



SunLine Transit Agency
July 22, 2020
9:40 a.m. – 10:10 a.m.

AGENDA

FINANCE/AUDIT COMMITTEE Regular Meeting

VIA VIDEOCONFERENCE

Pursuant to California Governor Newsom's Executive Orders N-25-20 issued on March 4, 2020 and N-29-20 issued on March 18, 2020, the Finance/Audit Committee meeting will be conducted remotely through Zoom. Please follow the instructions below to join the meeting remotely.

INSTRUCTIONS FOR ELECTRONIC PARTICIPATION

Join Zoom Meeting - from PC, Laptop or Phone

<https://us02web.zoom.us/j/81602564573>

Meeting ID: 816 0256 4573

Teleconference Dial In
888-475-4499 (Toll Free)
Meeting ID: 816 0256 4573

One tap mobile
+16699009128,,81602564573#

Phone controls for participants:

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

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

For members of the public wishing to submit comment in connection with the Finance/Audit Committee Meeting: all public comment requests need to be submitted via email to the Clerk of the Board at clerkoftheboard@sunline.org prior to July 21, 2020 at 5:00 p.m. with your name, telephone number and subject of your public comment (agenda item or non-agenda item). Members of the public may make public comments through their telephone or Zoom connection when recognized by the Chair. If you send written comments, your comments will be made part of the official record of the proceedings and read into the record.

ITEM

RECOMMENDATION

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

In compliance with the Americans with Disabilities Act, Government Code Section 54954.2, and the Federal Transit Administration Title VI, please contact the Clerk of the Board at (760) 343-3456 if special assistance is needed to participate in a Board meeting, including accessibility and translation services. Notification of at least 48 hours prior to the meeting time will assist staff in assuring reasonable arrangements can be made to provide assistance at the meeting.

ITEM

RECOMMENDATION

1. CALL TO ORDER

2. FLAG SALUTE

3. ROLL CALL

4. PRESENTATIONS

5. FINALIZATION OF AGENDA

6. PUBLIC COMMENTS

RECEIVE COMMENTS

NON AGENDA ITEMS

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

7. COMMITTEE MEMBER COMMENTS

RECEIVE COMMENTS

8. CONSENT CALENDAR

RECEIVE & FILE

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

[8a\) Checks \\$1,000 and Over Report for May 2020](#)

(PAGE 4-7)

[8b\) Credit Card Statement for May 2020](#)

(PAGE 8-11)

[8c\) Monthly Budget Variance Report for May 2020](#)

(PAGE 12-18)

ITEM

RECOMMENDATION

- | | |
|---|--------------------------------|
| 8d) Contracts Signed in Excess of \$25,000 June 2020 | (PAGE 19-20) |
| 8e) Union & Non-Union Pension Investment Asset Summary May 2020 | (PAGE 21-24) |
| 8f) Ridership Report for June 2020 | (PAGE 25-27) |
| 8g) SunDial Operational Notes for June 2020 | (PAGE 28-31) |
| 8h) Metrics for June 2020 | (PAGE 32-42) |
| 8i) Board Member Attendance for June 2020 | (PAGE 43-44) |
| 8j) Quarterly Performance Summary for Q1 of Calendar Year 2020 | (PAGE 45-47) |
| 8k) Quarterly Capital Project Update for 2 nd Quarter Calendar Year 2020 | (PAGE 48-50) |
| | |
| 9. REVISED FINANCIAL AUDIT ROTATION POLICY NO. B-060118 (Staff: Luis Garcia, Chief Financial Officer) | APPROVE (PAGE 51-53) |
| | |
| 10. DELEGATION OF AUTHORITY FOR FINANCIAL AUDITING SERVICES (Staff: Luis Garcia, Chief Financial Officer) | APPROVE (PAGE 54-55) |
| | |
| 11. PURCHASE OF FOUR (4) MICROTRANSIT ADA ACCESSIBLE MINI VANS (Staff: Tony Cohen, Chief Maintenance Officer) | APPROVE (PAGE 56) |
| | |
| 12. EXTENDED FUEL CELL WARRANTY (Staff: Tony Cohen, Chief Maintenance Officer) | APPROVE (PAGE 57) |
| | |
| 13. ADJOURN | |

SunLine Transit Agency
CONSENT CALENDAR

DATE: July 22, 2020

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Checks \$1,000 and Over Report for May 2020

Summary:

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

- For May, the largest payments issued was to NEL Hydrogen Inc for milestone payment of the Hydrogen Refueling Station.

Recommendation:

Receive and file.

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

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

| Vendor Filed As Name | Description | Check # | Payment Date | Payment Amount |
|--|---|---------------|-------------------|-------------------|
| NEL HYDROGEN INC. | WIP-Hydrogen Refueling Station | 682818 | 05/20/2020 | 450,424.00 |
| GP STRATEGIES | WIP-CNG Fueling Station | 682897 | 05/27/2020 | 394,522.69 |
| PERMA - INSURANCE | General Liability & Workers Comp Premium | 682768 | 05/13/2020 | 157,755.07 |
| IMPERIAL IRRIGATION DIST | WIP-CNG Fueling Station | 682692 | 05/06/2020 | 122,577.91 |
| <u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u> | <u>Pension Deposit</u> | <u>682726</u> | <u>05/06/2020</u> | <u>106,323.46</u> |
| <u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u> | <u>Pension Deposit</u> | <u>682835</u> | <u>05/20/2020</u> | <u>106,174.12</u> |
| IMPERIAL IRRIGATION DIST | Utilities | 682754 | 05/13/2020 | 69,125.59 |
| SO CAL GAS CO. | Utilities | 682830 | 05/20/2020 | 43,286.69 |
| <u>GUARDIAN LIFE INSURANCE COMPANY THE</u> | <u>Employee Benefits/ LTD/STD/LIFE Ins Prem</u> | <u>682865</u> | <u>05/27/2020</u> | <u>38,122.47</u> |
| WSP USA INC. | TDM & Vanpool Program | 682838 | 05/20/2020 | 25,020.79 |
| MICHELIN NORTH AMERICA, INC. | Tire Leasing Service | 682698 | 05/06/2020 | 24,908.24 |
| ELEMENT MARKETS RENEWABLE ENERGY, LLC | Utilities | 682807 | 05/20/2020 | 22,933.86 |
| MICHELIN NORTH AMERICA, INC. | Tire Leasing Service | 682877 | 05/27/2020 | 21,878.48 |
| HDR ENGINEERING, INC. | Planning Consultant | 682748 | 05/13/2020 | 20,435.78 |
| DESERT AIR CONDITIONING, INC. | WIP- Fixed Assets Facility Improvements/Structures | 682743 | 05/13/2020 | 19,341.00 |
| ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS | Consulting Services | 682839 | 05/20/2020 | 15,510.00 |
| OLD GREEN HOUSE LLC | Planning Consultant | 682787 | 05/13/2020 | 13,875.00 |
| ZEN AND THE ART OF CLEAN ENERGY | WIP-Hydrogen Electric Hybrid FCB & Station | 682781 | 05/13/2020 | 10,575.00 |
| VERIZON WIRELESS | Wireless Telephone Service | 682729 | 05/06/2020 | 10,468.09 |
| LUMINATOR TECHNOLOGY GROUP, INC. | WIP-FY2020 Replacement & Exp Paratransit Buses | 682874 | 05/27/2020 | 10,392.22 |
| ADMIRAL SECURITY SERVICES, INC. | Security Guard Services | 682733 | 05/13/2020 | 10,023.61 |
| KAMBRIAN CORPORATION | Computer Network Software Agmt (3 Years) | 682756 | 05/13/2020 | 9,287.19 |
| TEC OF CALIFORNIA, INC. | Inventory Repair Parts | 682833 | 05/20/2020 | 8,726.23 |
| VEHICLE TECHNICAL CONSULTANTS, INC. | WIP-Replacement of 6 Fixed Route Buses (Inspection service) | 682892 | 05/27/2020 | 8,700.00 |
| PSOMAS | WIP- CNG Station Construction Mgt | 682898 | 05/27/2020 | 8,099.90 |
| ROBERT HALF | Temporary Help | 682886 | 05/27/2020 | 8,000.00 |
| ROBERT HALF | Temporary Help | 682827 | 05/20/2020 | 7,787.50 |
| ROMAINE ELECTRIC CORP. | Inventory Repair Parts | 682715 | 05/06/2020 | 7,418.45 |
| KELLERMEYER BERGENSONS SERVICES, LLC | Janitorial Services | 682871 | 05/27/2020 | 7,240.00 |
| AMALGAMATED TRANSIT UNION | Union Dues | 682675 | 05/06/2020 | 6,653.82 |
| AMALGAMATED TRANSIT UNION | Union Dues | 682790 | 05/20/2020 | 6,641.32 |
| NFI PARTS | Inventory Repair Parts | 682788 | 05/20/2020 | 6,170.24 |
| BURKE, WILLIAMS & SORENSEN, LLP | Legal Services | 682782 | 05/13/2020 | 5,949.00 |
| PALM SPRINGS MOTORS, INC. | Inventory Repair Parts | 682821 | 05/20/2020 | 5,860.31 |
| CARQUEST AUTO PARTS STORES | Inventory Repair Parts | 682796 | 05/20/2020 | 5,856.15 |
| NFI PARTS | Inventory Repair Parts | 682673 | 05/06/2020 | 5,817.05 |
| NFI PARTS | Inventory Repair Parts | 682841 | 05/27/2020 | 5,209.42 |
| HD INDUSTRIES | Inventory Repair Parts | 682866 | 05/27/2020 | 5,059.02 |

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

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

| Vendor Filed As Name | Description | Check # | Payment Date | Payment Amount |
|---|---|----------------|---------------------|-----------------------|
| BATTERY SYSTEMS, INC. | Inventory Repair Parts | 682736 | 05/13/2020 | 5,058.38 |
| RUSH TRUCK CENTERS OF CALIFORNIA, INC. | Inventory Repair Parts | 682717 | 05/06/2020 | 4,912.99 |
| TRANSIT PRODUCTS & SERVICES | Inventory Repair Parts | 682834 | 05/20/2020 | 4,898.75 |
| TRAPEZE SOFTWARE GROUP INC. | Computer Network Software Agmt | 682725 | 05/06/2020 | 4,425.00 |
| BURRTEC WASTE & RECYCLING SERVICES | Emergency Preparedness Supplies | 682849 | 05/27/2020 | 4,258.37 |
| HOME DEPOT CREDIT SERVICES | Facility Maintenance | 682750 | 05/13/2020 | 4,118.82 |
| TPX COMMUNICATIONS | Communications | 682899 | 05/27/2020 | 4,114.57 |
| ELDORADO NATIONAL (CALIFORNIA), INC. | Inventory Repair Parts | 682859 | 05/27/2020 | 4,093.61 |
| PALM SPRINGS UNIFIED SCHOOL DISTRICT | WIP-Operation Facility | 682732 | 05/11/2020 | 4,066.26 |
| NORTON MEDICAL INDUSTRIES | Medical Exams | 682700 | 05/06/2020 | 4,013.05 |
| LARRY MOULTHROP'S DESK LLC | Consulting Services | 682694 | 05/06/2020 | 4,000.00 |
| RUSH TRUCK CENTERS OF CALIFORNIA, INC. | Inventory Repair Parts | 682771 | 05/13/2020 | 3,863.35 |
| CALIFORNIA DENTAL NETWORK, INC. | Dental Benefits | 682851 | 05/27/2020 | 3,857.83 |
| AMETZA ARIZONA, LLC. | Lubricants & Oils | 682846 | 05/27/2020 | 3,799.67 |
| VERICOM, LLC. | WIP-Fixed Assets-Maintenance Equipment | 682893 | 05/27/2020 | 3,771.25 |
| RUSH TRUCK CENTERS OF CALIFORNIA, INC. | Inventory Repair Parts | 682829 | 05/20/2020 | 3,635.75 |
| ANDREA CARTER & ASSOCIATES | Marketing Consultant | 682791 | 05/20/2020 | 3,500.00 |
| CALIFORNIA STATE DISBURSEMENT UNIT | Garnishments | 682795 | 05/20/2020 | 3,241.25 |
| CALIFORNIA STATE DISBURSEMENT UNIT | Garnishments | 682680 | 05/06/2020 | 3,241.25 |
| TIME WARNER CABLE | Utilities | 682778 | 05/13/2020 | 3,231.85 |
| CUMMINS SALES AND SERVICE | Computer Network Software Agmt | 682802 | 05/20/2020 | 3,080.00 |
| NAPA AUTO PARTS | Inventory Repair Parts | 682760 | 05/13/2020 | 3,039.36 |
| BALLARD POWER SYSTEMS | Inventory Repair Parts | 682793 | 05/20/2020 | 3,014.33 |
| DESERT PARADISE CONSTRUCTION, LLC | WIP-Operation Facility | 682745 | 05/13/2020 | 3,000.00 |
| FRANKLIN TRUCK PARTS, INC | Inventory Repair Parts | 682688 | 05/06/2020 | 2,899.89 |
| DESERT PARADISE CONSTRUCTION, LLC | WIP-Operation Facility | 682804 | 05/20/2020 | 2,880.00 |
| GRAFFITI SHIELD, INC | Emergency Preparedness Supplies | 682863 | 05/27/2020 | 2,790.51 |
| BURRTEC WASTE & RECYCLING SERVICES | Trash Service | 682737 | 05/13/2020 | 2,761.16 |
| GLOBAL HEALTHCARE PRODUCT SOLUTIONS LLC | Emergency Preparedness Supplies | 682811 | 05/20/2020 | 2,572.90 |
| PRUDENTIAL OVERALL SUPPLY | Uniforms | 682885 | 05/27/2020 | 2,546.75 |
| AMETZA ARIZONA, LLC. | Lubricants & Oils | 682676 | 05/06/2020 | 2,525.48 |
| HD INDUSTRIES | Inventory Repair Parts | 682747 | 05/13/2020 | 2,399.74 |
| SC FUELS | Lubricants & Oils | 682772 | 05/13/2020 | 2,301.49 |
| URRUTIA MARKS ARCHITECTS | WIP-Indio Facility Improvements | 682697 | 05/06/2020 | 2,227.35 |
| BATTERY SYSTEMS, INC. | Inventory Repair Parts | 682848 | 05/27/2020 | 2,220.69 |
| IMPERIAL IRRIGATION DIST | Utilities | 682814 | 05/20/2020 | 2,210.04 |
| PAUL ASSOCIATES | Printing Expense | 682882 | 05/27/2020 | 2,169.80 |
| JANEK CORPORATION THE | Inventory Repair Parts | 682869 | 05/27/2020 | 2,155.00 |
| DESERT HOSE & SUPPLY CORP. | Inventory Repair Parts | 682803 | 05/20/2020 | 2,131.74 |

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

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| Vendor Filed As Name | Description | Check # | Payment Date | Payment Amount |
|-----------------------------------|---|----------------------|--------------------------|------------------------|
| SAMUEL MESTER | <i>WIP-COVID 19 Capital Expenditures</i> | <i>682718</i> | <i>05/06/2020</i> | <i>2,000.35</i> |
| PLAZA TOWING, INC. | Towing Services Agreement | 682769 | 05/13/2020 | 1,950.00 |
| DESERT URGENT CARE | Medical Exams | 682815 | 05/20/2020 | 1,800.00 |
| JESSE FRESCAS JR. | <i>WIP-Indio Facility Improvements</i> | <i>682816</i> | <i>05/20/2020</i> | <i>1,760.00</i> |
| CALACT | Emergency Preparedness Supplies | 682850 | 05/27/2020 | 1,711.56 |
| VALLEY OFFICE EQUIPMENT, INC. | Office Equipment Maintenance | 682891 | 05/27/2020 | 1,710.28 |
| WESTPORT DALLAS, INC. | Inventory Repair Parts | 682896 | 05/27/2020 | 1,680.64 |
| NFI PARTS | Inventory Repair Parts | 682734 | 05/13/2020 | 1,671.72 |
| CREATIVE BUS SALES, INC, | Inventory Repair Parts | 682853 | 05/27/2020 | 1,632.73 |
| PLAZA TOWING, INC. | Towing Services Agreement | 682708 | 05/06/2020 | 1,600.00 |
| ROBERT HALF | Temporary Help | 682713 | 05/06/2020 | 1,600.00 |
| MAGALDI & MAGALDI, INC. | Inventory Repair Parts | 682875 | 05/27/2020 | 1,585.86 |
| SMARTDRIVE SYSTEMS, INC. | General Services | 682774 | 05/13/2020 | 1,580.00 |
| WESTPORT DALLAS, INC. | Inventory Repair Parts | 682780 | 05/13/2020 | 1,572.89 |
| GILLIG LLC | Inventory Repair Parts | 682690 | 05/06/2020 | 1,564.12 |
| MURCHISON & CUMMING, LLP | Insurance Loss | 682759 | 05/13/2020 | 1,534.50 |
| VALLEY OFFICE EQUIPMENT, INC. | Office Equipment Maintenance | 682779 | 05/13/2020 | 1,532.88 |
| MILE3 WEB DEVELOPMENT | Website Maintenance | 682783 | 05/13/2020 | 1,478.00 |
| COMPLETE COACH WORKS | Outside Repair-Fixed Route | 682852 | 05/27/2020 | 1,455.00 |
| ALLIED REFRIGERATION, INC | Air conditioning Expenditures | 682845 | 05/27/2020 | 1,283.84 |
| OFFICE DEPOT | Office Supplies | 682702 | 05/06/2020 | 1,260.87 |
| STANTEC ARCHITECTURE, INC. | <i>WIP-Operation Facility</i> | <i>682777</i> | <i>05/13/2020</i> | <i>1,239.84</i> |
| HIRERIGHT, LLC | Employment Background Services | 682749 | 05/13/2020 | 1,225.53 |
| DESERT SUN PUBLISHING CO., THE | Advertising | 682805 | 05/20/2020 | 1,207.80 |
| CREATIVE BUS SALES, INC, | Inventory Repair Parts | 682742 | 05/13/2020 | 1,194.03 |
| VINCENT PRINTING COMPANY, INC. | Advertising | 682894 | 05/27/2020 | 1,188.30 |
| SC FUELS | Lubricants & Oils | 682719 | 05/06/2020 | 1,184.69 |
| CREATIVE BUS SALES, INC, | Inventory Repair Parts | 682801 | 05/20/2020 | 1,150.42 |
| IMPERIAL IRRIGATION DIST | Utilities | 682867 | 05/27/2020 | 1,128.22 |
| OFFICE DEPOT | Office Supplies | 682820 | 05/20/2020 | 1,117.06 |
| PARKHOUSE TIRE, INC. | Inventory Repair Parts | 682767 | 05/13/2020 | 1,057.56 |
| QUADIENT FINANCE USA, INC. | Postage | 682786 | 05/13/2020 | 1,000.00 |
| SOUTHWEST NETWORKS, INC. | IT Support Services | 682831 | 05/20/2020 | 1,000.00 |
| Total Checks Over \$1,000 | \$1,988,836.59 | | | |
| Total Checks Under \$1,000 | \$28,797.95 | | | |
| Total Checks | \$2,017,634.54 | | | |

SunLine Transit Agency

CONSENT CALENDAR

DATE: July 22, 2020

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Credit Card Statement for May 2020

Summary:

The attached report summarizes the Agency's credit card expenses for April 2020 with a statement closing date of June 3, 2020.

Recommendation:

Receive and file.

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 06/03/20

Name on Card: Lauren Skiver

| | Trans. Date | Post Date | Reference | Detail - Description | Credits | Charges |
|-----------------------------|--------------------|------------------|------------------|--|----------------|----------------|
| 1 | 5/11/2020 | 5/11/2020 | Sams Club | Thank You Items to Make Snack Bags for Frontline Employees | | \$280.28 |
| 2 | 5/13/2020 | 5/13/2020 | Office Depot | Replacement Ink Cartridge for CEO/General Manager Printer | | \$92.42 |
| Credits and Charges: | | | | | \$0.00 | \$372.70 |

CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

| | |
|------------------------|--------------------------------|
| Prepared For | SUNLINE TRANSIT LUIS GARCIA |
| Account Number | [REDACTED] |
| Statement Closing Date | 06/03/20 |
| Days in Billing Cycle | 31 |
| Next Statement Date | 07/03/20 |

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

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

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

| | |
|------------------|----------|
| Credit Line | \$40,000 |
| Available Credit | \$37,865 |

Payment Information

| | |
|---------------------------------------|----------|
| New Balance | \$166.65 |
| Current Payment Due (Minimum Payment) | \$166.65 |
| Current Payment Due Date | 06/28/20 |

Thank you for using our Automatic Payment service. See the **Important Information** section below for your next scheduled payment.

If you wish to pay off your balance in full: The balance noted on your statement is not the payoff amount. Please call 800-231-5511 for payoff information.

Account Summary

| | | |
|---------------------------|---|----------|
| Previous Balance | | \$42.41 |
| Credits | - | \$206.05 |
| Payments | - | \$42.41 |
| Purchases & Other Charges | + | \$372.70 |
| Cash Advances | + | \$0.00 |
| Finance Charges | + | \$0.00 |
| New Balance | = | \$166.65 |

Wells Fargo Elite Cash Back Advantage

| | | |
|---------------------------------|---|----------|
| Previous Balance | | \$202.32 |
| Cash Earned this Month | | \$3.73 |
| Trades From Other Company Cards | | \$0.00 |
| Bonus/Adjustments | | \$0.00 |
| Cash Back Balance | = | \$0.00 |
| Cash Awarded this Period | | \$206.05 |
| Year to Date Cash Back Awarded | | \$332.22 |

See reverse side for important information.

DETACH HERE

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

Make checks payable to: Wells Fargo

| | |
|------------------------------------|------------|
| Account Number | [REDACTED] |
| New Balance | \$166.65 |
| Total Amount Due (Minimum Payment) | \$166.65 |
| Current Payment Due Date | 06/28/20 |

Print address or phone changes:

Work ()

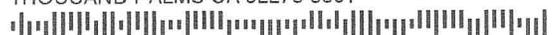
Amount Enclosed:



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

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

13935
6305





Rate Information

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

| TYPE OF BALANCE | ANNUAL INTEREST RATE | DAILY FINANCE CHARGE RATE | AVERAGE DAILY BALANCE | PERIODIC FINANCE CHARGES | TRANSACTION FINANCE CHARGES | TOTAL FINANCE CHARGES |
|-----------------|----------------------|---------------------------|-----------------------|--------------------------|-----------------------------|-----------------------|
| PURCHASES | 11.240% | .03079% | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| CASH ADVANCES | 23.990% | .06572% | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| TOTAL | | | | \$0.00 | \$0.00 | \$0.00 |

Important Information

\$0 - \$166.65 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 06/28/20. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

Summary of Sub Account Usage

| Name | Sub Account Number Ending In | Monthly Spending Cap | Spend This Period |
|--------------|------------------------------|----------------------|-------------------|
| LAURA SKIVER | [REDACTED] | 40,000 | \$372.70 |

Transaction Details

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

| Trans | Post | Reference Number | Description | Credits | Charges |
|--|-------|-------------------|--|---------|---------|
| 05/28 | 05/28 | F326800H500CHGDDA | AUTOMATIC PAYMENT - THANK YOU TOTAL [REDACTED] \$42.41- | 42.41 | |
| 06/03 | 06/03 | | WELLS FARGO CASH BACK - CREDIT | 206.05 | |
| Transaction Summary For LAURA SKIVER Sub Account Number Ending In [REDACTED] | | | | | |
| 05/11 | 05/11 | 2444500GMBLLR4N5Z | SAMS CLUB #6609 PALM DESERT CA | | 280.28 |
| 05/13 | 05/13 | 2413746GPEJ6ZQ5NQ | OFFICEMAX/DEPOT 6753 800-463-3768 CA | | 92.42 |
| | | | TOTAL \$372.70 | | |
| LAURA SKIVER / Sub Acct Ending In [REDACTED] | | | | | |

Wells Fargo News

We're updating our Online Access Agreement effective September 30, 2020. To see what is changing, please visit wellsfargo.com/online-banking/updates.

What can alerts do for your business?*

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

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

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

SunLine Transit Agency
CONSENT CALENDAR

DATE: July 22, 2020

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Monthly Budget Variance Report for May 2020

Summary:

The budget variance report compares revenues and expenses to the respective line item budgets. The report identifies current monthly revenues and expenses as well as Fiscal Year To Date (FYTD) values. Most of the current monthly budget values are calculated by taking 1/12th of the annual budget and the FYTD budget values are calculated by dividing the yearly budget by the number of months progressed through the fiscal year. The exception of the straight-line budgeting method is the passenger revenue which is budgeted using historical monthly trends.

- As of May 31, 2020, the Agency's revenues net of subsidies are favorable \$1,952,652 or 46.2% over the FYTD budget. Expenditures are \$4,277,971 under budget or 11.4% below the FYTD budget.

Recommendation:

Receive and file.

SunLine Transit Agency
Budget Variance Report
May 2020

| Description | FY20 Total Budget | Current Month | | | Year to Date | | | |
|--|----------------------|-----------------------|------------------|----------------------------|------------------------|--------------------|----------------------------|-------------------------|
| | | Actual | Budget | Favorable (Unfavorable) | YTD Actual | FY20 YTD Budget | Favorable (Unfavorable) | Percentage Remaining |
| Operating Revenues: | | | | | | | | |
| Passenger Revenue | 2,799,649 | 2,316 | 251,968 | (249,652) | 2,016,016 | 2,603,674 | (587,658) | 28.0% |
| Other Revenue | 1,773,184 | 396,374 | 147,765 | 248,609 | 4,165,728 | 1,625,419 | 2,540,310 | -134.9% |
| Total Operating Revenue | 4,572,833 | 398,690 | 399,734 | (1,044) | 6,181,744 | 4,229,092 | 1,952,652 | -35.2% |
| Operating Expenses: | | | | | | | | |
| Operator & Mechanic Salaries & Wages | 10,184,452 | 860,052 | 848,704 | (11,348) | 9,007,289 | 9,335,748 | 328,459 | 11.6% |
| Operator & Mechanic Overtime | 1,226,700 | 53,827 | 102,225 | 48,398 | 1,006,906 | 1,124,475 | 117,569 | 17.9% |
| Administration Salaries & Wages | 6,294,403 | 496,624 | 524,534 | 27,909 | 5,115,098 | 5,769,869 | 654,771 | 18.7% |
| Administration Overtime | 79,284 | 4,427 | 6,607 | 2,180 | 62,069 | 72,677 | 10,609 | 21.7% |
| Fringe Benefits | 10,617,317 | 839,605 | 884,776 | 45,171 | 8,318,906 | 9,732,541 | 1,413,634 | 21.6% |
| Communications | 232,500 | 18,336 | 19,375 | 1,039 | 212,042 | 213,125 | 1,083 | 8.8% |
| Legal Services | 354,596 | 13,377 | 29,550 | 16,173 | 174,010 | 325,046 | 151,037 | 50.9% |
| Computer/Network Software Agreement | 609,553 | 59,711 | 50,796 | (8,915) | 494,228 | 558,757 | 64,529 | 18.9% |
| Uniforms | 118,706 | 3,614 | 9,892 | 6,278 | 64,615 | 108,814 | 44,199 | 45.6% |
| Contracted Services | 501,193 | 25,728 | 41,766 | 16,038 | 388,567 | 459,427 | 70,860 | 22.5% |
| Equipment Repairs | 11,750 | 259 | 979 | 720 | 5,046 | 10,771 | 5,725 | 57.1% |
| Security Services | 117,337 | 9,911 | 9,778 | (133) | 80,713 | 107,559 | 26,845 | 31.2% |
| Fuel - CNG | 1,364,951 | 90,850 | 113,746 | 22,895 | 1,186,952 | 1,251,205 | 64,253 | 13.0% |
| Fuel - Hydrogen | 565,200 | 69,470 | 47,100 | (22,370) | 522,659 | 518,100 | (4,559) | 7.5% |
| Tires | 262,944 | 13,922 | 21,912 | 7,990 | 183,051 | 241,032 | 57,981 | 30.4% |
| Office Supplies | 75,028 | 4,578 | 6,252 | 1,674 | 48,481 | 68,776 | 20,295 | 35.4% |
| Travel/Training | 142,475 | 120 | 11,873 | 11,753 | 77,451 | 130,602 | 53,151 | 45.6% |
| Repair Parts | 1,503,128 | 144,930 | 125,261 | (19,669) | 1,341,796 | 1,377,867 | 36,072 | 10.7% |
| Facility Maintenance | 45,750 | 3,544 | 3,813 | 268 | 38,061 | 41,938 | 3,877 | 16.8% |
| Electricity - CNG & Hydrogen | 552,204 | 76,554 | 46,017 | (30,537) | 480,892 | 506,187 | 25,295 | 12.9% |
| Natural Gas | 1,335,000 | 78,986 | 111,250 | 32,264 | 1,021,206 | 1,223,750 | 202,544 | 23.5% |
| Water and Gas | 7,700 | 490 | 642 | 151 | 6,773 | 7,058 | 285 | 12.0% |
| Insurance Losses | 1,312,523 | (35,497) | 109,377 | 144,874 | 1,025,342 | 1,203,146 | 177,804 | 21.9% |
| Insurance Premium - Property | 18,626 | 1,517 | 1,552 | 35 | 19,131 | 17,074 | (2,057) | -2.7% |
| Repair Claims | 53,488 | 0 | 4,457 | 4,457 | 5,199 | 49,031 | 43,831 | 90.3% |
| Fuel Taxes | 116,500 | 9,559 | 9,708 | 149 | 89,003 | 106,792 | 17,789 | 23.6% |
| Other Expenses | 4,907,624 | 308,111 | 408,969 | 100,858 | 3,817,523 | 4,498,656 | 681,132 | 22.2% |
| Self Consumed Fuel | (1,770,782) | (160,320) | (147,565) | (12,755) | (1,634,174) | (1,623,217) | 10,957 | 7.7% |
| Total Operating Expenses (Before Depreciation) | 40,840,150 | 2,992,284 | 3,403,346 | 411,062 | 33,158,833 | 37,436,804 | 4,277,971 | 18.8% |
| Operating Expenses in Excess of Operating Revenue | | \$ (2,593,594) | | | \$ (26,977,089) | | | |
| Subsidies: | | | | | | | | |
| Local - Measure A, Buzz Service, Haul Pass | 7,226,030 | 516,757 | 602,169 | 85,412 | 5,375,012 | 6,623,861 | 1,248,849 | 25.6% |
| State - LTF, LCTOP | 21,191,641 | 1,515,483 | 1,765,970 | 250,487 | 15,763,195 | 19,425,671 | 3,662,476 | 25.6% |
| Federal - CMAQ, 5307, 5309, 5310, 5311, 5311(f) | 7,849,646 | 561,354 | 654,137 | 92,783 | 5,838,882 | 7,195,509 | 1,356,626 | 25.6% |
| Total Subsidies | 36,267,317 | 2,593,594 | 3,022,276 | 428,682 | 26,977,089 | 33,245,041 | 6,267,952 | 25.6% |
| Net Operating Gain (Loss) After Subsidies | \$ - | \$ - | | | \$ - | | | |

SunLine Transit Agency
Budget Variance Report
May 2020

| Description | FY20 Total Budget | Current Month | | | Year to Date | | | |
|---|----------------------|-----------------------|------------------|----------------------------|------------------------|--------------------|----------------------------|-------------------------|
| | | Actual | Budget | Favorable (Unfavorable) | YTD Actual | FY20 YTD Budget | Favorable (Unfavorable) | Percentage Remaining |
| Operating Expenses: | | | | | | | | |
| Wages & Benefits | 28,402,156 | 2,254,535 | 2,366,846 | 112,311 | 23,510,268 | 26,035,309 | 2,525,041 | 17.2% |
| Services | 3,806,001 | 230,262 | 317,167 | 86,905 | 2,864,393 | 3,488,835 | 624,441 | 24.7% |
| Fuels & Lubricants | 2,147,580 | 173,800 | 178,965 | 5,165 | 1,863,326 | 1,968,615 | 105,289 | 13.2% |
| Tires | 262,944 | 13,922 | 21,912 | 7,990 | 183,051 | 241,032 | 57,981 | 30.4% |
| Materials and Supplies | 1,964,028 | 179,422 | 163,669 | (15,753) | 1,653,435 | 1,800,359 | 146,924 | 15.8% |
| Utilities | 2,172,904 | 179,058 | 181,075 | 2,017 | 1,765,666 | 1,991,829 | 226,162 | 18.7% |
| Casualty & Liability | 2,155,119 | 32,845 | 179,593 | 146,748 | 1,792,245 | 1,975,526 | 183,280 | 16.8% |
| Taxes and Fees | 116,500 | 9,559 | 9,708 | 149 | 89,003 | 106,792 | 17,789 | 23.6% |
| Miscellaneous Expenses | 1,583,700 | 79,201 | 131,975 | 52,774 | 1,071,619 | 1,451,725 | 380,106 | 32.3% |
| Self Consumed Fuel | (1,770,782) | (160,320) | (147,565) | (12,755) | (1,634,174) | (1,623,217) | 10,957 | 7.7% |
| Total Operating Expenses (Before Depreciation) | 40,840,150 | 2,992,284 | 3,403,346 | 411,062 | 33,158,833 | 37,436,804 | 4,277,971 | 18.8% |
| Revenues: | | | | | | | | |
| Passenger Revenue | 2,799,649 | 2,316 | 251,968 | (249,652) | 2,016,016 | 2,603,674 | (587,658) | 28.0% |
| Other Revenue | 1,773,184 | 396,374 | 147,765 | 248,609 | 4,165,728 | 1,625,419 | 2,540,310 | -134.9% |
| Total Operating Revenue | 4,572,833 | 398,690 | 399,734 | (1,044) | 6,181,744 | 4,229,092 | 1,952,652 | -35.2% |
| Net Operating Gain (Loss) | | \$ (2,593,594) | | | \$ (26,977,089) | | | |
| Subsidies: | | | | | | | | |
| Local - Measure A, Buzz Service | 7,226,030 | 516,757 | 602,169 | 85,412 | 5,375,012 | 6,623,861 | 1,248,849 | 25.6% |
| State - LTF, SGR, LCTOP | 21,191,641 | 1,515,483 | 1,765,970 | 250,487 | 15,763,195 | 19,425,671 | 3,662,476 | 25.6% |
| Federal - CMAQ, 5307, 5309, 5310, 5311, 5311(f) | 7,849,646 | 561,354 | 654,137 | 92,783 | 5,838,882 | 7,195,509 | 1,356,626 | 25.6% |
| Total Subsidies | 36,267,317 | 2,593,594 | 3,022,276 | 428,682 | 26,977,089 | 33,245,041 | 6,267,952 | 25.6% |
| Net Operating Gain (Loss) After Subsidies | \$ - | \$ - | | | \$ - | | | |

Budget Variance Analysis - SunLine Transit Agency

Passenger Revenue - Unfavorable

- The negative variance in passenger fares is attributed to a decrease in ridership and no fare collection as of March 17, 2020. Local fixed route and paratransit bus service will be provided free of charge until further notice. The Agency is taking precautions to provide the recommended social distancing and to help the community in these uncertain times.
- For May ridership is at 14.4% below FY19 FYTD totals.
- Total system ridership is 562,918 trips below FY19 FYTD amounts.

| Ridership | | | | |
|--------------|----------|----------|-----------|--------|
| | FY19-May | FY20-May | Variance | %Δ |
| Fixed Route | 371,857 | 150,202 | (221,655) | -59.6% |
| Paratransit | 13,402 | 4,027 | (9,375) | -70.0% |
| SolVan | 1,811 | 1,096 | (715) | -39.5% |
| System Total | 387,070 | 155,325 | (231,745) | -59.9% |

| Ridership | | | | |
|--------------|-----------|-----------|-----------|--------|
| | FYTD-FY19 | FYTD-FY20 | Variance | %Δ |
| Fixed Route | 3,738,889 | 3,208,350 | (530,539) | -14.2% |
| Paratransit | 142,895 | 117,249 | (25,646) | -17.9% |
| SolVan | 21,258 | 14,525 | (6,733) | -31.7% |
| System Total | 3,903,042 | 3,340,124 | (562,918) | -14.4% |

Other Revenue - Favorable

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

Operator & Mechanic Salaries & Wages - Favorable

- The favorable balance is primarily attributed to vacant operator positions.
- Other factors include operators and mechanics using vacation time, sick time, short-term disability, and long-term disability.

Operator & Mechanic Overtime - Favorable

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

| May | | | |
|-----------------|----------------|------------|-----------|
| | Monthly Budget | OT Expense | Variance |
| Fixed Route | \$ 68,750 | \$ 43,099 | \$ 25,651 |
| Paratransit | \$ 22,500 | \$ 5,508 | \$ 16,992 |
| Mechanics | \$ 10,000 | \$ 4,004 | \$ 5,996 |
| Stops and Zones | \$ 642 | \$ 859 | \$ (217) |

| FYTD-May | | | |
|-----------------|-------------|-----------------|-----------|
| | FYTD Budget | FYTD OT Expense | Variance |
| Fixed Route | \$ 756,250 | \$ 729,274 | \$ 26,976 |
| Paratransit | \$ 247,500 | \$ 171,722 | \$ 75,778 |
| Mechanics | \$ 110,000 | \$ 97,741 | \$ 12,259 |
| Stops and Zones | \$ 7,058 | \$ 6,214 | \$ 844 |

Administration Salaries & Wages - Favorable

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

Administration Overtime - Favorable

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

Fringe Benefits - Favorable

- Part of fringe benefit savings are attributed to vacant positions across the agency and variable fringe benefit expenditures.
- Some fringe benefit expenditures are variable and occur at different times of the year (e.g., 457 match contribution, health plan increase).

Communications -Favorable

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

Legal Services - Favorable

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

Computer/Network Software Agreement - Favorable

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

Uniforms - Favorable

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

Contracted Services - Favorable

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

Equipment Repairs - Favorable

- Equipment repair cost vary depending on the needs of the Agency (i.e., Shop Equipment, Farebox).

Security Services - Favorable

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

Fuel - CNG - Favorable

- Internal consumption has decreased by 109,117 GGE's below FY19 FYTD amounts. The lower internal consumption is primarily attributed to service redesign projects not yet initiated. The redesign will include streamlined routes and increased frequency. Additionally, the Agency has more hydrogen vehicles in active use than in the previous year.

Internal GGE Usage

| | GGE Usage | Variance FY19 vs. FY20 | Variance Previous Month | %Δ FY19 vs FY20 | %Δ Previous Month |
|---------------|-----------|------------------------|-------------------------|-----------------|-------------------|
| May FY19 | 108,778 | | | | |
| May FY20 | 93,617 | (15,161) | 4,223 | -13.94% | 4.72% |
| April FY20 | 89,394 | | | | |
| FYTD May FY19 | 1,268,015 | | | | |
| FYTD May FY20 | 1,158,898 | (109,117) | | -8.61% | |

Fuel - Hydrogen - Unfavorable

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

Tires - Favorable

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

Office Supplies - Favorable

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

Travel/Training - Favorable

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

Repair Parts - Favorable

- Aging fleet has led to the unpredictability of component failures and therefore have increased the number of repairs. A budget adjustment was executed to cover actual costs.
- In May, fixed route had costs of \$119,695 for repair parts (e.g., preventative maintenance services, engine rebuilds, radiator replacement, core replacement).
- In May, paratransit had expenses of \$20,337 for repair parts (e.g., preventative maintenance, engine replacement, transmission replacement).
- In May, support vehicle repair parts had a cost of \$3,729 for repair parts (e.g., preventative maintenance, tire replacement, battery replacement).

Facility Maintenance - Favorable

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

Electricity - CNG & Hydrogen - Favorable

- The electrolyzer is now in commission and costs to power the equipment are higher than originally estimated. A budget adjustment was executed to cover the actual costs for power.

Natural Gas - Favorable

- In May, there was a decrease of 59 GGE's used for outside fueling sales compared to the previous month.
- GGE outside usage has increased 79,639 GGE's above FY19 FYTD amounts.
- Fuel sales have been higher than estimated projections for FY20.

Outside GGE Usage

| | GGE Usage | Variance FY19 vs. FY20 | Variance Previous Month | %Δ FY19 vs FY20 | %Δ Previous Month |
|---------------|-----------|------------------------|-------------------------|-----------------|-------------------|
| May FY19 | 17,076 | | | | |
| May FY20 | 28,379 | 11,303 | (59) | 66.19% | -0.21% |
| April FY20 | 28,438 | | | | |
| FYTD May FY19 | 189,517 | | | | |
| FYTD May FY20 | 269,157 | 79,639 | | 42.02% | |

Water and Gas - Favorable

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

Insurance Losses - Favorable

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

Insurance Premium - Property - Unfavorable

- The unfavorable variance is due to the annual flood insurance premium paid in March.

Repair Claims - Favorable

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

Fuel Taxes - Favorable

- Outside fueling sales are currently \$229,856 above FY19 FYTD amounts.
- For May, sales have increased by \$29 from the previous month.
- The favorable variance in fuel taxes is due to lower internal fuel consumption.

Outside Fueling Revenue

| | Revenue | Variance FY19 vs. FY20 | Variance Previous Month | %Δ FY19 vs FY20 | %Δ Previous Month |
|---------------|------------|------------------------|-------------------------|-----------------|-------------------|
| May FY19 | \$ 46,812 | | | | |
| May FY20 | \$ 76,958 | \$ 30,146 | \$ 29 | 64.40% | 0.04% |
| April FY20 | \$ 76,929 | | | | |
| FYTD May FY19 | \$ 498,221 | | | | |
| FYTD May FY20 | \$ 728,078 | \$ 229,856 | | 46.14% | |

Other Expenses - Favorable

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

Self Consumed Fuel - Favorable

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

Mileage

| | May FY19 | May FY20 | Variance | %Δ |
|--------------|----------|----------|----------|--------|
| Fixed Route | 333,272 | 308,390 | (24,883) | -7.5% |
| Paratransit | 101,811 | 51,213 | (50,598) | -49.7% |
| System Total | 435,083 | 359,603 | (75,481) | -17.3% |

Mileage FYTD-May

| | FYTD-FY19 | FYTD-FY20 | Variance | %Δ |
|--------------|-----------|-----------|-----------|--------|
| Fixed Route | 3,471,859 | 3,466,573 | (5,286) | -0.2% |
| Paratransit | 1,086,617 | 975,587 | (111,030) | -10.2% |
| System Total | 4,558,476 | 4,442,160 | (116,316) | -2.6% |

SunLine Transit Agency
CONSENT CALENDAR

DATE: July 22, 2020 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Contracts Signed between \$25,000 and \$100,000 for June 2020

Summary:

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

- For the month of June 2020, there were two (2) agreements and two (2) purchase orders executed between \$25,000 and \$100,000:

| VENDOR | PURPOSE |
|------------------------|--|
| Remix | Remix License |
| NPG, Inc. | Asphalt Slurry Seal |
| Golden Star Technology | Replacement of Agency Desktops |
| Avail Technologies | Avail Equipment and Services for MCI Buses |

Recommendation:

Receive and file.

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

June 2020

| Vendor | Product/Service | Need | Budgeted | Budgeted Amount | Cost | Type |
|------------------------|--|---|---|-----------------|--------------|-------------------------|
| Remix | Remix License | This software is needed to help the Agency sketch transit scenarios, estimate costs in real time and upload route data. | FY21 Budget FY22 Budget FY23 Budget | \$ 77,200.00 | \$ 77,200.00 | Executed Agreement |
| NPG, Inc. | Asphalt Slurry Seal | To protect asphalt of Administration parking and Transit Hub to extend the overall lifespan of the parking lot. | SRTP 2018/2019 | \$ 107,250.00 | \$ 25,444.00 | Executed Agreement |
| Golden Star Technology | Replacement of Agency Desktops | Need to replace Agency desktops that are older than five (5) years. | SRTP 2017/2018 | \$ 450,000.00 | \$ 62,579.15 | Executed Purchase Order |
| Avail Technologies | Avail Equipment and Services for MCI Buses | Need equipment for two (2) new MCI buses. | SRTP 2017/2018 | \$ 65,000.00 | \$ 34,304.59 | Executed Purchase Order |

SunLine Transit Agency
CONSENT CALENDAR

DATE: July 22, 2020

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Union & Non-Union Pension Investment Asset Summary May 2020

Summary:

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

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

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

Union

| | Actual | Range |
|-------------------|--------|----------|
| Equities | 54.38% | 35 – 75% |
| Fixed Income | 44.94% | 25 – 64% |
| Cash & Equivalent | 0.68% | 0 – 10% |

Non-Union

| | Actual | Range |
|-------------------|--------|----------|
| Equities | 54.38% | 35 – 75% |
| Fixed Income | 44.97% | 25 – 64% |
| Cash & Equivalent | 0.65% | 0 – 10% |

- For the month of May, the market value of assets increased by \$1,096,402 and \$1,103,430 for the union and non-union plans, respectively.

Month to Month Asset Comparison

| Month | Market Value - Union | Market Value - Non-Union |
|---------------------|----------------------|--------------------------|
| April 2020 | \$29,162,592 | \$29,390,258 |
| May 2020 | \$30,258,994 | \$30,493,688 |
| Increase (Decrease) | \$1,096,402 | \$1,103,430 |

Recommendation:

Receive and file.

00284401
 20-01-B-61-156-01
 100-13-02869-01



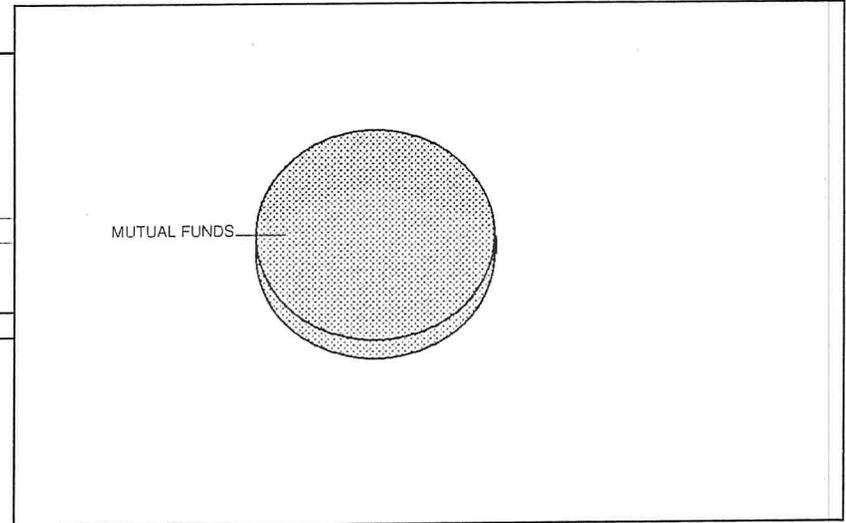
SUNLINE TRANSIT AGENCY - UNION
 ACCOUNT 6746032000

Page 7 of 28
 Period from May 1, 2020 to May 31, 2020

ASSET SUMMARY

| ASSETS | 05/31/2020 MARKET | 05/31/2020 BOOK VALUE | % OF MARKET |
|---------------------------|----------------------|--------------------------|----------------|
| Cash And Equivalents | 206,332.65 | 206,332.65 | 0.68 |
| Mutual Funds-Equity | 16,454,560.28 | 14,845,061.54 | 54.38 |
| Mutual Funds-Fixed Income | 13,598,084.82 | 13,361,896.27 | 44.94 |
| Total Assets | 30,258,977.75 | 28,413,290.46 | 100.00 |
| Accrued Income | 16.62 | 16.62 | 0.00 |
| Grand Total | 30,258,994.37 | 28,413,307.08 | 100.00 |

Estimated Annual Income 745,114.88



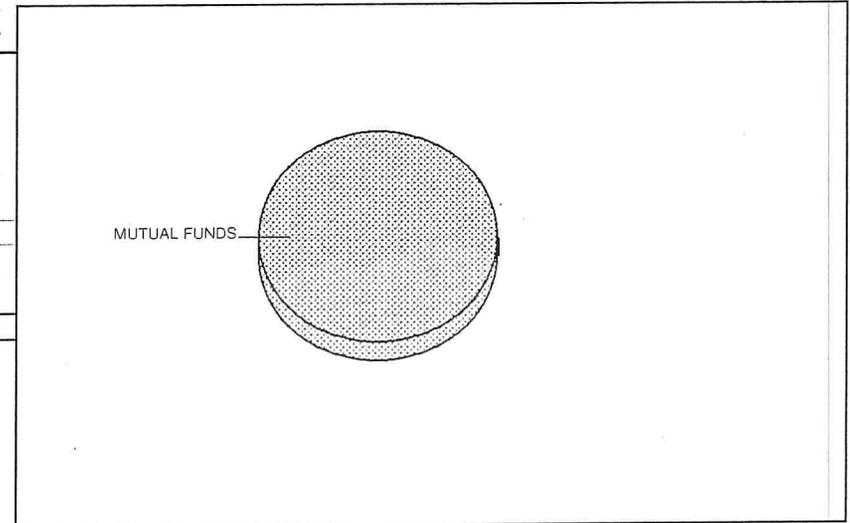
ASSET SUMMARY MESSAGES

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

ASSET SUMMARY

| ASSETS | 05/31/2020 MARKET | 05/31/2020 BOOK VALUE | % OF MARKET |
|---------------------------|----------------------|--------------------------|----------------|
| Cash And Equivalent | 198,527.17 | 198,527.17 | 0.65 |
| Mutual Funds-Equity | 16,582,753.97 | 14,966,022.87 | 54.38 |
| Mutual Funds-Fixed Income | 13,712,391.32 | 13,475,559.79 | 44.97 |
| Total Assets | 30,493,672.46 | 28,640,109.83 | 100.00 |
| Accrued Income | 15.78 | 15.78 | 0.00 |
| Grand Total | 30,493,688.24 | 28,640,125.61 | 100.00 |

Estimated Annual Income 751,095.16



ASSET SUMMARY MESSAGES

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

SunLine Transit Agency
CONSENT CALENDAR

DATE: July 22, 2020

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Ridership Report for June 2020

Summary:

| Monthly Ridership | | | Variance | |
|----------------------|----------------|----------------|------------------|---------------|
| | Jun 2019 | Jun 2020 | Net | Percent |
| Fixed Route | 300,561 | 171,540 | (129,021) | -42.9% |
| SolVan | 1,767 | 1,096 | (669) | -37.9% |
| Sundial | 12,437 | 4,877 | (7,560) | -60.8% |
| System Total* | 314,765 | 177,513 | (137,250) | -43.6% |

* The COVID-19 caused a major national and global disruption with the closures of businesses, schools, entertainment venues, and the enforcement of state and local public health policies. In June 2020, the adverse effects of COVID-19 on SunLine's system-wide ridership reflected on a decrease of 137,250 rides or (43.6%) compared to the same month of the previous year.

Consequently, the year-to-date system ridership dropped by 700,168 rides or (16.6%) compared to the previous fiscal year.

| June 2020 Year-to-date Ridership | |
|----------------------------------|------------------|
| Fiscal Year 2019 | 4,217,807 |
| Fiscal Year 2020 | 3,517,639 |
| Ridership decrease | (700,168) |

Recommendation:

Receive and file.



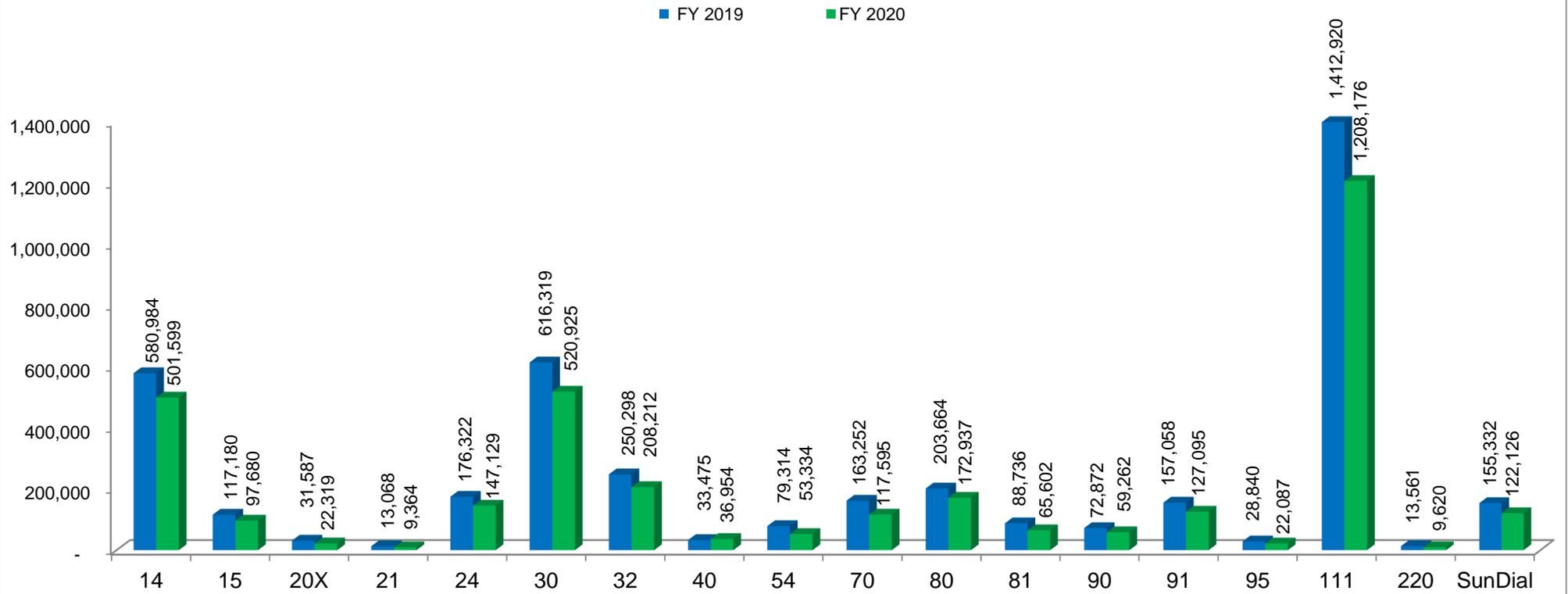
SunLine Transit Agency Monthly Ridership Report June 2020

| | | FY 2020 & 2019 | | | | | | | | | | | | |
|--------------------------|----------------------------|-------------------|----------------|----------------|--------------------------|---------------|------------------|------------------|------------------|---------------|---------------|----------------|--------------|---------------|
| | | Jun 2020 | Jun 2019 | May 2020 | FY 2020 Month Var. | % Var. | FY 2020 YTD | FY 2019 YTD | YTD Var. | % Var. | Bikes | | Wheelchairs | |
| Route | Fixed Route Description | | | | | | | | | | Monthly | YTD | Monthly | YTD |
| 14 | DHS/PS | 28,216 | 43,236 | 25,921 | (15,020) | -34.7% | 501,599 | 580,984 | (79,385) | -13.7% | 1,542 | 18,752 | 456 | 4,505 |
| 15 | DHS | 4,575 | 7,818 | 4,201 | (3,243) | -41.5% | 97,680 | 117,180 | (19,500) | -16.6% | 152 | 1,940 | 110 | 1,701 |
| 20X | DHS/PD | - | 1,829 | - | (1,829) | -100.0% | 22,319 | 31,587 | (9,268) | -29.3% | | 482 | | 39 |
| 21 | PD | - | 733 | - | (733) | -100.0% | 9,364 | 13,068 | (3,704) | -28.3% | | 277 | | 101 |
| 24 | PS | 7,604 | 12,469 | 6,908 | (4,865) | -39.0% | 147,129 | 176,322 | (29,193) | -16.6% | 371 | 5,950 | 148 | 1,724 |
| 30 | CC/PS | 29,034 | 47,579 | 24,407 | (18,545) | -39.0% | 520,925 | 616,319 | (95,394) | -15.5% | 1,583 | 20,347 | 594 | 5,251 |
| 32 | PD/RM/TP/CC/PS | 9,490 | 17,824 | 8,602 | (8,334) | -46.8% | 208,212 | 250,298 | (42,086) | -16.8% | 658 | 10,087 | 155 | 1,892 |
| 40 | PS/BUZZ | - | 3,848 | - | (3,848) | -100.0% | 36,954 | 33,475 | 3,479 | 10.4% | - | - | - | - |
| 54 | Indio/LQ/IW/PD | - | 4,396 | - | (4,396) | -100.0% | 53,334 | 79,314 | (25,980) | -32.8% | - | 1,836 | - | 366 |
| 70 | LQ/BD | 3,910 | 10,661 | 3,297 | (6,751) | -63.3% | 117,595 | 163,252 | (45,657) | -28.0% | 434 | 6,177 | 40 | 416 |
| 80 | Indio | 5,677 | 13,927 | 5,756 | (8,250) | -59.2% | 172,937 | 203,664 | (30,727) | -15.1% | 284 | 3,536 | 98 | 2,144 |
| 81 | Indio | 2,533 | 5,426 | 2,091 | (2,893) | -53.3% | 65,602 | 88,736 | (23,134) | -26.1% | 101 | 878 | 35 | 337 |
| 90 | Coachella/Indio | 3,245 | 6,095 | 2,857 | (2,850) | -46.8% | 59,262 | 72,872 | (13,610) | -18.7% | 123 | 959 | 41 | 789 |
| 91 | I/Cch/Th/Mec/Oas | 4,756 | 11,569 | 5,347 | (6,813) | -58.9% | 127,095 | 157,058 | (29,963) | -19.1% | 176 | 2,259 | 30 | 561 |
| 95 | I/Cch/Th/Mec/NS | 1,022 | 2,476 | 1,036 | (1,454) | -58.7% | 22,087 | 28,840 | (6,753) | -23.4% | 69 | 512 | 2 | 91 |
| 111 | PS to Indio | 71,478 | 109,557 | 59,779 | (38,079) | -34.8% | 1,208,176 | 1,412,920 | (204,744) | -14.5% | 5,589 | 57,266 | 1,123 | 12,123 |
| 220 | PD to Riverside | - | 1,118 | - | (1,118) | -100.0% | 9,620 | 13,561 | (3,941) | -29.1% | - | 349 | - | 95 |
| Fixed Route Total | | 171,540 | 300,561 | 150,202 | (129,021) | -42.9% | 3,379,890 | 4,039,450 | (659,560) | -16.3% | 11,082 | 131,607 | 2,832 | 32,135 |
| SolVan | | 1,098 | 1,767 | 1,096 | (669) | -37.9% | 15,623 | 23,025 | (7,402) | -32.1% | | | | |
| Demand Response | | | | | | | | | | | | | | |
| SunDial | | 4,877 | 12,437 | 4,027 | (7,560) | -60.8% | 122,126 | 155,332 | (33,206) | -21.4% | | | | |
| System Total | | 177,515 | 314,765 | 155,325 | (137,250) | -43.6% | 3,517,639 | 4,217,807 | (700,168) | -16.6% | | | | |
| | | Jun-20 | Jun-19 | May-20 | | | | | | | | | | |
| Weekdays: | | 22 | 20 | 20 | | | | | | | | | | |
| Saturdays: | | 4 | 5 | 5 | | | | | | | | | | |
| Sundays: | | 4 | 5 | 6 | | | | | | | | | | |
| Total Days: | | 30 | 30 | 31 | | | | | | | | | | |

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

**SunLine Transit Agency
Monthly Ridership Report
June - 2020**

Year-to-Date System Ridership



SunLine Transit Agency
CONSENT CALENDAR

DATE: July 22, 2020

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: SunDial Operational Notes for June 2020

Summary:

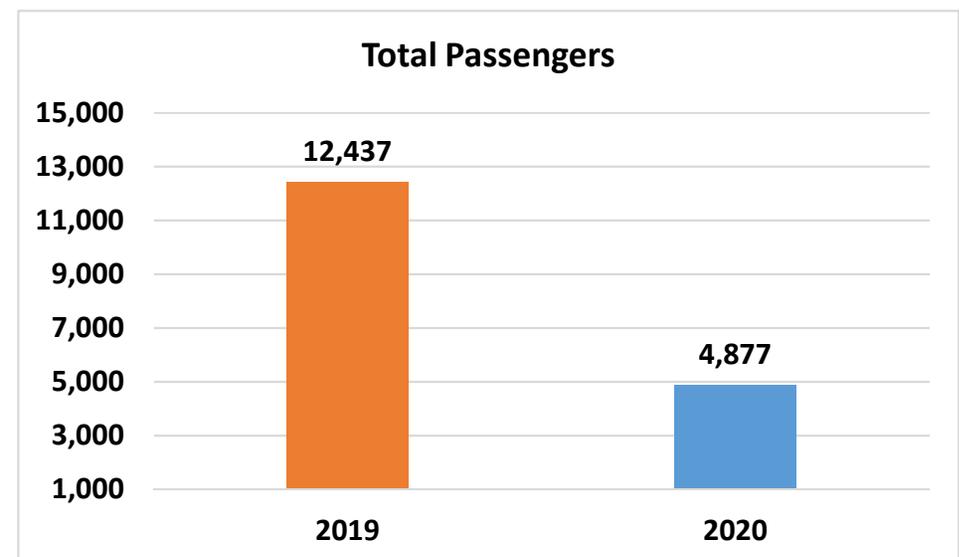
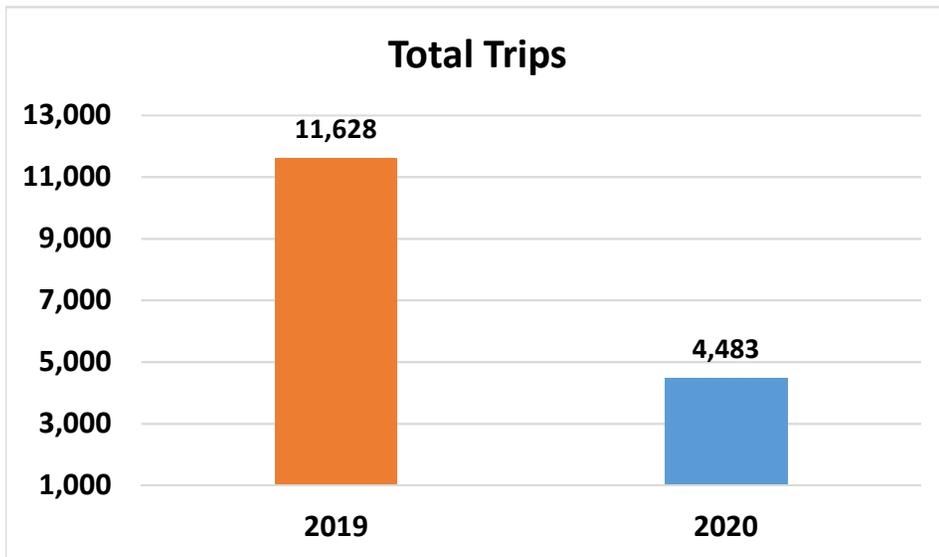
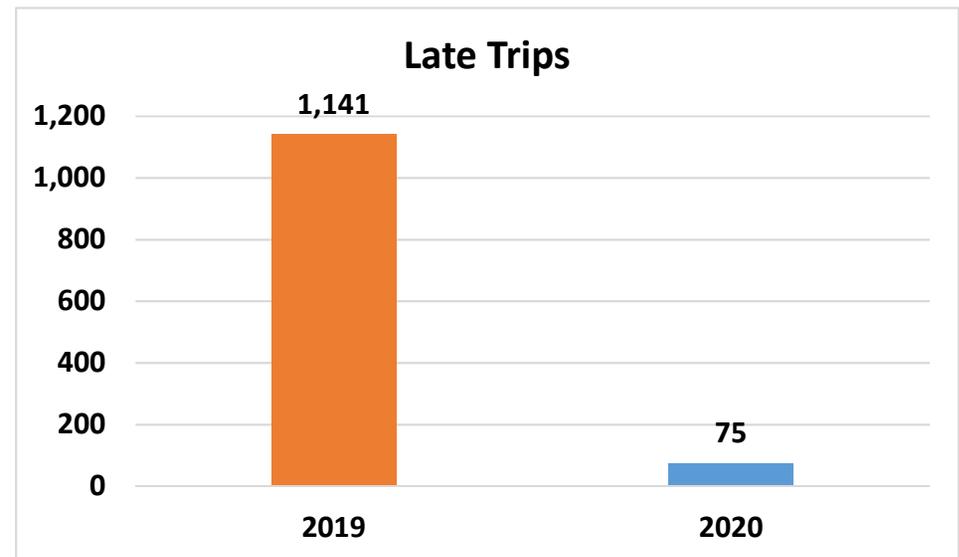
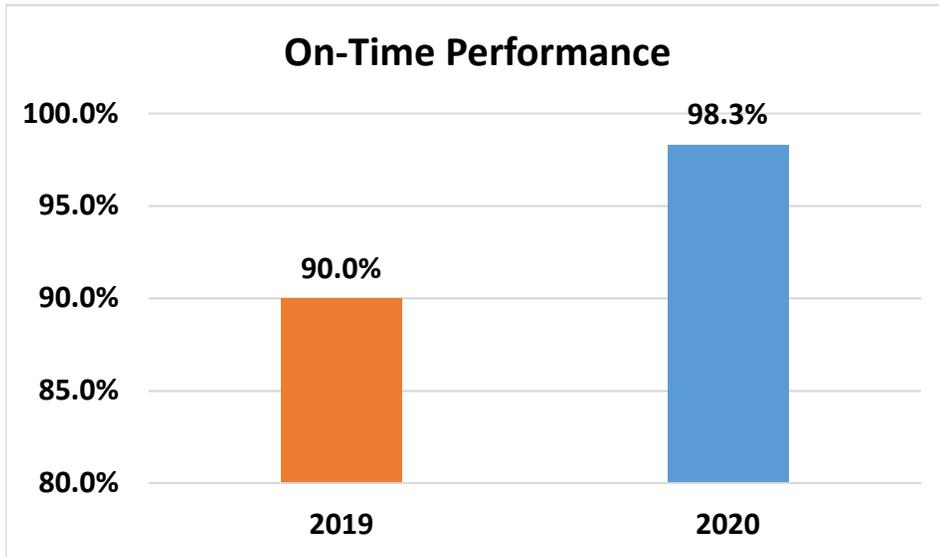
The attached report summarizes SunDial's operation for June 2020. The on-time performance for the month was 98.3%. There were a total of 75 late trips compared to last year which had 1,141. The total trips decreased by 61.4% from the the same period last year and the total passengers decreased by 60.7%. The total miles traveled decreased by 28.5% and the total mobility device boardings decreased by 48.2%.

Recommendation:

Receive and file.

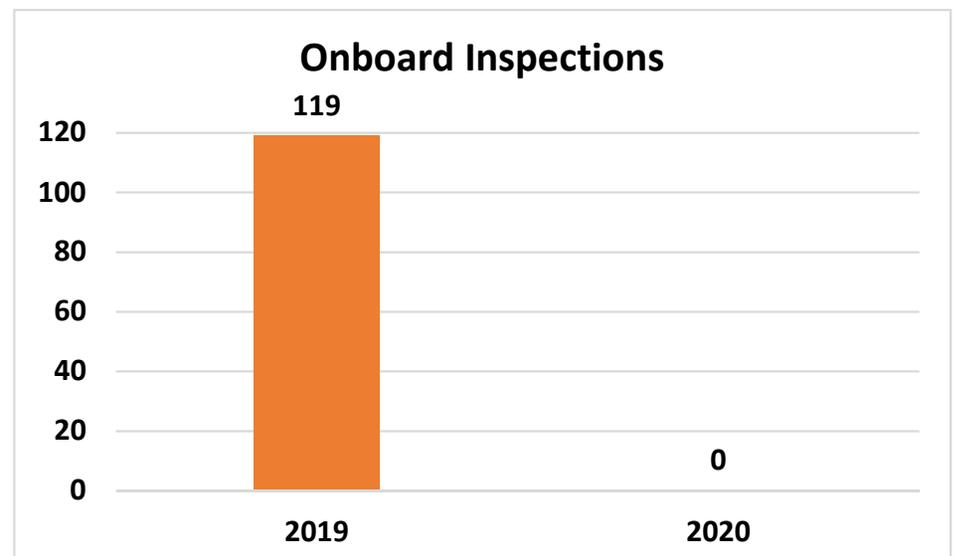
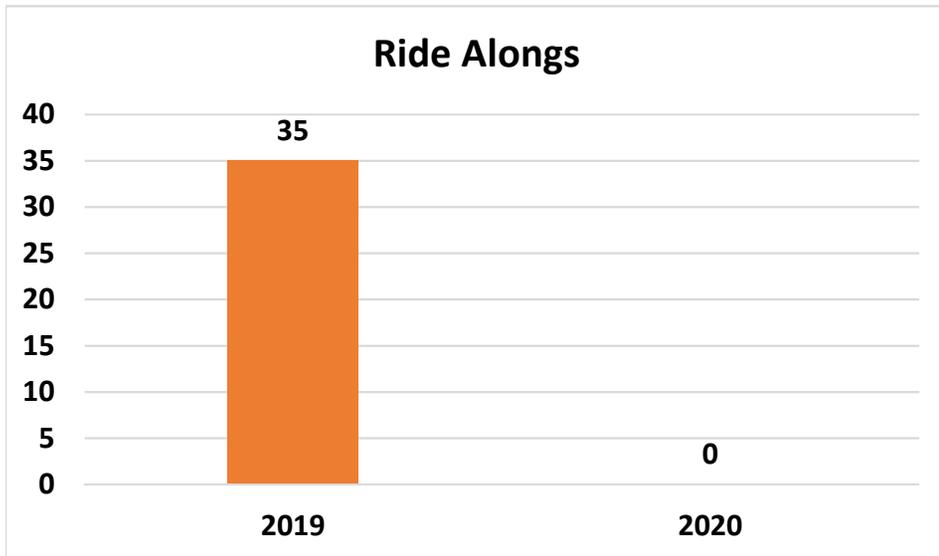
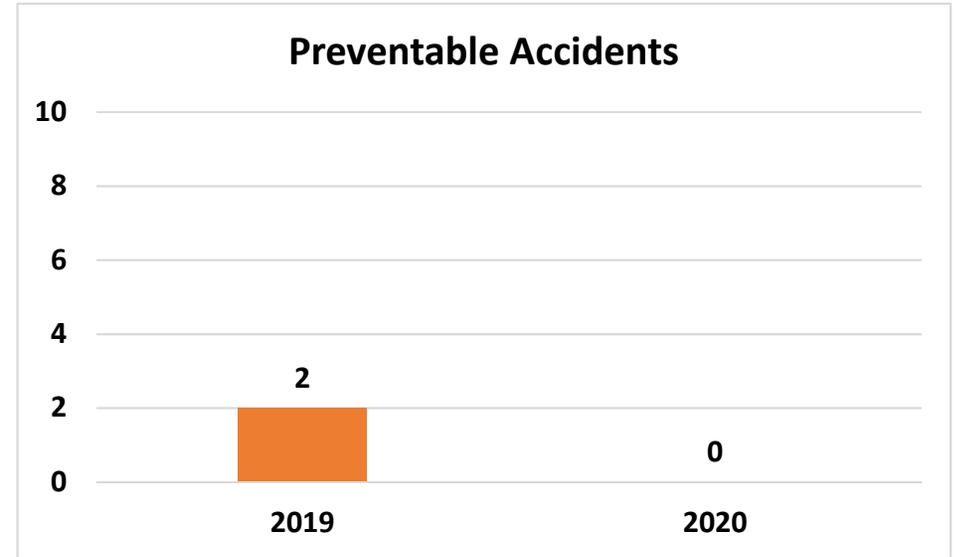
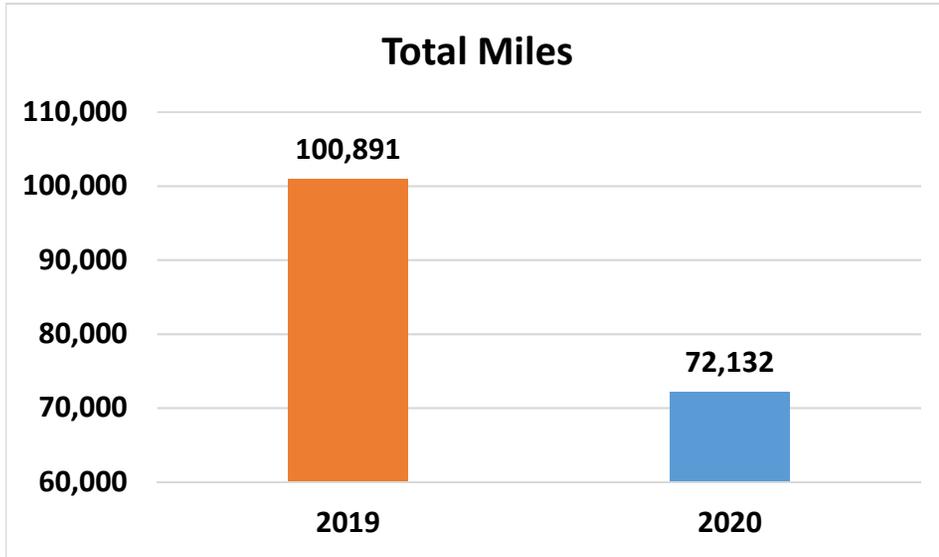
SunDial Operational Notes

JUNE 2019 vs. JUNE 2020

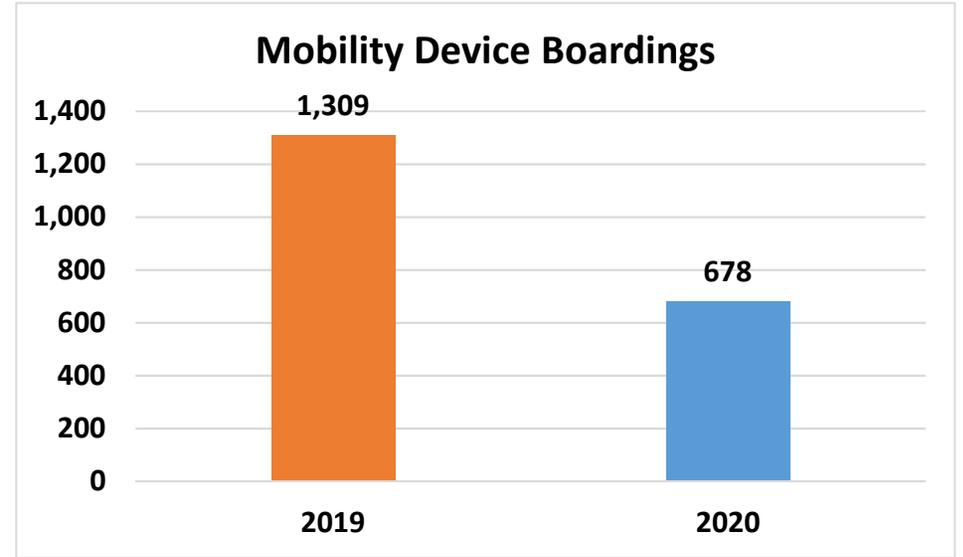
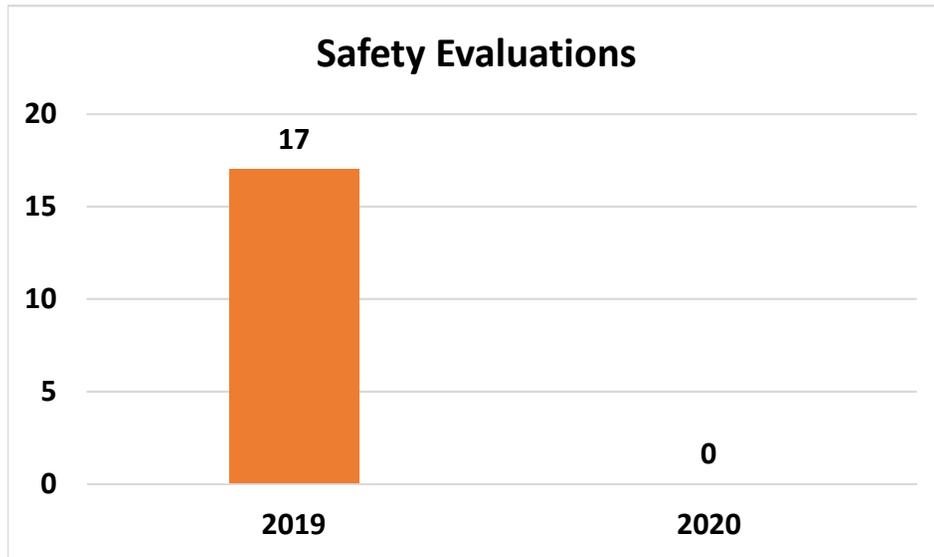


SunDial Operational Notes

JUNE 2019 vs. JUNE 2020



SunDial Operational Notes JUNE 2019 vs. JUNE 2020



SunLine Transit Agency

CONSENT CALENDAR

DATE: July 22, 2020

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Metrics for July 2020

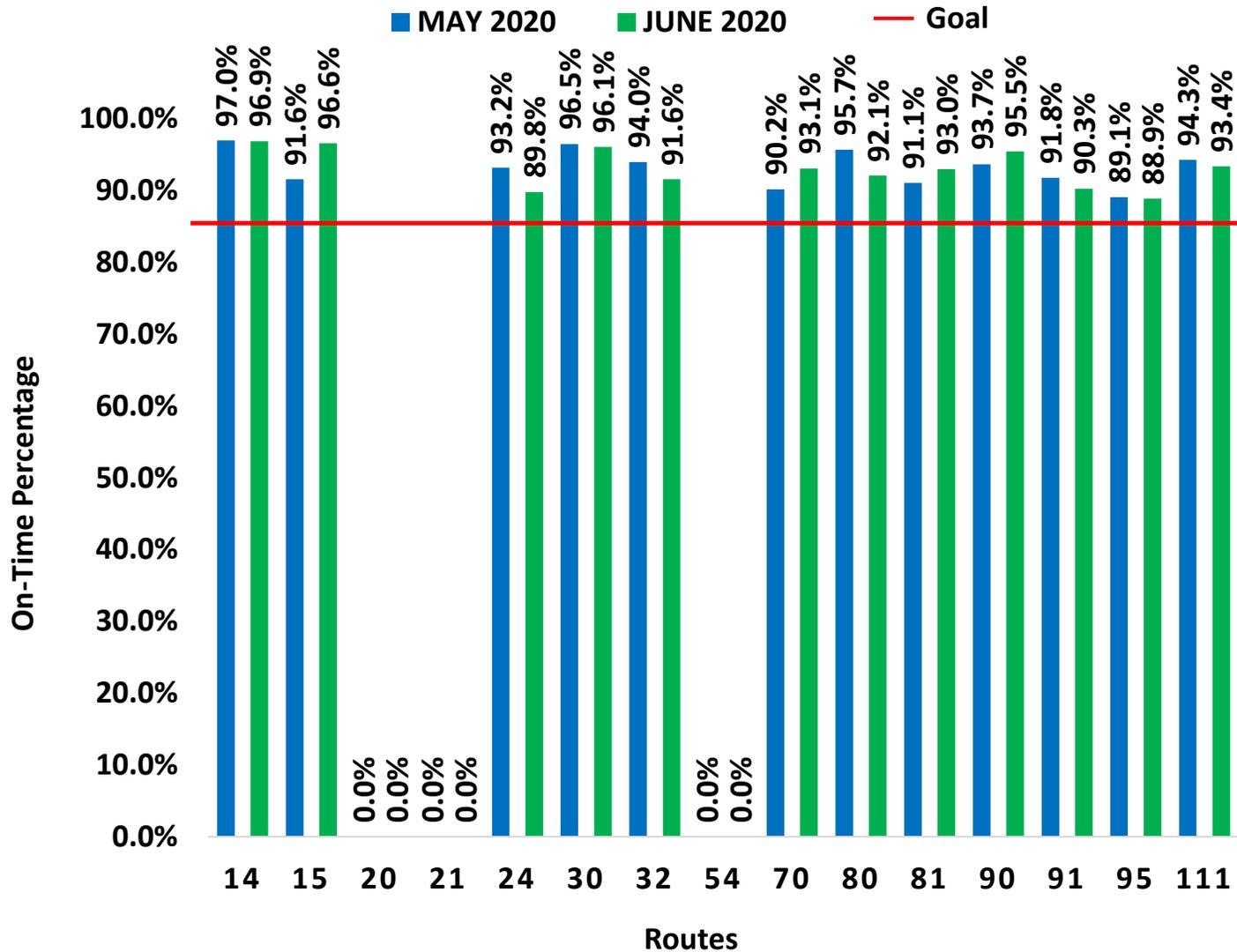
Summary:

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

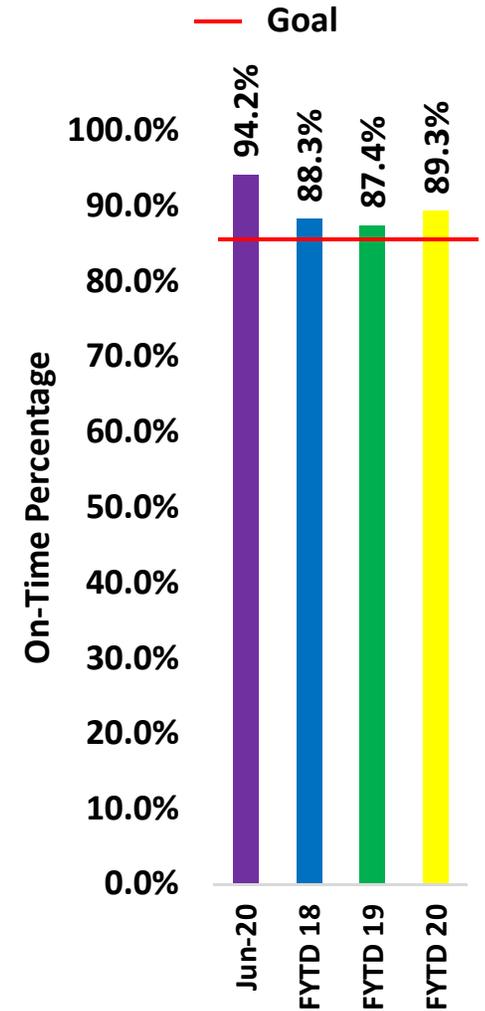
Recommendation:

Receive and file.

On-Time Performance Percent by Route



On-Time Performance System Wide

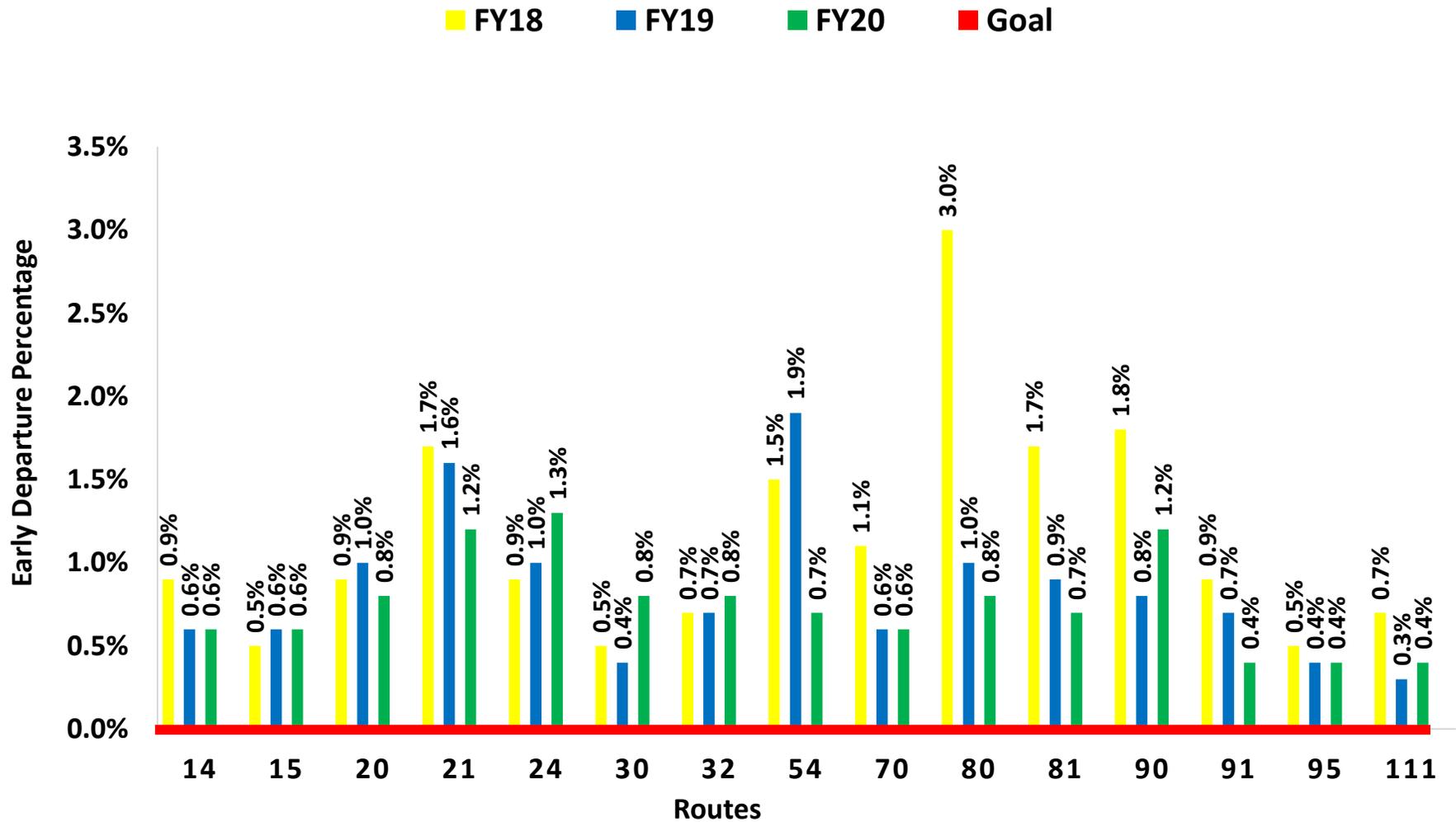


Definition: "On-Time" - When a trip departs a time point within range of zero minutes early to five minutes late.

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

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

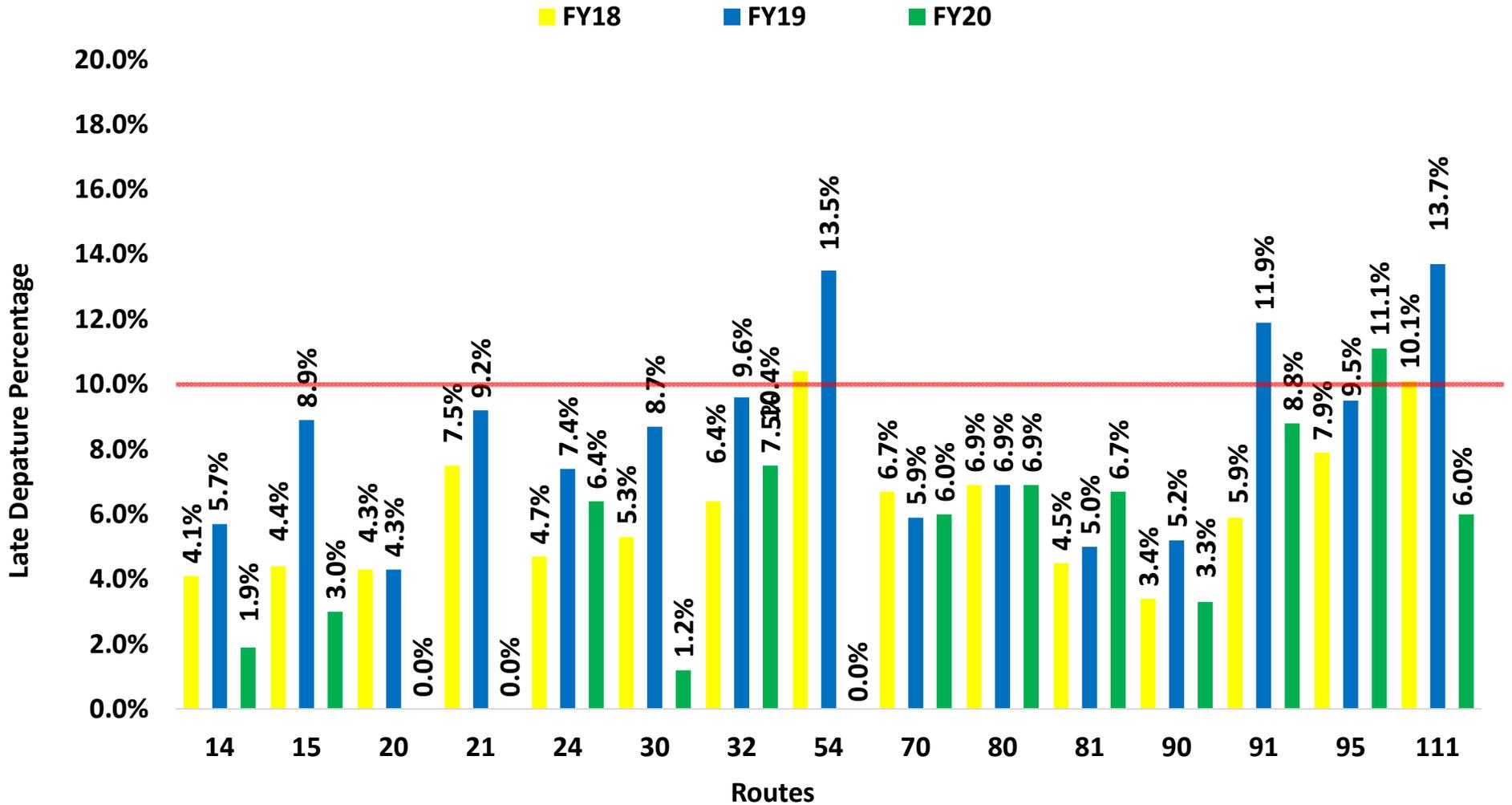
Early Departures by Route FYTD



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

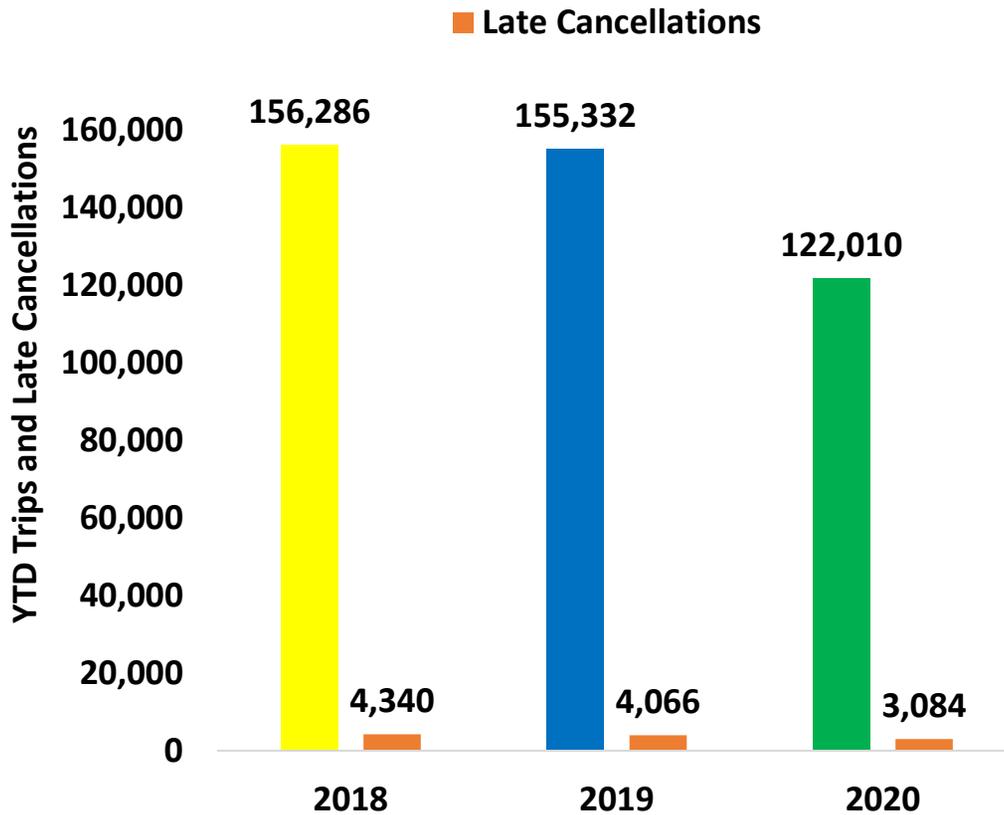
Goal: To reduce early departures to 0% for each route.

Late Departure Percent by Route June

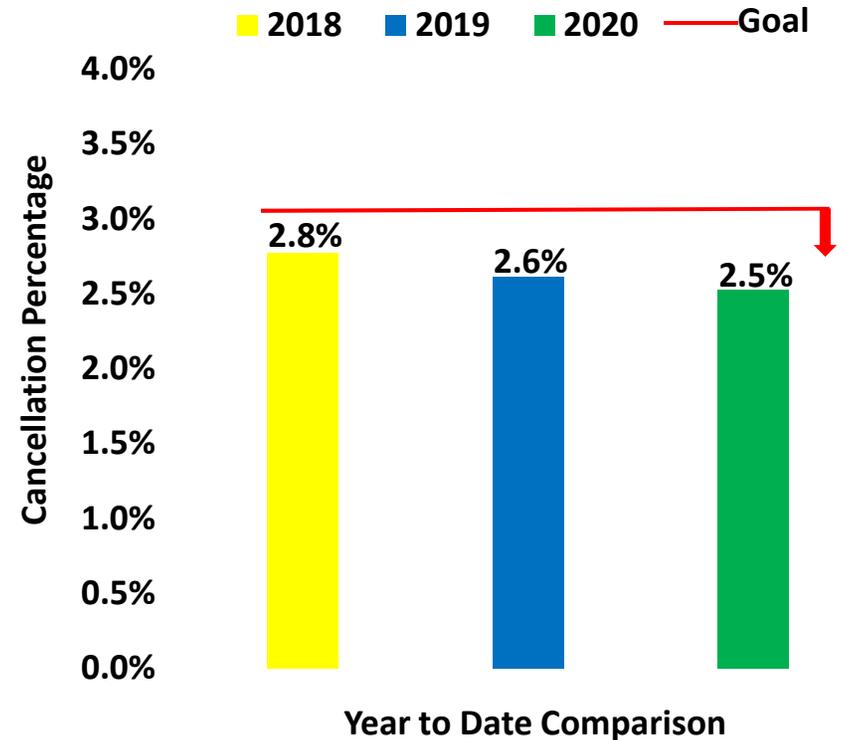


Late Definition: When a bus leaves a time point after the scheduled departure time.
 The route is running late with a departure greater than 5 minutes.
 Goal: To reduce late departures to 15%.

Total Trips vs Late Cancellations FYTD



Late Cancellation Percentage FYTD

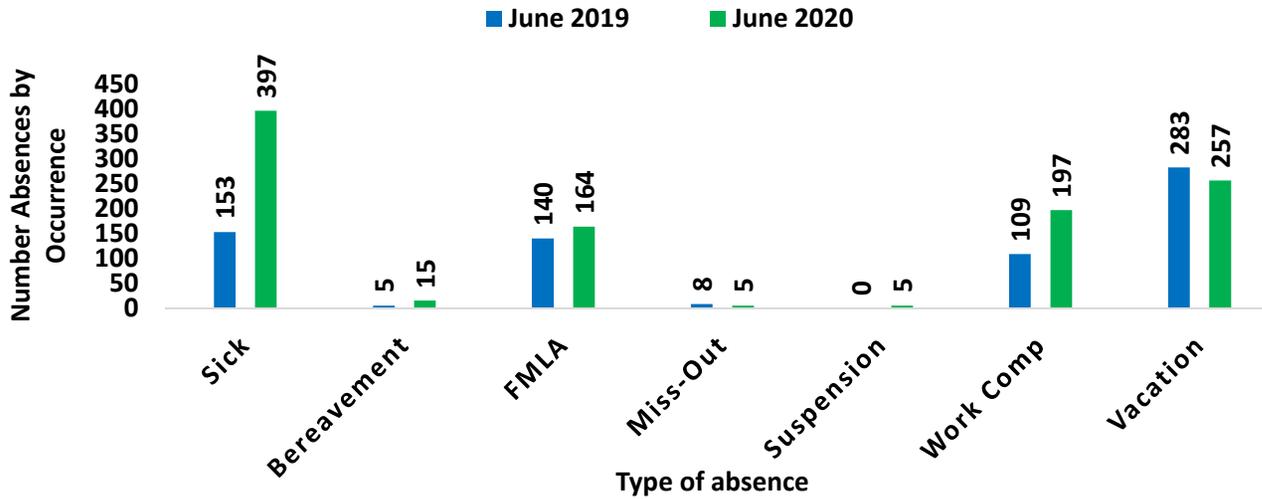


Trip: A one-way ride booked by the client. A round trip is counted as two trips.

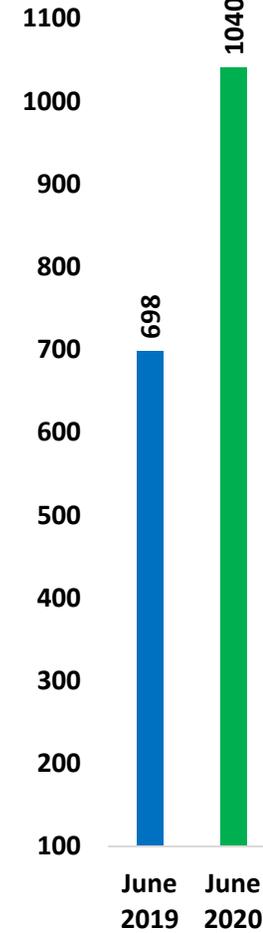
Late cancellation: A trip for which an ADA client does not cancel within 2 hours before the scheduled pick up time.

Goal for Late Cancellations: 3% or below.

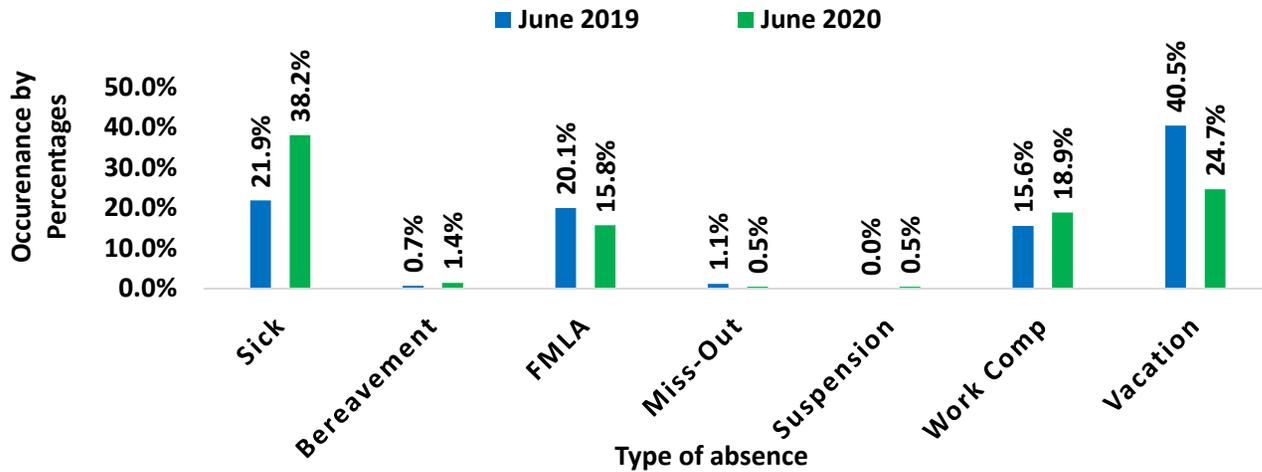
Driver Absence Occurrences



Total Absence Occurrences

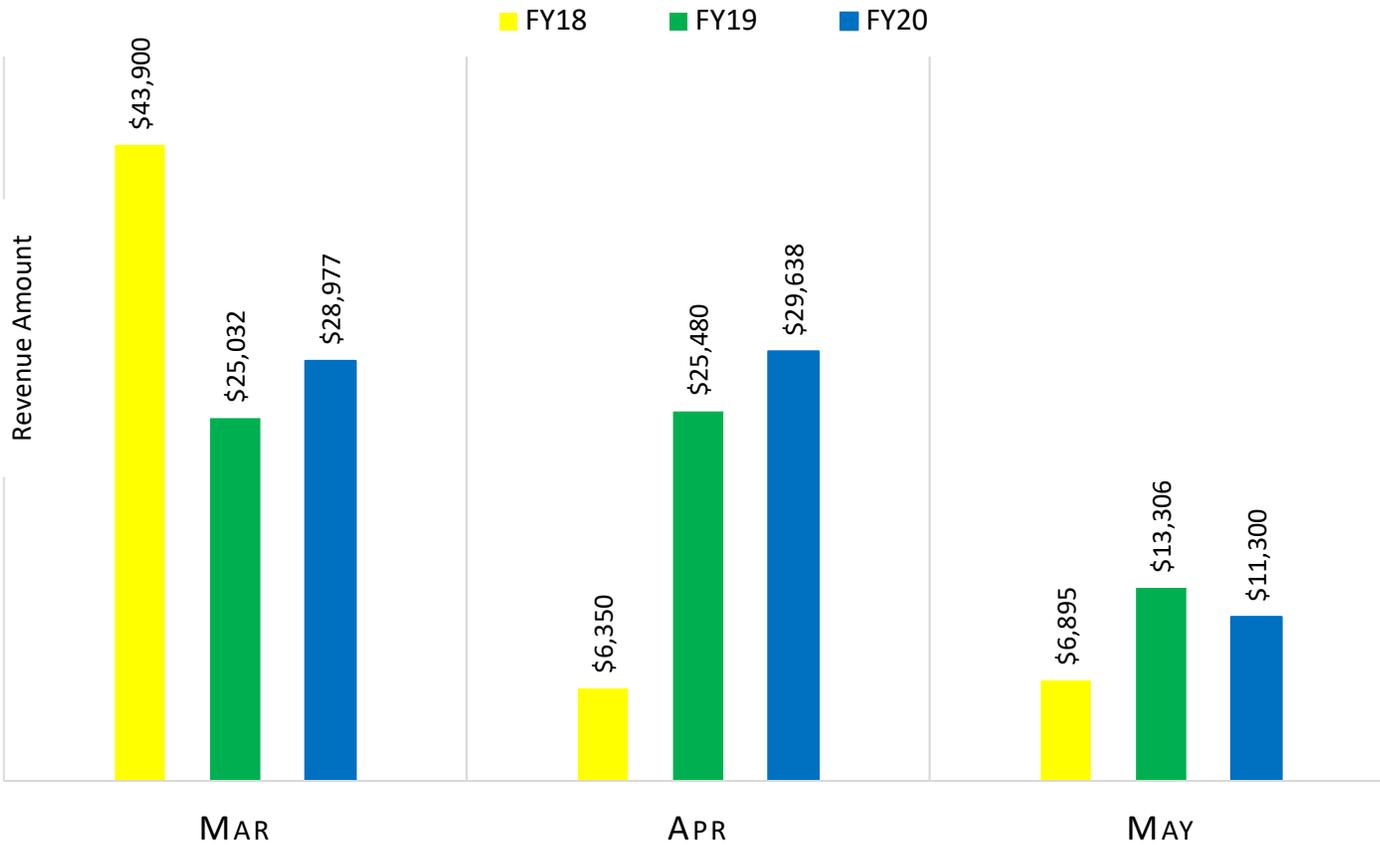


Driver Absence Occurrences by Percentages

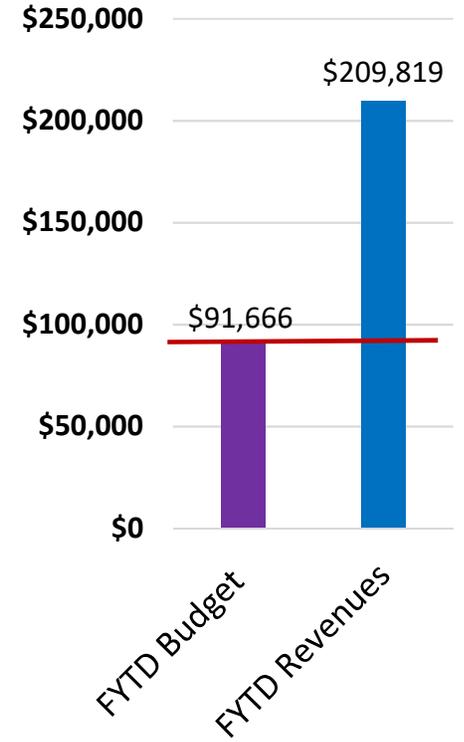


Goal: Reduce by 2% from previous year by enforcing attendance policy regularly and monitor trending.
Absences include unscheduled for Fixed Route drivers.

Advertising Revenue FYTD20

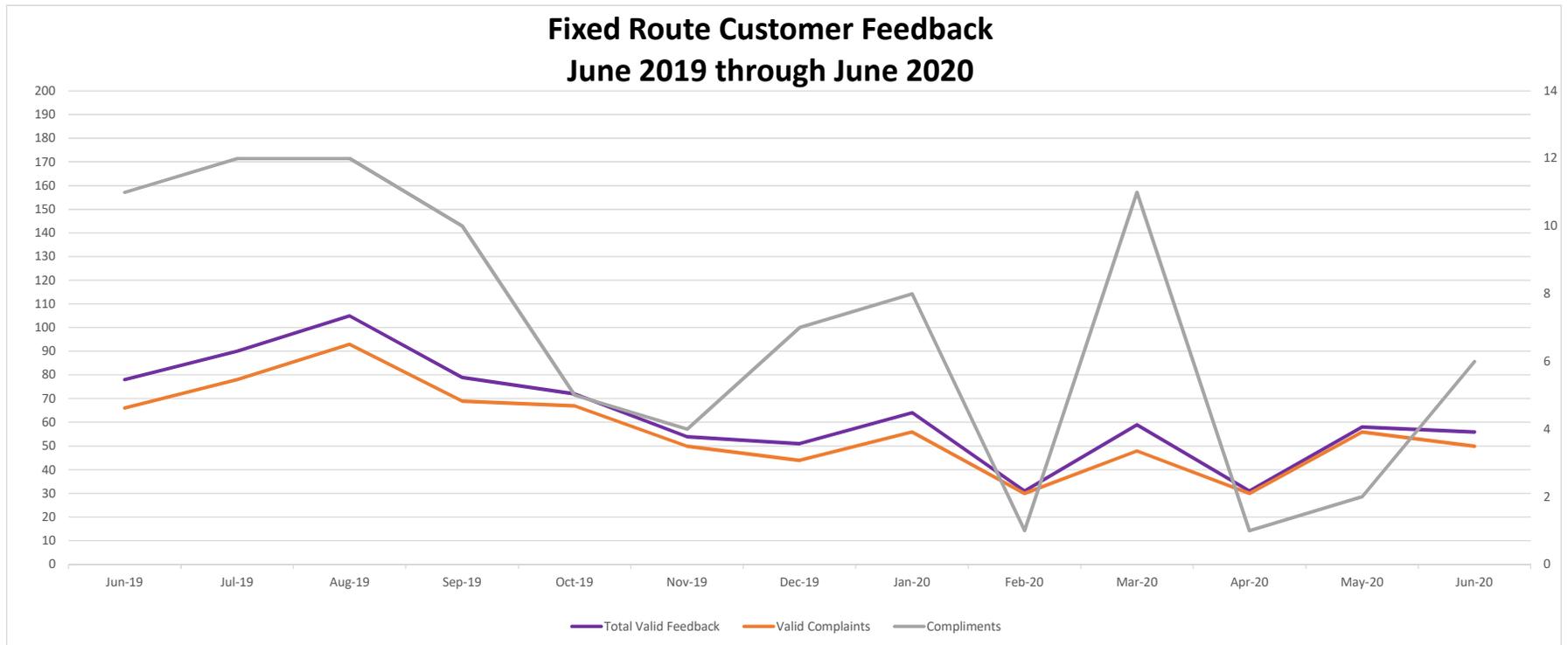


FYTD Budget vs FYTD Agency Revenues - May 2020



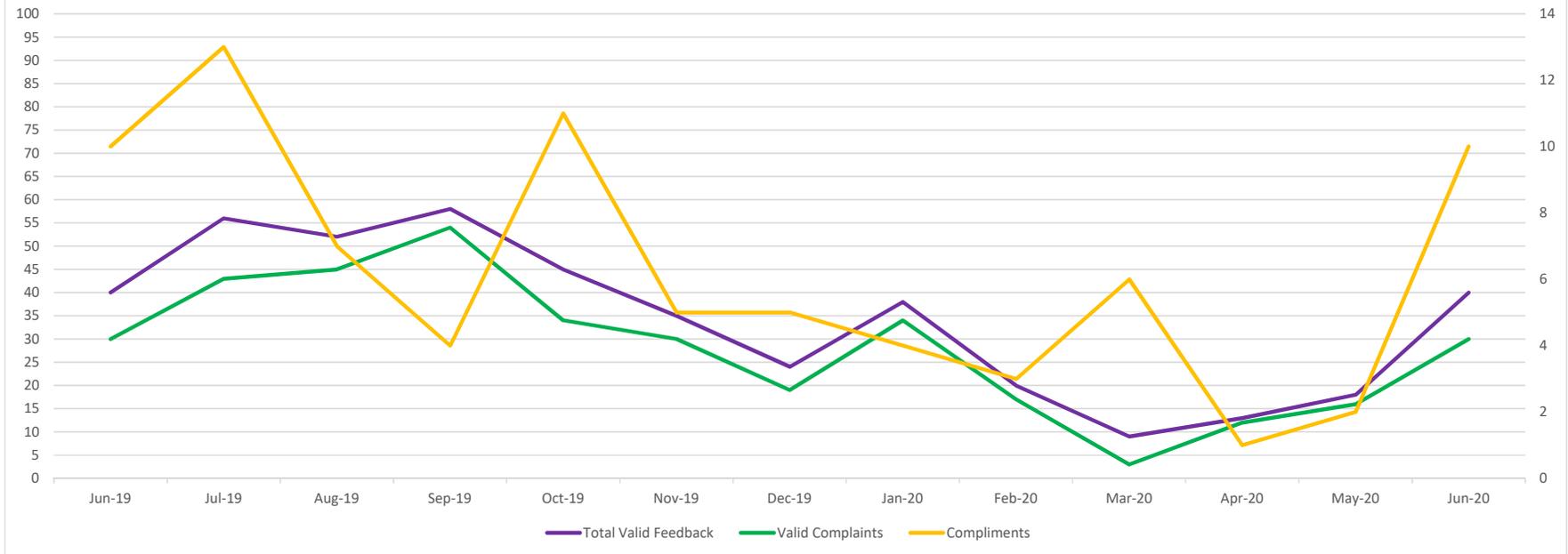
Advertising revenue tracks revenue of invoiced contracts for shelter and bus advertising. This section of the chart compares the FYTD20 against FYTD18 and FYTD19 totals. The graph tracks FYTD revenue accrued vs the FYTD budget. The annual budget amount for FY20 is \$100,000.

Fixed Route Customer Feedback June 2019 through June 2020



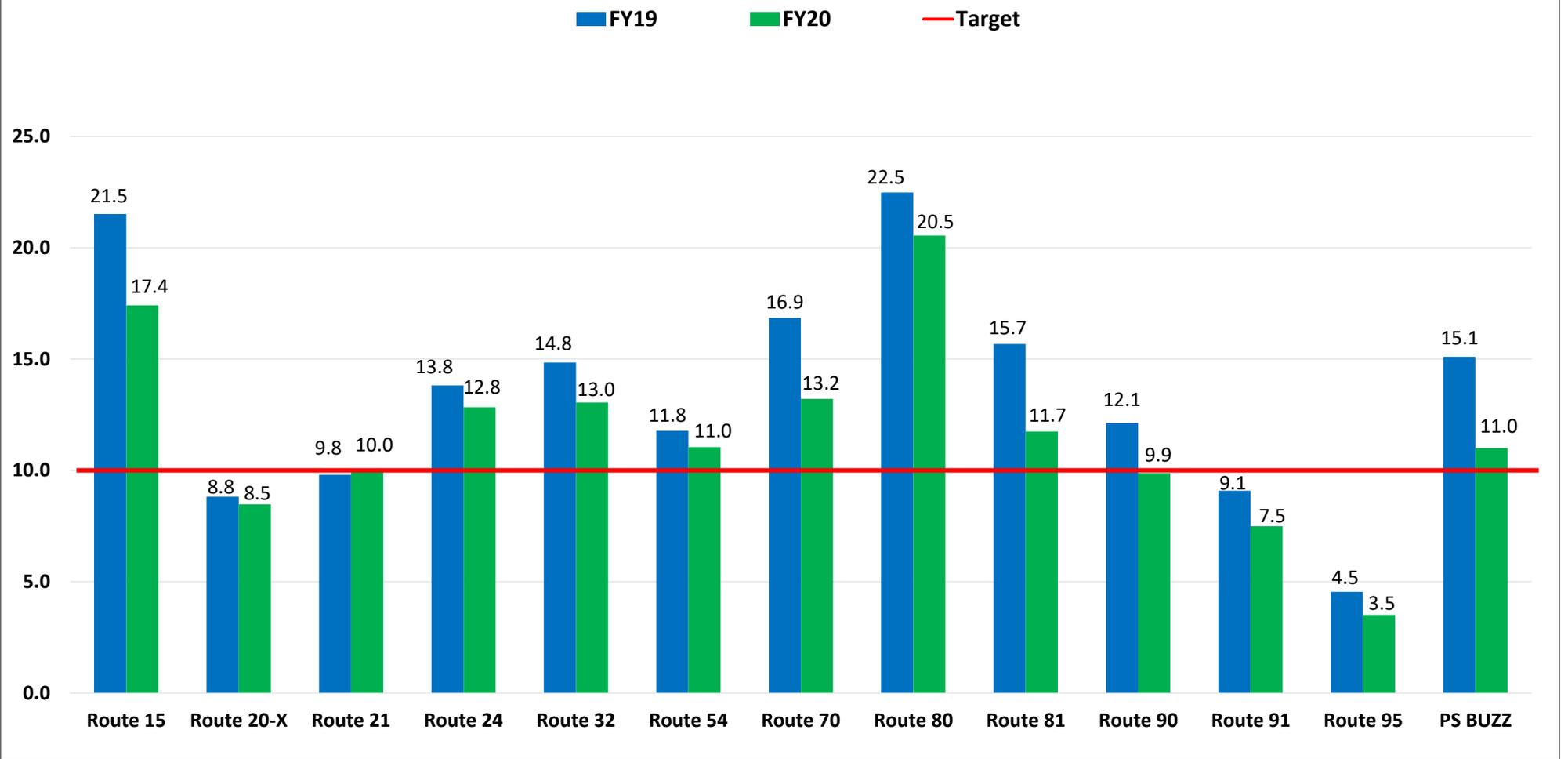
Valid fixed route feedback comprised of compliments and complaints for June 2020

Paratransit Customer Feedback June 2019 through June 2020



Valid paratransit feedback comprised of compliments and complaints for June 2020

FYTD System Performance - Local Routes

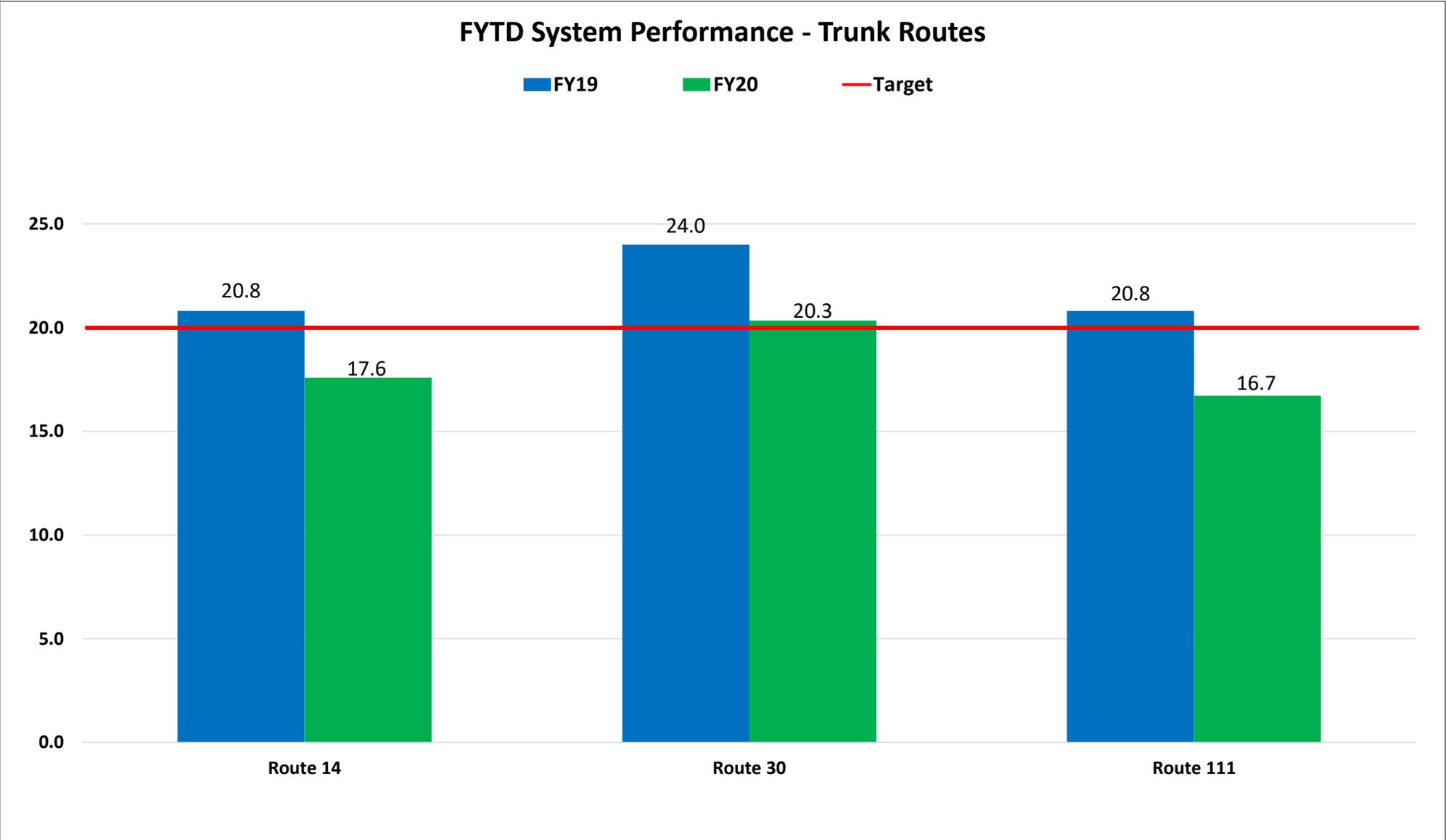


The chart above represents the system performance on local routes for Passenger Per Revenue Hour (PPRH). The goal for local fixed routes is 10 PPRH. The FY 19/20 goal is based on Board approved Service Standards Policy (B-190613). Local Routes are secondary routes that connect to the trunk routes and supplement the SunBus network.

****Routes 20-X, 21, 54 and PS BUZZ display data up until March 2020 when the Agency started Level 3 Sunday service.****

FYTD System Performance - Trunk Routes

FY19 FY20 Target



The chart above represents the system performance on trunk routes for Passenger Per Revenue Hour (PPRH). The goal for trunk fixed routes is 20 PPRH. The FY 19/20 goal is based on Board approved Service Standards Policy (B-190613). Trunk Routes are highly traveled corridors serving a variety of trip purposes and connect a variety of regional destinations.

SunLine Transit Agency

CONSENT CALENDAR

DATE: July 22, 2020

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Board Member Attendance for June 2020

Summary:

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

Recommendation:

Receive and file.

| FY 19/20 | Board Member Matrix Attendance | | | | | | | | | | | | | Total Meetings | Total Attended |
|---------------------|--------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----|----------------|----------------|
| | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | | | |
| Desert Hot Springs | X | | X | X | | X | X | X | X | X | X | X | 10 | 10 | |
| Palm Desert | X | | X | X | | X | X | X | X | X | X | X | 10 | 10 | |
| Palm Springs | | | X | X | | X | | X | X | X | X | X | 10 | 8 | |
| Cathedral City | X | | X | X | | X | X | X | X | X | X | X | 10 | 10 | |
| Rancho Mirage | X | | X | X | | | X | X | X | X | X | X | 10 | 9 | |
| Indian Wells | X | | X | X | | X | X | X | X | X | X | X | 10 | 10 | |
| La Quinta | X | | X | X | | X | X | X | X | X | X | X | 10 | 10 | |
| Indio | X | | X | X | | X | X | X | X | X | X | X | 10 | 10 | |
| Coachella | | | X | X | | | | X | X | | X | X | 10 | 6 | |
| County of Riverside | X | | | X | | X | X | X | X | X | X | X | 10 | 9 | |

X - ATTENDED (Primary/Alternate)

DARK –

SunLine Transit Agency

CONSENT CALENDAR

DATE: July 22, 2020

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Quarterly Performance Summary for Q1 of Calendar Year 2020

Summary:

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

Recommendation:

Receive and file.

Asset Allocation & Performance

| | Allocation | | Performance(%) | | | | | | |
|--|-------------------|---------------|----------------|---------------|---------------|------------|------------|-----------------|-------------------|
| | Market Value (\$) | % | 1 Quarter | Year To Date | 1 Year | 3 Years | 5 Years | Since Inception | Inception Date |
| Total Fund - Non-Bargaining | 27,391,174 | 100.00 | -12.16 | -12.16 | -3.24 | N/A | N/A | 2.78 | 07/01/2017 |
| <i>Blended Benchmark</i> | | | -11.71 | -11.71 | -1.72 | N/A | N/A | 4.22 | 07/01/2017 |
| <i>PFM Blended Benchmark</i> | | | -12.27 | -12.27 | -3.21 | N/A | N/A | 2.62 | 07/01/2017 |
| Equities | 14,856,037 | 54.24 | -21.18 | -21.18 | -11.53 | N/A | N/A | 0.73 | 07/01/2017 |
| <i>Russell 3000 Index</i> | | | -20.90 | -20.90 | -9.13 | 4.00 | 5.77 | 3.25 | 07/01/2017 |
| <i>PFM Blended Equity Benchmark</i> | | | -21.76 | -21.76 | -11.40 | 1.93 | 3.54 | 3.77 | 01/01/2017 |
| Vanguard Total Stock Index | 6,984,484 | 25.50 | -20.86 | -20.86 | -9.23 | 3.99 | 5.74 | 3.23 | 07/01/2017 |
| <i>Russell 3000 Index</i> | | | -20.90 | -20.90 | -9.13 | 4.00 | 5.77 | 3.25 | 07/01/2017 |
| Vanguard Total Stock Market ETF | 1,727,394 | 6.31 | -20.89 | -20.89 | -9.26 | 3.99 | 5.74 | N/A | 04/01/2020 |
| <i>Russell 3000 Index</i> | | | -20.90 | -20.90 | -9.13 | 4.00 | 5.77 | N/A | 04/01/2020 |
| Jensen Quality Growth Fund | 971,533 | 3.55 | -17.22 | -17.22 | -6.46 | 8.40 | 8.79 | -6.46 | 04/01/2019 |
| <i>S&P 500</i> | | | -19.60 | -19.60 | -6.98 | 5.10 | 6.73 | -6.98 | 04/01/2019 |
| Vanguard Total International Stock | 2,222,336 | 8.11 | -24.30 | -24.30 | -16.57 | -2.55 | -0.68 | -4.76 | 07/01/2017 |
| Vanguard Total International Stock ETF | 674,717 | 2.46 | -24.30 | -24.30 | -16.52 | -2.52 | -0.66 | N/A | 04/01/2020 |
| <i>MSCI AC World ex USA (Net)</i> | | | -23.36 | -23.36 | -15.57 | -1.96 | -0.64 | N/A | 04/01/2020 |
| J. O. Hambro International Select | 1,875,643 | 6.85 | -15.45 | -15.45 | -10.39 | 1.70 | 0.71 | 0.57 | 07/01/2017 |
| <i>MSCI AC World ex USA (Net)</i> | | | -23.36 | -23.36 | -15.57 | -1.96 | -0.64 | -4.12 | 07/01/2017 |
| Hartford Schrodgers Emerging Markets Equity | 399,932 | 1.46 | -23.18 | -23.18 | -15.00 | -0.13 | 1.04 | -11.70 | 03/01/2018 |
| <i>MSCI EM (net)</i> | | | -23.60 | -23.60 | -17.69 | -1.62 | -0.37 | -13.01 | 03/01/2018 |
| Fixed Income | 12,325,308 | 45.00 | -2.60 | -2.60 | 3.17 | N/A | N/A | 2.90 | 07/01/2017 |
| <i>Blmbg. Barc. U.S. Aggregate</i> | | | 3.15 | 3.15 | 8.93 | 4.82 | 3.36 | 4.73 | 07/01/2017 |
| Baird Core Plus | 3,552,571 | 12.97 | 0.04 | 0.04 | 6.23 | 4.26 | 3.39 | 3.99 | 07/01/2017 |
| <i>Blmbg. Barc. U.S. Aggregate</i> | | | 3.15 | 3.15 | 8.93 | 4.82 | 3.36 | 4.73 | 07/01/2017 |
| DoubleLine Core Fixed Income | 2,632,292 | 9.61 | -3.29 | -3.29 | 1.42 | 2.54 | 2.35 | 1.72 | 09/01/2017 |
| PGIM Total Return Bond Fund | 4,084,719 | 14.91 | -2.84 | -2.84 | 3.81 | 3.99 | 3.29 | 3.07 | 09/01/2017 |
| <i>Blmbg. Barc. U.S. Aggregate</i> | | | 3.15 | 3.15 | 8.93 | 4.82 | 3.36 | 4.50 | 09/01/2017 |
| Voya Intermediate Bond | 1,302,004 | 4.75 | -1.52 | -1.52 | 4.67 | 3.84 | 3.10 | -1.52 | 01/01/2020 |
| <i>Blmbg. Barc. U.S. Aggregate</i> | | | 3.15 | 3.15 | 8.93 | 4.82 | 3.36 | 3.15 | 01/01/2020 |
| iShares Intermediate-Term Corporate Bond ETF | 753,722 | 2.75 | -4.74 | -4.74 | 3.36 | 3.53 | 2.79 | -3.50 | 10/01/2019 |
| <i>ICE BofAML U.S. Corporate 5-10 Year Index</i> | | | -4.72 | -4.72 | 3.37 | 3.72 | 3.32 | -3.49 | 10/01/2019 |
| Cash & Equivalent | 209,829 | 0.77 | 0.33 | 0.33 | 1.83 | N/A | N/A | 1.66 | 07/01/2017 |
| First American Prime Obligation - Z | 209,829 | 0.77 | 0.31 | 0.31 | 1.95 | 1.79 | 1.17 | 1.87 | 07/01/2017 |

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

Asset Allocation & Performance

| | Allocation | | Performance(%) | | | | | | |
|--|-------------------|---------------|----------------|---------------|---------------|------------|------------|-----------------|-------------------|
| | Market Value (\$) | % | 1 Quarter | Year To Date | 1 Year | 3 Years | 5 Years | Since Inception | Inception Date |
| Total Fund | 27,163,022 | 100.00 | -12.15 | -12.15 | -3.22 | N/A | N/A | 2.80 | 07/01/2017 |
| <i>Blended Benchmark</i> | | | -11.71 | -11.71 | -1.72 | N/A | N/A | 4.22 | 07/01/2017 |
| <i>PFM Blended Benchmark</i> | | | -12.27 | -12.27 | -3.21 | N/A | N/A | 2.62 | 07/01/2017 |
| Equities | 14,732,730 | 54.24 | -21.19 | -21.19 | -11.53 | N/A | N/A | 0.79 | 07/01/2017 |
| <i>Russell 3000 Index</i> | | | -20.90 | -20.90 | -9.13 | 4.00 | 5.77 | 3.25 | 07/01/2017 |
| <i>PFM Blended Equity Benchmark</i> | | | -21.76 | -21.76 | -11.40 | 1.93 | 3.54 | 0.67 | 07/01/2017 |
| Vanguard Total Stock Index | 6,926,940 | 25.50 | -20.86 | -20.86 | -9.23 | 3.99 | 5.74 | 3.23 | 07/01/2017 |
| <i>Russell 3000 Index</i> | | | -20.90 | -20.90 | -9.13 | 4.00 | 5.77 | 3.25 | 07/01/2017 |
| Vanguard Total Stock Market ETF | 1,713,214 | 6.31 | -20.89 | -20.89 | -9.26 | 3.99 | 5.74 | N/A | 04/01/2020 |
| <i>Russell 3000 Index</i> | | | -20.90 | -20.90 | -9.13 | 4.00 | 5.77 | N/A | 04/01/2020 |
| Jensen Quality Growth Fund | 963,437 | 3.55 | -17.22 | -17.22 | -6.46 | 8.40 | 8.79 | -6.46 | 04/01/2019 |
| <i>S&P 500</i> | | | -19.60 | -19.60 | -6.98 | 5.10 | 6.73 | -6.98 | 04/01/2019 |
| Vanguard Total International Stock | 2,203,470 | 8.11 | -24.30 | -24.30 | -16.57 | -2.55 | -0.68 | -4.76 | 07/01/2017 |
| Vanguard Total International Stock ETF | 669,346 | 2.46 | -24.30 | -24.30 | -16.52 | -2.52 | -0.66 | N/A | 04/01/2020 |
| <i>MSCI AC World ex USA (Net)</i> | | | -23.36 | -23.36 | -15.57 | -1.96 | -0.64 | N/A | 04/01/2020 |
| J. O. Hambro International Select | 1,859,790 | 6.85 | -15.45 | -15.45 | -10.39 | 1.70 | 0.71 | 0.57 | 07/01/2017 |
| <i>MSCI AC World ex USA (Net)</i> | | | -23.36 | -23.36 | -15.57 | -1.96 | -0.64 | -4.12 | 07/01/2017 |
| Hartford Schrodgers Emerging Markets Equity | 396,534 | 1.46 | -23.18 | -23.18 | -15.00 | -0.13 | 1.04 | -11.70 | 03/01/2018 |
| <i>MSCI EM (net)</i> | | | -23.60 | -23.60 | -17.69 | -1.62 | -0.37 | -13.01 | 03/01/2018 |
| Fixed Income | 12,223,743 | 45.00 | -2.60 | -2.60 | 3.17 | N/A | N/A | 2.89 | 07/01/2017 |
| <i>Blmbg. Barc. U.S. Aggregate</i> | | | 3.15 | 3.15 | 8.93 | 4.82 | 3.36 | 4.73 | 07/01/2017 |
| Baird Core Plus | 3,523,322 | 12.97 | 0.04 | 0.04 | 6.23 | 4.26 | 3.39 | 3.99 | 07/01/2017 |
| <i>Blmbg. Barc. U.S. Aggregate</i> | | | 3.15 | 3.15 | 8.93 | 4.82 | 3.36 | 4.73 | 07/01/2017 |
| DoubleLine Core Fixed Income | 2,610,643 | 9.61 | -3.29 | -3.29 | 1.42 | 2.54 | 2.35 | 1.72 | 09/01/2017 |
| PGIM Total Return Bond Fund | 4,050,950 | 14.91 | -2.84 | -2.84 | 3.81 | 3.99 | 3.29 | 3.07 | 09/01/2017 |
| <i>Blmbg. Barc. U.S. Aggregate</i> | | | 3.15 | 3.15 | 8.93 | 4.82 | 3.36 | 4.50 | 09/01/2017 |
| Voya Intermediate Bond | 1,291,311 | 4.75 | -1.52 | -1.52 | 4.67 | 3.84 | 3.10 | -1.52 | 01/01/2020 |
| <i>Blmbg. Barc. U.S. Aggregate</i> | | | 3.15 | 3.15 | 8.93 | 4.82 | 3.36 | 3.15 | 01/01/2020 |
| iShares Intermediate-Term Corporate Bond ETF | 747,516 | 2.75 | -4.74 | -4.74 | 3.36 | 3.53 | 2.79 | -3.50 | 10/01/2019 |
| <i>ICE BofAML U.S. Corporate 5-10 Year Index</i> | | | -4.72 | -4.72 | 3.37 | 3.72 | 3.32 | -3.49 | 10/01/2019 |
| Cash Equivalent | 206,548 | 0.76 | 0.33 | 0.33 | 1.83 | N/A | N/A | 1.66 | 07/01/2017 |
| First American Prime Obligation - Z | 206,548 | 0.76 | 0.31 | 0.31 | 1.95 | 1.79 | 1.17 | 1.87 | 07/01/2017 |

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

SunLine Transit Agency

CONSENT CALENDAR

DATE: July 22, 2020

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Quarterly Capital Project Update for 2nd Quarter Calendar Year 2020

Summary:

The capital projects update summarizes the quarterly status of the large capital projects that are active. For the 2nd quarter of calendar year 2020, there are nine (9) large projects in progress.

Recommendation:

Receive and file.

QUARTERLY CAPITAL PROJECT UPDATES 2ND QUARTER CALENDAR YEAR 2020

| Project Title | Brief Description | Current Status | Funding |
|---|---|---|--------------|
| CNG Fueling Station | CNG station will be located at Division I and will replace the existing station that has exceeded its useful life. | Construction of the CNG fueling station is in progress. Construction and commissioning of the station is expected to be completed by the third quarter of 2020. | \$8,000,778 |
| Solar Carports | Project to complete solar carports at the Administrative parking lot at Division I. | Solar carport installation has been completed. Work related to energizing the system in coordination with IID is in progress. | \$656,815 |
| Replacement Operations Facility | Replacement Operations Facility will allow SunLine to complete the demolition and removal of the existing Operations buildings in Division I. | Construction permits from the county have been received and the construction has begun, footings and concrete floor have been placed, masonry work is starting. | \$8,100,000 |
| 5 Hydrogen Buses & On-Site Hydrogen Fueling Station | This project will deploy five (5) new 40' fuel cell electric buses along with the upgrade of SunLine's existing hydrogen refueling station with a new electrolyzer. | All five (5) buses have been delivered to SunLine and are in service. Temporary hydrogen dispenser is operational. Commissioning of the hydrogen station and permanent dispensers are in progress. | \$15,571,561 |
| Facility Improvements Division II | Project will provide much needed improvements at Division II such as: roof repair, relocating operator and dispatch area along with other improvements as needed. | Facilities improvement work is in progress. The contractor has completed the flooring, bathrooms and countertops. Contract for the purchase and installation of furniture, fixtures and equipment has been completed. | \$1,000,000 |
| Center of Excellence Facility | Project will build a facility to serve as a training facility and maintenance bay for the zero emission vehicles. | Project Manager is in process of finalizing the contract with the Architect & Engineering firm for the Center of Excellence Facility. | \$3,097,654 |
| Purchase of Two (2) CNG MCI Over the Road Replacement Buses | Project to procure two (2) 55 passenger over the road MCI CNG buses. | Buses were delivered end of May and are being prepped with make-ready equipment. | \$1,682,612 |
| Purchase of Six (6) CNG New Flyer Fixed Route Replacement Buses | Project to procure six (6) New Flyer CNG buses. | All six (6) buses have been delivered, make-ready, registrations have been completed and buses are in service. | \$4,080,982 |

QUARTERLY CAPITAL PROJECT UPDATES 2ND QUARTER CALENDAR YEAR 2020

| | | | |
|-------------------------------------|---|---|-------------|
| Purchase of 15 Paratransit Vehicles | Project to procure 15 Paratransit vehicles. | Vehicles are in production and expected to be delivered in the third quarter of 2020. | \$2,375,076 |
|-------------------------------------|---|---|-------------|

SunLine Transit Agency

DATE: July 22, 2020 **DISCUSSION**

TO: Finance/Audit Committee

FROM: Luis Garcia, Chief Financial Officer

RE: Revised Financial Audit Rotation Policy No. B-060118

Background

In March 2018, the Board of Directors approved policy number B-060118 in response to a request for staff to limit the tenure of financial auditors for SunLine Transit Agency. The policy limits financial auditing agreements between SunLine and outside contractors to three (3) years. The policy also requires auditing staff conducting the audit to be rotated on an annual basis.

Staff presented a discussion item at the February 26, 2020 Finance/Audit Committee to review the current policy. It was determined that the current policy is too restrictive and staff was directed to work with legal counsel and propose changes to the existing policy. The proposed revision to the policy permits more latitude for the Agency while still allowing proper controls to ensure accurate and independent audits.

Staff will be presenting the proposed revision to the audit rotation policy to the Board Operations Committee today and will be submitted for Board approval.

FINANCIAL AUDIT ROTATION POLICY

PURPOSE

The purpose of this document is to establish a best practice in the solicitation, contracting, and management of outside financial auditing services for SunLine Transit Agency (STA). ~~three (3) year limitation on financial auditing agreements between SunLine Transit Agency and outside contractors and to require staff conducting auditing services to be rotated on an annual basis.~~

SCOPE

~~Individuals~~ Contractors (including individuals and business entities) covered by this policy are outside contractors who engage in financial auditing agreements with ~~STA~~ SunLine Transit Agency.

POLICY

In order to preserve the public interest in the use of public funds, ~~STA~~ SunLine Transit Agency will utilize a solicitation process at least every five (5) years, to seek qualified financial auditing firms to perform necessary financial auditing services. The term of each agreement shall be for an initial period of one (1) year, with a maximum of up to four (4) consecutive one (1) year extensions exercisable at STA's sole discretion. Any firm retained for more than one (1) year must rotate the auditor primarily assigned to performing STA's auditing services each year. Any contractor serving for five (5) or more consecutive years shall not be eligible to participate in a new solicitation process until one (1) year after the expiration of their contract term (inclusive of extensions) unless the STA Board determines that such exclusion would not be in the public interest under specified circumstances. ~~limit the duration of executed agreements for financial auditing services to a period no longer than three (3) years, inclusive of any available option years.~~ Chapter VI, Section 3 - Methods of Procurement, of the Federal Transit Administration's (FTA) Circular 4220.1F states that less than full and open competition is allowable if it is within the public interest.

PROCEDURES

Solicitations and agreements for financial auditing services will include the requirements stated above for term limitations, auditor rotation and ineligibility period. ~~documentation that a contractor will be excluded from submitting a bid or proposal if they have been the contracted vendor within the preceding three (3) years. It will also document that in the~~

~~situation where a financial auditing contractor is conducting more than a single years' audit, staff conducting the financial audit must be rotated on an annual basis. The STA Board may suspend the ineligibility period if it determines: (1) that the pool of qualified contractors is not adequate to ensure fair competition or to obtain best value for STA; or (2) that it is impracticable to enforce the ineligibility period under the circumstances.~~

SunLine Transit Agency

DATE: July 22, 2020 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Luis Garcia, Chief Financial Officer

RE: Delegation of Authority for Financial Auditing Services

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager and Chairperson of the Finance/Audit Committee to negotiate and execute a contract with the winning proposer of the Agency's financial auditing services solicitation with ratification at the next regularly scheduled Board meeting. The contract will be for a period of one (1) year and four (4) option years, with a total amount not to exceed \$350,000 for audit services related to SunLine Transit Agency (STA) and SunLine Services Group (SSG). The agreement will be executed after approval, as to form, by General Counsel.

Background

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

Staff solicited auditing services in May 2020, but had to cancel that procurement action due to inconsistency with the existing Board policy. Staff will resolicit with language approved in the new audit rotation policy which is scheduled for approval by the Board at this month's meeting. A new solicitation will be issued upon the Board's approval of the recommended policy revision. Advanced delegation of authority for the CEO/General Manager and Chairperson of the Finance/Audit Committee is necessary to maintain the audit schedule since August is a dark month for the Board of Directors. The Agency will advertise the solicitation on SunLine's website, local newspaper the Desert Sun and will be given to multiple audit firms. The proposals will be evaluated by a committee of three (3) staff members and the committee shall select the proposal that is determined to be the best value for the Agency. An approval item will be brought

forward to the Board at the September meeting to ratify the actions of the CEO/General Manager and Chairperson of the Finance/Audit Committee.

Financial Impact

The estimated financial impact of \$350,000 over five (5) years will be budgeted in STA and SSG's yearly operating budgets.

SunLine Transit Agency

DATE: July 22, 2020 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Tony Cohen, Chief Maintenance Officer

RE: Purchase of Four (4) Microtransit ADA Accessible Mini Vans

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a contract with Creative Bus Sales Inc. to purchase four (4) Braun low floor accessible mini-vans, for a total cost not to exceed \$238,667 including tax, upon approval by General Counsel.

Background

This initial procurement will provide the necessary mobility equipment to launch SunLine's microtransit service in four (4) designated areas throughout the Coachella Valley. The concept of microtransit was approved by the Board in the Short Range Transit Plan (SRTP) on June 24, 2020.

Based on a formal solicitation, the microtransit service will be operated utilizing SunLine vehicles under contract with taxi companies.

SunLine will use an existing state contract provided by CalAct purchase agreement to procure the four (4) ADA accessible mini vans from Creative Bus Sales Inc. These vans will be fitted with a COVID-19 protective barrier to separate the operator from customers.

Financial Impact

The financial impact of \$238,667 will utilize State Transit Assistance funds (STA) and Congestion Mitigation and Air Quality Improvement (CMAQ) program. The funds were programed in the FY21 SRTP SL-21-03.

SunLine Transit Agency

DATE: July 22, 2020 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Tony Cohen, Chief Maintenance Officer

RE: Extended Fuel Cell Warranty

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a contract with Ballard Power Systems Inc. of Burnaby, British Columbia to purchase an additional extended fuel cell warranty for four (4) fuel cell buses for a total cost not to exceed \$233,700, upon approval as to form by General Counsel.

Background

To ensure SunLine is protected from the costs associated with a failure of a fuel cell, provide ongoing electrical engineering support in the form of diagnostics and repair services for four (4) fuel cell buses, SunLine purchased extended warranties for these buses which is now expiring. A further extension, of up to 31 months warranty period, is now required to help ensure reliability and continuity of service.

Financial Impact

The Agency will use Section 5309 (Transfer from Connecticut Transit) funding. The funds are for the continued operation of the fuel cell buses (FCB) and support the SunLine FCB Program. The transferred funds included \$600,000 for this purpose. These funds were programmed in the FY19 SRTP.