



SunLine Transit Agency  
April 26, 2023  
9:40 a.m. – 10:20 a.m.

## AGENDA

### FINANCE/AUDIT COMMITTEE

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

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#### NOTICE TO THE PUBLIC

SunLine has discontinued its COVID-19 Emergency Declaration and has returned its Board and Board Committee meetings to live and in-person attendance at the location noted above. These meetings are no longer available for viewing, attendance, or comment by two-way audiovisual platform, two-way telephonic service, webcasting, or streaming video broadcast. SunLine may prepare audio or video recordings of Board meetings. In accordance with the Brown Act and California Public Records Act, these recordings are subject to public inspection for a period for thirty (30) days after the meeting.

In compliance with the Brown Act, agenda materials distributed 72 hours or less 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 or at 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](http://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 72 hours prior to the meeting time will assist staff in assuring reasonable arrangements can be made to provide assistance at the meeting.

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#### ITEM

#### RECOMMENDATION

1. CALL TO ORDER
2. FLAG SALUTE
3. ROLL CALL
4. PRESENTATIONS

**ITEM**

**RECOMMENDATION**

**5. FINALIZATION OF AGENDA**

**6. PUBLIC COMMENTS**

**RECEIVE COMMENTS**

**NON AGENDA ITEMS**

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

**7. COMMITTEE MEMBER COMMENTS**

**RECEIVE COMMENTS**

**8. CONSENT CALENDAR**

**RECEIVE & FILE**

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

8a) Checks \$1,000 and Over Report for February 2023 (PAGE 4-8)

8b) Credit Card Statement for February 2023 (PAGE 9-17)

8c) Monthly Budget Variance Report for February 2023 (PAGE 18-22)

8d) Contracts Signed in Excess of \$25,000 for March 2023 (PAGE 23-24)

8e) Union & Non-Union Pension Investment Asset Summary February 2023 (PAGE 25-36)

8f) Ridership Report for March 2023 (PAGE 37-40)

8g) SunDial Operational Notes for March 2023 (PAGE 41-43)

8h) Metrics for March 2023 (PAGE 44-66)

8i) Quarterly Capital Projects Update for 1st Quarter Calendar Year 2023 (PAGE 67-71)

8j) Board Member Attendance for March 2023 (PAGE 72-73)

**9. RESOLUTION NO. 0803 TO OBTAIN LOW CARBON TRANSIT OPERATIONS PROGRAM FUNDING**

**APPROVE**  
(PAGE 74-78)

(Staff: Luis Garcia, Controller/Assistant Chief Financial Officer)

**10. PAYROLL SERVICES**

**APPROVE**  
(PAGE 79-82)

(Staff: Luis Garcia, Controller/Assistant Chief Financial Officer)

**ITEM**

**RECOMMENDATION**

11. **ENHANCED SECURITY GUARD SERVICES**  
(Staff: Vanessa Mora, Chief Safety Officer)

**APPROVE**  
(PAGE 83)

12. **ADJOURN**

**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: April 26, 2023

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Checks \$1,000 and Over Report February 2023

Summary:

The Checks \$1,000 and Over Report lists all of the checks processed at the Agency with a value of over \$1,000 for a given month.

Recommendation:

Receive and file.

**SunLine Transit Agency  
Checks \$1,000 and Over  
February 2023**

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
PERMA - INSURANCE	Feb/Mar General Liability/Workers Comp Premiums	692029	02/16/2023	450,506.67
PERMA - INSURANCE	Jan General Liability/Workers Comp Premiums	691915	02/03/2023	230,131.71
IMPERIAL IRRIGATION DIST	Utilities	692078	02/23/2023	129,477.68
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	691975	02/09/2023	117,597.04
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	692109	02/23/2023	117,088.76
SO CAL GAS CO.	Utilities	692098	02/23/2023	70,904.89
PERMA - INSURANCE	Insurance-General & Auto Liability	692091	02/23/2023	61,900.00
AVAIL TECHNOLOGIES	WIP- Avail Equipment for H2 Ride Project Acct #2215	691988	02/16/2023	46,053.13
BAE SYSTEMS CONTROLS, INC.	Repair Parts-Fixed Route	692057	02/23/2023	39,080.15
IMPERIAL IRRIGATION DIST	Utilities	691951	02/09/2023	37,376.62
ATKINSON, ANDELSON, LOYA RUUD AND ROMO	Legal Services	691883	02/03/2023	31,752.00
MICHELIN NORTH AMERICA, INC.	Lease Tires Services	692019	02/16/2023	25,256.83
NFI PARTS	Inventory Repair Parts	691878	02/03/2023	24,241.57
BURKE, WILLIAMS & SORENSEN, LLP	Legal Service	691991	02/16/2023	22,352.39
WSP USA INC.	TDM & Vanpool Program	692113	02/23/2023	20,971.97
TRUGUARD SECURITY SERVICES, INC	Security Guard Services	692045	02/16/2023	18,326.27
AVAIL TECHNOLOGIES	Inventory Repair Parts	691987	02/16/2023	15,975.88
COACHELLA VALLEY TAXI	SunRide Ride Share Expenses	692081	02/23/2023	15,424.66
GLORIA G. SALAZAR	Consulting	692008	02/16/2023	14,569.65
SONSRAY FLEET SERVICES	Inventory Repair Parts	691924	02/03/2023	13,539.12
SOCALGAS	Utilities	691968	02/09/2023	13,422.73
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	692115	02/23/2023	13,315.88
GALLAGHER BENEFIT SERVICES, INC	Consulting-General	692006	02/16/2023	12,687.50
NATSCO TRANSIT SOLUTIONS INC.	Inventory Repair Parts	691909	02/03/2023	12,532.16
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	692025	02/16/2023	12,465.77
UNUM	Group Dental & Vision Premiums	692039	02/16/2023	11,545.99
VERIZON WIRELESS	Wireless Telephone Service	691977	02/09/2023	11,221.15
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	692000	02/16/2023	10,484.38
NFI PARTS	Inventory Repair Parts	691978	02/16/2023	10,263.19
TOWNSEND PUBLIC AFFAIRS, INC	Consulting-General	691974	02/09/2023	9,000.00
OLD GREEN HOUSE LLC	Planning Consultant	692034	02/16/2023	7,830.00
DYNAMIC BUILDING MAINTENANCE INC	Janitorial Services	691945	02/09/2023	7,734.00
CALIFORNIA HYDROGEN BUSINESS COUNCIL	Membership Renewal	691937	02/09/2023	7,500.00
TRACKIT LLC	Computer/Network Software Agreement	692044	02/16/2023	7,350.00
TRANSIT PRODUCTS & SERVICES	Inventory Repair Parts	692108	02/23/2023	7,161.50
TEC EQUIPMENT, INC.	Inventory Repair Parts	692105	02/23/2023	6,772.81
RIDECO US INC	SunRide Ride Share Expenses	692093	02/23/2023	6,665.58
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	691928	02/03/2023	6,621.41
PRUDENTIAL OVERALL SUPPLY	Uniforms	692092	02/23/2023	6,188.72

**SunLine Transit Agency  
Checks \$1,000 and Over  
February 2023**

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
DESERT SUN PUBLISHING LLC	Advertising	691897	02/03/2023	6,000.00
AMALGAMATED TRANSIT UNION	Union Dues	691930	02/09/2023	5,966.36
AMALGAMATED TRANSIT UNION	Union Dues	692056	02/23/2023	5,774.84
ANDREA CARTER & ASSOCIATES	Marketing & Communication Services	691985	02/16/2023	5,770.00
OPW FUELING COMPONENTS	Inventory Repair Parts	692086	02/23/2023	5,557.22
SUN CHEMICAL	WIP-Pressure Washer Project Acct#2207	692032	02/16/2023	5,385.95
CLEAN ENERGY	Inventory Repair Parts	691939	02/09/2023	5,383.14
US BANK VOYAGER FLEET SYSTEMS	Unleaded/Diesel Fuel	692047	02/16/2023	5,098.72
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	692088	02/23/2023	4,893.77
SONSRAY FLEET SERVICES	Inventory Repair Parts	692043	02/16/2023	4,679.31
SAFETY-KLEEN CORPORATION	Lubricants- Oil	691917	02/03/2023	4,453.78
TPX COMMUNICATIONS	Communication Service	692107	02/23/2023	4,141.75
ANDERSON COMMUNICATIONS	Radio Repeater Hill Top Rental	691989	02/16/2023	4,000.00
BUREAU VERITAS NORTH AMERICA	Inventory Repair Parts	692059	02/23/2023	3,750.94
TWO KNIGHTS INSURANCE SERVICES	Benefit Management Expenses	691973	02/09/2023	3,464.00
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	692005	02/16/2023	3,434.30
NFI PARTS	Inventory Repair Parts	692055	02/23/2023	3,382.79
SC FUELS	Lubricants- Oil	692036	02/16/2023	3,200.18
HOME DEPOT CREDIT SERVICES	Facility Maintenance	691949	02/09/2023	3,167.77
CDW GOVERNMENT, INC	WIP-View Sonic Computer Monitors Project Acct#1903	691994	02/16/2023	3,104.46
IMPERIAL IRRIGATION DIST	Utilities	691901	02/03/2023	3,102.82
CHARTER COMMUNICATIONS	Utilities	692037	02/16/2023	2,974.98
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	691934	02/09/2023	2,885.13
FULTON DISTRIBUTING	Bus Stop Supplies	692068	02/23/2023	2,841.26
PRUDENTIAL OVERALL SUPPLY	Uniforms	692030	02/16/2023	2,836.79
PACKET FUSION, INC.	Communications	692087	02/23/2023	2,819.03
NFI PARTS	Inventory Repair Parts	691929	02/09/2023	2,805.29
GILLIG LLC	Inventory Repair Parts	691898	02/03/2023	2,787.53
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	691893	02/03/2023	2,769.15
FORENSIC DRUG TESTING SERVICES	Alcohol & Drug Testing	691896	02/03/2023	2,670.75
HOLLAND GLASS AND MIRROR	Repair Claims	691892	02/03/2023	2,610.00
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	691938	02/09/2023	2,584.66
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	692061	02/23/2023	2,498.35
FORENSIC DRUG TESTING SERVICES	Alcohol & Drug Testing	692004	02/16/2023	2,433.00
INLAND LIGHTING SUPPLIES, INC.	Electrical Expenses	691903	02/03/2023	2,406.60
VALLEY OFFICE EQUIPMENT, INC.	Copier Services	692048	02/16/2023	2,404.75
ROBERT BACH	Consulting-General	692033	02/16/2023	2,377.24
ALLIED REFRIGERATION, INC	Freon & Coolant	691982	02/16/2023	2,322.43
BROADLUX, INC.	Repair Parts-CNG	691884	02/03/2023	2,243.10

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<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
A-1 ALTERNATIVE FUEL SYSTEMS/A-1 AUTO	Inventory Repair Parts	691983	02/16/2023	2,165.91
PASTION INDUSTRIES, INC	WIP-Fire Alarm (5) Additional Pull Station Project Acct#1912-02	692089	02/23/2023	2,150.00
INTERNATIONAL E-Z UP, INC.	Board Room Supplies	691904	02/03/2023	2,142.38
SOUTH COAST AQMD	Permits & Licenses	691969	02/09/2023	2,026.89
QUADIENT FINANCE USA, INC.	Postage	691964	02/09/2023	2,000.00
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	692069	02/23/2023	1,876.77
JOSEPH LYNN FRIEND	Contracted Services	692015	02/16/2023	1,852.50
SWRCB ACCOUNTING OFFICE	Permits & Licenses	692042	02/16/2023	1,738.00
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	692097	02/23/2023	1,636.35
GILLIG LLC	Inventory Repair Parts	692007	02/16/2023	1,619.40
HD INDUSTRIES	Outside Repair-Fixed Route	691948	02/09/2023	1,605.00
WELTYS ENTERPRISES, INC.	Printing Expense	692111	02/23/2023	1,573.91
GRAINGER	Facility Maintenance	692009	02/16/2023	1,572.86
COMPRESSOR DESIGN AND SERVICES INC	Repair Parts-CNG	691889	02/03/2023	1,546.67
N/S CORPORATION	Facility Maintenance	691908	02/03/2023	1,525.92
FRONTIER COMMUNICATIONS	Utilities- OPS Bldg	692072	02/23/2023	1,525.00
WILLIAM LOPER	Consulting-General	692112	02/23/2023	1,500.00
TOTAL CARE WORK INJURY CLINIC	Medical Exam & Testing	692053	02/16/2023	1,495.00
MILE3 WEB DEVELOPMENT	Website Maintenance	692020	02/16/2023	1,470.00
DESERT SUN PUBLISHING CO., THE	Advertising	692067	02/23/2023	1,443.20
C V WATER DISTRICT	Utilities	692065	02/23/2023	1,429.89
SERVEXO	Security Services	691921	02/03/2023	1,423.50
GILLIG LLC	Inventory Repair Parts	692074	02/23/2023	1,400.22
OMNITRACS, LLC	General Services	691960	02/09/2023	1,380.00
MAGALDI & MAGALDI, INC.	Inventory Repair Parts	692018	02/16/2023	1,351.97
WELTYS ENTERPRISES, INC.	Bus Stop Schedules	692050	02/16/2023	1,336.42
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	692035	02/16/2023	1,303.30
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	692095	02/23/2023	1,275.20
CDW GOVERNMENT, INC	SunRide Ride Share Expenses	691886	02/03/2023	1,256.67
OPW FUELING COMPONENTS	Inventory Repair Parts	691912	02/03/2023	1,246.57
SC FUELS	Lubricants- Oil	691919	02/03/2023	1,229.70
CAMERON WELDING SUPPLY	WIP- Nitrogen 6 pack Project Acct#2107	692062	02/23/2023	1,226.74
GRAINGER	Inventory Repair Parts	692075	02/23/2023	1,223.57
HD INDUSTRIES	Inventory Repair Parts	692010	02/16/2023	1,185.73
CALIFORNIA DEPARTMENT OF TAX & FEE	Permits & Licenses	692060	02/23/2023	1,182.00
HOLLAND GLASS AND MIRROR	Repair Claims	691999	02/16/2023	1,180.00
DESERT PROMOTIONAL AND EMBROIDERY, LLC	Employee Expense	691997	02/16/2023	1,178.85
C V WATER DISTRICT	Utilities	691888	02/03/2023	1,057.66
FULTON DISTRIBUTING	Emergency Preparedness Supplies	691944	02/09/2023	1,055.95

**SunLine Transit Agency  
Checks \$1,000 and Over  
February 2023**

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
ULINE, INC.	Emergency Preparedness Supplies	692046	02/16/2023	1,009.74
<b>Total Checks Over \$1,000</b>	\$1,883,671.34			
<b>Total Checks Under \$1,000</b>	\$38,029.25			
<b>Total Checks</b>	\$1,921,700.59			

**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: April 26, 2023

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Credit Card Statements for February 2023

Summary:

The attached report summarizes the Agency's credit card expenses for February 2023. Credit card transactions through the CEO/General Manager credit card align with the statement closing date of March 3, 2023. The report also summarizes transactions for the credit card utilized for Procurement which aligns with the statement closing date of February 28, 2023.

Recommendation:

Receive and file.

**SunLine Transit Agency Visa Credit Card Statement**

**Closing Date: 03/03/2023**

**Name on Card: Lauren Skiver**

	<b>Trans. Date</b>	<b>Post Date</b>	<b>Reference</b>	<b>Detail - Description</b>	<b>Credits</b>	<b>Charges</b>
1	2/9/2023	2/9/2023	Panera	Panera Catering Order; ATU and SunLine Negotiations Meeting		\$153.35
2	2/8/2023	2/10/2023	Domino's	Domino's Catering Order; Performance Department Team Meeting		\$76.06
3	2/16/2023	2/19/2023	Planet Hollywood	2023 Marketing & Communications Workshop in Las Vegas, NV - Lodging Deposit; Ruby Galvan, Communications Coordinator		\$213.16
4	2/26/2023	2/27/2023	Grand Hyatt	2023 APTA Legislative Conference in Washington, D.C. - Lodging Deposit; Lauren Skiver, CEO/General Manager		\$406.92
<b>Credits and Charges:</b>					\$0.00	\$849.49



SUB ACCOUNT MEMO STATEMENT

Prepared For	SUNLINE TRANSIT LAURA SKIVER
Sub Account Number	[REDACTED]
Statement Closing Date	03/03/23
Next Statement Date	04/03/23

For Customer Service Call:  
800-231-5511

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

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

Sub Account Summary

Purchases and Other Charges	+	\$849.49
Cash Advances	+	\$0.00
Credits	-	\$0.00
Statement Total		\$849.49

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

Sub Account Transactions

Trans	Post	Reference Number	Description	Credits	Charges
02/09	02/09	24692161834GXMFJZ	PANERA BREAD #601771 O 760-895-6948 CA		153.35
02/08	02/10	244450018EJ27WMQE	DOMINO'S 8148 562-522-2583 CA		76.06
02/16	02/19	24943001G05MX27LW	PLANET HOLLYWD ADV DEPO 8662094732 NV		213.16
02/26	02/27	24943001TM0EN39R9	GRAND HYATT WASHINGTON 8558690846 DC		406.92
03/03	03/03	000000000000COMPC	TOTAL PURCHASES	\$849.49	
			TOTAL	\$849.49	

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

Wells Fargo News

Take advantage of the features that come with Online Banking:

Messages and alerts: Stay informed about your account with updates sent to your email or mobile phone.

Automatic Payments: Never miss a payment, avoid late charges, and protect your credit rating.

See reverse side for important information.



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

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

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

SUNLINE TRANSIT  
 LAURA SKIVER 71489  
 32505 HARRY OLIVER TRL  
 THOUSAND PALMS CA 92276-3501 S302  


SunLine Transit Agency Visa Credit Card Statement

Closing Date: 02/28/2023

Name on Card: Walter Watcher (Procurement Card)

Trans. Date	Post. Date	Name	Detail-Description	Credits	Charges
1 2/1/2023	2/2/2023	Amazon	Lamp Instant Start Electronic Ballast		\$ 202.20
2 2/2/2023	2/3/2023	Amazon	Alexa for Business Subscription		\$ 6.40
3 2/2/2023	2/3/2023	Amazon	Replacement UPS Batteries		\$ 538.74
4 2/3/2023	2/6/2023	Coach and Equip. mfg.	Kinro Scissor Latch Assembly (Qty: 15)		\$ 328.35
5 2/6/2023	2/7/2023	Audiosears Corporation	Cradle for Avial Handset		\$ 451.25
6 2/7/2023	2/8/2023	Sams Club	Bottle Water for "We Love Our Customers" Marketing Initiative		\$ 142.78
7 2/7/2023	2/8/2023	Branon Instrument Co.	WIKA Needle Valve		\$ 169.26
8 2/7/2023	2/8/2023	Newark Corporation	Resistor HS Series		\$ 105.84
9 2/7/2023	2/8/2023	Sams Club	Napkins		\$ 34.44
10 2/8/2023	2/9/2023	Amazon	Automotive relay (2-pack)		\$ 17.23
11 2/8/2023	2/9/2023	Amazon	Logitech Wireless Keyboard and mouse combo		\$ 77.49
12 2/8/2023	2/9/2023	Walmart	Weed Control Solution for Landscaping on Agency Property		\$ 63.36
13 2/8/2023	2/10/2023	Sams Club	Boardroom Supplies		\$ 15.06
14 2/8/2023	2/10/2023	Sams Club	Boardroom Supplies		\$ 370.13
15 2/14/2023	2/15/2023	Amazon	Fuses		\$ 71.55
16 2/14/2023	2/16/2023	The Home Depot	Graffiti remover/ Stiff Chisel Scraper		\$ 228.96
17 2/15/2023	2/16/2023	Qr-code-Generator.com	QR Code Service for Marketing		\$ 193.80
18 2/17/2023	2/20/2023	Cotterman Co.	Replacement Base Panel for Ladder		\$ 397.95
19 2/18/2023	2/20/2023	Amazon	Pegboard Hooks shelving Fit 1/8" and 1/4" Peg board		\$ 48.38
20 2/23/2023	2/24/2023	Amazon	10 -Bussmann Fuses		\$ 67.54
21 2/25/2023	2/27/2023	Priority Tire LLC	165/70R12 77T Tires for Support Vehicle		\$ 292.81
22 2/26/2023	2/27/2023	Amazon	4pack Original charger lightning to USB		\$ 45.21
23 2/26/2023	2/27/2023	Amazon	Milton 1/4" NPT Rubber Filer Spout Faucet		\$ 60.66
24 2/27/2023	2/28/2023	Amazon	Logitech H390 Wired Headset, stereo headphones		\$ 70.74
				\$ -	\$ 4,000.13



Reporting Period : 2/1/2023 - 2/28/2023

**Statement Summary**

<b>Name</b>	Walter Watcher	<b>Company</b>	Sunline Transit Agency
<b>Account #</b>	XXXX-XXXX-XXXX-7572	<b>Currency</b>	US Dollar
<b>Reporting Period</b>	2/1/2023 - 2/28/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
1 2/1/2023	2/2/2023	Amzn Mktp Us					202.20
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
		Amazon - Lighting Ballasts (10) - Facilities					
2 2/2/2023	2/3/2023	Amazon Web Services					6.40
		Purchase Amazon Web Services	General Ledger Code: 5039903800 Fund: 00				
		Amazon - Alexa for Business Subscription - Executive					
3 2/2/2023	2/3/2023	Amzn Mktp Us					538.74
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
		Amazon - Replacement UPS Battery - IT Department					
4 2/3/2023	2/6/2023	Coach & Equipment Mfg.					328.35
		Purchase Coach & Equipment Mfg.	General Ledger Code: 5099900002 Fund: 00				
		Coach Bus & Equipment - Egress Handles Parts Inventory - Finance					
5 2/6/2023	2/7/2023	Audiosears Corporation					451.25
		Purchase Audiosears Corporation	General Ledger Code: 5049900010 Fund: 00				
		Audiosears - Avail Replacement Cradles (20) Inventory- Finance					

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
6 2/7/2023	2/8/2023	Sams Club #6609					142.78
		Purchase Sams Club #6609	General Ledger Code: 5099900002 Fund: 00				
		Sam's Club - Bottled Water Cases (11) - Marketing					
7 2/7/2023	2/8/2023	Branom Instrument Comp					169.26
		Purchase Branom Instrument Comp	General Ledger Code: 5099900002 Fund: 00				
		Branom Instrument - Wika Needle Valves (2) - SunFuels					
8 2/7/2023	2/8/2023	Newark Corporation					105.84
		Purchase Newark Corporation	General Ledger Code: 5040300200 Fund: 00				
		Newark - Bus Lift Resistors (6) - Facilities					
9 2/7/2023	2/8/2023	Samsclub #6609					34.44
		Purchase Samsclub #6609	General Ledger Code: 5099900002 Fund: 00				
		Sam's Club - Napkins (2) - Facilities					
10 2/8/2023	2/9/2023	Amzn Mktp Us					17.23
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
		Amazon - Engine Relays (2) Fixed Route - Maintenance					
11 2/8/2023	2/9/2023	Amzn Mktp Us					77.49
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
		Amazon - Keyboard & Mouse Combo (3) - IT Department					

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
12 2/8/2023	2/9/2023	Walmart.Com					63.36
		Purchase Walmart.Com	General Ledger Code: 5099900002 Fund: 00				
		Walmart.com - Lawn Maintenance Supply - Facilities					
13 2/8/2023	2/10/2023	Samsclub.Com					385.19
		Purchase Samsclub.Com	General Ledger Code: 5099900002 Fund: 00				
		Sam's Club - Boardroom Supplies - Facilities					
14 2/14/2023	2/15/2023	Amzn Mktp Us					71.55
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
		Amazon - Bussman Fuses (10) - Facilities					
15 2/14/2023	2/16/2023	The Home Depot #0667					228.96
		Purchase The Home Depot #0667	General Ledger Code: 5049900011 Fund: 00				
		Home Depot - Graffiti Remover (10) & Scrapers (10) - Maintenance					
16 2/15/2023	2/16/2023						1.92
		Other Debits Currency Conversion Fee	Fund: 00				
		QR Code Software - Currency Fee - Marketing					
17 2/15/2023	2/16/2023	Qr-Code-Generator.Com					191.88
		Purchase Qr-Code-Generator.Com	General Ledger Code: 5030300011 Fund: 00				
		QR Code Generator - QR Code Software Subscription - Marketing					
18 2/17/2023	2/20/2023	Cotterman Co.					397.95
		Purchase Cotterman Co.	General Ledger Code: 5049900010 Fund: 00				
		Cotterman - Repairs Parts Rolling Ladder - Facilities					

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
19 2/18/2023	2/20/2023	Amzn Mktp Us					48.38
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
		Amazon - Pegboard Hooks Parts Department - Finance					
20 2/23/2023	2/24/2023	Amzn Mktp Us					67.54
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
		Amazon - Bussman Fuses (10) - Facilites					
21 2/25/2023	2/27/2023	Priority Tire Llc					292.81
		Purchase Priority Tire Llc	General Ledger Code: 5039903800 Fund: 00				
		Priority Tire - Safety Cart Tires (2) - Maintenance					
22 2/26/2023	2/27/2023	Amzn Mktp Us					45.21
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
		Amazon - Charging Cable Lightning (12) - IT Department					
23 2/26/2023	2/27/2023	Amazon.Com*hd1g32og1					60.66
		Purchase Amazon.Com*hd1g32og1	General Ledger Code: 5099900002 Fund: 00				
		Amazon - Rubber Water Filler Spouts (3) - Maintenance					
24 2/27/2023	2/28/2023	Amazon.Com*hd8tm4zi1 Amzn					70.74
		Purchase Amazon.Com*hd8tm4zi1 Amzn	General Ledger Code: 5099900002 Fund: 00				
		Amazon - Wired Headsets USB (3) - IT Department					

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Transaction Count: 24

**Total: 4,000.13**

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**Employee Signature**

**Date**

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**Authorized Approver Signature**

**Date**

**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: April 26, 2023

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Monthly Budget Variance Report for February 2023

Summary:

The budget variance report compares revenues and expenses to the respective line item budgets. The report identifies current monthly revenues and expenses as well as fiscal year to date (FYTD) values. The budgetary figures are represented as a straight line budget. Accordingly, the current monthly budget values are calculated by taking 1/12<sup>th</sup> of the annual budget. The FYTD budget values for the month of February 2023 are equal to 8/12<sup>ths</sup> of the yearly budget.

Year to Date Summary

- As of February 28, 2023, the Agency's FYTD revenues are \$110,289 or 10.56% above the FYTD budget due to an increase in ridership over FY22.
- As of February 28, 2023, the Agency's FYTD expenditures are \$1,943,166 or 6.32% below the FYTD budget.

Monthly Spotlight:

- The negative variance in CNG fuel is primarily attributed to increased usage of CNG fixed route vehicles over budgeted estimates and an increase in the cost of natural gas.

Recommendation:

Receive and file.

SunLine Transit Agency  
Budget Variance Report  
February 2023

Description	FY23 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY23 FYTD Budget	Positive (Negative)	Percentage Remaining
<b>Operating Revenues:</b>								
Passenger Revenue	1,529,001	136,690	127,417	9,273	1,128,485	1,019,334	109,151	26.2%
Other Revenue	37,500	2,720	3,125	(405)	26,228	25,000	1,228	30.1%
<b>Total Operating Revenue</b>	<b>1,566,501</b>	<b>139,410</b>	<b>130,542</b>	<b>8,868</b>	<b>1,154,713</b>	<b>1,044,334</b>	<b>110,379</b>	<b>26.3%</b>
<b>Operating Expenses:</b>								
Operator & Mechanic Salaries & Wages	9,851,638	689,072	820,970	131,898	5,648,444	6,567,759	919,314	42.7%
Operator & Mechanic Overtime	1,067,000	49,513	88,917	39,404	964,960	711,333	(253,627)	9.6%
Administration Salaries & Wages	6,986,398	491,042	582,200	91,158	4,081,925	4,657,599	575,674	41.6%
Administration Overtime	105,449	(187)	8,787	8,975	61,462	70,300	8,838	41.7%
Fringe Benefits	10,874,750	716,045	906,229	190,184	6,372,379	7,249,834	877,455	41.4%
Communications	277,879	20,225	23,157	2,932	165,370	185,253	19,883	40.5%
Legal Services	398,485	30,146	33,207	3,061	358,488	265,657	(92,832)	10.0%
Computer/Network Software Agreement	750,000	59,272	62,500	3,228	476,929	500,000	23,071	36.4%
Uniforms	132,610	7,560	11,051	3,491	35,876	88,407	52,530	72.9%
Contracted Services	704,809	71,749	58,734	(13,015)	415,275	469,873	54,598	41.1%
Equipment Repairs	34,000	1,188	2,833	1,645	2,899	22,667	19,767	91.5%
Security Services	200,000	19,007	16,667	(2,340)	153,540	133,333	(20,207)	23.2%
Fuel - CNG	1,599,327	659,648	133,277	(526,371)	2,088,249	1,066,218	(1,022,031)	-30.6%
Fuel - Hydrogen	1,250,000	71,959	104,167	32,208	932,993	833,333	(99,660)	25.4%
Tires	237,165	9,328	19,764	10,436	133,821	158,110	24,289	43.6%
Office Supplies	71,085	3,784	5,924	2,140	38,962	47,390	8,428	45.2%
Travel/Training	136,980	5,745	11,415	5,670	50,331	91,320	40,989	63.3%
Repair Parts	1,627,700	160,013	135,642	(24,371)	1,109,706	1,085,133	(24,573)	31.8%
Facility Maintenance	49,300	3,506	4,108	602	43,515	32,867	(10,649)	11.7%
Electricity - CNG & Hydrogen	1,345,000	82,395	112,083	29,688	1,014,868	896,667	(118,202)	24.5%
Natural Gas	2,325,000	819,683	193,750	(625,933)	2,375,672	1,550,000	(825,672)	-2.2%
Water and Gas	13,500	988	1,125	137	7,998	9,000	1,002	40.8%
Insurance Losses	1,650,000	454,173	137,500	(316,673)	964,328	1,100,000	135,672	41.6%
Insurance Premium - Property	79,394	11,033	6,616	(4,417)	88,821	52,929	(35,892)	-11.9%
Repair Claims	200,000	16,901	16,667	(234)	132,685	133,333	648	33.7%
Fuel Taxes	70,998	10,660	5,916	(4,744)	83,593	47,332	(36,261)	-17.7%
Other Expenses	7,014,340	554,397	584,528	30,131	4,013,475	4,676,227	662,752	42.8%
Self Consumed Fuel	(2,967,162)	(736,188)	(247,264)	488,924	(3,035,968)	(1,978,108)	1,057,860	-2.3%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>46,085,646</b>	<b>4,282,658</b>	<b>3,840,471</b>	<b>(442,188)</b>	<b>28,780,598</b>	<b>30,723,764</b>	<b>1,943,166</b>	<b>37.5%</b>
<b>Operating Expenses in Excess of Operating Revenue</b>		<b>\$ (4,143,249)</b>			<b>\$ (27,625,886)</b>			
<b>Subsidies:</b>								
Local - Measure A, Commuter 10, Haul Pass	11,231,000	1,045,232	935,917	(109,315)	6,969,279	7,487,333	518,055	37.9%
State - LTF, LCTOP	24,349,683	2,266,144	2,029,140	(237,004)	15,109,939	16,233,122	1,123,183	37.9%
Federal	8,938,462	831,873	744,872	(87,001)	5,546,668	5,958,975	412,306	37.9%
<b>Total Subsidies</b>	<b>44,519,145</b>	<b>4,143,249</b>	<b>3,709,929</b>	<b>(433,320)</b>	<b>27,625,886</b>	<b>29,679,430</b>	<b>2,053,544</b>	<b>37.9%</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>			

SunLine Transit Agency  
Budget Variance Report  
February 2023

Description	FY23 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY22 FYTD Budget	Positive (Negative)	Percentage Remaining
<b>Operating Expenses:</b>								
Wages & Benefits	28,885,236	1,945,484	2,407,103	461,619	17,129,170	19,256,824	2,127,654	40.7%
Services	5,284,960	393,363	440,413	47,051	3,149,361	3,523,307	373,945	40.4%
Fuels & Lubricants	3,064,617	747,351	255,385	(491,967)	3,156,572	2,043,078	(1,113,494)	-3.0%
Tires	237,165	9,328	19,764	10,436	133,821	158,110	24,289	43.6%
Materials and Supplies	2,265,936	188,872	188,828	(44)	1,385,516	1,510,624	125,108	38.9%
Utilities	4,029,280	945,340	335,773	(609,566)	3,646,627	2,686,187	(960,441)	9.5%
Casualty & Liability	3,561,934	672,331	296,828	(375,503)	2,391,975	2,374,623	(17,352)	32.8%
Taxes and Fees	70,998	10,660	5,916	(4,744)	83,593	47,332	(36,261)	-17.7%
Miscellaneous Expenses	1,652,682	106,117	137,724	31,607	739,931	1,101,788	361,857	55.2%
Self Consumed Fuel	(2,967,162)	(736,188)	(247,264)	488,924	(3,035,968)	(1,978,108)	1,057,860	-2.3%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>46,085,646</b>	<b>4,282,658</b>	<b>3,840,471</b>	<b>(442,188)</b>	<b>28,780,598</b>	<b>30,723,764</b>	<b>1,943,166</b>	<b>37.5%</b>
<b>Revenues:</b>								
Passenger Revenue	1,529,001	136,690	127,417	9,273	1,128,485	1,019,334	109,151	26.2%
Other Revenue	37,500	2,720	3,125	(405)	26,228	25,000	1,228	30.1%
<b>Total Operating Revenue</b>	<b>1,566,501</b>	<b>139,410</b>	<b>130,542</b>	<b>8,868</b>	<b>1,154,713</b>	<b>1,044,334</b>	<b>110,379</b>	<b>26.3%</b>
<b>Net Operating Gain (Loss)</b>		<b>\$ (4,143,249)</b>			<b>\$ (27,625,886)</b>			
<b>Subsidies:</b>								
Local - Measure A, Commuter 10, Haul Pass	11,231,000	1,045,232	935,917	(109,315)	6,969,279	7,487,333	518,055	37.9%
State - LTF, LCTOP	24,349,683	2,266,144	2,029,140	(237,004)	15,109,939	16,233,122	1,123,183	37.9%
Federal - CMAQ,5307,5309,5310,5311,5311(f),5312	8,938,462	831,873	744,872	(87,001)	5,546,668	5,958,975	412,306	37.9%
<b>Total Subsidies</b>	<b>44,519,145</b>	<b>4,143,249</b>	<b>3,709,929</b>	<b>(433,320)</b>	<b>27,625,886</b>	<b>29,679,430</b>	<b>2,053,544</b>	<b>37.9%</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>			

**Budget Variance Analysis - SunLine Transit Agency**

**Passenger Revenue**

- The positive variance in passenger revenue is due to an 20.4% increase in ridership over FY22.
- As of February, ridership was at 20.4% above FY22 FYTD totals.
- Total system ridership was 259,213 trips above FY22 FYTD amounts.

**Ridership**

	FY22-February	FY23-February	Variance	%Δ
Fixed Route	175,268	213,317	38,049	21.7%
Paratransit	7,838	8,895	1,057	13.5%
SolVan	1,234	1,580	346	28.0%
SunRide	317	784	467	147.3%
<b>System Total</b>	<b>184,657</b>	<b>224,576</b>	<b>39,919</b>	<b>21.6%</b>

**Ridership**

	FYTD-FY22	FYTD-FY23	Variance	%Δ
Fixed Route	1,375,280	1,666,156	290,876	21.2%
Paratransit	65,389	70,271	4,882	7.5%
SolVan	10,735	12,789	2,054	19.1%
SunRide	3,322	4,642	1,320	39.7%
<b>System Total</b>	<b>1,454,726</b>	<b>1,753,858</b>	<b>299,132</b>	<b>20.6%</b>

**Other Revenue**

- Other revenue is within an accepted range of the budget amount.

**Operator & Mechanic Salaries & Wages**

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

**Operator & Mechanic Overtime**

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

**Administration Salaries & Wages**

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

**Administration Overtime**

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

**Fringe Benefits**

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

**Communications**

- Savings in communications are primarily attributed to fewer YTD cellular expenditures.

**Legal Services**

- Legal service fees are a variable cost that change depending on usage; expenditures vary from month-to-month.
- Legal services have had higher expenses due to negotiations and labor legal counsel.

**Computer/Network Software Agreement**

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

**Uniforms**

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

**Contracted Services**

- The positive variance in contracted services is attributed to multiple expense line items which have not yet been incurred.

**Equipment Repairs**

- The positive variance in equipment repair is attributed to fewer YTD repairs than budgeted.

**Security Services**

- Security service costs have increased due to an increase in scope and services of the security guards.

**Fuel - CNG**

- The negative variance is primarily attributed to increased usage of CNG fixed route vehicles over budgeted estimates for FY23.
- The negative variance is also attributed to an increase in the cost of natural gas.

**Fuel - Hydrogen**

- The negative variance is attributed to an increase cost of hydrogen production.

**Tires**

- The lower tire expenditures are attributed to fewer miles than the budgeted amount.

**Office Supplies**

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

**Travel/Training**

- The favorable variance for travel & training savings can be attributed to different times at which training sessions are attended.

**Repair Parts**

- The negative variance is primarily attributed to higher FYTD expenses for fixed route vehicles in the months of September through November.

**Facility Maintenance**

- The negative variance primarily due to bus vacuum repairs in the month of January.

**Electricity - CNG & Hydrogen**

- The unfavorable variance is due to the increased kilowatt usage in production of hydrogen.

**Natural Gas**

- The negative variance is attributed to increased natural gas usage due to an increase in outside fuel sales and cost of natural gas used to produce CNG.

**Water and Gas**

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

**Insurance Losses**

- Insurance loss experience has not exceeded budgeted expectations as of January.

**Insurance Premium - Property**

- Insurance premiums for property increased exceeding budgeted amount.

**Repair Claims**

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

**Fuel Taxes**

- The negative variance in fuel taxes is due to larger fleet fuel sales.

**Other Expenses**

- Costs vary from month to month depending on the needs of the Agency or when programs are active.

**Self-Consumed Fuel**

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

**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: April 26, 2023 **RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Contracts Signed between \$25,000 and \$250,000 for March 2023

Summary:

In accordance with Chapter 2, Section 1.2 of the Procurement Policy, the attached report summarizes SunLine's contracts, purchase orders and amendments signed in excess of \$25,000 and less than \$250,000. This ensures the Board is aware of the obligations entered into under the CEO/General Manager's authority.

There was one (1) agreement, one (1) amendment and one (1) purchase order executed between \$25,000 and \$250,000:

<b>Vendor</b>	<b>Purpose</b>	<b>Amount</b>
BAE Systems	HV Batteries for Fuel Cell Bus	\$39,190.00
AALRR	Labor Counsel	\$120,000.00
TruGuard Security Services	Increase Coverage of Security Guards	\$56,940.00

Recommendation:

Receive and file.

**Contracts Signed Between \$25,000 and \$250,000**

**March 2023**

<b>Vendor</b>	<b>Product/Service</b>	<b>Need</b>	<b>Budgeted</b>	<b>Budgeted Amount</b>	<b>Cost</b>	<b>Type</b>
BAE Systems	Batteries	HV Batteries for Fuel Cell Bus	FY23	\$39,190.00	\$39,190.00	Purchase Order
AALRR	Legal Services	Labor Counsel	FY23 FY24	\$120,000.00	\$120,000.00	Agreement
Truguard Security Services	Enhanced Security	Increase Coverage of Security Guards	FY23	\$56,940.00	\$56,940.00	Amendment

**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: April 26, 2023

**RECEIVE & FILE**TO: Finance/Audit Committee  
Board of DirectorsRE: Union & Non-Union Pension Investment Asset Summary for February  
2023Summary:

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

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

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

## Union

Asset Class		Actual	Range
<b>Growth Assets</b>			
	Domestic Equity	35.6%	16% – 56%
	International Equity	18.6%	0% - 39%
	Other	1.4%	0% – 20%
<b>Income Assets</b>			
	Fixed Income	42.5%	25% - 65%
	Other	1.1%	0% – 20%
<b>Real Return Assets</b>		0.0%	0% – 20%

<b>Cash Equivalents</b>	0.9%	0% – 20%
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## Non-Union

Asset Class		Actual	Range
<b>Growth Assets</b>			
	Domestic Equity	35.6%	16% – 56%
	International Equity	18.6%	0% - 39%
	Other	1.4%	0% – 20%
<b>Income Assets</b>			
	Fixed Income	42.5%	25% - 65%
	Other	1.1%	0% – 20%
<b>Real Return Assets</b>		0.0%	0% – 20%
<b>Cash Equivalents</b>		0.8%	0% – 20%

*Components may not sum to 100.0% due to rounding.*

For the month of February, the market value of assets decreased by \$907,242 and \$894,637 for the union and non-union plans, respectively. The negative returns mirrored the overall market loss due to uncertain market conditions. Short-term losses are expected over the long-term investment strategy for the Agency's pension plans

## Month to Month Asset Comparison

Month	Market Value - Union	Market Value – Non-Union
January 2023	\$36,638,388	\$36,711,529
February 2023	\$35,731,146	\$35,816,892
Increase (Decrease)	(\$907,242)	(\$894,637)

Recommendation:

Receive and file.



**Detail of Securities Held & Market Analytics**

For the Month Ending **February 28, 2023**

**SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]**

<b>Security Type/Description</b>	<b>Dated Date/Coupon/Maturity</b>	<b>CUSIP</b>	<b>Ticker</b>	<b>Shares</b>	<b>Average Cost/Share</b>	<b>Original Cost</b>	<b>Market Price</b>	<b>Market Value</b>	<b>Unreal G/L on Cost</b>	<b>Percentage</b>
<b>Exchange-Traded Fund - Bond</b>										
ISHARES CORE U.S. AGGREGATE		464287226	AGG	19,342.00	98.65	1,908,088.30	97.31	1,882,170.02	(25,918.28)	5.27
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	2,389.00	60.31	144,080.59	49.87	119,139.43	(24,941.16)	0.33
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	2,720.00	57.68	156,892.32	49.87	135,646.40	(21,245.92)	0.38
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	1,146.00	61.13	70,054.98	49.87	57,151.02	(12,903.96)	0.16
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	965.00	61.01	58,874.65	49.87	48,124.55	(10,750.10)	0.13
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	631.00	56.69	35,771.39	49.87	31,467.97	(4,303.42)	0.09
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	7,097.00	50.33	357,192.01	49.87	353,927.39	(3,264.62)	0.99
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	633.00	56.99	36,074.67	49.87	31,567.71	(4,506.96)	0.09
<b>Security Type Sub-Total</b>				<b>34,923.00</b>		<b>2,767,028.91</b>	<b>446.40</b>	<b>2,659,194.49</b>	<b>(107,834.42)</b>	<b>7.44</b>

<b>Exchange-Traded Fund - Equity</b>										
INVESCO S&P 500 EQUAL WEIGHT ETF		46137V357	RSP	2,440.00	155.89	380,371.12	146.60	357,704.00	(22,667.12)	1.00
INVESCO S&P 500 EQUAL WEIGHT ETF		46137V357	RSP	3,263.00	156.88	511,899.11	146.60	478,355.80	(33,543.31)	1.34
INVESCO S&P 500 EQUAL WEIGHT ETF		46137V357	RSP	4,594.00	140.55	645,686.70	146.60	673,480.40	27,793.70	1.88
INVESCO S&P 500 EQUAL WEIGHT ETF		46137V357	RSP	161.00	143.44	23,093.84	146.60	23,602.60	508.76	0.07
INVESCO S&P 500 EQUAL WEIGHT ETF		46137V357	RSP	2,500.00	138.29	345,724.75	146.60	366,500.00	20,775.25	1.03
ISHARES CORE S&P MIDCAP ETF		464287507	IJH	2,656.00	276.40	734,118.40	259.34	688,807.04	(45,311.36)	1.93
ISHARES CORE S&P MIDCAP ETF		464287507	IJH	610.00	239.53	146,112.45	259.34	158,197.40	12,084.95	0.44
ISHARES CORE S&P MIDCAP ETF		464287507	IJH	751.00	234.30	175,958.55	259.34	194,764.34	18,805.79	0.55
ISHARES CORE S&P SMALL-CAP E		464287804	IJR	1,784.00	95.51	170,388.77	102.39	182,663.76	12,274.99	0.51
ISHARES CORE S&P SMALL-CAP E		464287804	IJR	1,818.00	94.10	171,073.44	102.39	186,145.02	15,071.58	0.52
ISHARES CORE S&P SMALL-CAP E		464287804	IJR	1,257.00	107.25	134,813.12	102.39	128,704.23	(6,108.89)	0.36
ISHARES CORE S&P SMALL-CAP E		464287804	IJR	1,234.00	106.97	132,000.86	102.39	126,349.26	(5,651.60)	0.35
ISHARES CORE S&P SMALL-CAP E		464287804	IJR	884.00	106.82	94,428.35	102.39	90,512.76	(3,915.59)	0.25
ISHARES CORE S&P SMALL-CAP E		464287804	IJR	3,251.00	117.36	381,537.03	102.39	332,869.89	(48,667.14)	0.93
VANGUARD FTSE DEVELOPED MARKETS ETF		921943858	VEA	5,979.00	49.91	298,408.30	44.17	264,092.43	(34,315.87)	0.74
VANGUARD FTSE DEVELOPED MARKETS ETF		921943858	VEA	9,194.00	39.68	364,817.92	44.17	406,098.98	41,281.06	1.14
VANGUARD FTSE DEVELOPED MARKETS ETF		921943858	VEA	6,816.00	38.86	264,869.76	44.17	301,062.72	36,192.96	0.84
VANGUARD FTSE DEVELOPED MARKETS ETF		921943858	VEA	2,614.00	37.17	97,162.38	44.17	115,460.38	18,298.00	0.32
VANGUARD FTSE DEVELOPED MARKETS ETF		921943858	VEA	2,193.00	42.18	92,500.74	44.17	96,864.81	4,364.07	0.27

**Detail of Securities Held & Market Analytics**

For the Month Ending **February 28, 2023**

**SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]**

<b>Security Type/Description</b>	<b>Dated Date/Coupon/Maturity</b>	<b>CUSIP</b>	<b>Ticker</b>	<b>Shares</b>	<b>Average Cost/Share</b>	<b>Original Cost</b>	<b>Market Price</b>	<b>Market Value</b>	<b>Unreal G/L on Cost</b>	<b>Percentage</b>
<b>Exchange-Traded Fund - Equity</b>										
VANGUARD FTSE DEVELOPED MARKETS ETF		921943858	VEA	3,049.00	49.33	150,405.34	44.17	134,674.33	(15,731.01)	0.38
VANGUARD FTSE DEVELOPED MARKETS ETF		921943858	VEA	15,565.00	42.95	668,507.41	44.17	687,506.05	18,998.64	1.92
VANGUARD TOTAL INTL STOCK		921909768	VXUS	593.00	56.01	33,213.93	53.81	31,909.33	(1,304.60)	0.09
VANGUARD TOTAL INTL STOCK		921909768	VXUS	6,979.00	65.37	456,217.23	53.81	375,539.99	(80,677.24)	1.05
VANGUARD TOTAL INTL STOCK		921909768	VXUS	8,244.00	52.51	432,892.44	53.81	443,609.64	10,717.20	1.24
VANGUARD TOTAL INTL STOCK		921909768	VXUS	21,430.00	52.12	1,116,931.60	53.81	1,153,148.30	36,216.70	3.23
VANGUARD TOTAL INTL STOCK		921909768	VXUS	2,875.00	51.82	148,982.21	53.81	154,703.75	5,721.54	0.43
VANGUARD TOTAL INTL STOCK		921909768	VXUS	18,820.00	47.87	900,909.64	53.81	1,012,704.20	111,794.56	2.83
VANGUARD TOTAL INTL STOCK		921909768	VXUS	553.00	64.35	35,585.55	53.81	29,756.93	(5,828.62)	0.08
VANGUARD TOTAL INTL STOCK		921909768	VXUS	1,932.00	53.54	103,439.28	53.81	103,960.92	521.64	0.29
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	1,546.00	226.21	349,720.35	199.52	308,457.92	(41,262.43)	0.86
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	4,809.00	195.76	941,409.84	199.52	959,491.68	18,081.84	2.70
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	433.00	233.92	101,287.36	199.52	86,392.16	(14,895.20)	0.24
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	27,008.00	169.04	4,565,432.32	199.52	5,388,636.16	823,203.84	15.08
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	764.00	191.49	146,298.36	199.52	152,433.28	6,134.92	0.43
<b>Security Type Sub-Total</b>				<b>168,599.00</b>		<b>15,316,198.45</b>	<b>3,862.63</b>	<b>16,195,160.46</b>	<b>878,962.01</b>	<b>45.32</b>
<b>Money Market Mutual Fund</b>										
FIRST AMERICAN GOVERNMENT OBLIGATION - Z		31846V567	FGZXX	306,769.63	1.00	306,769.63	1.00	306,769.63	0.00	0.86
<b>Security Type Sub-Total</b>				<b>306,769.63</b>		<b>306,769.63</b>	<b>1.00</b>	<b>306,769.63</b>	<b>0.00</b>	<b>0.86</b>
<b>Mutual Fund - Bond</b>										
BAIRD CORE PLUS BOND - INST		057071870	BCOIX	418,256.91	11.14	4,657,317.90	9.90	4,140,743.36	(516,574.54)	11.59
BBH LIMITED DURATION I		05528X851	BBBIX	106,858.76	10.00	1,068,612.83	10.04	1,072,861.97	4,249.14	3.00
DOUBLELINE CORE FIXED INCOME I		258620301	DBLFX	198,015.03	10.59	2,097,595.41	9.26	1,833,619.21	(263,976.20)	5.13
MAINSTAY MACKAY HIGH YIELD CORP BD R6		56063N881	MHYSX	60,087.04	5.61	337,328.25	4.94	296,829.99	(40,498.26)	0.83
PACIFIC FUNDS FLOATING RATE INCOME FUND		69447T771	PLFRX	216.69	9.34	2,023.89	9.33	2,021.74	(2.15)	0.01
PRUDENTIAL TOTAL RETRN BND-Q		74440B884	PTRQX	284,146.37	14.10	4,007,729.62	11.80	3,352,927.16	(654,802.46)	9.38

**Detail of Securities Held & Market Analytics**

For the Month Ending **February 28, 2023**

<b>SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]</b>										
<b>Security Type/Description</b>	<b>Dated Date/Coupon/Maturity</b>	<b>CUSIP</b>	<b>Ticker</b>	<b>Shares</b>	<b>Average Cost/Share</b>	<b>Original Cost</b>	<b>Market Price</b>	<b>Market Value</b>	<b>Unreal G/L on Cost</b>	<b>Percentage</b>
<b>Mutual Fund - Bond</b>										
VOYA INTERMEDIATE BOND R6		92913L569	IIBZX	212,579.00	10.20	2,169,002.50	8.59	1,826,053.64	(342,948.86)	5.11
<b>Security Type Sub-Total</b>				<b>1,280,159.81</b>		<b>14,339,610.40</b>	<b>63.86</b>	<b>12,525,057.07</b>	<b>(1,814,553.33)</b>	<b>35.05</b>
<b>Mutual Fund - Equity</b>										
HARDING LOEVNER INTERNATIONAL EQUITY POR		412295107	HL MIX	27,166.56	27.62	750,346.39	24.52	666,124.07	(84,222.32)	1.86
HRTFRD SCHR EM MRKT EQ-SDR		41665H789	SEMTX	21,733.96	19.29	419,204.67	14.88	323,401.33	(95,803.34)	0.91
JENSEN QUALITY GROWTH-Y		476313408	JENYX	33,754.25	51.40	1,734,969.00	53.96	1,821,379.16	86,410.16	5.10
JOHCM INTERNATIONAL SELECT I		46653M849	JOHIX	15,699.95	27.19	426,844.20	21.04	330,326.98	(96,517.22)	0.92
MFS EMERGING MARKETS DEBT R6		552746364	MEDHX	0.01	11.25	0.09	11.54	0.09	0.00	0.00
VANGUARD TOT INST ST IDX - ADM		921909818	VTIAX	0.00	33.33	0.03	28.96	0.03	0.00	0.00
<b>Security Type Sub-Total</b>				<b>98,354.73</b>		<b>3,331,364.38</b>	<b>154.90</b>	<b>3,141,231.66</b>	<b>(190,132.72)</b>	<b>8.79</b>
<b>Separate Account</b>										
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	49,000.00	1.00	49,000.00	101.47	49,718.50	718.50	0.14
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	24,500.00	1.00	24,500.00	101.47	24,859.25	359.25	0.07
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	45,325.00	1.00	45,325.00	101.47	45,989.61	664.61	0.13
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	30,625.00	1.00	30,625.00	101.47	31,074.06	449.06	0.09
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	21,070.00	1.00	21,070.00	101.47	21,378.95	308.95	0.06
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	49,000.00	1.00	49,000.00	101.47	49,718.49	718.49	0.14
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	49,980.00	1.00	49,980.00	101.47	50,712.87	732.87	0.14
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	12,074.46	1.00	12,074.46	101.47	12,251.51	177.05	0.03
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	45,325.00	1.00	45,325.00	101.47	45,989.61	664.61	0.13
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	22,050.00	1.00	22,050.00	101.47	22,373.32	323.32	0.06
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	34,300.00	1.00	34,300.00	101.47	34,802.95	502.95	0.10
NB SECONDARY OPPORTUNITIES V OFFSHORE		NBSOFV007	SA425	130,837.59	1.00	130,837.59	131.59	172,166.35	41,328.76	0.48
NB SECONDARY OPPORTUNITIES V OFFSHORE		NBSOFV007	SA425	191,676.07	1.00	191,676.07	131.59	252,222.38	60,546.31	0.71

**Detail of Securities Held & Market Analytics**

For the Month Ending **February 28, 2023**

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]									
Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
<b>Separate Account</b>									
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	68,756.25	1.00	68,756.25	131.59	90,474.86	21,718.61	0.25
<b>Security Type Sub-Total</b>			<b>774,519.37</b>		<b>774,519.37</b>	<b>1,510.89</b>	<b>903,732.71</b>	<b>129,213.34</b>	<b>2.53</b>
<b>Managed Account Sub-Total</b>			<b>2,663,325.54</b>		<b>36,835,491.14</b>	<b>6,039.68</b>	<b>35,731,146.02</b>	<b>(1,104,345.12)</b>	<b>99.99</b>
<b>Securities Sub-Total</b>			<b>\$2,663,325.54</b>		<b>\$36,835,491.14</b>	<b>\$6,039.68</b>	<b>\$35,731,146.02</b>	<b>(\$1,104,345.12)</b>	<b>99.99%</b>
<b>Accrued Interest</b>							<b>\$0.00</b>		
<b>Total Investments</b>							<b>\$35,731,146.02</b>		



**Detail of Securities Held & Market Analytics**

For the Month Ending **February 28, 2023**

**SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]**

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
<b>Exchange-Traded Fund - Bond</b>									
ISHARES CORE U.S. AGGREGATE	464287226	AGG	19,401.00	98.65	1,913,908.65	97.31	1,887,911.31	(25,997.34)	5.27
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	982.00	61.01	59,911.82	49.87	48,972.34	(10,939.48)	0.14
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,113.00	61.13	68,037.69	49.87	55,505.31	(12,532.38)	0.16
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	631.00	56.69	35,771.39	49.87	31,467.97	(4,303.42)	0.09
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,405.00	60.31	145,045.55	49.87	119,937.35	(25,108.20)	0.33
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	633.00	56.99	36,074.67	49.87	31,567.71	(4,506.96)	0.09
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,734.00	57.68	157,699.85	49.87	136,344.58	(21,355.27)	0.38
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	7,130.00	50.33	358,852.90	49.87	355,573.10	(3,279.80)	0.99
<b>Security Type Sub-Total</b>			<b>35,029.00</b>		<b>2,775,302.52</b>	<b>446.40</b>	<b>2,667,279.67</b>	<b>(108,022.85)</b>	<b>7.45</b>

<b>Exchange-Traded Fund - Equity</b>									
INVESCO S&P 500 EQUAL WEIGHT ETF	46137V357	RSP	4,620.00	140.55	649,341.00	146.60	677,292.00	27,951.00	1.89
INVESCO S&P 500 EQUAL WEIGHT ETF	46137V357	RSP	2,515.00	138.29	347,799.10	146.60	368,699.00	20,899.90	1.04
INVESCO S&P 500 EQUAL WEIGHT ETF	46137V357	RSP	2,437.00	155.89	379,903.45	146.60	357,264.20	(22,639.25)	1.00
INVESCO S&P 500 EQUAL WEIGHT ETF	46137V357	RSP	3,264.00	156.88	512,055.99	146.60	478,502.40	(33,553.59)	1.34
ISHARES CORE S&P MIDCAP ETF	464287507	IJH	2,662.00	276.40	735,776.80	259.34	690,363.08	(45,413.72)	1.93
ISHARES CORE S&P MIDCAP ETF	464287507	IJH	751.00	234.30	175,958.55	259.34	194,764.34	18,805.79	0.54
ISHARES CORE S&P MIDCAP ETF	464287507	IJH	616.00	239.53	147,549.62	259.34	159,753.44	12,203.82	0.45
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	1,256.00	107.25	134,705.87	102.39	128,601.84	(6,104.03)	0.36
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	1,798.00	95.51	171,725.90	102.39	184,097.22	12,371.32	0.51
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	886.00	106.82	94,641.99	102.39	90,717.54	(3,924.45)	0.25
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	1,836.00	94.10	172,767.23	102.39	187,988.04	15,220.81	0.52
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	3,250.00	117.36	381,419.68	102.39	332,767.50	(48,652.18)	0.93
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	1,233.00	106.97	131,893.89	102.39	126,246.87	(5,647.02)	0.35
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,614.00	37.17	97,162.38	44.17	115,460.38	18,298.00	0.32
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,211.00	42.18	93,259.98	44.17	97,659.87	4,399.89	0.27
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	9,189.00	39.68	364,619.52	44.17	405,878.13	41,258.61	1.13
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	15,623.00	42.95	670,998.48	44.17	690,067.91	19,069.43	1.93
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	5,980.00	49.91	298,458.21	44.17	264,136.60	(34,321.61)	0.74
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	6,915.00	38.86	268,716.90	44.17	305,435.55	36,718.65	0.85

Detail of Securities Held & Market Analytics

For the Month Ending February 28, 2023

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
<b>Exchange-Traded Fund - Equity</b>									
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	3,112.00	49.33	153,513.09	44.17	137,457.04	(16,056.05)	0.38
VANGUARD TOTAL INTL STOCK	921909768	VXUS	6,883.00	65.37	449,941.71	53.81	370,374.23	(79,567.48)	1.03
VANGUARD TOTAL INTL STOCK	921909768	VXUS	580.00	56.01	32,485.80	53.81	31,209.80	(1,276.00)	0.09
VANGUARD TOTAL INTL STOCK	921909768	VXUS	18,935.00	47.87	906,414.66	53.81	1,018,892.35	112,477.69	2.84
VANGUARD TOTAL INTL STOCK	921909768	VXUS	2,875.00	51.82	148,982.21	53.81	154,703.75	5,721.54	0.43
VANGUARD TOTAL INTL STOCK	921909768	VXUS	8,570.00	52.51	450,010.70	53.81	461,151.70	11,141.00	1.29
VANGUARD TOTAL INTL STOCK	921909768	VXUS	1,714.00	53.54	91,767.56	53.81	92,230.34	462.78	0.26
VANGUARD TOTAL INTL STOCK	921909768	VXUS	21,287.00	52.12	1,109,478.44	53.81	1,145,453.47	35,975.03	3.20
VANGUARD TOTAL INTL STOCK	921909768	VXUS	632.00	64.35	40,669.20	53.81	34,007.92	(6,661.28)	0.09
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	4,931.00	195.76	965,292.56	199.52	983,833.12	18,540.56	2.75
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	1,551.00	226.21	350,851.40	199.52	309,455.52	(41,395.88)	0.86
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	26,984.00	169.04	4,561,375.36	199.52	5,383,847.68	822,472.32	15.03
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	433.00	233.92	101,287.36	199.52	86,392.16	(14,895.20)	0.24
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	983.00	191.49	188,234.67	199.52	196,128.16	7,893.49	0.55
<b>Security Type Sub-Total</b>			<b>169,126.00</b>		<b>15,379,059.26</b>	<b>3,716.03</b>	<b>16,260,833.15</b>	<b>881,773.89</b>	<b>45.39</b>
<b>Money Market Mutual Fund</b>									
FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	278,562.72	1.00	278,562.72	1.00	278,562.72	0.00	0.78
<b>Security Type Sub-Total</b>			<b>278,562.72</b>		<b>278,562.72</b>	<b>1.00</b>	<b>278,562.72</b>	<b>0.00</b>	<b>0.78</b>
<b>Mutual Fund - Bond</b>									
BAIRD CORE PLUS BOND - INST	057071870	BCOIX	419,232.28	11.13	4,667,529.87	9.90	4,150,399.55	(517,130.32)	11.59
BBH LIMITED DURATION I	05528X851	BBBIX	107,110.10	10.00	1,071,126.27	10.04	1,075,385.41	4,259.14	3.00
DOUBLELINE CORE FIXED INCOME I	258620301	DBLFX	198,480.44	10.59	2,102,868.88	9.26	1,837,928.89	(264,939.99)	5.13
MAINSTAY MACKAY HIGH YIELD CORP BD R6	56063N881	MHYSX	60,388.84	5.61	339,025.23	4.94	298,320.87	(40,704.36)	0.83
PACIFIC FUNDS FLOATING RATE INCOME FUND	69447T771	PLFRX	217.69	9.34	2,033.23	9.33	2,031.07	(2.16)	0.01
PRUDENTIAL TOTAL RETRN BND-Q	74440B884	PTRQX	284,814.62	14.10	4,016,666.33	11.80	3,360,812.57	(655,853.76)	9.38
VOYA INTERMEDIATE BOND R6	92913L569	IIBZX	213,077.23	10.21	2,174,475.97	8.59	1,830,333.44	(344,142.53)	5.11

**Detail of Securities Held & Market Analytics**

For the Month Ending **February 28, 2023**

<b>SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]</b>									
<b>Security Type/Description</b>				<b>Average</b>	<b>Original</b>	<b>Market</b>	<b>Market</b>	<b>Unreal G/L</b>	
<b>Dated Date/Coupon/Maturity</b>	<b>CUSIP</b>	<b>Ticker</b>	<b>Shares</b>	<b>Cost/Share</b>	<b>Cost</b>	<b>Price</b>	<b>Value</b>	<b>on Cost</b>	<b>Percentage</b>
<b>Security Type Sub-Total</b>			<b>1,283,321.21</b>		<b>14,373,725.78</b>	<b>63.86</b>	<b>12,555,211.80</b>	<b>(1,818,513.98)</b>	<b>35.05</b>
<b>Mutual Fund - Equity</b>									
HARDING LOEVNER INTERNATIONAL EQUITY POR	412295107	HLMIX	27,260.23	27.58	751,954.90	24.52	668,420.82	(83,534.08)	1.87
HRTFRD SCHR EM MRKT EQ-SDR	41665H789	SEMTX	21,806.78	19.29	420,684.42	14.88	324,484.86	(96,199.56)	0.91
JENSEN QUALITY GROWTH-Y	476313408	JENYX	33,855.64	51.41	1,740,587.34	53.96	1,826,850.44	86,263.10	5.10
JOHCM INTERNATIONAL SELECT I	46653M849	JOHIX	15,756.43	27.17	428,171.05	21.04	331,515.30	(96,655.75)	0.93
MFS EMERGING MARKETS DEBT R6	552746364	MEDHX	0.01	11.25	0.09	11.54	0.09	0.00	0.00
VANGUARD TOTAL STOCK MARKET INDEX	922908801	VITXS	0.00	75.00	0.03	97.22	0.04	0.01	0.00
<b>Security Type Sub-Total</b>			<b>98,679.09</b>		<b>3,341,397.83</b>	<b>223.16</b>	<b>3,151,271.55</b>	<b>(190,126.28)</b>	<b>8.81</b>
<b>Separate Account</b>									
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	49,980.00	1.00	49,980.00	101.47	50,712.87	732.87	0.14
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	45,325.00	1.00	45,325.00	101.47	45,989.61	664.61	0.13
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	34,300.00	1.00	34,300.00	101.47	34,802.95	502.95	0.10
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	24,500.00	1.00	24,500.00	101.47	24,859.25	359.25	0.07
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	30,625.00	1.00	30,625.00	101.47	31,074.06	449.06	0.09
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	21,070.00	1.00	21,070.00	101.47	21,378.95	308.95	0.06
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	49,000.00	1.00	49,000.00	101.47	49,718.50	718.50	0.14
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	12,074.46	1.00	12,074.46	101.47	12,251.51	177.05	0.03
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	49,000.00	1.00	49,000.00	101.47	49,718.49	718.49	0.14
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	45,325.00	1.00	45,325.00	101.47	45,989.61	664.61	0.13
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	22,050.00	1.00	22,050.00	101.47	22,373.32	323.32	0.06
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	68,756.25	1.00	68,756.25	131.59	90,474.86	21,718.61	0.25
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	191,676.07	1.00	191,676.07	131.59	252,222.38	60,546.31	0.70
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	130,837.59	1.00	130,837.59	131.59	172,166.35	41,328.76	0.48
<b>Security Type Sub-Total</b>			<b>774,519.37</b>		<b>774,519.37</b>	<b>1,510.89</b>	<b>903,732.71</b>	<b>129,213.34</b>	<b>2.52</b>

**Detail of Securities Held & Market Analytics**

For the Month Ending **February 28, 2023**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]									
Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
<b>Managed Account Sub-Total</b>			2,639,237.39		36,922,567.48	5,961.34	35,816,891.60	(1,105,675.88)	100.00
<b>Securities Sub-Total</b>			\$2,639,237.39		\$36,922,567.48	\$5,961.34	\$35,816,891.60	(\$1,105,675.88)	100.00%
<b>Accrued Interest</b>							\$0.00		
<b>Total Investments</b>							\$35,816,891.60		

**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: April 26, 2023

**RECEIVE & FILE**TO: Finance/Audit Committee  
Board of Directors

RE: Ridership Report for March 2023

Summary:

	Monthly Ridership		Monthly Variance	
	Mar-23	Mar-22	Net	Percent
Fixed Route	234,896	213,938	20,958	9.8%
SolVan	1,817	1,621	196	12.1%
SunRide	1,045	419	626	59.9%
Taxi Voucher*	245	245	0	0%
SunDial	9,809	9,349	460	4.9%
<b>Total</b>	<b>247,812</b>	<b>225,572</b>	<b>22,240</b>	<b>9.9%</b>

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

Yearly Ridership	
<b>Fiscal Year 2023</b>	2,003,655
<b>Fiscal Year 2022</b>	1,682,483
<b>Ridership Increase</b>	<b>321,172</b>

Fiscal year to date system ridership is up by 321,172 rides or 19.1% increase compared to the previous fiscal year. The baseline of the attached COVID-19 Recovery chart is calendar year 2020, this allows a comparison of three (3) years.

Recommendation:

Receive and file.

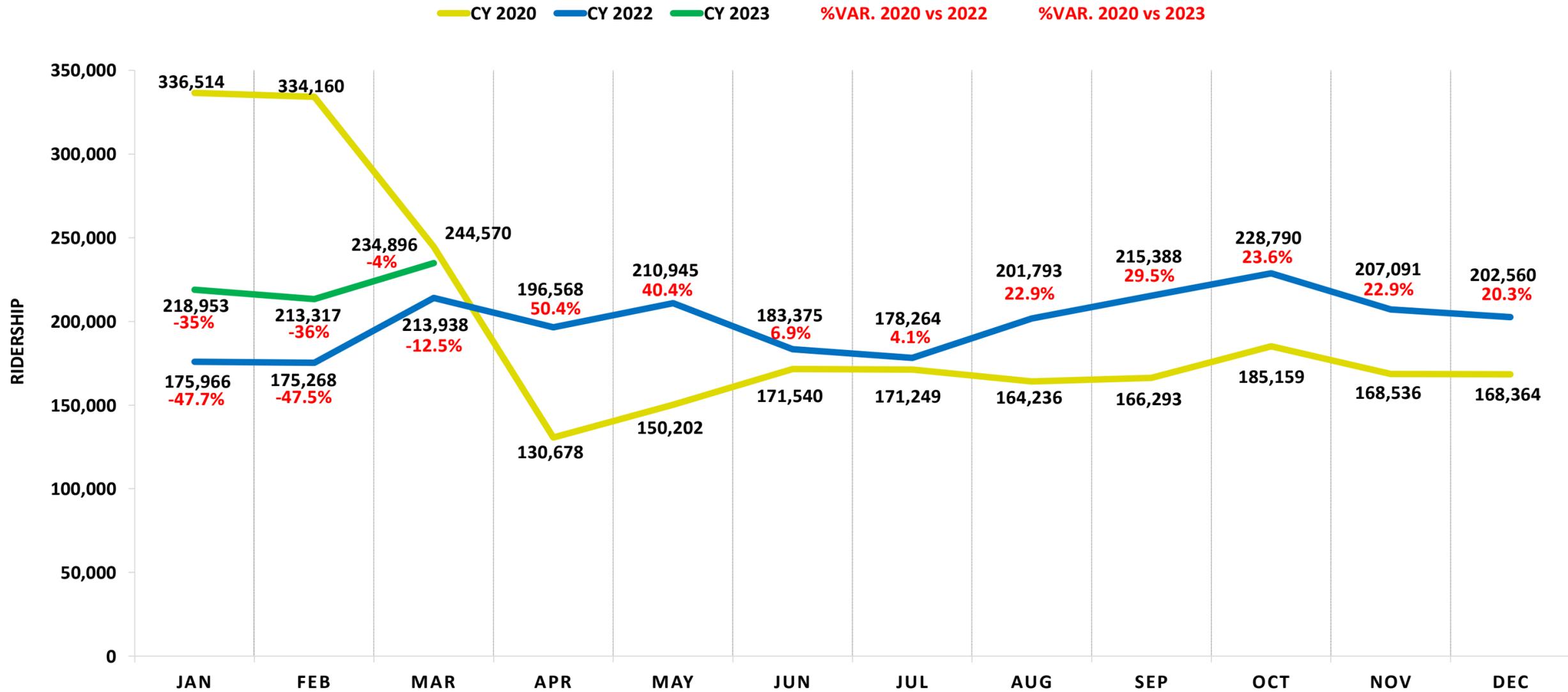


## SunLine Transit Agency Monthly Ridership Report March 2023

Fixed Route	Mar 2023	Mar 2022	FY 2023	FY 2022	Monthly KPI		Bikes		Wheelchairs	
			YTD	YTD	Passengers/ Rev. Hours	Passengers/ Rev. Miles	Monthly	FYTD	Monthly	FYTD
Route 1 Coachella - Hwy 111 - Palm Springs	92,748	84,771	781,829	651,087	16.0	1.0	3,727	33,927	697	6,590
Route 2 Desert Hot Springs - Palm Springs - Cathedral City	61,775	53,655	503,835	431,781	19.8	1.5	2,124	19,238	541	4,855
Route 3 Desert Hot Springs - Desert Edge	6,212	6,203	52,556	44,128	14.0	0.8	138	1,187	47	709
Route 4 Westfield Palm Desert - Palm Springs	19,311	18,219	156,797	138,279	10.1	0.7	826	6,261	90	921
Route 5 Desert Hot Springs - CSUSB - Palm Desert	2,447	1,870	16,578	8,500	7.8	0.3	72	528	7	50
Route 6 Coachella - Fred Waring - Westfield Palm Desert	10,388	8,691	74,651	56,175	7.5	0.5	311	2,588	63	417
Route 7 Bermuda Dunes - Indian Wells - La Quinta	7,286	6,174	53,084	48,070	12.1	0.8	252	1,989	17	328
Route 8 North Indio - Coachella -Thermal/Mecca	15,575	13,561	125,204	94,067	9.5	0.6	447	3,723	61	558
Route 9 North Shore - Mecca - Oasis	7,893	8,366	58,246	48,450	6.9	0.3	62	477	24	183
Route 10 Indio - CSUSB - San Bernardino - Metrolink	2,633	2,881	20,530	14,226	13.4	0.2	36	215	12	51
Route 200 SB Palm Springs High School AM Tripper	204	391	2,276	2,552	27.8	1.6	-	12	-	1
Route 400 SB Raymond Cree / Palm Springs HS Tripper	140	205	819	1,354	9.6	0.5	-	-	-	1
Route 401 SB Palm Canyon / Stevens AM Tripper	-	-	-	206	-	-	-	-	-	-
Route 402 NB Palm Canyon / Stevens AM Tripper	25	63	203	382	3.1	0.2	-	-	-	2
Route 403 NB Vista Chino /Sunrise PM Tripper	74	174	481	984	13.7	0.5	-	8	-	-
Route 500 SB Westfield Palm Desert PM Tripper	297	392	2,031	1,991	36.7	2.4	52	63	-	3
Route 501 NB Palm Desert High School AM Tripper	-	-	-	95	-	-	-	5	-	-
Route 700 SB/NB Harris / Washington - Calle Madrid / Ave Vallejo AM Tripper	307	452	2,534	2,962	19.2	1.2	-	71	-	1
Route 701 SB/NB Harris / Washington - Calle Madrid / Ave Vallejo PM Tripper	693	1,297	5,398	7,067	39.6	2.6	5	31	-	3
Route 800 NB Shadow Hills High School AM Tripper	1,308	909	8,913	14,236	63.2	3.1	1	4	-	-
Route 801 SB Jackson / 44th PM Tripper	2,632	2,630	16,241	16,581	114.8	6.8	-	122	-	4
Route 802 SB Hwy 111 / Golf Center Pkwy PM Tripper	627	889	4,855	2,895	34.7	1.8	-	25	-	8
Route 803 NB Shadow Hills High School AM Tripper	2,321	2,145	13,991	3,150	119	6	-	1	-	-
<b>Fixed Route Total</b>	<b>234,896</b>	<b>213,938</b>	<b>1,901,052</b>	<b>1,589,218</b>	<b>13.9</b>	<b>0.9</b>	<b>8,053</b>	<b>70,475</b>	<b>1,559</b>	<b>14,685</b>
SolVan	1,817	1,621	14,652	12,356						
SunRide	1,045	419	5,687	3,741						
Taxi Voucher	245	245	2,184	2,430						
SunDial	9,809	9,349	80,080	74,738	1.9	0.1				
<b>System Total</b>	<b>247,812</b>	<b>225,572</b>	<b>2,003,655</b>	<b>1,682,483</b>	<b>10.6</b>	<b>0.7</b>				
	<b>Mar-23</b>	<b>Mar-22</b>								
Weekdays:	23	23								
Saturdays:	4	4								
Sundays:	4	4								
Total Days:	31	31								

On Sunday, May 2, 2021, SunLine resumed fare collection. Haul Pass Programs returned, Haul Pass COD contributed with 7,555 rides, CSUSB with 1726 rides. Mobile Ticketing contributed with 39,974 rides, the total for March 2023 includes 159 paratransit mobile tickets.

## Fixed Route Ridership COVID-19 Recovery



The COVID-19 pandemic caused a major national and global disruption with closures of businesses, schools and entertainment venues due to the implementation of national and statewide public health policies.

Variations are in red close to their corresponding ridership number. 2022 and 2023 are referring to the baseline of 2020.

CY 2021 has been removed to reflect the two (2) most recent years in recovery. CY 2020 will remain on the chart since it is the baseline needed to compare ridership recovery for CY 2022 & CY 2023.

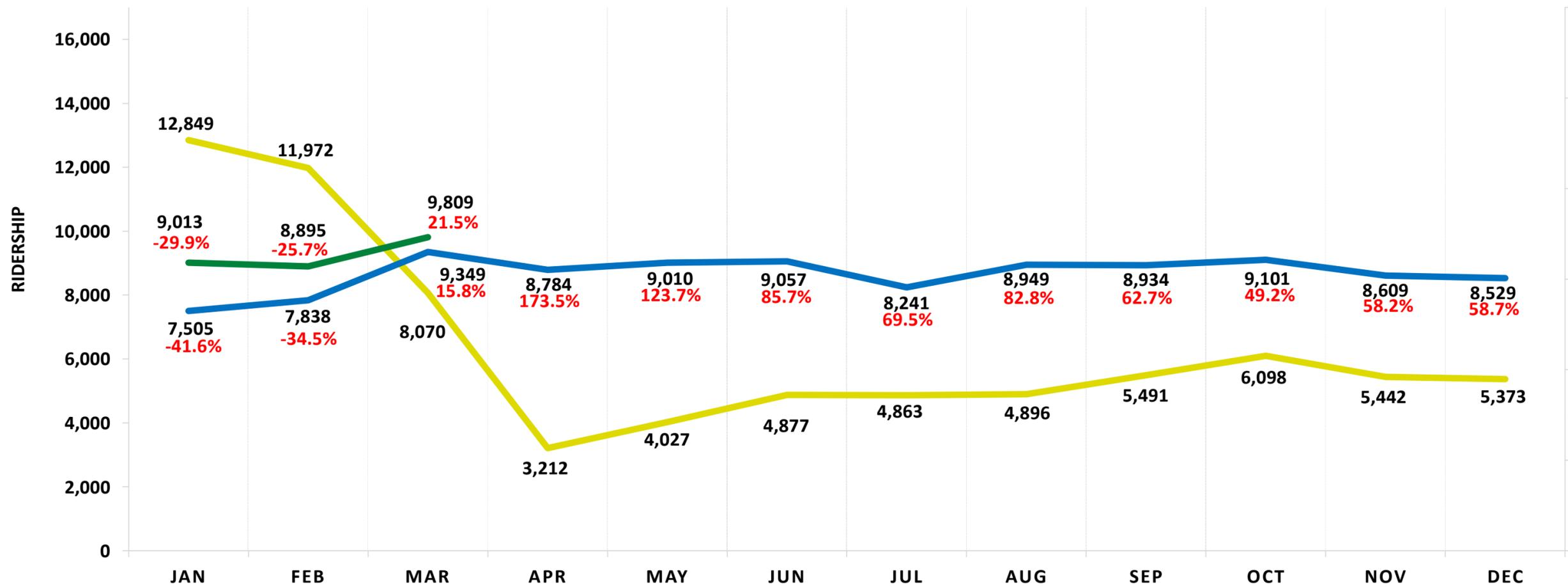
**Ridership:**

FY 2022 Actual = 2,303,785

FY 2023 SRTP Predicted = 2,506,993

## Paratransit Ridership COVID-19 Recovery

— CY 2020   
 — CY 2022   
 — CY 2023   
 %VAR. 2020 vs 2022   
 %VAR. 2020 vs 2023



Beginning January 2022, instead of comparing the ridership to the 2019 pre COVID levels, we will be moving forward with comparing from 2020 and 2022. Variances are in red close to their corresponding ridership number. 2022 and 2023 are referring to the baseline of 2020. January 2020 and February 2020 show pre-pandemic COVID-19 ridership numbers.

CY 2021 has been removed to reflect the two (2) most recent years in recovery. CY 2020 will remain on the chart since it is the baseline needed to compare ridership recovery for CY 2022 & CY 2023.

**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: April 26, 2023

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: SunDial Operational Notes for March 2023

Summary:

The attached report summarizes SunDial's operation for the month of March 2023. This report identifies that for the month of March, the on-time performance for SunDial did meet the internal service goal of 85% which is comparable to the fixed route service goal. The on-time performance for the month of March was 85.4%.

Fiscal-year-to-date, SunDial has maintained an on-time performance of 87.6%. Total vehicle miles for March 2023 increased by 3,114 compared to March 2022. Total trips for the month of March were 9,290. When compared to March 2022, this is an increase of 369 trips or 4.1%.

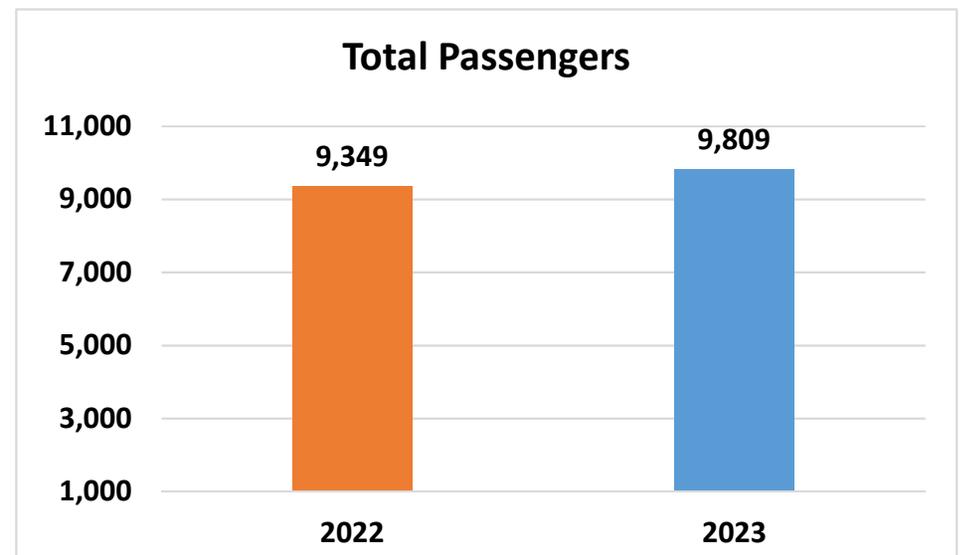
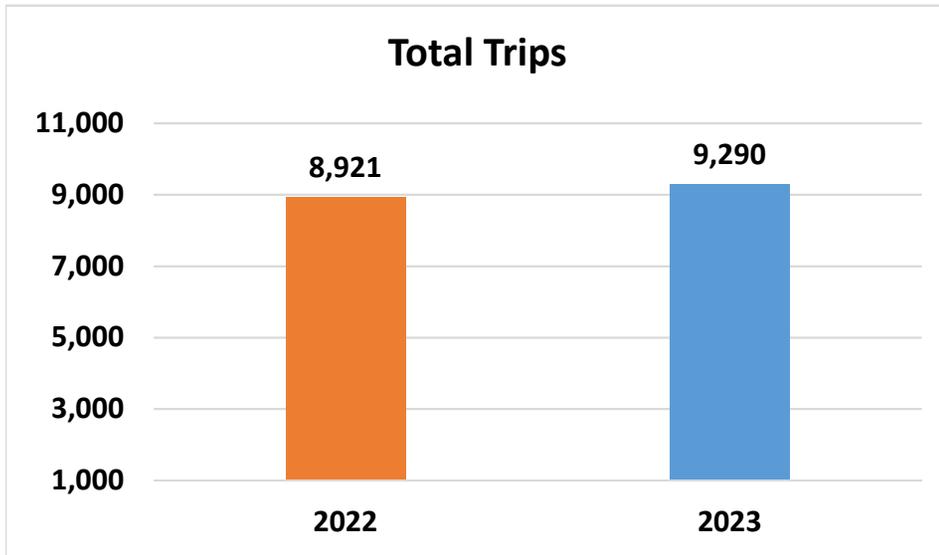
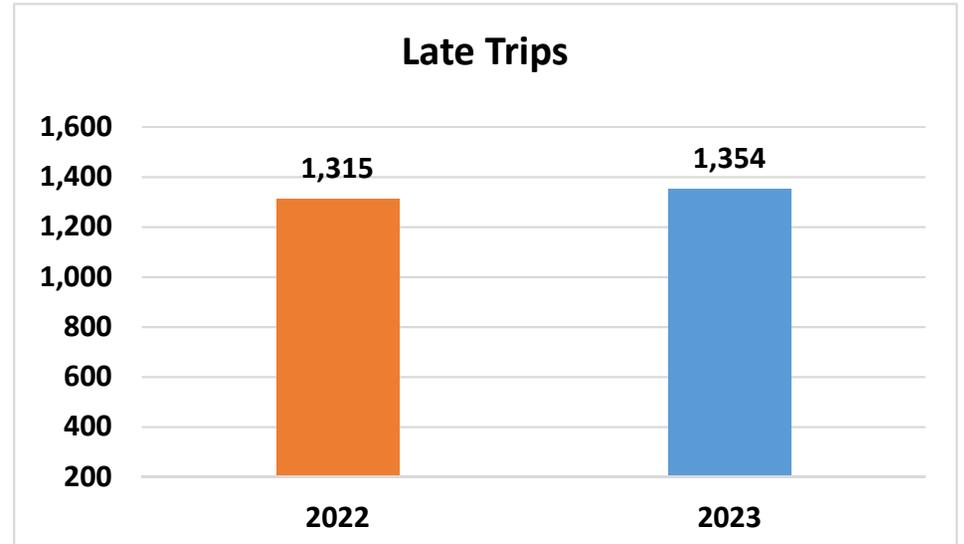
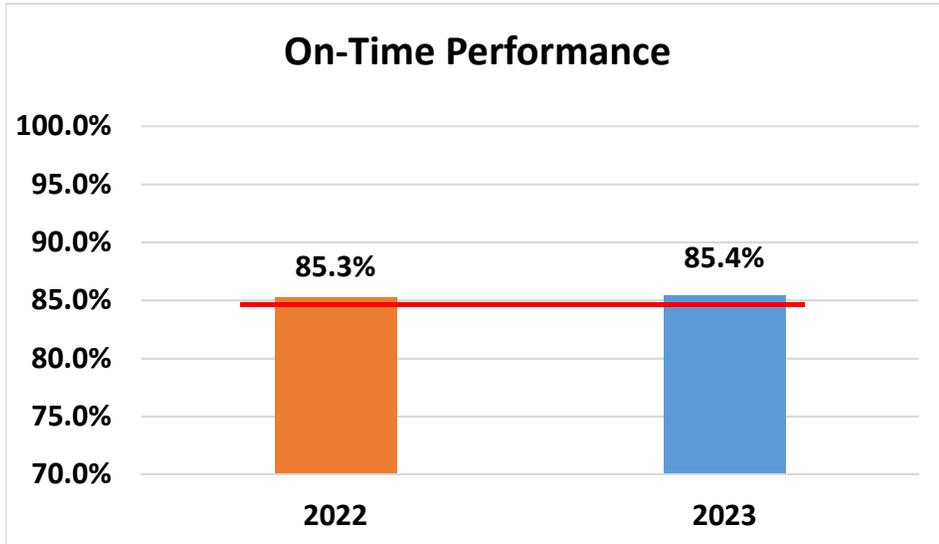
Total passengers for the month of March were 9,809. When compared to March 2022, this is a increase of 460 passengers or 4.9%. Mobility device boardings for March 2023 increased by 303 or 24% compared to March 2022. Field Supervisors performed 52 onboard inspections and 55 safety evaluations which included pre-trip inspections and trailing evaluations.

Recommendation:

Receive and file.

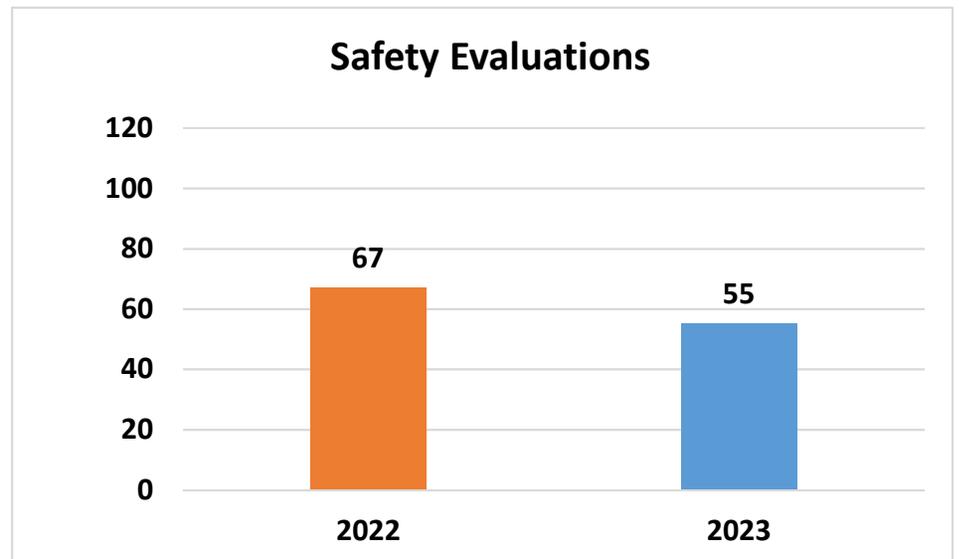
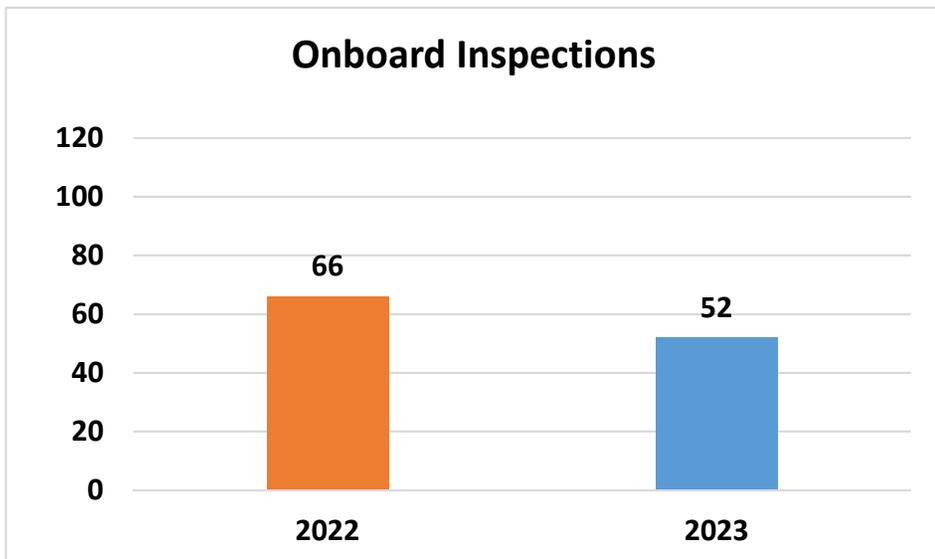
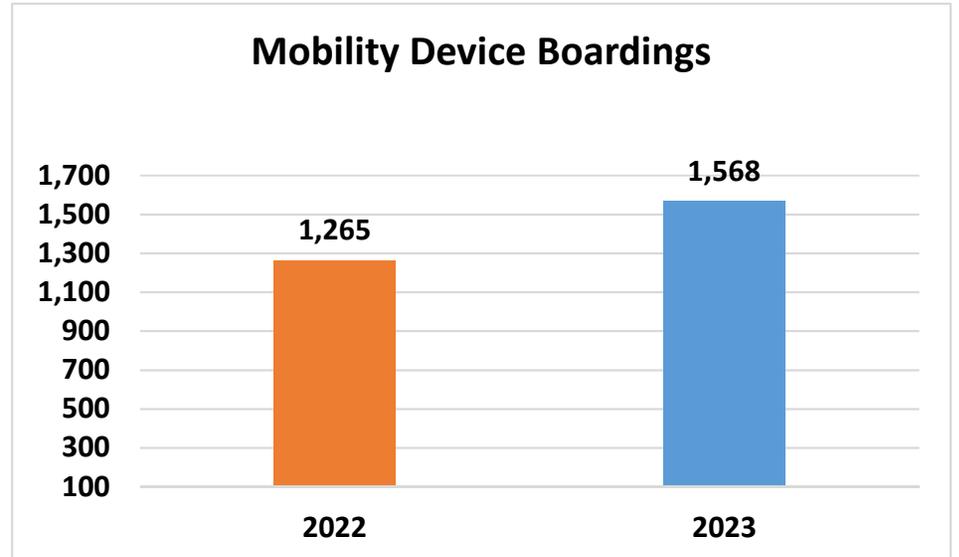
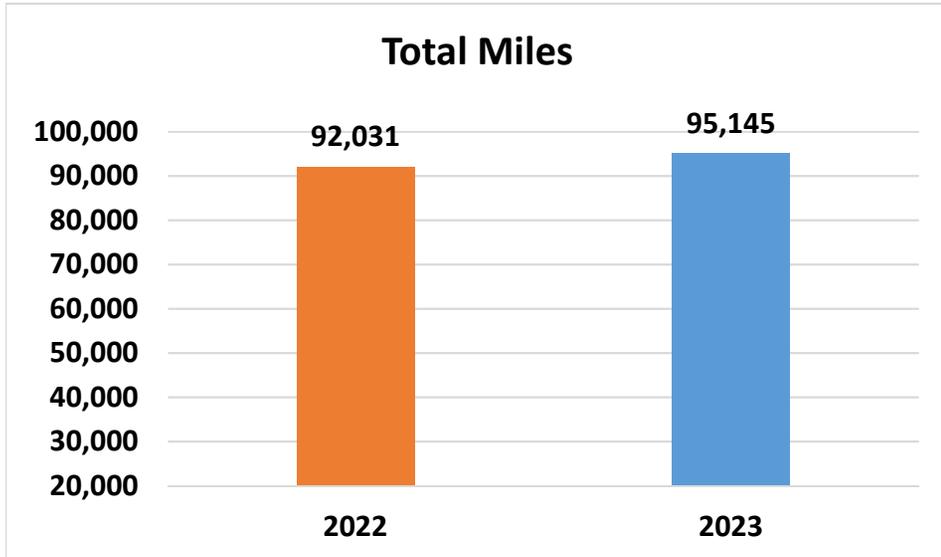
# SunDial Operational Charts

## March 2022 vs. March 2023



# SunDial Operational Charts

## March 2022 vs. March 2023



**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: April 26, 2023 **RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Metrics for March 2023

Summary:

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

SunRide

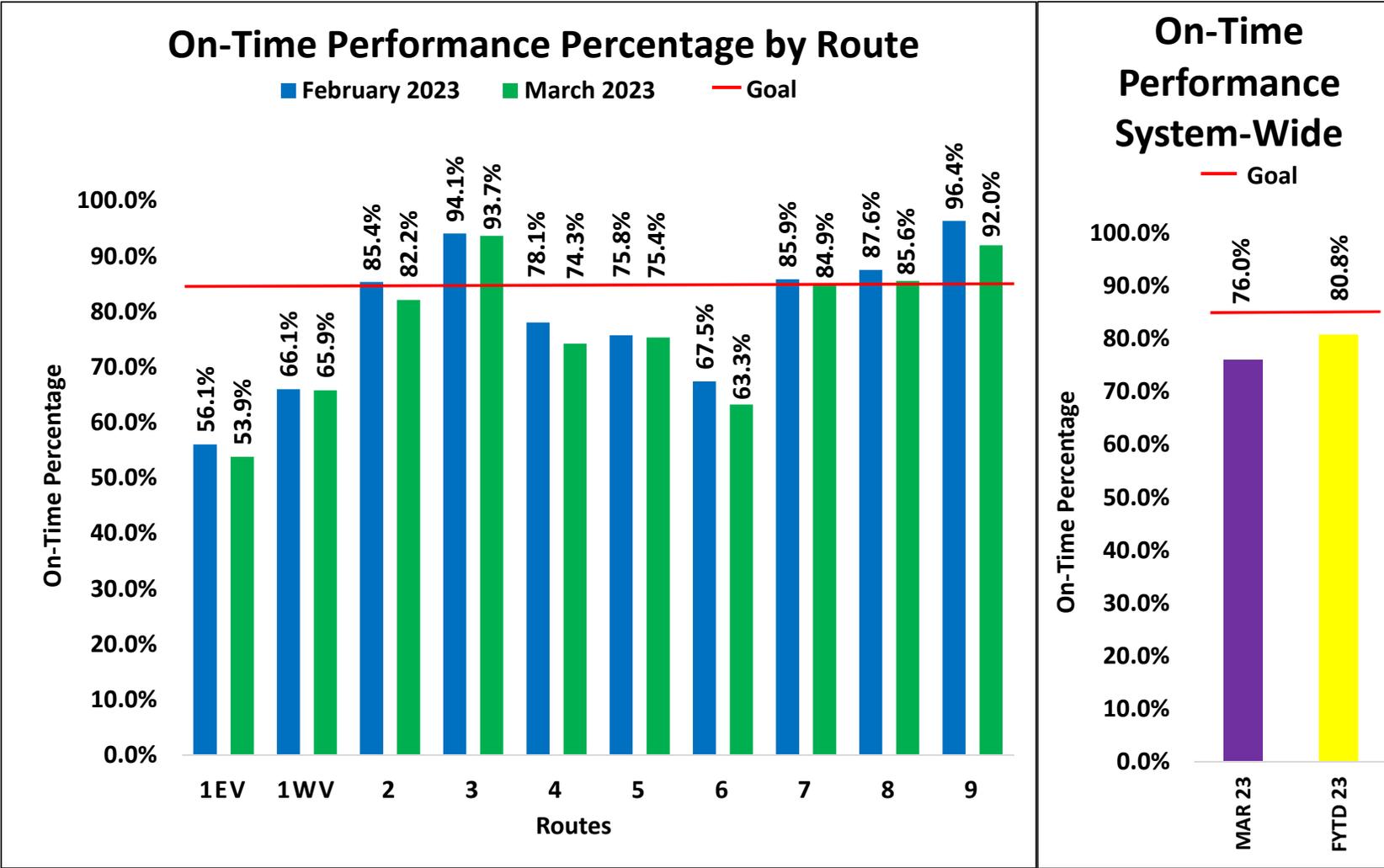
- Four (4) of the seven (7) geo-fences had their best month to date in March.
  - Desert Hot Springs with 204 trips by 242 passengers, up 14%.
  - Palm Desert had 353 trips by 367 passengers, up 41%.
  - Indio had 104 trips by 106 passengers, up 53%.
  - Palm Springs had 163 trips by 175 passengers, up 94%.
- SunRide system-wide also had its best month to date with 972 trips by 1,045 passengers, up 34%.
- Palm Desert remains strong with 250 rides by 264 passengers, its best month to date.
- The geo-fence boundaries for Cathedral City will be expanded based on failed searches in an effort to grow this zone.

### Fixed Route

- Fixed route's on-time performance had a decrease of 3.4% from February 2023 to March 2023. Multiple routes experienced heavy delays due to weather conditions and road closures.
- For the month of March 2023, the Agency did not meet its service standard goal of 85%. Routes 1, 2, 4, 5 and 6 did not meet their on-time performance for the month. All routes were impacted due to construction, weather conditions, traffic, shortage of operators.
  - Route 1 – 1WV experienced road construction in Rancho Mirage and Indian Wells. 1EV experienced traffic delays due to the tennis tournament. Staff has observed running times for the route and will adjust with the upcoming May service change.
  - Routes 2 & 4 – Wash closures at Gene Autry Trl. and Vista Chino.
  - Route 6 – Experienced traffic delays due to the tennis tournament. Staff has observed running times for the route and will adjust with the upcoming May service change.
- Early departures decreased by 1% compared to the previous month. This is attributed to the supervisors interacting with operators with early departures in the field.
- Late departures for March 2023 had a decrease of 0.5% when compared to the previous month.
- Route 5 continues to experience high traffic delays exiting Desert Hot Springs near the I-10 freeway and evening traffic delays at Palm Dr. going northbound.
- For the month of March 2023, 21% of SunLine's fixed route operator workforce was absent when compared to March 2022 at 17%.
- Workforce for March 2023 was at a total of 133 operators when compared to March 2022 at 154 operators.
- The High School Haul Pass ridership for March 2023 is the highest ridership month since the inception of the program in August 2021, with 23,936 rides.

### Recommendation:

Receive and file.



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

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

Note: For the month of March 2023, the Agency's on-time performance was at 72.6% when compared to March 2022 at 82.5%. This is a decrease of 9.9%.

Multiple routes experienced heavy delays due to weather conditions and road closures.

## Early Departure Percentage by Route

■ February 2023    ■ March 2023

Early Departure Percentage

2.0%

0.0%

1EV

1WV

2

3

4

5

6

7

8

9

Routes

0.2%

0.3%

0.3%

0.1%

0.7%

0.4%

0.3%

0.5%

0.6%

0.3%

1.0%

0.3%

0.5%

0.2%

0.9%

0.5%

0.4%

0.4%

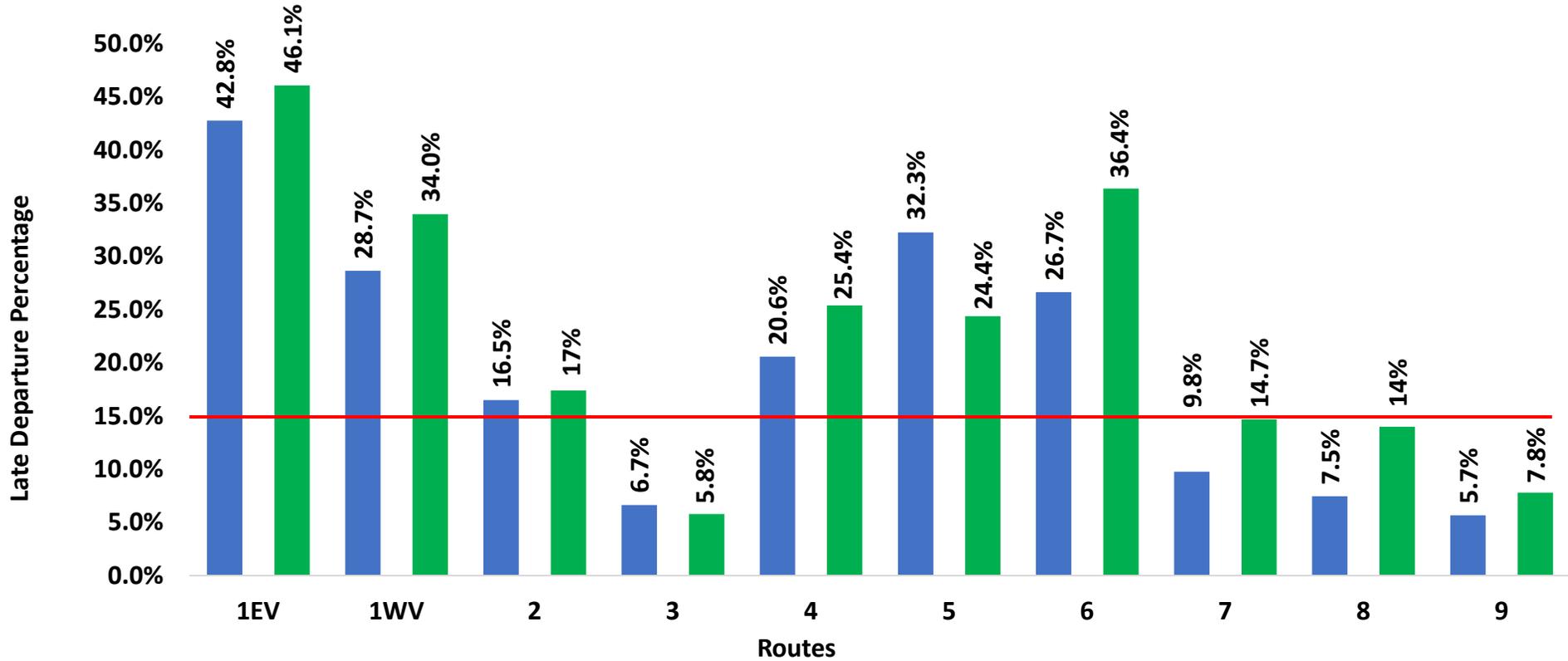
0.4%

0.2%

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

## Late Departure Percentage by Route

■ February 2023    ■ March 2023    — Goal

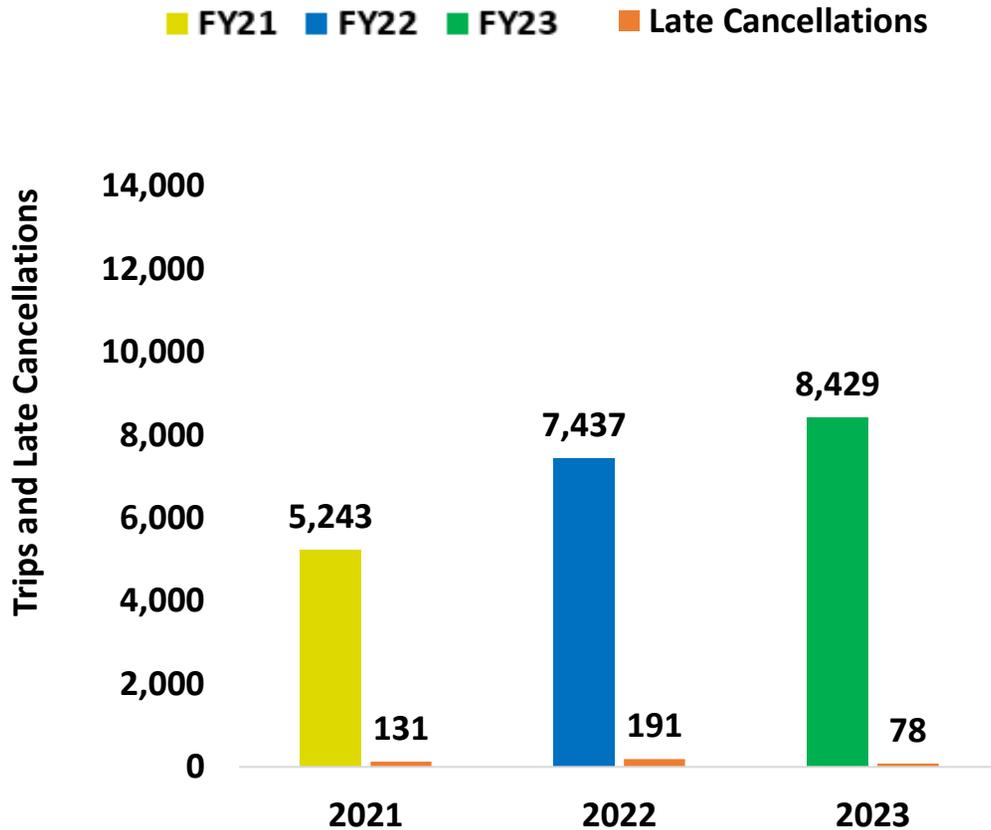


Late Departure: When a bus leaves a time point after the scheduled departure time and the route is running late with a departure greater than five (5) minutes.

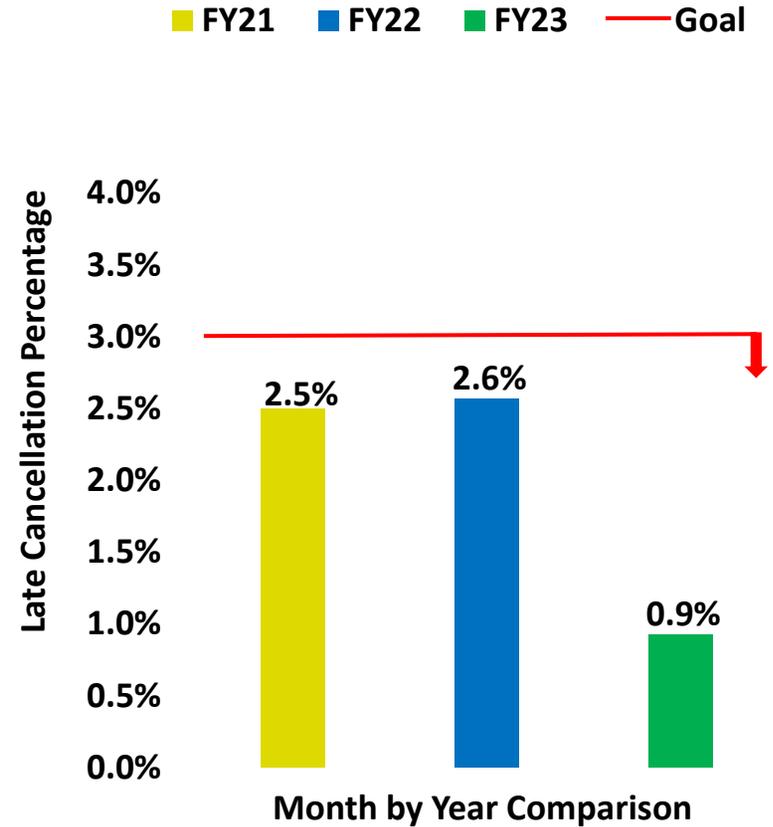
Goal: To ensure late departures remain below 15%.

Note: For the month of March 2023, we did not meet the Agency's overall goal of 85% due to road closures/detours caused by construction, weather conditions, traffic, shortage of operators.

## Total Trips vs. Late Cancellations March



## Late Cancellations by Percentage



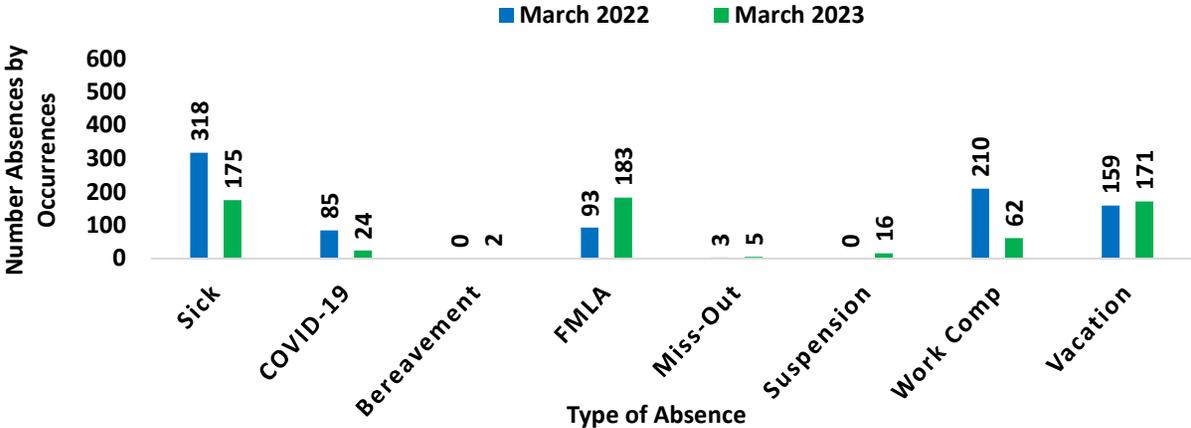
**Trip:** A one-way trip booked by the rider. A round trip is counted as two (2) trips.

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

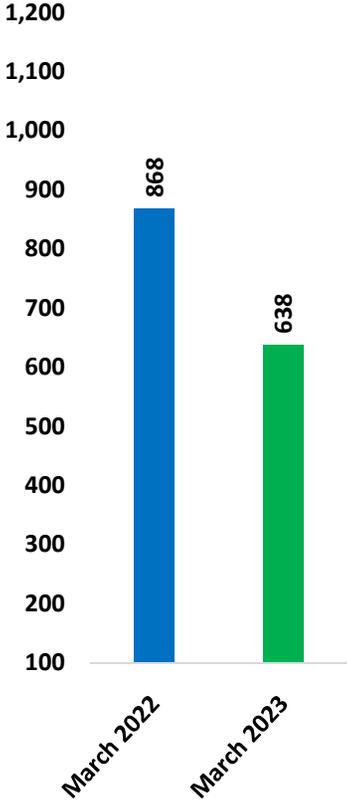
**Goal for Late Cancellations:** 3% or below.

**Total Trips:** Total one-way trips completed.

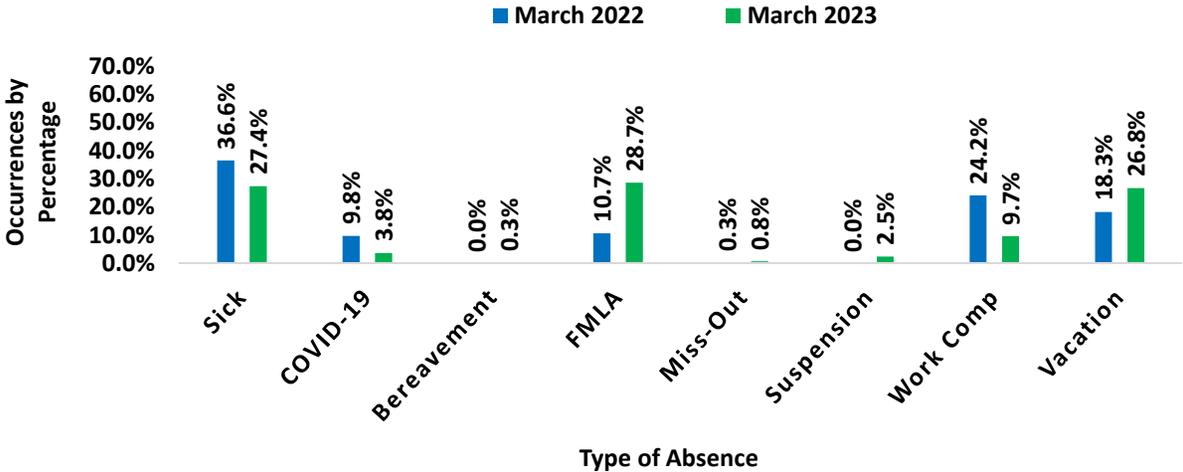
### Operator Absence by Type



### Total Absence Occurrences

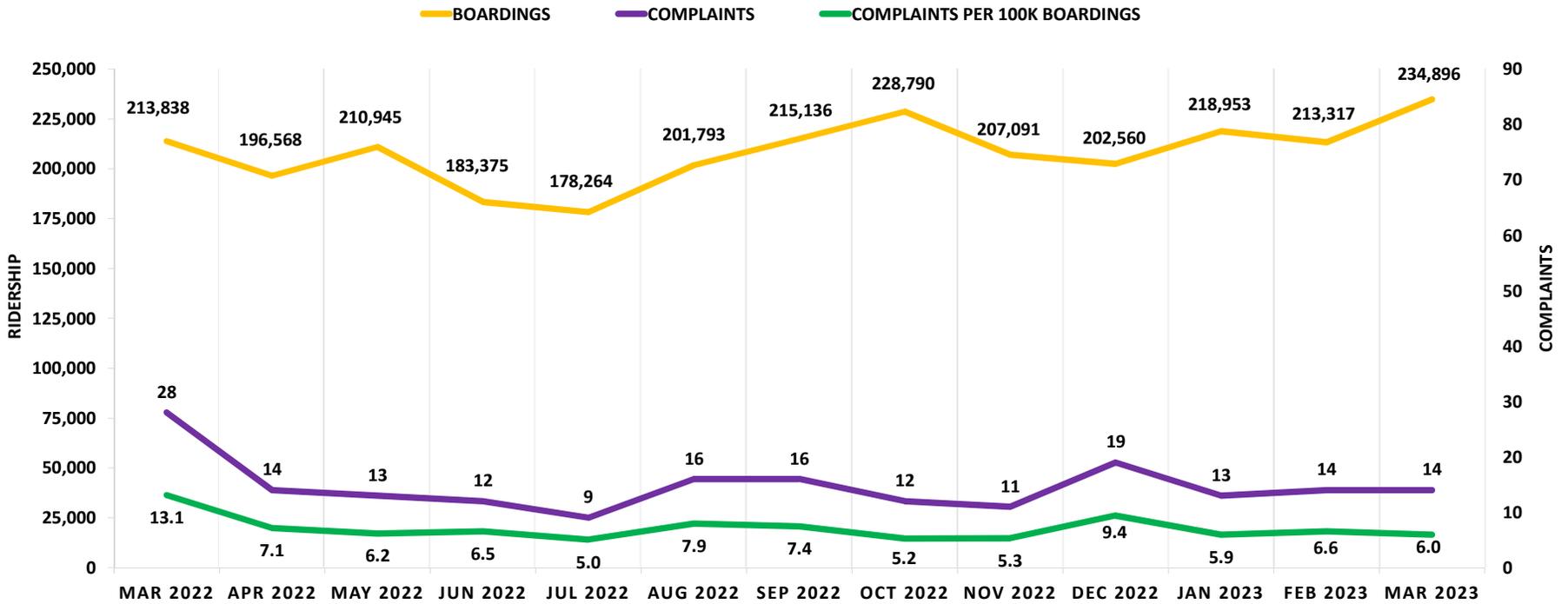


### Operator Absence Type by Percentage



This chart includes unplanned/unscheduled and COVID-19 absences for Fixed Route drivers. For the month of March 2022, 17% of SunLine's fixed route operator workforce was absent when compared to March 2023 at 21%. Workforce for March 2022 was at a total of 154 operators when compared to March 2023 at 13 operators.

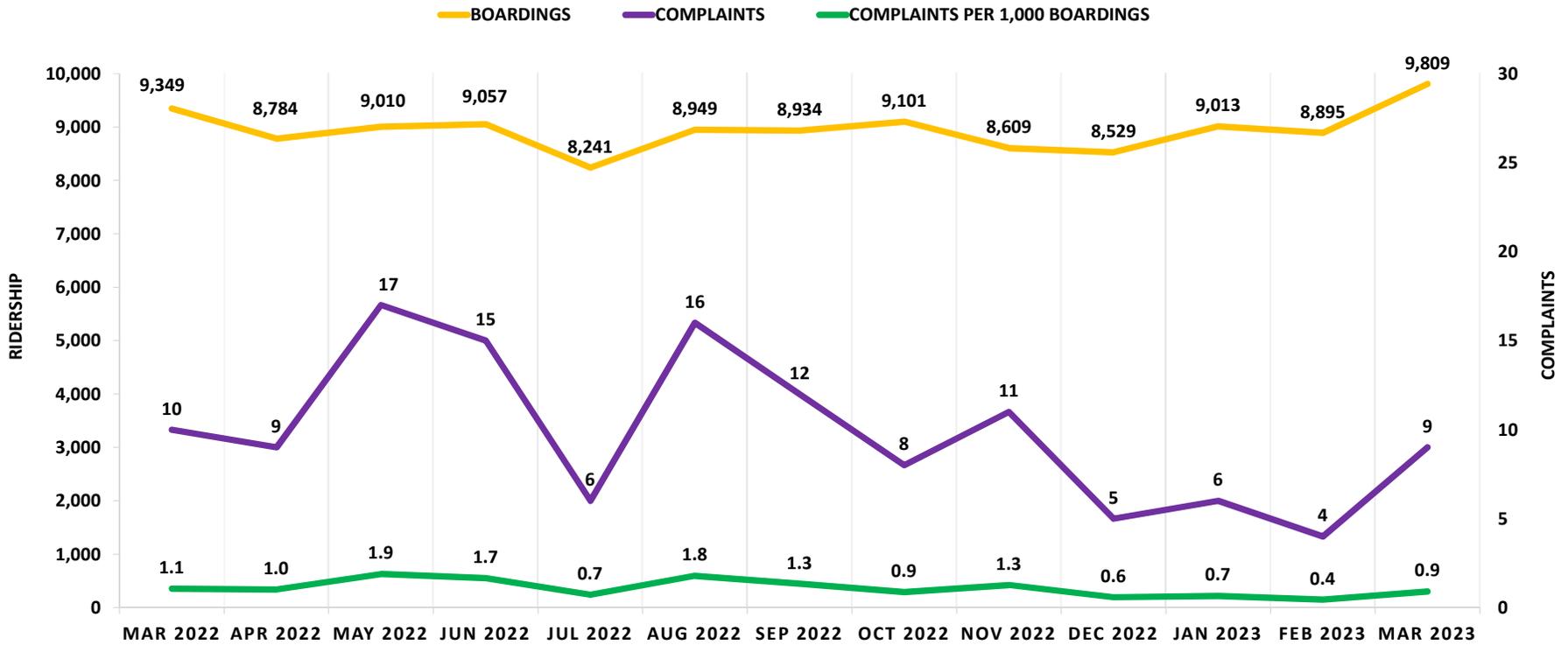
## Fixed Route Customer Complaints March 2023



This chart represents the number of boardings and total valid complaints, as well as the number of valid complaints per 100,000 boardings for the fixed route system.

For the month of March, 99.99% of our total boardings did not receive a complaint.

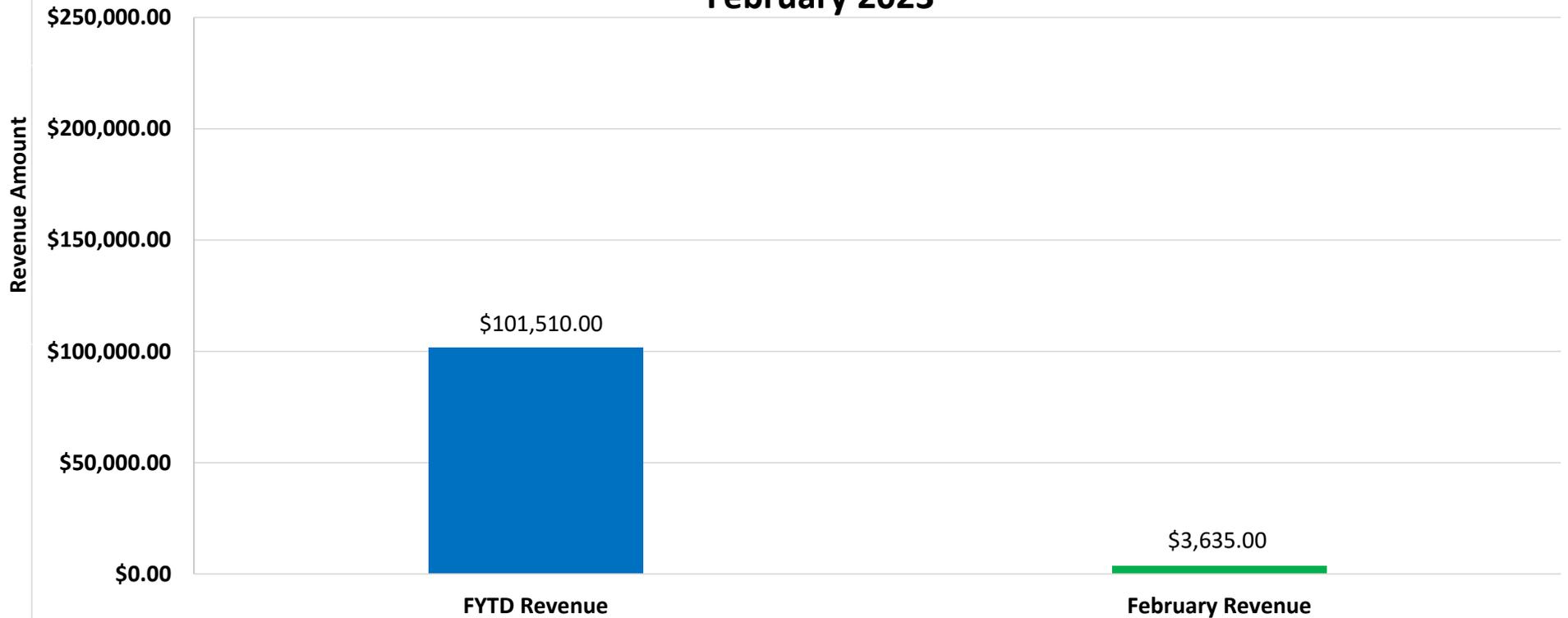
## Paratransit Customer Complaints March 2023



This chart represents the total number of boardings and valid complaints, as well as the number of valid complaints per 1,000 boardings for the paratransit service.

For the month of March, 99.91% of our total boardings did not receive a complaint.

### Advertising Revenue FYTD Budget vs FYTD Agency Revenue February 2023

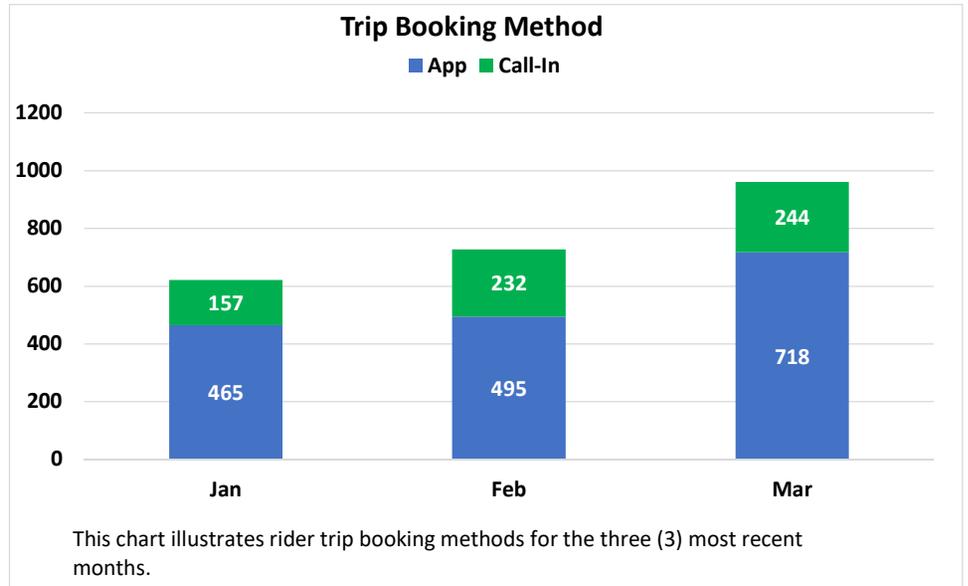
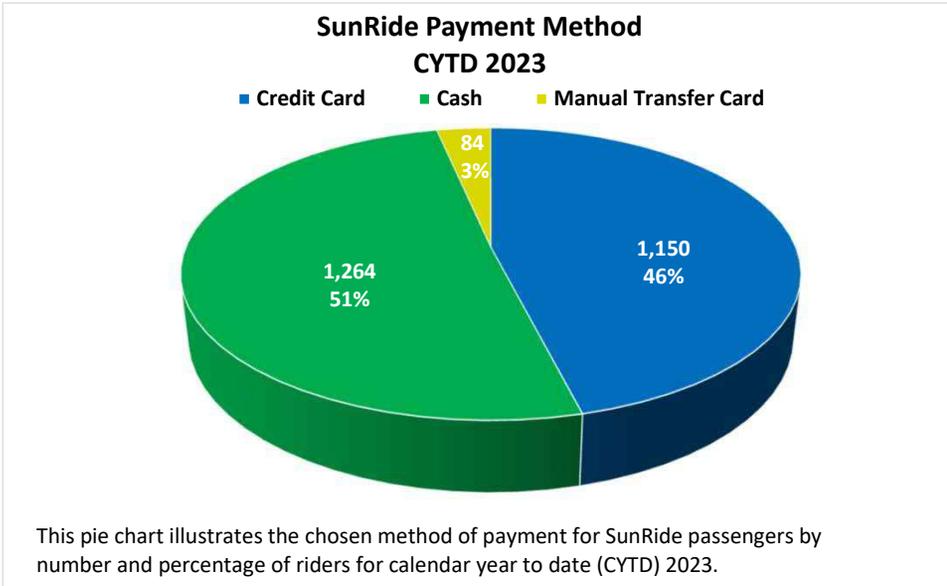
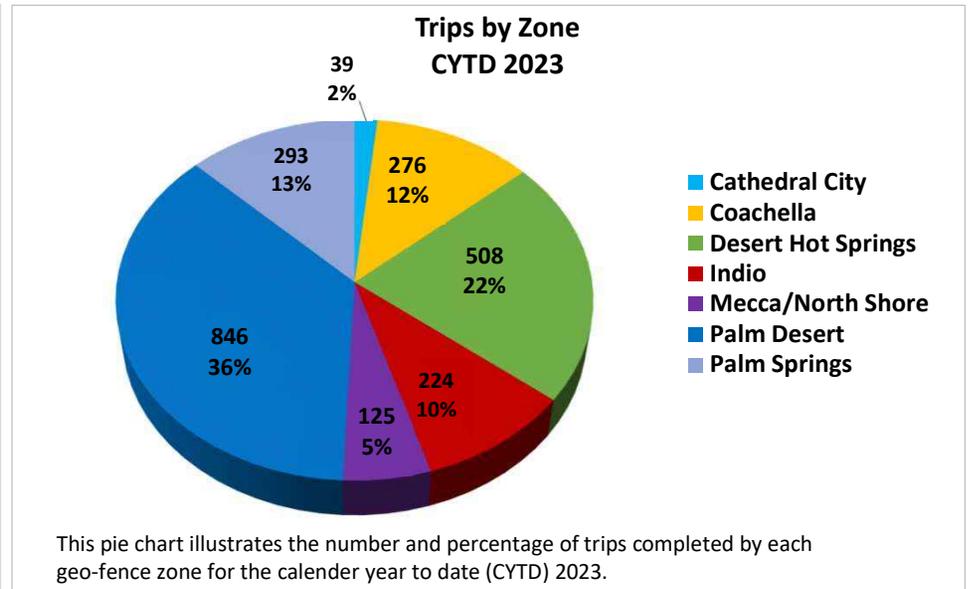
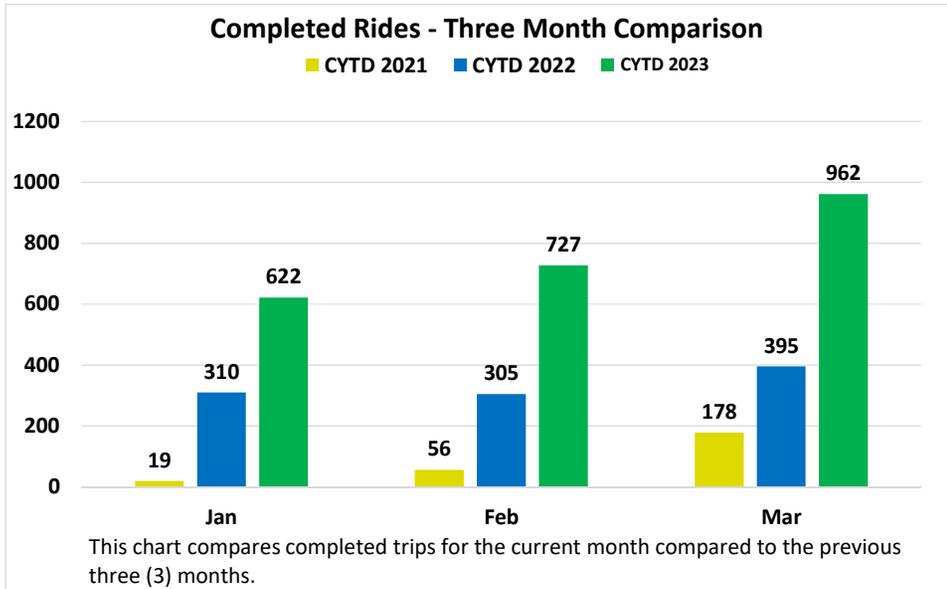


Advertising revenue tracks revenue of invoiced contracts for bus shelter and bus wrap advertising. The graph tracks FYTD revenue accrued with the monthly revenue accrued. The annual budget amount for FY23 is \$250,000 (*advertising revenues follow Finance Department reporting from the previous two (2) months*).

## SunRide System-Wide Metrics CYTD 2023

**Total Completed Trips: 2,311**

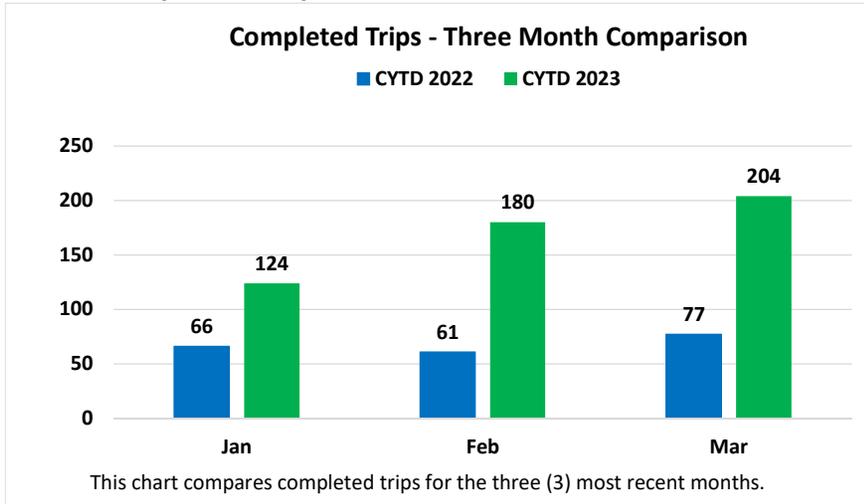
**Total Number of Passengers: 2,498**



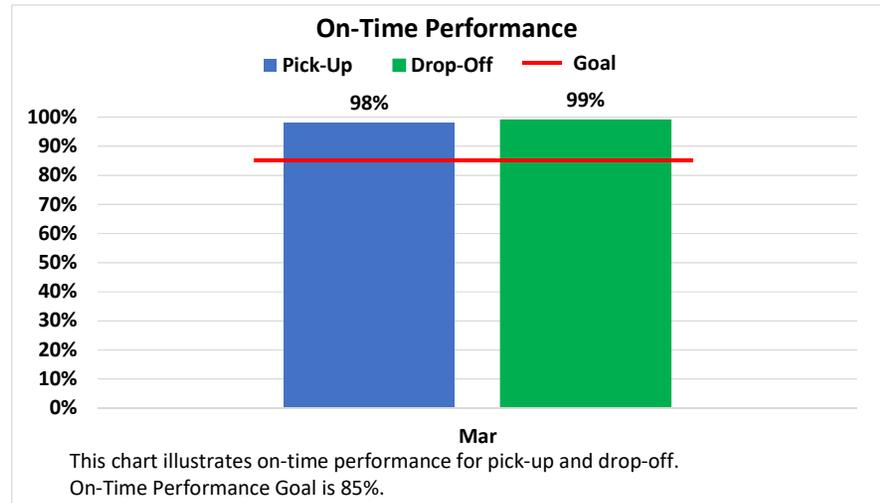
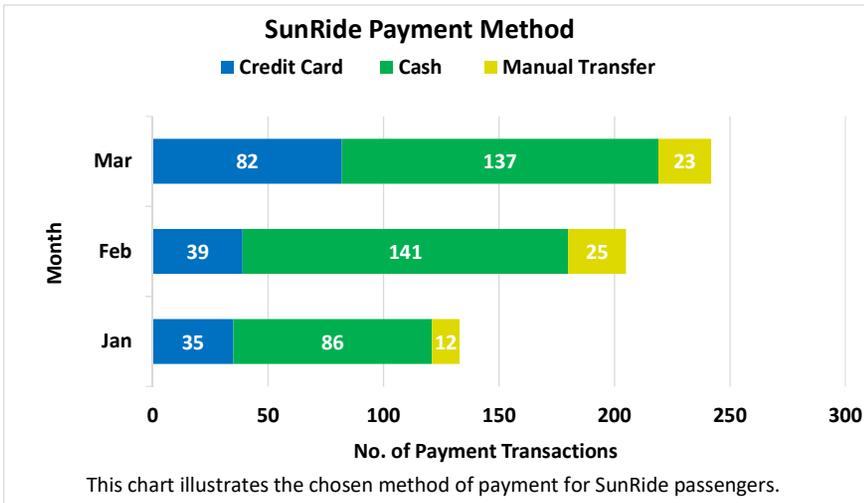
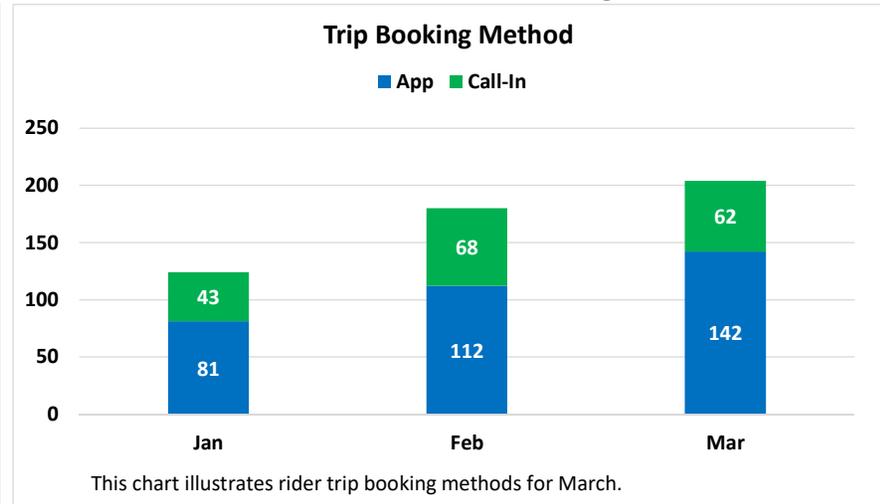
Percentage of Trips System-wide as Ridesharing: 11%

## Desert Hot Springs/Desert Edge Geo-Fence Metrics CYTD 2023

**Total Completed Trips: 508**



**Total Number of Passengers: 580**



Percentage of Trips as Ridesharing: 11%

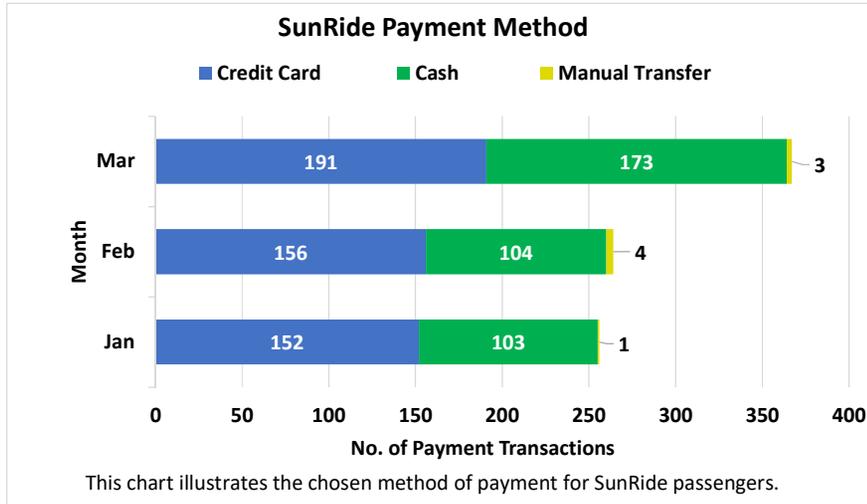
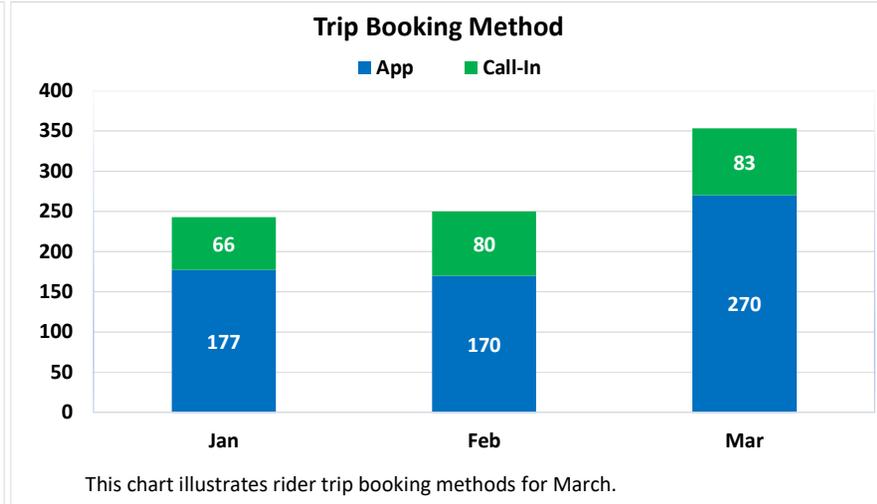
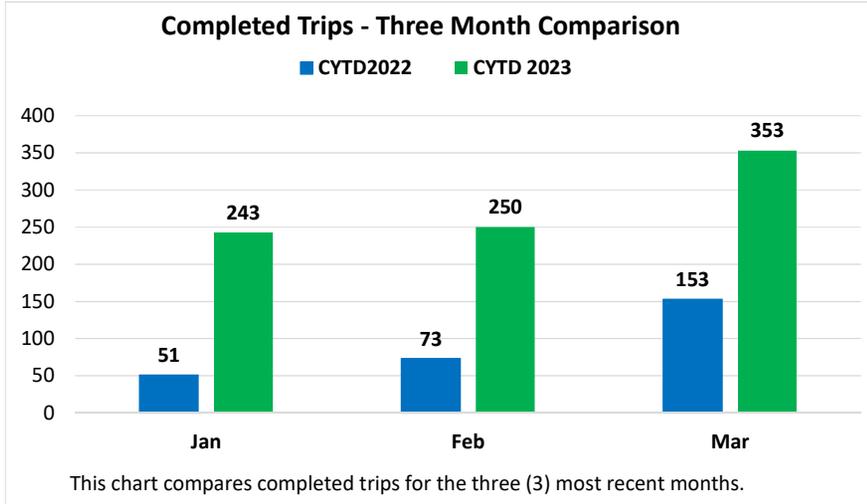
**Customer Satisfaction Rating**  
Avg. rider trip rating 4.9  
Goal: 4.5



## Palm Desert Geo-Fence Metrics CYTD 2023

**Total Completed Trips: 846**

**Total Number of Passengers: 887**



Percentage of Trips as Ridesharing: 36%

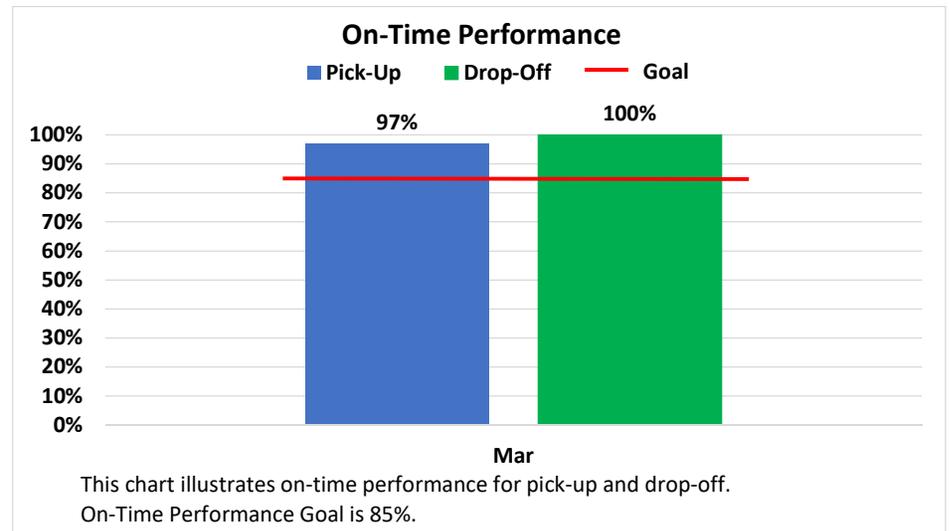
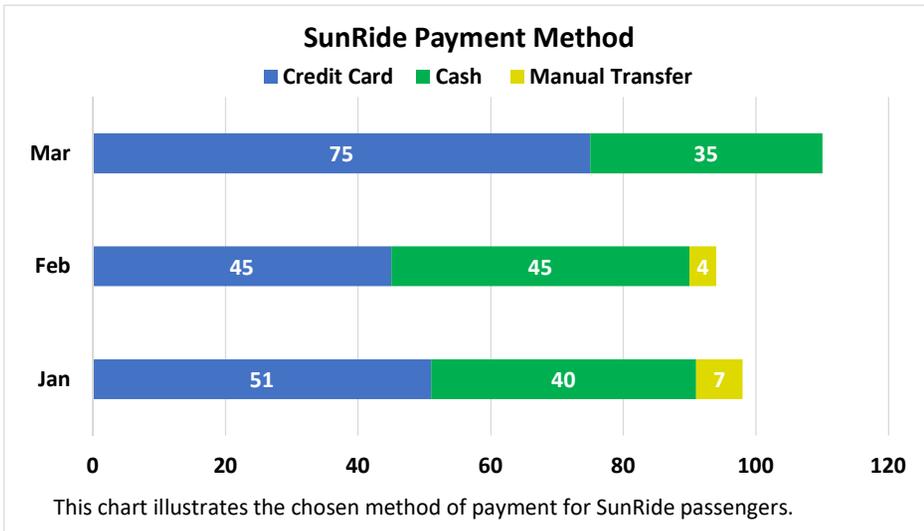
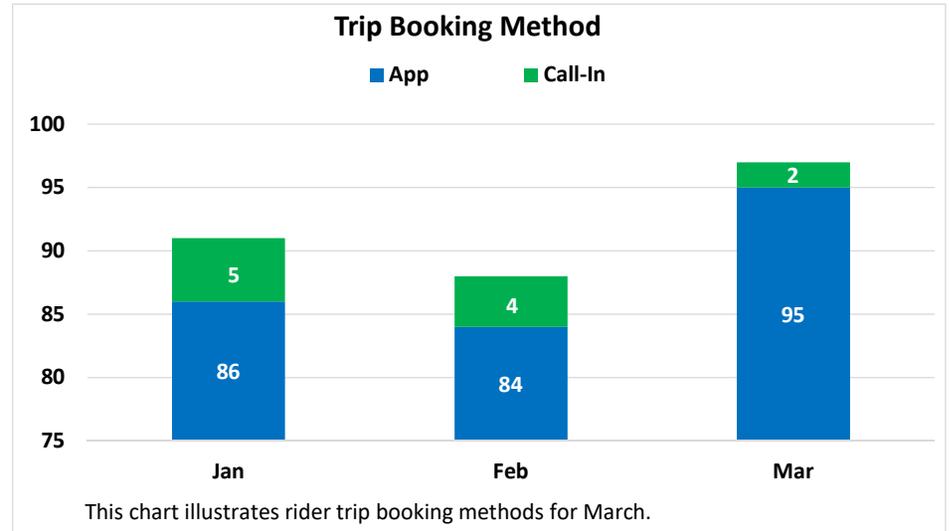
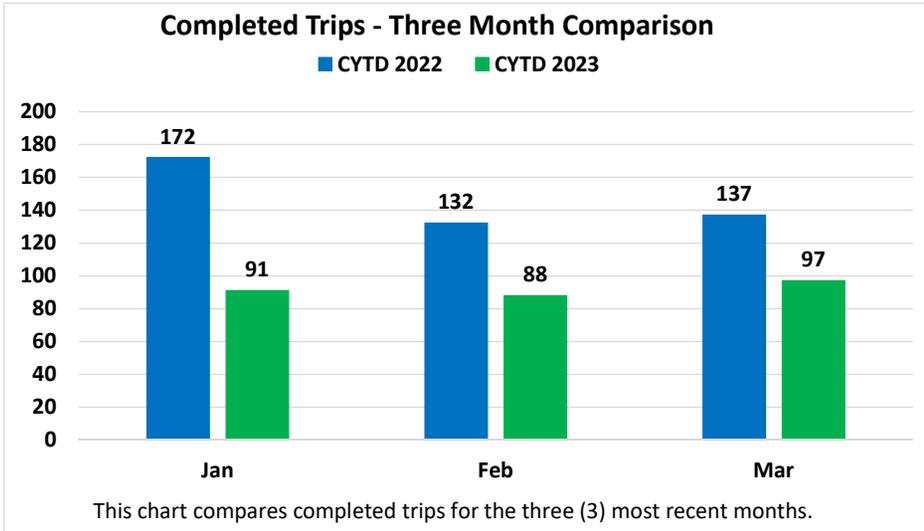
**Customer Satisfaction Rating**  
Avg. rider trip rating: 5.0  
Goal: 4.5



## Coachella Geo-Fence Metrics CYTD 2023

**Total Completed Trips: 276**

**Total Number of Passengers: 302**



Percentage of Trips as Ridesharing: 12%

**Customer Satisfaction Rating**

Avg. rider trip rating: 4.9

Goal: 4.5

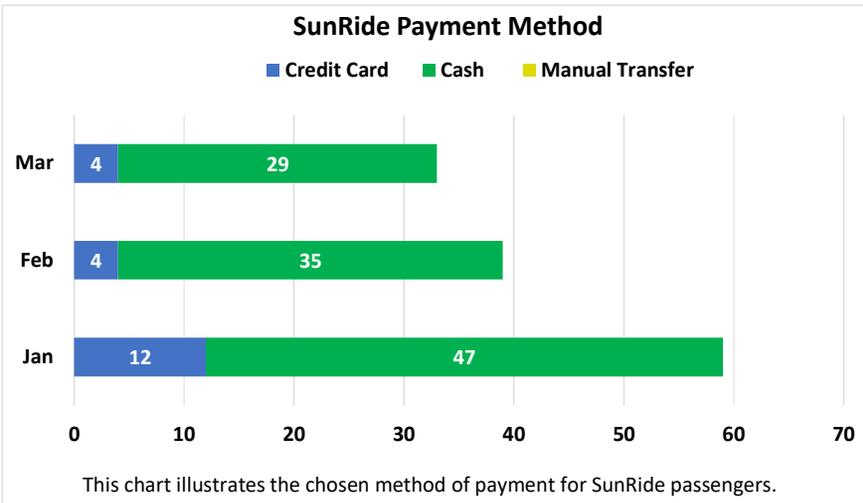
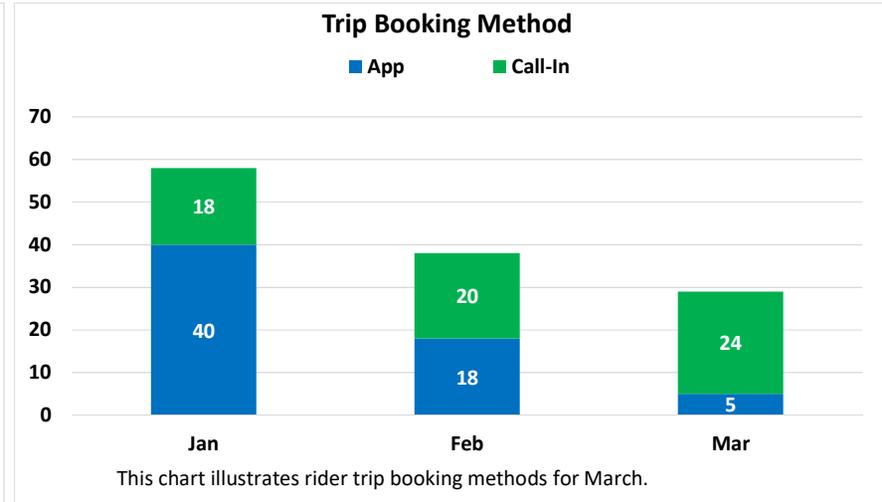
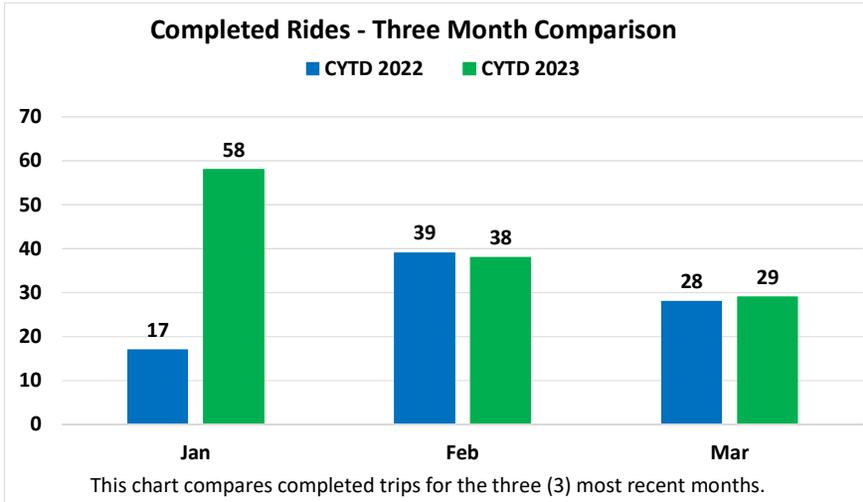


**EXCEEDS GOAL!**

## Mecca/North Shore Geo-Fence Metrics CYTD 2023

**Total Completed Trips: 125**

**Total Number of Passengers: 131**



**Percentage of Trips as Ridesharing: Zero (0) percent**

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

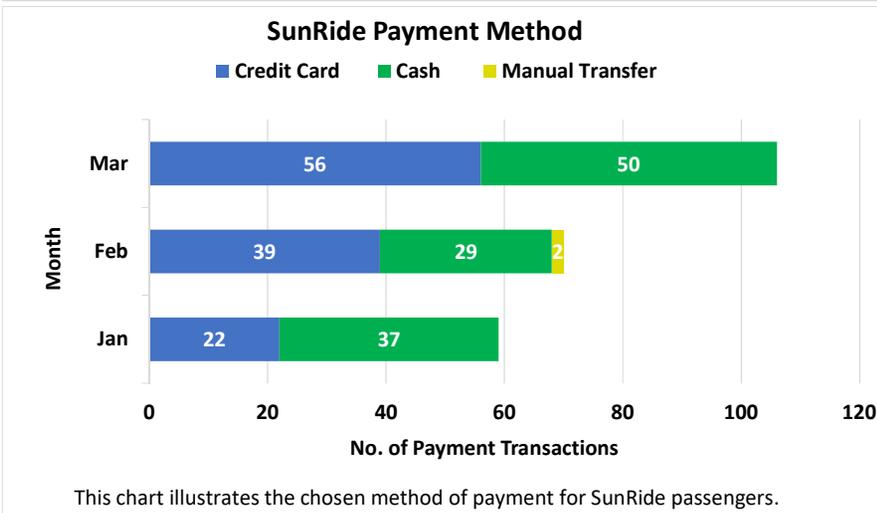
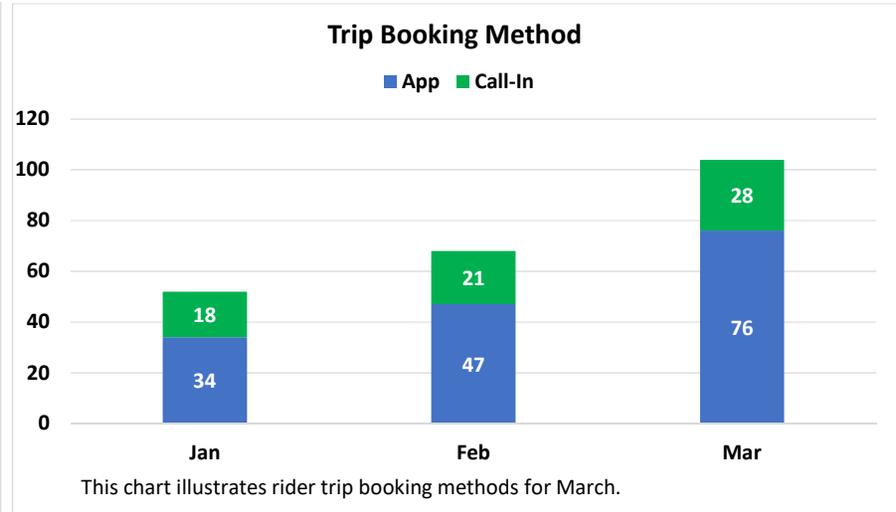
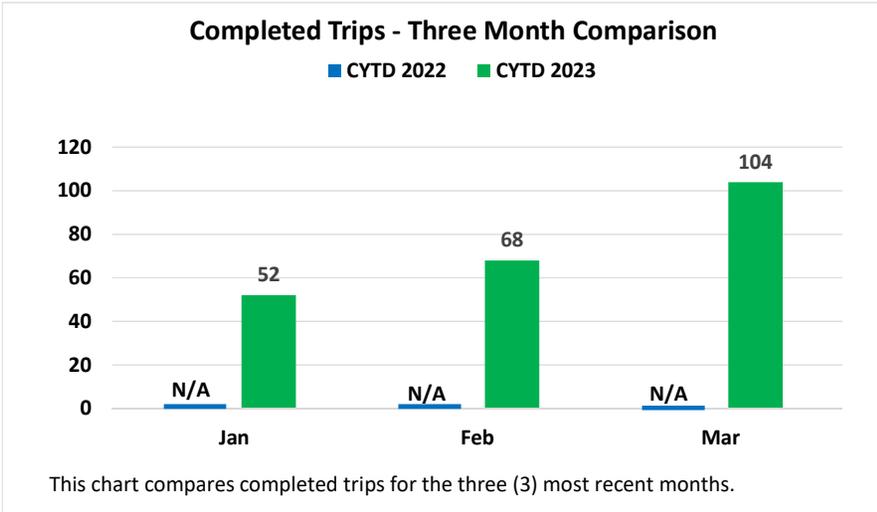


**EXCEEDS GOAL!**

## Indio Geo-Fence Metrics CYTD 2023

**Total Completed Trips: 224**

**Total Number of Passengers: 235**



Percentage of Trips as Ridesharing: Eight (8) percent

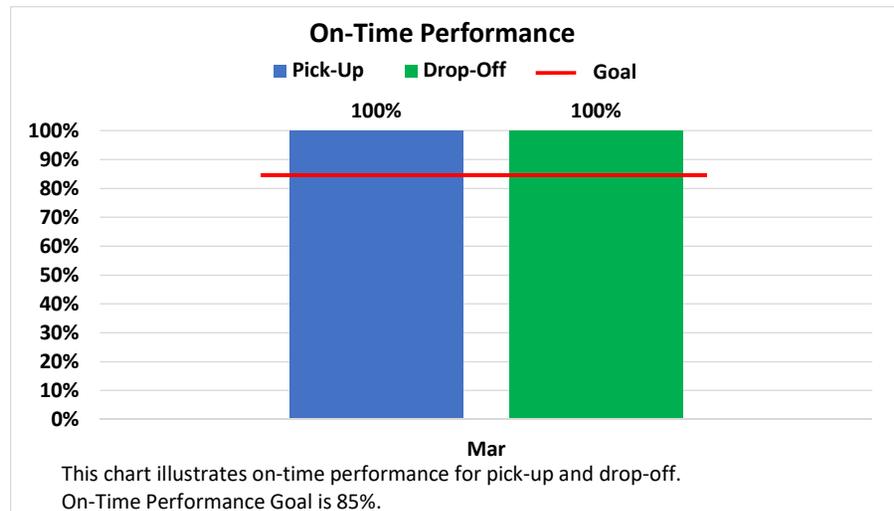
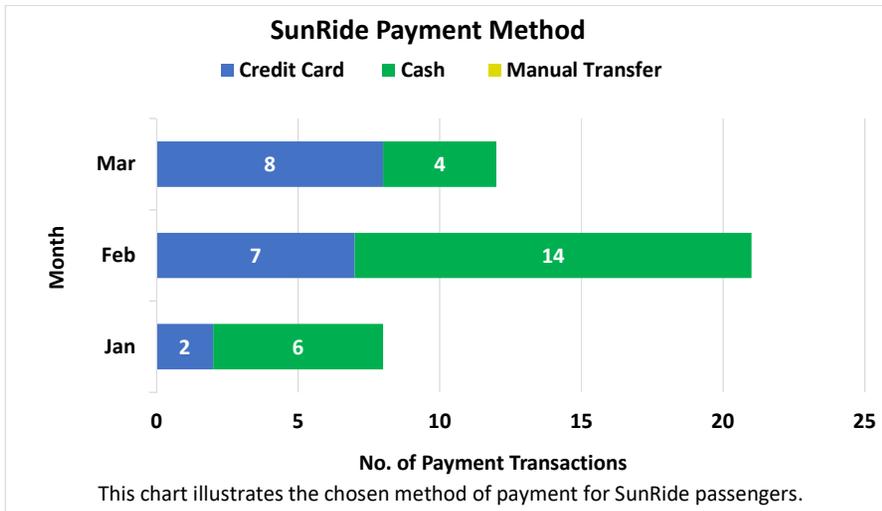
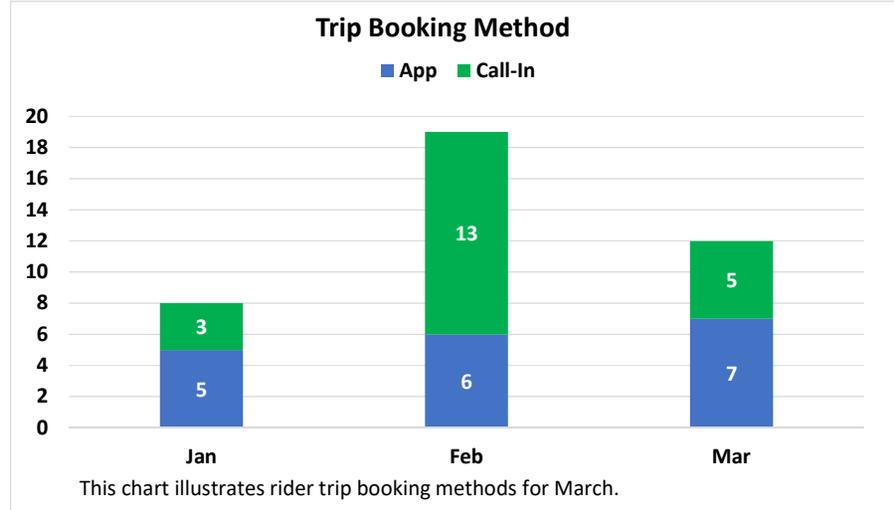
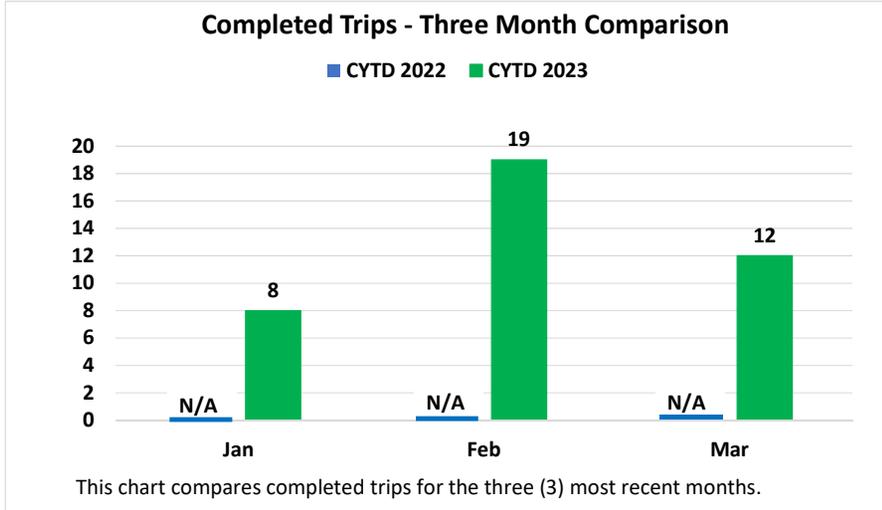
**Customer Satisfaction Rating**  
Avg. rider trip rating 5.0  
Goal: 4.5



## Cathedral City Geo-Fence Metrics CYTD 2023

**Total Completed Trips: 39**

**Total Number of Passengers: 41**



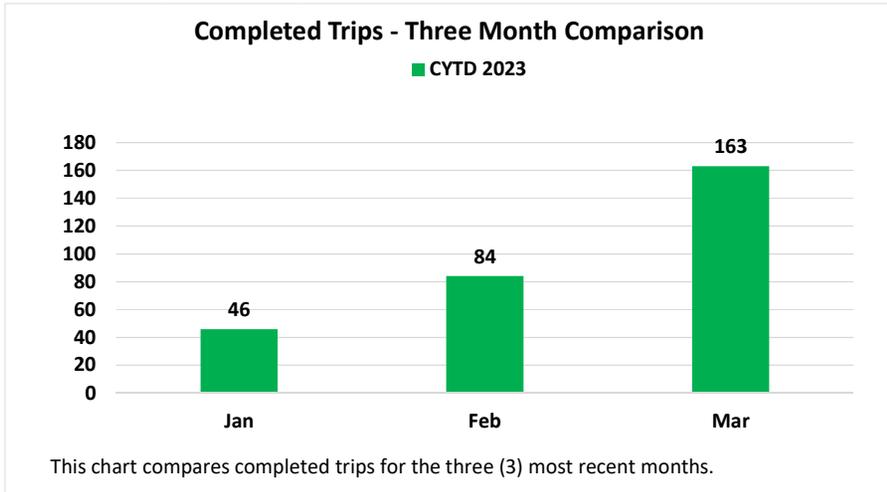
Percentage of Trips as Ridesharing: Zero (0) percent

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

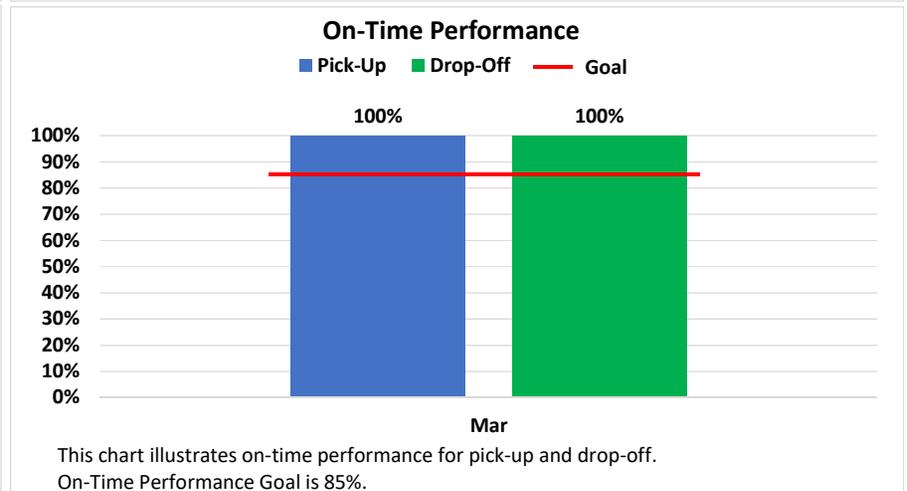
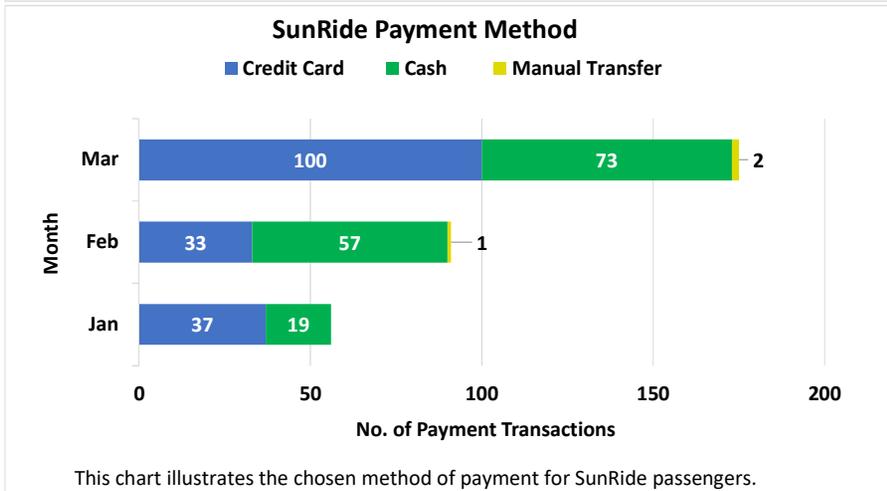
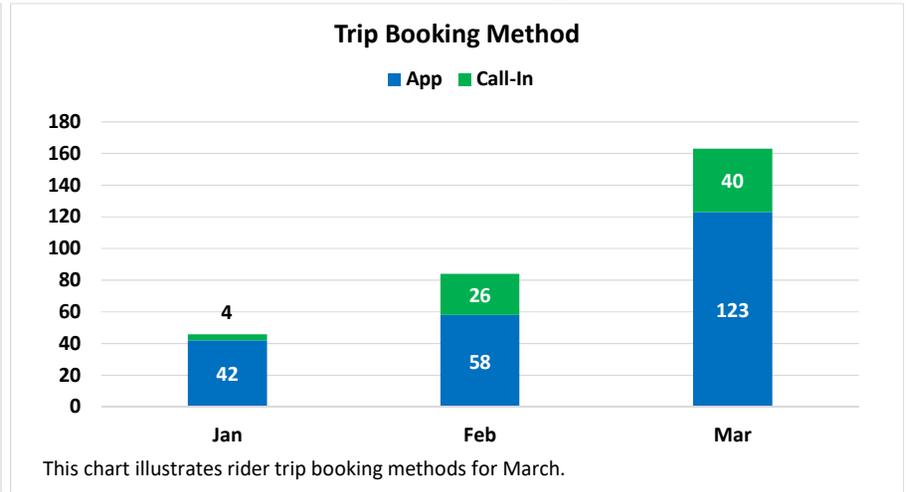


## Palm Springs Geo-Fence Metrics CYTD 2023

**Total Completed Trips: 293**



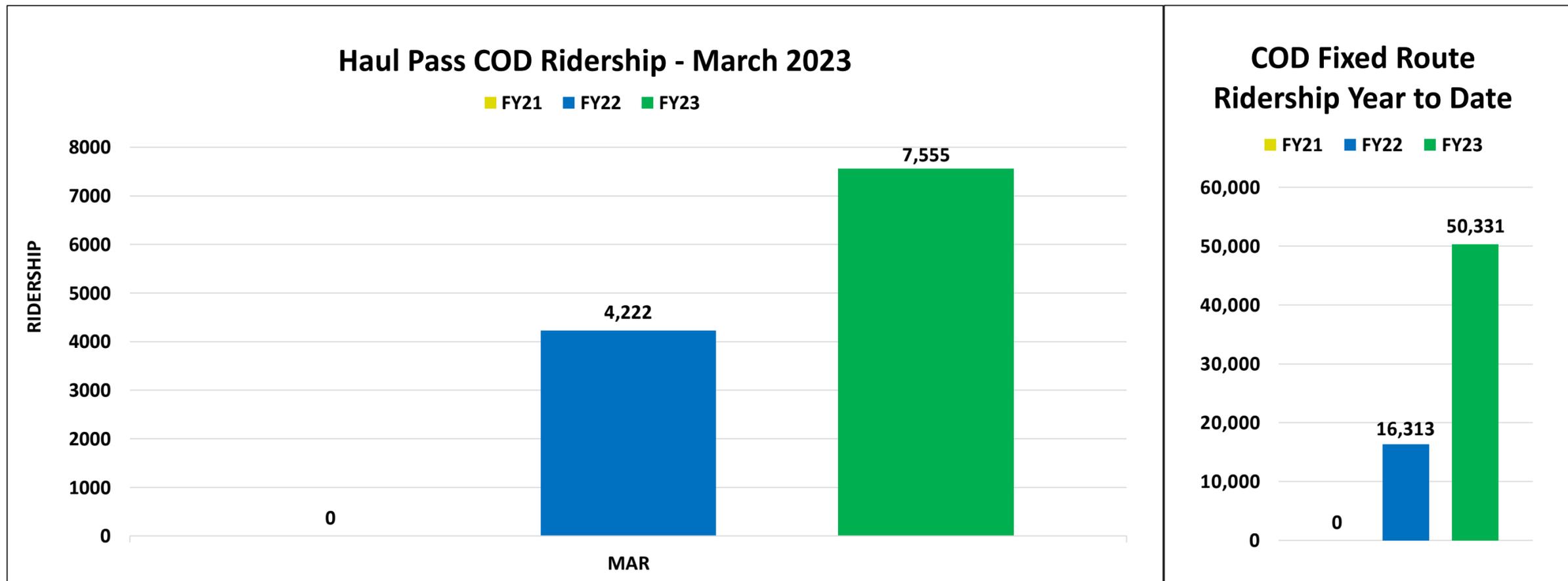
**Total Number of Passengers: 322**



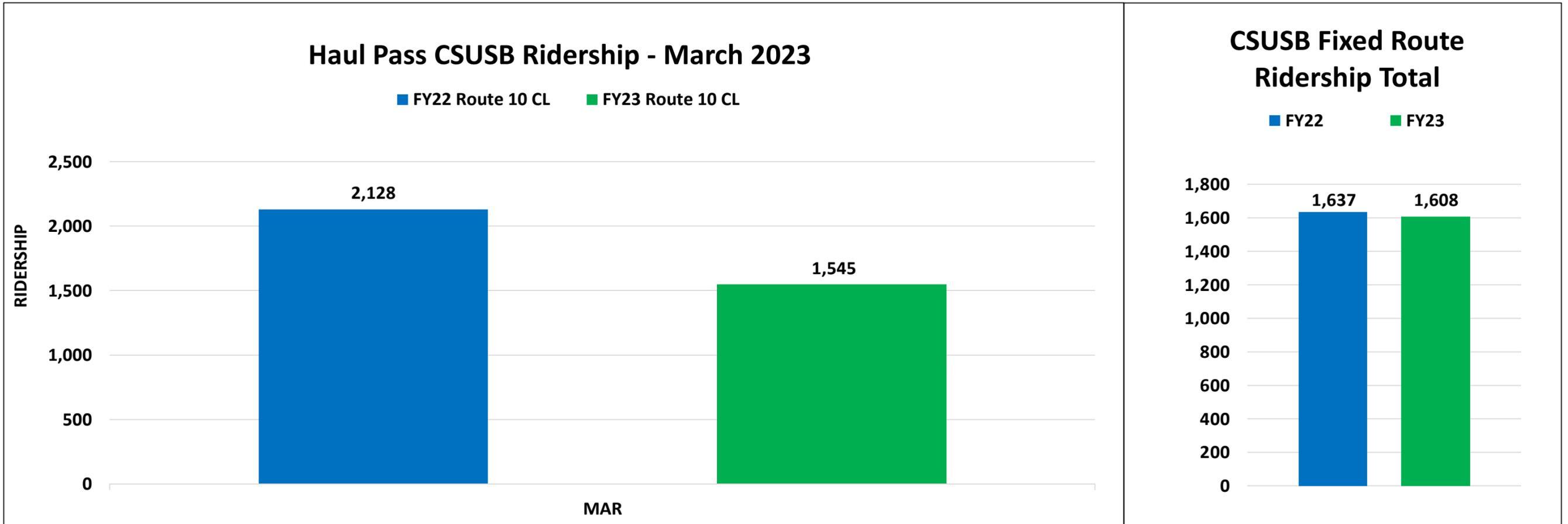
Percentage of Trips as Ridesharing: 7%

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





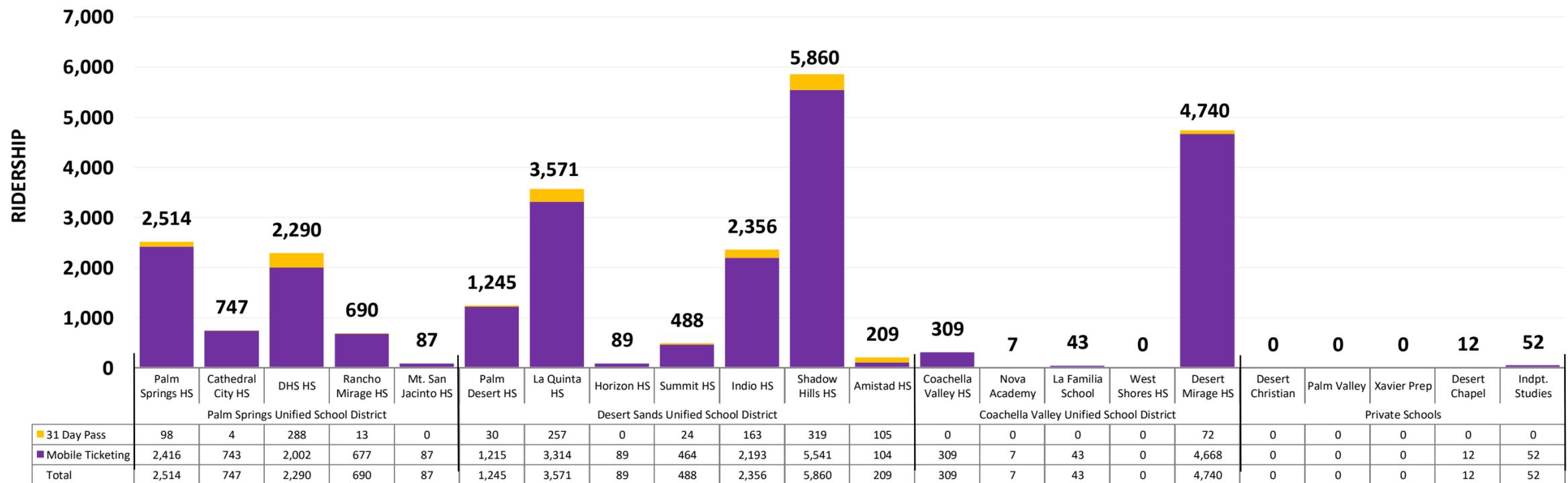
The Haul Pass program was introduced in August 2018.  
 This chart represents monthly ridership on the Haul Pass COD.  
 Haul Pass COD contributed with 7,555 rides from 330 unique riders.  
 March 2021 has zero (0) ridership data due to SunLine not collecting fares until May 2021.



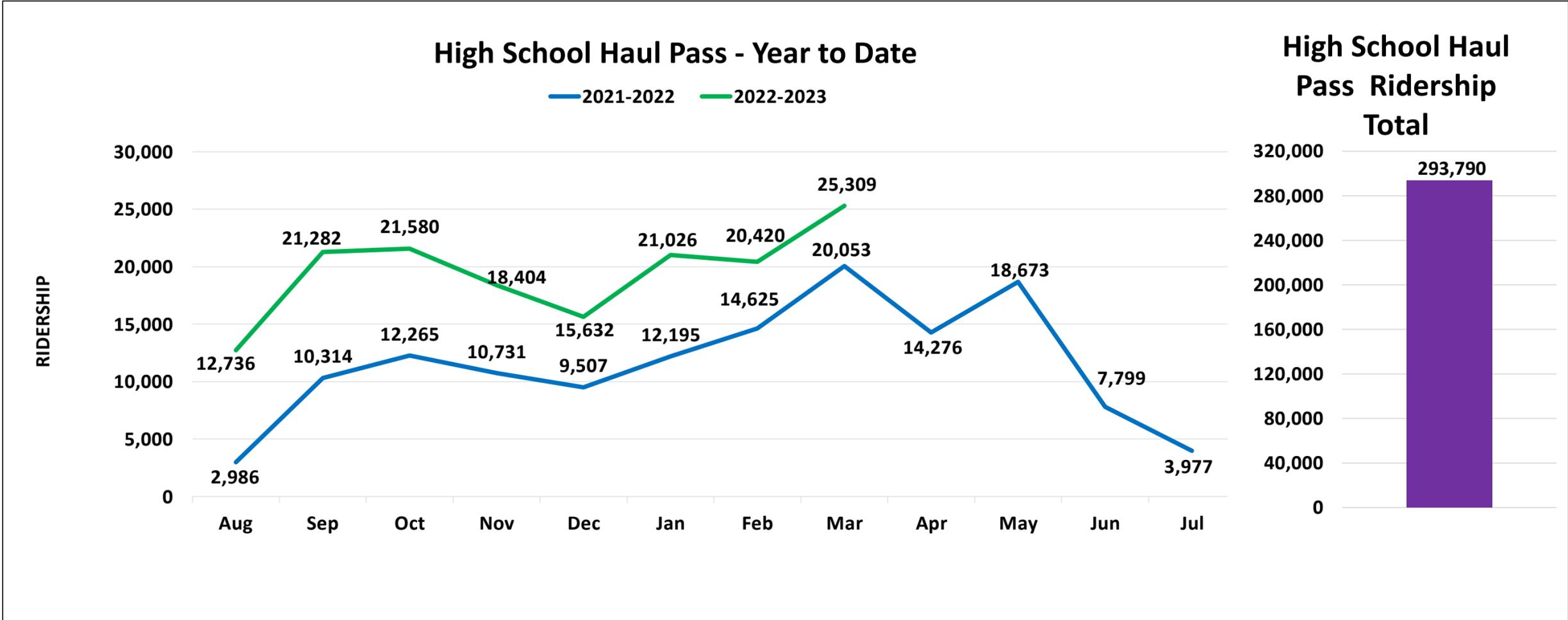
The Haul Pass CSUSB program was introduced in September 2019.  
 This chart represents monthly ridership on the Haul Pass CSUSB.  
 CSUSB contributed 1726 rides from 212 unique users. From that total 1545 rides were used on Route 10, and 181 rides on the fixed route system.  
 In May 2021, SunLine resumed fare collection.  
 Ridership decreased due to students on Spring Break from March 27 - March 30.

## High School Haul Pass - March 2023

■ Mobile Ticketing    ■ 31 Day Pass

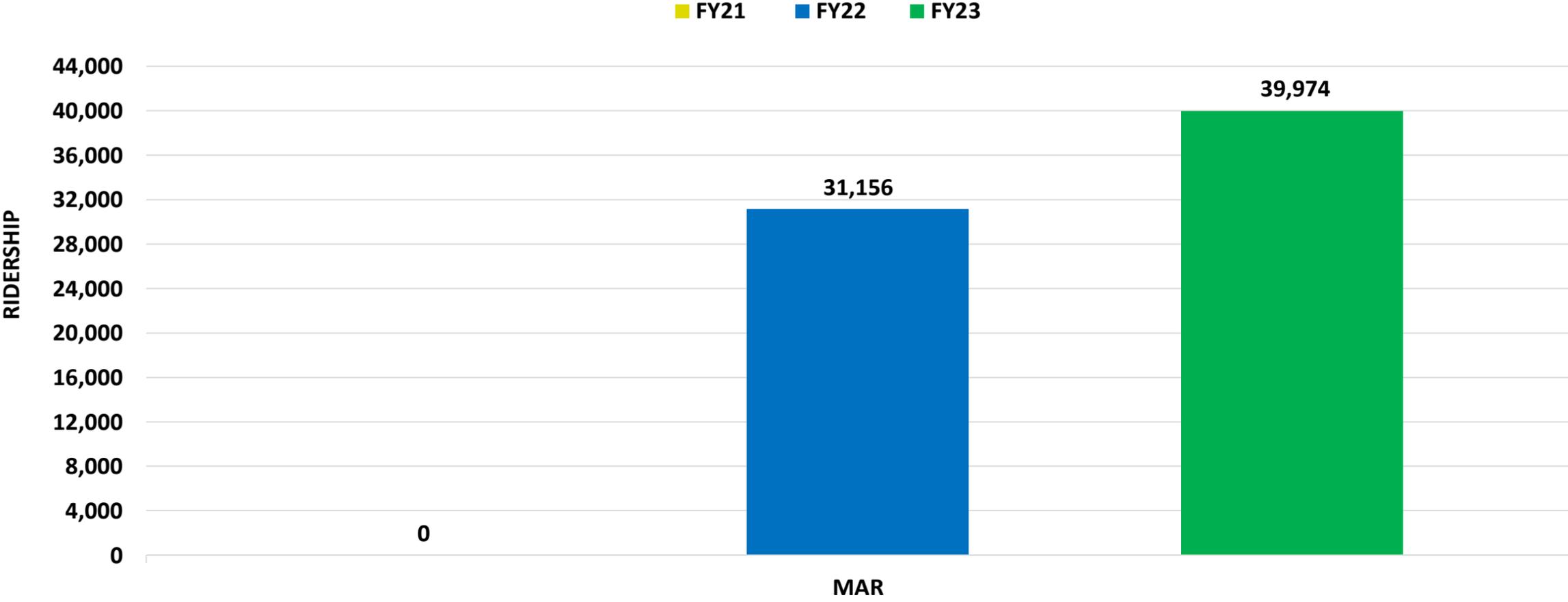


The High School Haul Pass program was introduced in August 2021.  
 This chart represents monthly ridership by school for the High School Haul Pass.  
 The total active users as of March 2023 are 3,366 using the High School Haul Pass.



The High School Haul Pass program was introduced in August 2021.  
 This chart represents monthly ridership comparison for the High School Haul Pass.  
 Ridership is at its highest since commencement of the program in August 2021.

### Mobile Ticketing Ridership - March 2023



This chart represents all monthly mobile ticketing usage based on the Token Transit app data. The total for March 2023 includes 159 paratransit mobile tickets. A total of 2,215 unique users used mobile ticketing in the month of March 2023. March 2021 has zero (0) ticket usage due to SunLine not collecting fares until May 2021.

**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: April 26, 2023

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Quarterly Capital Projects Update for 1<sup>st</sup> Quarter Calendar Year 2023

Summary:

The capital projects update summarizes the quarterly status of the large capital projects that are active. For the first quarter of calendar year 2023, there are 19 large projects in progress. During the first quarter, projects had some impacts such as long lead time on vehicle deliveries and equipment accessibility due to the COVID-19 pandemic following similar trends nationwide. Any substantial impacts will be reported to the Board of Directors.

Recommendation:

Receive and file.

QUARTERLY CAPITAL PROJECT UPDATES 1ST QUARTER CALENDAR YEAR 2023

<b>New Projects Update</b>			
<b>Project Title</b>	<b>Brief Description</b>	<b>Current Status</b>	<b>Funding</b>
Refurbishment of 12 CNG Buses	Refurbishment of 12 CNG buses to extend their useful life. This will allow time to obtain zero emission replacement buses.	Notice to Proceed is expected to be released by mid-April. Upon the release of the notification, staff will deliver the first bus for rehab.	\$4,430,850
Purchase Stops/Zones Compressed Natural Gas Truck	Purchase of three (3) support trucks to replace the current vehicles that have met their useful life.	Procurement will release bids in the second quarter of 2023.	\$209,949
Two (2) Micro Transit Vehicles	Purchase two (2) micro transit Chrysler Voyager vehicles that are ADA accessible.	Procurement is processing the Purchase Requisition.	\$155,762
Purchase Administrative Vehicles	Purchase of two (2) Ford Explorers.	Due to inventory shortages, Procurement staff will release bids once hybrid vehicles become available.	\$119,970

<b>Projects Update</b>			
<b>Project Title</b>	<b>Brief Description</b>	<b>Current Status</b>	<b>Funding</b>
Five (5) Hydrogen Buses & On-Site Hydrogen Fueling Station	This project deployed five (5) new 40-foot fuel cell electric buses along with the upgrade of SunLine’s existing hydrogen refueling station with a new electrolyzer.	All five (5) buses and fueling station are in service. The fueling station is being used by staff to fuel SunLine’s fleet. The project team is working to finalize an amendment that will clarify the timeline for the site acceptance test, warranty period, and allocation of funds.	\$15,571,561

QUARTERLY CAPITAL PROJECT UPDATES 1ST QUARTER CALENDAR YEAR 2023

Project Title	Brief Description	Current Status	Funding
Purchase Five (5) New Flyer Fuel Cell Buses (SCAQMD Airshed Project)	This project is for the purchase of five (5) 40-foot fuel cell fixed route buses that will replace CNG buses.	Project team is working with the funder to add one (1) additional bus at no cost to SunLine. Staff is working on the data collection phase for the five (5) buses that are in service.	\$6,794,635
Liquid Hydrogen Station Project	The new liquid hydrogen station will include liquid storage, compression equipment, gaseous storage and dispensing, providing both additional capacity and resiliency for the existing fueling infrastructure. The new station will be capable of dispensing fuel at 350 and 700 bar.	In coordination with technical support consultant and contractor, the project team is reviewing and developing the engineering drawings.	\$5,161,250
Center of Excellence Facility	This project is for the construction of a facility to serve as a training center and maintenance bay for the zero emission vehicles.	The Procurement team is in process of securing bids for the project.	\$3,097,654
Land Acquisition	Land acquisition of approximately 5.87 acres, located north of SunLine's Division I in Thousand Palms. This property will position the Agency to provide improved operational choices for its customers and support the Agency's zero emission technology expansion.	Escrow closed. Project team is working on closing the project.	\$2,100,000
Coachella Hub	This project is in conjunction with a grant awarded to SunLine as part of the Affordable Housing Sustainability Community Grant. SunLine, along with the City of Coachella, will construct sustainable transportation infrastructure to provide transportation related amenities.	Bids were released during the first quarter of 2023 and staff will review bids in April of 2023.	\$1,813,500

QUARTERLY CAPITAL PROJECT UPDATES 1ST QUARTER CALENDAR YEAR 2023

Project Title	Brief Description	Current Status	Funding
Radio Replacement for Fixed Route Buses - Phase I	This project will allow the replacement of the current radio system from analog to cellular services that will improve the day-to-day operational communications of SunLine's Transportation department.	The technical consultant is working on revising the scope of work. Upon the completion of the scope of work, staff will begin to work on bidding documents and are expected to be released in the second quarter of 2023.	\$997,500
Purchase of MCI Commuter Bus	This project will allow the purchase of one (1) additional MCI bus to meet the needs of the Agency.	The vehicle has been delivered and is in service. The project team will begin to close this project once the barrier door has been installed. Installation is expected to be completed the end of April 2023.	\$950,000
SoCalGas/Hydrogen Demonstration Project	SunLine, in partnership with the Southern California Gas Company, will install, test, monitor, and demonstrate a Steam Methane Reformer (SMR) in various operating conditions at SunLine's Thousand Palms facility.	Commissioning phase and equipment integration is anticipated to be completed in the second quarter of 2023.	\$600,000
Fleet Management Information System (FMIS)	Purchase asset management tool for the Maintenance Department.	Agreement for the software has been executed. Kick-off meeting was held and team is working with vendor to launch the software.	\$499,487
Operations Facility IT Equipment	The project focuses on the purchase of information technology equipment such as servers, switches and battery backup systems for the new Operations Facility.	Information technology equipment has been delivered and installed. Final project closeout documentation is in progress.	\$230,291

QUARTERLY CAPITAL PROJECT UPDATES 1ST QUARTER CALENDAR YEAR 2023

Project Title	Brief Description	Current Status	Funding
Purchase of Five (5) Replacement Zero Emission Relief Cars	This project will allow the purchase of five (5) replacement Chevy Bolt 2022 cars and charging infrastructure.	All five (5) vehicles have been delivered and four (4) are in service. The remaining vehicle is being equipped for road supervisor use and is expected to be in service by mid-April of 2023.	\$224,187
Purchase Shop Service CNG Vehicle	This project is for the purchase of a shop service vehicle to support the Maintenance and Transportation departments.	Project team is working on executing the agreement with the vendor. Due to the lead time in manufacturing and CNG upfit, the vehicle is expected to be delivered by the end of the fourth quarter of 2023.	\$159,400
Surveillance Camera Addition and Replacement	This project will allow the procurement and installation of new surveillance cameras to be installed at SunLine's Thousand Palms and Indio facilities.	Staff is working on the development of the scope of work. Upon completion, Procurement team will issue an invitation for bids in the second quarter of 2023.	\$109,582
H2Ride	This project will support the make ready costs for the demonstration of four (4) 22-foot hydrogen fuel cell vehicles.	Technical training was completed by staff. All four (4) vehicles are expected to be delivered during the second quarter of 2023.	\$99,000

**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: April 26, 2023

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Board Member Attendance for March 2023

Summary:

The attached report summarizes the Board of Directors' attendance for fiscal year to date March 2023.

Recommendation:

Receive and file.

FY 22/23	Board Member Matrix Attendance													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Meetings	Total Attended
Desert Hot Springs	X		X	X		X	X	X	X				10	7
Palm Desert	X		X	X		X	X	X	X				10	7
Palm Springs	X		X	X			X	X	X				10	6
Cathedral City	X		X	X		X	X	X	X				10	7
Rancho Mirage	X		X			X	X	X	X				10	6
Indian Wells	X		X	X			X	X	X				10	6
La Quinta	X		X	X		X	X	X	X				10	7
Indio	X		X	X		X	X	X	X				10	7
Coachella	X			X		X	X	X	X				10	6
County of Riverside	X		X	X		X	X	X					10	6

**X - ATTENDED (Primary/Alternate)**

**DARK –**

## SunLine Transit Agency

**DATE:** April 26, 2023 **ACTION**

**TO:** Finance/Audit Committee  
Board of Directors

**FROM:** Luis Garcia, Controller/Assistant Chief Financial Officer

**RE:** Resolution No. 0803 to Obtain Low Carbon Transit Operations  
Program Funding

---

### **Recommendation**

Recommend that the Board of Directors approve Resolution No. 0803, which grants authorization to the Interim CEO/General Manager to execute the certifications and assurances, Authorized Agent Form, and required documentation to obtain the Low Carbon Transit Operations Program (LCTOP) FY 2022-2023 funding.

### **Background**

SunLine's various funding agencies require a resolution from the Board of Directors authorizing the Interim CEO/General Manager to act on behalf of the Agency in completing the necessary paperwork to obtain program funds.

The State Legislature approved SB 862, which establishes long-term funding programs from the Greenhouse Gas Reduction Fund for Transit, Affordable Housing, and Sustainable Communities Program. Five percent of these funds are appropriated by the State Controller and administered by Caltrans to the LCTOP. The LCTOP provides funding allocations based on criteria included in the Public Utilities Code, which are based on population and farebox revenue. SunLine will be submitting for an appropriated funding award of \$1,300,000, which can be utilized to reduce greenhouse gas emissions and improve mobility with a priority on serving disadvantaged communities.

The award will be utilized to allow the Agency to continue the current Haul Pass program which funds free public transportation for local high school students in the Coachella Valley. This additional funding will allow time for the SunLine team to work with local cities and schools to create a long-term plan so the program can become self-sustaining and provide this beneficial service to the community in the future.

**Financial Impact**

The total financial impact of \$1,300,000 will provide funding for the Agency's Haul Pass program for an estimated three (3) years. The funding will be budgeted in the Agency's F24 budget and will continue to be programmed on a yearly basis.

Attachment:

- [Item 9a](#) – Resolution No. 0803

**RESOLUTION NO. 0803**

**RESOLUTION AUTHORIZING THE EXECUTION OF THE  
CERTIFICATIONS AND ASSURANCES, AUTHORIZED AGENT FORM  
AND REQUIRED DOCUMENTATION FOR THE  
LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) FOR THE  
HAUL PASS PROJECT FOR \$1,300,000**

**WHEREAS**, the SunLine Transit Agency is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

**WHEREAS**, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

**WHEREAS**, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

**WHEREAS**, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

**WHEREAS**, the SunLine Transit Agency wishes to delegate authorization to execute these documents and any amendments thereto to the Interim CEO/General Manager; and

**WHEREAS**, the SunLine Transit Agency wishes to implement the following LCTOP projects listed above,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of SunLine Transit Agency that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that the Interim CEO/General Manager be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of SunLine Transit Agency that it hereby authorizes the submittal of the following project nomination and allocation request to the Department in FY2022-2023 LCTOP funds:

**Project Name: Haul Pass**  
**Amount of LCTOP funds requested: \$1,300,000**  
**Short description of project: This project will fund public transportation for local high school students in the Coachella Valley.**

ADOPTED THIS 26<sup>th</sup> DAY OF APRIL, 2023

ATTEST:

\_\_\_\_\_  
Edith Hernandez  
Clerk of the Board  
SunLine Transit Agency

\_\_\_\_\_  
Glenn Miller  
Chairperson of the Board  
SunLine Transit Agency

APPROVED AS TO FORM:

\_\_\_\_\_  
General Counsel  
Eric Vail

STATE OF CALIFORNIA            )  
COUNTY OF RIVERSIDE        ) ss.  
SUNLINE TRANSIT AGENCY       )

I, Edith Hernandez, Clerk of the Board of Directors of SunLine Transit Agency, do hereby certify that Resolution No. \_\_\_\_\_ was adopted at a regular meeting of the Board of Directors held on the 26<sup>th</sup> day of April, 2023 by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

---

EDITH HERNANDEZ  
CLERK OF THE BOARD

**SunLine Transit Agency**

**DATE:** April 26, 2023 **ACTION**

**TO:** Finance/Audit Committee  
Board of Directors

**FROM:** Luis Garcia, Controller/Assistant Chief Financial Officer

**RE:** Payroll Services

---

**Recommendation**

Recommend that the Board of Directors delegate authority to the Interim CEO/General Manager to negotiate and execute a five (5) year contract including five (5) one-year options with ADP for the purchase and implementation of payroll services, for a total cost not to exceed \$1,101,320, upon approval as to form by General Counsel.

**Background**

Staff requires the services of a firm to provide and implement payroll services for the Agency. This project requires a firm experienced in payroll services implementation and with proven abilities to carry out this project. SunLine has historically completed all payroll related activities in-house. With the addition of external payroll services, the Agency will be able to reduce staff costs, improve efficiency and provide improved employee services and information.

On January 3, 2023, staff issued Request for Proposals (RFP) 23-047. The RFP was advertised in a newspaper of general circulation and a notice was posted on the Agency's website along with a copy of the RFP document. On February 7, 2023 six (6) proposals were received. Out of the six (6) proposals received, three (3) firms were invited to interviews and software product demonstrations. The firms gave demonstrations that highlighted how each firm would accomplish the migration and demonstrate key benefits of their proposed software. After the demonstrations, the three (3) firms were invited to submit a Best and Final Offer (BAFO) price.

An evaluation committee representing staff from Maintenance, Human Resources, Information Technology, Operations, and Finance departments evaluated the proposals and software offerings in accordance with the criteria listed in the RFP. Upon completion of the review, it was determined that ADP represented the best value for the Agency. The costs in their proposal reflected the analysis of the current software, identifying current business processes, new software implementation, training and configuration to produce the best practices in the industry.

## **Financial Impact**

The financial impact of \$1,101,320 will be funded via operating expenses in FY24 and beyond.

Attachment:

- [Item 10a](#) – Price Analysis
- [Item 10b](#) – Solicitation List



**PRICE ANALYSIS**

	ADP 2023 BAFO	Ceridian 2023 BAFO	22nd Century 2023 BAFO
Year 1 with Implementation	\$ 108,197.00	\$ 270,265.00	\$ 130,984.00
Average for Years 2 - 10	\$ 110,347.00	\$ 117,340.00	\$ 105,984.00
		Difference	Delta
Difference between ADP & 22nd Century 2023 BAFO proposals		\$ (22,787.00)	-21.06%
Difference between ADP & Ceridian 2023 BAFO proposals		\$ (162,068.00)	-149.79%

There was adequate price competition since six (6) bidders independently contended for the contract that is to be awarded. From the six (6) proposals, three (3) companies were within competitive range and requested to interview and provide demonstrations. Best and Final Offers were requested from all three (3) vendors that provided demonstrations. Award to ADP is based on the highest evaluated proposal score for the evaluation criteria elements; Firm & Engagement Team Experience, Cost, Work Plan Strategy and Communication Plan as well as the lowest initial contract award.

Based upon the results of the evaluation criteria as well as the above pricing information, it is determined that the price submitted ADP by is considered fair and reasonable and represents the best value to the Agency.

Sara Parrish, Contract Administrator  
17-Apr-23

Payroll Services Solicitation List – 23-047

ADP  
Jessica Kinder  
One ADP Blvd.  
Roseland, NJ 07068  
[Jessica.kinder@adp.com](mailto:Jessica.kinder@adp.com)

22<sup>nd</sup> Century Technologies, Inc.  
Pradeep Singh  
8251 Greensboro Dr., Suite 900  
McLean, VA 22102  
[pradeeps@tscti.com](mailto:pradeeps@tscti.com)

Bay Area Techies, LLC  
3486 Moraga Blvd  
Layfayette, CA 94549  
[johnny@ba-techies.com](mailto:johnny@ba-techies.com)

LanceSoft Inc  
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Deltek  
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[sourcemanagement@deltek.com](mailto:sourcemanagement@deltek.com)

Tesseon  
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GSA Payroll Services  
2300 Main Street  
Kansas City, MO 64108  
[KC-Payroll.finance@gsa.gov](mailto:KC-Payroll.finance@gsa.gov)

Insight Accounting Solutions  
4439 Reading Rd  
Cincinnati, OH 45229  
[fjones@insightaccountingpros.com](mailto:fjones@insightaccountingpros.com)

SurePayroll  
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[carol.sheehan@surepayroll.com](mailto:carol.sheehan@surepayroll.com)  
[Jorge.lopez@surepayroll.com](mailto:Jorge.lopez@surepayroll.com)

Maerly  
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Westlake Village, CA 91361  
[maria.staudenbaur@maerly.com](mailto:maria.staudenbaur@maerly.com)

Paycor  
Sandra Nguyen  
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OnePayHr - No Bid  
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[Veronica.stone@ceridian.com](mailto:Veronica.stone@ceridian.com)

## SunLine Transit Agency

**DATE:** April 26, 2023 **ACTION**

**TO:** Finance/Audit Committee  
Board of Directors

**FROM:** Vanessa Mora, Chief Safety Officer

**RE:** Enhanced Security Guard Services

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### **Recommendation**

Staff recommends that the Board of Directors delegate authority to the Interim CEO/General Manager to directly negotiate and execute an amendment to the contract with TruGuard Security. The amendment will provide 24/7 enhanced security services, as needed, through December 2023, in the amount not to exceed \$317,005 upon approval as to form by General Counsel.

### **Background**

In July 2022, under the CEO/General Managers authority, SunLine executed a contract with TruGuard Security to provide enhanced security services for the Thousand Palms campus. This request consisted of providing two (2) armed guards for 12 hours per day. The first posted at the public entrance vehicle gate on the north side of the property and the second at the bus gate on the south end of the campus.

With recent social media threats to the Agency, Agency Personnel, and Board Members, SunLine Transit Agency has taken swift action to increase its security measures at Thousand Palms and Indio campuses by implementing additional enhanced security services. Thousand Palms will be covered for 24 hours per day, seven (7) days a week. Indio will be covered nine (9) hours a day, five (5) days a week.

### **Financial Impact**

The financial impact of \$317,005 will be incurred in the FY23 and FY24 operating budgets. Of the total financial impact, \$81,575 will be paid for from the FY2023 operating budget with the remaining amount of \$235,430 being programmed into the FY2024 operating budget. The \$317,005 financial impact of the agreement represents a \$171,128 increase over previous security services.