	7	12	
111	PS to Indio	70,138	106,447	72,135	(36,309)	-34.1%	142,273	210,779	(68,506)	-32.5%	3,965	8,397	1,051	2,089	
220	PD to Riverside	-	1,067	-	(1,067)	-100.0%	-	2,288	(2,288)	-100.0%	-	-	-	13	
Fixed Route Total		164,236	309,996	171,249	(145,760)	-47.0%	335,485	593,007	(257,522)	-43.4%	8,194	17,565	2,558	5,302	
SolVan		1,216	1,376	1,201	(160)	-11.6%	2,417	2,748	(331)	-12.0%					
Demand Response															
SunDial		4,896	13,035	4,863	(8,139)	-62.4%	9,759	25,969	(16,210)	-62.4%					
System Total		170,348	324,407	177,313	(154,059)	-47.5%	347,661	621,724	(274,063)	-44.1%					
		Aug-20	Aug-19	Jul-20											
Weekdays:		21	22	23											
Saturdays:		5	5	4											
Sundays:		5	4	* 4											
Total Days:		31	31	31											

*On Wednesday, March 18th, 2020, SunLine implemented fare-free rides and rear door boardings in response to the potential spread of Coronavirus Disease (COVID-19). Due to this implementation, there is no data available for the Haul Pass Program or Mobile Ticketing for August 2020.

**SunLine Transit Agency
Fiscal Year-to-Date Ridership
August - 2020**

Fiscal Year-to-Date System Ridership



SunLine Transit Agency
CONSENT CALENDAR

DATE: September 23, 2020

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: SunDial Operational Notes for July & August 2020

Summary:

The attached report summarizes SunDial's operation for July 2020. The on-time performance for the month was 98.4%. There were a total of 70 late trips compared to last year which had 1,072 trips. The total trips decreased by 62.9% from the the same period last year and the total passengers decreased by 62.4%. The total miles traveled decreased by 31.2% and the total mobility device boardings decreased by 68.6%.

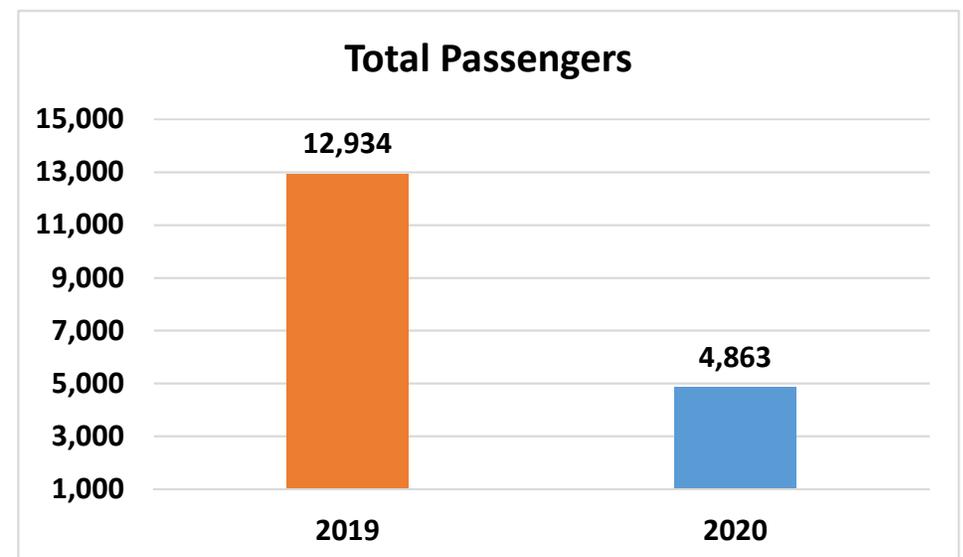
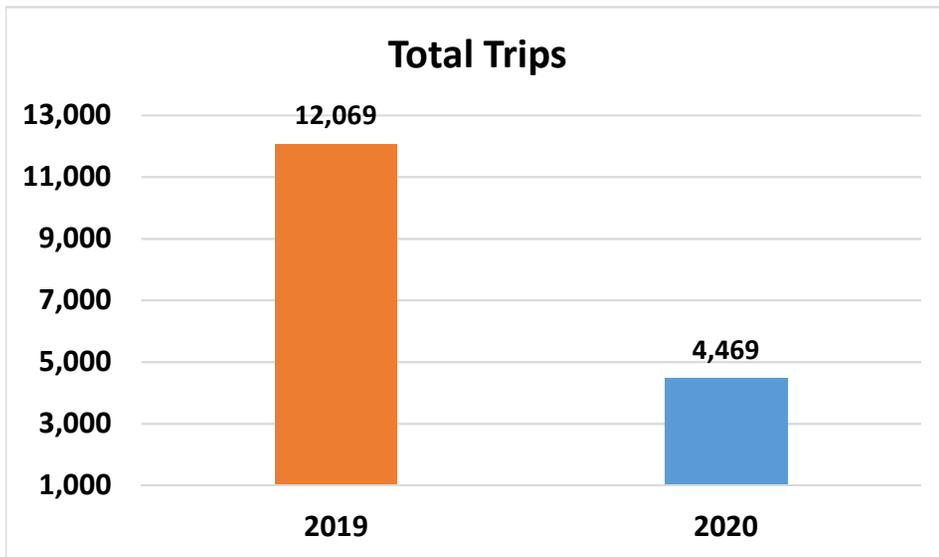
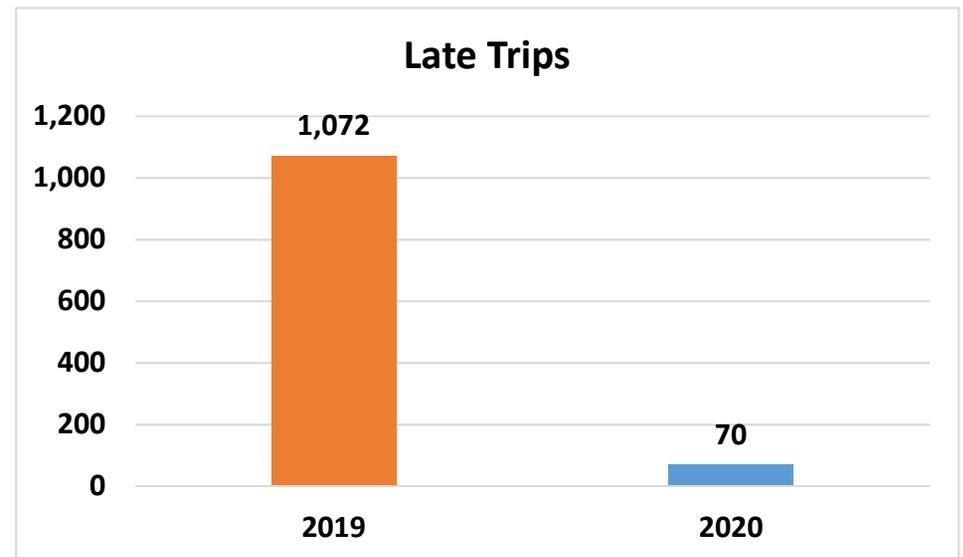
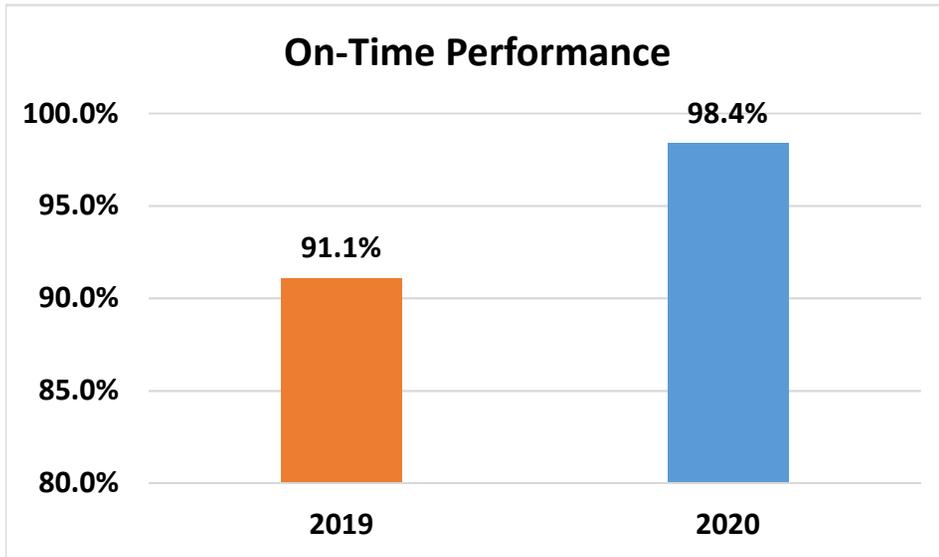
The attached report summarizes SunDial's operation for August 2020. The on-time performance for the month was 98.1%. There were a total of 81 late trips compared to last year which had 1,182. The total trips decreased by 63.4% from the the same period last year and the total passengers decreased by 62.4%. The total miles traveled decreased by 32.3% and the total mobility device boardings decreased by 65.0%.

Recommendation:

Receive and file.

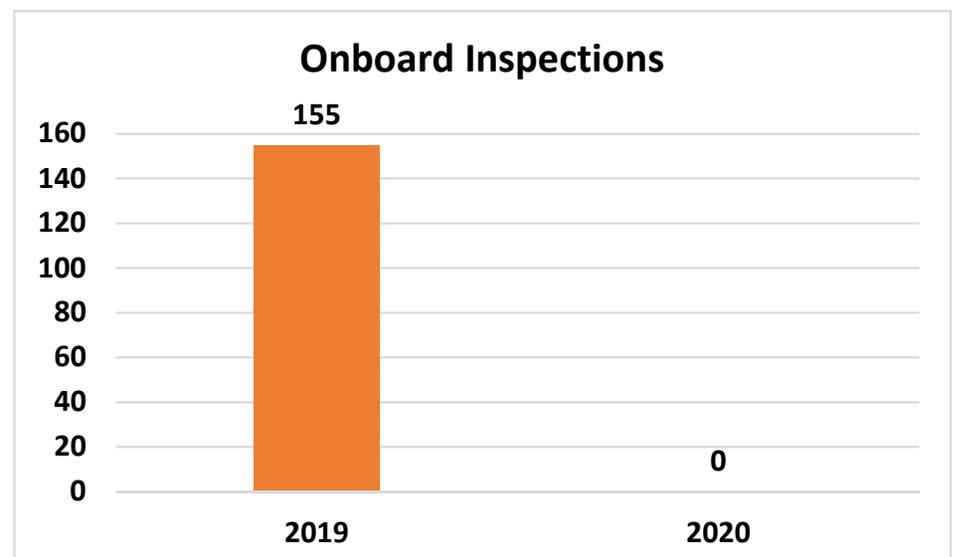
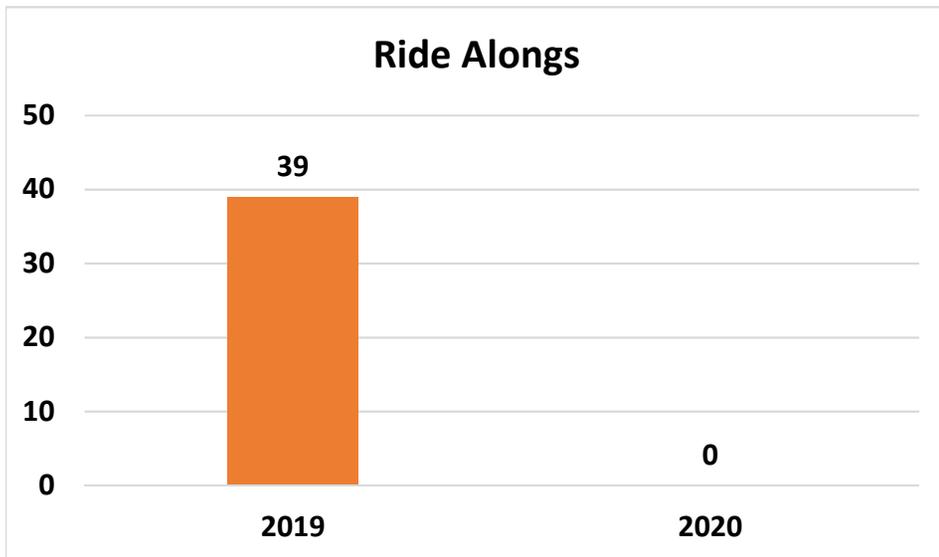
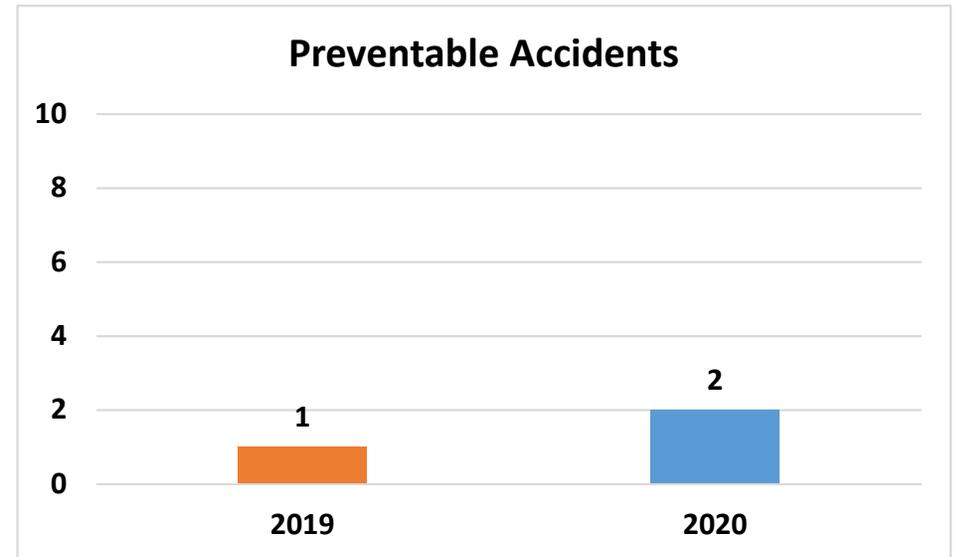
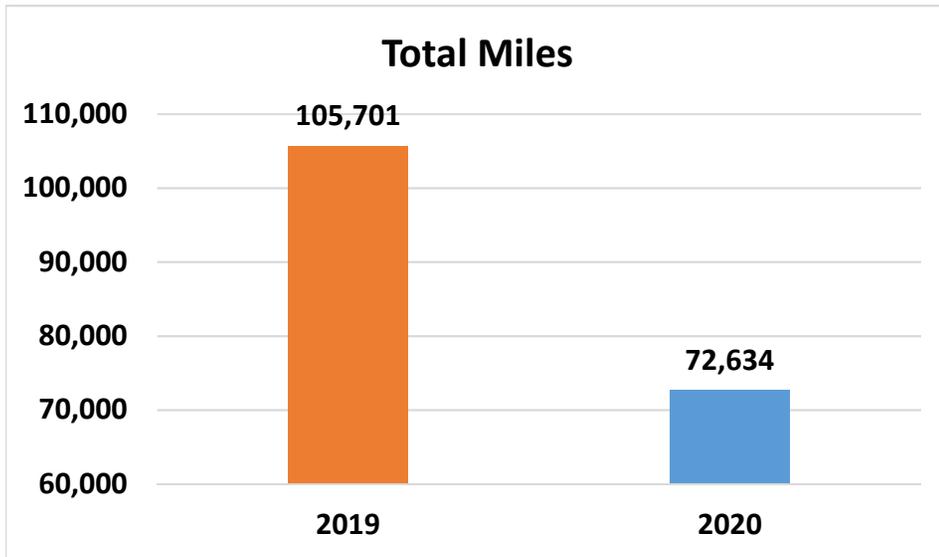
SunDial Operational Notes

JULY 2019 vs. JULY 2020

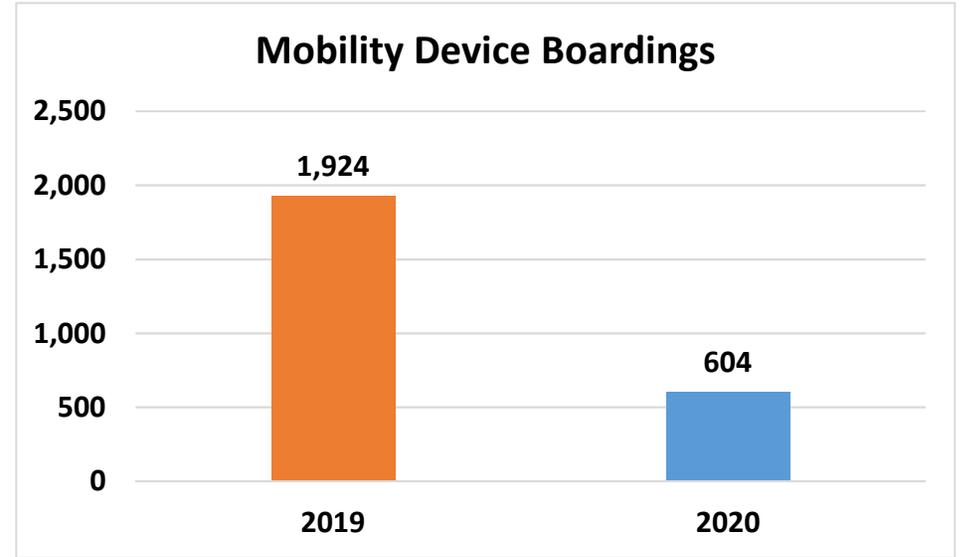
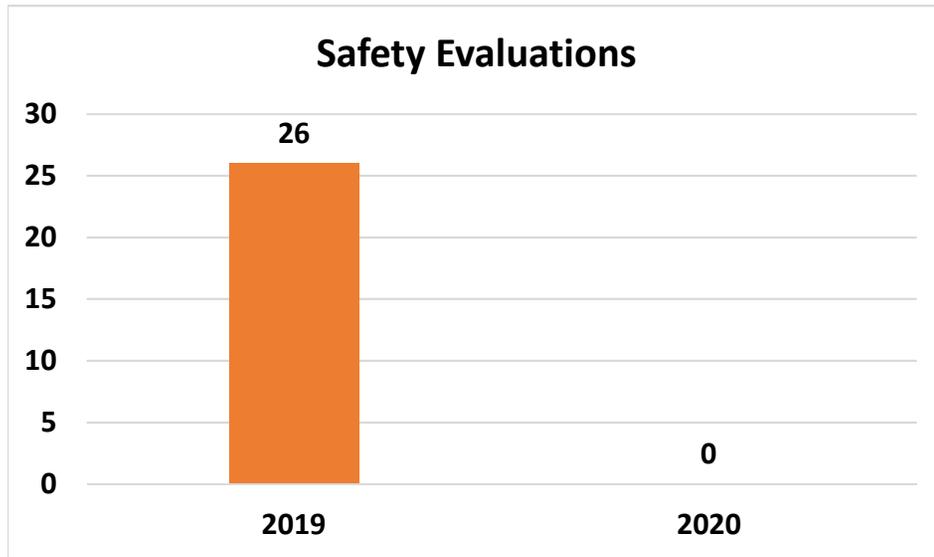


SunDial Operational Notes

JULY 2019 vs. JULY 2020

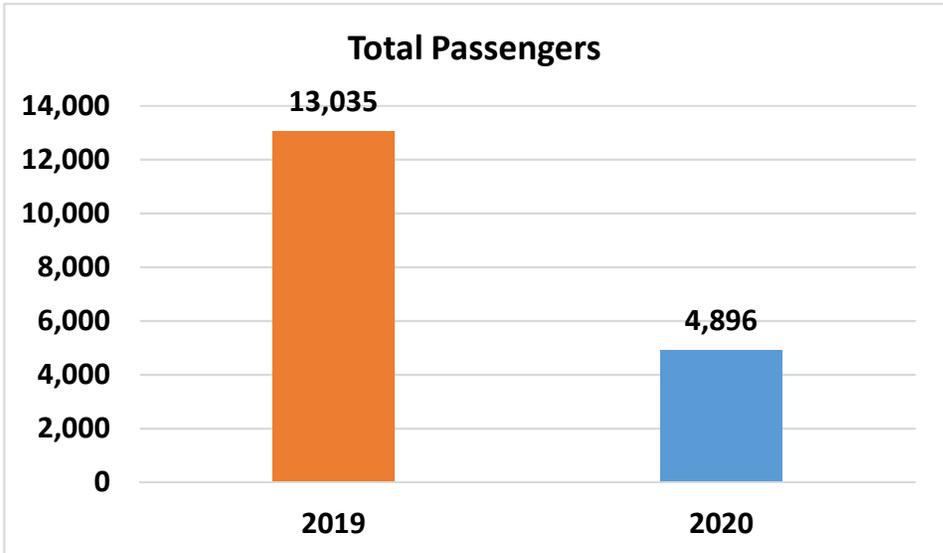
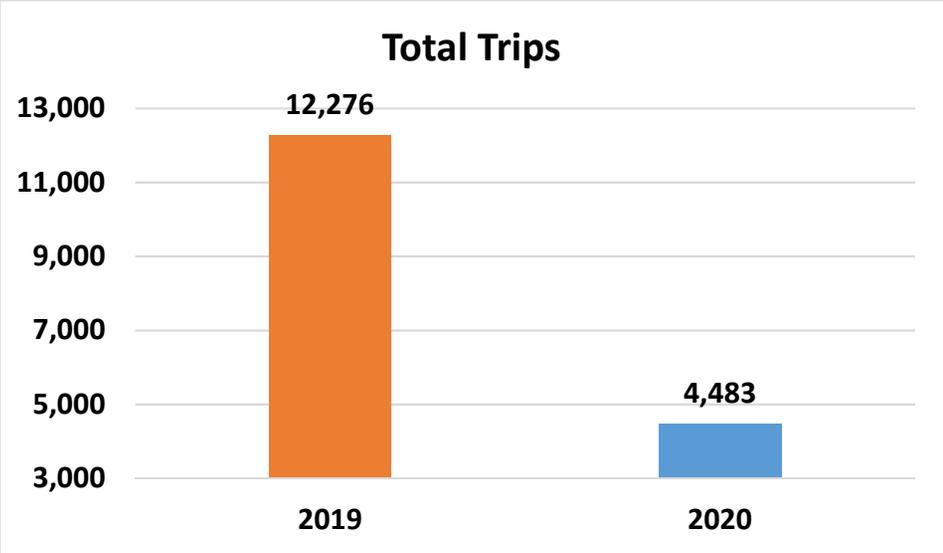
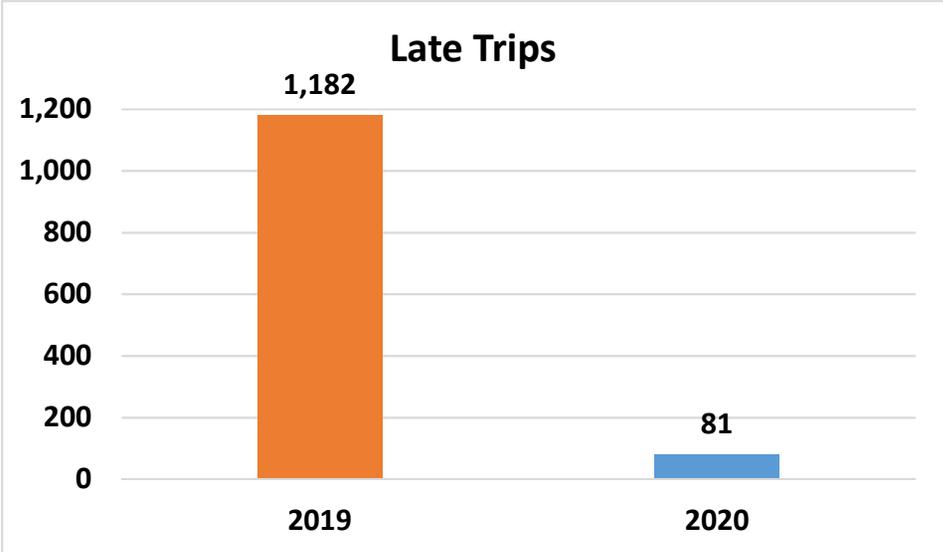
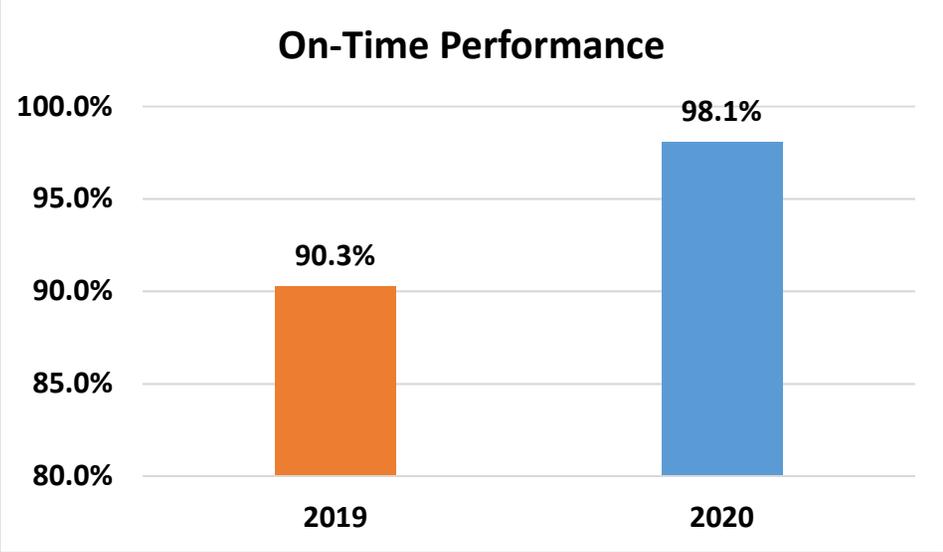


SunDial Operational Notes JULY 2019 vs. JULY 2020



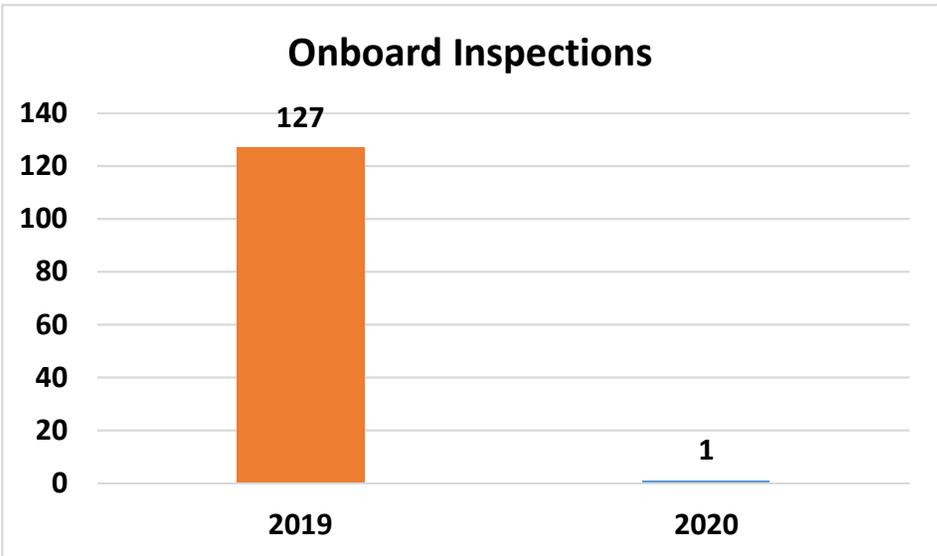
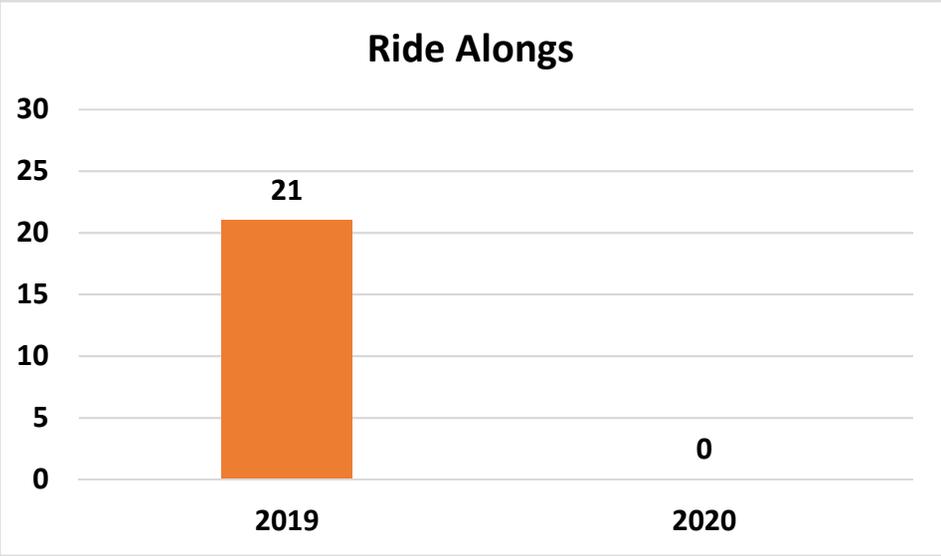
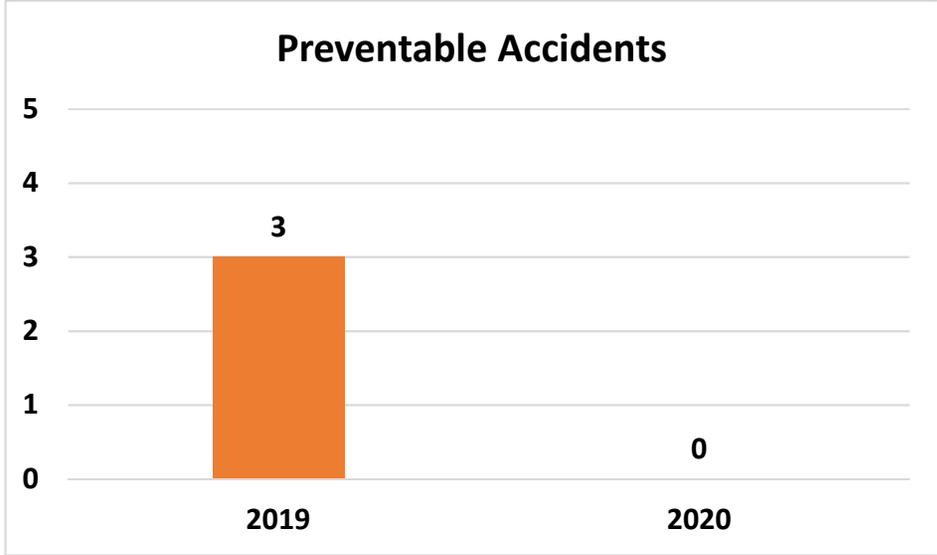
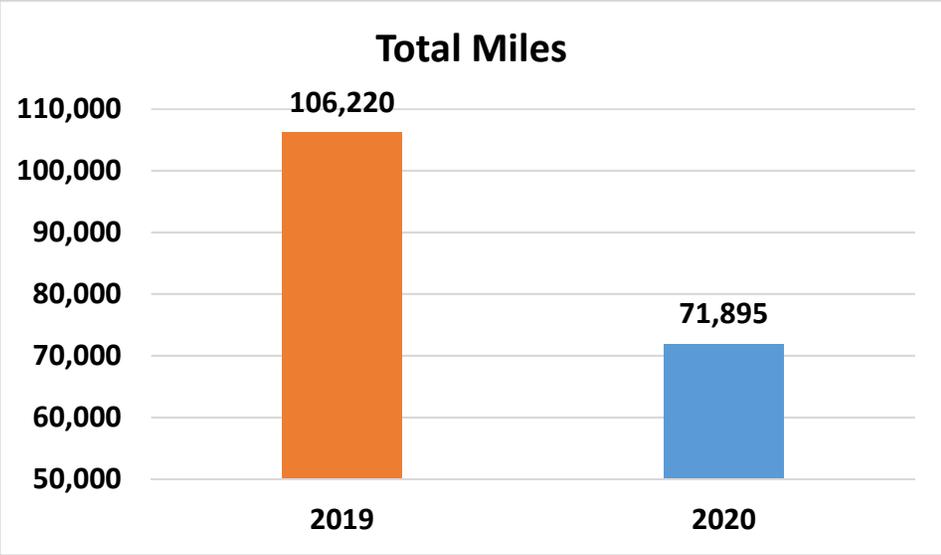
SunDial Operational Notes

AUGUST 2019 vs. AUGUST 2020



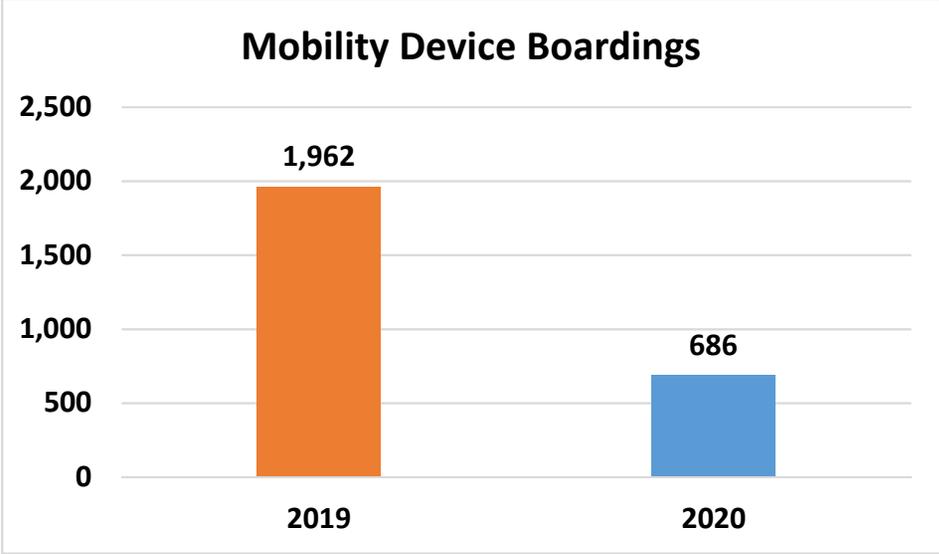
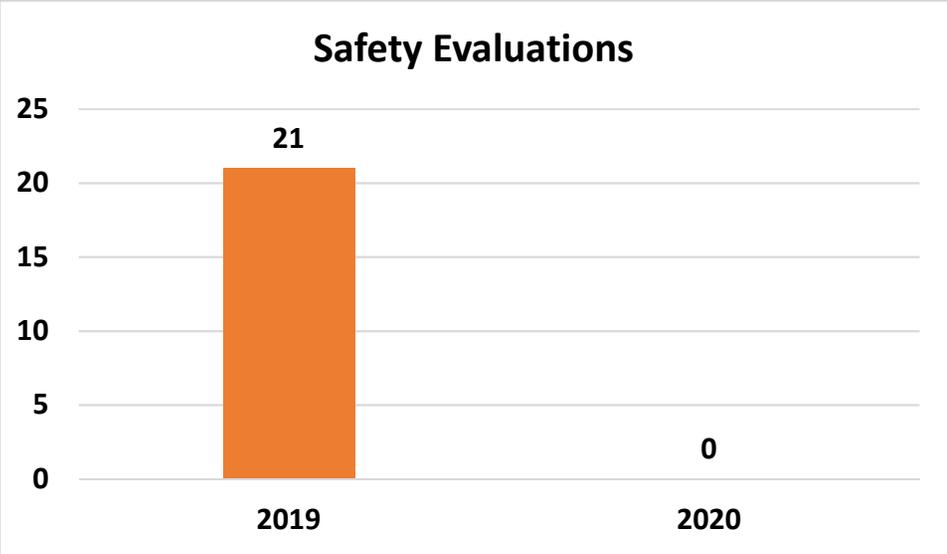
SunDial Operational Notes

AUGUST 2019 vs. AUGUST 2020



SunDial Operational Notes

AUGUST 2019 vs. AUGUST 2020



SunLine Transit Agency

CONSENT CALENDAR

DATE: September 23, 2020

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Metrics for July and August 2020

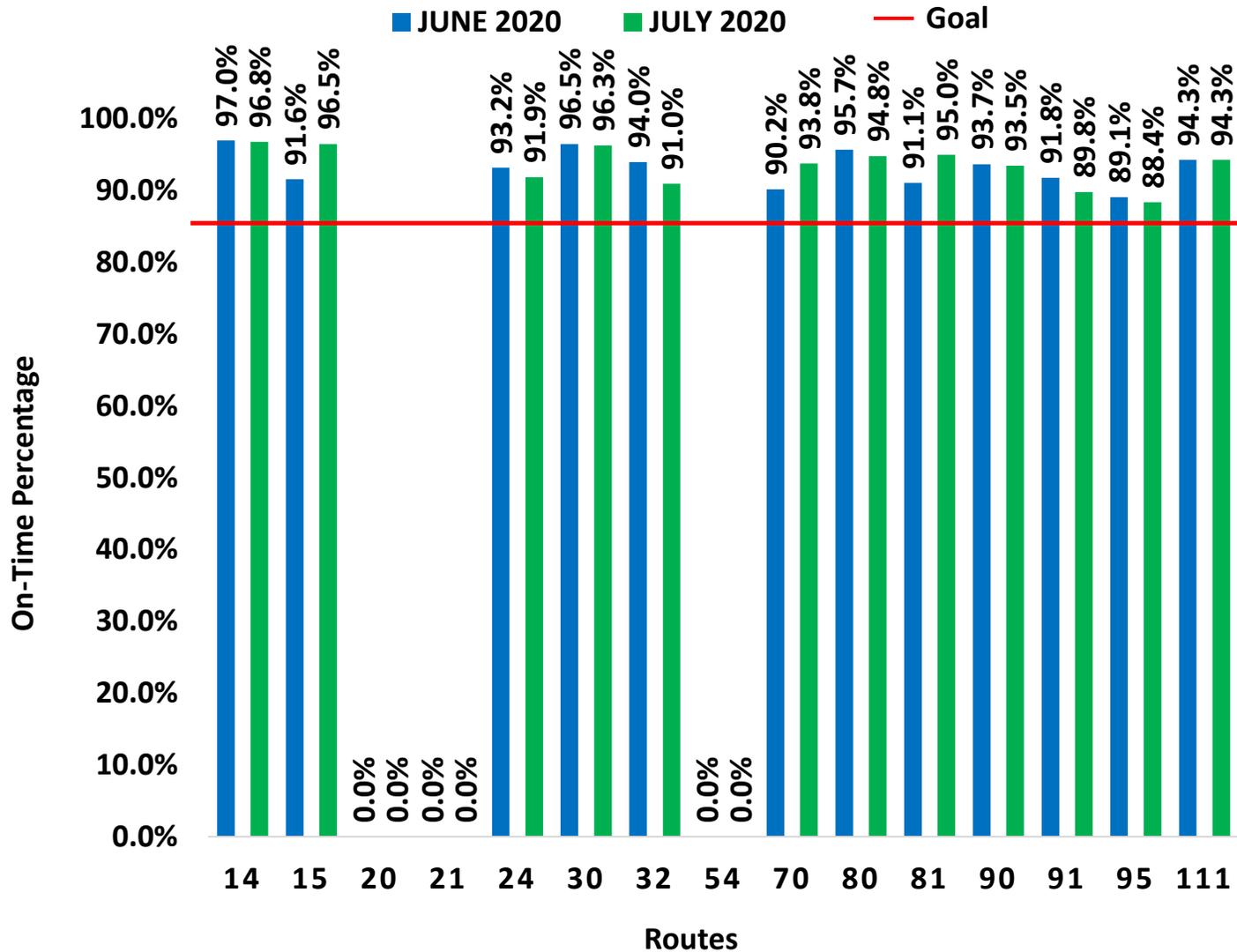
Summary:

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.

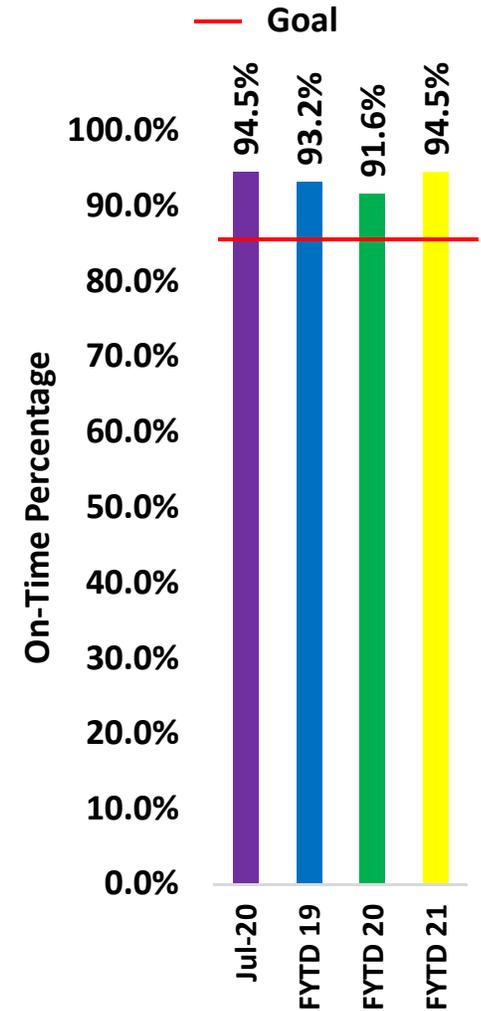
Recommendation:

Receive and file.

On-Time Performance Percent by Route



On-Time Performance System Wide

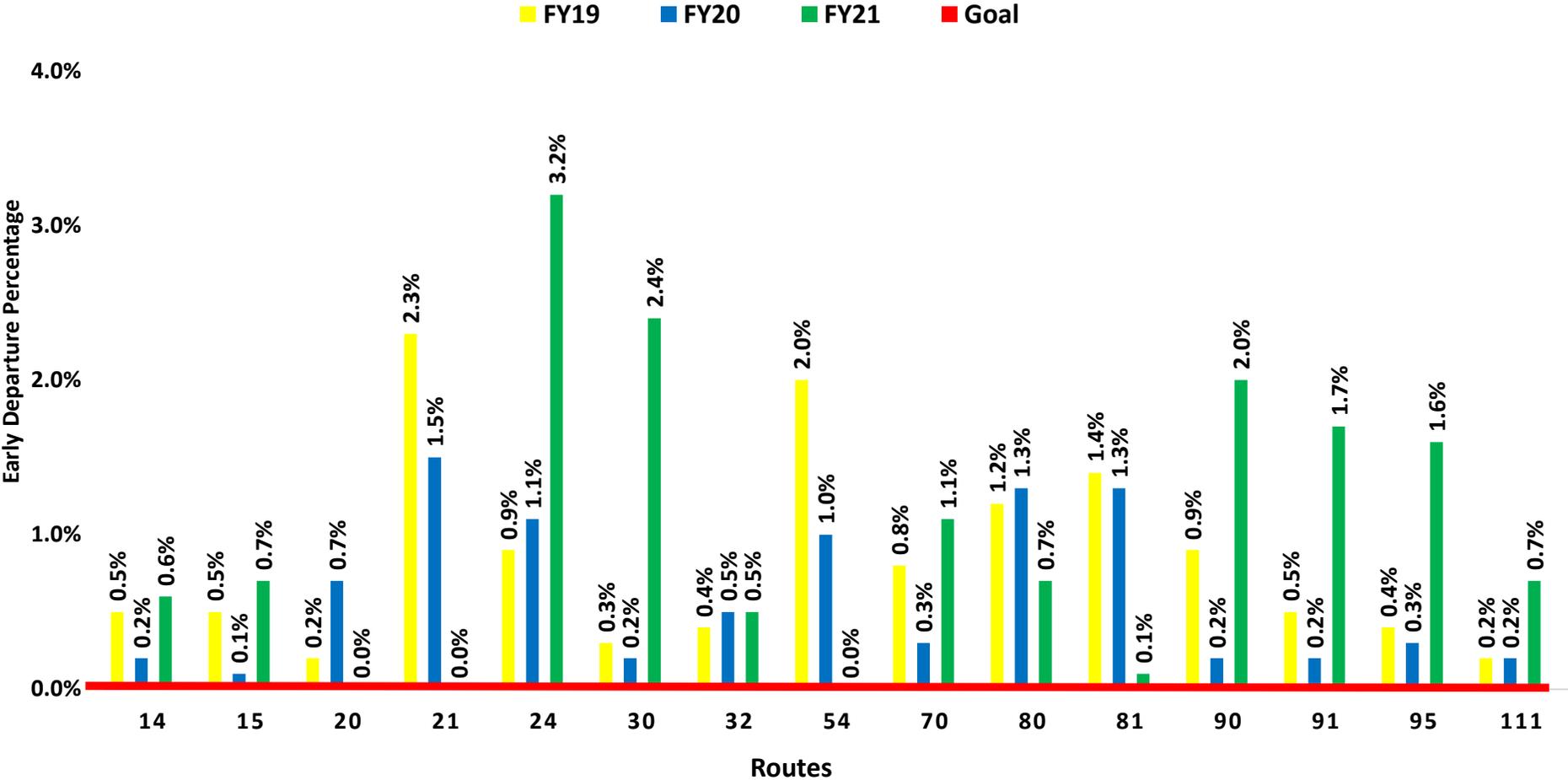


Definition: "On-Time" - When a trip departs a time point within range of zero minutes early to five minutes late.

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

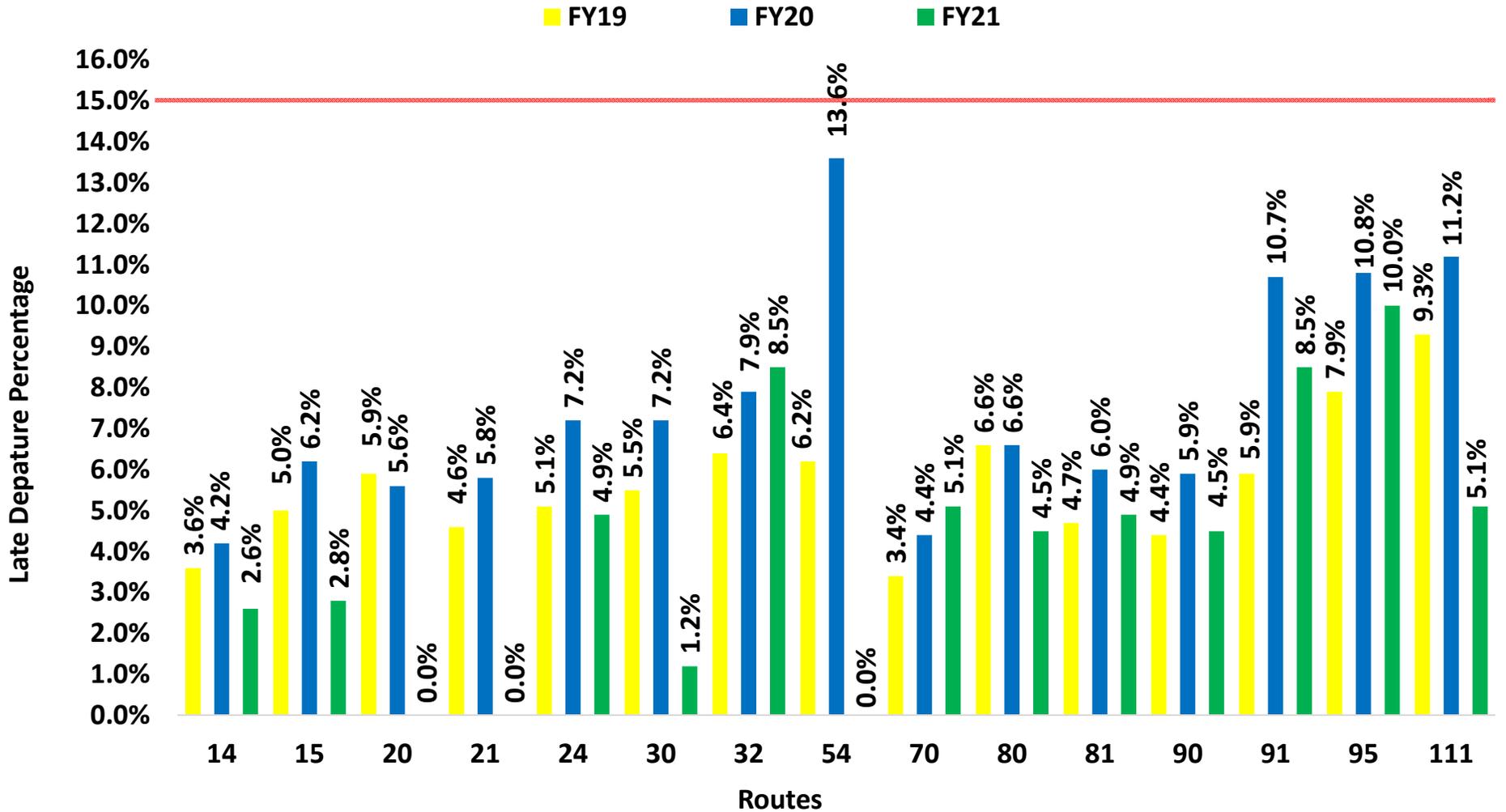
Exceptions: Detours, train stuck on tracks, passenger problems, Information Technology System issues.

Early Departure Percent by Route July



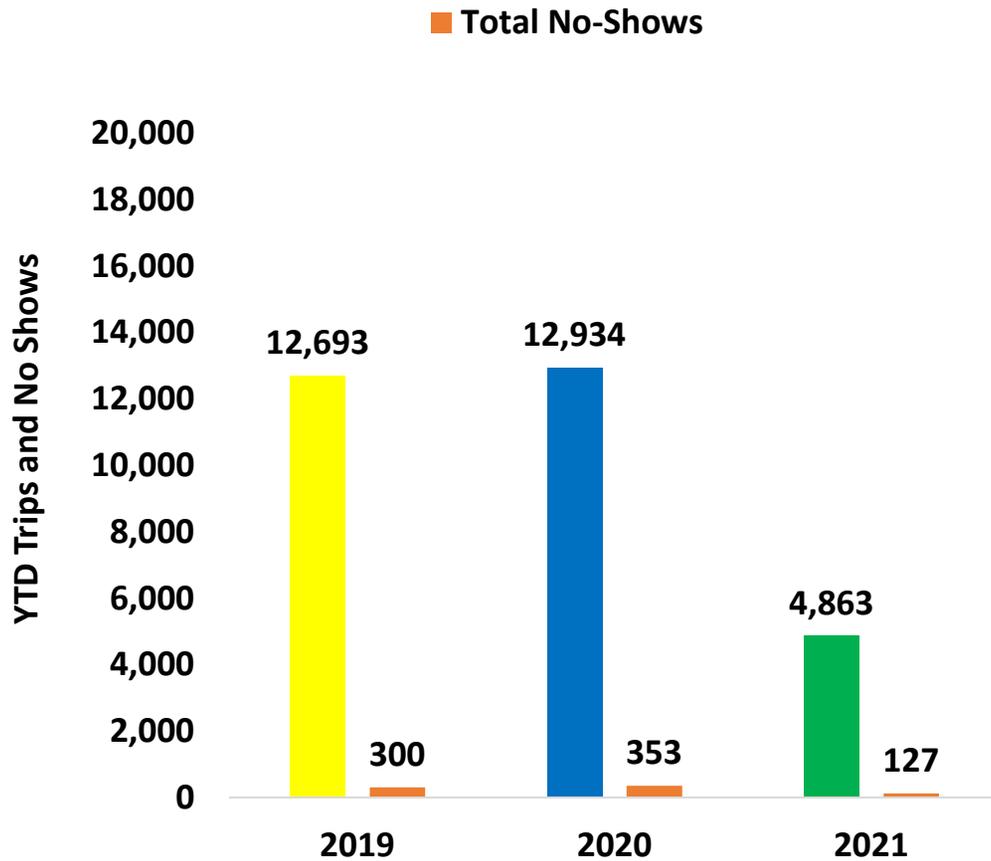
Definition: When a bus leaves a time point ahead of the scheduled departure time.
 Goal: To reduce early departures to 0%.

Late Departure Percent by Route July

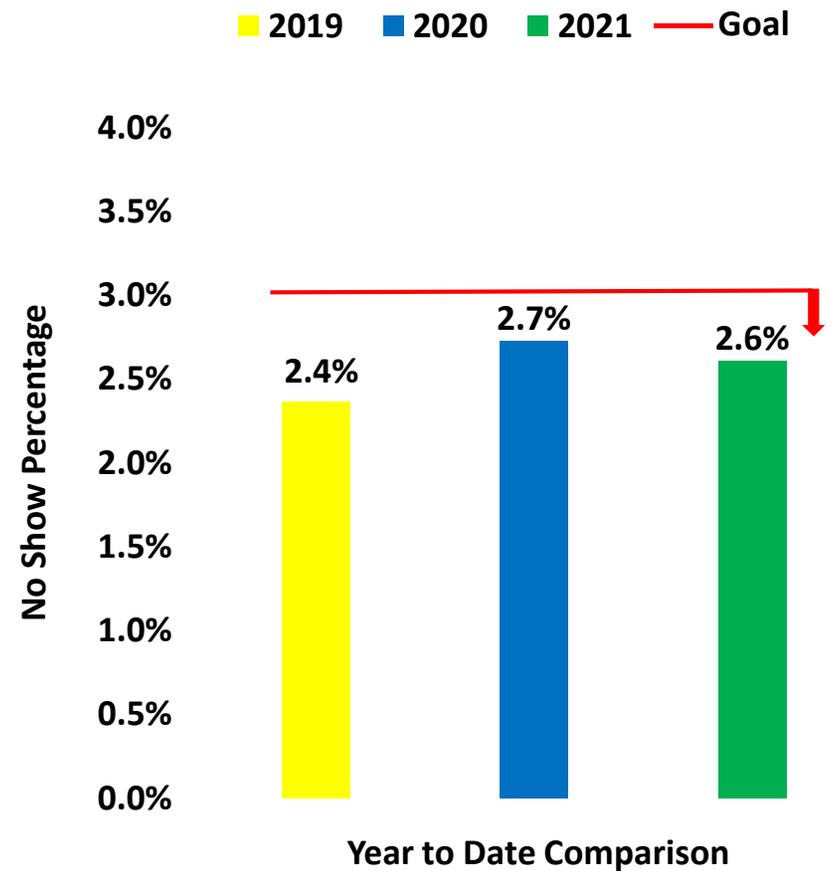


Late Definition: When a bus leaves a time point after the scheduled departure time.
 The route is running late with a departure greater than 5 minutes.
 Goal: To reduce late departures to 15%.

Total Trips vs. No-Shows FYTD



No-Show Percentage FYTD

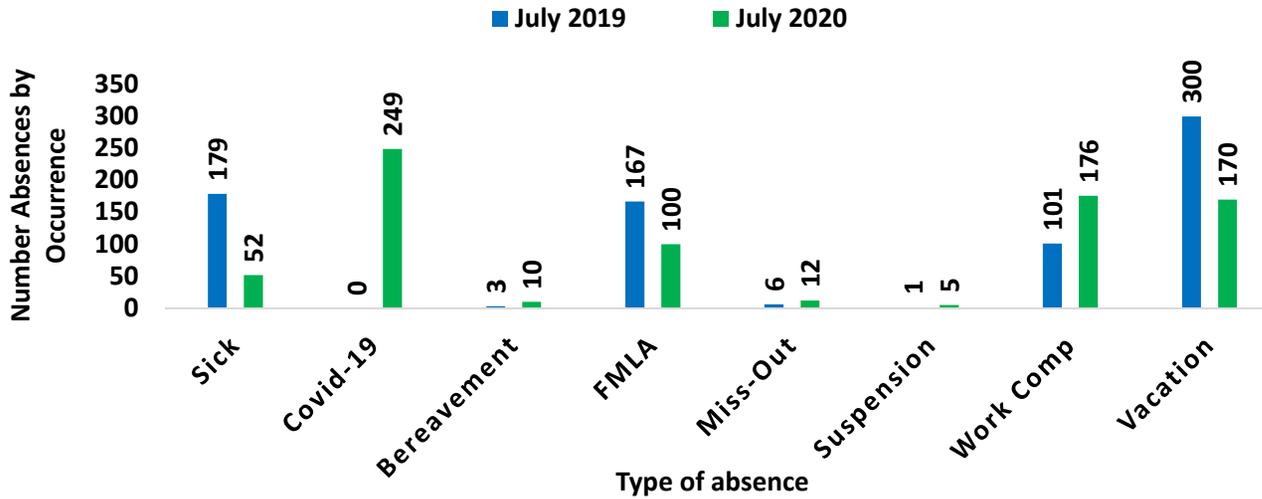


Trip: A one-way ride booked by the client. A round trip is counted as two trips.

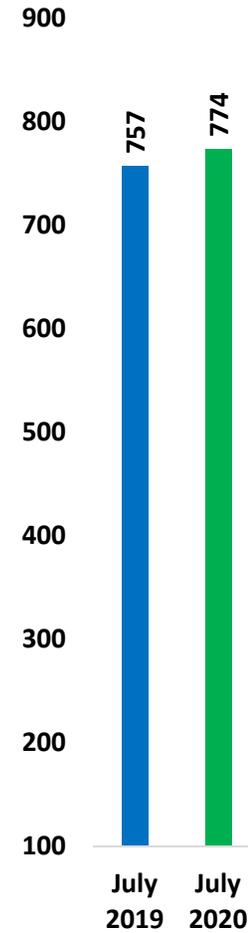
No-Show: A ride where an authorized ADA paratransit service vehicle arrives at the designated pick-up location, waits the required five minute period while the passenger is not present to board the vehicle.

Goal for no-shows: 3% or below.

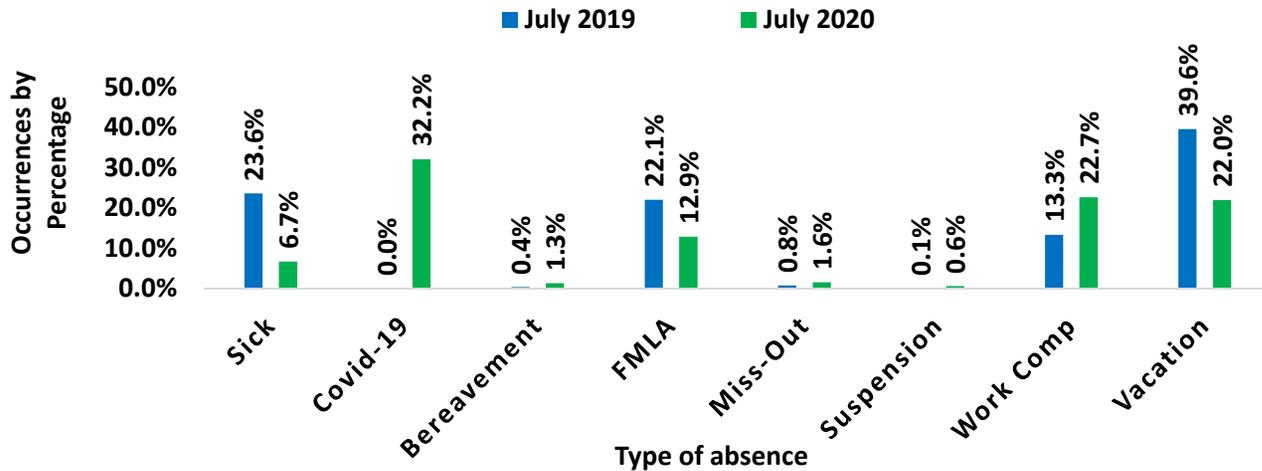
Driver Absence Occurrences



Total Absence Occurrences

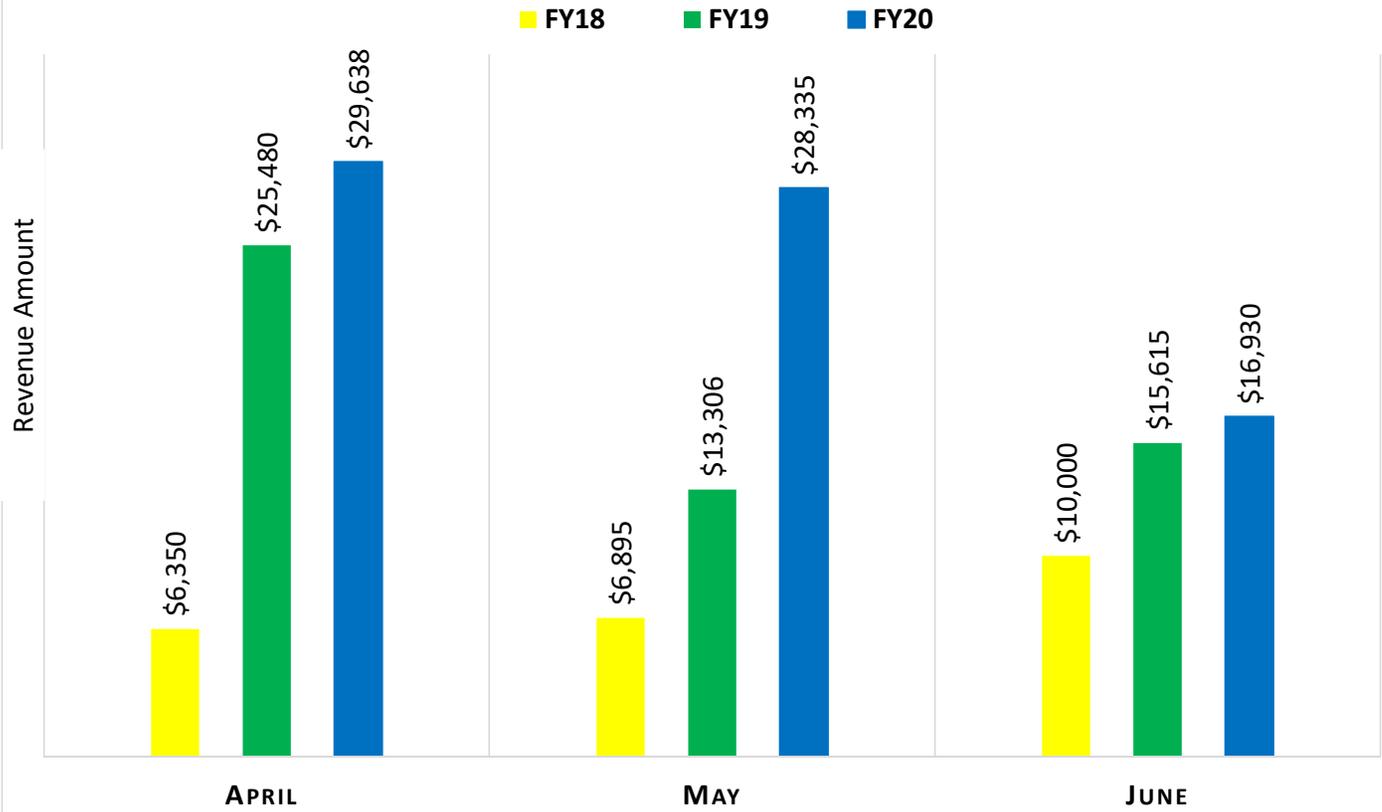


Driver Absence Occurrences by Percentage

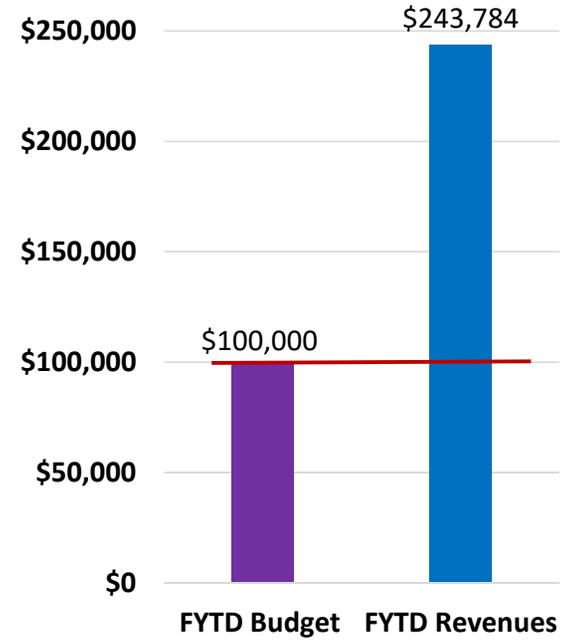


Goal: Reduce by 2% from previous year by enforcing attendance policy regularly and monitor trending.
Absences include unscheduled for Fixed Route drivers.

Advertising Revenue FYTD20

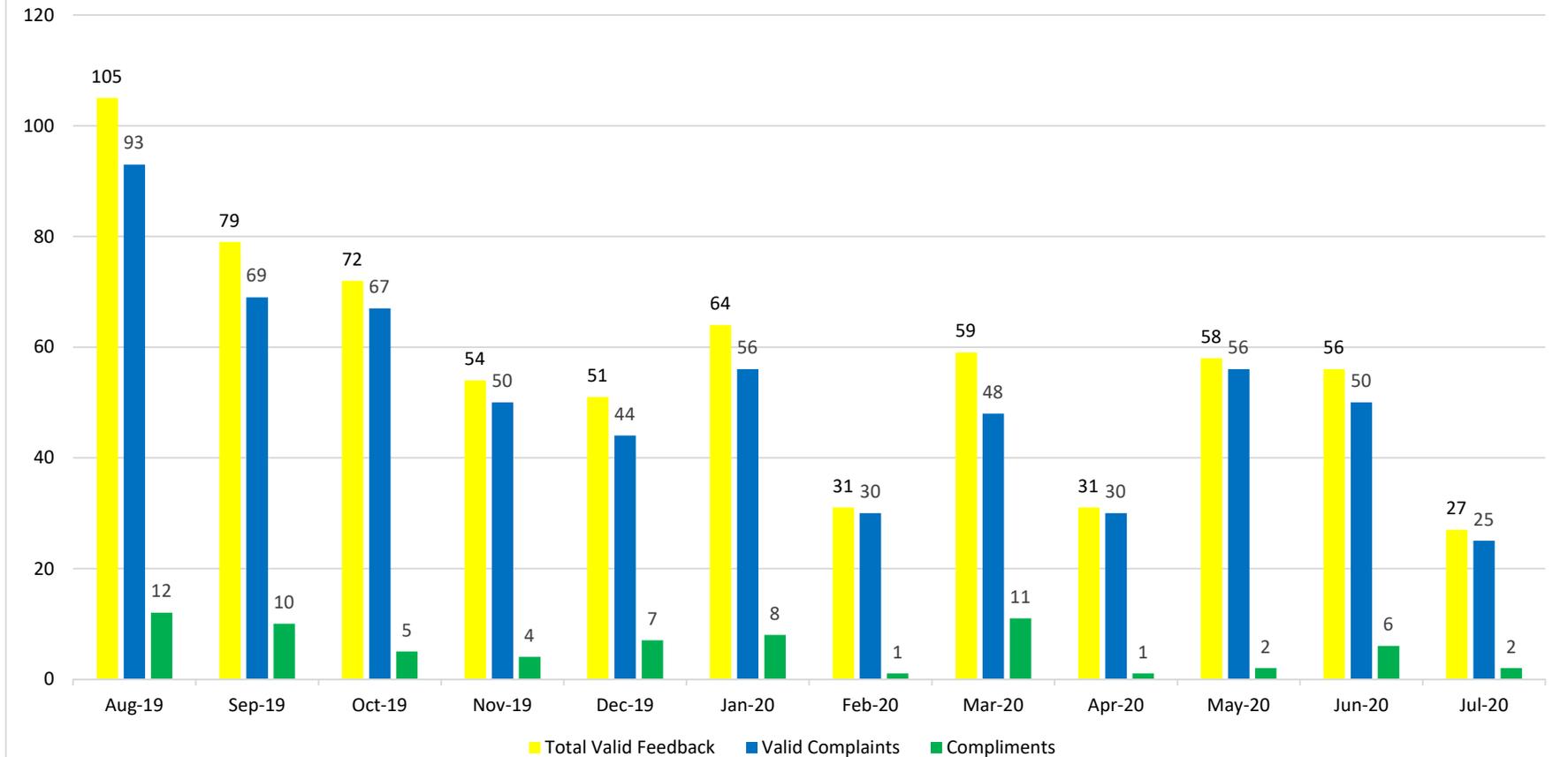


FYTD Budget vs FYTD Agency Revenues June 2020



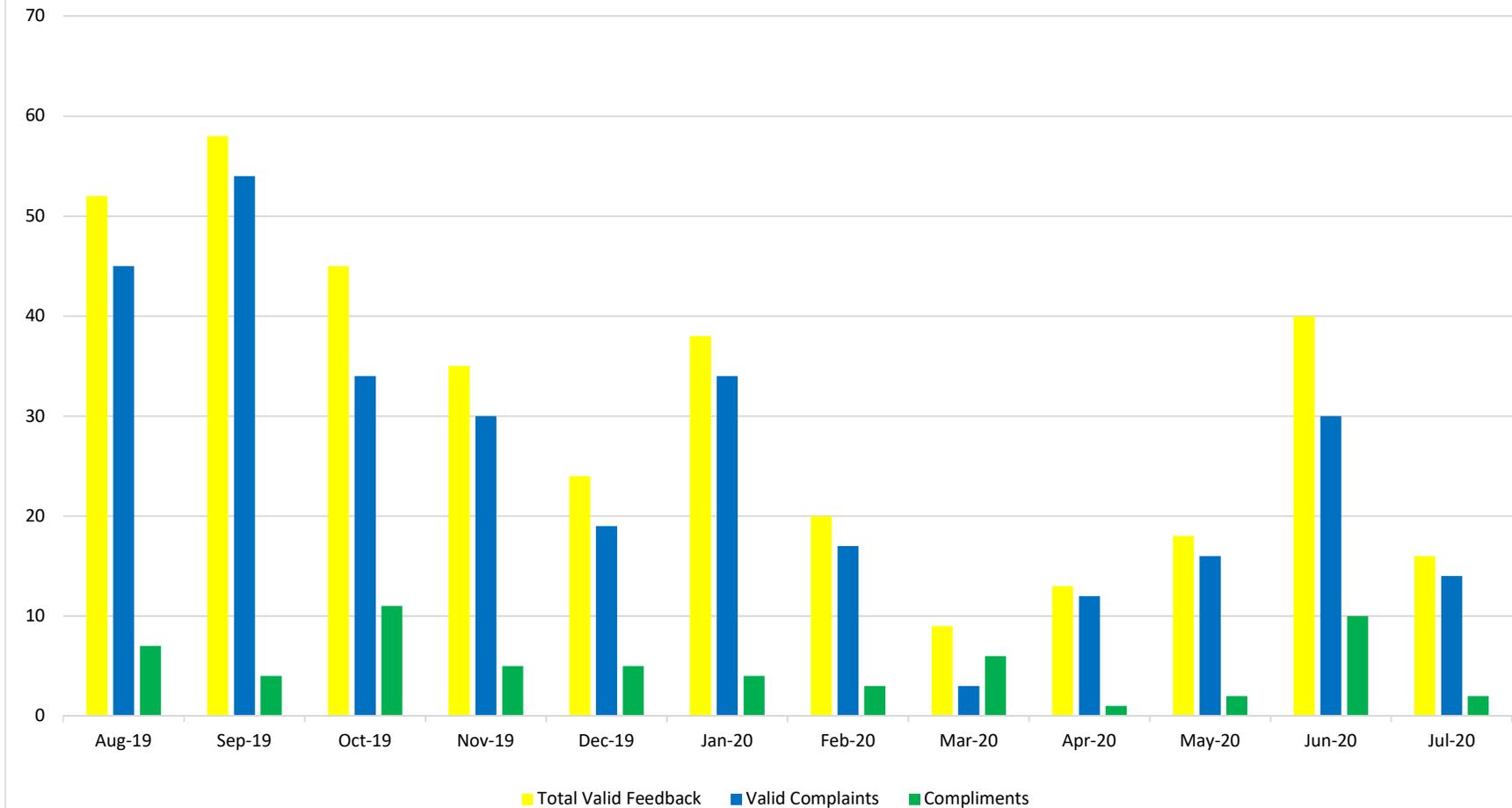
Advertising revenue tracks revenue of invoiced contracts for bus shelter and bus wrap advertising. This section of the chart compares the FYTD20 against FYTD18 and FYTD19 totals. The graph tracks FYTD revenue accrued vs the FYTD budget. The annual budget amount for FY20 is \$100,000.

Fixed Route Customer Feedback August 2019 through July 2020



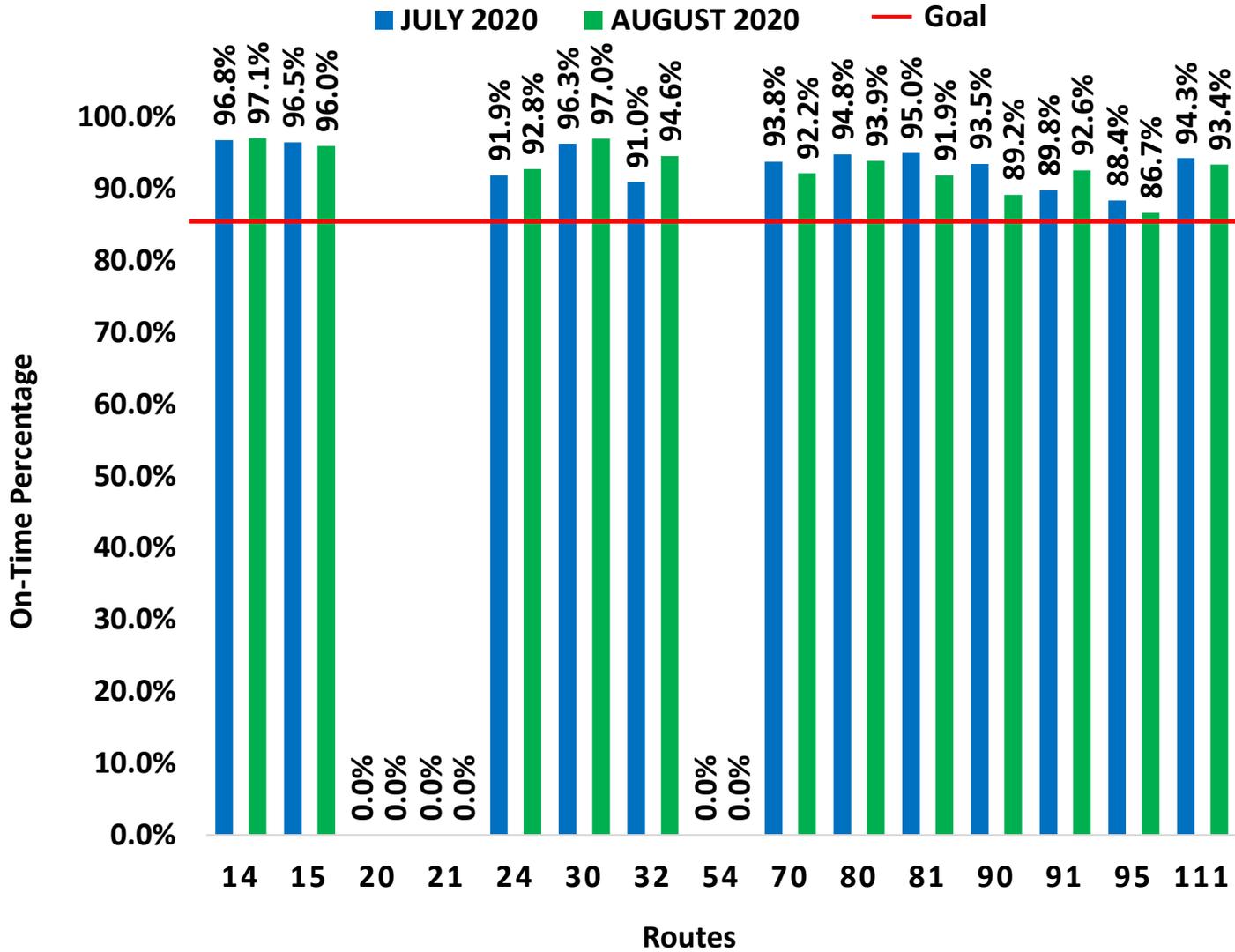
Valid fixed route feedback comprised of compliments and complaints from August 2019 through July 2020

Paratransit Customer Feedback August 2019 through July 2020

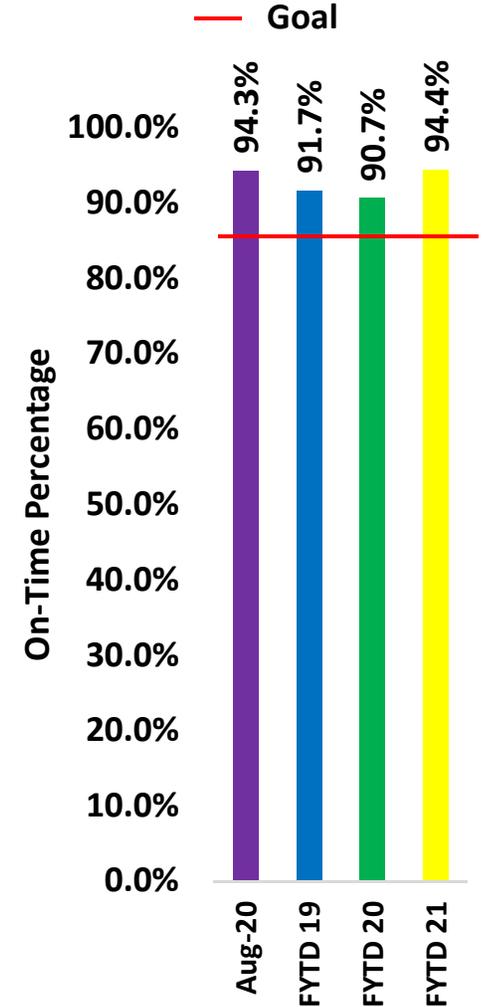


Valid paratransit feedback comprised of compliments and complaints from August 2019 through July 2020

On-Time Performance Percent by Route



On-Time Performance System Wide

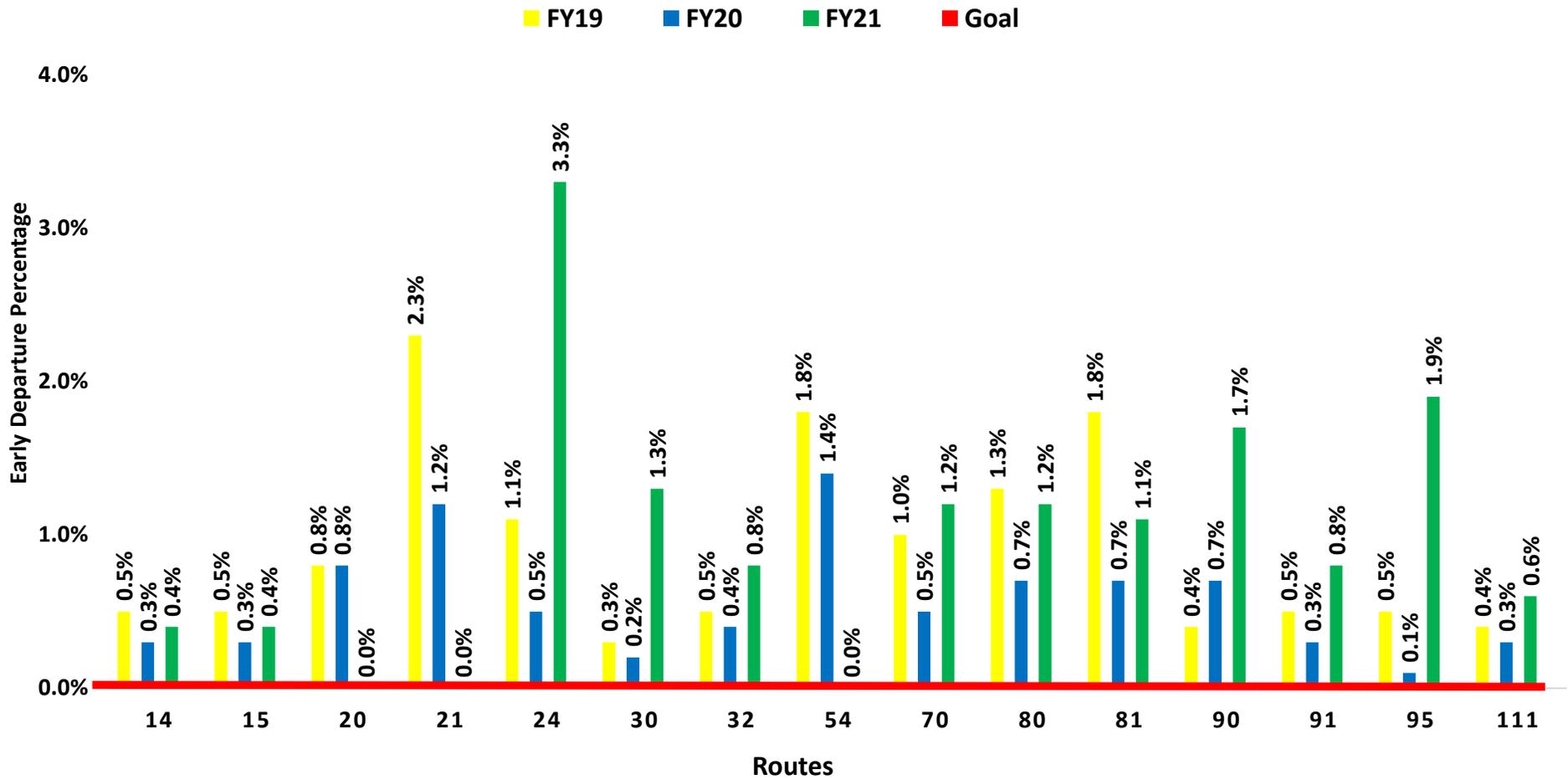


Definition: "On-Time" - When a trip departs a time point within range of zero minutes early to five minutes late.

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

Exceptions: Detours, train stuck on tracks, passenger problems, Information Technology System issues.

Early Departure Percent by Route August

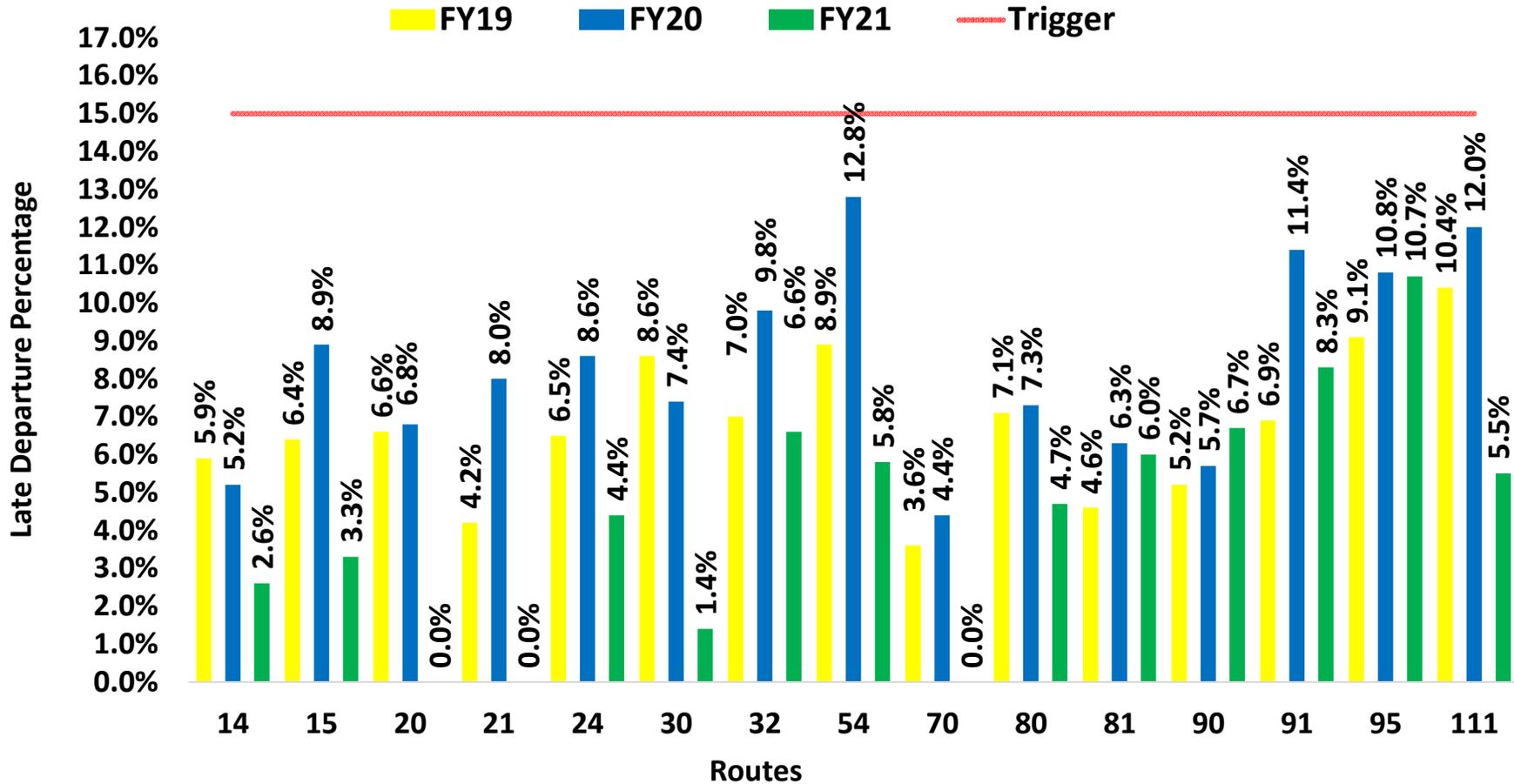


Definition: When a bus leaves a time point ahead of the scheduled departure time.

Goal: To reduce early departures to 0%.

Late Departures by Route FYTD

Through August 2020

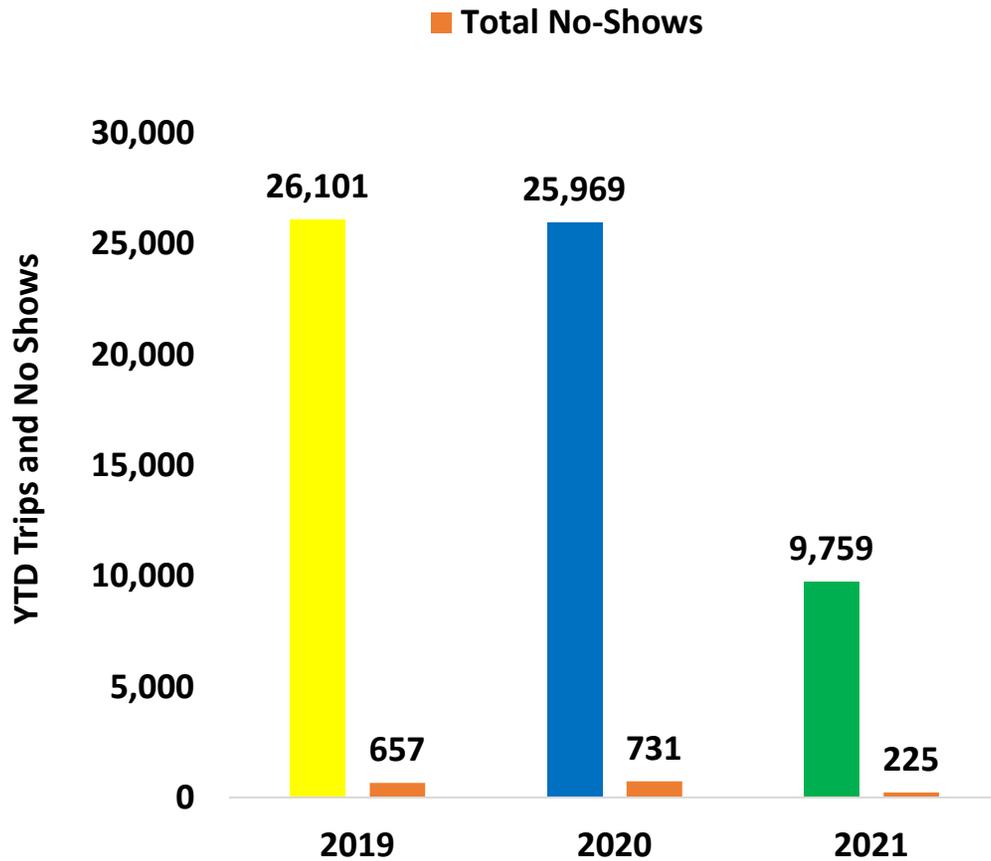


Definition: When a bus leaves a time point behind the scheduled departure time.

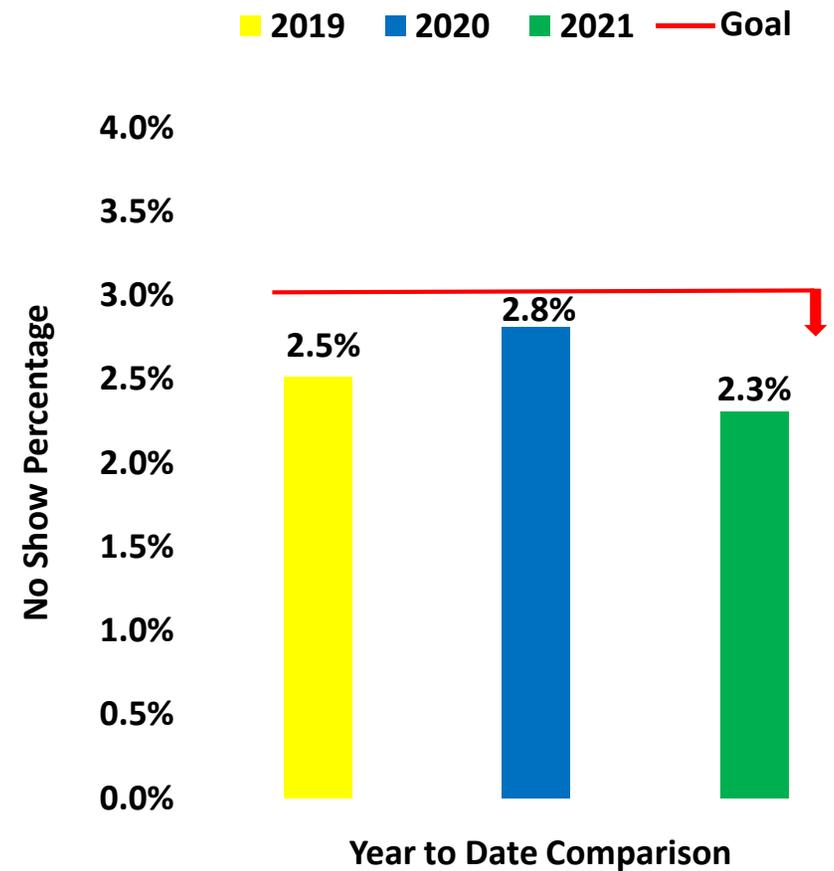
The route is running late with a departure greater than 5 minutes.

Goal: To reduce late departures to 15% for each route.

Total Trips vs. No-Shows FYTD



No-Show Percentage FYTD

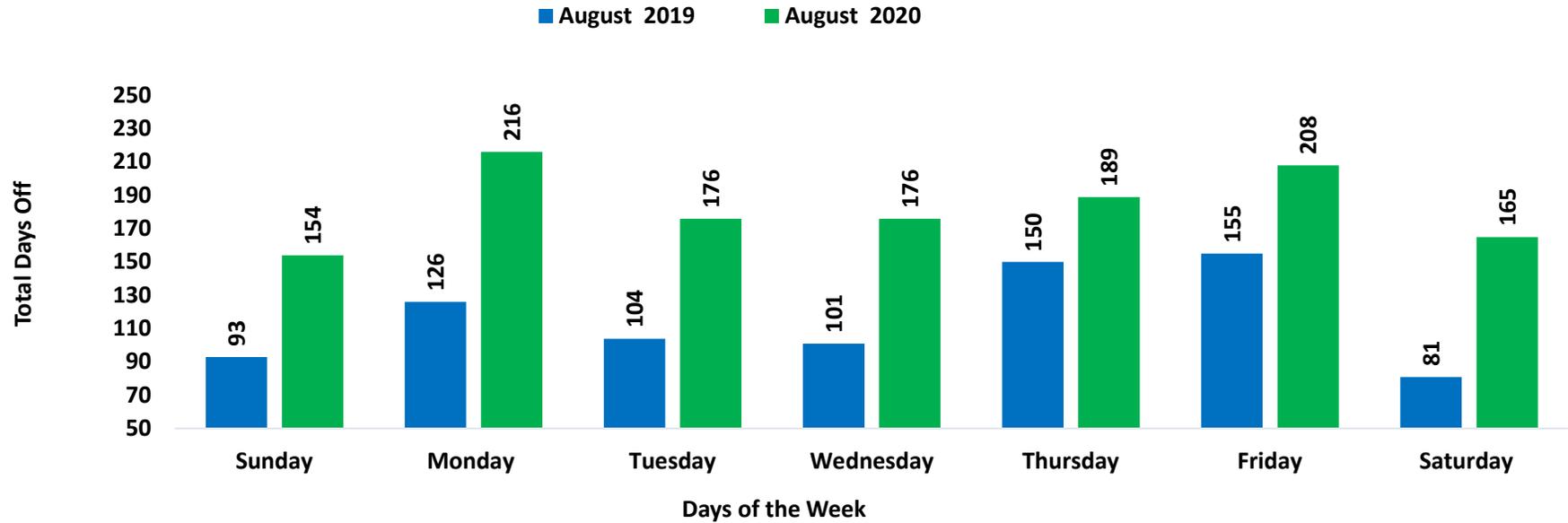


Trip: A one-way ride booked by the client. A round trip is counted as two trips.

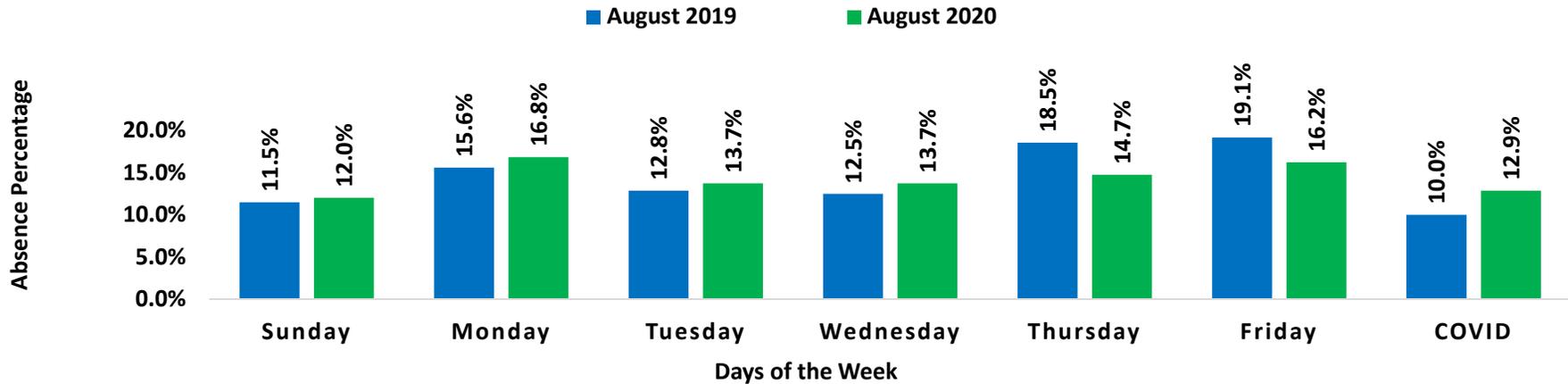
No-Show: A ride where an authorized ADA paratransit service vehicle arrives at the designated pick-up location, waits the required five minute period while the passenger is not present to board the vehicle.

Goal for no-shows: 3% or below.

Manpower Absences by Day

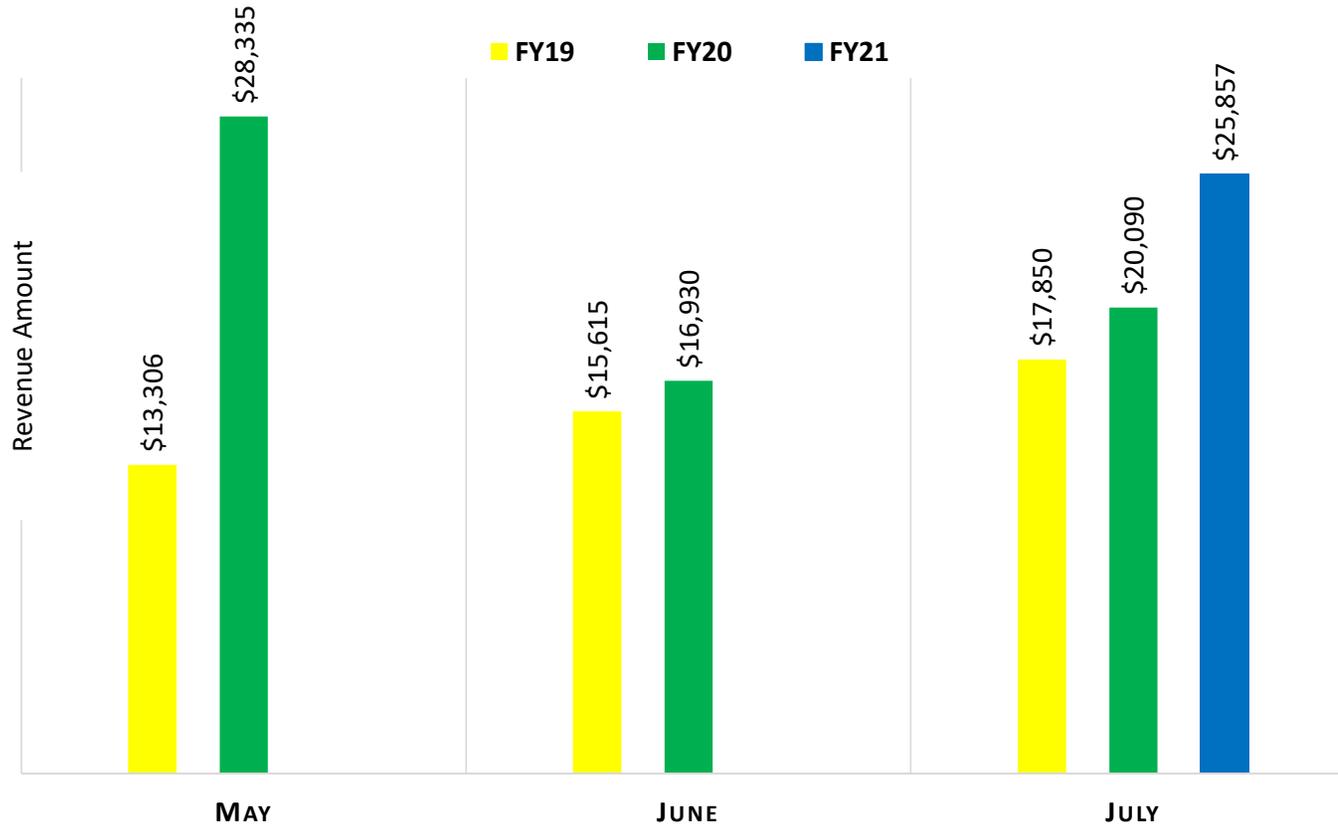


Driver Absence Occurrences by Percentage

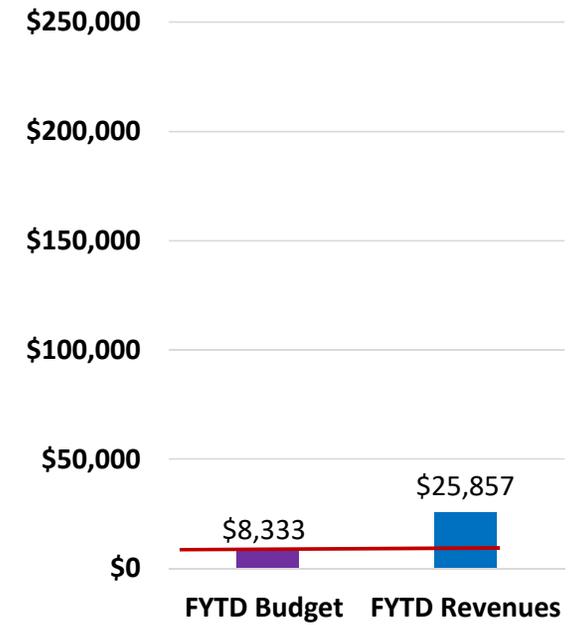


*Number of Fixed Route operator absence occurrences by day of the week and total for the month
 Absences (Man Power Days Off) include Sick, Bereavement, FMLA, Miss-Out, Suspension, Workers Comp and Vacation.

Advertising Revenue FYTD21

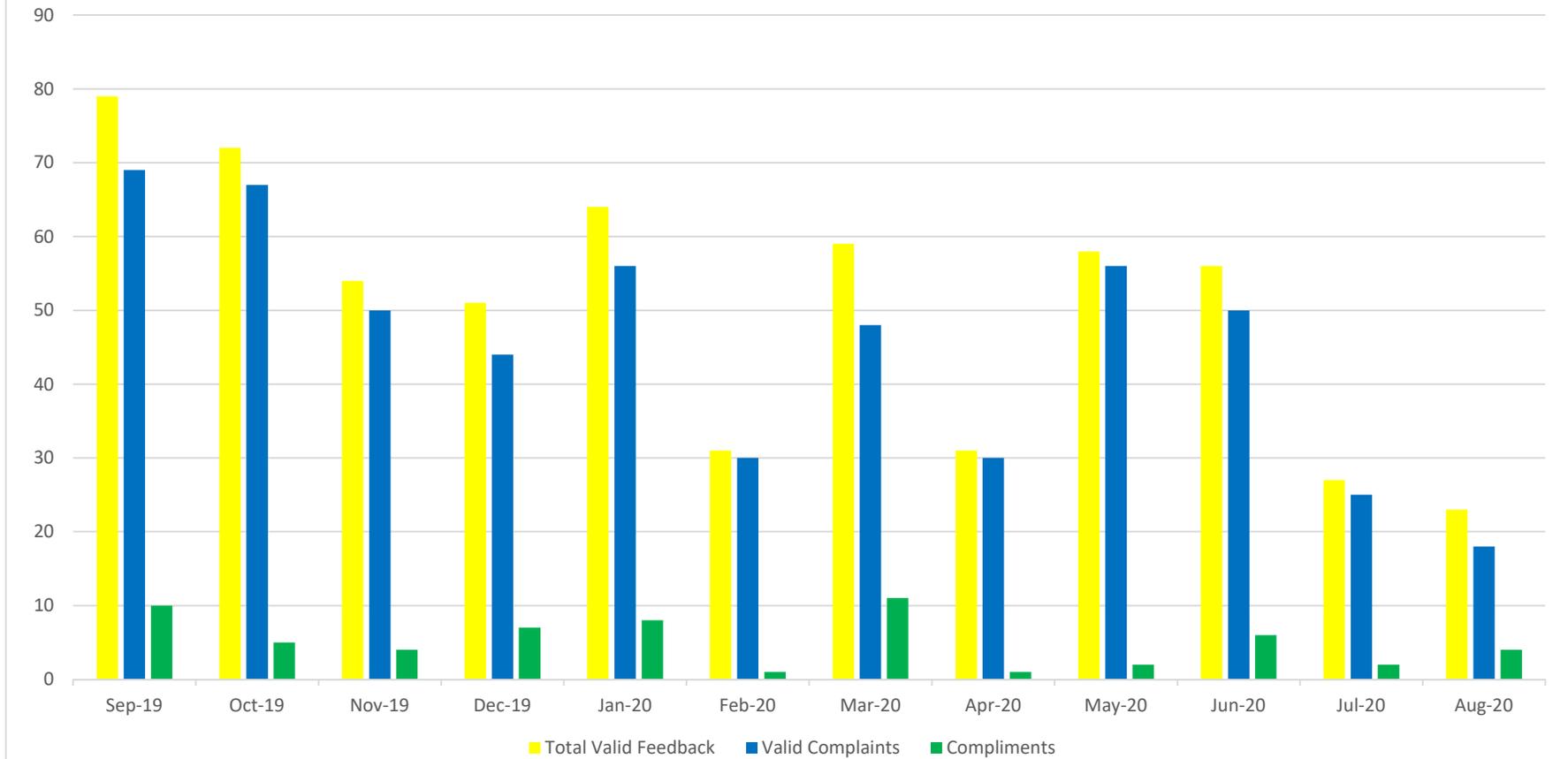


FYTD Budget vs FYTD Agency Revenues July 2020



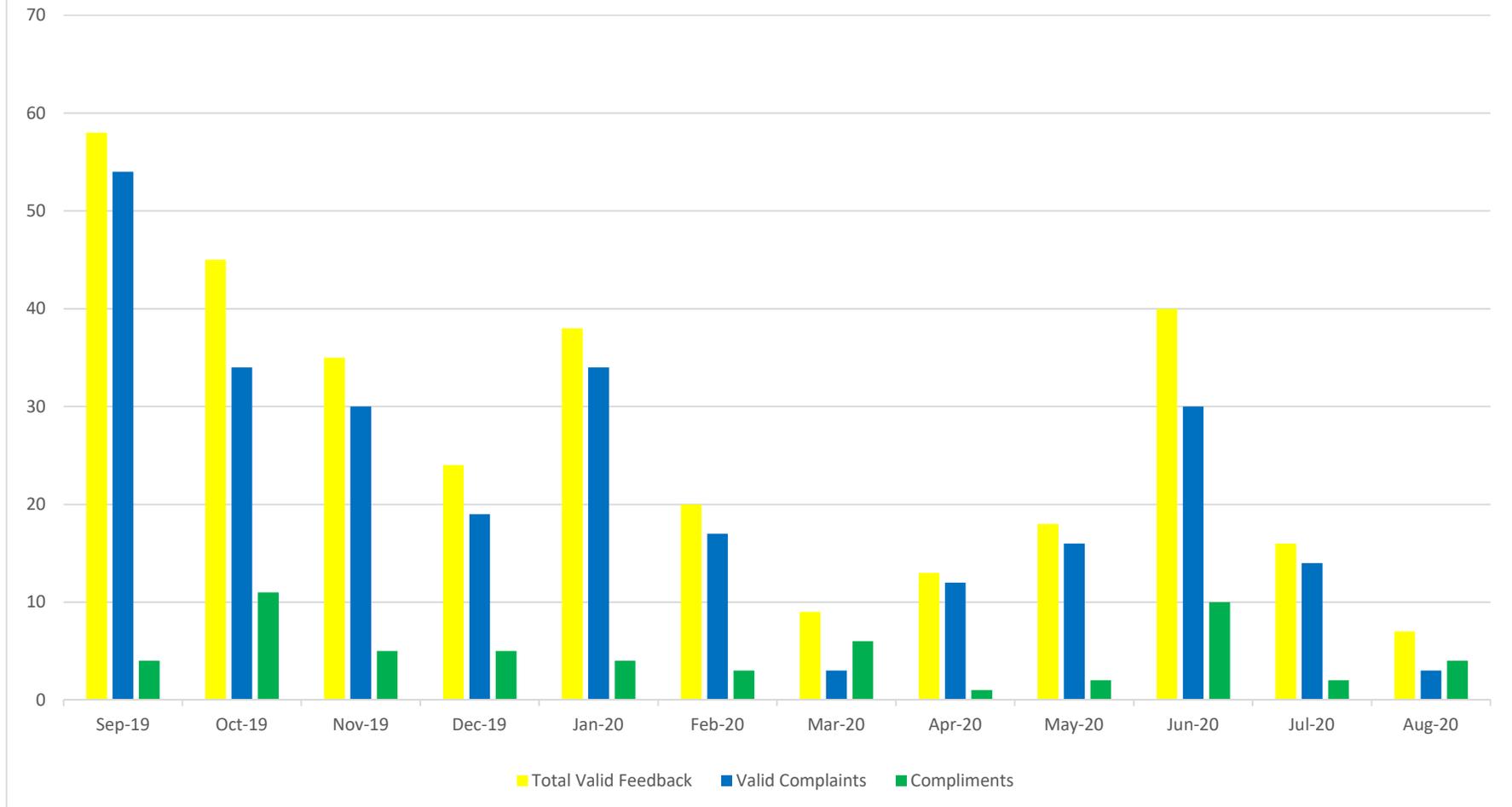
Advertising revenue tracks revenue of invoiced contracts for bus shelter and bus wrap advertising. This section of the chart compares the FYTD21 against FYTD19 and FYTD20 totals. The graph tracks FYTD revenue accrued vs the FYTD budget. The annual budget amount for FY21 is \$100,000.

Fixed Route Customer Feedback September 2019 through August 2020



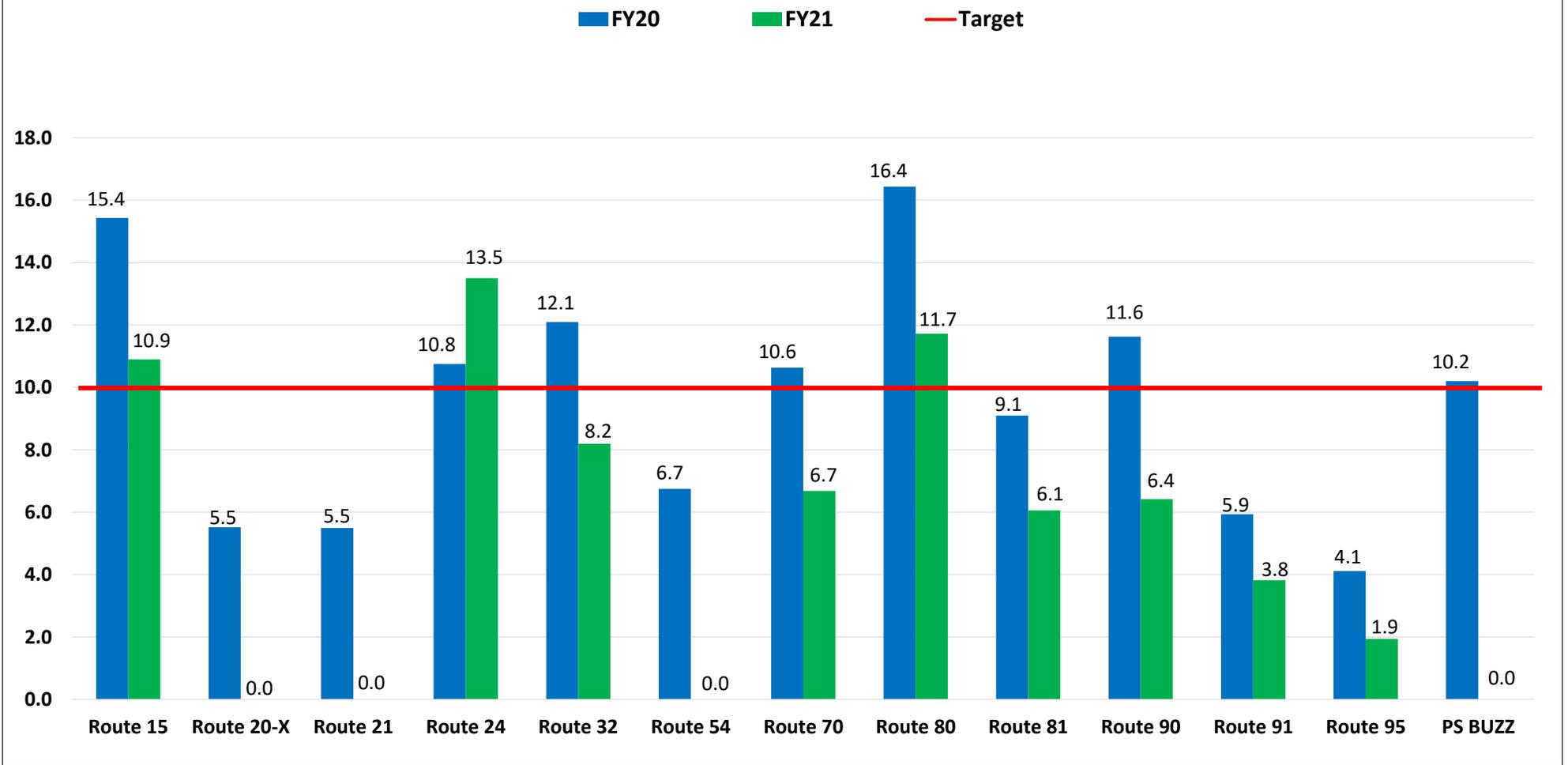
Valid fixed route feedback comprised of compliments and complaints for Sept 2019 through August 2020

Paratransit Customer Feedback September 2019 through August 2020



Valid paratransit feedback comprised of compliments and complaints for Sept 2019 through August 2020

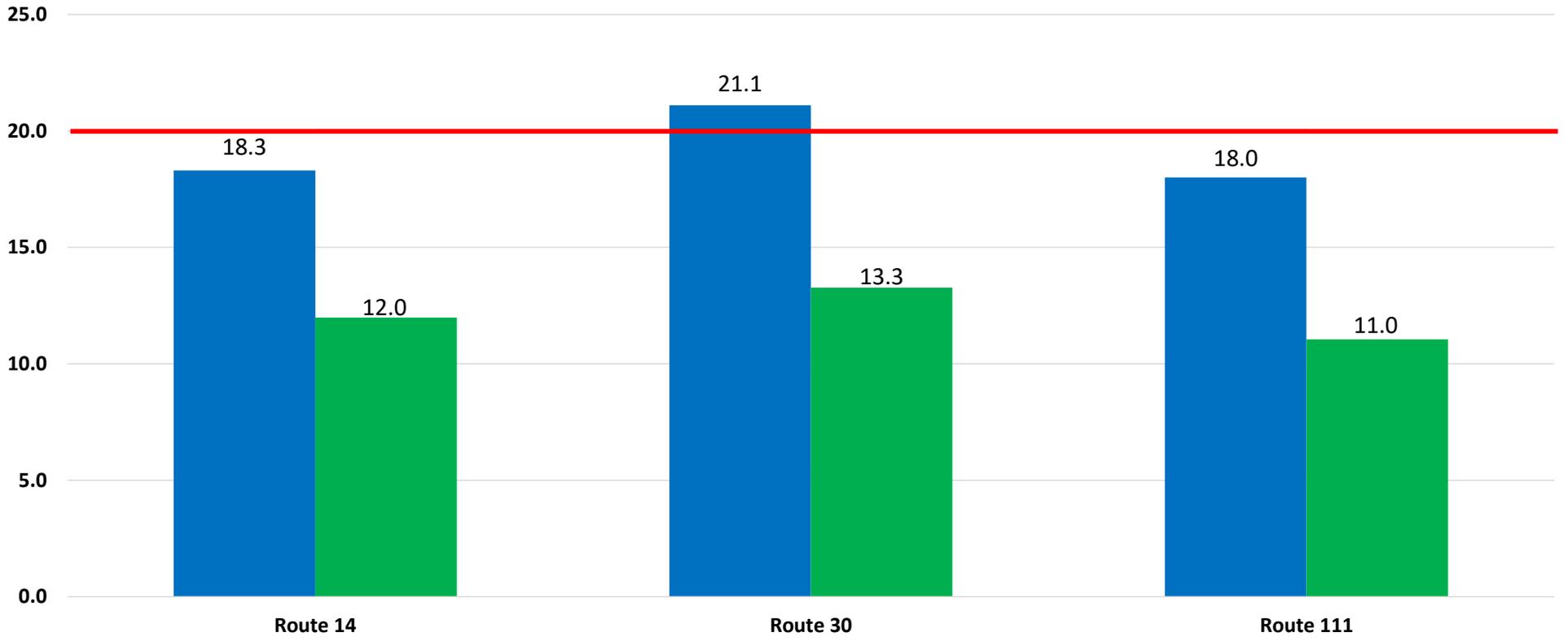
FYTD System Performance - Local Routes July 2020



The chart above represents the system performance on local routes for Passenger Per Revenue Hour (PPRH). The goal for local fixed routes is 10 PPRH. The FY 20/21 goal is based on Board approved Service Standards Policy (B-190613). Local Routes are secondary routes that connect to the trunk routes and supplement the SunBus network.

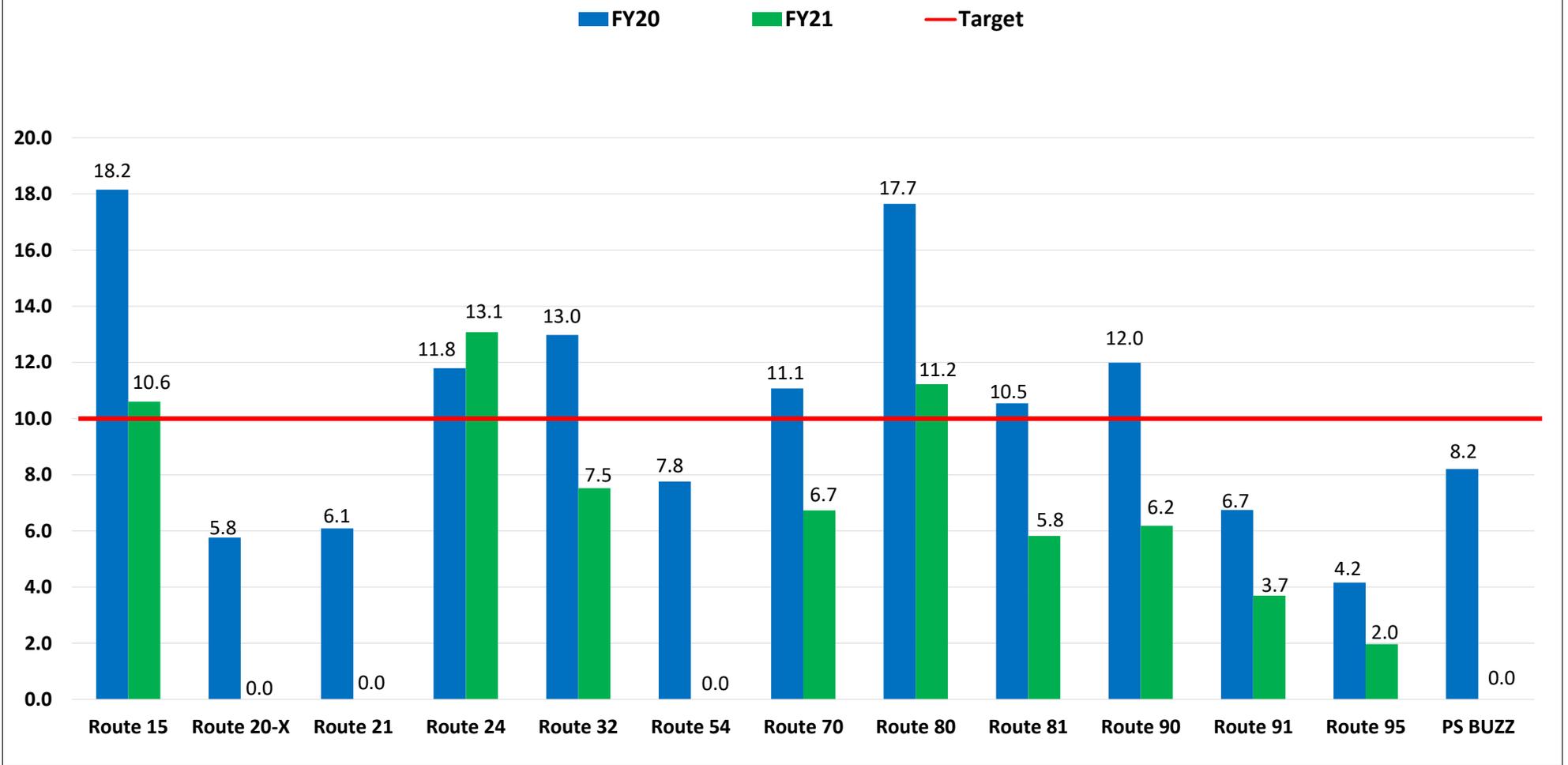
FYTD System Performance - Trunk Routes July 2020

FY20 FY21 Target



The chart above represents the system performance on trunk routes for Passenger Per Revenue Hour (PPRH). The goal for trunk fixed routes is 20 PPRH. The FY 20/21 goal is based on Board approved Service Standards Policy (B-190613). Trunk Routes are highly traveled corridors serving a variety of trip purposes and connect a variety of regional destinations.

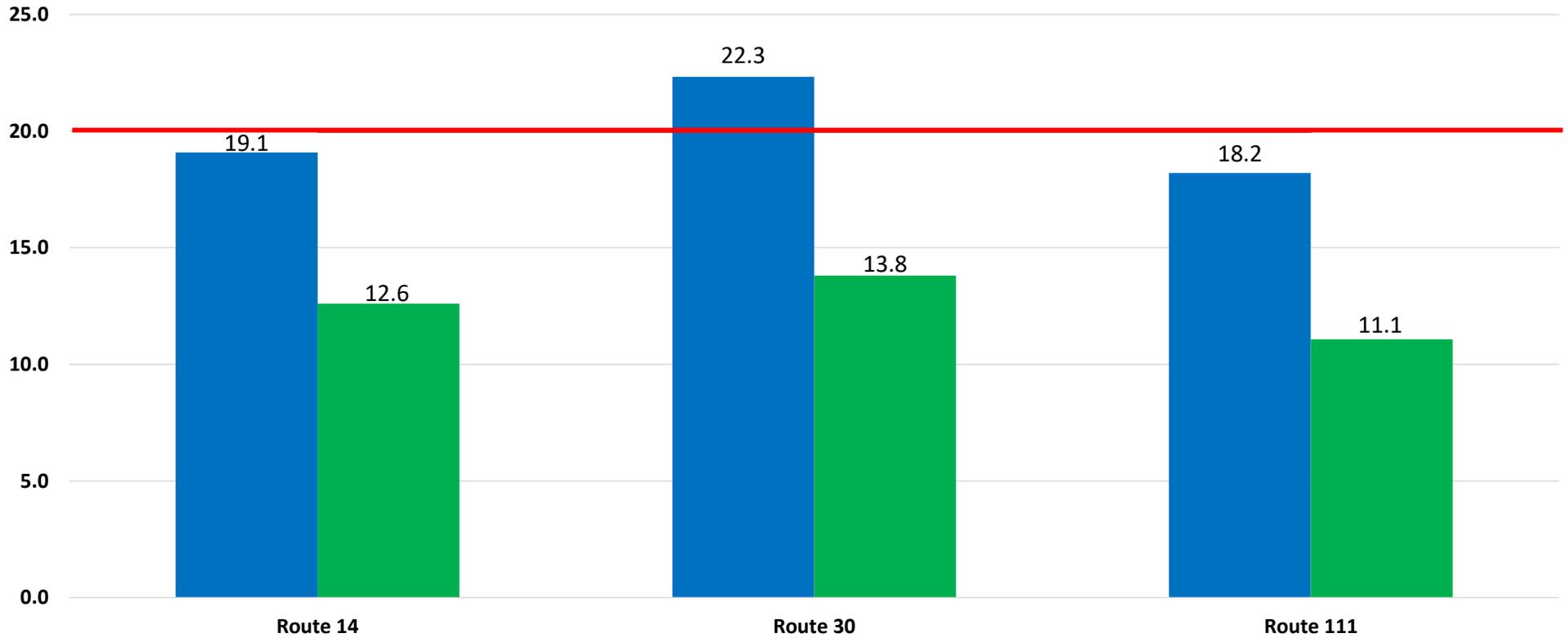
FYTD System Performance - Local Routes August 2020



The chart above represents the system performance on local routes for Passenger Per Revenue Hour (PPRH). The target for local fixed routes is 10 PPRH. The FY 20/21 goal is based on Board approved Service Standards Policy (B-190613). Local Routes are secondary routes that connect to the trunk routes and supplement the SunBus network.

FYTD System Performance - Trunk Routes August 2020

FY20 FY21 Target



The chart above represents the system performance on trunk routes for Passenger Per Revenue Hour (PPRH).

The target for trunk fixed routes is 20 PPRH. The FY 20/21 goal is based on Board approved Service Standards Policy (B-190613).

Trunk Routes are highly traveled corridors serving a variety of trip purposes and connect a variety of regional destinations.

SunLine Transit Agency

CONSENT CALENDAR

DATE: September 23, 2020

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Quarterly Performance Summary for Q2 of Calendar Year 2020

Summary:

The following quarterly reports demonstrate the performance of the bargaining and non-bargaining pension plans for the second quarter of calendar year 2020. The report shows market value, asset allocation percentage and performance compared to benchmarks.

Recommendation:

Receive and file.

Asset Allocation & Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
Total Fund	30,940,137	100.00	13.81	-0.01	6.57	7.08	N/A	7.08	07/01/2017
<i>Blended Benchmark</i>			14.17	0.81	8.06	8.55	N/A	8.55	07/01/2017
<i>PFM Blended Benchmark</i>			12.96	-0.90	5.56	6.65	N/A	6.65	07/01/2017
Equities	18,557,097	59.98	21.05	-4.60	3.56	7.34	N/A	7.34	07/01/2017
<i>Russell 3000 Index</i>			22.03	-3.48	6.53	10.04	10.03	10.04	07/01/2017
<i>PFM Blended Equity Benchmark</i>			19.97	-6.13	2.49	6.91	7.32	6.91	07/01/2017
Vanguard Total Stock Index	8,457,459	27.33	22.10	-3.38	6.47	10.04	10.03	10.04	07/01/2017
<i>Russell 3000 Index</i>			22.03	-3.48	6.53	10.04	10.03	10.04	07/01/2017
Vanguard Total Stock Market ETF	1,853,159	5.99	22.09	-3.41	6.44	10.04	10.02	22.09	04/01/2020
<i>Russell 3000 Index</i>			22.03	-3.48	6.53	10.04	10.03	22.03	04/01/2020
Jensen Quality Growth Fund	1,130,632	3.65	17.33	-2.87	7.02	12.27	12.77	7.73	04/01/2019
<i>S&P 500</i>			20.54	-3.08	7.51	10.73	10.73	9.59	04/01/2019
Touchstone Mid Cap Fund	472,560	1.53	17.76	-8.56	2.06	11.05	9.32	N/A	07/01/2020
<i>Russell Midcap Index</i>			24.61	-9.13	-2.24	5.79	6.76	N/A	07/01/2020
SPDR Blmbg Barclays Convert Secs ETF	775,368	2.51	26.88	9.68	17.42	11.40	10.29	N/A	07/01/2020
<i>Bloomberg Barclays Liquid US Convertibles Index</i>			26.46	10.03	18.01	12.10	10.69	N/A	07/01/2020
Vanguard Total International Stock	1,952,456	6.31	18.11	-10.59	-4.09	1.09	2.42	1.09	07/01/2017
Vanguard Total International Stock ETF	489,487	1.58	18.12	-10.58	-4.05	1.12	2.44	18.12	04/01/2020
<i>MSCI AC World ex USA (Net)</i>			16.12	-11.00	-4.80	1.13	2.26	16.12	04/01/2020
J. O. Hambro International Select	1,793,556	5.80	23.44	4.37	7.84	7.83	5.46	7.83	07/01/2017
<i>MSCI AC World ex USA (Net)</i>			16.12	-11.00	-4.80	1.13	2.26	1.13	07/01/2017
Harding Loevner International Equity	1,159,128	3.75	18.29	-4.62	2.46	4.41	5.62	N/A	07/01/2020
<i>MSCI AC World ex USA (Net)</i>			16.12	-11.00	-4.80	1.13	2.26	N/A	07/01/2020
Hartford Schroders Emerging Markets Equity	473,292	1.53	19.36	-8.31	-0.68	3.54	4.68	-3.47	03/01/2018
<i>MSCI EM (net)</i>			18.08	-9.78	-3.39	1.90	2.86	-5.18	03/01/2018

Returns are net of mutual fund fees.
Returns are expressed as percentages.



Asset Allocation & Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
Fixed Income	12,173,492	39.35	6.06	3.30	5.91	4.68	N/A	4.68	07/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			2.90	6.14	8.74	5.32	4.30	5.32	07/01/2017
Baird Core Plus	2,915,944	9.42	5.75	5.80	8.83	5.60	4.88	5.60	07/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			2.90	6.14	8.74	5.32	4.30	5.32	07/01/2017
DoubleLine Core Fixed Income	1,999,342	6.46	5.41	1.94	3.78	3.79	3.60	3.47	09/01/2017
PGIM Total Return Bond Fund	3,404,079	11.00	6.78	3.75	6.91	5.51	5.09	5.20	09/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			2.90	6.14	8.74	5.32	4.30	5.15	09/01/2017
Voya Intermediate Bond	1,214,477	3.93	6.08	4.47	7.50	5.24	4.69	4.47	01/01/2020
<i>Blmbg. Barc. U.S. Aggregate</i>			2.90	6.14	8.74	5.32	4.30	6.14	01/01/2020
iShares Core US Aggregate Bond ETF	492,345	1.59	2.91	6.06	8.64	5.25	4.24	1.09	05/01/2020
<i>Blmbg. Barc. U.S. Aggregate</i>			2.90	6.14	8.74	5.32	4.30	1.10	05/01/2020
iShares National Municipal Bond ETF	736,714	2.38	2.48	2.10	4.27	3.91	3.61	0.69	06/01/2020
<i>ICE BofA U.S. Municipal Securities Index</i>			2.66	1.97	4.30	4.22	3.99	0.99	06/01/2020
iShares Intermediate-Term Corporate Bond ETF	739,353	2.39	10.31	5.08	9.16	6.49	5.04	6.45	10/01/2019
<i>ICE BofAML U.S. Corporate 5-10 Year Index</i>			10.41	5.20	9.28	6.43	5.77	6.55	10/01/2019
iShares JP Morgan USD Emerging Mkts Bond ETF	369,164	1.19	12.64	-2.79	0.56	3.21	4.83	N/A	07/01/2020
<i>JPM EMBI Global Diversified</i>			12.26	-2.76	0.49	3.60	5.30	N/A	07/01/2020
iShares iBoxx \$ High Yield Corporate Bond ETF	302,076	0.98	12.64	-2.79	0.56	3.21	4.83	N/A	07/01/2020
<i>Bloomberg Barclays U.S. High Yield Very Liquid Ind</i>			9.00	-4.43	-0.60	3.07	4.39	N/A	07/01/2020
Cash Equivalent	209,548	0.68	0.03	0.36	1.28	1.53	N/A	1.53	07/01/2017
First American Prime Obligation - Z	209,548	0.68	0.16	0.47	1.49	1.77	1.20	1.77	07/01/2017

Returns are net of mutual fund fees.
Returns are expressed as percentages.



Asset Allocation & Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
Total Fund - Non-Bargaining	31,168,284	100.00	13.82	-0.03	6.56	7.07	N/A	7.07	07/01/2017
<i>Blended Benchmark</i>			14.17	0.81	8.06	8.55	N/A	8.55	07/01/2017
<i>PFM Blended Benchmark</i>			12.96	-0.90	5.56	6.65	N/A	6.65	07/01/2017
Equities	18,698,082	59.99	21.05	-4.59	3.55	7.29	N/A	7.29	07/01/2017
<i>Russell 3000 Index</i>			22.03	-3.48	6.53	10.04	10.03	10.04	07/01/2017
<i>PFM Blended Equity Benchmark</i>			19.97	-6.13	2.49	6.91	7.32	9.03	01/01/2017
Vanguard Total Stock Index	8,527,717	27.36	22.10	-3.38	6.47	10.04	10.03	10.04	07/01/2017
<i>Russell 3000 Index</i>			22.03	-3.48	6.53	10.04	10.03	10.04	07/01/2017
Vanguard Total Stock Market ETF	1,858,794	5.96	22.09	-3.41	6.44	10.04	10.02	22.09	04/01/2020
<i>Russell 3000 Index</i>			22.03	-3.48	6.53	10.04	10.03	22.03	04/01/2020
Jensen Quality Growth Fund	1,140,134	3.66	17.33	-2.87	7.02	12.27	12.77	7.73	04/01/2019
<i>S&P 500</i>			20.54	-3.08	7.51	10.73	10.73	9.59	04/01/2019
Touchstone Mid Cap Fund	475,602	1.53	17.76	-8.56	2.06	11.05	9.32	N/A	07/01/2020
<i>Russell Midcap Index</i>			24.61	-9.13	-2.24	5.79	6.76	N/A	07/01/2020
SPDR Blmbg Barclays Convert Secs ETF	781,418	2.51	26.88	9.68	17.42	11.40	10.29	N/A	07/01/2020
<i>Bloomberg Barclays Liquid US Convertibles Index</i>			26.46	10.03	18.01	12.10	10.69	N/A	07/01/2020
Vanguard Total International Stock	1,972,262	6.33	18.11	-10.59	-4.09	1.09	2.42	1.09	07/01/2017
Vanguard Total International Stock ETF	490,077	1.57	18.12	-10.58	-4.05	1.12	2.44	18.12	04/01/2020
<i>MSCI AC World ex USA (Net)</i>			16.12	-11.00	-4.80	1.13	2.26	16.12	04/01/2020
J. O. Hambro International Select	1,806,857	5.80	23.44	4.37	7.84	7.83	5.46	7.83	07/01/2017
<i>MSCI AC World ex USA (Net)</i>			16.12	-11.00	-4.80	1.13	2.26	1.13	07/01/2017
Harding Loevner International Equity	1,167,874	3.75	18.29	-4.62	2.46	4.41	5.62	N/A	07/01/2020
<i>MSCI AC World ex USA (Net)</i>			16.12	-11.00	-4.80	1.13	2.26	N/A	07/01/2020
Hartford Schrodgers Emerging Markets Equity	477,348	1.53	19.36	-8.31	-0.68	3.54	4.68	-3.47	03/01/2018
<i>MSCI EM (net)</i>			18.08	-9.78	-3.39	1.90	2.86	-5.18	03/01/2018

Returns are net of mutual fund fees.
Returns are expressed as percentages.



Asset Allocation & Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
Fixed Income	12,234,214	39.25	6.06	3.30	5.91	4.69	N/A	4.69	07/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			2.90	6.14	8.74	5.32	4.30	5.32	07/01/2017
Baird Core Plus	2,933,850	9.41	5.75	5.80	8.83	5.60	4.88	5.60	07/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			2.90	6.14	8.74	5.32	4.30	5.32	07/01/2017
DoubleLine Core Fixed Income	2,010,365	6.45	5.41	1.94	3.78	3.79	3.60	3.47	09/01/2017
PGIM Total Return Bond Fund	3,415,038	10.96	6.78	3.75	6.91	5.51	5.09	5.20	09/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			2.90	6.14	8.74	5.32	4.30	5.15	09/01/2017
Voya Intermediate Bond	1,220,814	3.92	6.08	4.47	7.50	5.24	4.69	4.47	01/01/2020
<i>Blmbg. Barc. U.S. Aggregate</i>			2.90	6.14	8.74	5.32	4.30	6.14	01/01/2020
iShares Core US Aggregate Bond ETF	495,536	1.59	2.91	6.06	8.64	5.25	4.24	1.09	05/01/2020
<i>Blmbg. Barc. U.S. Aggregate</i>			2.90	6.14	8.74	5.32	4.30	1.10	05/01/2020
iShares National Municipal Bond ETF	739,945	2.37	2.48	2.10	4.27	3.91	3.61	0.69	06/01/2020
<i>ICE BofA U.S. Municipal Securities Index</i>			2.66	1.97	4.30	4.22	3.99	0.99	06/01/2020
iShares Intermediate-Term Corporate Bond ETF	744,184	2.39	10.31	5.08	9.16	6.49	5.04	6.45	10/01/2019
<i>ICE BofAML U.S. Corporate 5-10 Year Index</i>			10.41	5.20	9.28	6.43	5.77	6.55	10/01/2019
iShares JP Morgan USD Emerging Mkts Bond ETF	371,020	1.19	12.64	-2.79	0.56	3.21	4.83	N/A	07/01/2020
<i>JPM EMBI Global Diversified</i>			12.26	-2.76	0.49	3.60	5.30	N/A	07/01/2020
iShares iBoxx \$ High Yield Corporate Bond ETF	303,463	0.97	12.64	-2.79	0.56	3.21	4.83	N/A	07/01/2020
<i>Bloomberg Barclays U.S. High Yield Very Liquid Ind</i>			9.00	-4.43	-0.60	3.07	4.39	N/A	07/01/2020
Cash & Equivalent	235,988	0.76	0.03	0.36	1.28	1.53	N/A	1.53	07/01/2017
First American Prime Obligation - Z	235,988	0.76	0.16	0.47	1.49	1.77	1.20	1.77	07/01/2017

Returns are net of mutual fund fees.
Returns are expressed as percentages.



SunLine Transit Agency

CONSENT CALENDAR

DATE: September 23, 2020

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Board Member Attendance for July 2020

Summary:

The attached report summarizes the Board of Directors' attendance for fiscal year-to-date July 2020.

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													10	1
Palm Desert	X													10	1
Palm Springs	X													10	1
Cathedral City	X													10	1
Rancho Mirage	X													10	1
Indian Wells	X													10	1
La Quinta	X													10	1
Indio	X													10	1
Coachella	X													10	1
County of Riverside	X													10	1

X - ATTENDED (Primary/Alternate)

DARK –

SunLine Transit Agency**DATE: September 23, 2020****RECEIVE & FILE****TO: Finance/Audit Committee
Board of Directors****FROM: Luis Garcia, Chief Financial Officer****RE: Calendar Year 2019 Pension Audit Reports**

Recommendation

Recommend that the Board of Directors receive and file the calendar year 2019 pension audit reports. The audit was completed by Vasquez & Company, LLP and includes the Retirement Income Plan for Bargaining and Non-Bargaining Personnel Audited Financial Statement and Supplementary Information.

Background

The activity around SunLine's defined benefit plans must be audited on a yearly basis and submitted to the State Controller. SunLine's pension auditor, Vasquez & Company, LLP, completed the audit on June 8, 2020 and presented the results to the pension committees on August 18, 2020.

Vasquez & Company, LLP presented an unmodified opinion, expressed good internal controls and a strong financial position for both retirement plans at over 101% funded. The financial statements for the bargaining and non-bargaining plans are being provided for informational purposes.



**SunLine Transit Retirement Income Plan
For Bargaining Unit Personnel
Audited Financial Statements
and Supplementary Information
*As of and for the Years ended December 31, 2019 and 2018
With Report of Independent Auditors***

**SunLine Transit Retirement Income Plan
For Bargaining Unit Personnel
Audited Financial Statements
and Supplementary Information
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**SunLine Transit Retirement Income Plan for Bargaining Unit Personnel
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Report of Independent Auditors

To the Retirement Committee SunLine Transit Retirement Income Plan for Bargaining Unit Personnel

Report on the Financial Statements

We have audited the accompanying financial statements of SunLine Transit Retirement Income Plan for Bargaining Unit Personnel (the Plan), which comprise the statements of fiduciary net position as of December 31, 2019 and 2018, and the related statements of changes in fiduciary net position for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.



Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the fiduciary net position of the Plan as of December 31, 2019 and 2018, and the changes in fiduciary net position for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Supplementary Information

Accounting principles generally accepted in the United States of America require that the supplemental Schedules 1 through 4 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

A handwritten signature in black ink that reads "Vaguez & Company LLP". The signature is written in a cursive, flowing style.

**Glendale, California
June 8, 2020**

**SunLine Transit Retirement Income Plan for Bargaining Unit Personnel
Statements of Fiduciary Net Position**

		December 31	
		2019	2018
ASSETS			
Current assets			
Cash and cash equivalents	\$	282,518	\$ 213,036
Receivables:			
Contributions		51,341	50,822
Interest		430	309
Dividends		18,540	22,286
Total receivables		70,311	73,417
Investments, at fair value (Note 4):			
Mutual funds		30,485,503	24,994,424
Total investments		30,485,503	24,994,424
Total assets		30,838,332	25,280,877
LIABILITIES			
Accrued expenses			
		-	-
FIDUCIARY NET POSITION			
Fudiciary net position restricted for		\$ 30,838,332	\$ 25,280,877

See notes to financial statements.

**SunLine Transit Retirement Income Plan for Bargaining Unit Personnel
Statements of Changes in Fiduciary Net Position**

	Years ended December 31	
	2019	2018
Additions:		
Contributions:		
Employer contributions	\$ 1,124,838	\$ 1,335,432
Participants contributions	156,248	-
Total contributions	1,281,086	1,335,432
Investment income:		
Interest income	3,497	4,367
Dividend income	702,829	653,864
Net appreciation in fair value of investments (Note 4)	4,399,096	-
Net investment income	5,105,422	658,231
Total additions	6,386,508	1,993,663
Deductions:		
Benefits paid to participants and beneficiaries	751,313	723,427
Administrative expenses	77,740	89,608
Net depreciation in fair value of investments (Note 4)	-	2,103,600
Total deductions	829,053	2,916,635
Net increase (decrease) in fiduciary net position	5,557,455	(922,972)
Fiduciary net position restricted for pensions:		
Beginning of year	25,280,877	26,203,849
End of year	\$ 30,838,332	\$ 25,280,877

See notes to financial statements.

NOTE 1 DESCRIPTION OF THE PLAN

The following description of the SunLine Transit Retirement Income Plan for Bargaining Unit Personnel (the Plan) provides only general information. Participants should refer to the Plan agreement for more detailed information on the Plan's provisions.

General

The Plan is a defined benefit plan which was established February 1, 1980 to provide benefits to the SunLine Transit Agency (the Agency) employees. The Plan covers all collective bargaining employees of the Agency, regardless of hours worked.

Plan Administration

The Plan is administered by the Retirement Committee (the Committee). The Committee has overall responsibility for the operation and administration of the Plan. The Committee monitors investment performance and reports to the Agency's Board of Directors.

Pension Benefits

A participant is 100 percent vested in their accrued benefit after completion of five years of credited service. Normal retirement age is 62; however, an employee may retire prior to age 62, provided he/she has attained age 55 and has completed 5 years of credited service, or has completed 25 years of credited service. Employees who retire early are subject to a reduced benefit. An employee may remain employed after his/her normal retirement age and receive an increased benefit.

Prior to June 30, 2007, the amount of the monthly retirement benefit at the normal retirement date shall be equal to 1/90 of the first \$400 of Final Average Monthly Earnings (FAME) plus 1/60 of the excess of FAME over \$400, times years and completed quarters of credited service. The calculation was amended effective July 1, 2007, whereas benefit payments at the normal retirement date shall be equal to 1/60 of FAME, times years and completed quarters of service. FAME is the average of the thirty-six highest consecutive months of earnings as a participant. If the employee has attained age 62 at termination and completed ten years of service, the minimum monthly benefit is \$400. Earnings means compensation paid during a plan year as an eligible employee, excluding any compensation paid as bonuses, overtime, or other extra pay. A year of credited service for each plan year is earned during which an employee is employed full time for the Agency. The basic form of benefit payment is a life annuity; however, various joint and survivor annuity forms are available, provided certain requirements are met.

Death, Disability and Termination Benefits

If an active employee (participant) dies, a death benefit may be paid to the participant's spouse, (or dependent under age 21) provided the participant has completed five years of credited service. The benefit is the participant's accrued benefit assuming that the participant retired on the day prior to their death. If an employee becomes totally and permanently disabled after completing five years of service they shall be entitled to receive an unreduced pension equal to 2.0 percent of FAME times years of service. This benefit cannot exceed the projected benefit at age 62 based on current FAME and total service assuming continued employment until age 62.

SunLine Transit Retirement Income Plan for Bargaining Unit Personnel
Notes to Financial Statements
Years ended December 31, 2019 and 2018

NOTE 1 DESCRIPTION OF THE PLAN (CONTINUED)

Death, Disability and Termination Benefits (continued)

If a participant who has completed five years of vesting service is terminated for any reason other than death, he/she will be entitled to receive his/her normal retirement benefit upon attainment of age 55.

Optional Form of Pension

The following options are available for normal or early retirement benefits:

- Single life annuity with no survivor benefits
- Joint and 50% survivor annuity
- Joint and 66 2/3% survivor annuity
- Joint and 100% survivor annuity
- Life and annuity 120-month period certain
- Social security adjustment

Vesting

An employee covered by the terms of the collective bargaining agreement is eligible for immediate participation in the Plan regardless of hours worked. An employee becomes 100 percent vested upon completion of five years of credited service. No vesting occurs prior to that time.

Cost-of-Living Adjustments

There are no cost-of-living adjustments.

Membership Summary

At December 31, 2019 and 2018, the Plan's membership consisted of retired members or their beneficiaries, active members, and terminated members entitled to benefits but not yet receiving them (deferred participants) as follows:

	2019	2018
Retirees and beneficiaries receiving benefits	107	98
Terminated participants entitled to but not yet receiving benefits	91	89
Active plan participants	291	283
Total	489	470

Plan Amendments

Effective July 1, 2019, employee contributions of 3% of earnings are required. Interest is credited at 6% per year, compounded annually. Pursuant to amending the Plan to require employee contributions, the following provisions were amended:

- The Normal Form of Payment was changed from a life annuity to a life annuity with guaranteed return of unpaid employee contributions plus interest in a single sum.
- The definition of actuarial equivalence was expanded to include benefits due to employee contributions.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The financial statements of the Plan are prepared under the accrual method of accounting.

Basis of Presentation

The financial statements have been prepared in conformity with Governmental Accounting Standards Board (GASB) Statement No. 67 "Financial Reporting for Pension Plans - an amendment of GASB Statement No. 25" and GASB No. 82 "Pension Issues - an amendment of GASB Statements No. 67, No. 68, and No. 73". GASB No. 67 replaces the requirements of GASB No. 50 and GASB No.25 and prescribes the content and format for the financial statements and the accompanying supplemental schedules. GASB No. 82 addresses certain issues that have been raised with respect to GASB No. 67.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Cash and Cash Equivalents

Cash and cash equivalents consist of cash, cash held in money market accounts, and short-term notes and bonds that are readily convertible to cash.

Investments

Investments are reported at fair value. Short-term investments are reported at cost, which approximates fair value. Securities traded on national or international exchanges are valued at the last reported sales price at current exchange rates. Purchases and sales of securities are recorded on a trade date basis. Interest income is recorded on the accrual basis. Dividend income is recorded on the ex-dividend date.

Payment of Benefits

Benefit payments to participants are recorded upon distribution.

Administrative Expenses

Administrative expenses are paid by the Plan. During the years ended December 31, 2019 and 2018, Plan expenses were \$77,740 and \$89,608 respectively.

NOTE 3 FUNDING POLICY

Employer contributions to the Plan are determined by the Plan's actuary and are designed to provide the benefits that are set forth under the Plan. Employer contributions made during the years ended December 31, 2019 and 2018 were \$1,124,838 and \$1,335,432, respectively.

SunLine Transit Retirement Income Plan for Bargaining Unit Personnel
Notes to Financial Statements
Years ended December 31, 2019 and 2018

NOTE 3 FUNDING POLICY (CONTINUED)

Effective July 1, 2019, employee contributions of 3% of monthly earnings are required. Interest is credited at 6% per year. Employee contributions made during the year ended December 31, 2019 were \$156,248.

NOTE 4 INVESTMENTS

US Bank was the custodian for all the Plan's investments at December 31, 2019 and 2018.

In accordance with GASB Statement No. 40, "Deposit and Investment Risk Disclosures", the Plan discloses all investments that are subject to certain risks: custodial credit risk, concentration of credit risk, interest rate risk, credit risk, and foreign currency risk.

Custodial Credit Risk

The Plan does not have any funds or deposits that are not covered by depository insurance, nor does it have any investments that are not registered in the name of the Plan.

Concentration of Credit Risk

The following non-participant directed investments are greater than five percent of the Plan's fiduciary net position as of December 31, 2019 and 2018:

		<u>2019</u>	<u>2018</u>
JOHCM International Select Fund	Mutual Fund	\$ 1,750,216	\$ 1,307,034
Vanguard Total International Stock Index Admiral Fund	Mutual Fund	3,712,034	1,675,208
Vanguard Total Stock Market Index Admiral Fund	Mutual Fund	11,370,169	9,124,930
Baird Core Plus Bond Institutional Fund	Mutual Fund	3,028,746	2,818,214
DoubleLine Core Fixed Income I Fund	Mutual Fund	2,810,008	2,798,528
Vanguard Intermediate-Term Investment-Grade Admiral Fund	Mutual Fund	-	1,462,278
PGIM Total Return Bond CL R6	Mutual Fund	3,021,818	1,943,984
		<u>25,692,991</u>	<u>21,130,176</u>
Aggregate of non-participant directed investments less than five percent of the Plan's fiduciary net position:		\$ <u>4,792,512</u>	\$ <u>3,864,248</u>
		<u>\$ 30,485,503</u>	<u>\$ 24,994,424</u>

Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. As of December 31, 2019, and 2018, the Plan assets are in mutual funds that invests heavily in equities and fixed income securities. Those investments are not expected to be highly vulnerable to changing interest rates.

NOTE 4 INVESTMENTS (CONTINUED)

Credit Risk

Credit risk is defined as the risk that an issuer or other counterparty to an investment will not fulfill its obligations. Credit risk is usually measured by the assignment of a Credit rating by a nationally recognized rating agency. As of December 31, 2019 and 2018, the Plan's assets are in mutual funds that invests heavily in equities and fixed income securities.

Foreign Currency Risk

Foreign currency risk is defined as any deposits or investments that are denominated in foreign currencies, which bear a potential risk of loss arising from changes in currency exchange rates. The Plan did not hold investments that were subject to foreign currency risk at December 31, 2019 and 2018.

Investment Policy

The Plan's investment policies are governed by the Board of Directors of the Agency. The Plan's investment policy includes restrictions for investments relating to maximum amounts invested in specific investment types, as well as maximum amounts invested with a single issuer. The Plan's target asset allocation is summarized below:

Asset Class	Target Allocation
Cash and cash equivalents	0%
Fixed income	40%
Equities	60%
	100%

Fair Value Measurements

GASB Statement No. 72, "Fair Value Measurement and Application" establishes a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The Plan categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; while Level 3 inputs are significant unobservable inputs.

- Level 1 - inputs are quoted prices for identical assets or liabilities in active markets that government can access at the measurement date.
- Level 2 - inputs are other than quoted prices included in Level 1 that are observable for an asset or liability, either directly or indirectly.
- Level 3 - inputs are unobservable inputs for an asset or liability.

At December 31, 2019 and 2018, the Plan's assets are in mutual funds that invests heavily in investments which are measured using Level 1 inputs.

SunLine Transit Retirement Income Plan for Bargaining Unit Personnel
Notes to Financial Statements
Years ended December 31, 2019 and 2018

NOTE 4 INVESTMENTS (CONTINUED)

For the years ended December 31, 2019 and 2018, the annual money-weighted rate of return on pension plan investments, net of investment expense, was 20.06% and -5.56%, respectively. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts invested.

Net appreciation (depreciation) in fair value of investments during the years ended December 31, 2019 and 2018 is comprised of the following:

	2019	2018
Net realized gains on sale of investments	\$ 640,238	\$ 130,891
Net unrealized appreciation (depreciation) in fair value investments	3,832,200	(2,156,648)
Investment expense	(73,342)	(77,843)
	\$ 4,399,096	\$ (2,103,600)

NOTE 5 NET PENSION LIABILITY

The net pension liability (the Plan's liability as determined in accordance with GASB No. 67 less the fiduciary net position) as of December 31, 2019 and 2018, is as follows:

	2019	2018
Total pension liability	\$ 31,029,032	\$ 27,572,135
Plan fiduciary net position	(30,838,332)	(25,280,877)
Net pension liability	\$ 190,700	\$ 2,291,258
Plan fiduciary net position as a percentage of total pension liability	99.4%	91.7%
Covered payroll	\$ 11,077,510	\$ 10,495,187
Net pension liability as a percentage of covered payroll	1.7%	21.8%

Actuarial valuations involve estimates of the reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment mortality and future salary increases. Amounts determined regarding the net pension liability are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future.

SunLine Transit Retirement Income Plan for Bargaining Unit Personnel
Notes to Financial Statements
Years ended December 31, 2019 and 2018

NOTE 5 NET PENSION LIABILITY (CONTINUED)

The total pension liability as of December 31, 2019 was computed by the Plan's consulting enrolled actuary, Nyhart, based on the "Entry Age Normal Cost Method." The more significant assumptions underlying the valuation, are as follows:

Actuarial Assumptions

Valuation date	January 1, 2020
Actuarial cost method	Entry Age Normal
Asset valuation method	Market Value of Assets
Actuarial assumption:	
Mortality	Generational mortality based on the SOA's public plan mortality study published in January 2019. For employees and retirees, the SOA Public healthy general participant tables (PubG-2010) with generational mortality improvements based on MP-2019. For disabled participants, the mortality rates for disabled non-safety participants (PubNS-2010) with generational mortality improvements based on MP-2019.
Termination of employment	Employees are assumed to terminate in accordance with table T-5 from the Pension Actuary's Handbook, less GA-1951 mortality.
Retirement age	Normal retirement age under the Plan, as defined, or the age on the valuation date, if older. Employees terminating after attaining minimum age and service for early retirement, as defined, are assumed to commence benefit payment immediately.
Investment rate of return	6.0% per annum, net of investment expenses, compounded annually.
Compensation increases	3.00%
Cost-of-living adjustments	None
Marital Status	80.0% of the participants are assumed to be married or have eligible beneficiaries.

Changes in Actuarial Assumptions

The valuation mortality was updated from tables based on RP-2006 and Social Security Administration generational improvement to the PubG-2010 (for healthy general employees and retirees) and PubNS-2010 (for non-safety disabled participants) tables from the SOA's public plan mortality study and MP-2019 generational improvement.

SunLine Transit Retirement Income Plan for Bargaining Unit Personnel
Notes to Financial Statements
Years ended December 31, 2019 and 2018

NOTE 5 NET PENSION LIABILITY (CONTINUED)

In accordance with GASB No. 67 regarding the disclosure of the sensitivity of the net pension liability to changes in the discount rate, the following table presents the net pension liability of the Plan as of December 31, 2019 and 2018, calculated using the current discount rate of 6.0%, as well as what the Plan's net pension liability would be if it were calculated using a discount rate that is 1.0% lower (5.0%) and 1.0% higher (7.0%) than the current rate used:

Net pension liability (asset) as of:		1% Decrease (5.0%)		Current Discount (6.0%)		1% Increase (7.0%)
2019	\$	4,582,635	\$	190,700	\$	(3,346,875)
2018	\$	6,150,389	\$	2,291,258	\$	(820,306)

NOTE 6 TAX STATUS

The Plan obtained its latest determination letter on January 15, 2013, in which the Internal Revenue Service stated that the Plan, as then designed, was in compliance with the applicable requirements of the Internal Revenue Code. The Plan has been amended since receiving the determination letter. However, the Plan administrator and the Plan's tax counsel believe that the Plan is designed and is currently being operated with the applicable requirements of the Internal Revenue Code.

NOTE 7 SUBSEQUENT EVENTS

The Plan evaluated subsequent events through June 8, 2020, the date these financial statements were available to be issued. There were no material subsequent events that required recognition or additional disclosure in these financial statements other than the matter described below.

On January 30, 2020, the World Health Organization declared the coronavirus outbreak a "Public Health Emergency of International Concern" and on March 10, 2020, declared it to be a pandemic. Actions taken around the world to help mitigate the spread of the coronavirus include restrictions on travel, and quarantines in certain areas, and forced closures of certain types of public places and businesses. The coronavirus and actions taken to mitigate it have had and are expected to continue to have an adverse impact on the economies and financial markets of many countries, including the United States.

It is unknown how long these conditions and orders will remain in effect, or what the complete financial effect will be to the Plan. To date, the Plan is experiencing temporary decline in fair value of its investments. However, the Plan does not expect the impact to be material to its December 31, 2019 financial statements.

Required Supplementary Information

SunLine Transit Retirement Income Plan for Bargaining Unit Personnel
Schedule 1
Schedule of Changes in Net Pension Liability
Last Ten Years*

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Total pension liability:					
Service cost	\$ 1,123,520	\$ 1,067,330	\$ 1,014,181	\$ 963,077	\$ 786,230
Interest	1,699,200	1,595,457	1,501,976	1,396,512	1,319,280
Benefit payments	(751,313)	(723,427)	(616,895)	(494,152)	(452,533)
Differences between expected and actual experience	297,167	(252,563)	(341,121)	(97,435)	43,602
Changes of assumptions	<u>1,088,323</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(565,426)</u>
Net change in total pension liability	3,456,897	1,686,797	1,558,141	1,768,002	1,131,153
Total pension liability:					
Beginning of year	27,572,135	25,885,338	24,327,197	22,559,195	21,428,042
End of year (a)	\$ <u>31,029,032</u>	\$ <u>27,572,135</u>	\$ <u>25,885,338</u>	\$ <u>24,327,197</u>	\$ <u>22,559,195</u>
Plan fiduciary net position:					
Contributions	\$ 1,281,086	\$ 1,335,432	\$ 1,242,117	\$ 1,179,049	\$ 1,026,120
Net investment income (loss)	5,105,422	(1,445,369)	3,196,447	1,553,438	(134,851)
Benefit payments	(751,313)	(723,427)	(616,895)	(494,152)	(452,533)
Administrative expenses	<u>(77,740)</u>	<u>(89,608)</u>	<u>(126,158)</u>	<u>(183,452)</u>	<u>(167,917)</u>
Net change in plan fiduciary net position	5,557,455	(922,972)	3,695,511	2,054,883	270,819
Plan fiduciary net position:					
Beginning of year	25,280,877	26,203,849	22,508,338	20,453,455	20,182,636
End of year (b)	\$ <u>30,838,332</u>	\$ <u>25,280,877</u>	\$ <u>26,203,849</u>	\$ <u>22,508,338</u>	\$ <u>20,453,455</u>
Net pension liability (asset), end of year (a) - (b)	\$ <u>190,700</u>	\$ <u>2,291,258</u>	\$ <u>(318,511)</u>	\$ <u>1,818,859</u>	\$ <u>2,105,740</u>

*Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

Note to Schedule:

Changes of Assumptions – The mortality assumption was updated and had an impact on the total pension liability as of December 31, 2019. There were no assumption changes for the year ended December 31, 2018

Minor discrepancies between amounts presented in the above table and the amounts reported by Actuary in the GASB Nos. 67 and 68 report pertain to accrual of contributions and dividends.

See report of independent auditors.

SunLine Transit Retirement Income Plan for Bargaining Unit Personnel
Schedule 2
Schedule of Net Pension Liability
Last Ten Years*

	<u>2019</u>		<u>2018</u>		<u>2017</u>		<u>2016</u>		<u>2015</u>
Total pension liability:	\$ 31,029,032	\$	27,572,135	\$	25,885,338	\$	24,327,197	\$	22,559,195
Plan fiduciary net position	(30,838,332)		(25,280,877)		(26,203,849)		(22,508,338)		(20,453,455)
Net pension liability (asset)	<u>\$ 190,700</u>	\$	<u>2,291,258</u>	\$	<u>(318,511)</u>	\$	<u>1,818,859</u>	\$	<u>2,105,740</u>
Plan fiduciary net position as a percentage of total pension liability	99.4%		91.7%		101.2%		92.5%		90.7%
Covered payroll	\$ 11,077,510	\$	10,495,187	\$	9,937,276	\$	9,306,674	\$	7,395,958
Net pension liability (asset) as a percentage of covered payroll	1.7%		21.8%		-3.2%		19.5%		28.5%

*Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

See report of independent auditors.

SunLine Transit Retirement Income Plan for Bargaining Unit Personnel
Schedule 3
Schedule of Employer Contributions
Last Ten Years

Year Ended December 31	Actuarially Determined Contribution	Contribution in Relation to the Actuarially Determined Contribution	Contribution Deficiency (Excess)	Covered Payroll	Contribution as a % of Covered Payroll
2010	\$ 1,021,656	\$ 1,118,615	\$ (96,959)	6,688,432	16.7%
2011	959,580	1,028,823	(69,243)	6,514,916	15.8%
2012	1,011,840	1,045,458	(33,618)	6,593,082	15.9%
2013	916,788	999,727	(82,939)	6,862,649	14.6%
2014	693,586	838,727	(145,141)	7,171,287	11.7%
2015	891,288	1,026,120	(134,832)	7,395,958	13.9%
2016	1,175,179	1,179,049	(3,870)	9,306,674	12.7%
2017	1,276,570	1,242,117	34,453	9,937,276	12.5%
2018	1,271,919	1,335,432	(63,513)	10,495,187	12.7%
2019	1,332,533	1,124,838	207,695	11,077,510	10.2%

Notes to Schedule:

Actuarially determined contributions are calculated annually, at the beginning of each Plan year in which contributions are reported. Methods and assumptions used to determine contributions are as follows:

Actuarial cost method	Aggregate
Asset valuation method	Actuarial value of assets is the market value of funds held by the custodian with accrued contributions and accrued income. Gains and losses are phased in over a period of five years.
Actuarial assumptions:	
Mortality	In accordance with the RP-2006 Blue Collar Mortality Tables with generational improvements beginning in 2006 based on the Social Security Administration's assumption scale. After disablement, the RP-2006 Disabled Retiree Table with generational improvements beginning in 2006 based on the Social Security Administration's assumption scale.
Termination of employment	Employees are assumed to terminate in accordance with Table T-5 from the Pension Actuary's Handbook, less GA-1951 mortality.
Retirement age	Normal retirement age under the Plan, as defined, or the age on the valuation date, if older. Employees terminating after attaining minimum age and service for early retirement, as defined, are assumed to commence
Investment rate of return	6.0% per annum, net of investment expenses.
Compensation increases	3.0%
Cost-of-living adjustments	None
Marital Status	80.0% of the participants are assumed to be married or have eligible dependents.
Expenses	An explicit cost for Plan expenses is 0.5% of market value of assets; interest earned is assumed to be net of investment expenses.

See report of independent auditors.

SunLine Transit Retirement Income Plan for Bargaining Unit Personnel
Schedule 4
Schedule of Investments Returns
Last Ten Years*

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Annual money weighed rate of return, net of investment expense	20.06%	(5.56)%	11.25%	6.80%	(1.24)%	5.51%

*Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

See report of independent auditors.



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**SunLine Transit Retirement Income Plan
For Non-Bargaining Unit Personnel
Audited Financial Statements
and Supplementary Information
*As of and for the Years ended December 31, 2019 and 2018
With Report of Independent Auditors***

**SunLine Transit Retirement Income Plan
For Non-Bargaining Unit Personnel
Audited Financial Statements
and Supplementary Information
*As of and for the Years ended December 31, 2019 and 2018
With Report of Independent Auditors***

SunLine Transit Retirement Income Plan for Non-Bargaining Unit Personnel
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Report of Independent Auditors

To the Retirement Committee SunLine Transit Retirement Income Plan for Non-Bargaining Unit Personnel

Report on the Financial Statements

We have audited the accompanying financial statements of SunLine Transit Retirement Income Plan for Non-Bargaining Unit Personnel (the Plan), which comprise the statements of fiduciary net position as of December 31, 2019 and 2018, and the related statements of changes in fiduciary net position for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.



Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the fiduciary net position of the Plan as of December 31, 2019 and 2018, and the changes in fiduciary net position for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Supplementary Information

Accounting principles generally accepted in the United States of America require that the supplemental Schedules 1 through 4 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Vaqueria & Company LLP

Glendale, California
June 8, 2020

**SunLine Transit Retirement Income Plan for Non-Bargaining Unit Personnel
Statements of Fiduciary Net Position**

	December 31	
	2019	2018
ASSETS		
Current assets		
Cash and cash equivalents	\$ <u>258,632</u>	\$ <u>197,776</u>
Receivables:		
Contributions	51,324	51,332
Interest	399	287
Dividends	18,706	22,673
Total receivables	<u>70,429</u>	<u>74,292</u>
Investments, at fair value (Note 4):		
Mutual funds	<u>30,805,910</u>	<u>25,433,328</u>
Total investments	<u>30,805,910</u>	<u>25,433,328</u>
Total assets	<u>31,134,971</u>	<u>25,705,396</u>
LIABILITIES		
Accrued expenses	<u>-</u>	<u>-</u>
FIDUCIARY NET POSITION		
Fudiciary net position restricted for pensions	<u>\$ 31,134,971</u>	<u>\$ 25,705,396</u>

See notes to financial statements.

SunLine Transit Retirement Income Plan for Non-Bargaining Unit Personnel
Statements of Changes in Fiduciary Net Position

	Years ended December 31	
	2019	2018
Additions:		
Contributions:		
Employer contributions	\$ 1,201,648	\$ 1,169,890
Participants contributions	159,542	154,443
Total contributions	1,361,190	1,324,333
Investment income:		
Interest income	3,081	3,465
Dividend income	711,847	667,692
Net appreciation in fair value of investments (Note 4)	4,461,002	-
Net investment income	5,175,930	671,157
Total additions	6,537,120	1,995,490
Deductions:		
Benefits paid to participants and beneficiaries	1,038,556	880,535
Administrative expenses	68,989	89,086
Net depreciation in fair value of investments (Note 4)	-	2,151,961
Total deductions	1,107,545	3,121,582
Net increase (decrease) in fiduciary net position	5,429,575	(1,126,092)
Fiduciary net position:		
Beginning of year	25,705,396	26,831,488
End of year	\$ 31,134,971	\$ 25,705,396

See notes to financial statements.

NOTE 1 DESCRIPTION OF THE PLAN

The following description of the SunLine Transit Retirement Income Plan for Non-Bargaining Unit Personnel (the Plan) provides only general information. Participants should refer to the Plan agreement for more detailed information on the Plan's provisions.

General

The Plan is a defined benefit plan which was established February 1, 1980 to provide benefits to the SunLine Transit Agency (the Agency) employees. The Plan covers all employees who are considered to be full time and are not covered by the collective bargaining agreement of the Agency, provided they agree to make the mandatory employee contributions.

Plan Administration

The Plan is administered by the Retirement Committee (the Committee). The Committee has overall responsibility for the operation and administration of the Plan. The Committee monitors investment performance and reports to the Agency's Board of Directors.

Pension Benefits

A participant is 100 percent vested in their accrued benefit after completion of five years of credited service. Normal retirement age is 62; however, an employee eligible to participate prior to January 1, 2013 may retire prior to age 62, provided he/she has attained age 55 and has completed five years of credited service, or has completed 25 years of credited service. Employees becoming eligible to participate on or after January 1, 2013 may retire prior to age 62, provided he/she has attained age 52 and has completed 25 years of credited service, or has completed five years of credited service and attained age 55. Employees who retire early are subject to a reduced benefit. An employee may remain employed after his/her normal retirement age and receive an increased benefit. A participant shall at all times be 100 percent vested in their required contributions.

The amount of the monthly retirement benefit at the normal retirement date for participants becoming eligible prior to January 1, 2013 shall be equal to the greater of a) 2.5 percent times Final Average Monthly Earnings (FAME) times years of credited service (FAME is the average of the thirty-six highest consecutive months of earnings as a participant) or b) if the employee has attained age 62 at termination and completed ten years of service, the minimum monthly benefit is \$400. Earnings means compensation paid during a plan year as an eligible employee, excluding any compensation paid as bonuses, overtime, or other extra pay. The maximum benefit is 90% of FAME. The amount of monthly retirement benefit at the Normal Retirement Date for participants becoming eligible on or after January 1, 2013, shall be equal to the product of: (a) the participant's applicable Benefit Rate based on age at retirement; (b) the participant's Final Compensation; and (c) the participant's Years of Service. Final Compensation is defined as the average of the participant's highest 36 consecutive months' of Pensionable Compensation. A year of credited service for each plan year is earned during which an employee is employed full time for the Agency. The basic form of benefit payment is a life annuity; however, various joint and survivor annuity forms are available, provided certain requirements are met.

SunLine Transit Retirement Income Plan for Non-Bargaining Unit Personnel
Notes to Financial Statements
Years ended December 31, 2019 and 2018

NOTE 1 DESCRIPTION OF THE PLAN (CONTINUED)

Death, Disability and Termination Benefits

If an active employee (participant) dies, a death benefit may be paid to the participant's spouse, (or dependent under age 21) provided the participant has completed five years of credited service. The benefit is the participant's accrued benefit assuming that the participant retired on the day prior to their death. If an employee becomes totally and permanently disabled after completing ten years of service they shall be entitled to receive an unreduced pension equal to 2.5 percent of FAME times years of service. This benefit cannot exceed the projected benefit at age 62 based on current FAME and total service assuming continued employment until age 62. If a participant who has completed five years of vesting service is terminated for any reason other than death, he/she will be entitled to receive his/her normal retirement benefit upon attainment of age 62. Reduced benefits may also be available at earlier ages.

Optional Form of Pension

The following options are available for normal or early retirement benefits:

- Single life annuity with no survivor benefits
- Joint and 50% survivor annuity
- Joint and 66 2/3% survivor annuity
- Joint and 100% survivor annuity
- Life and annuity 120-month period certain
- Social security adjustment

Vesting

An employee not covered by the terms of the collective bargaining agreement is eligible for immediate participation in the Plan if they are a full-time employee as defined. An employee becomes 100 percent vested upon completion of five years of credited service. No vesting occurs prior to that time. Employees shall at all times be 100 percent vested in their required contributions.

Cost-of-Living Adjustments

Cost-of-living adjustments are based on changes to the Consumer Price Index for the greater Los Angeles-Anaheim-Riverside area limited to 3.0 percent per year.

Membership Summary

At December 31, 2019 and 2018, the Plan's membership consisted of retired members or their beneficiaries, active members, and terminated members entitled to benefits but not yet receiving them (deferred participants) as follows:

	2019	2018
Retirees and beneficiaries receiving benefits	57	56
Terminated participants entitled to but not yet receiving benefits	109	102
Active plan participants	116	104
Total	282	262

Plan Amendments

There have been no changes to plan provisions during the year.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The financial statements of the Plan are prepared under the accrual method of accounting.

Basis of Presentation

The financial statements have been prepared in conformity with Governmental Accounting Standards Board Statement (GASB) No. 67 "Financial Reporting for Pension Plans - an amendment of GASB Statement No. 25" and GASB No. 82 "Pension Issues - an amendment of GASB Statements No. 67, No. 68, and No. 73". GASB No. 67 replaces the requirements of GASB No. 50 and GASB No. 25 and prescribes the content and format for the financial statements and the accompanying supplemental schedules. GASB No. 82 addresses certain issues that have been raised with respect to GASB No. 67.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Cash and Cash Equivalents

Cash and cash equivalents consist of cash, cash held in money market accounts, and short-term notes and bonds that are readily convertible to cash.

Investments

Investments are reported at fair value. Short-term investments are reported at cost, which approximates fair value. Securities traded on national or international exchanges are valued at the last reported sales price at current exchange rates. Purchases and sales of securities are recorded on a trade date basis. Interest income is recorded on the accrual basis. Dividend income is recorded on the ex-dividend date.

Payment of Benefits

Benefit payments to participants are recorded upon distribution.

Administrative Expenses

Administrative expenses are paid by the Plan. During the years ended December 31, 2019 and 2018, plan expenses were \$68,989 and \$89,086, respectively.

SunLine Transit Retirement Income Plan for Non-Bargaining Unit Personnel
Notes to Financial Statements
Years ended December 31, 2019 and 2018

NOTE 3 FUNDING POLICY

Employee contributions are required at three percent of monthly earnings. Employer contributions to the Plan are determined by the Plan's actuary and are designed to provide the benefits that are set forth under the Plan. Employer contributions made during the years ended December 31, 2019 and 2018 were \$1,201,648 and \$1,169,890, respectively. Employee contributions made during the years ended December 31, 2019 and 2018 were \$159,542 and \$154,443, respectively.

NOTE 4 INVESTMENTS

US Bank was the custodian for all of the Plan's investments at December 31, 2019 and 2018.

In accordance with GASB Statement No. 40, "Deposit and Investment Risk Disclosures", the Plan discloses all investments that are subject to certain risks: custodial credit risk, concentration of credit risk, interest rate risk, credit risk, and foreign currency risk.

Custodial Credit Risk

The Plan does not have any funds or deposits that are not covered by depository insurance, nor does it have any investments that are not registered in the name of the Plan.

Concentration of Credit Risk

The following non-participant directed investments are greater than five percent of the Plan's fiduciary net position as of December 31, 2019 and 2018:

		2019	2018
JOHCM International Select Fund	Mutual Fund	\$ 1,772,529	\$ 1,334,454
Vanguard Total International Stock Index Admiral Fund	Mutual Fund	3,746,443	1,704,055
Vanguard Total Stock Market Index Admiral Fund	Mutual Fund	11,501,420	9,282,322
Baird Core Plus Bond Institutional Fund	Mutual Fund	3,055,058	2,867,211
DoubleLine Core Fixed Income I Fund	Mutual Fund	2,834,310	2,847,090
Vanguard Intermediate-Term Investment-Grade Admiral Fund	Mutual Fund	-	1,487,728
PGIM Total Return Bond CL R6	Mutual Fund	3,049,548	1,977,693
		25,959,308	21,500,553
Aggregate of non-participant directed investments less than five percent of the Plan's fiduciary net position:		4,846,602	3,932,775
		\$ 30,805,910	\$ 25,433,328

Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. As of December 31, 2019 and 2018, the Plan assets are in mutual funds that invests primarily in equities and fixed income securities. Those investments are not expected to be highly vulnerable to changing interest rates.

NOTE 4 INVESTMENTS (CONTINUED)

Credit Risk

Credit risk is defined as the risk that an issuer or other counterparty to an investment will not fulfill its obligations. Credit risk is usually measured by the assignment of a Credit rating by a nationally recognized rating agency. As of December 31, 2019 and 2018, the Plan's assets are in mutual funds that invests heavily in equities and fixed income securities.

Foreign Currency Risk

Foreign currency risk is defined as any deposits or investments that are denominated in foreign currencies, which bear a potential risk of loss arising from changes in currency exchange rates. The Plan did not hold investments that were subject to foreign currency risk at December 31, 2019 and 2018.

Investment Policy

The Plan's investment policies are governed by the Board of Directors of the Agency. The Plan's investment policy includes restrictions for investments relating to maximum amounts invested in specific investment types, as well as maximum amounts invested with a single issuer. The Plan's target asset allocation is summarized below:

Asset Class	Target Allocation
Cash and cash equivalents	0%
Fixed income	40%
Equities	60%
	100%

Fair Value Measurements

GASB No. 72, "Fair Value Measurement and Application" establishes a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The Plan categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; while Level 3 inputs are significant unobservable inputs.

- Level 1 - inputs are quoted prices for identical assets or liabilities in active markets that government can access at the measurement date.
- Level 2 - inputs are other than quoted prices included in Level 1 that are observable for an asset or liability, either directly or indirectly.
- Level 3 - inputs are unobservable inputs for an asset or liability.

At December 31, 2019 and 2018, the Plan's assets are in mutual funds that invests heavily in investments which are measured using Level 1 inputs.

SunLine Transit Retirement Income Plan for Non-Bargaining Unit Personnel
Notes to Financial Statements
Years ended December 31, 2019 and 2018

NOTE 4 INVESTMENTS (CONTINUED)

For the years ended December 31, 2019 and 2018, the annual money-weighted rate of return on pension plan investments, net of investment expense, was 20.08% and -5.57%, respectively. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts invested.

Net appreciation (depreciation) in fair value of investments during the years ended December 31, 2019 and 2018 is comprised of the following:

	<u>2019</u>	<u>2018</u>
Net realized gains on sale of investments	\$ 660,158	\$ 146,728
Net unrealized appreciation (depreciation) in fair value investments	3,875,266	(2,219,173)
Investment expense	<u>(74,422)</u>	<u>(79,516)</u>
	<u>\$ 4,461,002</u>	<u>\$ (2,151,961)</u>

NOTE 5 NET PENSION LIABILITY

The net pension liability (the Plan's liability as determined in accordance with GASB No. 67 less the fiduciary net position) as of December 31, 2019 and 2018, is as follows:

	<u>2019</u>	<u>2018</u>
Total pension liability	\$ 30,249,446	\$ 27,345,478
Plan fiduciary net position	<u>(31,134,971)</u>	<u>(25,705,396)</u>
Net pension (asset) liability	<u>\$ (885,525)</u>	<u>\$ 1,640,082</u>
Plan fiduciary net position as a percentage of total pension liability	102.9%	94.0%
Covered payroll	\$ 5,204,655	\$ 4,842,573
Net pension (asset) liability as a percentage of covered payroll	-17.0%	33.9%

Actuarial valuations involve estimates of the reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment mortality and future salary increases. Amounts determined regarding the net pension liability are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future.

SunLine Transit Retirement Income Plan for Non-Bargaining Unit Personnel
Notes to Financial Statements
Years ended December 31, 2019 and 2018

NOTE 5 NET PENSION LIABILITY (CONTINUED)

The total pension liability as of December 31, 2019 was computed by the Plan's consulting enrolled actuary, Nyhart, based on the "Entry Age Normal Cost Method." The more significant assumptions underlying the valuation, are as follows:

Actuarial Assumptions

Valuation date	January 1, 2020
Actuarial cost method	Entry Age Normal
Asset valuation method	Market Value of Assets
Actuarial assumptions:	
Mortality	Generational mortality based on the SOA's public plan mortality study published in January 2019. For employees and retirees, the SOA Public healthy general participant tables (PubG-2010) with generational mortality improvements based on MP-2019. For disabled participants, the mortality rates for disabled non-safety participants (PubNS-2010) with generational mortality improvements based on MP-2019.
Termination of employment	Employees are assumed to terminate in accordance with table T-5 from the Pension Actuary's Handbook, less GA-1951 mortality.
Retirement age	Normal retirement age under the Plan, as defined, or the age on the valuation date, if older. Employees terminating after attaining minimum age and service for early retirement, as defined, are assumed to commence benefit payment immediately.
Investment rate of return	6.0% per annum, net of investment expenses.
Compensation increases	4.0%
Cost-of-living adjustments	3.0%
Marital Status	80.0% of the participants are assumed to be married or have eligible beneficiaries.

Changes in Actuarial Assumptions

The valuation mortality was updated from tables based on RP-2006 and Social Security Administration generational improvement to the PubG-2010 (for healthy general employees and retirees) and PubNS-2010 (for non-safety disabled participants) tables from the SOA's public plan mortality study and MP-2019 generational improvement.

SunLine Transit Retirement Income Plan for Non-Bargaining Unit Personnel
Notes to Financial Statements
Years ended December 31, 2019 and 2018

NOTE 5 NET PENSION LIABILITY (CONTINUED)

In accordance with GASB No. 67 regarding the disclosure of the sensitivity of the net pension liability to changes in the discount rate, the following table presents the net pension liability of the Plan as of December 31, 2019 and 2018, calculated using the current discount rate of 6.0%, as well as what the Plan's net pension liability would be if it were calculated using a discount rate that is 1.0% lower (5.0%) and 1.0% higher (7.0%) than the current rate used:

Net pension liability (asset) as of:	1% Decrease (5.0%)	Current Discount (6.0%)	1% Increase (7.0%)
2019	\$ 3,615,477	\$ (885,525)	\$ (4,461,868)
2018	\$ 5,608,661	\$ 1,640,082	\$ (1,522,095)

NOTE 6 TAX STATUS

The Plan obtained its latest determination letter on January 15, 2013, in which the Internal Revenue Service stated that the Plan, as then designed, was in compliance with the applicable requirements of the Internal Revenue Code. The Plan has been amended since receiving the determination letter. However, the Plan administrator and the Plan's tax counsel believe that the Plan is designed and is currently being operated with the applicable requirements of the Internal Revenue Code.

NOTE 7 SUBSEQUENT EVENTS

The Plan evaluated subsequent events through June 8, 2020, the date these financial statements were available to be issued. There were no material subsequent events that required recognition or additional disclosure in these financial statements other than the matter described below.

On January 30, 2020, the World Health Organization declared the coronavirus outbreak a "Public Health Emergency of International Concern" and on March 10, 2020, declared it to be a pandemic. Actions taken around the world to help mitigate the spread of the coronavirus include restrictions on travel, and quarantines in certain areas, and forced closures of certain types of public places and businesses. The coronavirus and actions taken to mitigate it have had and are expected to continue to have an adverse impact on the economies and financial markets of many countries, including the United States.

It is unknown how long these conditions and orders will remain in effect, or what the complete financial effect will be to the Plan. To date, the Plan is experiencing temporary decline in fair value of its investments. However, the Company does not expect the impact to be material to its December 31, 2019 financial statements.

Required Supplementary Information

SunLine Transit Retirement Income Plan for Non-Bargaining Unit Personnel
Schedule 1
Schedule of Changes in Net Pension Liability
Last Ten Years *

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Total pension liability:					
Service cost	\$ 1,056,964	\$ 1,023,221	\$ 1,072,153	\$ 987,864	\$ 838,631
Interest	1,672,990	1,569,141	1,494,609	1,443,007	1,380,214
Benefit payments	(1,038,556)	(880,536)	(835,332)	(741,407)	(718,599)
Differences between expected and actual experience	(185,002)	64,249	(417,693)	(866,759)	(461,064)
Changes of assumptions	<u>1,397,572</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(130,456)</u>
Net change in total pension liability	2,903,968	1,776,075	1,313,737	822,705	908,726
Total pension liability:					
Beginning of year	<u>27,345,478</u>	<u>25,569,403</u>	<u>24,255,666</u>	<u>23,432,961</u>	<u>22,524,235</u>
End of year (a)	\$ <u>30,249,446</u>	\$ <u>27,345,478</u>	\$ <u>25,569,403</u>	\$ <u>24,255,666</u>	\$ <u>23,432,961</u>
Plan fiduciary net position:					
Contributions - employer	1,202,242	1,163,831	1,056,891	1,043,297	972,058
Contributions - employee	158,948	154,445	190,612	131,637	124,295
Net investment income (loss)	5,175,930	(1,480,804)	3,301,003	1,619,088	(140,493)
Benefit payments	(1,038,556)	(880,536)	(835,332)	(741,407)	(718,599)
Administrative expenses	<u>(68,989)</u>	<u>(89,087)</u>	<u>(176,739)</u>	<u>(186,344)</u>	<u>(172,502)</u>
Net change in plan fiduciary net position	5,429,575	(1,132,151)	3,536,435	1,866,271	64,759
Plan fiduciary net position:					
Beginning of year	<u>25,705,396</u>	<u>26,837,547</u>	<u>23,301,112</u>	<u>21,434,841</u>	<u>21,370,082</u>
End of year (b)	\$ <u>31,134,971</u>	\$ <u>25,705,396</u>	\$ <u>26,837,547</u>	\$ <u>23,301,112</u>	\$ <u>21,434,841</u>
Net pension (asset) liability, end of year (a) - (b)	\$ <u>(885,525)</u>	\$ <u>1,640,082</u>	\$ <u>(1,268,144)</u>	\$ <u>954,554</u>	\$ <u>1,998,120</u>

*Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

Notes to Schedule:

Changes of Assumptions – The mortality assumption was updated and had an impact on the total pension liability as of December 31, 2019. There were no assumption changes for the year ended December 31, 2018.

Minor discrepancies between amounts presented in the above table and the amounts reported by Actuary in the GASB Nos. 67 and 68 report pertain to accrual of contributions and dividends.

See report of independent auditors.

SunLine Transit Retirement Income Plan for Non-Bargaining Unit Personnel
Schedule 2
Schedule of Net Pension Liability
Last Ten Years *

	<u>2019</u>		<u>2018</u>		<u>2017</u>		<u>2016</u>		<u>2015</u>
Total pension liability:	\$ 30,249,446	\$	27,345,478	\$	25,569,403	\$	24,255,666	\$	23,432,961
Plan fiduciary net position	(31,134,971)		(25,705,396)		(26,837,547)		(23,301,112)		(21,434,841)
Net pension (asset) liability	<u>\$ (885,525)</u>	\$	<u>1,640,082</u>	\$	<u>(1,268,144)</u>	\$	<u>954,554</u>	\$	<u>1,998,120</u>
Plan fiduciary net position as a percentage of total pension liability	102.9%		94.0%		105.0%		96.1%		91.5%
Covered payroll	\$ 5,204,655	\$	4,842,573	\$	4,939,705	\$	4,429,828	\$	3,608,769
Net pension liability as a percentage of covered payroll	-17.0%		33.9%		21.6%		21.5%		55.4%

*Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

See report of independent auditors.

SunLine Transit Retirement Income Plan for Non-Bargaining Unit Personnel
Schedule 3
Schedule of Employer Contributions
Last Ten Years

Year Ended December 31	Actuarially Determined Contribution	Contribution in Relation to the Actuarially Determined Contribution	Contribution Deficiency (Excess)	Covered Payroll	Contribution as a % of Covered Payroll
2010	1,162,812	1,086,531	76,281	3,725,878	29.2%
2011	1,013,700	965,644	48,056	3,512,416	27.5%
2012	1,063,500	1,010,555	52,945	3,295,632	30.7%
2013	960,708	1,011,262	(50,554)	3,288,878	30.7%
2014	709,362	857,155	(147,793)	3,626,818	23.6%
2015	838,188	972,058	(133,870)	3,608,769	26.9%
2016	1,053,887	1,043,297	10,589	4,429,828	23.6%
2017	1,088,228	1,056,891	31,337	4,939,705	21.4%
2018	979,399	1,163,831	(184,432)	4,842,573	24.0%
2019	1,043,456	1,202,242	(158,786)	5,204,655	23.1%

Notes to Schedule:

Actuarially determined contributions are calculated annually, at the beginning of each Plan year in which contributions are reported. Methods and assumptions used to determine contributions are as follows:

Actuarial cost method	Aggregate
Asset valuation method	Actuarial value of assets is the market value of funds held by the custodian with accrued contributions and accrued income. Gains and losses are phased in over a period of five years.
Actuarial assumptions:	
Mortality	In accordance with the RP-2006 Blue Collar Mortality Tables with generational improvements beginning in 2006 based on the Social Security Administration's assumption scale. After disablement, the RP-2006 Disabled Retiree Table with generational improvements beginning in 2006 based on the Social Security Administration's assumption scale.
Termination of employment	Employees are assumed to terminate in accordance with Table T-5 from the Pension Actuary's Handbook, less GA-1951 mortality.
Retirement age	Normal retirement age under the Plan, as defined, or the age on the valuation date, if older. Employees terminating after attaining minimum age and service for early retirement, as defined, are assumed to commence
Investment rate of return	6.0% per annum, net of investment expenses.
Compensation increases	4.0%
Cost-of-living adjustments	3.0%
Marital Status	80.0% of the participants are assumed to be married or have eligible dependents.
Expenses	An explicit cost for Plan expenses is 0.5% of market value of assets; interest earned is assumed to be net of investment expenses.

See report of independent auditors.

SunLine Transit Retirement Income Plan for Non-Bargaining Unit Personnel
Schedule 4
Schedule of Investments Returns
Last Ten Years*

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Annual money weighed rate of return, net of investment expense	20.08%	(5.57)%	11.25%	6.80%	(1.24)%	5.51%

*Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

See report of independent auditors.



www.vasquezcpa.com

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SunLine Transit Agency

DATE: September 23, 2020 **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 \$2,024,513 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. On August 3, 2020, the Agency made a claim of CARES Act funding in the amount of \$2,024,513 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.

Financial Impact

The \$2,024,513 in operating assistance allows the Agency to leverage emergency assistance and build its operating reserves in LTF.

SunLine Transit Agency

DATE: September 23, 2020 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Luis Garcia, Chief Financial Officer

RE: Ratification of Financial Auditing Services Agreement

Recommendation

Recommend that the Board of Directors ratify a one (1) year agreement with four (4) option years with Vasquez & Company, LLP for financial auditing services. The total five (5) year costs are not to exceed \$296,290.

Background

At the July Board meeting, the Board of Directors delegated the authority to the CEO/General Manager and Chairperson of the Finance/Audit Committee to execute a contract with the winning proposer of the Agency's financial auditing services solicitation. SunLine received a total of four (4) proposals for audit services. A panel consisting of the Chief Financial Officer, Deputy Chief Financial Officer and Accounting Manager evaluated the proposals based on the experience of past performance, key personnel, submittal of a detailed work plan and cost. Vasquez & Company, LLP had the overall highest score on its proposal and the lowest average hourly rate. Therefore, it was determined that Vasquez & Company, LLP represented the best value for the Agency. The agreement was executed after review by legal counsel and approval from the Chairperson of the Finance/Audit Committee and the CEO/General Manager.

Financial Impact

The estimated financial impact of \$296,290 over the five (5) years will be budgeted in SunLine Transit Agency and SunLine Services Group's yearly operating budgets.

Price Analysis

	Vasquez & Company	Brown Armstrong	CDWL	The Pun Group
Year 1	\$ 58,200.00	\$ 58,176.00	\$ 57,225.00	\$ 44,000.00
Option Year 1	\$ 58,200.00	\$ 58,176.00	\$ 57,225.00	\$ 44,500.00
Option Year 2	\$ 58,200.00	\$ 58,176.00	\$ 57,225.00	\$ 45,000.00
Option Year 3	\$ 59,946.00	\$ 59,921.00	\$ 57,225.00	\$ 45,500.00
Option Year 4	\$ 61,744.00	\$ 61,719.00	\$ 57,225.00	\$ 46,000.00
Total for 5 Years	\$ 296,290.00	\$ 296,168.00	\$ 286,125.00	\$ 225,000.00
Number of Hours Year 1	652	450	605	438
Evaluation score for Year 1 Not to Exceed Amount	11.34	11.34	11.53	15.00

Difference between Vasquez and The Pun Group	\$ 14,200.00
Delta	24.40%

Difference between Vasquez and CDWL Year 1	\$ 975.00
Delta	1.68%

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

Based on the findings, the not to exceed price for Year 1 submitted by the highest evaluated proposer, Vasquez & Company, LLP is 24.40% higher than The Pun Group, and 1.68% lower than CDWL. Evaluations were based on evaluation criteria listed in the Request for Proposals and ranked in order of importance: Experience and Past Performance, Experience of Key Personnel, Detailed Work Plan and Price Proposal. Although Vasquez & Company has the highest Not to Exceed amount for Year 1, they offer more hours than the other proposers.

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



Jennifer Tran, Contracts Administrator

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SunLine Transit Agency

DATE: September 23, 2020 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Harman Singh, Performance/Projects Department Manager

RE: Amendment for Construction Management Services of the CNG
Fueling Station Project

Recommendation

Recommend that the Board of Directors approve an amendment with Psomas for an amount not to exceed \$53,605.86 for construction management services of the CNG fueling station project.

Background

On April 26, 2017, the Board of Directors granted authority to the CEO/General Manager to execute an agreement with Psomas for construction management services. In September of 2017, the Agency entered into a Services Agreement (Agreement) with Psomas for an amount not to exceed \$180,896.12 to manage the construction of the CNG fueling station.

Due to unforeseen circumstances, there have been three (3) no-cost term extensions for said Agreement. Delays associated with county plan checks, permitting, inspections, IID negotiations and uncertainty delays related to COVID-19, have caused Psomas to increase cost associated with the extended duration of the project. Psomas has provided an updated proposal, for an increased amount not to exceed \$53,605.86, that will cover the management services of the project through the end of November 2020.

Given the unexpected delays of the project, the Agency considers the updated proposal to be reasonable and in line to close the project as per the terms of the Agreement.

Financial Impact

The financial impact of \$53,605.86 is to be paid utilizing Board approved capital funds obligated to the CNG Fueling Station project. These funds are within the Board approved project budget.

SunLine Transit Agency

DATE: September 23, 2020 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Rudy Le Flore, Chief Project Consultant

RE: Resolution No. 0781 to Apply and Receive Grant Funding from the Volkswagen Environmental Mitigation Trust Funds

Recommendation

Recommend that the Board of Directors approve Resolution No. 0781 authorizing the CEO/General Manager to apply and receive funding from the Volkswagen Environmental Mitigation Trust Funds (VEMT).

Background

On October 21, 2019, the VEMT grant opportunity became available on a first come, first serve basis in California for the purchase of zero emission vehicles. On October 23, 2019, the Board of Directors approved Resolution No. 0774 authorizing the CEO/General Manager to apply, execute an agreement, and receive funding from the VEMT to purchase three (3) hydrogen electric fuel cell replacement buses.

VEMT funds are still available which offers SunLine the opportunity to apply and receive supplemental funding. In July of 2020, SunLine submitted two (2) additional grant applications for the procurement of two (2) hydrogen electric fuel cell buses. If the grant applications are approved, SunLine would receive an additional \$400,000 per application and will be required to execute grant contracts with the VEMT to receive the funds.

Funds from this grant may be used to offset the costs to implement SunLine's Innovative Clean Transit (ICT) plan.

Financial Impact

Funds from this grant will be used to procure additional zero emission buses.

SUNLINE TRANSIT AGENCY

RESOLUTION NO. 0781

RESOLUTION AUTHORIZING THE CEO/GENERAL MANAGER TO MAKE APPLICATION FOR AND TO SIGN CERTAIN ASSURANCES WITH RESPECT TO APPLICATIONS FOR LOCAL, STATE AND FEDERAL PROGRAMS, PROJECTS OR GRANTS RELATING TO THE RECEIPT OF THE VOLKSWAGEN ENVIRONMENTAL MITIGATION TRUST FUNDING

WHEREAS, several local, state and federal programs allow public and non-profit transportation providers to apply for administration, capital, and operation assistance programs or grants; and

WHEREAS, the Volkswagen Environmental Mitigation Trust Fund (VEMT) became available to public and private owners of transit, school and shuttle buses to provide funding to eligible applicant recipients for the replacement of old, high-polluting transit, school and shuttle buses with new battery-electric or fuel-cell buses; and

WHEREAS, funds from the VEMT are administered through San Joaquin Valley Air Pollution Control District (SJVAPCD) and the California Air Resources Board (CARB); and

WHEREAS, it is required for SunLine to make an application for, to sign required assurances and to administer the VEMT funds with respect to applications for local, state and federal programs, projects or grants; and

WHEREAS, SunLine's Governing Board must authorize someone by resolution as the "Authorized Individual" to draft an application and administer the VEMT funds;

WHEREAS, SunLine will be procuring zero emission vehicles per each approved grant application; and

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of Sunline Transit Agency that the CEO/General Manager is the Authorized Individual to apply and execute an agreement with VEMT, SJVAPCD and/or CARB to receive the funding for SunLine's project.

NOW THEREFORE, BE IT FURTHER RESOLVED that the CEO/General Manager is authorized to furnish such additional information as the VEMT, SJVAPCD or CARB may require in connection with the application for the allocated funding.

ADOPTED THIS ____ DAY OF SEPTEMBER, 2020

ATTEST:

Brittney B. Sowell
Clerk of the Board
SunLine Transit Agency

Robert Radi
Chairperson of the Board
SunLine Transit Agency

APPROVED AS TO FORM:

General Counsel
Eric Vail

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

I, BRITTNEY B. SOWELL, Clerk of the Board of Directors of the SunLine Transit Agency, do hereby certify that Resolution No. _____ was adopted at a regular meeting of the Board of Directors held on the _____ day of _____, 20__, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 20__.

Brittney B. Sowell
Clerk of the Board
SunLine Transit Agency

SunLine Transit Agency

DATE: September 23, 2020 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Victor M. Duran, Superintendent of Safety and Training

RE: Driving Simulator

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a contract with FAAC Incorporated (FAAC) to purchase one (1) MB-1000 driving simulator, for a total cost not to exceed \$200,000 including tax, upon approval as to form by General Counsel.

Background

FAAC is a pioneer in the driver simulation market and developed much of the technology seen in the industry. FAAC simulators use visual display systems that generate a geometrically correct field of view that reinforces appropriate head turning. This provides our operators the same visual information and experience as driving in a real vehicle.

Driving simulators are a standard throughout the industry. The purchase of the MB-1000 driving simulator will provide new and experienced operators the opportunity to drive a bus and gain experience without the risk that naturally comes with driving a vehicle. Operators will be able to practice reactions to driving situations and improve decision making skills. Utilizing the driving simulator will help with shortage of vehicles and provide the operators with additional Verification of Transit Training (VTT) hours.

With the construction of the new Operations facility, the driving simulator will be an added feature to the new training room within the building.

Financial Impact

The financial impact of \$200,000 will be funded under the programmed State Transit Assistance Funds in the FY19 SRTP under SL-19-10 for the driving simulator.