



SunLine Transit Agency/  
 SunLine Services Group  
 September 23, 2020  
 12:00 p.m.

**Joint Regular Meeting of the SunLine Transit Agency &  
 SunLine Services Group Board of Directors  
 Regular Board of Directors 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 Board of Directors regular meeting will be conducted remotely through Zoom. Please follow the instructions below to join the meeting remotely.

**INSTRUCTIONS FOR ELECTRONIC PARTICIPATION**

**Join Zoom Meeting - from PC, Laptop or Phone**

<https://us02web.zoom.us/j/86116164300>  
 Meeting ID: 861 1616 4300

Teleconference Dial In  
 888-475-4499 (Toll Free)  
 Conference Number: 861 1616 4300

One tap mobile  
 +16699009128,,86116164300#

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 Board Meeting: all public comment requests need to be submitted via email to the Clerk of the Board at [clerkoftheboard@sunline.org](mailto:clerkoftheboard@sunline.org) prior to September 22, 2020 at 5:00 p.m. with your name, telephone number and subject of your public comment (agenda item or non-agenda item). Members of the public may make public comments through their telephone or Zoom connection when recognized by the Chair. If you send written comments, your comments will be made part of the official record of the proceedings and read into the record.

\*\*\*\*\*

**ITEM**

**RECOMMENDATION**

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

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

**ITEM**

**RECOMMENDATION**

**1. CALL TO ORDER**

**2. FLAG SALUTE**

**3. ROLL CALL**

**4. PRESENTATIONS**

**5. FINALIZATION OF AGENDA**

**6. APPROVAL OF MINUTES –  
JULY 22, 2020 JOINT BOARD MEETING**

**APPROVE  
(PAGE 6-9)**

**7. PUBLIC COMMENTS**

**RECEIVE COMMENTS**

**NON AGENDA ITEMS**

Members of the public may address the Board regarding any item within the subject matter jurisdiction of the Board; 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. Each person's presentation is limited to a maximum of three (3) minutes.

**8. BOARD MEMBER COMMENTS**

**RECEIVE COMMENTS**

**9. CONSENT CALENDAR**

**RECEIVE & FILE**

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

**9a) Checks \$1,000 and Over Report for June and July 2020 (PAGE 10-19)**

**9b) Credit Card Statement for June and July 2020 (PAGE 20-26)**

**9c) Monthly Budget Variance Report for June and July 2020 (PAGE 27-38)**

<u><b>ITEM</b></u>	<u><b>RECOMMENDATION</b></u>
9d) Contracts Signed in Excess of \$25,000 July & August 2020	(PAGE 39-41)
9e) Union & Non-Union Pension Investment Asset Summary June and July 2020	(PAGE 42-47)
9f) Ridership Report for July and August 2020	(PAGE 48-53)
9g) SunDial Operational Notes for July and August 2020	(PAGE 54-60)
9h) Metrics for July and August 2020	(PAGE 61-81)
9i) Quarterly Performance Summary for Pension Plans Q2 of Calendar Year 2020	(PAGE 82-86)
9j) Board Member Attendance for July 2020	(PAGE 87-88)
9k) SSG/SRA Checks \$1,000 and Over Report for June and July 2020	(PAGE 89-91)
9l) SSG Monthly Budget Variance Report for June and July 2020	(PAGE 92-96)
9m) Taxi Trip Data – July and August 2020	(PAGE 97-99)
9n) Metric (Taxi Revenue vs Taxi Expense) June and July 2020	(PAGE 100-103)
<b>10. CALENDAR YEAR 2019 PENSION AUDIT REPORTS</b> (Chair of Finance/Audit Committee; Staff: Luis Garcia, Chief Financial Officer)	<b>RECEIVE &amp; FILE</b> (PAGE 104-146)
<b>11. RATIFICATION OF CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY (CARES) ACT CLAIM</b> (Chair of Finance/Audit Committee; Staff: Luis Garcia, Chief Financial Officer)	<b>APPROVE</b> (PAGE 147)
<b>12. RATIFICATION OF FINANCIAL AUDITING SERVICES AGREEMENT</b> (Chair of Finance/Audit Committee; Staff: Luis Garcia, Chief Financial Officer)	<b>APPROVE</b> (PAGE 148-152)
<b>13. AMENDMENT FOR CONSTRUCTION MANAGEMENT SERVICES OF THE CNG FUELING STATION PROJECT</b> (Chair of Finance/Audit Committee; Staff: Harman Singh, Performance/Projects Department Manager)	<b>APPROVE</b> (PAGE 153)
<b>14. RESOLUTION NO. 0781 TO APPLY AND RECEIVE GRANT FUNDING FROM THE VOLKSWAGEN ENVIRONMENTAL MITIGATION TRUST FUNDS</b> (Chair of Finance/Audit Committee; Staff: Rudy Le Flore, Chief Project Consultant)	<b>APPROVE</b> (PAGE 154-157)

<u>ITEM</u>	<u>RECOMMENDATION</u>
<b>15. DRIVING SIMULATOR</b> (Chair of Finance/Audit Committee; Staff: Victor M. Duran, Superintendent of Safety & Training)	<b>APPROVE</b> (PAGE 158)
<b>16. REVIEW DECLARATION OF EMERGENCY BY THE BOARD OF DIRECTORS</b> (Chair of Board Operations Committee; Staff: Eric Vail, General Counsel and Lauren Skiver, CEO/General Manager)	<b>APPROVE</b> (PAGE 159-164)
<b>17. EMERGENCY POLICY CHANGES – ACCRUAL LIMIT</b> (Chair of Board Operations Committee; Staff: Luis Garcia, Chief Financial Officer)	<b>APPROVE</b> (PAGE 165)
<b>18. RESOLUTION NO. 0782 TO ADOPT THE CONFLICT OF INTEREST CODE</b> (Chair of Board Operations Committee; Staff: Eric Vail, General Counsel and Brittney B. Sowell, Chief of Public Affairs/Clerk of the Board)	<b>APPROVE</b> (PAGE 166-179)
<b>19. RESOLUTION NO. 0783 TO AMEND SECTIONS OF THE BOARD BYLAWS</b> (Chair of Board Operations Committee; Staff: Eric Vail, General Counsel and Brittney B. Sowell, Chief of Public Affairs/Clerk of the Board)	<b>APPROVE</b> (PAGE 180-183)
<b>20. REVISED SUNLINE SYSTEM SAFETY PROGRAM PLAN</b> (Chair of Board Operations Committee; Staff: Vanessa Mora, Deputy Chief Safety Officer)	<b>APPROVE</b> (PAGE 184-229)
<b>21. FOLLOW-UP REGARDING PUBLIC COMMENT AT JULY 22, 2020 BOARD MEETING</b> (Staff: Todd McDaniel, Chief Transportation Officer)	<b>INFORMATION</b> (PAGE 230-231)
<b>22. POTENTIAL PARTNERSHIP WITH SOCALGAS ON AN ADVANCED HYDROGEN PRODUCTION TECHNOLOGY DEMONSTRATION PROJECT</b> (Staff: Lauren Skiver, CEO/General Manager)	<b>INFORMATION</b> (PAGE 232)
<b>23. GENERAL COUNSEL’S REPORT</b>	
<b>24. CEO/GENERAL MANAGER’S REPORT</b>	
<b>25. CLOSED SESSION</b>	

**ITEM**

**RECOMMENDATION**

**26. NEXT MEETING DATE**

October 28, 2020 at 12 p.m.

**27. ADJOURN**

## MINUTES

### Joint SunLine Transit Agency/SunLine Services Group Board of Directors Meeting July 22, 2020

A joint regular meeting of the SunLine Transit Agency and SunLine Services Group Board of Directors was held at 12:01 p.m. on Wednesday, July 22, 2020 via Zoom videoconference, pursuant to paragraph 3 of Executive Order N-20-29.

#### 1. CALL TO ORDER

The meeting was called to order at 12:01 p.m. by Chairperson Robert Radi.

#### 2. FLAG SALUTE

Board Member Beaman Jacinto led the pledge of allegiance.

#### 3. ROLL CALL

##### Members Present:

Robert Radi, Chair, SunLine Agency Board Member, City of La Quinta  
Glenn Miller, Vice-Chair, SunLine Agency Board Member, City of Indio  
Raymond Gregory, SunLine Agency Board Member, City of Cathedral City  
Megan Beaman Jacinto, SunLine Agency Board Member, City of Coachella  
Russell Betts, SunLine Agency Board Member, City of Desert Hot Springs  
Ty Peabody, SunLine Agency Board Member, City of Indian Wells  
Kathleen Kelly, SunLine Agency Board Member, City of Palm Desert  
Lisa Middleton, SunLine Agency Board Member, City of Palm Springs  
Charles Townsend, SunLine Agency Board Member, City of Rancho Mirage  
Pat Cooper, SunLine Agency Board Member (Alternate), County of Riverside

#### 4. PRESENTATIONS

None.

#### 5. FINALIZATION OF AGENDA

No changes from staff or Board Members.

**SUNLINE TRANSIT AGENCY/  
SUNLINE SERVICES GROUP  
BOARD OF DIRECTORS MEETING - MINUTES  
JULY 22, 2020**

**6. APPROVAL OF MINUTES FOR JOINT STA/SSG JUNE 24, 2020 BOARD MEETING**

Board Member Peabody moved to approve the minutes of the June 24, 2020 Board meeting. The motion was seconded by Board Member Middleton. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

**7. PUBLIC COMMENTS**

Executive Officer for ATU, John DiRito, briefly addressed the Board. Board Chair Radi commented that staff will provide a response to the Board at a future meeting.

**8. BOARD MEMBER COMMENTS**

Board Member comments were made by:

- Board Member Lisa Middleton

**9. CONSENT CALENDAR**

Board Member Peabody moved to approve the consent calendar. The motion was seconded by Board Member Betts. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

**10. EQUAL EMPLOYMENT OPPORTUNITY & AFFIRMATIVE ACTION PROGRAM STATEMENT APPROVAL PURSUANT TO TITLE VII OF THE CIVIL RIGHTS ACT OF 1964 AND THE FEDERAL TRANSIT ADMINISTRATION'S CIRCULAR 4704.1A**

Board Operations Committee Chair Miller reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency DBELO/EEO/Compliance/Eligibility Officer, Tina Hamel, provided a brief oral report. SunLine Transit Agency Board Vice-Chair Miller moved to approve the Equal Employment Opportunity & Affirmative Action Program Statement Approval Pursuant to Title VII of the Civil Rights Act of 1964 and the Federal Transit Administration's Circular 4704.1a. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

**11. REVISED FINANCIAL AUDIT ROTATION POLICY NO. B-060118**

Board Operations Committee Chair Miller reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Chief Financial Officer, Luis Garcia, provided a brief oral report. SunLine Transit Agency Board Vice-Chair Miller moved to approve the Revised Financial Audit Rotation Policy No. B-060118. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

**SUNLINE TRANSIT AGENCY/  
SUNLINE SERVICES GROUP  
BOARD OF DIRECTORS MEETING - MINUTES  
JULY 22, 2020**

**12. DELEGATION OF AUTHORITY FOR FINANCIAL AUDITING SERVICES**

Finance/Audit Committee Chair Radi reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Chair Radi moved to approve the Delegation of Authority for Financial Auditing Services. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

**13. PURCHASE OF FOUR (4) MICROTRANSIT ADA ACCESSIBLE MINI VANS**

Finance/Audit Committee Chair Radi reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Chair Radi moved to approve the Purchase of Four (4) Microtransit ADA Accessible Mini Vans. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

**14. EXTENDED FUEL CELL WARRANTY**

Finance/Audit Committee Chair Radi reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Chair Radi moved to approve the Extended Fuel Cell Warranty. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

**15. REVIEW DECLARATION OF EMERGENCY BY THE BOARD OF DIRECTORS**

CEO/General Manager, Lauren Skiver and General Counsel, Eric Vail updated the Board and requested that the declaration of emergency remain in place. SunLine Board Member Betts moved to approve staff's recommendation to make no changes to the current status of the Declaration of Emergency by the Board of Directors. The motion was seconded by Board Member Townsend. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

**16. COMMITTEE APPOINTMENTS**

Board Chair Robert Radi called on General Counsel, Eric Vail to report the discussion of some proposed changes to the process moving forward. General Counsel, Eric Vail, reported to the Board that the bylaws do not address how board appointments to committees are to be made and suggested amending the bylaws.

Board Member Kelly moved to approve that General Counsel prepare a proposed amendment to the bylaws. The motion was seconded by Board Member Betts. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

A motion was made by Board Member Kelly to approve the Committee Appointments as presented and seconded by Board Member Betts. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

**SUNLINE TRANSIT AGENCY/  
SUNLINE SERVICES GROUP  
BOARD OF DIRECTORS MEETING - MINUTES  
JULY 22, 2020**

**17. GENERAL COUNSEL**

General counsel had no updates to report.

**18. CEO/GENERAL MANAGER'S REPORT**

CEO/General Manager, Lauren Skiver, provided a brief oral report.

**19. CLOSED SESSION**

**a) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Pursuant to Government Code Section 54956.9(d)(2)

One matter: Significant exposure to litigation

**b) PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Pursuant to Government Code Section 54957(b)

Position Title: CEO/General Manager

No reportable action.

**20. NEXT MEETING DATE**

September 23, 2020 at 12 p.m.

**21. ADJOURN**

The SunLine Services Group and SunLine Transit Agency meeting concurrently adjourned at 12:50 p.m.

Respectfully Submitted,

Brittney B. Sowell  
Clerk of the Board

*A recording of the July 22, 2020 Board proceedings is available [here](#).*

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

DATE: September 23, 2020

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

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

Summary:

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

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

Recommendation:

Receive and file.

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

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

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

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

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

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

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

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

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

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

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.

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

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

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

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

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

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

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

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

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

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

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

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.

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

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

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

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

**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: September 23, 2020

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Credit Card Statement for June and July 2020

Summary:

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

Recommendation:

Receive and file.

**SunLine Transit Agency Visa Credit Card Statement**

**Closing Date: 07/03/20**

**Name on Card: Lauren Skiver**

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

**CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT**

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	07/03/20
Days in Billing Cycle	30
Next Statement Date	08/03/20

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	\$38,031

**Payment Information**

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

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

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

**Account Summary**

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

**Wells Fargo Cash Back SM Program Summary**

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

**Cash Back Notice**

Your next cash back reward is scheduled for 09/2020. Use your Business Card for all of your business expenses plus everyday purchases and get 1.5% Cash Back.

See reverse side for important information.

DETACH HERE

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

Make checks payable to: Wells Fargo

Account Number	[REDACTED]
New Balance	\$1,968.70
<b>Total Amount Due (Minimum Payment)</b>	<b>\$500.00</b>
<b>Current Payment Due Date</b>	<b>07/28/20</b>

05000001968700044846100042659416

Print address or phone changes:

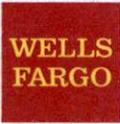
Work ( )

Amount Enclosed:



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

SUNLINE TRANSIT  
LUIS GARCIA  
32505 HARRY OLIVER TRL  
THOUSAND PALMS CA 92276-3501  
15552  
6306



**Rate Information**

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

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

**Important Information**

\$0 - \$1,968.70 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 07/28/20. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

**Summary of Sub Account Usage**

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	[REDACTED]	40,000	\$1,968.70

**Transaction Details**

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

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

**Wells Fargo News**

**What can alerts do for your business?\***

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

Not enrolled in Online banking? Enroll today at [wellsfargo.com/biz/online-banking](http://wellsfargo.com/biz/online-banking)

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

**SunLine Transit Agency Visa Credit Card Statement**

**Closing Date: 08/03/20**

**Name on Card: Lauren Skiver**

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



CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

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

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

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

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

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

Payment Information

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

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

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

Account Summary

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

Wells Fargo Cash Back SM Program Summary

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

Cash Back Notice

Your next cash back reward is scheduled for 09/2020. Use your Business Card for all of your business expenses plus everyday purchases and get 1.5% Cash Back.

See reverse side for important information.

DETACH HERE

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

Make checks payable to: Wells Fargo

Account Number	[REDACTED]
New Balance	\$108.00
<b>Total Amount Due (Minimum Payment)</b>	<b>\$108.00</b>
<b>Current Payment Due Date</b>	<b>08/28/20</b>

01080000108000044846100042659413

Print address or phone changes:

Work ( )

Amount Enclosed:



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

SUNLINE TRANSIT  
 LUIS GARCIA  
 32505 HARRY OLIVER TRL 15238  
 THOUSAND PALMS CA 92276-3501 6307



**Rate Information**

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

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

**Important Information**

\$0 - \$108.00 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 08/28/20. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

**Summary of Sub Account Usage**

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	[REDACTED]	40,000	\$108.00

**Transaction Details**

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

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

**Wells Fargo News**

**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](http://wellsfargo.com/biz/online-banking)

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

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

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

TO: Finance/Audit Committee  
Board of Directors

RE: Monthly Budget Variance Report for June & July 2020

Summary:

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

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

Recommendation:

Receive and file.

SunLine Transit Agency  
Budget Variance Report  
June 2020

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

SunLine Transit Agency  
Budget Variance Report  
June 2020

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

**Budget Variance Analysis - SunLine Transit Agency**

**Passenger Revenue - Unfavorable**

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

**Ridership**

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

**Ridership**

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

**Other Revenue - Favorable**

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

**Operator & Mechanic Salaries & Wages - Favorable**

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

**Operator & Mechanic Overtime - Favorable**

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

**Administration Salaries & Wages - Favorable**

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

**Administration Overtime - Favorable**

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

**Fringe Benefits - Favorable**

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

**Communications - Favorable**

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

**Legal Services - Favorable**

- Staff made a conscious effort to reduce legal fees.

**Computer/Network Software Agreement - Favorable**

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

**Uniforms - Favorable**

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

**Contracted Services - Favorable**

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

**Equipment Repairs - Favorable**

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

**Security Services - Favorable**

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

**Fuel - CNG - Favorable**

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

**Internal GGE Usage**

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

**Fuel - Hydrogen - Unfavorable**

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

**Tires - Favorable**

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

**Office Supplies - Favorable**

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

**Travel/Training - Favorable**

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

**Repair Parts - Unfavorable**

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

**Facility Maintenance - Favorable**

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

**Electricity - CNG & Hydrogen - Favorable**

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

**Natural Gas - Favorable**

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

**Outside GGE Usage**

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

**Water and Gas - Favorable**

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

**Insurance Losses - Favorable**

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

**Insurance Premium - Property - Unfavorable**

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

**Repair Claims - Favorable**

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

**Fuel Taxes - Favorable**

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

**Outside Fueling Revenue**

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

**Other Expenses - Favorable**

- Costs vary from month-to-month depending on the needs of the agency or when programs are active (e.g., medical exams and testing, consulting fees, recruiting employees, printing services, temporary help services, SunRide Rideshare, Vanpool). FY20 savings primarily attributed to consulting expenses in multiple departments.

**Self-Consumed Fuel - Unfavorable**

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

**Mileage**

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

**Mileage FYTD-June**

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

SunLine Transit Agency  
Budget Variance Report  
July 2020

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

SunLine Transit Agency  
Budget Variance Report  
July 2020

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

**Budget Variance Analysis - SunLine Transit Agency**

**Passenger Revenue - Unfavorable**

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

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

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

**Other Revenue - Favorable**

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

**Operator & Mechanic Salaries & Wages - Favorable**

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

**Operator & Mechanic Overtime - Favorable**

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

**Administration Salaries & Wages - Favorable**

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

**Administration Overtime - Favorable**

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

**Fringe Benefits - Unfavorable**

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

**Communications -Favorable**

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

**Legal Services - Favorable**

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

**Computer/Network Software Agreement - Unfavorable**

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

**Uniforms - Unfavorable**

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

**Contracted Services - Favorable**

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

**Equipment Repairs - Favorable**

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

**Security Services - Unfavorable**

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

**Fuel - CNG - Favorable**

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

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

**Internal GGE Usage**

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

**Fuel - Hydrogen - Favorable**

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

**Tires - Favorable**

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

**Office Supplies - Favorable**

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

**Travel/Training - Favorable**

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

**Repair Parts - Favorable**

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

**Facility Maintenance - Unfavorable**

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

**Electricity - CNG & Hydrogen - Unfavorable**

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

**Natural Gas - Favorable**

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

**Outside GGE Usage**

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

**Water and Gas - Favorable**

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

**Insurance Losses - Favorable**

- Insurance losses can vary widely from month to month.

**Insurance Premium - Property - Unfavorable**

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

**Repair Claims - Unfavorable**

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

**Fuel Taxes - Favorable**

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

**Outside Fueling Revenue**

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

**Other Expenses - Favorable**

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

**Self-Consumed Fuel - Favorable**

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

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

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

TO: Finance/Audit Committee  
Board of Directors

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

Summary:

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

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

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

Recommendation:

Receive and file.

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

July 2020

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

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

August 2020

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

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

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

TO: Finance/Audit Committee  
Board of Directors

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

Summary:

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

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

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

Union

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

Non-Union

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

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

## Month to Month Asset Comparison

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

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

## Union

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

## Non-Union

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

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

## Month to Month Asset Comparison

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

Recommendation:

Receive and file.

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



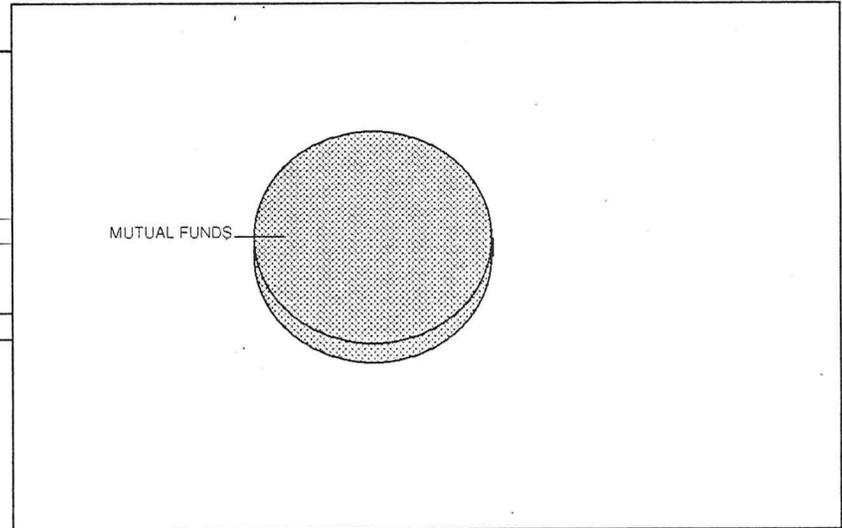
SUNLINE TRANSIT AGENCY - UNION  
 ACCOUNT 6746032000

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

**ASSET SUMMARY**

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

Estimated Annual Income                      737,785.97



**ASSET SUMMARY MESSAGES**

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

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



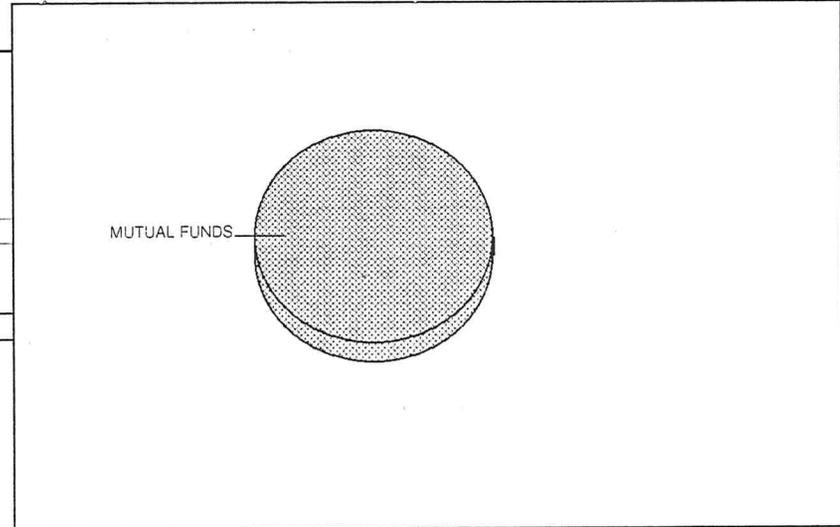
SUNLINE TRANSIT AGENCY - NON-UNION  
 ACCOUNT 6746032100

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

**ASSET SUMMARY**

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

Estimated Annual Income                      742,399.50



**ASSET SUMMARY MESSAGES**

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

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



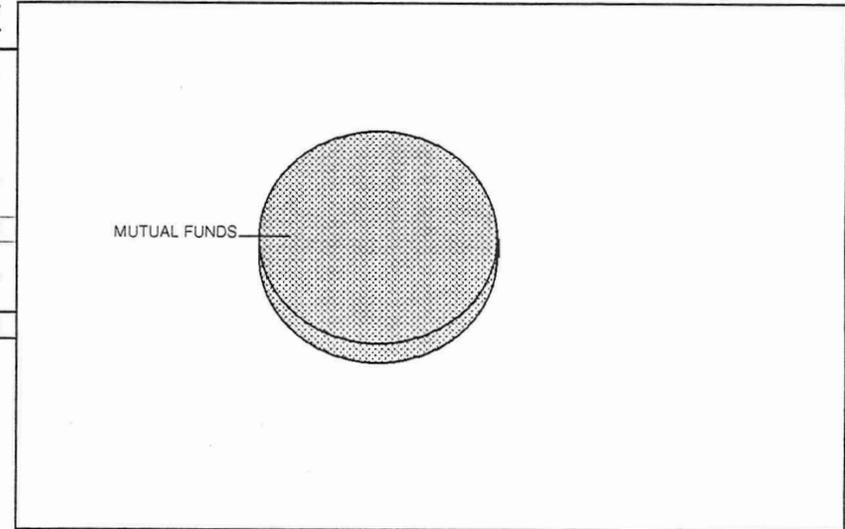
SUNLINE TRANSIT AGENCY - UNION  
 ACCOUNT 6746032000

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

**ASSET SUMMARY**

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

Estimated Annual Income                      723,144.55



**ASSET SUMMARY MESSAGES**

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

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



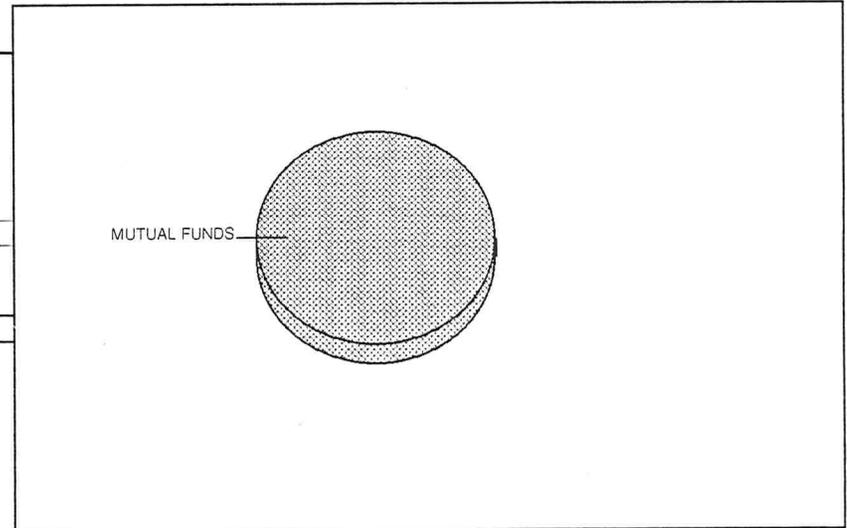
SUNLINE TRANSIT AGENCY - NON-UNION  
 ACCOUNT 6746032100

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

**ASSET SUMMARY**

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

Estimated Annual Income                      727,668.66



**ASSET SUMMARY MESSAGES**

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

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

DATE: September 23, 2020

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

RE: Ridership Report for July &amp; August 2020

Summary:

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

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

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

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

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

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

Recommendation:

Receive and file.



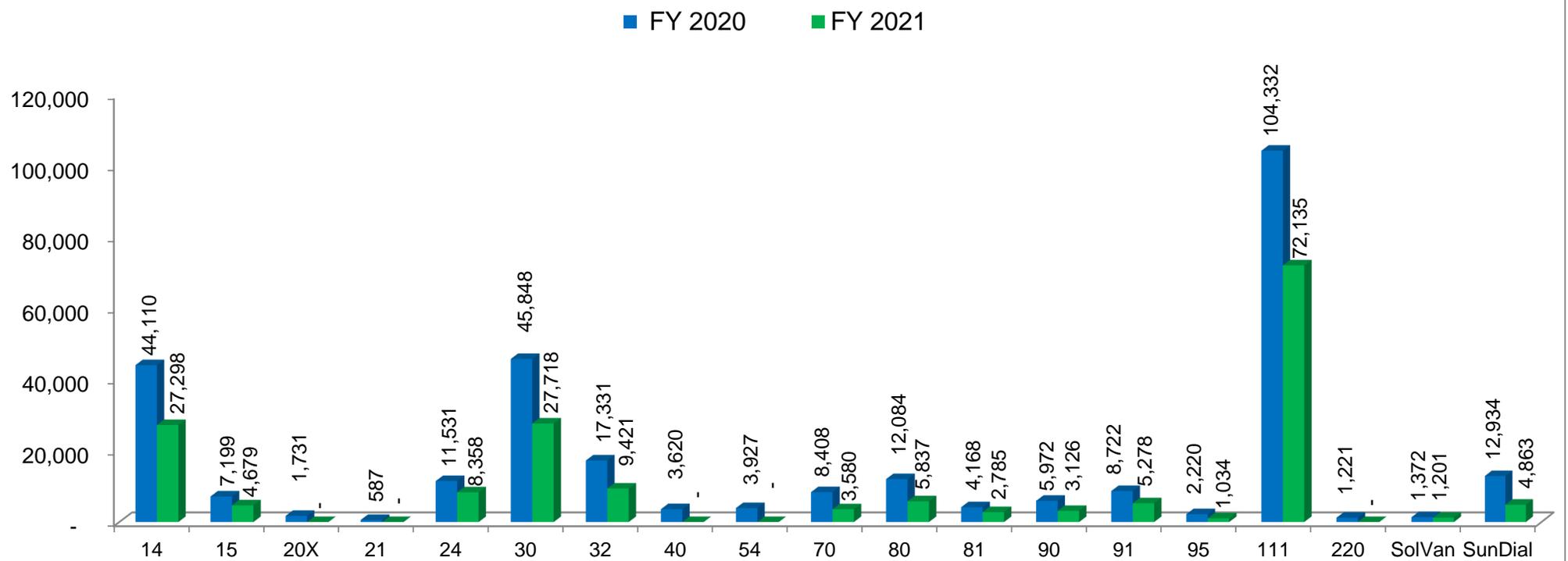
## SunLine Transit Agency Monthly Ridership Report July 2020

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

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

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

### Fiscal Year-to-Date System Ridership





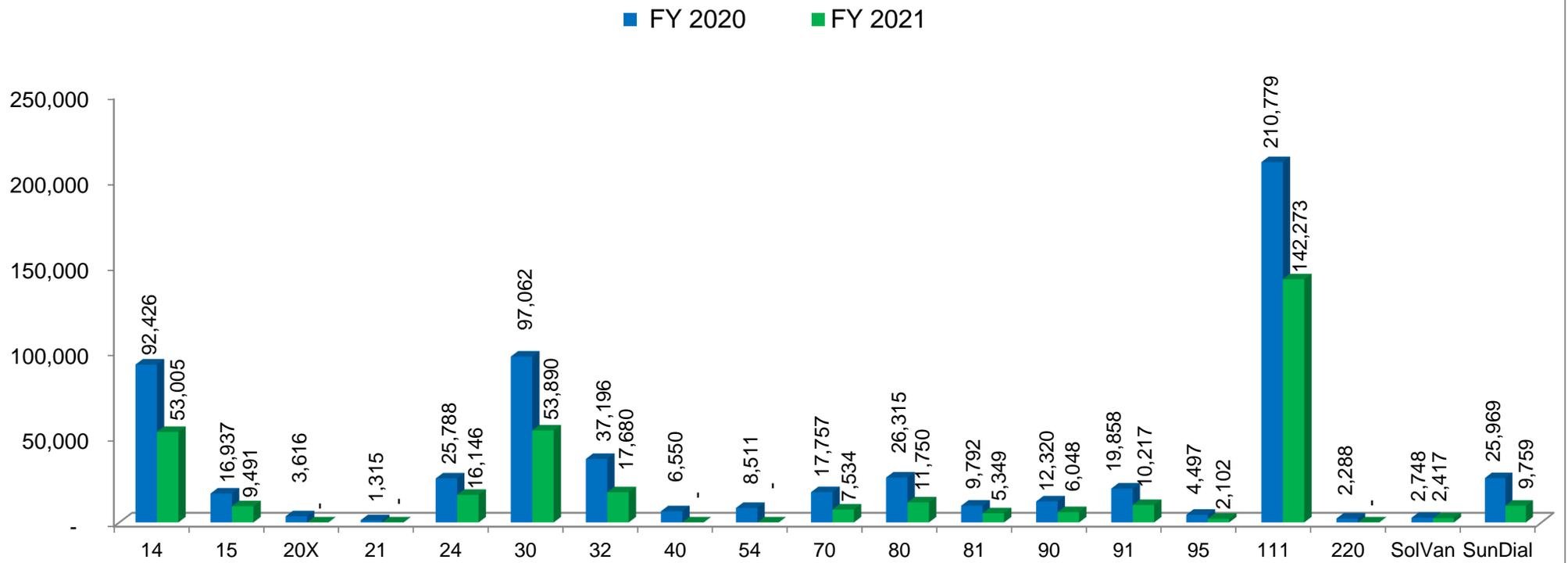
## SunLine Transit Agency Monthly Ridership Report August 2020

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

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

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

### Fiscal Year-to-Date System Ridership



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

DATE: September 23, 2020

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: SunDial Operational Notes for July & August 2020

Summary:

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

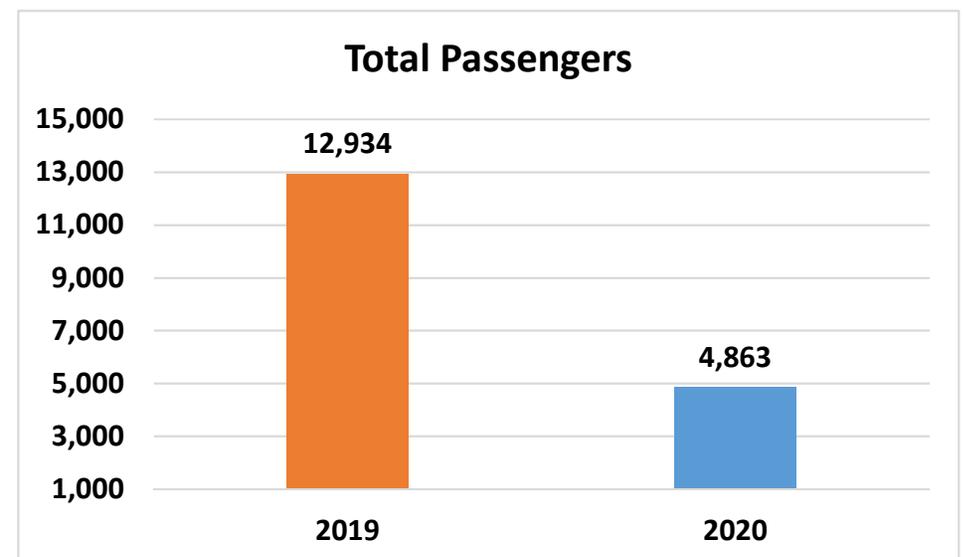
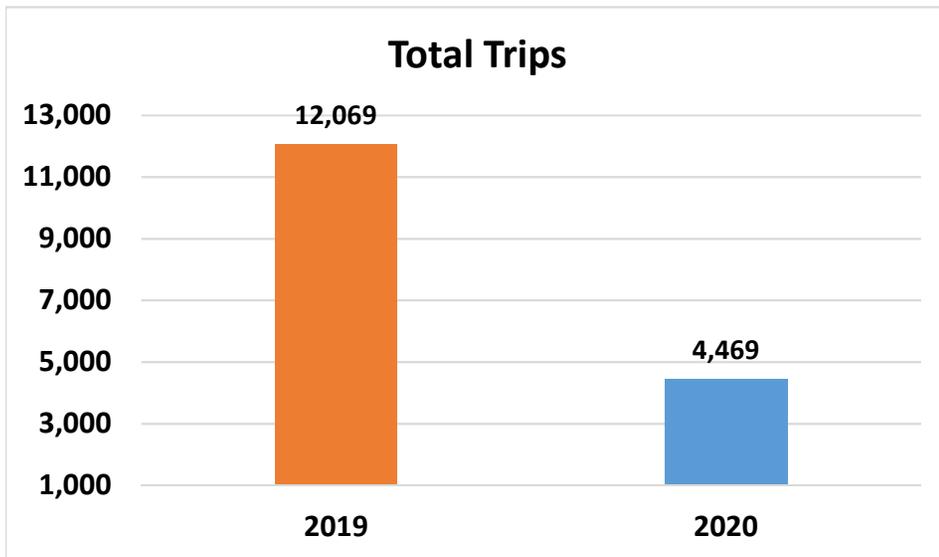
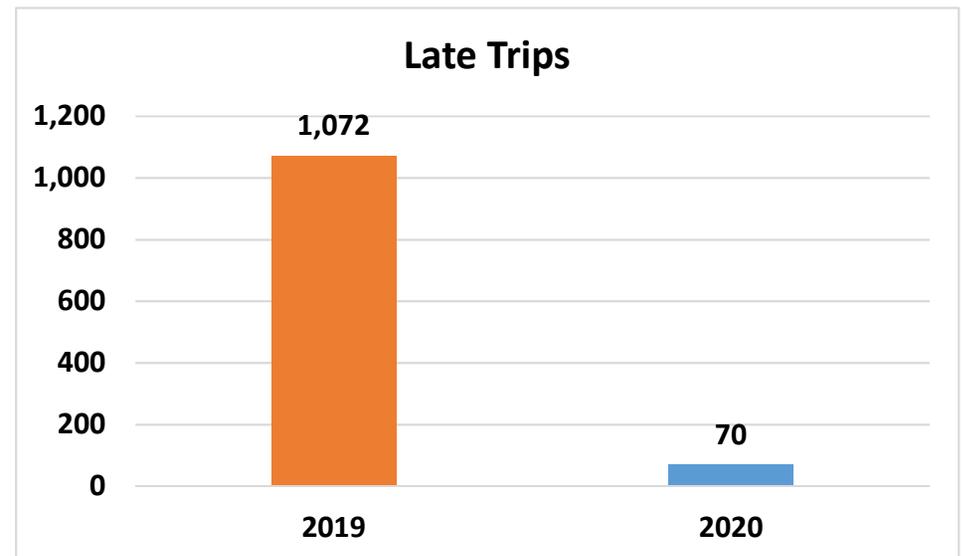
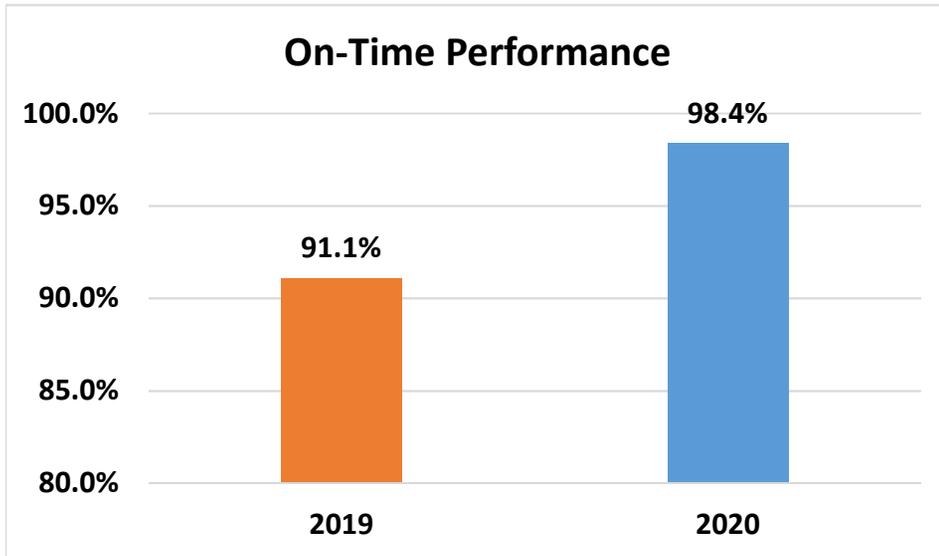
The attached report summarizes SunDial's operation for August 2020. The on-time performance for the month was 98.1%. There were a total of 81 late trips compared to last year which had 1,182. The total trips decreased by 63.4% from the the same period last year and the total passengers decreased by 62.4%.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

Recommendation:

Receive and file.

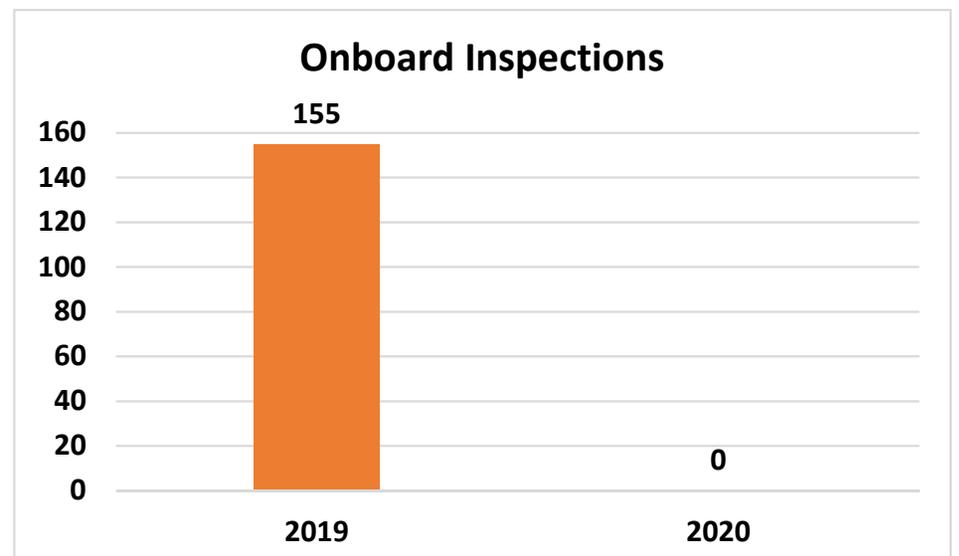
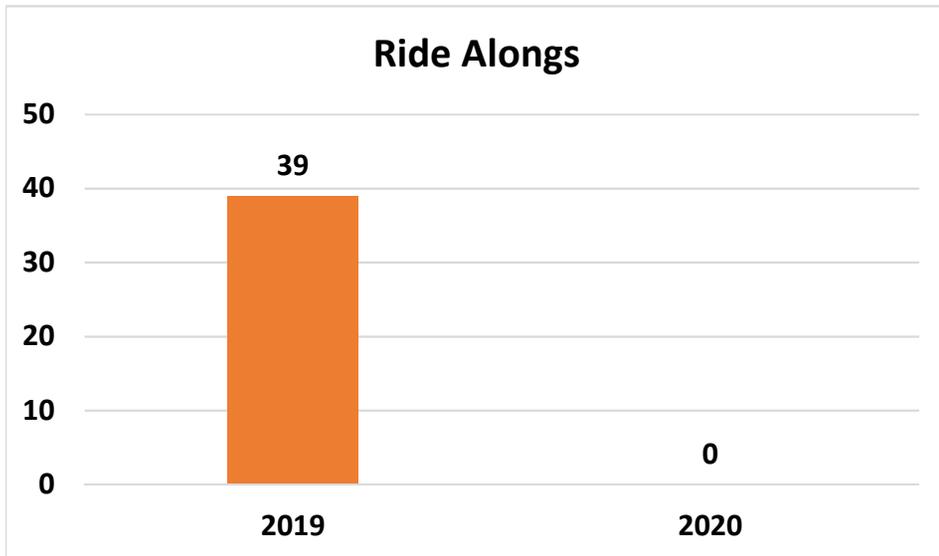
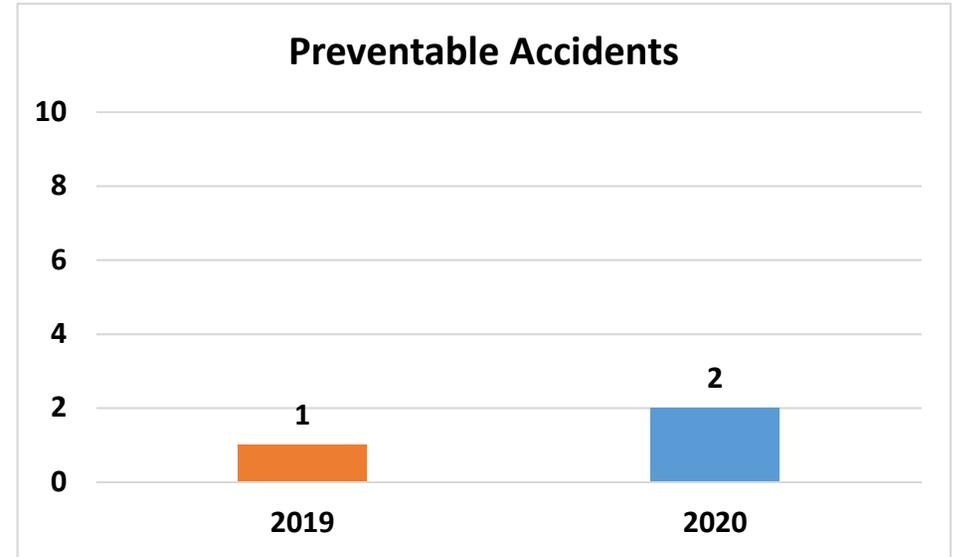
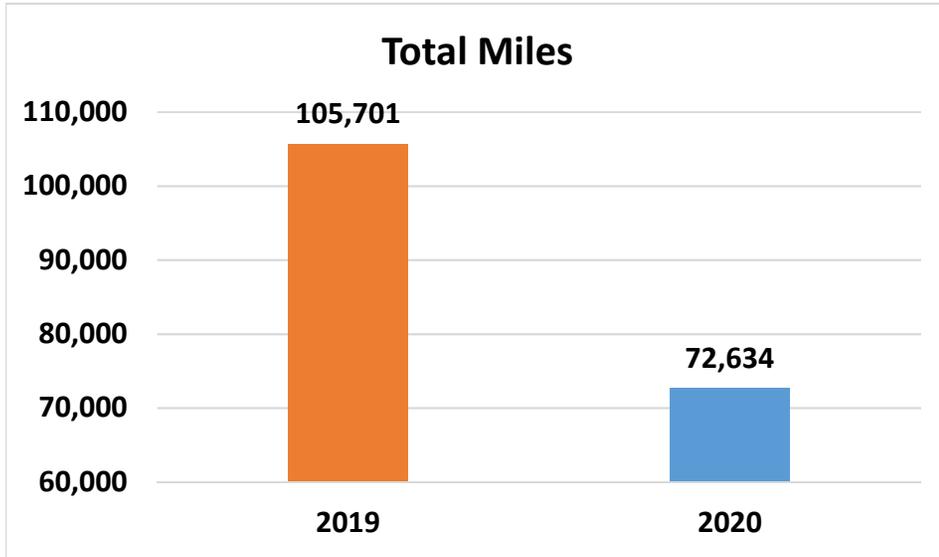
# SunDial Operational Notes

## JULY 2019 vs. JULY 2020



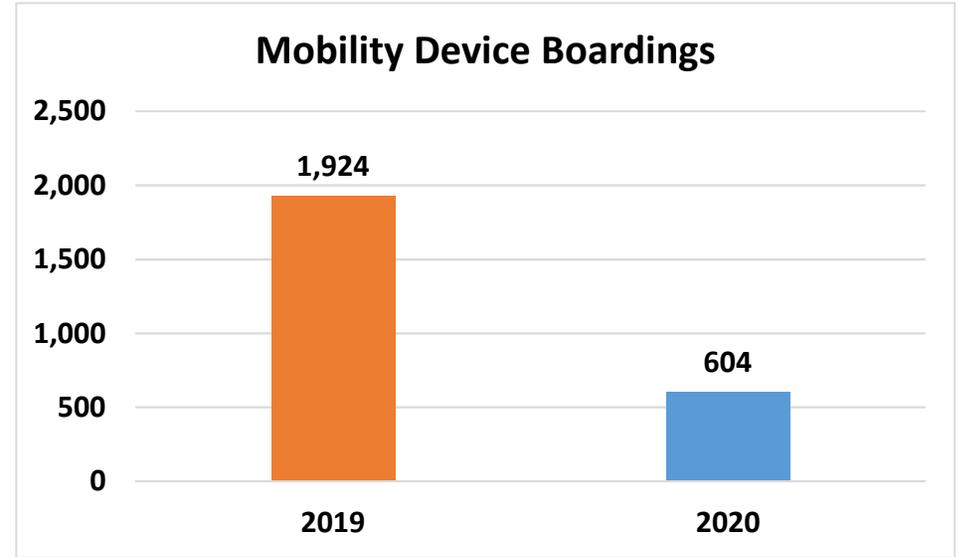
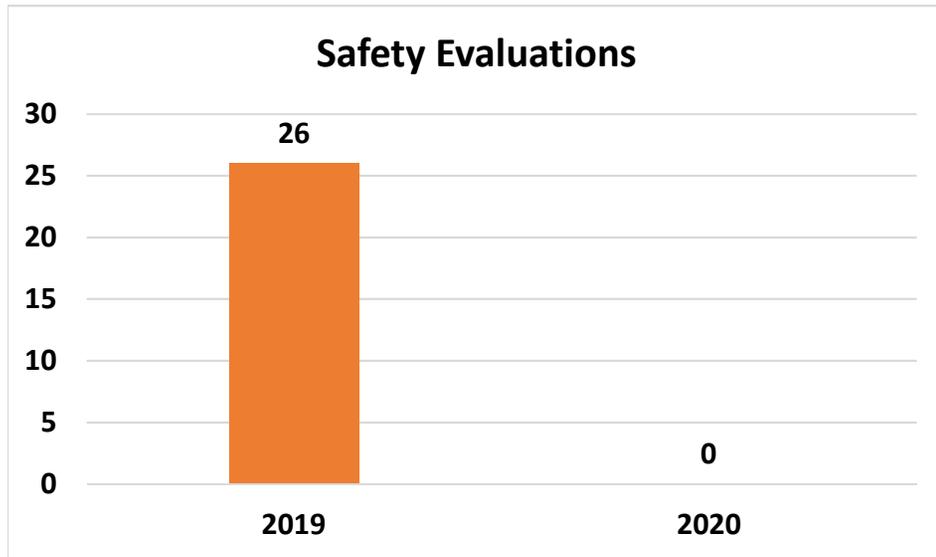
# SunDial Operational Notes

## JULY 2019 vs. JULY 2020



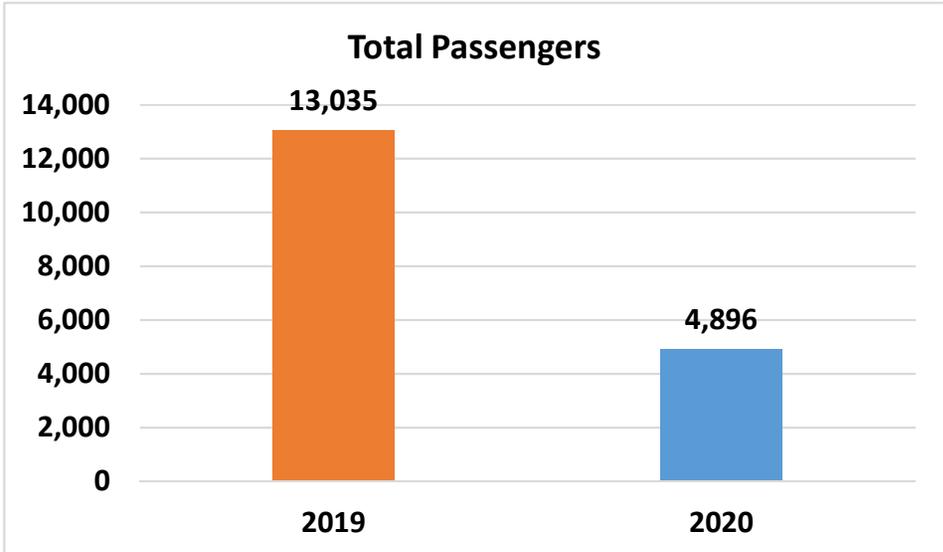
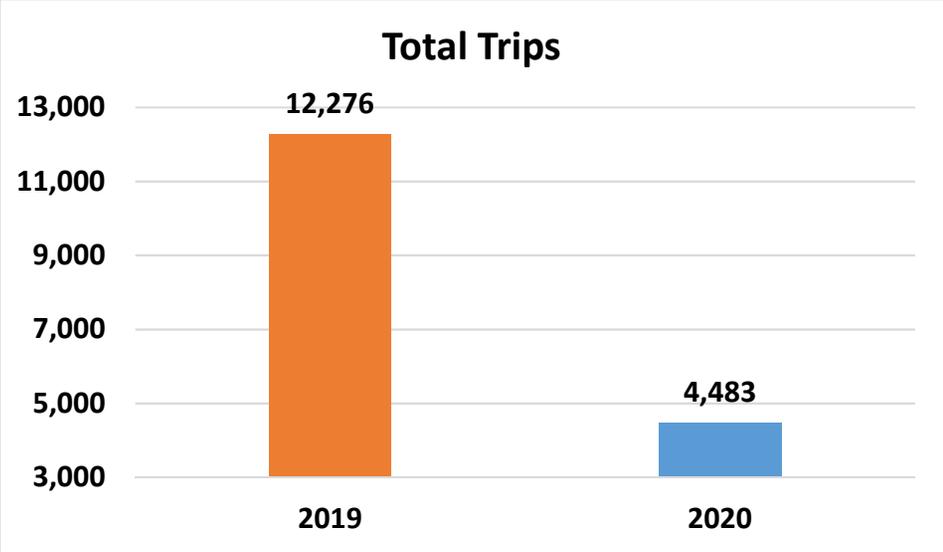
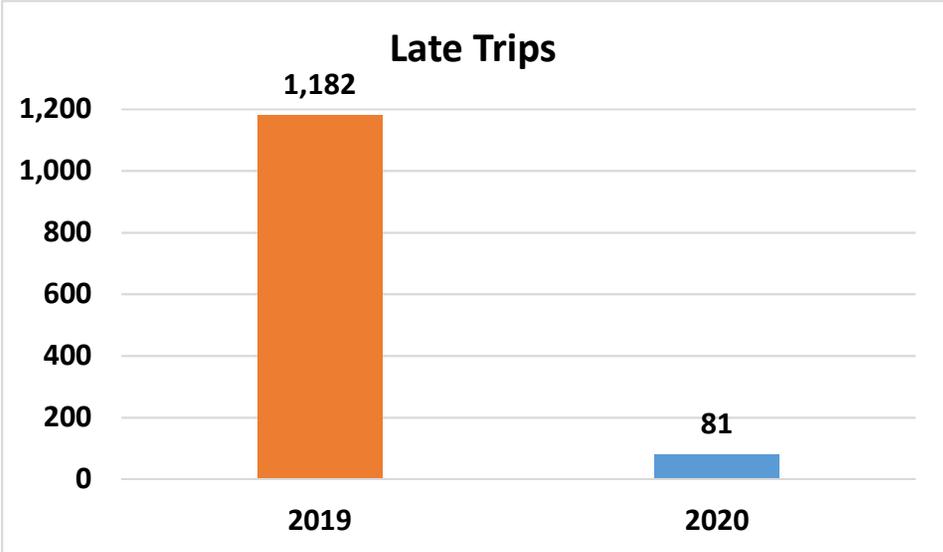
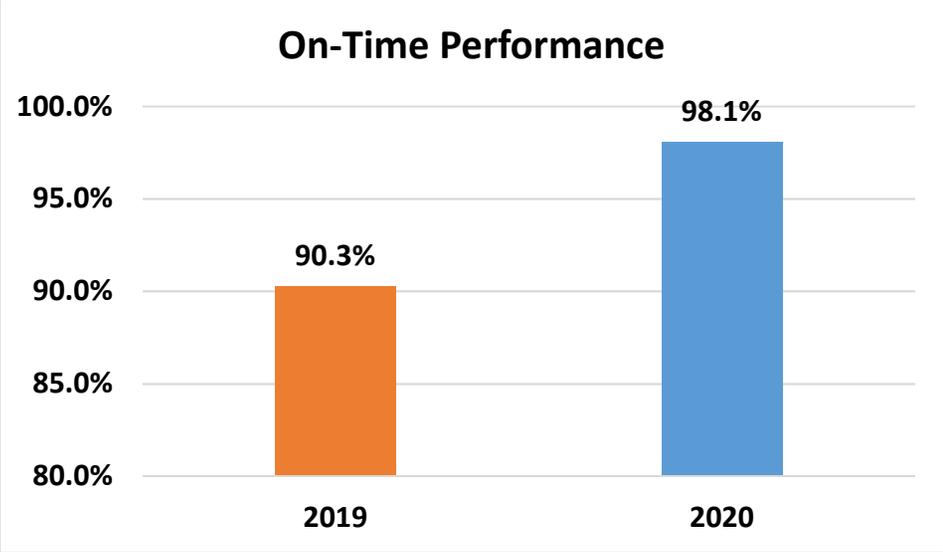
# SunDial Operational Notes

## JULY 2019 vs. JULY 2020



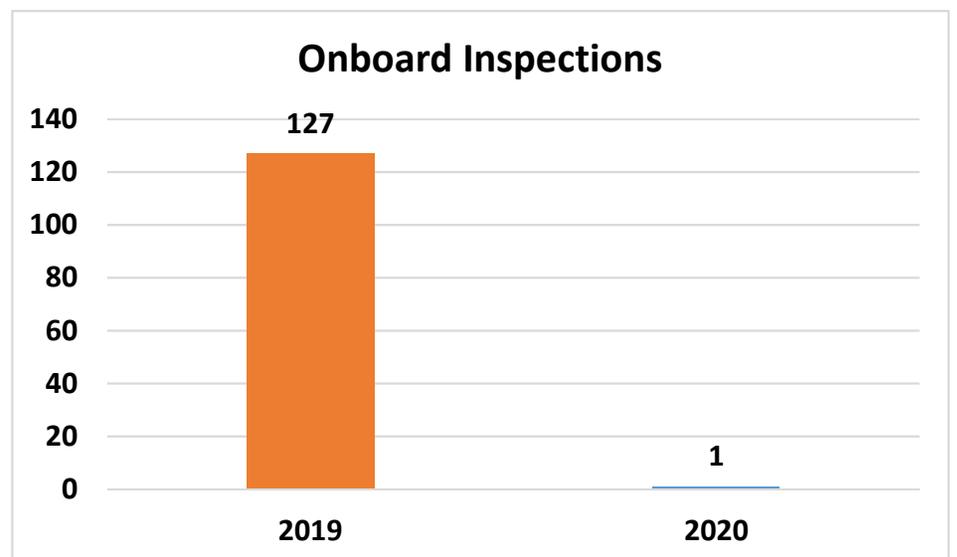
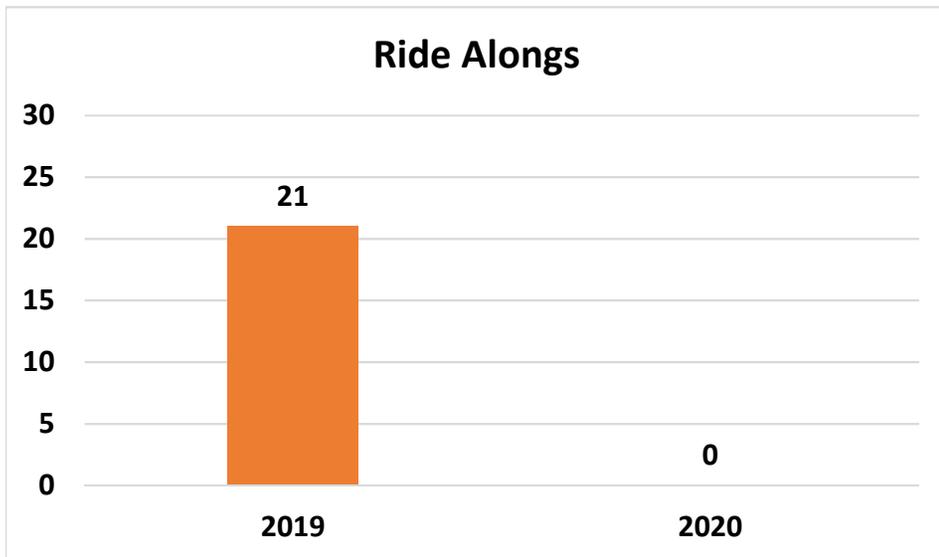
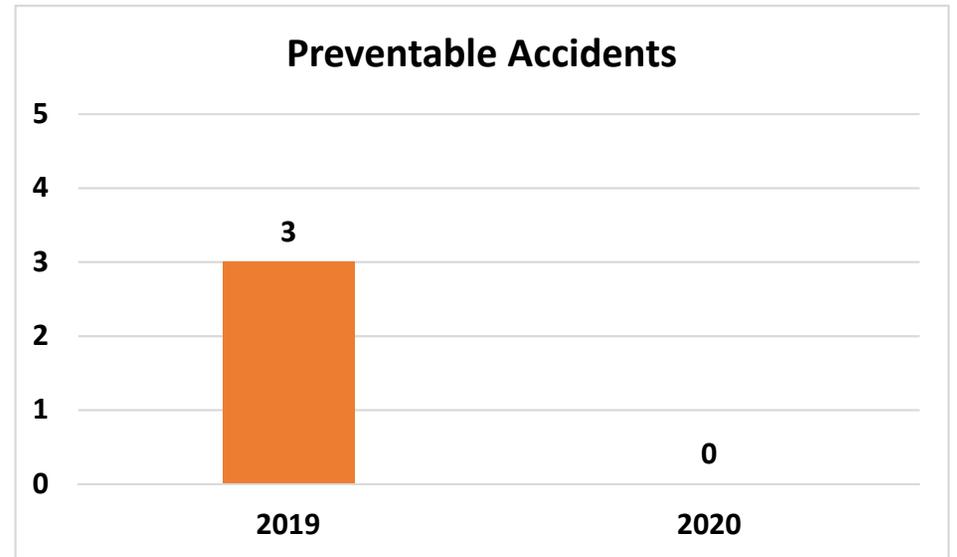
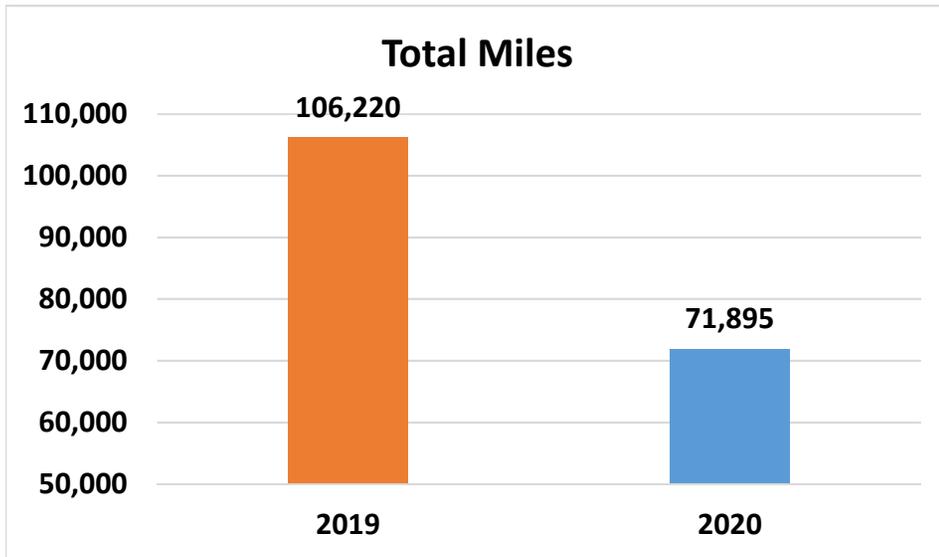
# SunDial Operational Notes

## AUGUST 2019 vs. AUGUST 2020



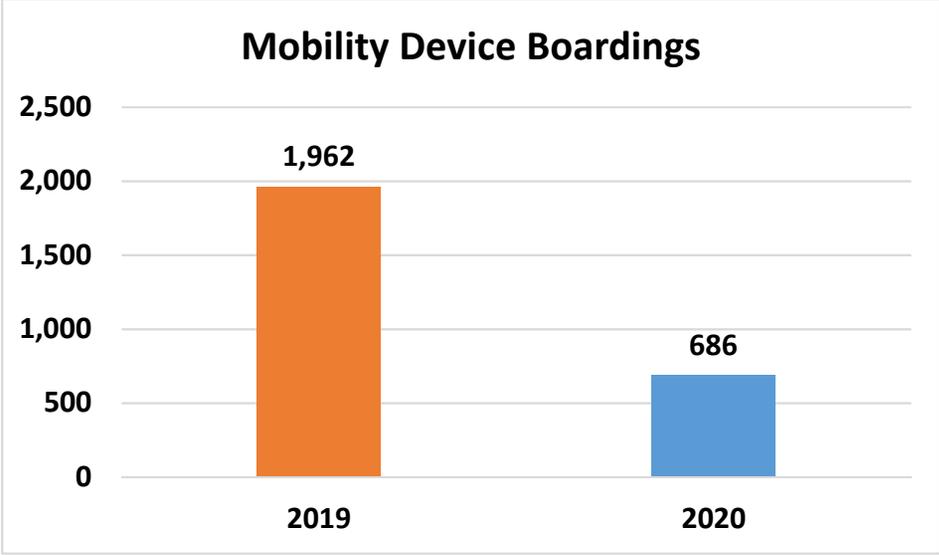
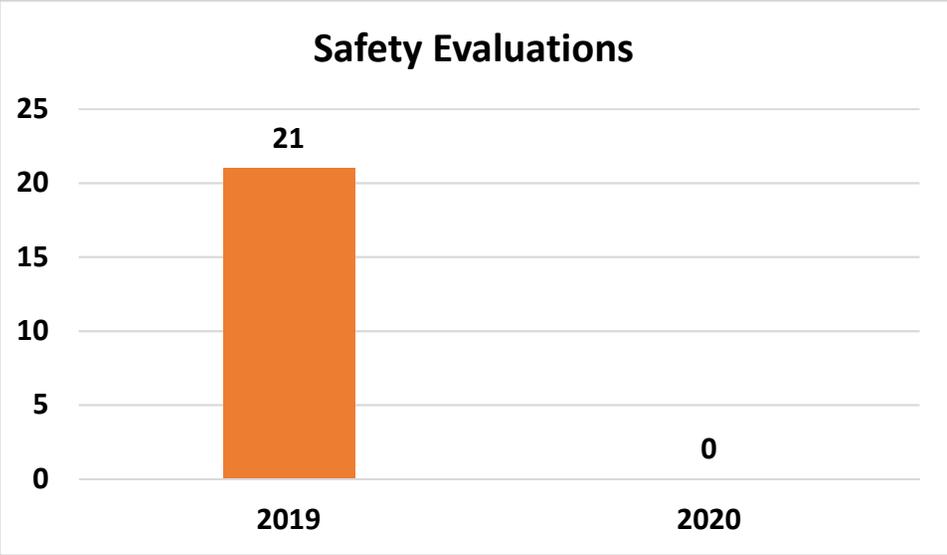
# SunDial Operational Notes

## AUGUST 2019 vs. AUGUST 2020



# SunDial Operational Notes

## AUGUST 2019 vs. AUGUST 2020



**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: September 23, 2020

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Metrics for July and August 2020

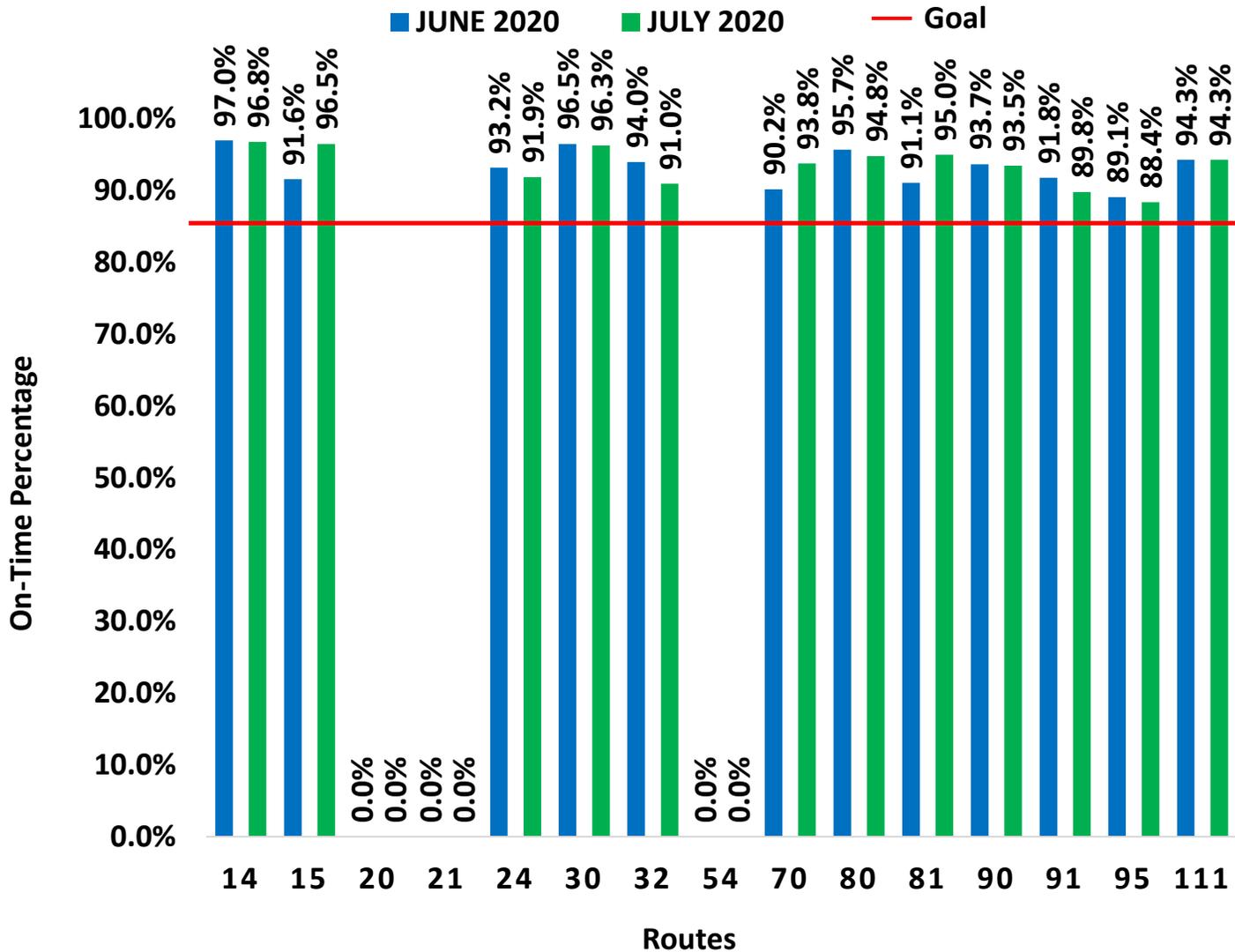
Summary:

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

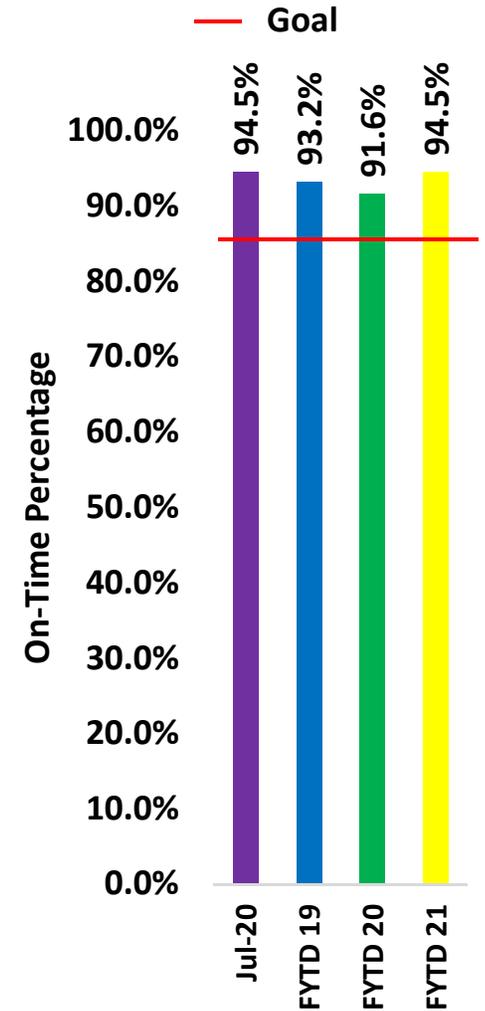
Recommendation:

Receive and file.

## On-Time Performance Percent by Route



## On-Time Performance System Wide

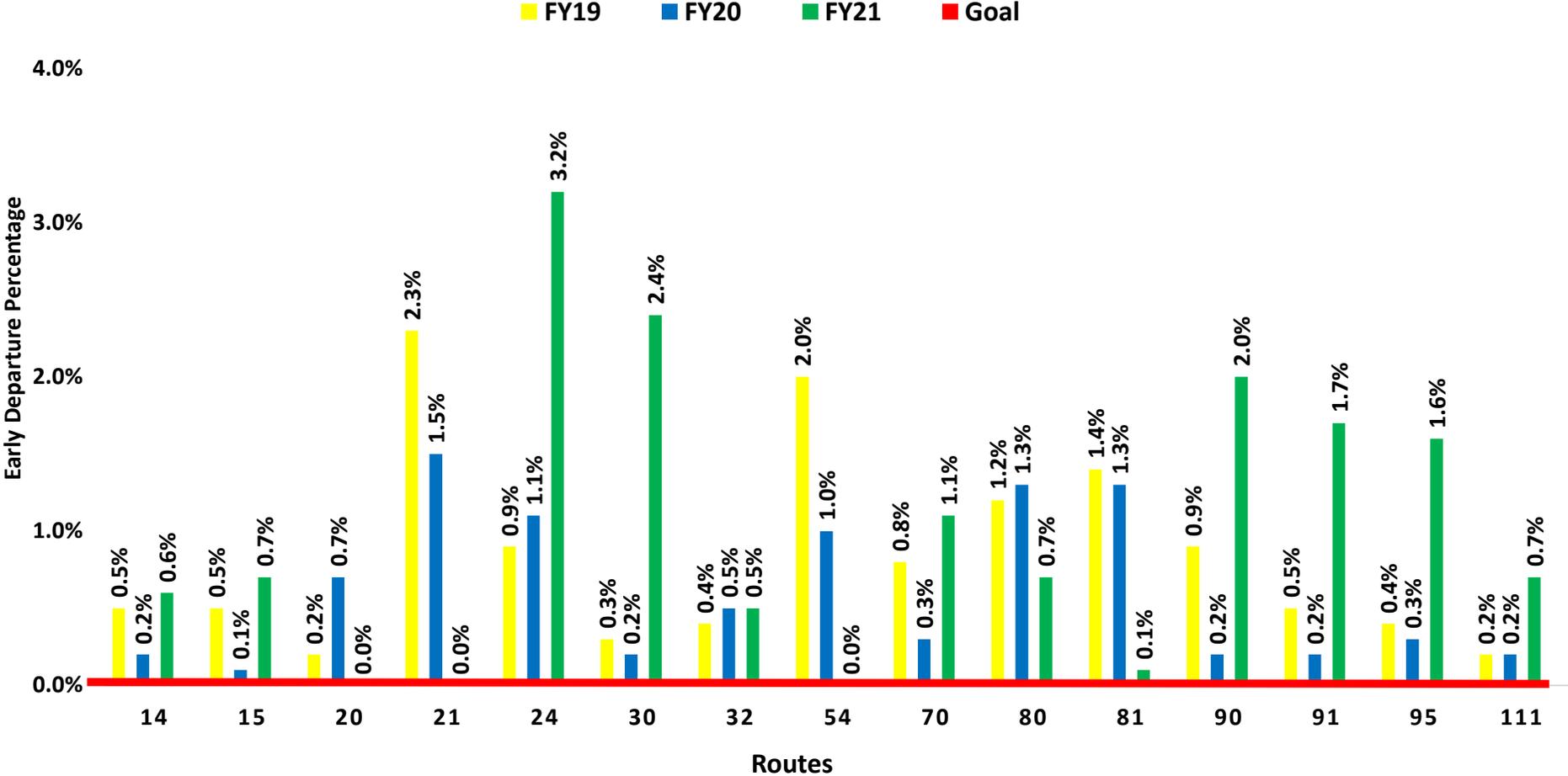


Definition: "On-Time" - When a trip departs a time point within range of zero minutes early to five minutes late.

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

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

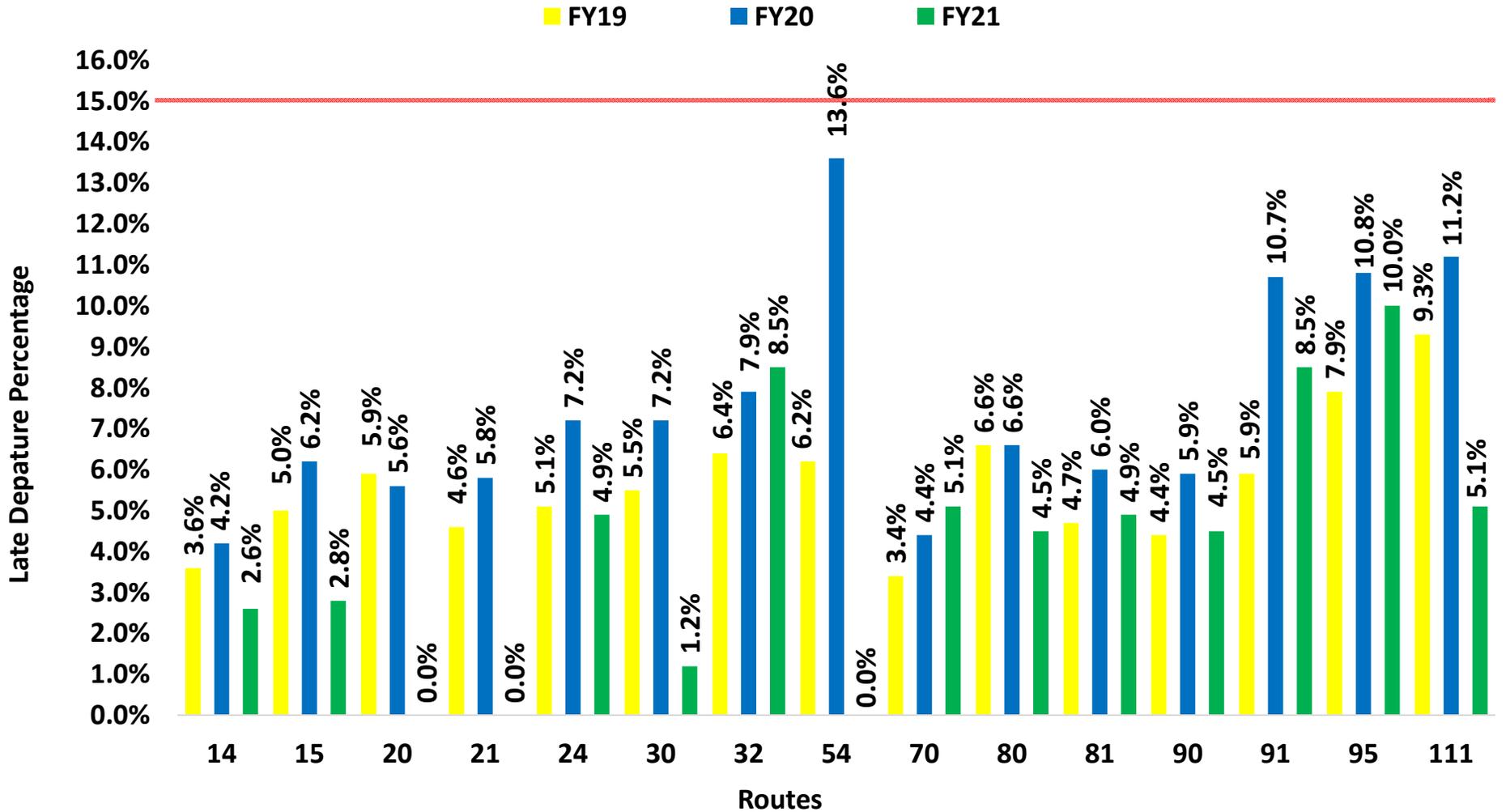
# Early Departure Percent by Route July



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

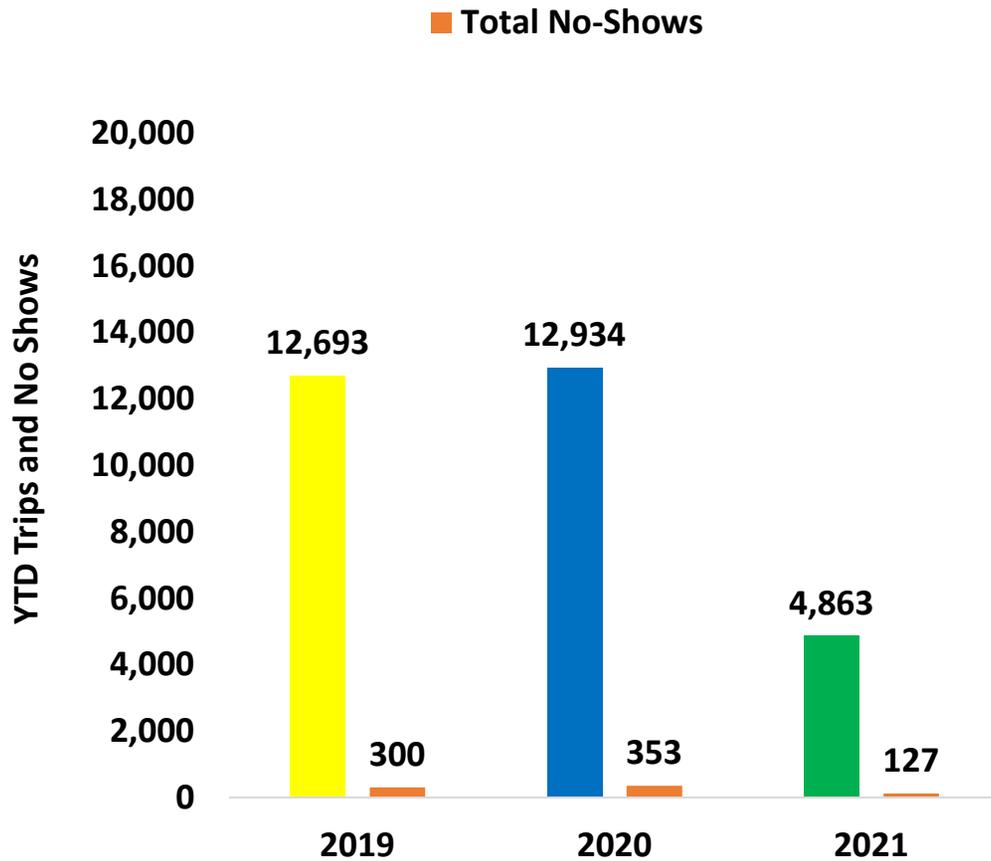
Goal: To reduce early departures to 0%.

# Late Departure Percent by Route July

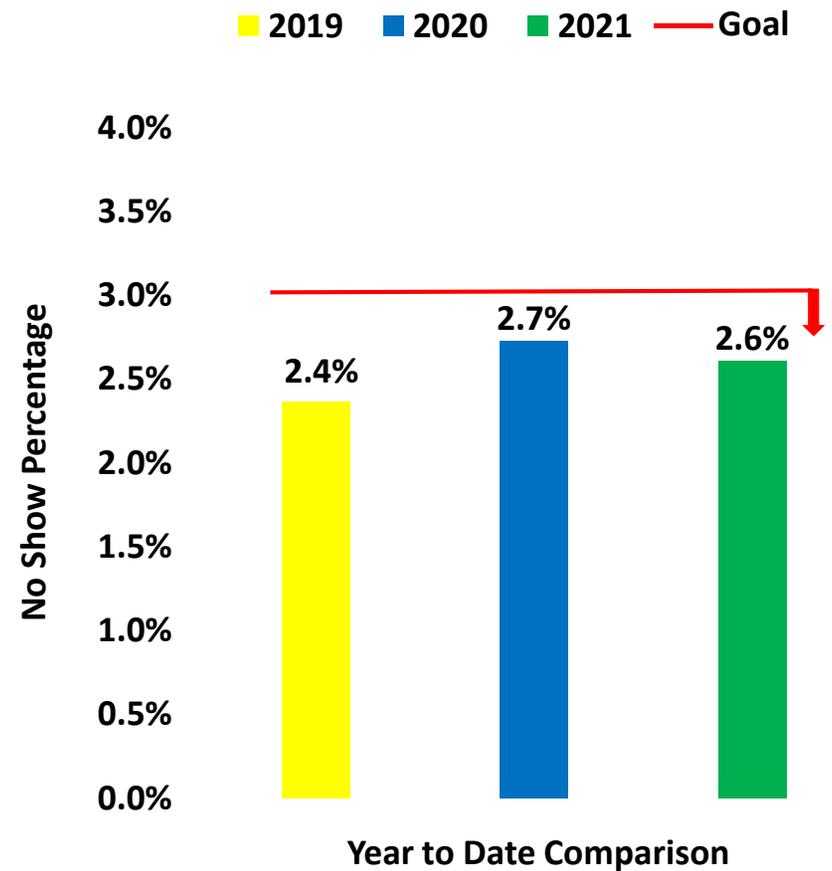


Late Definition: When a bus leaves a time point after the scheduled departure time.  
 The route is running late with a departure greater than 5 minutes.  
 Goal: To reduce late departures to 15%.

## Total Trips vs. No-Shows FYTD



## No-Show Percentage FYTD

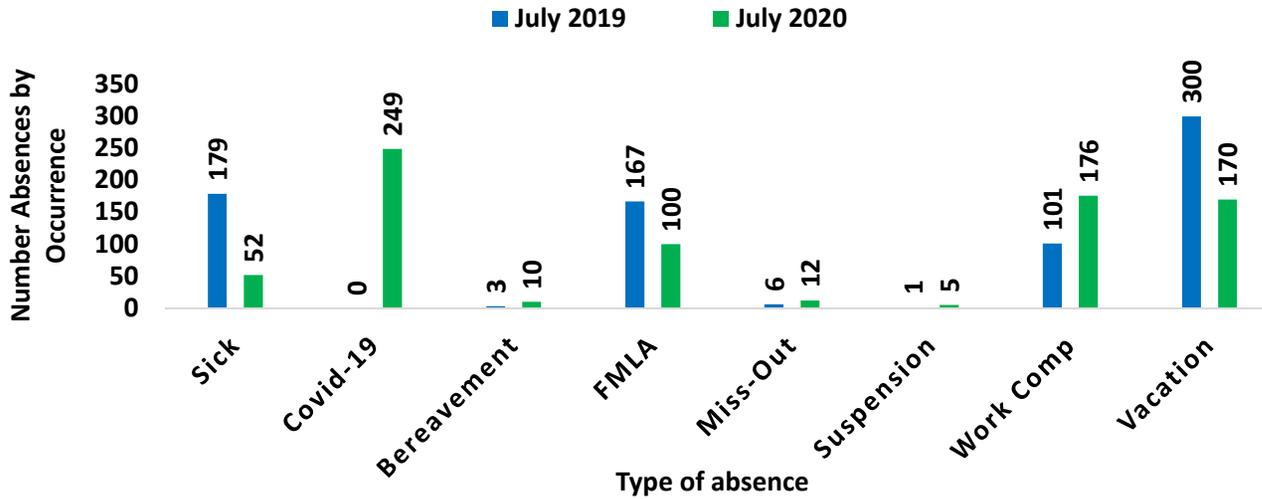


**Trip:** A one-way ride booked by the client. A round trip is counted as two trips.

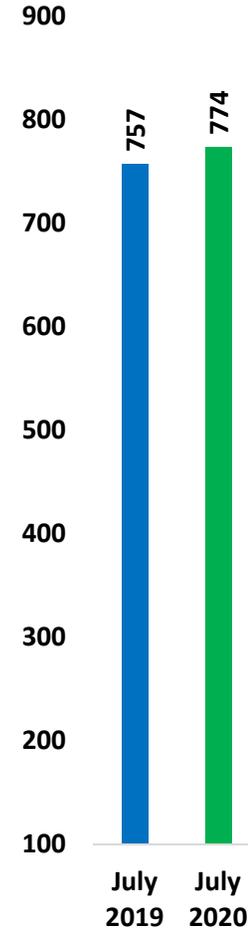
**No-Show:** A ride where an authorized ADA paratransit service vehicle arrives at the designated pick-up location, waits the required five minute period while the passenger is not present to board the vehicle.

**Goal for no-shows:** 3% or below.

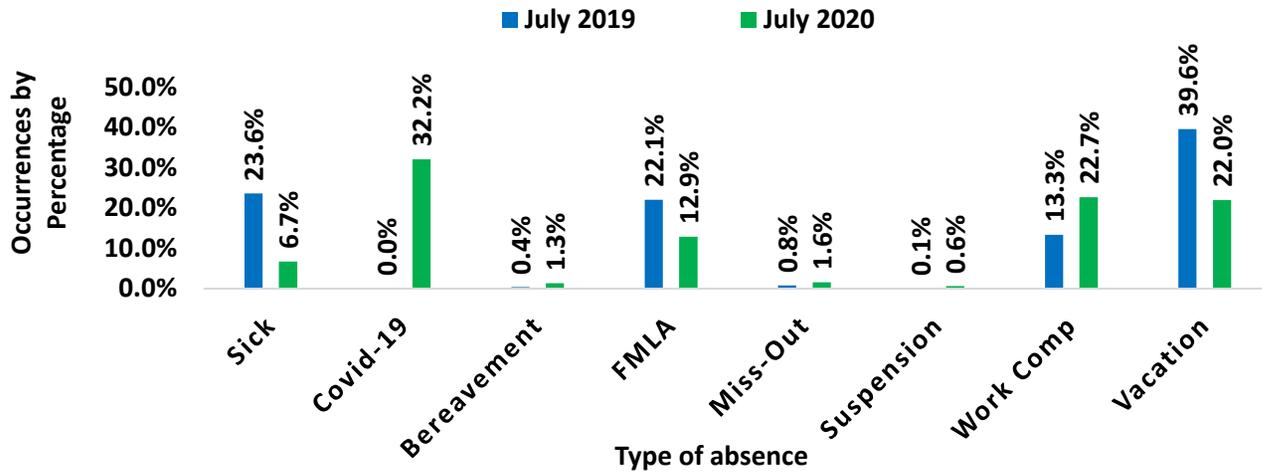
## Driver Absence Occurrences



## Total Absence Occurrences

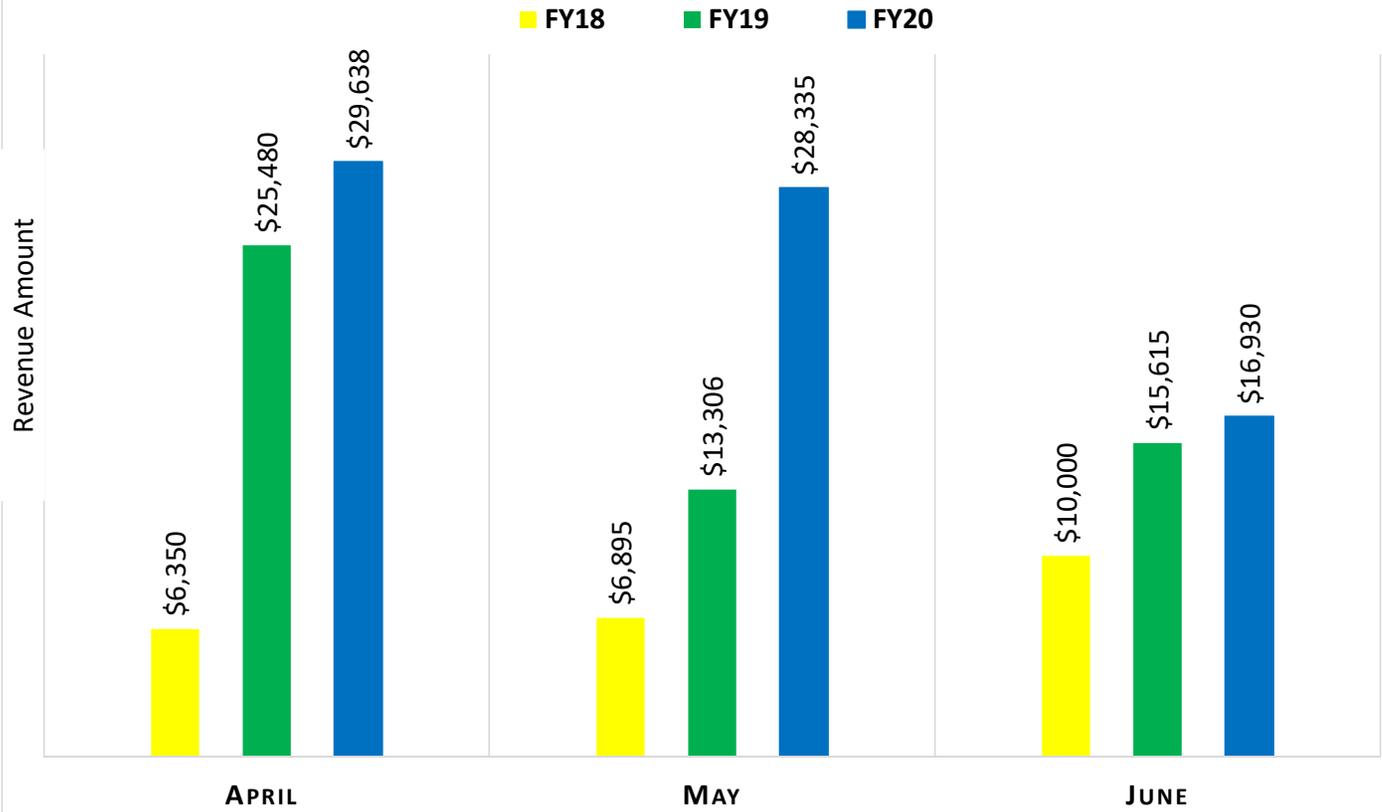


## Driver Absence Occurrences by Percentage

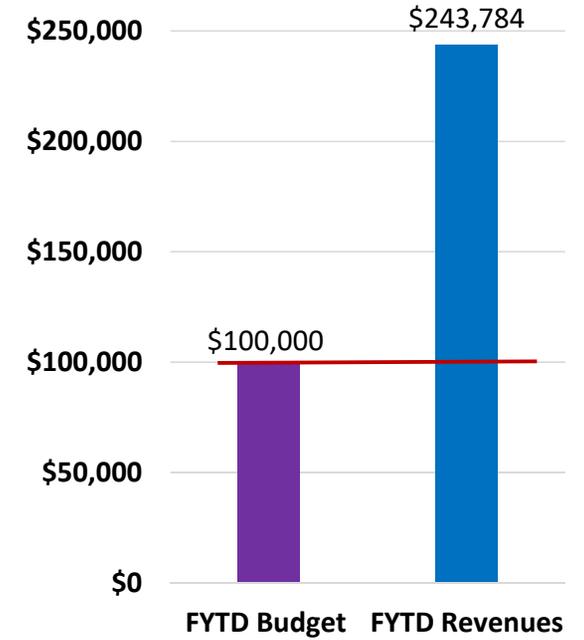


Goal: Reduce by 2% from previous year by enforcing attendance policy regularly and monitor trending.  
Absences include unscheduled for Fixed Route drivers.

### Advertising Revenue FYTD20

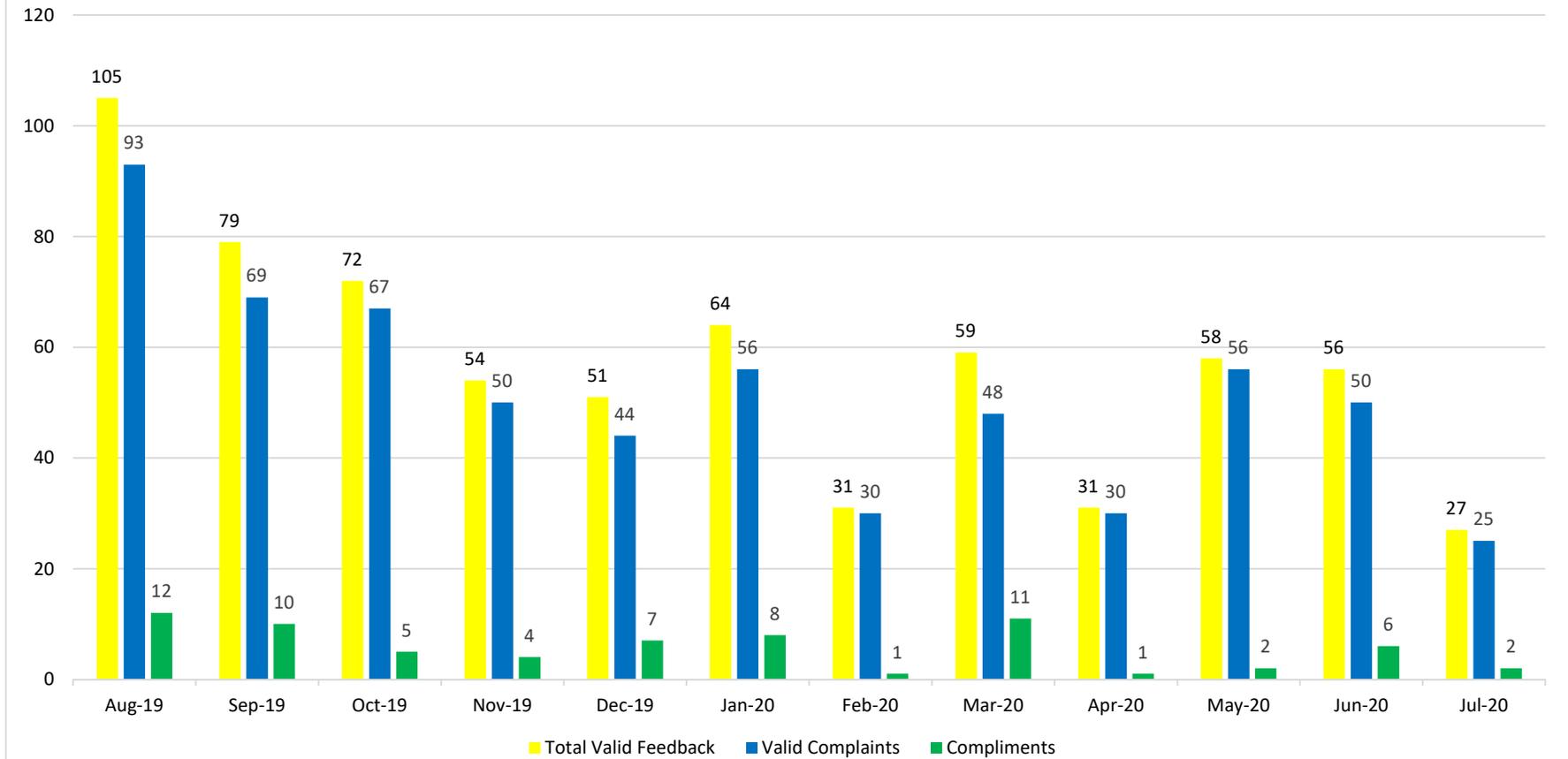


### FYTD Budget vs FYTD Agency Revenues June 2020



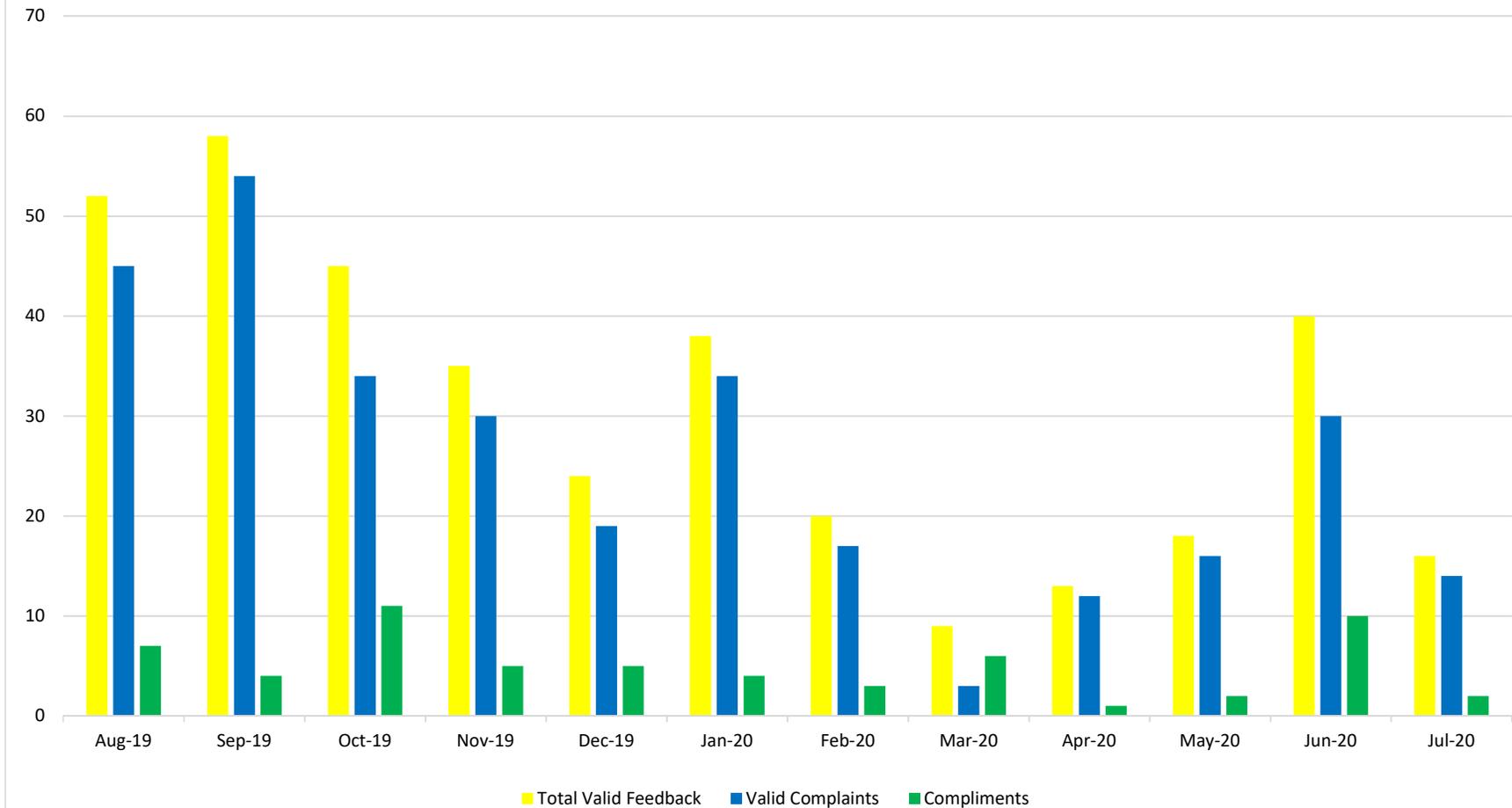
Advertising revenue tracks revenue of invoiced contracts for bus shelter and bus wrap advertising. This section of the chart compares the FYTD20 against FYTD18 and FYTD19 totals. The graph tracks FYTD revenue accrued vs the FYTD budget. The annual budget amount for FY20 is \$100,000.

## Fixed Route Customer Feedback August 2019 through July 2020



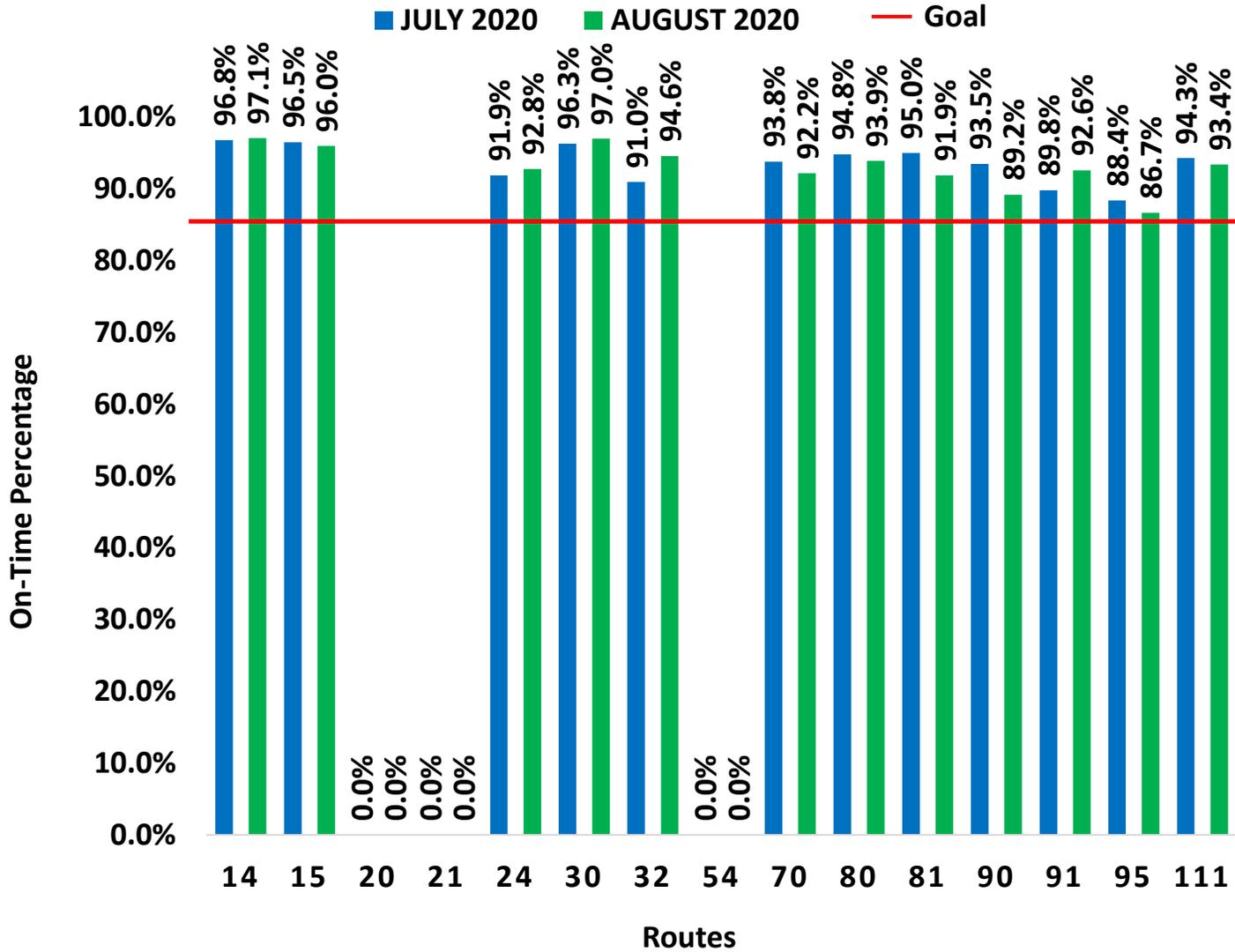
Valid fixed route feedback comprised of compliments and complaints from August 2019 through July 2020

## Paratransit Customer Feedback August 2019 through July 2020

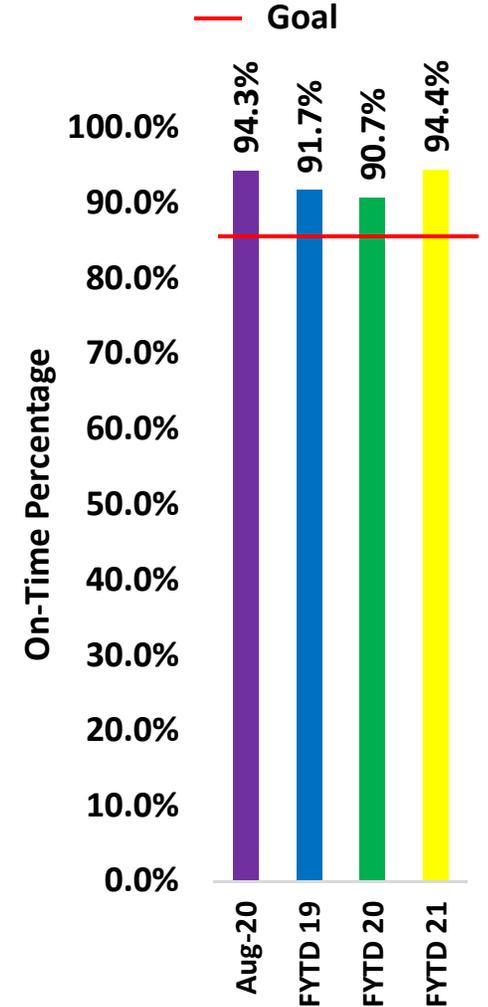


Valid paratransit feedback comprised of compliments and complaints from August 2019 through July 2020

# On-Time Performance Percent by Route



# On-Time Performance System Wide

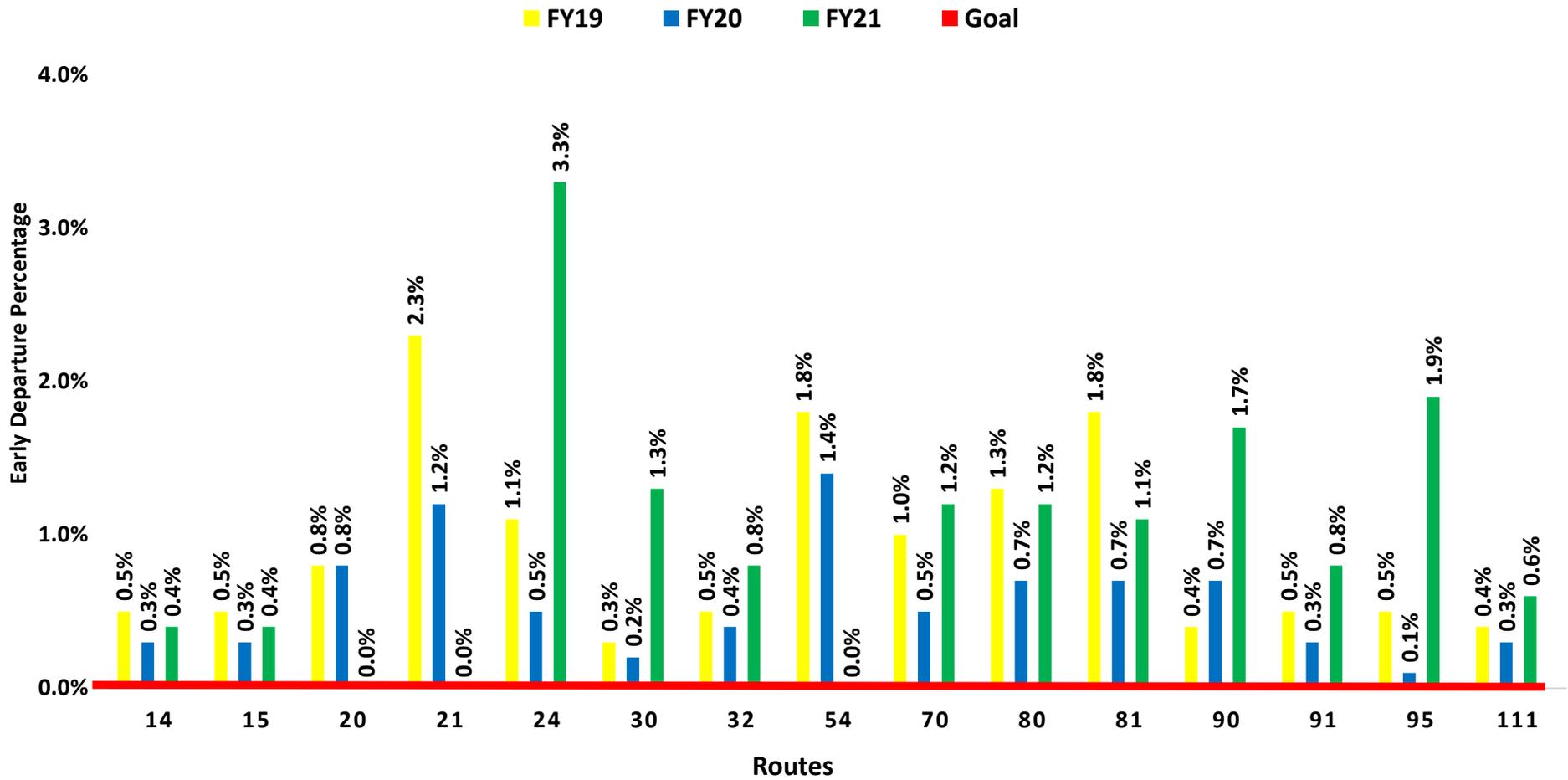


Definition: "On-Time" - When a trip departs a time point within range of zero minutes early to five minutes late.

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

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

## Early Departure Percent by Route August

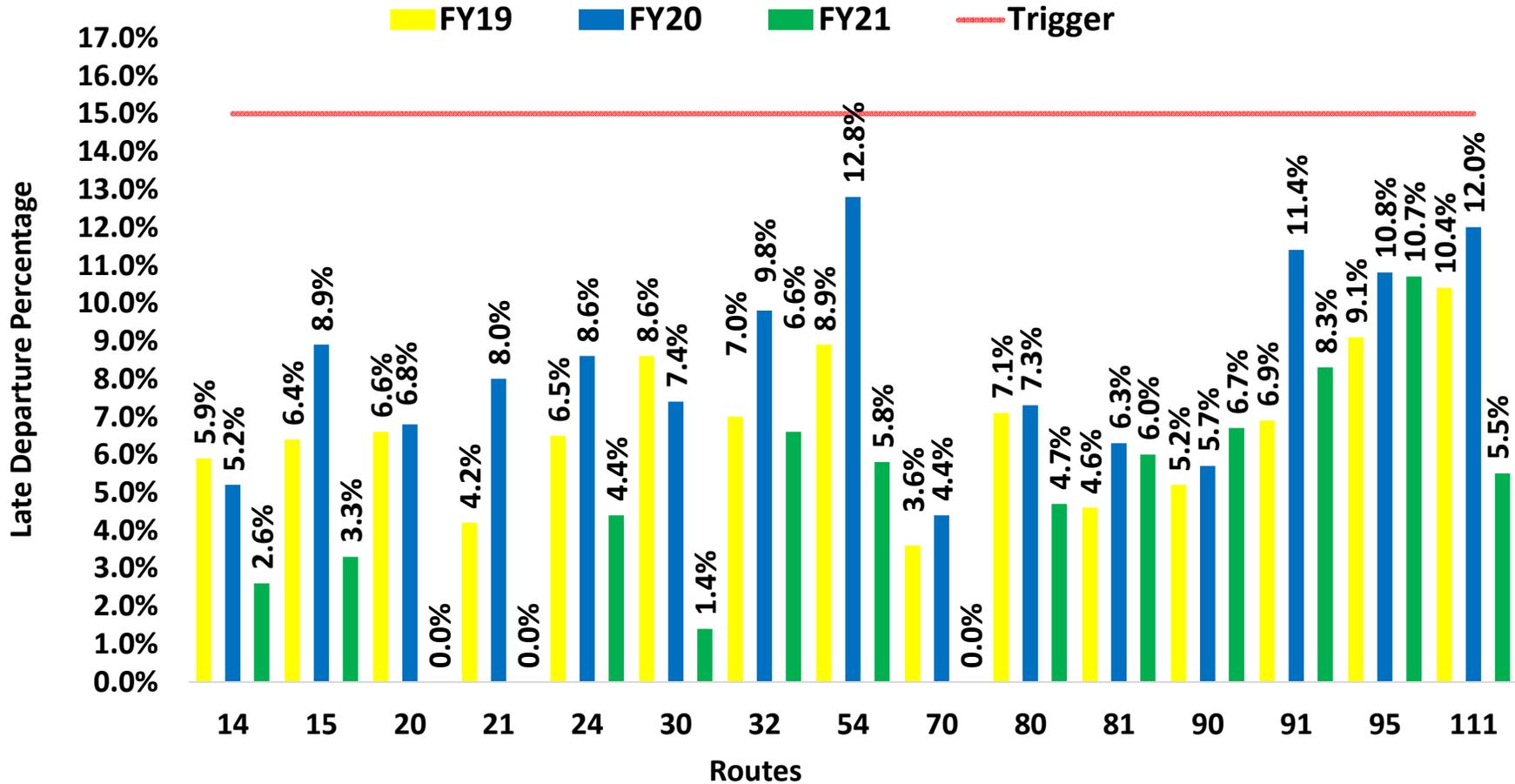


Definition: When a bus leaves a time point ahead of the scheduled departure time.

Goal: To reduce early departures to 0%.

# Late Departures by Route FYTD

Through August 2020

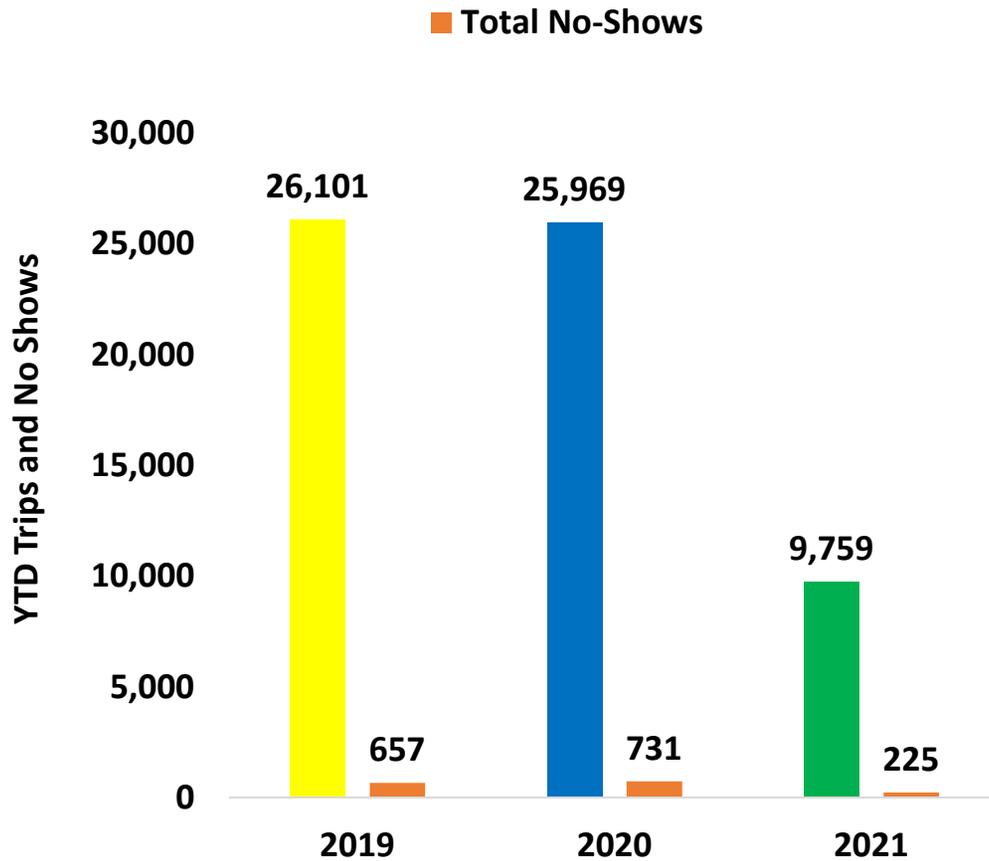


Definition: When a bus leaves a time point behind the scheduled departure time.

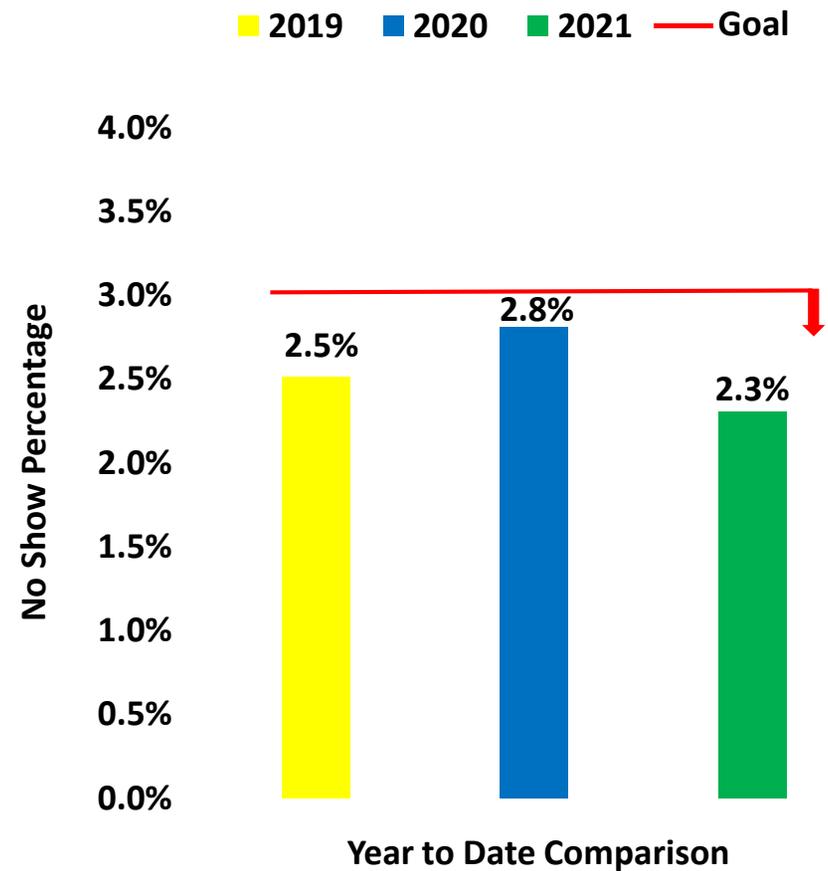
The route is running late with a departure greater than 5 minutes.

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

## Total Trips vs. No-Shows FYTD



## No-Show Percentage FYTD

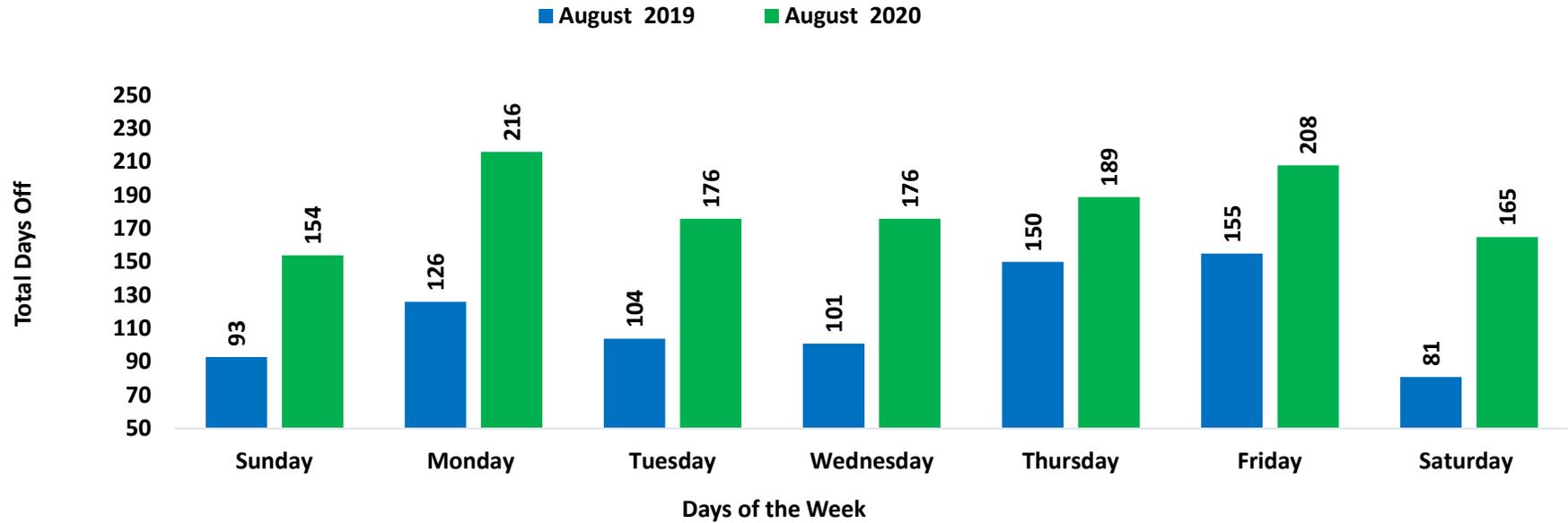


**Trip:** A one-way ride booked by the client. A round trip is counted as two trips.

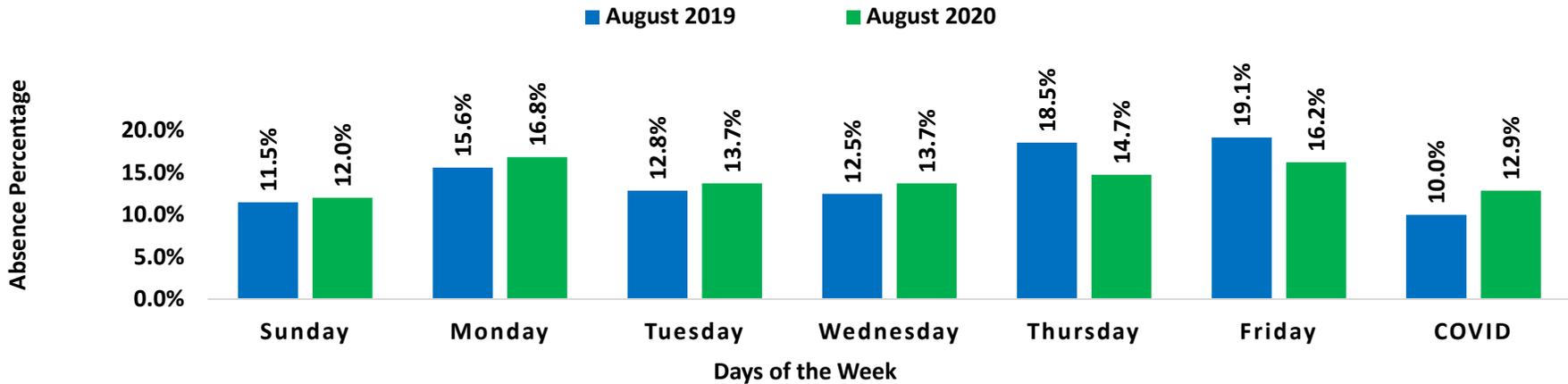
**No-Show:** A ride where an authorized ADA paratransit service vehicle arrives at the designated pick-up location, waits the required five minute period while the passenger is not present to board the vehicle.

**Goal for no-shows:** 3% or below.

### Manpower Absences by Day

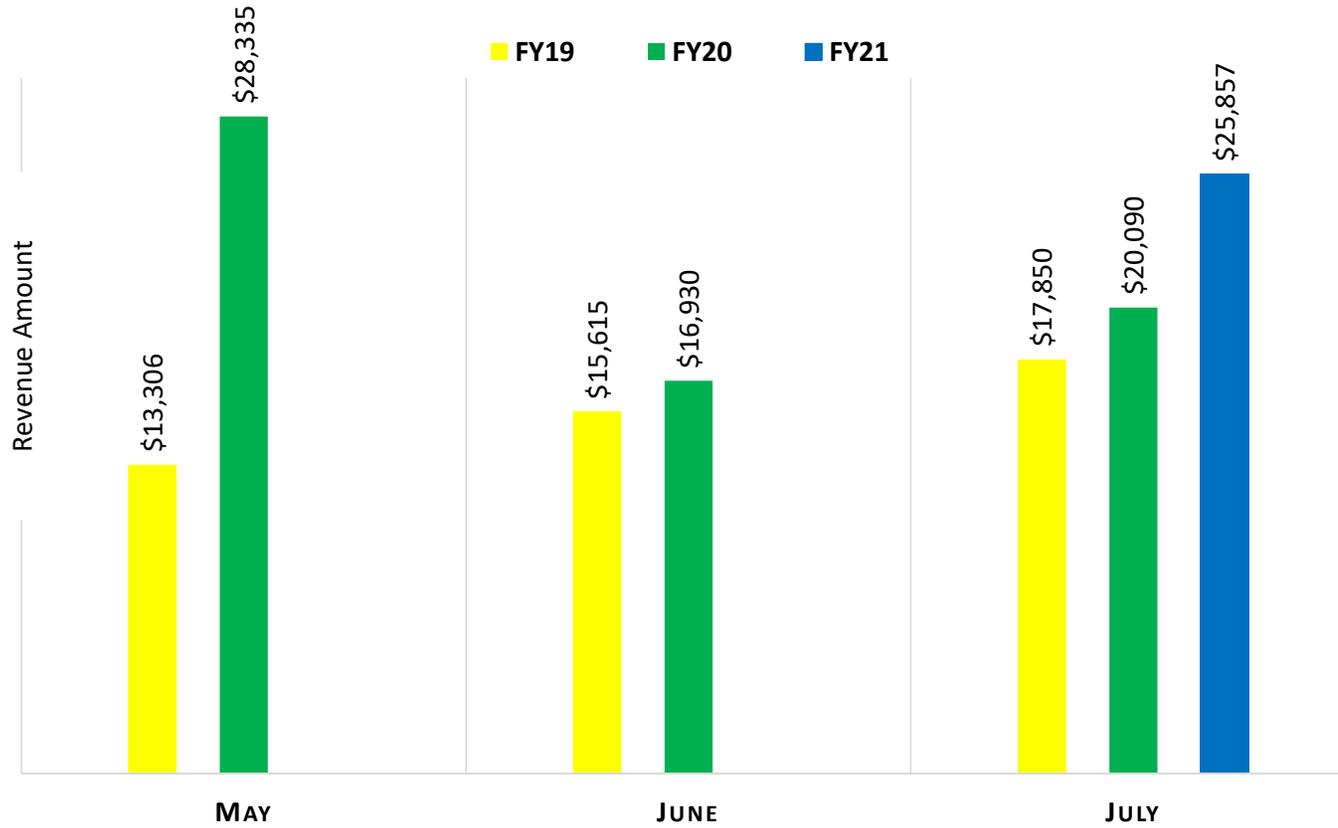


### Driver Absence Occurrences by Percentage

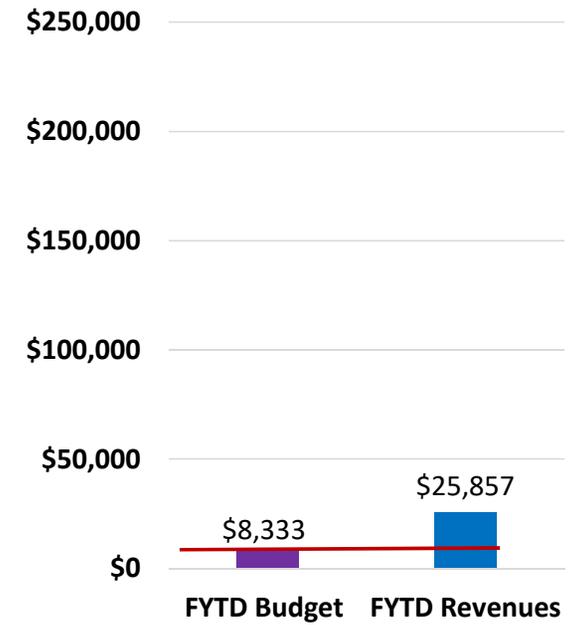


\*Number of Fixed Route operator absence occurrences by day of the week and total for the month  
 Absences (Man Power Days Off) include Sick, Bereavement, FMLA, Miss-Out, Suspension, Workers Comp and Vacation.

### Advertising Revenue FYTD21

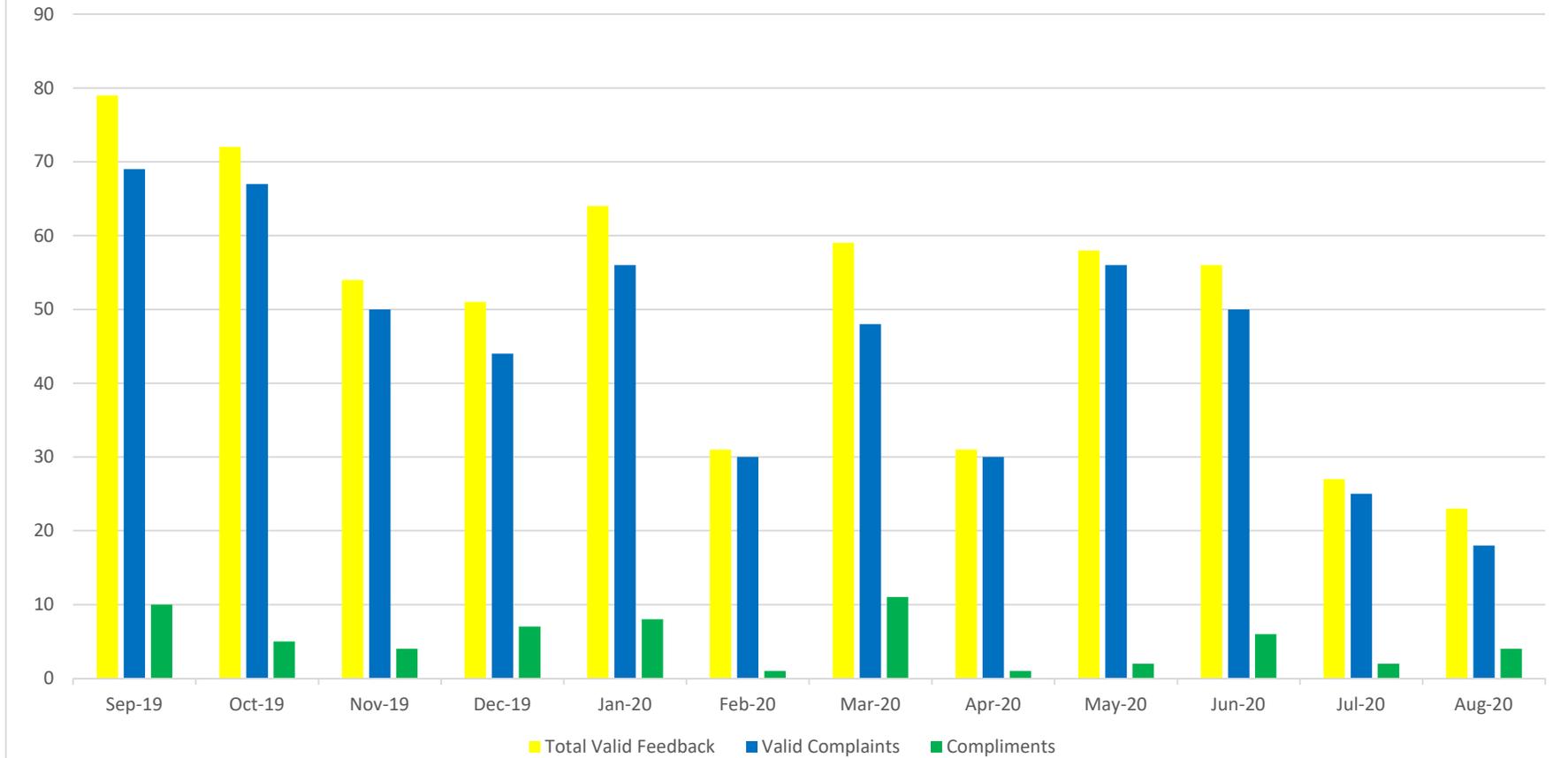


### FYTD Budget vs FYTD Agency Revenues July 2020



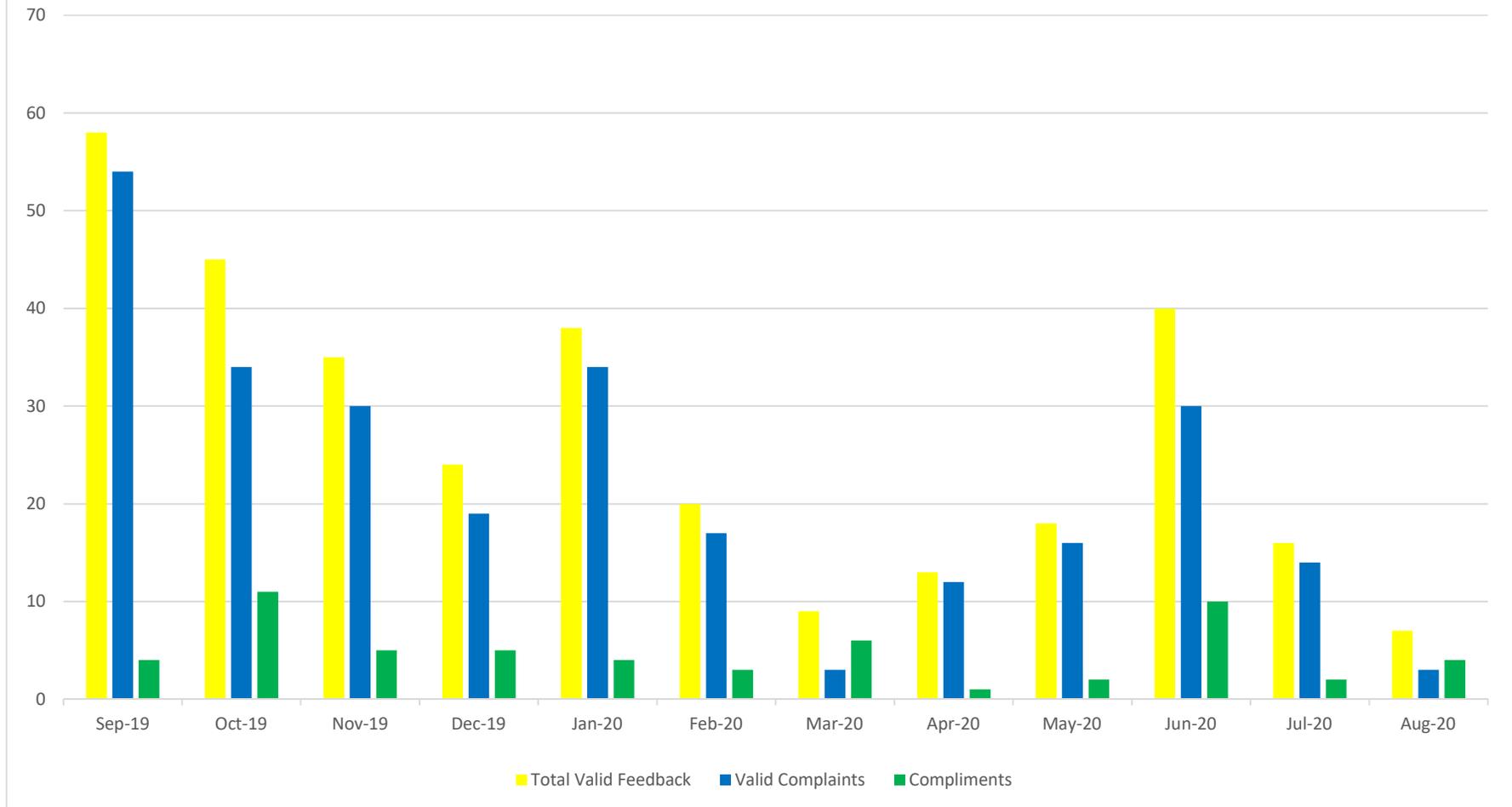
Advertising revenue tracks revenue of invoiced contracts for bus shelter and bus wrap advertising. This section of the chart compares the FYTD21 against FYTD19 and FYTD20 totals. The graph tracks FYTD revenue accrued vs the FYTD budget. The annual budget amount for FY21 is \$100,000.

## Fixed Route Customer Feedback September 2019 through August 2020



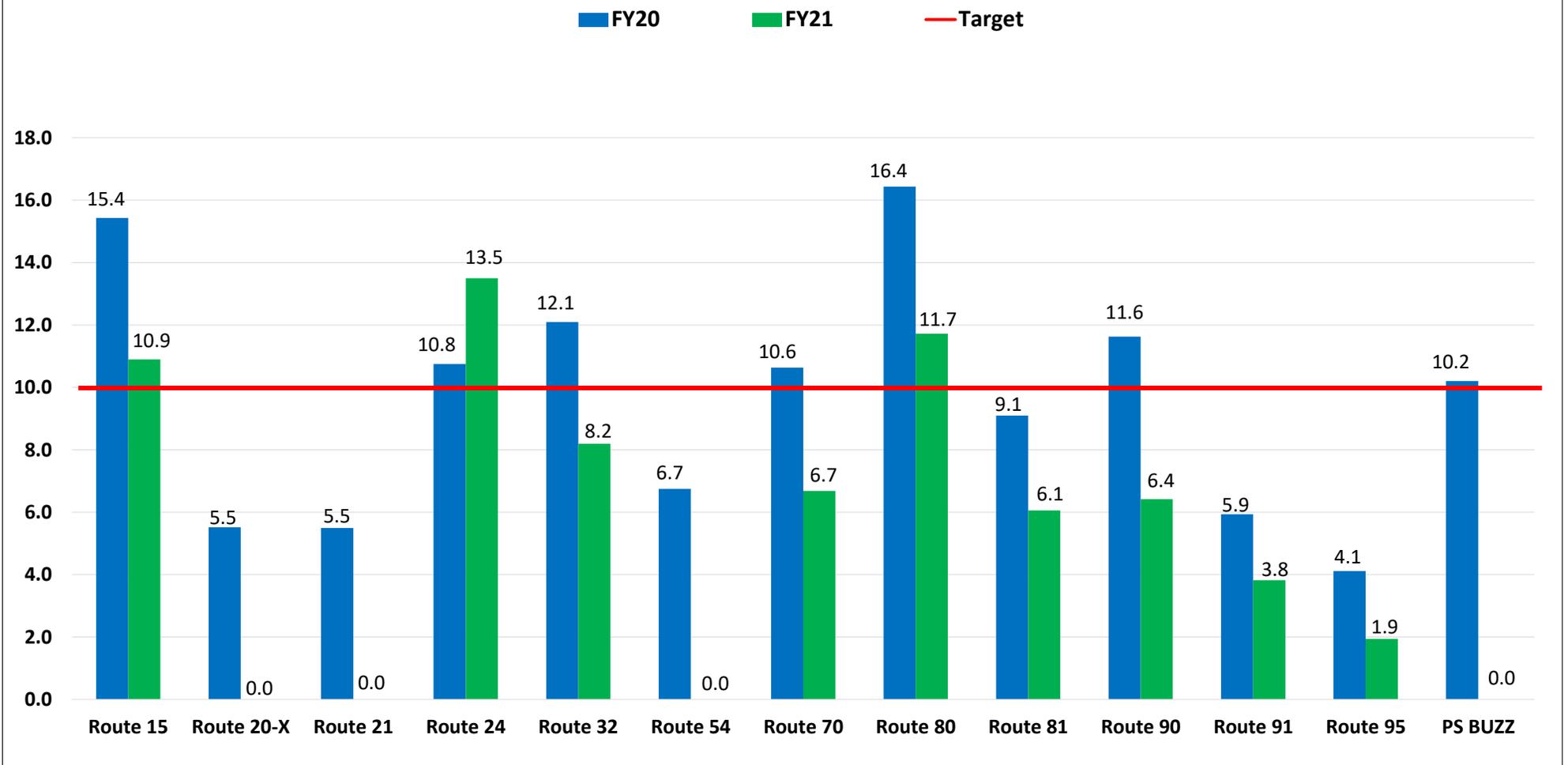
Valid fixed route feedback comprised of compliments and complaints for Sept 2019 through August 2020

## Paratransit Customer Feedback September 2019 through August 2020



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

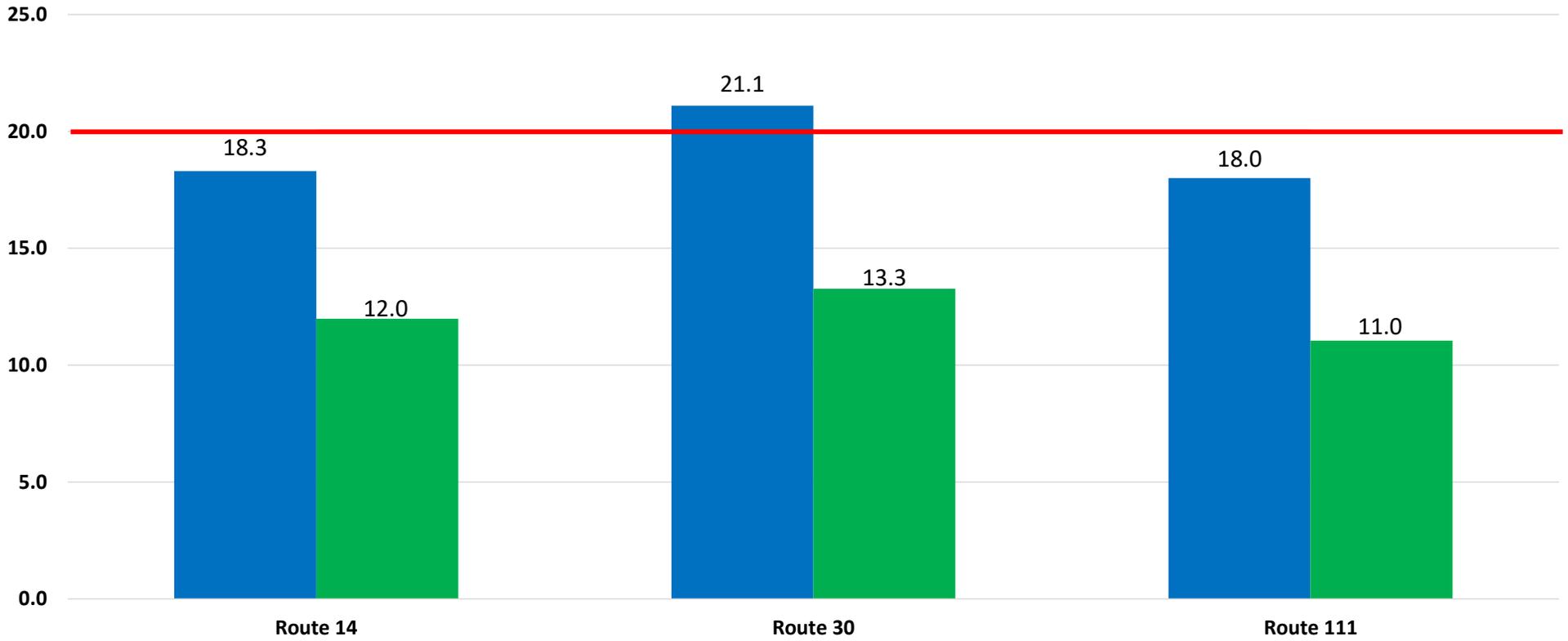
## FYTD System Performance - Local Routes July 2020



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

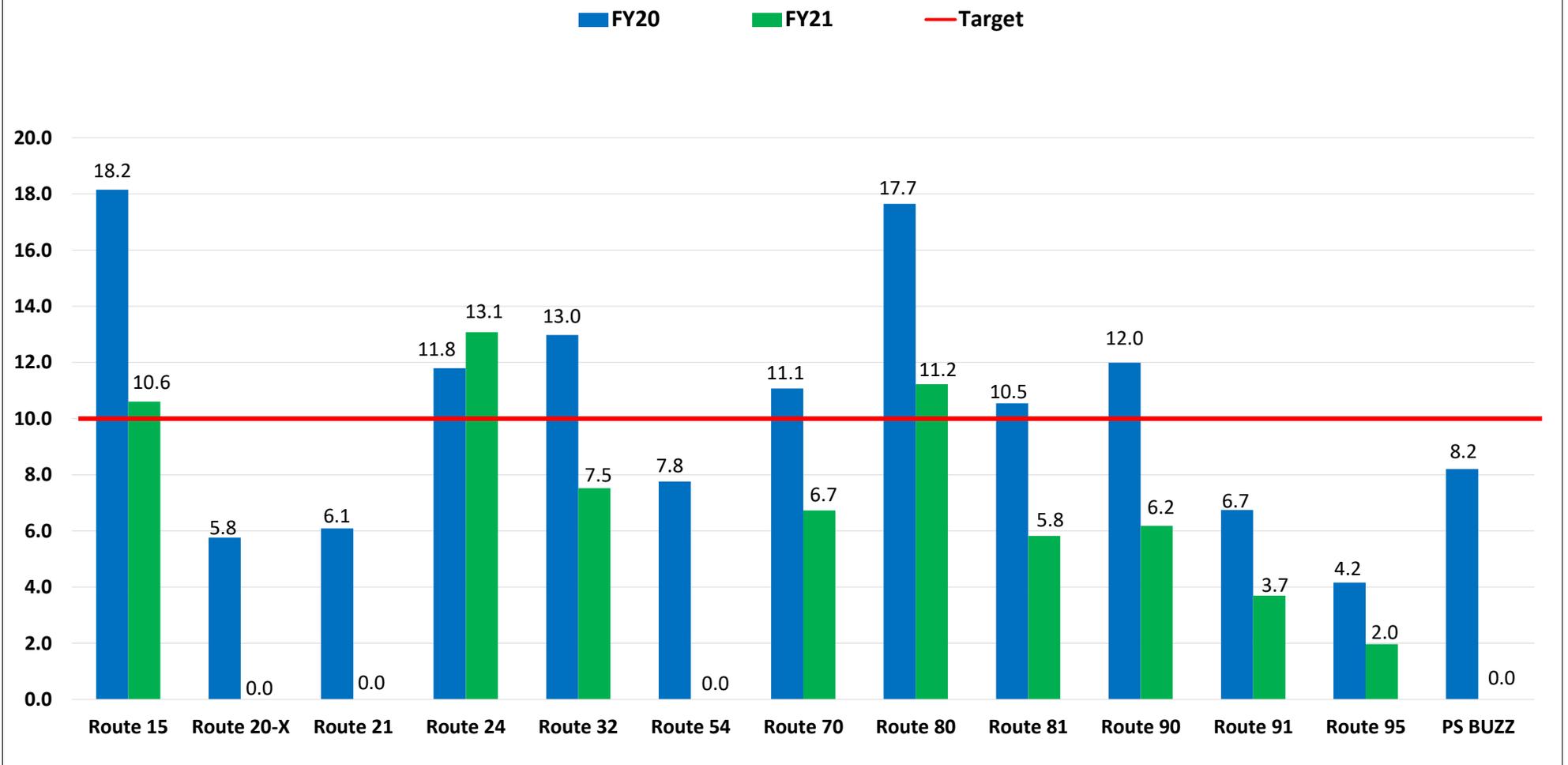
### FYTD System Performance - Trunk Routes July 2020

FY20      FY21      Target



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

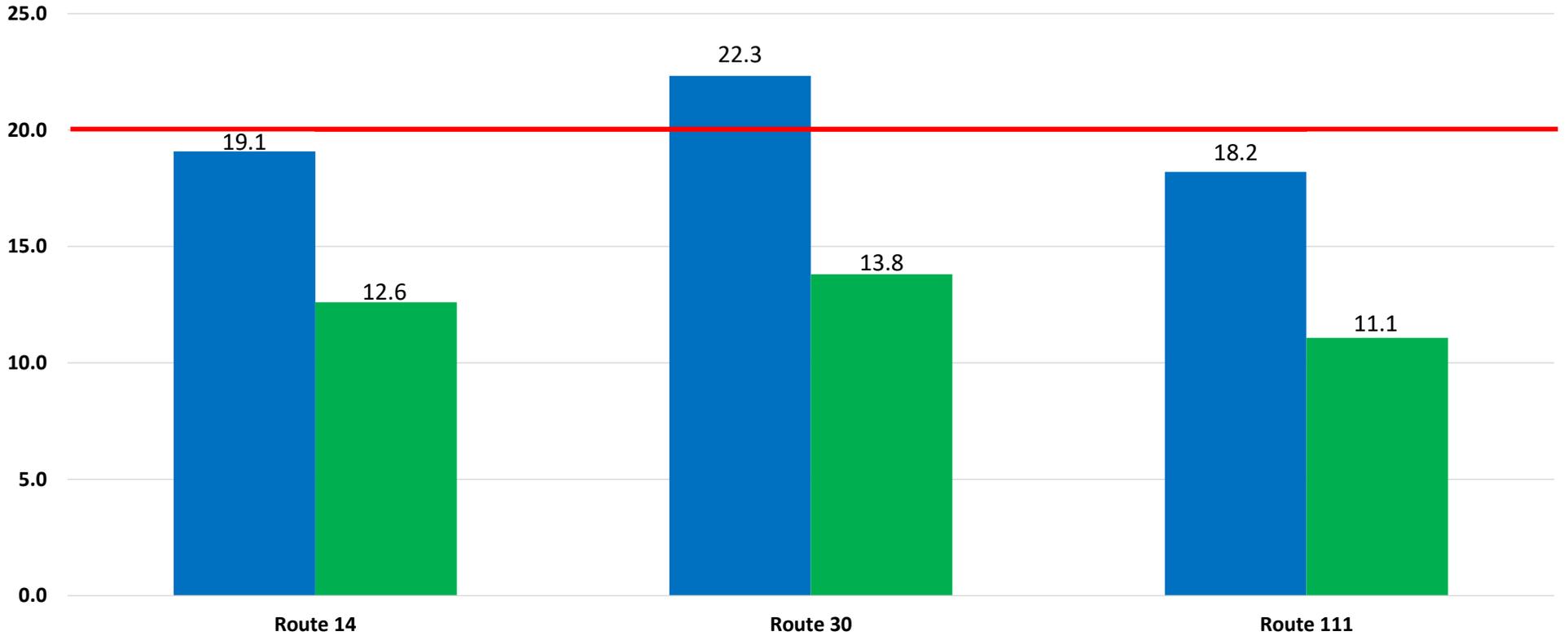
## FYTD System Performance - Local Routes August 2020



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

### FYTD System Performance - Trunk Routes August 2020

FY20      FY21      Target



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

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

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

**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: September 23, 2020

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Quarterly Performance Summary for Q2 of Calendar Year 2020

Summary:

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

Recommendation:

Receive and file.

## Asset Allocation &amp; Performance

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

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



## Asset Allocation &amp; Performance

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

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



## Asset Allocation &amp; Performance

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

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



## Asset Allocation &amp; Performance

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

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



**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: September 23, 2020

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Board Member Attendance for July 2020

Summary:

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

Recommendation:

Receive and file.

FY 20/21	Board Member Matrix Attendance													Total Meetings	Total Attended
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
Desert Hot Springs	X													10	1
Palm Desert	X													10	1
Palm Springs	X													10	1
Cathedral City	X													10	1
Rancho Mirage	X													10	1
Indian Wells	X													10	1
La Quinta	X													10	1
Indio	X													10	1
Coachella	X													10	1
County of Riverside	X													10	1

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

**DARK –**

**SunLine Services Group****CONSENT CALENDAR**

DATE: September 23, 2020

**RECEIVE & FILE**TO: Taxi Committee  
Board of DirectorsRE: SunLine Services Group/SunLine Regulatory Administration Checks  
\$1,000 and Over Report for June & July 2020Summary:

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 June, the largest payment issued represents reimbursements made to SunLine Transit Agency (STA) for SunLine Regulatory Administration (SRA) employees paid through the regular payroll process.
- For July, the largest payment issued represents reimbursements made to STA for SRA employees paid through the regular payroll process. Additionally, it includes payments made to STA for allocations of overhead costs for SRA operations.

Recommendation:

Receive and file.

**SunLine Regulatory Administration**  
**Checks \$1,000 and Over**  
**June 2020**

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

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
SUNLINE TRANSIT AGENCY	Payroll Liabilities 6/12/2020	90797	06/17/2020	4,721.82
SUNLINE TRANSIT AGENCY	Payroll Liabilities 5/29/2020	90789	06/03/2020	3,660.77
SUNLINE TRANSIT AGENCY	SRA Overhead Jun 2020	90794	06/10/2020	2,173.00
BURKE, WILLIAMS & SORENSEN, LLP	Legal Service May 2020	90791	06/10/2020	1,104.00
<b>Total Checks Over \$1,000</b>	\$11,659.59			
<b>Total Checks Under \$1,000</b>	\$2,641.92			
<b>Total Checks</b>	\$14,301.51			

**SunLine Regulatory Administration  
Checks \$1,000 and Over  
July 2020**

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

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
SUNLINE TRANSIT AGENCY	Payroll Liab 07/24/20 and SRA Overhead July 2020	90809	07/30/2020	7,004.82
SUNLINE TRANSIT AGENCY	Payroll Liabilities 6/26/2020	90799	07/01/2020	4,721.82
SUNLINE TRANSIT AGENCY	Payroll Liabilities 7/10/2020	90802	07/15/2020	4,721.82
<b>Total Checks Over \$1,000</b>	\$16,448.46			
<b>Total Checks Under \$1,000</b>	\$2,932.25			
<b>Total Checks</b>	\$19,380.71			

**SunLine Services Group**  
**CONSENT CALENDAR**

DATE: September 23, 2020

**RECEIVE & FILE**

TO: Taxi Committee  
Board of Directors

RE: Monthly Budget Variance Report for June & July 2020

Summary:

The budget variance report compares revenues and expenses to the respective line item budgets. The report identifies current monthly revenues and expenses as well as Fiscal Year To Date (FYTD) values. Most of the current monthly budget values are calculated by taking 1/12<sup>th</sup> of the annual budget. The FYTD budget values are calculated by dividing the yearly budget by the number of months progressed through the fiscal year. The exception to the straight-line method is the taxicab business permit fee which is budgeted on a Board approved installment plan.

- As of June 30, 2020, the organization's unaudited revenues are unfavorable by \$58,926 or 24.0% below the FYTD budget. Unaudited expenditures are \$54,361 below budget or 21.4% below the FYTD budget.
  - The net FYTD operating gain (loss) after expenses is (\$14,074).
- As of July 31, 2020, the organization's revenues are unfavorable by \$5,921 or 27.9% below the FYTD budget. Expenditures are \$5,308 below budget or 25.0% below the FYTD budget.
  - The net FYTD operating gain (loss) after expenses is (\$613).

Recommendation:

Receive and file.

SunLine Regulatory Administration  
Budget Variance Report  
June 2020

Description	FY20 Total Budget	Current Month			Year-to-Date			
		Actual	Budget	Favorable (Unfavorable)	FYTD Actual	FY20 FYTD Budget	Favorable (Unfavorable)	Percentage Remaining
<b>Revenues:</b>								
Revenue Fines	5,000	200	417	(217)	1,500	5,000	(3,500)	70.0%
New Driver Permit Revenue	7,500	-	625	(625)	2,595	7,500	(4,905)	65.4%
Taxi Business Permit	180,000	-	-	-	120,762	180,000	(59,238)	32.9%
Driver Transfer Revenue	500	25	42	(17)	325	500	(175)	35.0%
Driver Renewal Revenue	5,000	-	417	(417)	2,350	5,000	(2,650)	53.0%
Driver Permit Reinstatement/Replacement	50	-	4	(4)	30	50	(20)	40.0%
Vehicle Permit Revenue	45,000	11,113	3,750	7,363	57,538	45,000	12,538	-27.9%
Other Revenue	500	-	42	(42)	1,025	500	525	-105.0%
Operator Application Fee	1,500	-	125	(125)	-	1,500	(1,500)	100.0%
<b>Total Revenue</b>	<b>245,050</b>	<b>11,338</b>	<b>5,421</b>	<b>5,917</b>	<b>186,125</b>	<b>245,050</b>	<b>(58,926)</b>	<b>24.0%</b>
<b>Expenses:</b>								
Salaries and Wages	93,706	7,915	7,809	(106)	76,526	93,706	17,180	18.3%
Fringe Benefits	73,861	5,567	6,155	588	54,823	73,861	19,038	25.8%
Services	61,570	85	5,131	5,045	48,463	61,570	13,107	21.3%
Supplies and Materials	5,216	84	435	351	3,123	5,216	2,093	40.1%
Utilities	4,833	400	403	3	4,833	4,833	-	0.0%
Casualty and Liability	7,973	669	664	-	7,973	7,973	-	0.0%
Taxes and Fees	300	-	25	25	4	300	296	98.6%
Miscellaneous	7,100	1	592	590	4,454	7,100	2,646	37.3%
<b>Total Expenses</b>	<b>254,559</b>	<b>14,722</b>	<b>21,213</b>	<b>6,491</b>	<b>200,198</b>	<b>254,559</b>	<b>54,361</b>	<b>21.4%</b>
<b>Total Operating Surplus (Deficit)</b>	<b>\$ (9,509)</b>	<b>\$ (3,384)</b>			<b>\$ (14,074)</b>			

**Budget Variance Analysis - SunLine Regulatory Administration**

**Revenue - Unfavorable**

- The unfavorable variance in revenue is attributed to the SSG Taxicab Industry Emergency Relief Measure.  
 SSG CEO/General Manager, Lauren Skiver, approved an emergency relief measure agreement on April 2, 2020, providing needed financial relief due to the COVID-19 Pandemic. The emergency measure waives monthly installments of the Annual Taxicab Business Permit fee from March 2020 through June 2020. Additionally, the emergency measure waives the Annual Business Permit Renewal Application fee that would be due for each taxicab business planning to renew their Annual Business Permit, effective July 1, 2020.
- As of FYTD FY20 there is a decrease of 61,528 Taxi Trips compared to FYTD FY19.

Taxi Trips				
	FY19-June	FY20-June	Variance	%Δ
Trips	11,982	6,600	(5,382)	-44.9%

Taxi Trips				
	FYTD-FY19	FYTD-FY20	Variance	%Δ
Trips	210,289	148,761	(61,528)	-29.3%

**Salaries and Wages - Favorable**

- Saving in salaries and wages are due to a position that was vacant for part of FY20 and lower expenses for allocated salaries.

**Fringe Benefits - Favorable**

- Fringe benefit savings are attributed to a position that was vacant for part of FY20, and lower balances for accruals.

**Services - Favorable**

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

**Supplies and Materials - Favorable**

- The favorable variance is mainly attributed to savings in office supply costs, and repair part expenses.

**Utilities - Favorable**

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

**Casualty and Liability - Favorable**

- Casualty and liability expenses are within an acceptable range of the budget.

**Taxes and Fees - Favorable**

- Savings are attributed to lower fuel tax fees incurred.

**Miscellaneous - Favorable**

- The favorable variance is attributed to lower expenditures for staff development, memberships and subscriptions.

SunLine Regulatory Administration  
Budget Variance Report  
July 2020

Description	FY21 Total Budget	Current Month			Year-to-Date			
		Actual	Budget	Favorable (Unfavorable)	FYTD Actual	FY21 FYTD Budget	Favorable (Unfavorable)	Percentage Remaining
<b>Revenues:</b>								
Revenue Fines	1,400	500	117	383	500	117	383	64.3%
New Driver Permit Revenue	3,600	-	300	(300)	-	300	(300)	100.0%
Taxi Business Permit	120,000	10,000	10,000	(0)	10,000	10,000	(0)	91.7%
Driver Transfer Revenue	500	-	42	(42)	-	42	(42)	100.0%
Driver Renewal Revenue	2,500	75	208	(133)	75	208	(133)	97.0%
Driver Permit Reinstatement/Replacement	50	-	4	(4)	-	4	(4)	100.0%
Vehicle Permit Revenue	124,500	4,717	10,375	(5,658)	4,717	10,375	(5,658)	96.2%
Other Revenue	500	-	42	(42)	-	42	(42)	100.0%
Operator Application Fee	1,500	-	125	(125)	-	125	(125)	100.0%
<b>Total Revenue</b>	<b>254,550</b>	<b>15,292</b>	<b>21,213</b>	<b>(5,921)</b>	<b>15,292</b>	<b>21,213</b>	<b>(5,921)</b>	<b>94.0%</b>
<b>Expenses:</b>								
Salaries and Wages	96,614	8,127	8,051	(76)	8,127	8,051	(76)	91.6%
Fringe Benefits	79,692	6,248	6,641	393	6,248	6,641	393	92.2%
Services	53,730	256	4,478	4,222	256	4,478	4,222	99.5%
Supplies and Materials	4,575	120	381	261	120	381	261	97.4%
Utilities	5,220	432	435	-	432	435	3	91.7%
Casualty and Liability	7,894	657	658	-	657	658	1	91.7%
Taxes and Fees	100	-	8	8	-	8	8	100.0%
Miscellaneous	6,725	64	560	496	64	560	496	99.0%
<b>Total Expenses</b>	<b>254,550</b>	<b>15,904</b>	<b>21,213</b>	<b>5,308</b>	<b>15,904</b>	<b>21,213</b>	<b>5,308</b>	<b>93.8%</b>
<b>Total Operating Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ (613)</b>			<b>\$ (613)</b>			

**Budget Variance Analysis - SunLine Regulatory Administration**

---

**Revenue - Unfavorable**

- The unfavorable variance in revenue is attributed to a low number of vehicle permits.
- As of FYTD FY21, there is a decrease of 4,857 taxi trips compared to FYTD FY20.

Taxi Trips				
	FY20-July	FY21-July	Variance	%Δ
Trips	11,545	6,688	(4,857)	-42.1%

Taxi Trips				
	FYTD-FY20	FYTD-FY21	Variance	%Δ
Trips	11,545	6,688	(4,857)	-42.1%

**Salaries and Wages - Unfavorable**

- Salary and wage expenses are within an acceptable range of the budget.

**Fringe Benefits - Favorable**

- Fringe benefit expenses are within an acceptable range of the budget.

**Services - Favorable**

- The favorable balance in services are primarily attributed to legal fees and audit expenses which have not been incurred.

**Supplies and Materials - Favorable**

- Material and supply expenses are within an acceptable range of the budget.

**Utilities - Unfavorable**

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

**Casualty and Liability - Favorable**

- Casualty and liability expenses are within an acceptable range of the budget.

**Taxes and Fees - Favorable**

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

**Miscellaneous - Favorable**

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

**SunLine Services Group****CONSENT CALENDAR**

DATE: September 23, 2020

**RECEIVE & FILE**TO: Taxi Committee  
Board of Directors

RE: Taxi Trip Data – July &amp; August 2020

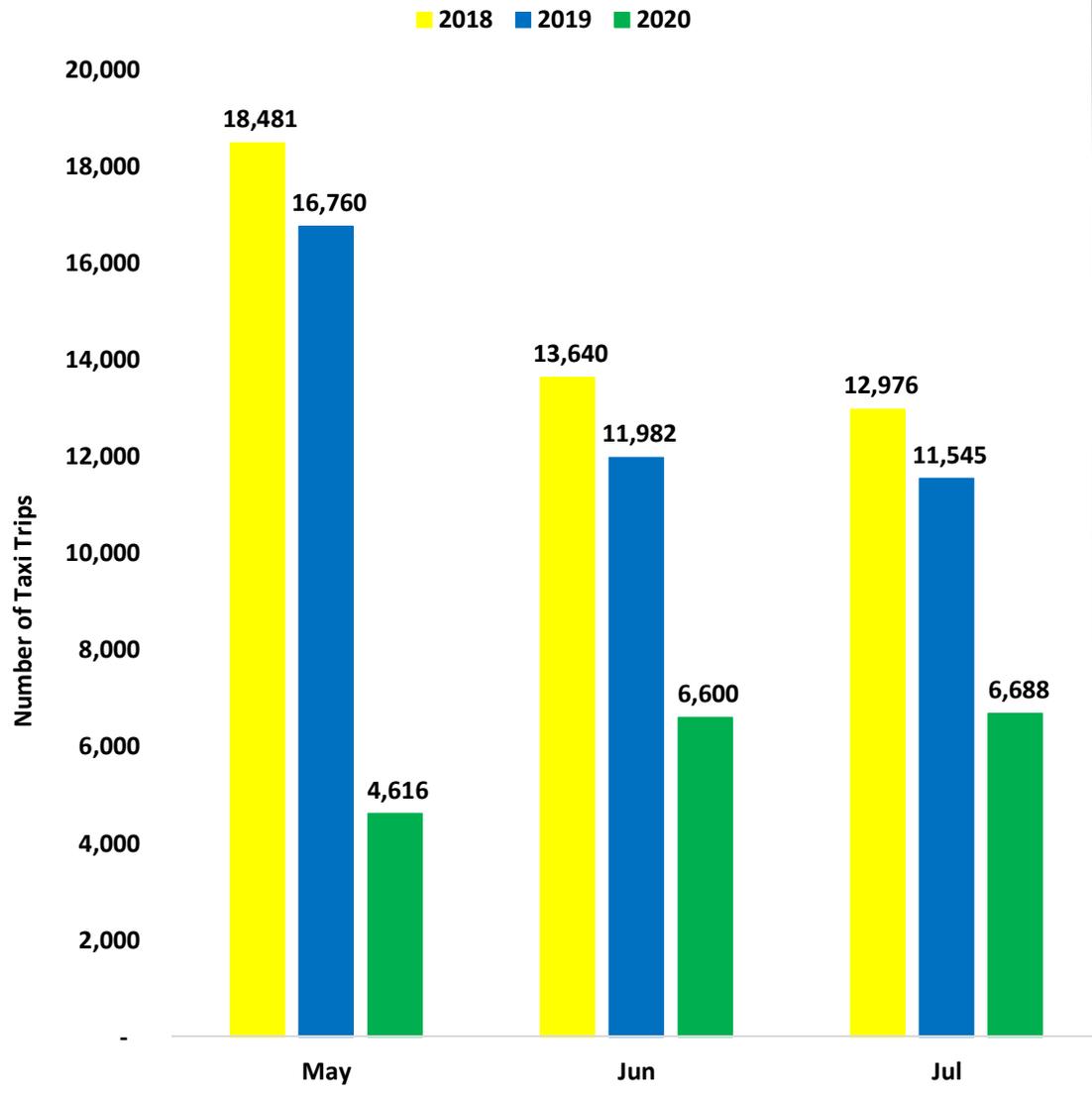
Summary:

The attached chart summarizes the total number of taxi trips generated in the Coachella Valley for the previous three (3) month period and total taxi trips for the current fiscal-year-to-date (FYTD) compared to the last two (2) fiscal years. There were 4,857 fewer taxi trips in July 2020 compared to July 2019 and there were 4,277 fewer trips in August 2020 when compared to August 2019. The decrease in trips for July and August 2020 is mainly attributed to the impact that the COVID-19 pandemic has had on the industry. There were 9,134 fewer taxi trips for FYTD21 compared to FYTD20.

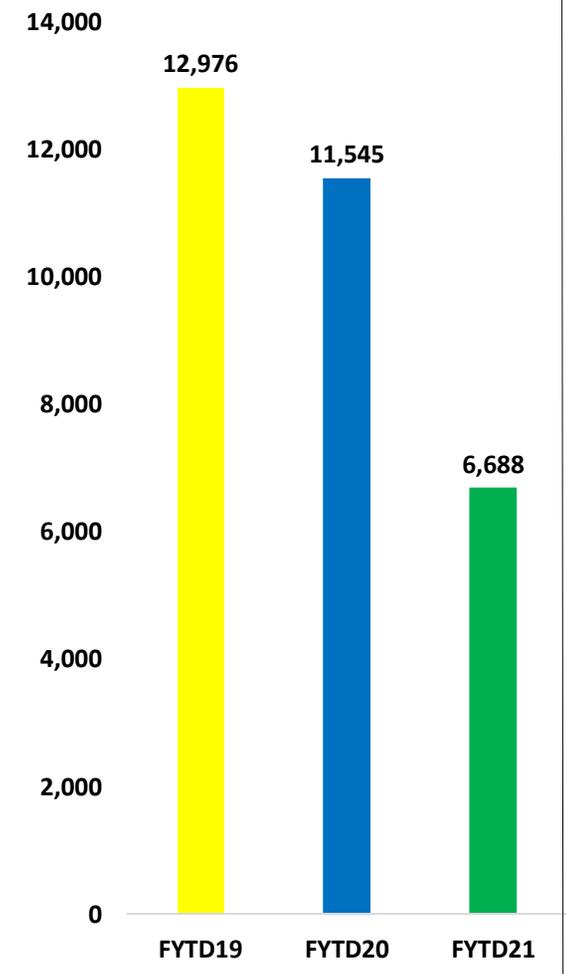
Recommendation:

Receive and file.

### Taxi Trip Three (3) Month Comparison - As of July 2020

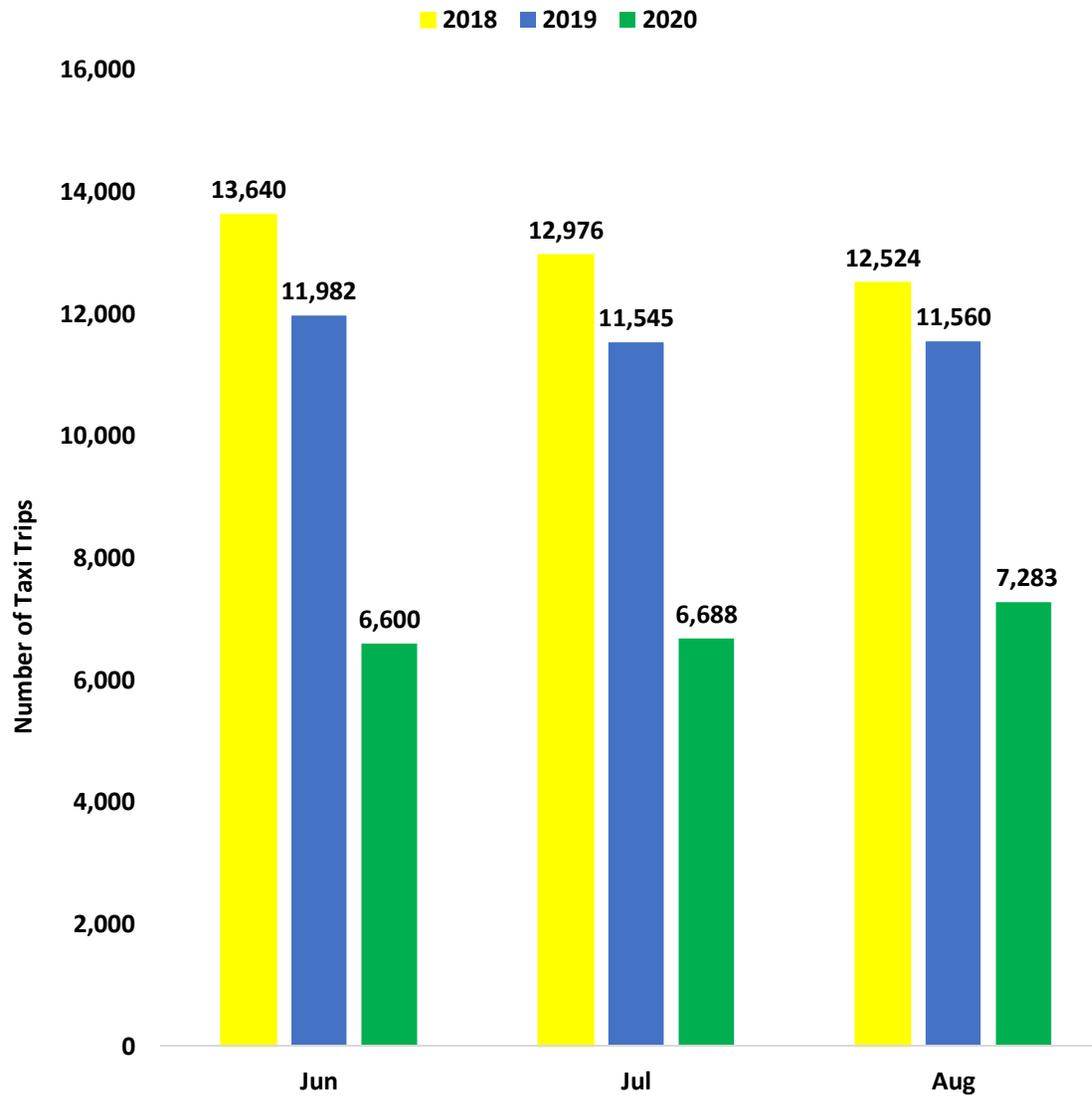


### FYTD No. of Taxi Trips

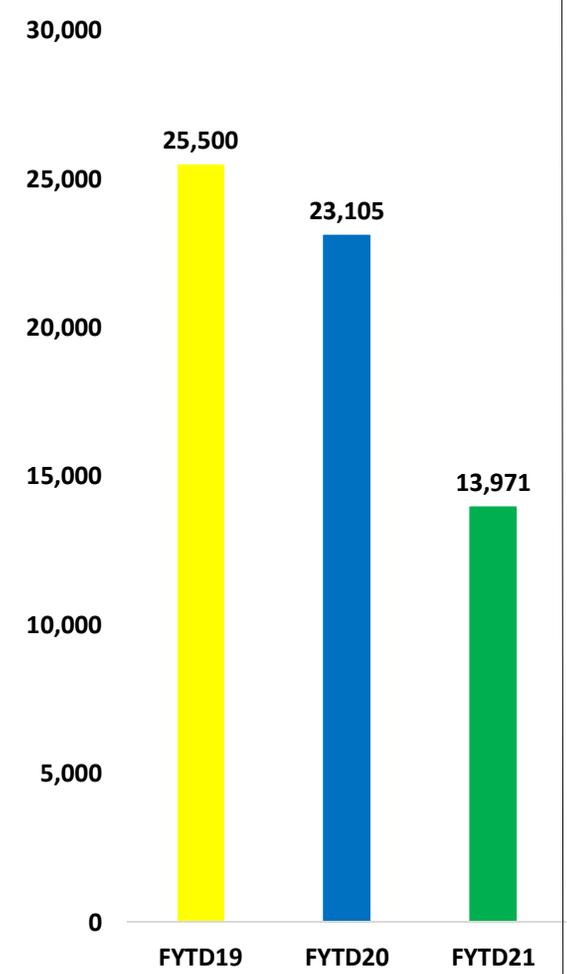


The left chart compares taxi trips for the three (3) most recent months in the calendar year. The right chart measures the total number of taxi trips fiscal-year-to-date for FY 2019, 2020 and 2021.

### Taxi Trips Three (3) Month Comparison - As of August 2020



### FYTD No. of Taxi Trips



The left chart compares taxi trips for the three (3) most recent months in the calendar year. The right chart measures the total number of taxi trips fiscal-year-to-date for FY 2019, 2020 and 2021.

**SunLine Services Group**  
**CONSENT CALENDAR**

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

TO: Taxi Committee  
Board of Directors

RE: Metric (Taxi Revenue vs Taxi Expense) June & July 2020

Summary:

The chart displays revenue and expenses for the current month and two (2) previous months. Revenues are generated by taxi business permit fees, vehicle permit fees and driver permit fees. Expenses display the total operational costs for SunLine Services Group.

For June:

- Variance chart displays the total fiscal-year-to-date variance between revenue and expenses for the 2020 fiscal year.
- The Taxi Business Emergency Relief Measure ratified on April 22, 2020 waived \$60,738 in Taxicab Business Permit fees (March – June 2020 installment payments). The measure provided needed financial relief to the taxicab businesses resulting from the negative impact that the COVID-19 pandemic has had on the industry.
- Expenses for the 2020 fiscal year are greater than revenues by \$14,074.
- The FY20 budget was approved at a \$9,509 deficit to allow the taxicab businesses time to financially benefit from the changes that stemmed from the passing of AB-1069. The use of previous years' operating fund reserves are required to the cover deficit.

For July:

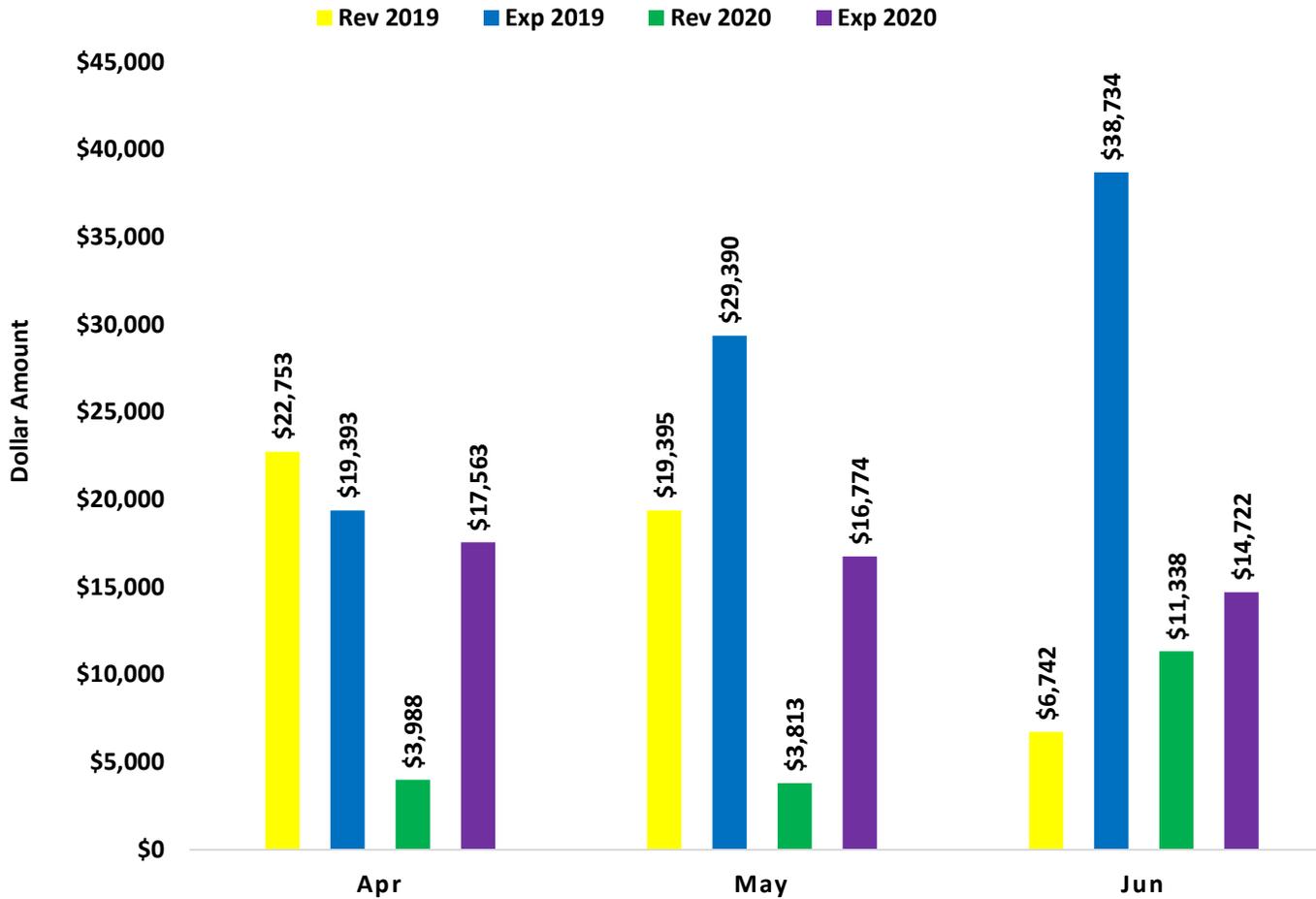
- Variance chart displays the total variance between revenue and expense occurring to date, for the new 2021 fiscal year.

- Expenses for the current fiscal year are greater than revenues by \$612.
- The unfavorable variance for July 2020 is attributed to the decline in taxicab vehicle permit revenues due to the COVID-19 pandemic.

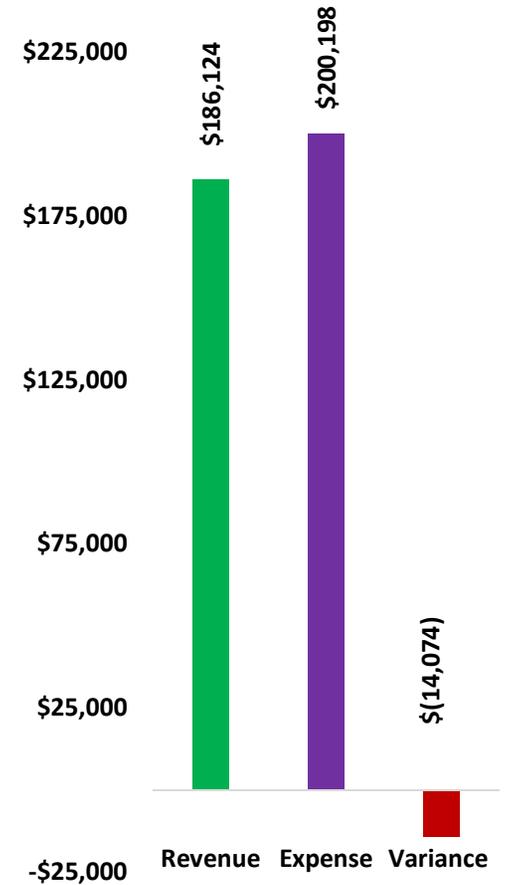
Recommendation:

Receive and file.

### Revenue vs. Expense Three (3) Month Comparison As of June 2020

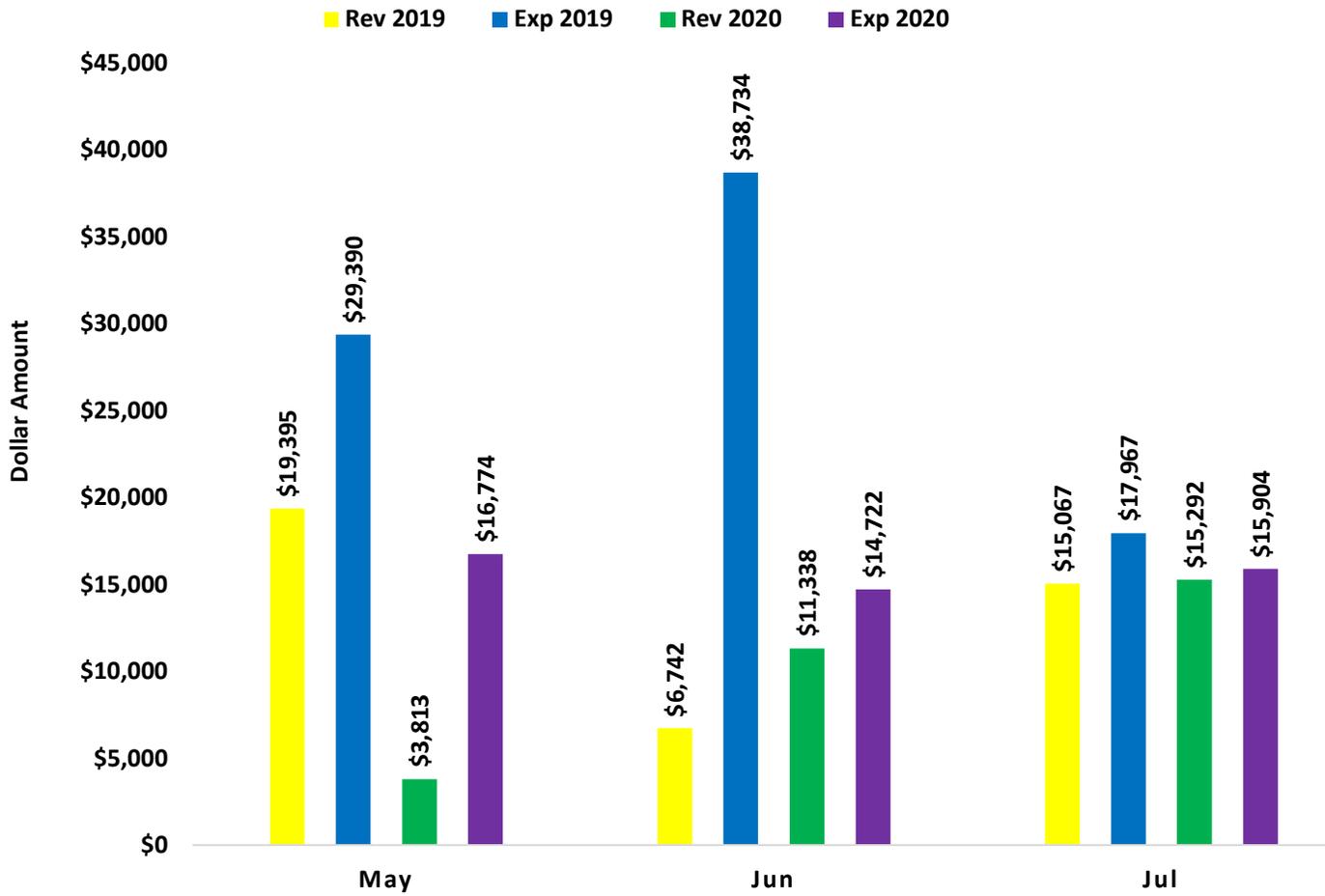


### Variance FYTD June 2020

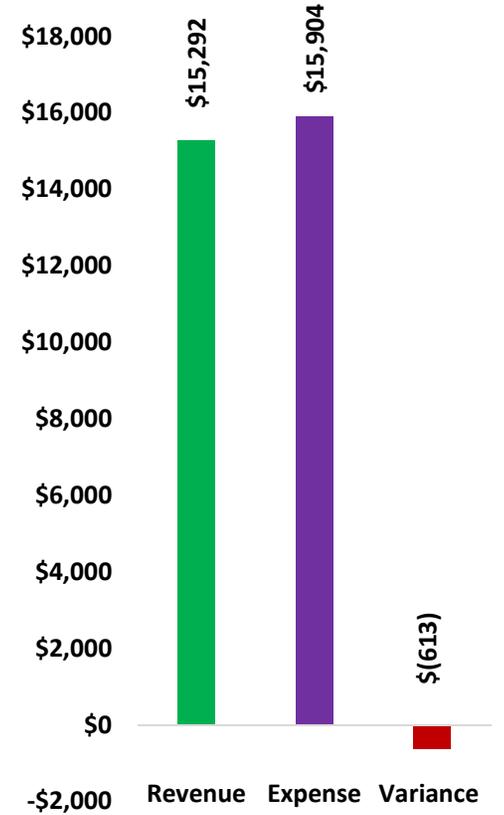


The left chart compares Revenues vs. Expenses for the three (3) most recent months in the calendar year. The right chart measures Revenues vs. Expenses for FY20.

### Revenue vs. Expense Three (3) Month Comparison As of July 2020



### Variance FYTD July 2020



The left chart compares Revenues vs. Expenses for the three (3) most recent months in the calendar year. The right chart measures Revenues vs. Expenses for FY21.

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

---

**Recommendation**

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

**Background**

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

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



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

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

**SunLine Transit Retirement Income Plan for Bargaining Unit Personnel**  
**Table of Contents**

---

	<u>PAGE</u>
<b>REPORT OF INDEPENDENT AUDITORS</b>	1
<b>FINANCIAL STATEMENTS</b>	
Statements of Fiduciary Net Position	3
Statements of Changes in Fiduciary Net Position	4
Notes to the Financial Statements	5
<b>REQUIRED SUPPLEMENTARY INFORMATION</b>	
Schedule 1: Schedule of Changes in Net Pension Liability	13
Schedule 2: Schedule of Net Pension Liability	14
Schedule 3: Schedule of Employer Contributions	15
Schedule 4: Schedule of Investments Returns	16

## **Report of Independent Auditors**

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

#### **Report on the Financial Statements**

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

#### **Management's Responsibility for the Financial Statements**

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

#### **Auditors' Responsibility**

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

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

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



***Opinion***

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

***Report on Supplementary Information***

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

*Vaughan & Company LLP*

Glendale, California  
June 8, 2020

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

---

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

*See notes to financial statements.*

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

---

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

See notes to financial statements.

**NOTE 1      DESCRIPTION OF THE PLAN**

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

**General**

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

**Plan Administration**

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

**Pension Benefits**

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

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

**Death, Disability and Termination Benefits**

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

**NOTE 1      DESCRIPTION OF THE PLAN (CONTINUED)**

**Death, Disability and Termination Benefits (continued)**

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

**Optional Form of Pension**

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

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

**Vesting**

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

**Cost-of-Living Adjustments**

There are no cost-of-living adjustments.

**Membership Summary**

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

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

**Plan Amendments**

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

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

**NOTE 2            SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Basis of Accounting**

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

**Basis of Presentation**

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

**Use of Estimates**

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

**Cash and Cash Equivalents**

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

**Investments**

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

**Payment of Benefits**

Benefit payments to participants are recorded upon distribution.

**Administrative Expenses**

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

**NOTE 3            FUNDING POLICY**

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

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

**NOTE 3 FUNDING POLICY (CONTINUED)**

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

**NOTE 4 INVESTMENTS**

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

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

**Custodial Credit Risk**

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

**Concentration of Credit Risk**

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

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

**Interest Rate Risk**

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

**NOTE 4 INVESTMENTS (CONTINUED)**

**Credit Risk**

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

**Foreign Currency Risk**

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

**Investment Policy**

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

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

**Fair Value Measurements**

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

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

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

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

---

**NOTE 4 INVESTMENTS (CONTINUED)**

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

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

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

**NOTE 5 NET PENSION LIABILITY**

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

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

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

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

---

**NOTE 5      NET PENSION LIABILITY (CONTINUED)**

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

**Actuarial Assumptions**

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

**Changes in Actuarial Assumptions**

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

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

---

**NOTE 5      NET PENSION LIABILITY (CONTINUED)**

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

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

**NOTE 6      TAX STATUS**

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

**NOTE 7      SUBSEQUENT EVENTS**

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

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

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

**Required Supplementary Information**

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

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

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

**Note to Schedule:**

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

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

*See report of independent auditors.*

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

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

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

*See report of independent auditors.*

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

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

**Notes to Schedule:**

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

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

*See report of independent auditors.*

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

---

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

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

*See report of independent auditors.*



[www.vasquezcpa.com](http://www.vasquezcpa.com)

Vasquez & Company LLP has 50 years of experience in performing audit, accounting & consulting services for all types of nonprofit organizations, for-profit companies, governmental entities and publicly traded companies. Vasquez is a member of the RSM US Alliance. RSM US Alliance provides its members with access to resources of RSM US LLP. RSM US Alliance member firms are separate and independent businesses and legal entities that are responsible for their own acts and omissions, and each are separate and independent from RSM US LLP. RSM US LLP is the U.S. member firm of RSM International, a global network of independent audit, tax, and consulting firms. Members of RSM US Alliance have access to RSM International resources through RSM US LLP but are not member firms of RSM International. Visit [rsmus.com/about-us](http://rsmus.com/about-us) for more information regarding RSM US LLP and RSM International. The RSM™ logo is used under license by RSM US LLP. RSM US Alliance products and services are proprietary to RSM US LLP.



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

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

**SunLine Transit Retirement Income Plan for Non-Bargaining Unit Personnel**  
**Table of Contents**

---

	<u>PAGE</u>
<b>REPORT OF INDEPENDENT AUDITORS</b>	1
<b>FINANCIAL STATEMENTS</b>	
Statements of Fiduciary Net Position	3
Statements of Changes in Fiduciary Net Position	4
Notes to the Financial Statements	5
<b>REQUIRED SUPPLEMENTARY INFORMATION</b>	
Schedule 1: Schedule of Changes in Net Pension Liability	13
Schedule 2: Schedule of Net Pension Liability	14
Schedule 3: Schedule of Employer Contributions	15
Schedule 4: Schedule of Investment Returns	16

## **Report of Independent Auditors**

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

#### **Report on the Financial Statements**

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

#### **Management's Responsibility for the Financial Statements**

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

#### **Auditors' Responsibility**

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

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

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



***Opinion***

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

***Report on Supplementary Information***

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

*Vaughan & Company LLP*

Glendale, California  
June 8, 2020

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

---

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

See notes to financial statements.

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

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

See notes to financial statements.

**NOTE 1      DESCRIPTION OF THE PLAN**

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

**General**

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

**Plan Administration**

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

**Pension Benefits**

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

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

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

---

**NOTE 1 DESCRIPTION OF THE PLAN (CONTINUED)**

**Death, Disability and Termination Benefits**

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

**Optional Form of Pension**

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

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

**Vesting**

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

**Cost-of-Living Adjustments**

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

**Membership Summary**

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

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

**Plan Amendments**

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

**NOTE 2      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Basis of Accounting**

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

**Basis of Presentation**

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

**Use of Estimates**

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

**Cash and Cash Equivalents**

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

**Investments**

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

**Payment of Benefits**

Benefit payments to participants are recorded upon distribution.

**Administrative Expenses**

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

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

**NOTE 3 FUNDING POLICY**

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

**NOTE 4 INVESTMENTS**

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

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

**Custodial Credit Risk**

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

**Concentration of Credit Risk**

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

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

**Interest Rate Risk**

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

**NOTE 4 INVESTMENTS (CONTINUED)**

**Credit Risk**

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

**Foreign Currency Risk**

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

**Investment Policy**

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

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

**Fair Value Measurements**

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

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

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

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

---

**NOTE 4 INVESTMENTS (CONTINUED)**

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

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

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

**NOTE 5 NET PENSION LIABILITY**

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

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

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

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

---

**NOTE 5      NET PENSION LIABILITY (CONTINUED)**

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

**Actuarial Assumptions**

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

**Changes in Actuarial Assumptions**

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

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

---

**NOTE 5 NET PENSION LIABILITY (CONTINUED)**

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

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

**NOTE 6 TAX STATUS**

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

**NOTE 7 SUBSEQUENT EVENTS**

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

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

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

**Required Supplementary Information**

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

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

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

**Notes to Schedule:**

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

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

*See report of independent auditors.*

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

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

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

*See report of independent auditors.*

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

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

**Notes to Schedule:**

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

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

*See report of independent auditors.*

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

---

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

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

*See report of independent auditors.*



[www.vasquezcpa.com](http://www.vasquezcpa.com)

Vasquez & Company LLP has 50 years of experience in performing audit, accounting & consulting services for all types of nonprofit organizations, for-profit companies, governmental entities and publicly traded companies. Vasquez is a member of the RSM US Alliance. RSM US Alliance provides its members with access to resources of RSM US LLP. RSM US Alliance member firms are separate and independent businesses and legal entities that are responsible for their own acts and omissions, and each are separate and independent from RSM US LLP. RSM US LLP is the U.S. member firm of RSM International, a global network of independent audit, tax, and consulting firms. Members of RSM US Alliance have access to RSM International resources through RSM US LLP but are not member firms of RSM International. Visit [rsmus.com/about-us](http://rsmus.com/about-us) for more information regarding RSM US LLP and RSM International. The RSM™ logo is used under license by RSM US LLP. RSM US Alliance products and services are proprietary to RSM US LLP.

**SunLine Transit Agency**

**DATE:** September 23, 2020 **ACTION**

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

**FROM:** Luis Garcia, Chief Financial Officer

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

---

---

**Recommendation**

Recommend that the Board of Directors ratify the claim of CARES Act funding in the amount of \$2,024,513 for operating assistance.

**Background**

On April 22, 2020, the Board approved Resolution No. 0778 regarding federal emergency funding. The resolution granted the Agency the ability to spend federal emergency funding made available from the Federal Emergency Management Agency (FEMA) and the CARES Act. The resolution requires that the Board ratify the expenditures of CARES Act or FEMA funds at the next regular SunLine Board meeting following the submission of a claim against those funds. On August 3, 2020, the Agency made a claim of CARES Act funding in the amount of \$2,024,513 to cover eligible operating costs. The reimbursement of CARES Act operating funds aligns with the financial plan presented to the Board of Directors. The Agency will leverage the CARES Act funding in order to minimize the usage of Local Transportation Funds (LTF) and build reserves in state funding for FY22 and beyond.

**Financial Impact**

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

**SunLine Transit Agency**

**DATE:** September 23, 2020 **ACTION**

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

**FROM:** Luis Garcia, Chief Financial Officer

**RE:** Ratification of Financial Auditing Services Agreement

---

**Recommendation**

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

**Background**

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

**Financial Impact**

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

**Price Analysis**

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

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

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

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

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

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



Jennifer Tran, Contracts Administrator

Solicitation List**BDO, LLP**

1888 Century Park East, 4th Floor  
Century City, CA 90067  
626-510-5315  
[cwolverton@bdo.com](mailto:cwolverton@bdo.com)

**Boos & Associates**

5260 N Palm Ave, Suite 120  
Fresno, CA 93704  
[cpa@booscpa.com](mailto:cpa@booscpa.com)

**Bowman Certified Public Accountant**

10100 Trinity Pkwy, Suite 310  
Stockton, CA 95219  
[admin@cpabowman.com](mailto:admin@cpabowman.com)

**BPM**

[Bfinnegan@bpmcpa.com](mailto:Bfinnegan@bpmcpa.com)

**Brown Armstrong, CPA**

4200 Truxtun Avenue, Suite 300  
Bakersfield, CA 93309  
661-324-4971  
[info@bacpas.com](mailto:info@bacpas.com)

**CWDL**

5151 Murphy Canyon Road, Ste. 135  
San Diego, CA 92123  
[info@cwdlcpa.com](mailto:info@cwdlcpa.com)

**Charles Z. Fedak & Company, CPAS**

6081 Orange Avenue, 2<sup>nd</sup> Floor  
Cypress, CA 90630  
[info@czfcpa.com](mailto:info@czfcpa.com)

**Christy White**

348 Olive Street  
San Diego, CA 92103  
[info@christywhite.com](mailto:info@christywhite.com)

**Citrin Cooperman**

[mstephens@citricooperman.com](mailto:mstephens@citricooperman.com)

**CliftonLarsonAllen LLP**

1925 Century Park East, 16th Floor  
Los Angeles, California 90067  
[Karlye.Brotten@CLAconnect.com](mailto:Karlye.Brotten@CLAconnect.com)  
602-604-3626

**CMM**

5820 Canoga Ave., Suite 300  
Woodland Hills, ca 91367  
[cmm@cmmcpas.com](mailto:cmm@cmmcpas.com)

**CohnReznick**

1900 Avenue of the Stars, 28<sup>th</sup> Floor  
Los Angeles, CA 90067  
[contact@cohnreznick.com](mailto:contact@cohnreznick.com)

**Daniells Phillips Vaughan & Bock**

300 New Stine Road  
Bakersfield, CA 93309  
[info@dpvb.com](mailto:info@dpvb.com)

**Davis Farr LLP**

2301 Dupont Drive, Suite 200  
Irvine, CA 92612  
949-474-2020  
[admin@davisfarr.com](mailto:admin@davisfarr.com)

**Duffy, Kruspodin LLP**

4304 Park Blvd.  
San Diego, CA 92103  
[info@dkllpcpa.com](mailto:info@dkllpcpa.com)

**Fechter & Company**

3445 American River Drive, Suite A  
Sacramento, CA 95864  
[cfechter@fechtercpa.com](mailto:cfechter@fechtercpa.com)

**Fineman West & Company**

801 S. Figueroa Street, Suite 1000  
Los Angeles, CA 90017  
213-688-9898  
[info@fwllp.com](mailto:info@fwllp.com)

**Gilbert CPAS**

2880 Gateway Oaks Drive, Suite 100  
Sacramento, CA 95833  
916-646-6464  
[info@gilbertcpa.com](mailto:info@gilbertcpa.com)

**Grant Thornton**

949-608-5227  
[Alan.herrmann@us.gt.com](mailto:Alan.herrmann@us.gt.com)

**Harshwal & Company, LLP**

16870 W. Bernardo Drive  
Suite 250  
San Diego, CA 92127  
858-939-0017  
[info@Harshwal.com](mailto:info@Harshwal.com)

**Hayashi Wayland**

[JanetteG@hw-cpa.com](mailto:JanetteG@hw-cpa.com)  
[lynns@hw-cpa.com](mailto:lynns@hw-cpa.com)

**Hutchinson and Bloodgood**

7676 Hazard Center Dr., Suite 1150  
San Diego, CA 92108  
Phone (619) 849-6500  
[Gwood@hbllp.com](mailto:Gwood@hbllp.com)

**Kushner, Smith, Joanou & Gregson**

100 Spectrum Center Drive #1000  
Irvine, CA 92618  
949-261-2808  
[Kjohnson@ksjgcpa.com](mailto:Kjohnson@ksjgcpa.com)

**Leaf & Cole, LLP**

2810 Camino Del Rio Soute, Suite 200  
San Diego, CA 92108  
[kromano@leaf-cole.com](mailto:kromano@leaf-cole.com)

**MGO**

4675 MacArthur Court, Suite 600  
Newport Beach, CA 92660  
949-221-0025  
[info@mgocpa.com](mailto:info@mgocpa.com)

**Miller Kaplan Arase**

4123 Lankershim Blvd  
North Hollywood, CA 91602  
818-769-2010  
[Achernyak@millerkaplan.com](mailto:Achernyak@millerkaplan.com)

**Moss Adams**

2040 Main Street, Suite 900  
Irvine, CA 92614  
949-221-4081  
[Jeff.boyd@mossadams.com](mailto:Jeff.boyd@mossadams.com)

**MUN CPAs**

330 N. Brand Blvd., Suite 1190  
Glendale, CA 91203  
[drs@muncpas.com](mailto:drs@muncpas.com)

**Pisenti & Brinker LLP**

3562 Round Barn Circle, Suite 300  
Santa Rosa, CA 95403  
[info@pbllp.com](mailto:info@pbllp.com)

**The Lopez Group, LLP**

41593 Winchester Road Suite 200  
Temecula, CA, 92590  
[rlopez@lopezllp.com](mailto:rlopez@lopezllp.com)

**The Pun Group**

200 East Sandpoint Avenue, Suite 600  
Santa Ana, CA 92707  
949-777-8801  
[ken.pun@pungroup.com](mailto:ken.pun@pungroup.com)

**Turner, Warren, Hwang and Conrad**

100 North First Street, Suite 202  
Burbank, CA 91502  
818-954-9700  
[KianM@TWHC.com](mailto:KianM@TWHC.com)

**Vasquez & Company**  
801 S. Grand Avenue, Suite 4000  
Los Angeles, CA 90017  
[r\\_martinez@vasquezcpa.com](mailto:r_martinez@vasquezcpa.com)

## SunLine Transit Agency

**DATE:** September 23, 2020 **ACTION**

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

**FROM:** Harman Singh, Performance/Projects Department Manager

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

---

### **Recommendation**

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

### **Background**

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

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

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

### **Financial Impact**

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

## SunLine Transit Agency

**DATE:** September 23, 2020 **ACTION**

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

**FROM:** Rudy Le Flore, Chief Project Consultant

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

---

### **Recommendation**

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

### **Background**

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

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

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

### **Financial Impact**

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

# SUNLINE TRANSIT AGENCY

## RESOLUTION NO. 0781

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

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

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

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

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

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

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

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

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

ADOPTED THIS \_\_\_\_ DAY OF SEPTEMBER, 2020

ATTEST:

\_\_\_\_\_  
Brittney B. Sowell  
Clerk of the Board  
SunLine Transit Agency

\_\_\_\_\_  
Robert Radi  
Chairperson of the Board  
SunLine Transit Agency

APPROVED AS TO FORM:

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

STATE OF CALIFORNIA     )  
  ) ss.  
COUNTY OF RIVERSIDE    )

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

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Brittney B. Sowell  
Clerk of the Board  
SunLine Transit Agency

## SunLine Transit Agency

**DATE:** September 23, 2020 **ACTION**

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

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

**RE:** Driving Simulator

---

### **Recommendation**

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

### **Background**

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

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

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

### **Financial Impact**

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

**SunLine Transit Agency  
SunLine Services Group**

**DATE:** September 23, 2020 **ACTION**

**TO:** Board Operations Committee  
Board of Directors

**FROM:** Eric Vail, General Counsel  
Lauren Skiver, CEO/General Manager

**RE:** Review Declaration of Emergency by the Board of Directors

---

**Recommendation**

Recommend that the Board of Directors review the declaration of emergency set forth in Board approved Resolution No. 0775 and make no changes to the current status.

**Background**

At the March 25, 2020 Board of Directors meeting, in response to the COVID-19 health emergency that federal, state and local governments are all currently addressing, SunLine Transit Agency and SunLine Services Group proclaimed an emergency situation as outlined in Resolution No. 0775 (attached).

The resolution states that the Board of Directors would review this declaration of emergency “at least once every 60 days, until its termination is proclaimed by the Board of Directors.”

In March, all nine Coachella Valley cities declared a local emergency within their respective jurisdictions and at the May 27, 2020 and July 22, 2020 meetings, the SunLine Board of Directors voted to continue the emergency declaration.

Under Governor Newsom’s new tiered system, Riverside County is still observing Tier 1 – the most restrictive. Therefore, at this time, staff believes that the declaration of emergency should remain as many of the procedures that have been put in place for employees and riders cannot be lifted yet.

In response to the COVID-19 pandemic, SunLine implemented enhanced vehicle, stop and facility cleaning procedures; moved to a Sunday service schedule; instituted free fares and rear door boarding to help with recommended social distancing; closed the Agency’s reception area to visitors; and required riders and employees to wear a face covering when on the bus and inside SunLine facilities. In order to keep these measures in place, it is required to continue the Board of Directors’ declaration of emergency.

**Financial Impact**

There is no financial impact to keep the resolution in place.

# **SUNLINE TRANSIT AGENCY**

## **RESOLUTION NO. 0775**

### **A JOINT RESOLUTION OF THE SUNLINE TRANSIT AGENCY BOARD OF DIRECTORS AND SUNLINE SERVICES GROUP BOARD OF DIRECTORS PROCLAIMING THE EXISTENCE OF AN EMERGENCY SITUATION AND LOCAL EMERGENCY DUE TO THE WORLDWIDE SPREAD OF COVID-19**

WHEREAS, California Government Code (“CGC”) Section 54956.5 authorizes the SunLine Transit Agency Board of Directors and SunLine Services Group Board of Directors (collectively referenced to hereinafter as “SunLine”) to hold emergency meetings on shortened notice to address emergency situations as determined by a majority of the Board of Directors; and,

WHEREAS, California Government Code Section 54954.2 authorizes the Board of Directors to take actions not listed on the agenda, where deemed necessary by a majority of the Board of Directors to address emergency situations; and,

WHEREAS, from January 2020 through March 2020, COVID-19 spread throughout the world, with over 156,000 confirmed cases of individuals contracting COVID-19, and approximately 6,000 confirmed cases of individuals dying from COVID-19; and,

WHEREAS, on March 4, 2020, Governor Newsom of the State of California declared a State of Emergency in response to the COVID-19 (Corona Virus Disease 19); and,

WHEREAS, on March 10, 2020, the Board of Supervisors of the County of Riverside proclaimed the existence of a local emergency for all of Riverside County in response to the outbreak of the COVID-19 in California and in Riverside County; and,

WHEREAS, on March 11, 2020 the World Health Organization (WHO) publicly characterized COVID-19 as a pandemic; and,

WHEREAS, on March 11, 2020 the President of the United States imposed certain travel bans and limitations in response to COVID-19; and

WHEREAS, on March 12, 2020 Governor Newsom of the State of California issued Executive Order N-25-20, superseded by Executive Order N-29-20 on March 18, 2020, in a further effort to confront and contain COVID-19 that among other things suspended certain provision of the Ralph M. Brown Act providing local agencies with greater flexibility to hold meetings via teleconferencing; and,

WHEREAS, on March 13, 2020, the Centers for Disease Control and Prevention (“CDC”) had confirmed 2,726, cases of COVID-19 in the United States, with 55 cases resulting in death, within the United States, including California; and,

WHEREAS, on March 13, 2020, the President of the United declared a National Emergency due to the continue spread and the effects of COVID-19; and,

WHEREAS, the State of California and numerous Counties, School Districts and other local governmental agencies as well as private entities have announced the cancellation or postponement of all events where social distancing cannot be reasonably achieved; and,

WHEREAS, on March 13, 2020 Dr. Cameron Kaiser, Public Health Officer of the County of Riverside closed all Riverside County public Schools, regular classes, and school activities from March 16 through April 3, 2020; and,

WHEREAS, in response to the COVID-19 pandemic SunLine reasonably anticipates that SunLine will be required to utilize physical, personnel, and financial resources of SunLine and to take action to limit the spread of COVID-19 within the territorial jurisdiction of SunLine in order to provide for the safety of persons served by SunLine, and to provide continuity of essential services provided by SunLine; and,

WHEREAS, SunLine is actively providing support to those impacted by COVID-19 and cooperating with State, Federal and County in their response to the pandemic; and,

WHEREAS, SunLine reasonably anticipates both asking for mutual aid from, and providing mutual aid to, other communities who are addressing the spread and effects of COVID-19 which will require SunLine to utilize the physical, personnel, and financial resources of SunLine Transit Agency.

**NOW, THEREFORE, BE IT RESOLVED AND HEREBY ORDERED BY THE BOARD OF DIRECTORS OF SUNLINE TRANSIT AGENCY AS FOLLOWS:**

Section 1. That the above recitals are true and correct and based thereon, SunLine hereby finds that the spread of COVID-19 constitutes a situation that severely impairs the public health and safety within SunLine and constitutes conditions of extreme peril to the safety of persons and property of SunLine.

Section 2. That, as authorized in CGC Sections 8630 and 54956.5. and based on the foregoing finding, an “emergency” as defined in CGC Section 54956.5(a) and a “local emergency” as defined in CGC Section 8558(c) hereby exists within the territorial jurisdiction of SunLine and is deemed to continue to exist, and shall

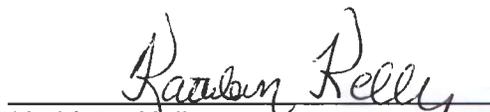
be reviewed at least once every 60 days, until its termination is proclaimed by the Board of Directors.

Section 3. That SunLine will utilize, to the extent reasonably feasible and appropriate, the ability to conduct its Board of Director meetings, and all committee meetings via teleconferencing and other electronic means to permit Board Members and members of the public to adopt social distancing to the greatest extent possible while still proceeding with the efficient handling of SunLine's business in compliance with California Executive Order N-29-20.

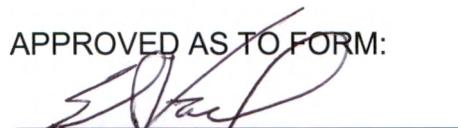
ADOPTED THIS 25<sup>th</sup> DAY OF March, 2020

ATTEST:

  
\_\_\_\_\_  
Brittney B. Sowell  
Clerk of the Board  
SunLine Transit Agency  
SunLine Services Group

  
\_\_\_\_\_  
Kathleen Kelly  
Chairperson of the Board  
SunLine Transit Agency  
SunLine Services Group

APPROVED AS TO FORM:

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



## SunLine Transit Agency

**DATE:** September 23, 2020 **ACTION**

**TO:** Board Operations Committee  
Board of Directors

**FROM:** Luis Garcia, Chief Financial Officer

**RE:** Emergency Policy Changes – Accrual Limit

---

### **Recommendation**

Recommend that the Board of Directors approve the reinstatement of the 500 hour accrual limit put in place by the CEO/General Manager in response to the COVID-19 pandemic.

### **Background**

This emergency policy change was only temporary in duration and will be reinstated in response to the Agency's dynamic response to the COVID-19 pandemic. SunLine Transit Agency was the first in California to institute many policy changes that provided relief to our employees and our Coachella Valley community. One of the Agency's responses to the emergency situation was the limitation placed on the usage of vacation time. To accommodate the limit of vacation time, the Agency also allowed accruals to exceed the policy limit of 500 hours.

The Agency has removed the restriction on vacation time and is therefore reinstating the 500 hour accrual limit. Employees who have a balance of 500 hours or more, and have not utilized their time after October 10, 2020, will no longer accrue time off until the accrual balance is reduced below 500 hours.

In order to minimize the impact of the reinstated accrual limit, staff is now allowed to use their vacation time and sell back their hours. Additionally, the Agency has notified the Union of the reinstatement of the 500 accrual limit. As of the September 4, 2020 pay date, there were three (3) employees within the Agency whose accruals exceed 500 hours.

### **Financial Impact**

The reinstatement of this policy will cap the Agency's financial liability related to the accrual of leave benefits.

## SunLine Transit Agency

**DATE:** September 23, 2020 **ACTION**

**TO:** Board Operations Committee  
Board of Directors

**FROM:** Brittney B. Sowell, Chief of Public Affairs/Clerk of the Board  
Eric Vail, General Counsel

**RE:** Approve Resolution No. 0782 to Adopt the Conflict of Interest Code

---

### **Recommendation**

Recommend that the Board of Directors approve Resolution No. 0782 which adopts SunLine Transit Agency's Conflict of Interest Code.

### **Background**

Under the Political Reform Act, local public agencies are required to review their Conflict of Interest Codes biennially, including the listings of designated positions for employees who must disclose along with the types of disclosures required. Upon review by the SunLine Board of Directors, the amended copy is sent to the County of Riverside Board of Supervisors who serves as the local code reviewing body.

Because the review is conducted biennially, it is the recommendation of the local code reviewing body to approve the Conflict of Interest Code by resolution. As such, following adoption of the proposed resolution, staff shall present documents to repeal Ordinance 2018-01 at the next Board meeting.

Resolution No. 0782 outlines the Agency's Conflict of Interest Code and includes Appendix A which has been updated to include titles that have been revised due to position reclassifications. The list of covered positions has been modified to reflect those changes. There are no changes to any other aspects of the Conflict of Interest Code.

### **Financial Impact**

No financial impact.

# SUNLINE TRANSIT AGENCY

## RESOLUTION NO. 0782

### RESOLUTION ADOPTING SUNLINE TRANSIT AGENCY'S CONFLICT OF INTEREST CODE

**WHEREAS**, the County of Riverside and the Coachella Valley cities comprising the joint powers agency known as SunLine Transit Agency ("SunLine") is a local government agency required by Government Code Section 87300 to promulgate a Conflict of Interest Code; and

**WHEREAS**, the Political Reform Act, Government Code sections 81000, et seq., requires local agencies to review their conflict of interest codes in even numbered years and make any amendments that are necessary; and

**WHEREAS**, the Fair Political Practices Commission has adopted a provision at Title 2, section 18730 of the California Code of Regulations which sets forth the terms of a standard model conflict of interest code which may be incorporated by reference so as to constitute the adoption of a Conflict of Interest Code by SunLine; and

**WHEREAS**, the provisions of Title 2, section 18730 of the California Code of Regulations require local agencies to prepare a list of designated employees that are required to file a statement of economic interest and the formulation of disclosure categories for such employees; and

**WHEREAS**, the SunLine Board of Directors previously adopted the provisions of Title 2, section 18730 of the California Code of Regulations as SunLine's Conflict of Interest Code through Ordinance No. 2018-01, which included a list of designated employees that must file statements of economic interests as Appendix A and disclosure categories in Appendix B; and

**WHEREAS**, the SunLine Board of Directors desires to adopt SunLine Transit Agency's Conflict of Interest Code pursuant to this Resolution.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of SunLine Transit Agency that a Conflict of Interest Code is adopted as follows:

## CONFLICT OF INTEREST CODE

A. Code Adopted. The terms of Title 2, section 18730 of the California Code of Regulations as presently constituted or amended by the FPPC are hereby incorporated by reference to operate, along with the balance of this Resolution, as the Conflict of Interest Code for SunLine Transit Agency. The disclosure categories attached in Appendices A and B and the provisions of this Resolution, constitute the Conflict of Interest Code of SunLine Transit Agency.

B. Filing. Pursuant to Title 2, section 18730(b)(4) of the California Code of Regulations, those employees designated in Appendix A shall file statements of economic interest with the Clerk of the Board to whom the Board of Directors of SunLine Transit Agency hereby delegates the authority to carry out the duties of filing officer.

C. Public Investments. Those persons who manage public investments and are covered by Title 2, section 18720 of the California Code of Regulations will file statements of economic interests pursuant to Government Code section 87200 as required by the FPPC instead of being deemed to be designated by this Conflict of Interest Code.

D. Prohibition Concerning Prospective Employment. No SunLine employee shall make, participate in making, or otherwise use his or her official position to influence any governmental decision directly relating to any person with whom he or she is negotiating or has any arrangement concerning, prospective employment. For purposes of this resolution, the term "person" includes any natural person, corporation or other form of business entity and extends to any of its agents.

E. Federal Transit Administration Requirements. In addition to the Ethics Policy adopted by the Board of Directors, the following shall further apply as written standards of conduct applicable to SunLine's employees and Board of Directors:

1. No employee, officer, agent, immediate family member, or Board member of SunLine shall participate in the selection, award, or administration of a contract supported by FTA funds if a conflict of interest, real or apparent, would be involved.
2. Such a conflict would arise when any of the following has a financial or other interest in the firm selected for award:
  - (a) The employee, officer, agent, or Board member,
  - (b) Any member of his/her immediate family,
  - (c) His or her partner, or
  - (d) An organization that employs, or is about to employ, any of the above.

3. SunLine's officers, employees, agents, or Board members shall neither solicit nor accept gifts, gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subagreements.

## APPENDIX A

The following designated employees make or participate in the making of decisions, which may have a material effect on a financial interest:

<u>Designated Positions</u>	<u>Disclosure Category</u>
CEO/General Manager	I, II, III
Chief Financial Officer	I, II, III
Deputy Chief Financial Officer	I, II, III
Chief Performance Officer	I, II, III
Deputy Chief Performance Officer	I, II, III
Chief of Human Relations	I, II, III
Chief Transportation Officer	I, II, III
Deputy Chief Transportation Officer	I, II, III
Chief Maintenance Officer	I, II, III
Deputy Chief Maintenance Officer	I, II, III
Chief Safety Officer	I, II, III
Deputy Chief Safety Officer	I, II, III
Taxi Administrator	I, II, III
Superintendent of Safety and Training	I, II, III
Superintendent of Transportation	I, II, III
Superintendent of Fleet Maintenance	I, II, III
Superintendent of Facilities Maintenance	I, II, III
Clerk of the Board	I, II, III
Assistant Clerk of the Board	I, II, III
Compliance/Eligibility Officer	I, II, III

<u>Designated Positions</u>	<u>Disclosure Category</u>
Human Resources Manager	I, II, III
Alternative Fuels Manager	I, II, III
Procurement Manager	I, II, III
Contracts Administrator	I, II, III
Contracts Assistant	I, II, III
IT Administrator	I, II, III
Assistant IT Administrator	I, II, III
Fuel Systems Specialist II	I, II, III
Materials & Inventory Manager	I, II, III
Materials Inventory Technician	I, II, III
Project Manager	I, II, III
Project Manager Assistant	I, II, III
Facilities Engineer	I, II, III
Marketing & Events Manager	I, II, III
Consultants <sup>1</sup>	I, II, III
Any other employee at the discretion of the CEO/General Manager	I, II, III

<sup>1</sup> The General Manager may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager’s determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

## APPENDIX B

### CATEGORY NO. I: INTERESTS IN REAL PROPERTY

Category I relates to real property which is located in part or in whole in the jurisdiction of SunLine. As used in this section “jurisdiction” includes: (1) within the jurisdictional boundaries of SunLine Transit Agency (“SunLine”), (2) within two miles of the jurisdictional boundaries of SunLine, or (3) within two miles of land located outside of the jurisdictional boundaries of SunLine Transit Agency which is owned or used by SunLine.

Category I, “interest in real property” includes any leasehold, beneficial or ownership interest or an option to acquire such an interest in real property located in the jurisdiction owned directly, indirectly or beneficially by the public official, or other filer, or his or her immediate family if the fair market value of the interest is two thousand dollars (\$2,000) or more. Interests in real property of an individual includes a pro rata share of interests in real property of any business entity or trust in which the individual or immediate family owns, directly, indirectly or beneficially, a 10-percent interest of greater. The \$2,000 threshold referenced in this category applies to the value of the interest, not to the value of the property itself.

The terms “interest in real property” and “leasehold interest” does not include the interest of a tenant in a periodic tenancy of one month or less.

### CATEGORY NO II: PERSONAL INCOME

Category II relates to income. “Income” means, except as provided in subdivision (b), a payment received, including but not limited to any salary, wage, advance, dividend, interest, rent, proceeds from any sale, gift, including any gift of food or beverage, loan, forgiveness or payment of indebtedness received by the filer, reimbursement for expenses, per diem, or contribution to an insurance or pension program paid by any person other than an employer, and including any community property interest in the income of a spouse. Income also includes an outstanding loan. Income of an individual also includes a pro rata share of any income of any business entity or trust in which the individual or spouse owns, directly, indirectly or beneficially, a 10-percent interest or greater.

(a) “Income,” other than a gift, does not include income received from any source outside the jurisdiction of SunLine, not doing business within the jurisdiction, not planning to do business within the jurisdiction, or not having done business within the jurisdiction during the two years prior to the time any statement or other action is required under this Code. For purposes of this category, “jurisdiction” is limited to the jurisdictional boundaries of SunLine and does not include any radius around it.

(b) "Income" also does not include:

(1) Campaign contributions required to be reported under Chapter 4 (commencing with Section 84100 of the Government Code).

(2) Salary and reimbursement for expenses or per diem received from a state, local, or federal government agency and reimbursement for travel expenses and per diem received from a bona fide nonprofit entity exempt from taxation under Section 501(c)(3) of the Internal Revenue Code.

(3) Any devise or inheritance.

(4) Interest, dividends, or premiums on a time or demand deposit in a financial institution, shares in a credit union or any insurance policy, payments received under any insurance policy, or any bond or other debt instrument issued by any government or government agency.

(5) Dividends, interest, or any other return on a security which is registered with the Securities and Exchange Commission of the United States government or a commodity future registered with the Commodity Futures Trading Commission of the United States government, except proceeds from the sale of these securities and commodities futures.

(6) Redemption of a mutual fund.

(7) Alimony or child support payments.

(8) Any loan or loans from a commercial lending institution which are made in the lender's regular course of business on terms available to members of the public without regard to official status if:

(A) The loan is secured by the principal residence of the employee; or

(B) The balance owed does not exceed ten thousand dollars (\$10,000).

(9) Any loan from or payments received on a loan made to an individual's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, uncle, aunt, or first cousin, or the spouse of any such person, provided that a loan or loan payment received from any such person shall be considered income if he or she is acting as an agent or intermediary for any person not covered by this paragraph.

(10) Any indebtedness created as part of a retail installment or credit card transaction if made in the lender's regular course of business on terms available to members of the public without regard to official status, so long as the balance owed to the creditor does not exceed ten thousand dollars (\$10,000).

(11) Payments received under a defined benefit pension plan qualified under Internal Revenue Code Section 401(a).

(12) Proceeds from the sale of securities registered with the Securities and Exchange Commission of the United States government or from the sale of commodities futures registered with the Commodity Futures Trading Commission of the United States government if the filer sells the securities or the commodities futures on a stock or commodities exchange and does not know or have reason to know the identity of the purchaser.

### CATEGORY NO. III: BUSINESS ENTITIES

Category III relates to business entities, including parents, subsidiaries or otherwise related business entities, which (1) have an interest in real property located in part or in whole within the jurisdictional boundaries of SunLine, within two miles thereof or within two miles of land owned or used by SunLine, (2) do business or plan to do business within the jurisdictional boundaries of SunLine or (3) have done business within the jurisdictional boundaries of SunLine at any time during the two years prior to the time that the disclosure statement of the relevant designated employee is filed. "Business entity" means any organization or enterprise operated for profit, including but not limited to a proprietorship, partnership, firm, business trust, joint venture, syndicate, corporation or association.

Category III includes any investment in a business entity. Investment means any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments and any partnership or other ownership interest owned directly, indirectly or beneficially by the filer, or his or her immediate family, if the business entity or any parent, subsidiary or otherwise related business entity has an interest in real property in the jurisdiction, or does business or plans to do business in the jurisdiction, or has done business within the jurisdiction at any time during the two years prior to the time any statement or other action is required under this title. No asset shall be deemed an investment unless its fair market value equals or exceeds two thousand dollars (\$2,000). The term "investment" does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, interest in a diversified mutual fund registered with the Securities and Exchange Commission under the Investment Company Act of 1940 or a common trust fund which is created pursuant to Section 1564 of the Financial Code, or any bond or other debt instrument issued by any government or government agency. Investments of an individual includes a pro rata share of investments of any business entity, mutual fund, or trust in which the individual or immediate family owns, directly, indirectly or beneficially a 10-percent interest or greater.

Category III includes the disclosure of any business position held by the filer. "Business position" means any business entity in which the filer is a director, officer, partner, trustee, employee, or holds any position of management, if the business entity or any parent, subsidiary, or otherwise related business entity has an interest in real property in the jurisdiction, or does business or plans to do business in the jurisdiction or has done business in the jurisdiction at any time during the two years prior to the date the statement is required to be filed.

ADOPTED THIS \_\_\_\_ DAY OF SEPTEMBER, 2020

ATTEST:

\_\_\_\_\_  
Brittney B. Sowell  
Clerk of the Board  
SunLine Transit Agency

\_\_\_\_\_  
Robert Radi  
Chairperson of the Board  
SunLine Transit Agency

APPROVED AS TO FORM:

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



APPENDIX A – REDLINED COPY

The following designated employees make or participate in the making of decisions, which may have a material effect on a financial interest:

<u>Designated Positions</u>	<u>Disclosure Category</u>
CEO/General Manager	I, II, III
Chief Financial Officer	I, II, III
Deputy Chief Financial Officer	I, II, III
<del>Deputy Chief Financial Services</del>	<del>I, II, III</del>
Chief Performance Officer	I, II, III
Deputy Chief Performance Officer	I, II, III
<u>Chief of Human Relations</u>	<u>I, II, III</u>
<del>Chief Administrative Officer</del>	<del>I, II, III</del>
<del>Deputy Chief Administrative Officer</del>	<del>I, II, III</del>
<u>Chief Transportation Officer</u>	<u>I, II, III</u>
<u>Deputy Chief Transportation Officer</u>	<u>I, II, III</u>
<u>Chief Maintenance Officer</u>	<u>I, II, III</u>
<u>Deputy Chief Maintenance Officer</u>	<u>I, II, III</u>
<del>Chief Operations Officer</del>	<del>I, II, III</del>
<del>Deputy Chief Operations Officer - Transportation</del>	<del>I, II, III</del>
<del>Deputy Chief Operations Officer - Maintenance</del>	<del>I, II, III</del>
Chief Safety Officer	I, II, III
Deputy Chief Safety Officer	I, II, III
Taxi Administrator	I, II, III
<u>Superintendent of Safety and Training</u>	<u>I, II, III</u>

<u>Designated Positions</u>	<u>Disclosure Category</u>
-----------------------------	----------------------------

<del>Deputy Taxi Administrator</del>	<del>I, II, III</del>
--------------------------------------	-----------------------

Superintendent of Transportation	I, II, III
----------------------------------	------------

<del>Maintenance</del> Superintendent <u>of Fleet Maintenance</u>	I, II, III
---	------------

<del>Facilities Maintenance Superintendent</del>	<del>I, II, III</del>
--	-----------------------

<u>Superintendent of Facilities Maintenance</u>	<u>I, II, III</u>
---	-------------------

Clerk of the Board	I, II, III
--------------------	------------

<u>Assistant Clerk of the Board</u>	<u>I, II, III</u>
-------------------------------------	-------------------

Compliance/Eligibility Officer	I, II, III
--------------------------------	------------

<u>Human Resources Manager</u>	<u>I, II, III</u>
--------------------------------	-------------------

Alternative Fuels Manager	I, II, III
---------------------------	------------

Procurement Manager	I, II, III
---------------------	------------

Contracts Administrator	I, II, III
-------------------------	------------

Contracts Assistant	I, II, III
---------------------	------------

IT Administrator	I, II, III
------------------	------------

Assistant IT Administrator	I, II, III
----------------------------	------------

Fuel Systems Specialist II	I, II, III
----------------------------	------------

Materials & Inventory Manager	I, II, III
-------------------------------	------------

Materials Inventory Technician	I, II, III
--------------------------------	------------

Project Manager	I, II, III
-----------------	------------

Project Manager Assistant	I, II, III
---------------------------	------------

<u>Facilities Engineer</u>	<u>I, II, III</u>
----------------------------	-------------------

<del>Public Outreach Specialist</del>	<del>I, II, III</del>
---------------------------------------	-----------------------

<u>Marketing &amp; Events Manager</u>	<u>I, II, III</u>
---------------------------------------	-------------------

Consultants<sup>1</sup> I, II, III

Any other employee at the discretion of the CEO/General Manager I, II, III

<sup>1</sup> The General Manager may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager’s determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

**SunLine Transit Agency  
SunLine Services Group**

**DATE:** September 23, 2020 **ACTION**

**TO:** Board Operations Committee  
Board of Directors

**FROM:** Eric Vail, General Counsel  
Brittney B. Sowell, Chief of Public Affairs/Clerk of the Board

**RE:** Resolution No. 0783 to Amend Sections of the Board Bylaws

---

**Recommendation**

Recommend that the Board of Directors of SunLine Transit Agency and SunLine Services Group adopt Joint Resolution No. 0783 amending sections of the SunLine Transit Agency and SunLine Services Group Bylaws.

**Background**

At the July 22, 2020 Board meeting, the SunLine Transit Agency Board of Directors discussed a potential amendment to the bylaws to change the process for the election of Committee Chairs and Vice-Chairs. General Counsel drafted a change to Section 8 Board Committee Bylaws for review:

**Section 8.1 Paragraph 3 – Current Text**

From among themselves, the Committee members shall elect a Chair and Vice Chair at their first regular meeting. A majority vote is required for election of Chair and Vice Chair.

**Section 8. 1 Paragraph 3 – Proposed Text**

The Chair of the Board of Directors of SunLine Transit Agency shall appoint the Chair and Vice-Chair of all Board Committees. The Board of SunLine Transit Agency shall receive notice of all appointments within one (1) week of the date of the appointment. At the next regular meeting of the Board of SunLine Transit Agency, all appointments of Chair and Vice Chair of Board Committees shall be ratified. The Chair of the Board of Directors of SunLine Transit Agency shall also fill vacancies on Board Committees as they may arise during the year. Vacancy appointments shall also be ratified at the next regular meeting of the Board of SunLine Transit Agency.

In addition, Section 1.6 Teleconferencing was reviewed to draft language that incorporates the future use of videoconferencing post the Board's emergency declaration:

**Section 1. 6 Teleconferencing – Current Text**

The Board may use teleconferencing in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all provisions of the Brown Act, including but not limited to Government Code Section 54953.

**Section 1.6 Teleconferencing – Proposed Text**

The Board may use teleconferencing and/or videoconferencing in connection with any meeting or proceeding authorized by law. The Board's use of teleconferencing and/or videoconferencing for a meeting or proceeding shall comply with all provisions of the Brown Act, including but not limited to Government Code Section 54953, and all other applicable laws.

**Financial Impact**

No financial impact.

## SUNLINE TRANSIT AGENCY

### RESOLUTION NO. 0783

#### A JOINT RESOLUTION OF THE BOARD OF DIRECTORS OF THE SUNLINE TRANSIT AGENCY AND SUNLINE SERVICES GROUP AMENDING SECTION 8.1 AND 1.6 OF THE RULES OF PROCEDURE ADOPTED BY RESOLUTION 0747 FOR SELECTION OF CHAIR AND VICE-CHAIR OF THE BOARD COMMITTEES

**WHEREAS**, on July 29, 2015, the Board of SunLine Transit Agency and SunLine Service Group unanimously approved Resolution 0747 "A Joint Resolution Amending and Adopting Rules for Board Meetings and Related Functions and Activities, and Adopting Bylaws for all Board Committees";

**WHEREAS**, Section 8.1 of the Bylaws states that the selection of a Chairperson and Vice-Chairperson of Board Committees shall be selected by a majority vote of the quorum in attendance at their first regular meeting; and

**WHEREAS**, the Board of Directors of the SunLine Transit Agency and SunLine Services Group desire to amend Section 8.1 of the Bylaws through the adoption of this resolution to provide authorization for the Chair of the Board of Directors to appoint Chairperson and Vice-Chairperson of Board Committees; and

**WHEREAS**, the Board of Directors of the SunLine Transit Agency and SunLine Services Group also desire to amend Section 1.6 of the Bylaws to provide for the use of videoconferencing in accordance with the Brown Act.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of SunLine Transit Agency:

**SECTION 1.** Section 8.1 of the Bylaws entitled Board Committee Bylaws, paragraph three (3) shall be amended to read as follows:

"The Chair of the Board of Directors of SunLine Transit Agency shall appoint the Chair and Vice-Chair of all Board Committees. The Board of SunLine Transit Agency shall receive notice of all appointments within one (1) week of the date of the appointment. At the next regular meeting of the Board of SunLine Transit Agency, all appointments of Chair and Vice Chair of Board Committees shall be ratified. The Chair of the Board of Directors of SunLine Transit Agency shall also fill vacancies on Board Committees as they may arise during the year. Vacancy appointments shall also be ratified at the next regular meeting of the Board of SunLine Transit Agency."

**SECTION 2.** Section 1.6 of the Bylaws entitled Board Committee Bylaws, shall be amended to read as follows:

“The Board may use teleconferencing and/or videoconferencing in connection with any meeting or proceeding authorized by law. The Board’s use of teleconferencing and/or videoconferencing for a meeting or proceeding shall comply with all provisions of the Brown Act, including but not limited to Government Code Section 54953, and all other applicable laws.”

**SECTION 3.** This Resolution shall take effect when adopted by the required vote of the Board at a regular Board meeting.

PASSED, APPROVED AND ADOPTED by the Board of Directors of SunLine Transit Agency and SunLine Services Group on this \_\_\_ day of September, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Brittney Sowell,  
Clerk of the Board  
SunLine Transit Agency and  
SunLine Services Group

---

Robert Radi,  
Chairperson of the Board  
SunLine Transit Agency and  
SunLine Services Group

APPROVED AS TO FORM

---

Eric Vail,  
General Counsel  
SunLine Transit Agency and  
SunLine Services Group

## SunLine Transit Agency

**DATE:** September 23, 2020 **ACTION**

**TO:** Board Operations Committee  
Board of Directors

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

**RE:** Revised SunLine System Safety Program Plan

---

### **Recommendation**

Recommend that the Board of Directors approve the revised SunLine System Safety Program Plan.

### **Background**

On July 19, 2018, FTA published the Public Transportation Agency Safety Plan (PTASP) Final Rule, which requires operators of public transportation systems that receive federal funds to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS).

SunLine Transit Agency has revised its current System Safety Program Plan as required by the PTASP rule, which includes establishing organizational accountabilities and a written statement of safety management policy that includes objectives and performance targets. The SunLine System Safety Program Plan provides specific roles and responsibilities for various personnel in the event of an emergency. Additionally, it establishes the overall goal for the Agency of the elimination of accidents and injuries. This plan must be updated and certified by SunLine annually.

### **Financial Impact**

There is no financial impact.

# SunLine Transit Agency - Public Transportation Safety Plan



## 1. Transit Agency Information

<b>Transit Agency Name</b>	SunLine Transit Agency		
<b>Transit Agency Address</b>	32-505 Harry Oliver Trail, Thousand Palms, CA 92276		
<b>Name and Title of Accountable Executive</b>	<p><b>Lauren Skiver, CEO/General Manager</b></p> <p><i>The Accountable Executive meets all the requirements in <a href="#">§673.5</a> and <a href="#">§673.23(d)(1)</a> in that this position is ultimately responsible for:</i></p> <ul style="list-style-type: none"> <li>○ <i>carrying out the ASP <u>and</u> the Transit Asset Management (TAM) Plan,</i></li> <li>○ <i>controlling or directing the human and capital resources needed to develop and maintain the ASP <u>and</u> the TAM Plan, and</i></li> <li>○ <i>ensuring that the agency's SMS is effectively implemented, and action is taken, as necessary, to address substandard performance in the agency's SMS.</i></li> </ul>		
<b>Name of Chief Safety Officer or SMS Executive</b>	<p><b>Peter Gregor, Chief Safety Officer</b></p> <p><i>The Chief Safety Officer meets the requirements in <a href="#">§673.5</a> and <a href="#">§673.23(d)(2)</a> in that the CSO:</i></p> <ul style="list-style-type: none"> <li>○ <i>is an adequately trained individual,</i></li> <li>○ <i>responsible for safety,</i></li> <li>○ <i>reports directly or holds a direct line of reporting to the Accountable Executive and,</i></li> <li>○ <i>has the authority and responsibility for day-to-day implementation and operation of the SMS.</i></li> </ul>		
<b>Mode(s) of Service Covered by This Plan</b>	<input checked="" type="checkbox"/> Fixed-Route Bus Service <input checked="" type="checkbox"/> Demand-Response	<b>List All FTA Funding Types (e.g., 5307, 5310, 5311)</b>	<input checked="" type="checkbox"/> 5307 <input checked="" type="checkbox"/> 5310 <input checked="" type="checkbox"/> 5311 <input checked="" type="checkbox"/> Other Describe: 5309, 5313, 5339, CMAQ
<b>Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)</b>	<p>Under Authority of <b>Title 1, Division 7, Chapter 5 of California Government Code Section 6500 et seq.</b> the jurisdictions in the Coachella Valley, by joint exercise of their common power, created and constituted a separate and distinct entity effective July 1, 1977, named SunLine Transit Agency (SunLine).</p> <p>SunLine Transit complies with all directives of the Transportation Development Act, the Federal Transit Administration and any directives of the Riverside County Transportation Commission, as appropriate</p> <p><b>SunLine is a Joint Powers Authority</b> formed by nine cities (Desert Hot Springs, Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, La Quinta, Indio, and Coachella) and the County of Riverside. The</p>		

# SunLine Transit Agency - Public Transportation Safety Plan



	<p>Agency is governed by a ten member Board of Directors consisting of one elected official from each of the member entities' governing body.</p> <p>SunLine was <b>the first transit agency to provide a 100% alternatively fueled fleet in the country</b>. In 2004 SunLine introduced the first hydrogen fuel cell bus into the service fleet. Today, the fixed route fleet consists of alternately powered buses: CNG and Hydrogen Hybrid Fuel Cell buses.</p> <p>The SunDial paratransit fleet consists of 100% CNG fueled vehicles.</p> <p>SunLine also maintains a fleet of support vehicles for the maintenance of bus stops and shelters, supervisory personnel and other functions. The support fleet is also powered by alternative fuels .</p> <p>SunLine's facilities include two maintenance garages. One, a 15,000 square foot facility located at SunLine's headquarters in Thousand Palms, California. The other is a 10,000 square foot facility located in Indio, California. SunLine also maintains over 500 bus shelters and bus stops.</p> <p><b>SunBus</b>, a fixed-route system serving the cities of Desert Hot Springs, Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, LaQuinta, Indio, Coachella, and the unincorporated areas of east central Riverside County. The service area covers approximately 1,120 square miles.</p> <p><b>SunDial</b>, an origin-to-destination dial-a-ride paratransit service.</p> <p>Both services operate 7-days per week. All transit services provided in the service area previously described are directly operated, including support services, by SunLine Transit.</p>			
<p><b>Does the agency provide transit services on behalf of another transit agency or entity?</b></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>	<p><b>Description of Arrangement(s)</b></p>	<p>N/A</p>
<p><b>Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided</b></p>	<p>N/A</p>			

# SunLine Transit Agency - Public Transportation Safety Plan



## 2. Plan Development, Approval, and Updates

This Agency Safety Plan addresses all applicable requirements and standards as set forth in FTA’s Public Transportation Safety Program and the National Public Transportation Safety Plan.

<b>Name of Entity That Drafted This Plan</b>	SunLine Transit Agency	
<b>Signature by the Accountable Executive</b>	<b>Signature of Accountable Executive</b>	<b>Date of Signature</b>
	<i>Lauren Skiver, CEO/GM</i>	Click or tap to enter a date.
<b>Approval by the Board of Directors or an Equivalent Authority</b>	<b>Name of Individual/Entity That Approved This Plan</b>	<b>Date of Approval</b>
	<b>SunLine Board of Directors:</b>	Click or tap to enter a date.
	<i>Robert Radi, Chair</i>	
	<b>Relevant Documentation (title and location)</b>	
Title 1, Division 7, Chapter 5 of the California Government Code Section 6500 et seq.		

<b>Certification of Compliance</b>	<b>Name of Individual/Entity That Certified This Plan</b>	<b>Date of Certification</b>
	<b>Riverside County Transportation Commission:</b>	Click or tap to enter a date.
	<b>Relevant Documentation (title and location)</b>	
	Click or tap here to enter text.	

<b>Version Number and Updates</b>			
<i>Record the complete history of successive versions of this plan.</i>			
<b>Version Number</b>	<b>Section/Pages Affected</b>	<b>Reason for Change</b>	<b>Date Issued</b>

# SunLine Transit Agency - Public Transportation Safety Plan

---



Original	All Pages	Original	9/23/2020
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.

# SunLine Transit Agency - Public Transportation Safety Plan



## Annual Review and Update of the Public Transportation Agency Safety Plan

*Describe the process and timeline for conducting an annual review and update of the Public Transportation Agency Safety Plan.*

SunLine's Agency Safety Plan is reviewed annually, or at more frequent intervals as appropriate, incorporating any findings from the **SOP Safety - 0027 Safety Review Process**.

- The update process begins at the weekly Chief's meeting as directed by the CEO/General Manager.
- The Chief Safety Officer initiates the process of update.
- The Safety Plan update includes a review of any safety concerns raised by staff, observed by staff, or otherwise brought to the attention of the Chiefs and the Safety Committee throughout the year; and the results of the Safety Review Process.
- Each Director with a potential safety issue is responsible for investigating the issue and recommending changes.
- Any recommended changes to policies/procedures are incorporated into the Safety Plan by the Chief Safety Officer and presented at the Chiefs Meetings for review and first level approval.
- The updated plan is submitted to Department Chiefs for review and approval.
- After updated plan has been approved by the Department Chiefs, the Chief Safety Officer presents the Safety Plan to the CEO/General Manager for approval.
- Minor amendments for the purposes of efficiency or the improvement of standing procedure or policy may be implemented at the discretion of the CEO/General Manager.
- Amendments that represent major management policy change will be approved by the SunLine Board of Directors. The CEO/General Manager may issue amendments, which are required because of changes in Federal or State law or regulation. All amendments require the review of SunLine Counsel for legal sufficiency.

### 3. Safety Performance Targets

Annual safety performance targets are based on the safety performance measures established under the National Public Transportation Safety Plan. Additionally, data collected from SunLine's previous years' operating statistics is used as a benchmark to establish current year's safety performance targets. These measures are updated annually, or as required based upon system changes.

This plan and data is made available to the SunLine Transit Board of Directors, the Metropolitan Planning Organizations representing the nine cities of the Joint Powers Authority, and/or the California State Department of Transportation.

# SunLine Transit Agency - Public Transportation Safety Plan



The accountable executive is available to coordinate any performance targets with the governing bodies.

<b>Safety Performance Targets</b>									
<i>Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.</i>									
<b>Mode of Transit Service</b>	<b>Fatalities (Total)</b>	<b>Fatalities (per 100K VRM)</b>	<b>Injuries (Total)</b>	<b>Injuries (per 100K VRM)</b>	<b>Safety Events (Total)</b>	<b>Safety Events (per 100K VRM)</b>	<b>System Reliability (Total)</b>	<b>System Reliability (failures per 100K VRM)</b>	<b>Other</b>
<b>Fixed-Route</b>	0	0	6	.18	7	.21	430	12.72	0
<b>Para-Transit</b>	0	0	0	0	2	.20	40	4.06	0

<b>Safety Performance Target Coordination</b>		
<i>Describe the coordination with the State and Metropolitan Planning Organization(s) (MPO) in the selection of State and MPO safety performance targets.</i>		
Click or tap here to enter text.		
<b>Targets Transmitted to the State</b>	<b>State Entity Name</b>	<b>Date Targets Transmitted</b>
	California Department of Transportation	Click or tap to enter a date.
<b>Targets Transmitted to the Metropolitan Planning Organization(s)</b>	<b>Metropolitan Planning Organization Name</b>	<b>Date Targets Transmitted</b>
	Southern California Associated Governments	4/9/2020
	Click or tap here to enter text.	Click or tap to enter a date.

## 4. Safety Management Policy

<b>Safety Management Policy Statement</b>
<i>Include the written statement of safety management policy, incorporating safety objectives.</i>
<p>At SunLine, safety is defined as a system-wide coordination of all departments to apply operating practices, technical management techniques, and guiding principles to conserve, life, property, and the environment. At the core of our commitment to safety is our drive to:</p> <ul style="list-style-type: none"> <li>• Provide a safe working environment for our employees</li> </ul>

# SunLine Transit Agency - Public Transportation Safety Plan



- Incorporate safety into our resource management decisions
- Keep our passengers safe
- Be good stewards of the environment

The **Safety Management Policy** is included as **Appendix A**.

## Safety Management Policy Communication

*Describe how the safety management policy is communicated throughout the agency's organization. Include dates where applicable.*

Upon completion of the review process and securing final Board Approval, the Chief Safety Officer distributes the updated Safety Plan, which includes the Safety Management Policy, to each Department Chief for dissemination to staff.

## Authorities, Accountabilities, and Responsibilities

*Describe the authorities, accountabilities, and responsibilities of the following individuals for the development and management of the transit agency's Safety Management System (SMS).*

<p><b>Accountable Executive</b></p>	<p><b>CEO/GENERAL MANAGER</b></p> <ul style="list-style-type: none"> <li>• Provide oversight of all Safety Plan policies, recommendations, actions, and modifications.</li> <li>• Delegation of responsibilities as appropriate to Department Heads and follow-up on all issues and discussions.</li> <li>• Allocation/approval of funds to minimize and reduce hazards to implement valid suggestions from the Safety Committee.</li> <li>• Provision of leadership and direction in the administration of safety activities by showing support for safety rules and objectives.</li> </ul>
<p><b>Chief Safety Officer or SMS Executive</b></p>	<p><b>CHIEF SAFETY OFFICER</b></p> <ul style="list-style-type: none"> <li>• Inform all employees of new safety issues and regulations to ensure compliance.</li> <li>• Report to the nearest Occupational Safety and Health Administration (OSHA) office any fatal accidents, or which result in hospitalization of three or more employees.</li> <li>• Prioritize the safety hazards and post a list of hazards in descending order, starting with the most severe hazard first.</li> <li>• Coordinate with the Superintendent of Facility Maintenance in Hazard Identification and Resolution.</li> <li>• Inspect all SunLine facilities on a monthly basis.</li> <li>• Manage the Hazardous Materials Business Plan with the Superintendent of Facility Maintenance.</li> </ul>

# SunLine Transit Agency - Public Transportation Safety Plan



	<ul style="list-style-type: none"> <li>• Coordinate contractor safety programs with the Superintendent of Facility Maintenance.</li> <li>• Ensure that hazardous materials and waste are dealt with properly.</li> <li>• Ensure employees are warned of potential risks and dangers of hazardous materials in accordance with <b>SOP Safety - 0028 Hazardous Materials Communication</b>.</li> <li>• Investigate every industrial injury for cause, preventability, and any necessary post-incident training.</li> <li>• Track, monitor and manage the modified duty program for employees returning to work with restrictions.</li> <li>• Establish and manage the SunLine Safety Incentive Program for all agency employees.</li> <li>• Maintain all SunLine collision/injury files to identify and establish collision/injury trends and possible corrective actions.</li> <li>• Track and maintain collision and injury log for trend analysis reports and Key Performance Indicators (KPI's).</li> <li>• Track safety KPI's for all agency employees and departments.</li> <li>• Reports directly to the CEO/General Manager any and all issues concerning safety and security of the agency, employees, passengers, visitors, contractors and equipment.</li> </ul>
<p><b>Agency Leadership and Executive Management</b></p>	<p><b>CHIEF OF HUMAN RELATIONS</b></p> <ul style="list-style-type: none"> <li>• Maintain the CAL-OSHA Log 300. Post the CAL-OSHA Log 300 (the previous years recorded accidents) in the month of February.</li> <li>• Review SunLine's accident record quarterly and provide input to appropriate corrective actions/training when accident trends are unfavorable.</li> <li>• Ensure all employees go through hazardous materials training annually.</li> <li>• Ensure a new employee receives hazardous materials training within six months from the date of hire.</li> <li>• Securely store all health and safety records, files, etc. pertaining to each employee including items such as training signoffs and copies of medical exams &amp; records.</li> <li>• Ensure all Human Resources Department employees attend designated mandatory safety meetings.</li> <li>• Attend safety meetings and support the safety message being presented by the Safety Department. Present Human Resources specific information as needed to reinforce the goals of SunLine safety culture.</li> <li>• Track safety KPI's for the Human Resources Department staff and personnel to reduce or eliminate collision/injury trends.</li> </ul>



- Support the SunLine Safety Incentive Program by setting the example and encouraging all employees to put safety first and reduce the chances of injuries and collisions.

## **CHIEF TRANSPORTATION OFFICER**

The Operations Department is assigned the responsibility for the safe operation of paratransit and fixed route buses throughout the SunLine Service Area.

These responsibilities include:

- Review SunLine's accident record quarterly and provide input to appropriate corrective actions/training when accident trends are unfavorable.
- Prepare and implement safe operating policies, plans, rules, and procedures.
- Develop required policies, plans, rules, procedures, and contingency plans for safe operation reviewed by the Safety Department and approved by the CEO/General Manager. Revise when needed to reflect current operating conditions.
- Provide ongoing training and testing of personnel in the proper performance of safety-related operating policies, plans, rules, and procedures.
- Overview training, testing and certification in the proper performance of all safety-related rules and procedures. This applies to both normal and emergency conditions. Provide employees with copies of safety and emergency rules, procedures, and policies that affect them.
- Monitor adherence to safety-related operating policies, plans, rules and procedures. Personnel whose safety record requires follow-up, additional training, or discipline, including discharge, are identified through the maintenance of records which indicate safety violations of rules and procedures. Safety violations are reported to the Chief Safety Officer.
- Correct conditions which have caused or have the potential to cause injury to persons or damage to property/equipment.
- Ensure all Maintenance employees attend on-going tailgate training sessions.
- Ensure all Dispatchers, Supervisors, and any other safety sensitive personnel attend safety meetings as prescribed.
- Attend employee safety meetings and support the safety message being presented by the Operations Department and all other departments with a safety message. Present operations specific information as needed to reinforce the goals of SunLine Transit Agency safety culture.
- Track safety KPI's for Operations Department staff and personnel to reduce or eliminate collision/injury trends.
- Support the SunLine Safety Incentive Program by setting the example and encouraging all employees to put safety first and reduce the chances of injuries and collisions.



- Review reported safety concerns from employees/passengers on bus routes/stops in conjunction with the Director of Planning.

## **DEPUTY CHIEF SAFETY OFFICER**

- Establish and update operating procedures and communicate them to supervisors so they may follow safety requirements.
- Organize, plan, and present the agency's employee safety meetings to all active employees.
- Organize and schedule Safety Committee meetings in accordance with **SOP Safety - 0018 Safety Committee**.
- Ensure the Safety Committee meeting minutes are posted for all employees to see.
- Investigate all SunLine Transit Agency collisions and injuries for preventability.
- Conduct post collision, injury, and incident retraining of SunLine employees.
- Submit monthly safety and security data to the National Transit Data base.
- Conduct monthly facility checks at all SunLine properties using **SOP Safety - 0029 Daily Safety Walkthrough Assessment Process**

## **CHIEF MAINTENANCE OFFICER**

The Maintenance Department is assigned the responsibility for the maintaining all vehicles in a safe condition.

These responsibilities include:

- Review SunLine's accident record quarterly and provide input to appropriate corrective actions/training when accident trends are unfavorable.
- Preparation and implementation of safe maintenance policies, plans, rules and procedures.
- Required policies, plans, rules and procedures for safe operation and maintenance are developed by the Maintenance Department and are approved by the Safety Department. They are revised when needed to reflect current operating conditions.
- Personnel are systematically trained, tested, and certified in the proper performance of all safety-related rules and procedures. This applies to both normal and emergency conditions. Employees are provided with copies of safety and emergency rules, procedures, and policies that affect them.
- There is ongoing testing of personnel in the proper performance of safety-related operating and maintenance policies, plans, rules, and procedures. The Department also monitors adherence to safety-related operating and maintenance policies, plans, rules and procedures.
- Personnel whose safety record requires follow-up, additional training, or discipline, including discharge, are identified through the maintenance of



records which indicate safety violations of rules and procedures. Safety violations are reported to the Safety Department. Conditions are corrected which have caused or have the potential to cause injury to persons or damage to property/equipment.

In addition to the responsibilities listed, specific actions include:

- Act as an interface between SunLine and manufacturers, to correct any severe safety hazards related to equipment and materials.
- Ensures Safety Data Sheets (SDS's) meet the requirements of **SOP Safety - 0028 Hazardous Materials Communication** and that on-line subscription programs are available to all employees.
- Maintain a chemical inventory that is updated monthly.
- Coordinate with the Chief Safety Officer to create and implement SunLine's Hazardous Materials Business Plan.
- Ensure that hazardous materials and waste are dealt with properly. Monitor the areas where hazardous wastes are handled and ensure that employees actions when entering, while within and when exiting are appropriate for existing conditions.
- Ensure all Maintenance Department employees attend designated mandatory safety meetings.
- Ensure all Maintenance Department employees attend weekly tailgate safety meetings.
- Conduct bus stop safety inspections as part of weekly cleaning and maintenance.
- Attend employee safety meetings and support the safety message being presented by the Safety and Operations Departments. Present maintenance specific information as needed to reinforce the goals of SunLine Transit Agency safety culture.
- Analyze and review safety KPI's for Maintenance Department staff and personnel to reduce or eliminate collision/injury trends.
- Support the SunLine Safety Incentive Program by setting the example and encouraging all employees to put safety first and reduce the chances of injuries and collisions.

#### **CHIEF FINANCE OFFICER**

- Review SunLine's accident record quarterly and provide input to appropriate corrective actions/training when accident trends are unfavorable.
- Ensure all purchases comply with applicable FTA and DOT safety requirements.
- Ensure all specifications for purchases are closely reviewed to ensure purchase of safe materials and equipment.



- Work closely with the Superintendent of Facility Maintenance to ensure all purchases are closely inspected to ensure acceptance of safe materials and equipment.
- Attend employee safety meetings and support the safety message being presented by the Safety and Operations Departments. Present finance specific information as needed to reinforce the goals of SunLine safety culture.
- Ensure all Finance Department employees attend designated mandatory employee safety meetings.
- Participate in emergency disaster planning for the recovery of the financial cost of supporting and providing transit assets during an emergency or disaster situation.
- Analyze and review safety KPI's for Finance Department staff and personnel to reduce or eliminate collision/injury trends.
- Support the SunLine Safety Incentive Program by setting the example and encouraging all employees to put safety first and reduce the chances of injuries and collisions.

#### **PLANNING MANAGER**

- Review SunLine's accident record quarterly and provide input to appropriate corrective actions/training when accident trends are unfavorable.
- Work closely with the Safety and Operations Departments on review of route and bus stops and shelter establishment and ongoing operations.
- Attend employee safety meetings and ensure departmental staff attends meetings.
- Support and enforce all safety and security policies and procedures established by the agency.
- Analyze and review safety KPI's for Planning staff and personnel to reduce or eliminate collision/injury trends.
- Support the SunLine Safety Incentive Program by setting the example and encouraging all employees to put safety first and reduce the chances of injuries and collisions.

# SunLine Transit Agency - Public Transportation Safety Plan



## SAFETY COMMITTEE MEMBERS

- Make certain that employees have and use safe tools and equipment (including personal protective equipment) and that equipment is maintained properly.
- Report any safety hazard to the Safety Department immediately.
- Act as an interface between the employees and the Safety Department.
- Ensure employees follow the safety rules and report any employee who violates the safety rules.
- Give leadership and direction in administration of safety activities by showing support for safety rules and objectives.
- Have the necessary job knowledge relating to all machines and processes in their area of responsibility.
- Conduct quarterly site inspections and post results in operations and maintenance lounge.

All employees at SunLine Transit have a role in safety. In an effort to ensure that safety responsibilities are understood, the following chart describes the safety roles for each job classification.

Key Staff

SunLine Transit Agency		
JOB CLASSIFICATION	JOB DESCRIPTION/RESPONSIBILITY	APPLICABLE CODES
<b>Clerical</b>	Administrative Assistant, Accounting Tech, Marketing Rep., Receptionist, Customer Service: Tasks include computer operations, telephone, fax, filing, appointments, check processing and copying.  Equipment: Computer equipment, copier, telephone, file cabinets, postage meter, 10-key.	1, 2, 5
<b>Operations Controller</b>	Dispatches motor coach operators provides route and schedule information.  Equipment: Radios, computer equipment, copier, telephone, typewriter, and file cabinets.	1, 2
<b>Operations Operators</b>	Operates and drives a motor coach along prescribed routes.  Equipment: Motor coach and wheelchair lifts.	1, 5

# SunLine Transit Agency - Public Transportation Safety Plan



	<b>Operations Field Supervisor</b>	Supervises motor coach operators to ensure schedule adherence and safe operation.  Equipment: Company vehicles, radios, computer equipment, copier, typewriter, and telephone.	1, 2, 5
	<b>Maintenance/Utilities</b>	Maintains and cleans vehicles and facilities.  Equipment: Vacuums, bus wash, paint, solvents, ladders, scaffolding and hoses.	1, 3, 4, 5
	<b>Maintenance/Property Maintainers &amp; Supervisors</b>	Maintains, cleans, and installs bus stops. Removes graffiti, steam cleans and empties trash.  Equipment: Steam cleaners, sand blasters, standard tools, ladders, solvents, paints, nails, and drills.	1, 3, 4, 5
	<b>Maintenance/Mechanics &amp; Supervisors</b>	Performs vehicle repair work and diagnostic analysis.  Equipment: Mechanics tools, diagnostic equipment, paint, oil and transmission fluids, welding equipment	1,2,3,4,5
	<b>Maintenance/Facilities</b>	Maintains and cleans exteriors of buildings.  Equipment: Lawn and garden equipment, paints, hammers.	1,3, 4, 5
	<b>Maintenance/Body Technician</b>	Performs vehicle inspections and repairs and directed.  Equipment: Welding equipment, lifts, paint spray, mechanic tools, air hose, diagnostic equipment, oils, and fluids.	1,3,4,5
	<b>Superintendent Of Maintenance</b>	Supervises, trains, and directs the work of mechanics and utility personnel.  Equipment: Gas engines, mechanic tools, transmissions, batteries, electrical wiring, CNG, paints and welding materials.	1,2,3,4,5

# SunLine Transit Agency - Public Transportation Safety Plan



## Applicable Codes

**SOP Safety - 0025 Codes of Safe Practice** describes safety requirements for work conditions, safe work practices, and personal protective equipment. These may be used to train new employees and employees who are changing their job assignment.

NOTE: Codes are numbered and correspond with “Safe Practice” description.

Codes of Safe Practices		
Code #	Category	Employees
1	General Safety	All employees
2	Administrative	Clerical/Management
3	Material Handling	Operations/Maintenance
4	Maintenance	Operations/Maintenance
5	Company Vehicles	Operations Operators/Maintenance
6	Confined Space Activities	Maintenance

## Employee Safety Reporting Program

*Describe the process and protections for employees to report safety conditions to senior management. Describe employee behaviors that may result in disciplinary action (and therefore, are excluded from protection).*

Reporting unsafe conditions or practices is protected by California law. SunLine’s Safety Department will investigate any report or question regarding existing or potential hazards as required by the Injury and Illness Prevention Program Standard (Title 8 California Code of Regulations §3203) and advise the employee who reported the information and the workers in the area it affects, of the results. Additionally, as noted in the Title 8 California Code, this is done in a manner that provides the employee a way to report without fear of reprisal.

*(Title 8 California Code of Regulations §3203)*

*The program... shall... include...provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal.*

Disciplinary actions at SunLine are based on infractions of SunLine's Rules and Regulations that are necessary for safe and efficient operations. Reporting of safety hazards does not warrant disciplinary action.

All safety risks, potential hazards, unsafe practices, mitigation strategies, and recommendations for improving safety are reviewed, assessed, and maintained by the **Safety Committee**. They are reviewed each month to determine potential consequences if not addressed, possible mitigation strategies, cost and timeline for implementation, and follow-up to ensure mitigation strategies are effective.

Actions taken are maintained and monitored for one year. If an incident occurs as a result of a failed mitigation strategy that was applied to the reported safety risk, the situation is readdressed,

# SunLine Transit Agency - Public Transportation Safety Plan



the calendar for maintaining and monitoring starts over, and the situation is monitored for one year from the incident date. If the situation has been resolved without further incident for one year, the information is maintained in a closed file for three years.

This rolling calendar ensures that safety risks and mitigation strategies are regularly monitored for effectiveness and improvement as needed.

**SOP Safety 0038 – Employee Safety Suggestion Program** provides employees with written forms to inform management of potential hazards or unsafe conditions and has established a suggestion box for input by employees. Below is a representation of the form.



**EMPLOYEE SAFETY SUGGESTION FORM**

*This form is for employees who wish to provide suggestions or report an unsafe workplace condition or practice.*

Description of unsafe condition or practice:

Cause or other contributing practices:

Employee suggestion for improving safety:

Has this been reported to a supervisor?    Yes    No

Employee Name: (Optional)

Department:

***Use of this form and other reports about unsafe conditions or practices are protected by law. It is illegal for an employer to act against employees for exercising their right to communicate safety problems.***

***The employer will investigate any report or question as required by the Injury and Illness Prevention Program Standard (8 CCR §3203) and advise the employee who provided the information, or the workers in the area it effects of results.***

**SOP Safety - 0036 Notification of Injuries, Incidents, and Collisions** describes the notification procedures for reporting and disseminating information to the appropriate personnel for action; and the responsibilities for handling the situation. Generally, the procedures are as follows:

- **Driver** shall:
  - notify Dispatch by radio immediately.
  - be prepared to report the circumstances of the injury and/or collision and request the type of help needed, i.e.: just a supervisor, police, paramedics, etc.
  - follow any instructions given by Dispatch.
  - maintain control of the situation until first responders or management arrives

# SunLine Transit Agency - Public Transportation Safety Plan



- complete the **Operator’s Injuries, Incidents, Collisions Report** at the scene if possible, so as to gather all of the information concerning the accident/incident necessary for the Safety Department to complete an investigation and analysis of the situation.
- **Supervisor** shall:
  - be notified by the Dispatcher immediately and sent to the scene
  - be in charge of the injury/collision scene to be certain all SunLine procedures are followed
  - remain in contact with Dispatch to:
    - ensure that emergency services/police are summoned, depending on the circumstances
    - keep Dispatch informed of the circumstances as they occur at the scene so the necessary employees and equipment can be made available
- **Controllers** shall:
  - immediately handle the scene, by radio or phone, to ensure complete medical attention or other emergency services are contacted, and that this information is relayed to the Supervisor/Driver at the scene.
  - notify the Deputy Chief Operations Officer- Transportation.
  - follow the instructions of any or all Department Chiefs related to all collisions, injuries, and equipment damage.
- **Deputy Chief Transportation Officer** shall:
  - assess the circumstances of the incident and make the determination of notifying the Chief Operations Officer or other SunLine staff as is warranted under the circumstances.
- **Chief Transportation Officer** shall:
  - assume responsibility of notifying the Chief Safety Officer and CEO/General Manager or other SunLine staff as is warranted under the circumstances.

**SOP Safety - 0037 Incident Alert Process** describes the process for determining who to notify based upon the situation; and how the notification is to be made.

Events are categorized by type and severity level then reported to the appropriate SunLine employee.

Event Category			
EVENT TYPE	LEVEL A	LEVEL B	LEVEL C
Employee Injury	Fatality or critical injury	Multiple lost time injuries requiring transport & admission	Individual injury requiring transport to medical facility
Collision	Fatality	Major vehicle damage (total loss) Rollover/Tip over Pedestrian contact	Disabling damage requiring Tow Vehicle evacuation Thermal event
Passenger/ 3rd Party Injury	Fatality or critical injury	Injury requiring transport/ admission	Injury requiring trans/treat/release

# SunLine Transit Agency - Public Transportation Safety Plan



Assault	Fatality or critical injury Major violence on Company vehicle or terminal	Injury requiring transport/ treatment	Injury requiring first aid
Passengers w/ Disabilities	Fatality or critical injury	Injury requiring transport/ treatment	Injury requiring first aid
Security	Bomb detonation Hijack/terrorism	Bomb device found Theft, robbery Security event	Bomb threat Employee misconduct Passenger misconduct
Facility/ Property Damage	Loss of Company or third party facility	Property damage \$10K - \$25K	Property damage \$5K – less than \$10K
Sleeping Children		Passenger/child left unattended Missing child > 2 hours	Wrong stop w/missing child < 2 hours
Media Note: All media events notify FGA Communications	National media	Regional media	Local media
Other Events	Labor strike (sudden walk out) Other critical event	Environmental emergency response Regulatory investigation Police investigation (criminal or arrest) Other serious event	Other minor event

# SunLine Transit Agency - Public Transportation Safety Plan



INCIDENT ALERT DISTRIBUTION LIST		
LEVEL A	LEVEL B	LEVEL C
<b>All Parties in Level B and C</b> Chief Executive Officer/General Manager General Counsel Chief Safety Officer Chief Transportation Officer Chief Administrative Officer Chief Financial Officer Chief Performance Officer	<b>All Parties in Level C</b> Deputy Chief Safety Officer Deputy Chief Transportation Officer Deputy Chief Maintenance Officer Deputy Chief Financial Officer Deputy Chief Performance Officer	Superintendent of Transportation Superintendent of Fleet Maintenance Superintendent of Facilities Alternative Fuels Program Manager <i>(If incident involves fueling station)</i>

All records and documentation of hazard identification inspections are maintained by SunLine’s Safety Department. The Safety Department also maintains records for collision/injury investigation, safety concern reports and logs for tracking the progress and resolutions.

- Supervisor’s Report of Unsafe Condition
- Supervisor’s Report of Accident
- Employee reporting of hazards

## 5. Safety Risk Management

### Safety Risk Management Process

*Describe the Safety Risk Management process, including:*

- *Safety Hazard Identification: The methods or processes to identify hazards and consequences of the hazards.*
- *Safety Risk Assessment: The methods or processes to assess the safety risks associated with identified safety hazards.*
- *Safety Risk Mitigation: The methods or processes to identify mitigations or strategies necessary as a result of safety risk assessment.*

### SAFETY HAZARD IDENTIFICATION

The objective of SunLine’s hazard identification activities is to define those conditions and faults, which have the potential for causing an accident or incident; and the consequences of those hazards.

# SunLine Transit Agency - Public Transportation Safety Plan



Information gathered from the following sources is reviewed regularly by the Deputy Chief Safety Officer to identify potential safety hazards.

- accidents/incidents that occur in the daily operations of the service,
- feedback from employees and customers regarding unsafe practices and/or conditions,
- alerts/notifications from the FTA regarding industry hazards, and
- feedback and/or reports from the oversight authorities regarding unsafe practices and/or conditions observed and safety alerts they may receive.
- Observation of work practices, work areas and equipment for obvious or potential unsafe conditions.
- Monthly facility inspections: Quarterly by Safety Committee members.
- Employees:
  - Worker safety suggestions or complaints
  - Reporting of hazards by employees
- Accident and near-miss investigations.
- Review post-accident analysis conducted by Safety Department.

To ensure that hazard identification is routinely conducted, the following Inspection Schedule has been implemented.

Area/Item	Frequency
Chemical Storage Areas	Weekly
Facility – Thousand Palms	Monthly
Facility – Indio	Monthly
Facility - Coachella	Monthly
Storage Tanks	Monthly
Maintenance Area	Monthly
Waste Storage Area	Monthly
Waste Treatment Areas	Monthly
Bus Stops/Route	As Needed

In addition, the following SOPs have been developed and implemented to help employees identify areas and items in the workplace that may be hazardous.

- **SOP Safety - 0026 Facility Hazard Recognition Manual**
- **SOP Safety - 0029 Daily Safety Walkthrough Assessment**
- **SOP Safety - 0039 Hazardous Tools and Shop Equipment Safe Work Procedures**

**SOP Safety - 0040 Safety Data Acquisition & Reporting** describes how to define a safety event, the importance of data collection, how to collect the data, and the roles and responsibilities of SunLine employees in a safety event. The information obtained is used in determining causal factors and developing mitigation strategies to prevent the safety event from reoccurring or occurring.

## ASSESSMENT OF SAFETY RISK AND ASSOCIATED CONSEQUENCES

### *Likelihood of Occurrence of Consequences of Hazards*

Determining the likelihood that a hazard could result in consequences that create unsafe conditions is instrumental in keeping SunLine employees and customers safe, and equipment and facilities in safe working order. Additionally, resources can be assigned in a more strategic manner to reduce the likelihood of consequences occurring that may lead to incidents of injury, destruction of property and equipment, and accidents that could lead to fatalities.

Data used to determine the likelihood of a hazard resulting in unsafe consequences is derived from research, analysis, evaluation of safety data from the operating experience of SunLine, and/or historical safety data from similar systems.

### *Severity of Consequences of Hazards*

Determining the severity of the consequences of a hazard, coupled with the likelihood of the consequence occurring, provides SunLine with the data necessary to effectively manage the many potential hazards that are faced during the operation of a transit system. Which hazards to address first, how best to allocate resources, and developing an appropriate timeline to manage the identified hazards and potential consequences are all based on this analysis of consequence likelihood and severity.

There are four categories of severity:

#### **CATEGORY I - CATASTROPHIC**

Operating conditions are such that the consequences of human error, environment, design deficiencies, element, sub-system or component failure or procedural deficiencies **may cause death or major system loss**, thereby requiring:

- immediate cessation of the unsafe activity or operation
- immediate evaluation of the contributing factors.
- corrective action implemented
  - activity/operation does not restart until corrective action has been implemented

#### **CATEGORY II - CRITICAL**

Operating conditions are such that the consequences of human error, environment, design deficiencies, element, sub-system or component failure or procedural deficiencies **may cause severe injury or illness or major system damage** thereby requiring:

- immediate cessation of the unsafe activity or operation
- immediate evaluation of the contributing factors.
- corrective action implemented
  - activity/operation does not restart until corrective action has been implemented

#### **CATEGORY III - MARGINAL**

Operating conditions are such that the consequences **may result in minor injury or illness or minor system damages** such that human error, environment, design deficiencies, sub-system or

component failure or procedural deficiencies **can be counteracted or controlled without serious injury, illness or major system damage** with counseling or retraining.

#### **CATEGORY IV- NEGLIGIBLE**

Operating conditions are such that the consequences of personnel error, environment, design deficiencies, sub-system or component failure or procedural deficiencies **may result in no, or less than minor, illness, injury or system damage**. Counseling may be required to correct situation.

### **SAFETY RISK MITIGATION**

#### *Mitigation of Safety Risk*

**SOP Safety - 0041 Mitigation of Safety Risk** describes the procedures for the mitigation of potential hazards. Generally, upon report of a potential hazard to an immediate supervisor, that supervisor shall report the hazard to the Superintendent of Facility Maintenance and the Chief Safety Officer.

If the hazard has been determined by the Superintendent of Facility Maintenance and the Chief Safety Officer to fall within the Unacceptable or Undesirable category, they will notify the CEO/General Manager of the risk and their plan for mitigation.

After the risk of injury has been eliminated, the Chief Safety Officer will notify the CEO/General Manager of the outcome. During the next year, the Safety Committee will monitor the mitigation strategy to determine its effectiveness. If the risk has not been successfully eliminated it will be readdressed and a modification to the existing strategy or a new strategy will be implemented then monitored for one year from date of the implementation.

Based on the Risk Likelihood and Severity Assessment, Hazard Resolution priority is based on the following criterion:

#### **UNACCEPTABLE/UNDESIRABLE:**

These hazards are considered Category 1 – Catastrophic or Category 2 – Critical in severity

- An Unacceptable risk will be corrected immediately after discovery.
- An Undesirable risk is corrected within 24 hours after discovery.

As soon as an unacceptable or undesirable risk has been discovered,

- all individuals are removed from the immediate area,
- bus is immediately evacuated,
- affected work area is immediately cordoned off,
- any on/off switches are set to off,
- appropriate authorities are notified,
- appropriate measures are taken to mitigate the hazard.

If the hazard is determined to be in a product pending delivery, all hazards are mitigated by the manufacturer prior to delivery to SunLine.

#### **ACCEPTABLE WITH REVIEW:**

An Acceptable With Review risk is considered a Category 3 – Marginal severity and reviewed within 24 hours after discovery. A complete report is prepared by the Superintendent of the operations area affected for the CEO/General Manager and the Chief Safety Officer.

The Chief Safety Officer shall determine resolution, if appropriate.



**ACCEPTABLE WITHOUT REVIEW:**

An Acceptable Without Review risk is considered a Category 4 – Negligible severity and reviewed within 24 hours after discovery. A complete report is prepared by the Chief Safety Officer for the CEO/General Manager.

The condition is monitored at least once weekly and any changes are reported to the Chief Safety Officer for further review to determine if any mitigation strategies are necessary.

**APPLYING RESOURCES TO RISK**

After a risk has been identified, the Chief Safety Officer and the Superintendent of the area of operations affected by the hazard use the Applying Resources to Risk Evaluation Table to evaluate the likelihood of the hazard reoccurring if an incident relating to the hazard has occurred, or the likelihood of the hazard occurring if it has been identified before an incident has occurred.

Using this table also requires a consideration of the:

- consequences of the risk
- root cause
- affected employees
- mitigation strategy
- resources required for mitigation
- cost of mitigation
- timeline for implementing the mitigation strategy

The goal of using this evaluation table is to ensure that the hazard has been evaluated completely, and resources dedicated appropriately to reduce or eliminate the likelihood of the hazard reoccurring or causing injury or destruction of property.

**Applying Resources to Risk Evaluation Table**

<p><b>Acceptable w/o Review</b></p> <ul style="list-style-type: none"> <li>• counseling may be required</li> </ul>	<p><b>Acceptable w/Review</b></p> <ul style="list-style-type: none"> <li>• counseling</li> <li>• retraining</li> </ul>	<p><b>Undesirable</b></p> <ul style="list-style-type: none"> <li>• immediate cessation of the unsafe activity or operation</li> <li>• immediate evaluation of the contributing factors.</li> <li>• <b>corrective action implemented within 24 hours</b> <ul style="list-style-type: none"> <li>○ activity/operation does not restart until corrective action has been implemented</li> </ul> </li> </ul>	<p><b>Unacceptable</b></p> <ul style="list-style-type: none"> <li>• immediate cessation of the unsafe activity or operation</li> <li>• immediate evaluation of the contributing factors.</li> <li>• <b>corrective action implemented immediately</b> <ul style="list-style-type: none"> <li>○ activity/operation does not restart until corrective action has been implemented</li> </ul> </li> </ul>
--	--	--	---

# SunLine Transit Agency - Public Transportation Safety Plan

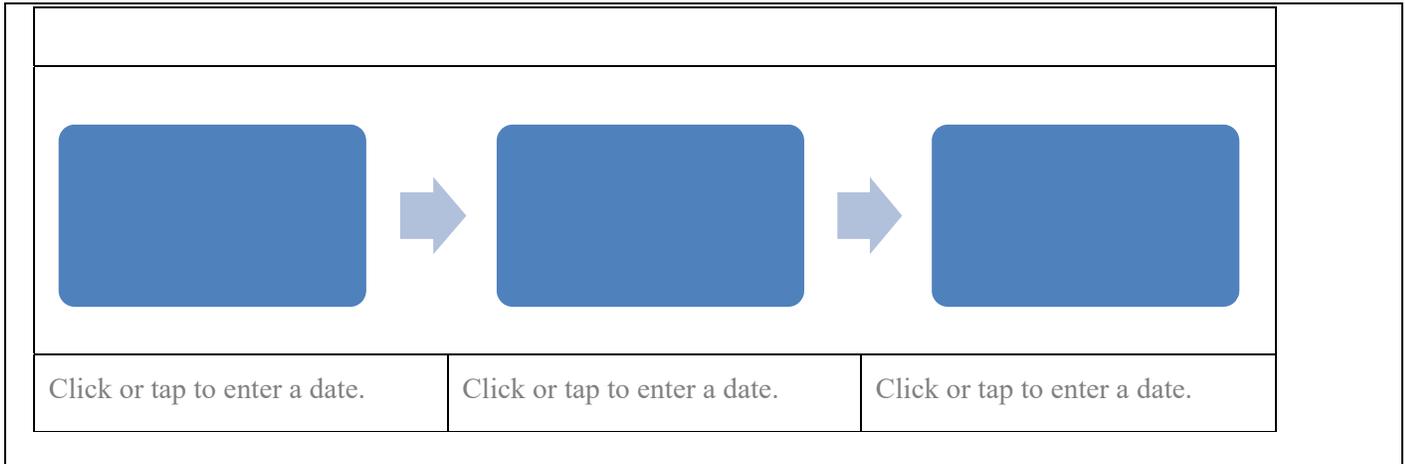


<b>Likelihood of Occurrence</b>	<b>Frequent</b> <i>(Has occurred and will continue to occur)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Probable</b> <i>(Will occur soon and continue to occur)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Occasional</b> <i>(Likely to occur infrequently)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Remote</b> <i>(Unlikely but possible to occur)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Improbable</b> <i>(So unlikely to occur it may be assumed that it will not occur)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Negligible</b>	<b>Marginal</b>	<b>Critical</b>	<b>Catastrophic</b>
		<b>Safety Impact of Consequences</b>			
<b>Risk Being Assessed</b>	<b>Describe:</b> Click or tap here to enter text.				
<b>Consequences of Risk</b>	<b>Describe:</b> Click or tap here to enter text.				
<b>Root Cause</b>	<b>Describe:</b> Click or tap here to enter text.				
<b>Affected Employees</b>	<b>Describe:</b> Click or tap here to enter text.				
<b>Mitigation Strategy</b>	<b>Describe:</b> Click or tap here to enter text.				
<b>Resources Required to Mitigate Risk</b>	<b>Human Resources:</b> Click or tap here to enter text.				

# SunLine Transit Agency - Public Transportation Safety Plan



	<b>Equipment Resources:</b> Click or tap here to enter text. <b>Training Resources:</b> Click or tap here to enter text.													
<b>Cost of Mitigation Resources</b>	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr style="background-color: #92d050;"> <th colspan="3">Resource Cost Calculator</th> </tr> <tr> <td style="padding: 5px;"><b>Human Resources</b></td> <td style="padding: 5px;">\$</td> <td style="padding: 5px; text-align: right;">-</td> </tr> <tr> <td style="padding: 5px;"><b>Equipment Resources</b></td> <td style="padding: 5px;">\$</td> <td style="padding: 5px; text-align: right;">-</td> </tr> <tr> <td style="padding: 5px;"><b>Training Resources</b></td> <td style="padding: 5px;">\$</td> <td style="padding: 5px; text-align: right;">-</td> </tr> </table> <p><i>(Double-Click Worksheet to Add Dollar Amounts)</i></p>		Resource Cost Calculator			<b>Human Resources</b>	\$	-	<b>Equipment Resources</b>	\$	-	<b>Training Resources</b>	\$	-
Resource Cost Calculator														
<b>Human Resources</b>	\$	-												
<b>Equipment Resources</b>	\$	-												
<b>Training Resources</b>	\$	-												
<b>Timeline for Implementing Mitigation</b>														
<p><i>Enter description of each mitigation step into text box.</i></p> <p><i>Click on box below each step to enter date each step is to be completed.</i></p>														
Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.												
Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.												



## 6. Safety Assurance

<b>Safety Performance Monitoring and Measurement</b>
<i>Describe activities to monitor the system for compliance with procedures for operations and maintenance.</i>
<p><b>Safety Design Review</b></p> <p>Safety reviews are held with participation of all Department Heads to ensure that proposed designs comply with safety requirements. Consideration is given to such areas as:</p> <ul style="list-style-type: none"> <li>• System interactions</li> <li>• Human factors</li> <li>• Environmental parameters</li> <li>• Isolation of energy sources</li> <li>• Materials compatibility</li> <li>• Use and long-term storage of critical materials</li> <li>• Emergency responses, egress, and rescue paths</li> <li>• Fire sources and protection</li> <li>• Equipment layout</li> <li>• Lighting requirement</li> <li>• Operational requirements</li> <li>• Maintenance requirements</li> <li>• Document control</li> <li>• Data entry</li> <li>• Security requirements</li> </ul>

# SunLine Transit Agency - Public Transportation Safety Plan



Any system modifications and designs are first approved by Department Heads at weekly Chiefs Meetings where critical safety issues are addressed. The CEO/General Manager and Chief Safety Officer provide final approval of any design modification before it can be implemented.

The Chief Safety Officer is responsible for distributing all modifications to the systems and programs and ensuring their compliance with the changes.

**SOP Safety - 0027 Safety Review Process** describes the process used at SunLine to review operating conditions and practices for compliance with policies and risk reduction; daily, annually, and as situations occur.

A Safety Review is triggered as hazards and risks are identified by conducting **SOP Safety - 0029 Daily Safety Walkthrough Assessment and SOP Safety - 0036 Notification of Injuries, Incidents, and Collisions**; policies/procedures and training techniques change; and accident and incident data **generated from SOP Safety - 0040 – Safety Data Acquisition and Reporting** is reviewed and reveals trends that may indicate unsafe practices.

Additionally, prior to the beginning of each fiscal year, SunLine Transit's Safety Plan is reviewed by Executive management, including Operations, Maintenance, and Administration, and revised based on the safety data collected and analyzed, concerns and complaints received from employees and passengers, and changes to policies and procedures made throughout the year.

SunLine Transit is also subject to various certifications/audits from outside agencies. They include:

## **CALIFORNIA HIGHWAY PATROL (CHP)**

Annual terminal inspections consisting of maintenance records, random inspections of vehicles, driver's records, training records, work schedules, and Pull Notice Program.

## **INSPECTION OF CONTROLLED SUBSTANCE AND ALCOHOL TESTING (CSAT) PROGRAM**

Annual inspection of all results and other records pertaining to controlled substance and alcohol use and testing.

## **DEPARTMENT OF MOTOR VEHICLES (DMV)**

Annual inspections of pre-trip, skills, and road test, driver's records, and verify hours on Verification of Transit Training (VTT) forms and required medical certification SunLine employees must pass all for continued enrollment in the DMV Employer Testing Program.

## **VERIFICATION OF TRANSIT TRAINING (VTT)**

All operators are required to possess a VTT. Training Supervisor documents all hours of training (classroom, behind the wheel, in-service). Each operator must have no less than eight (8) hours annually.

The Chief Safety Officer evaluates these certifications/audits as they happen to determine if any actions need to be taken. The information from the certifications/audits is also included part of annual Internal Safety Assessment.

*Describe activities to monitor operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended.*

## Internal Safety Assessment

In addition to the activities described in Safety Design Review section of this plan, **SOP Safety - 0042 - Internal Safety Assessment** is completed on an annual basis to ensure that all organizational elements, equipment, procedures, and functions are being performed as intended from a system safety perspective.

The Chief Safety Officer has access to all records and reports.

The Assessment includes:

- an examination of all documentation, including trend analysis prepared since the last Assessment.
- Safety data and information is reviewed and compared to prior year data.
- Equipment, facilities, checklists, and other forms are reviewed.
- Interviews are held with relevant safety personnel.
- Recommendations for corrective actions may be made as a result of the Assessment.

### *Assessment Responsibility*

The Chief Safety Officer is responsible for all internal safety assessments, to be completed no less frequently than annually.

### *Assessment Reporting*

The Chief Safety Officer provides copies of the assessment reports to all Directors at a weekly Director Meeting. The assessment reports include assessment of equipment, procedures, reports, and data.

### *Assessment Objectives and Techniques*

- Verify safety program development/implementation in accordance with the program.
- Assess the effectiveness of the safety programs.
- Identify program deficiencies.
- Identify potential hazards and weaknesses in the safety programs.
- Verify prior corrective actions for closure.
- Recommend improvements to the Safety Plan.
- Provide management with assessment of status and adequacy of the Safety Plan.
- Assure continuing evaluation of safety-related programs, issues, awareness, and reporting.

### *Assessment Areas*

- Staff responsibilities
- Planning
- Scheduling of inspections
- Completion of checklists

# SunLine Transit Agency - Public Transportation Safety Plan



- Performance of all functions
- Notifications per the Safety Plan
- Reporting per the Safety Plan
- Corrective action plans
- Closeout of findings

### *Evaluation of Documentation*

<b>AGENCY DOCUMENTATION</b>	<b>DEPARTMENTAL DOCUMENTATION</b>	<b>INTER-AGENCY DOCUMENTATION</b>	<b>HISTORICAL DOCUMENTATION</b>
<ul style="list-style-type: none"> <li>• System Safety Program Plan</li> <li>• Emergency Procedures</li> <li>• Configuration Management Plan</li> <li>• Hazardous Materials Management Plan</li> <li>• Injury &amp; Illness Prevention Program</li> <li>• Fire Codes</li> <li>• Drug and Alcohol Abuse Program</li> <li>• Hazard Identification Procedures</li> <li>• Accident/Incident Procedures</li> <li>• Training Programs</li> <li>• Safety Committee Minutes</li> <li>• Safety Concern Logs and Reports</li> <li>• Annual Employee Safety Meeting Data</li> <li>• Safety Evaluation Logs and Reports</li> <li>• Industrial Injury Policy and Procedures</li> <li>• Modified Duty Policy and Procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Maintenance Procedures</li> <li>• Training Manuals</li> <li>• Checklist Completion</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency Preparedness Plan</li> <li>• Facility Safety Inspection Reports</li> <li>• Emergency Evacuation Drill Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Accident Investigations</li> <li>• Collision/Injury Logs</li> <li>• Collision and Injury Analysis Reports</li> <li>• Audit Reports</li> <li>• APTA Audit Corrective Action Matrix</li> <li>• Checklist Completion</li> <li>• Maintenance Inspections/Repairs</li> <li>• Chemical Inventories</li> </ul>

### **Safety Committee**

**SOP Safety - 0018 Safety Committee** describes the responsibilities of the Safety Committee. The Safety Committee is involved in the planning, revision, and implementation of **SunLine Transit Agency's Injury and Illness Prevention Program**.

The committee meets minimally every quarter and its primary responsibilities include:

# SunLine Transit Agency - Public Transportation Safety Plan



1. Review and discuss
  - a. all occupational accidents and causes of incidents resulting in occupational injury,
  - b. occupational illness, or
  - c. exposure to hazardous substancesand make recommendations to upper management to prevent recurrence.
2. Review investigations of alleged hazardous conditions brought to the attention of any committee member.
3. Review and discuss the company's safety record and make necessary corrections or recommendations.
4. Prepare minutes for each safety meeting using **SOP Safety – 0018a Safety Committee Meeting Log**, post a copy on the bulletin board and distribute to employees.
5. Conduct safety inspections to discover unsafe conditions and practices and make recommendations for their correction.
6. Conduct "good housekeeping" inspections, follow-up on recommended corrective procedures, and post results in operations and maintenance lounge.
7. Make certain that employees have and use safe tools and equipment, including personal protective equipment, and that equipment is maintained properly.
8. Report any safety hazard to the Safety Department immediately.
9. Act as an interface between the employees and the Safety Department.
10. Ensure employees follow the safety rules and report any employee who violates the safety rules.
11. Give leadership and direction in administration of safety activities by showing support for safety rules and objectives.
12. Have the necessary job knowledge relating to all machines and processes in their area of responsibility.
13. Participate in safety promotional activities to arouse and maintain interest in employees and management.
14. Prepare and make available to the affected employees, written records of the safety and health issues discussed at the committee.

The Safety Committee consists of:

- Chief Safety Officer
- Senior Training Supervisor
- Deputy Chief Safety Officer
- A member from the Planning Department
- Maintenance Mechanic
- A member from the Marketing Department
- A member from the Finance Department
- Fixed Route Operator
- Paratransit Operator

# SunLine Transit Agency - Public Transportation Safety Plan



## Facilities Inspection

Facilities Inspections occur no less than monthly by the Safety Department and include all operating, maintenance and administrative structures. **SOP Safety - 0026 Facility Hazard Recognition** describes potential hazards, the process used, and the frequency for conducting a safety inspection of the facilities and safety equipment used in the facility.

The following list of facilities/equipment with specific safety-related characteristics is inspected using **SunLine Facility Hazard Recognition Manual**. The list is updated as new equipment is brought on-site to any SunLine facility.

<p><b>Safety Principles</b></p> <p><b>Personal Protective Equipment &amp; Clothing</b></p> <ul style="list-style-type: none"> <li>• Foot Protection</li> <li>• Eye &amp; Face Protection</li> <li>• Safety Glasses</li> <li>• Face Shield &amp; Goggles</li> <li>• Hi-Viz Outer Wear</li> <li>• Hand Protection</li> <li>• Hearing Protection</li> <li>• Respiratory Protection</li> <li>• Clothing &amp; Other Protection</li> <li>• Other PPE</li> </ul> <p><b>General Work Environment</b></p> <ul style="list-style-type: none"> <li>• Facility HVAC</li> <li>• Service Pits</li> <li>• Exhaust Ventilation</li> <li>• Work Area Illumination</li> <li>• Noise Levels</li> <li>• Housekeeping</li> </ul>	<p><b>Emergency Precautions &amp; First Aid</b></p> <ul style="list-style-type: none"> <li>• Emergency Phone Numbers</li> <li>• Fire Evacuation</li> <li>• First Aid Kits</li> <li>• Eye-Wash Stations</li> <li>• Spill Response Equipment</li> </ul> <p><b>Exits</b></p> <p><b>Walkways &amp; Working Surfaces</b></p> <p><b>Fire Protection</b></p> <p><b>Flammable &amp; Combustible Materials</b></p> <ul style="list-style-type: none"> <li>• Compressed Gases</li> <li>• Gas Bottle Securement &amp; Signage</li> </ul> <p><b>Welding</b></p> <ul style="list-style-type: none"> <li>• PPE</li> <li>• Guidelines</li> </ul> <p><b>Electrical</b></p> <p><b>Machine Guarding</b></p> <p><b>Ladders</b></p> <p><b>Wheel Maintenance</b></p> <p><b>Vehicle Maintenance</b></p>
--	---

Separate inspections of all passenger facilities such as bus stops and shelters are conducted by the Stops and Zones personnel in accordance with **SOP Safety - 0022 Bus Stop Safety Evaluation**. Any unsafe conditions are reported to their supervisor upon discovery.

Safety inspection documents are maintained, filed, and tracked in the Safety Department. Safety inspection reports are available to the CEO/General Manager and Department Heads

## Maintenance

Maintenance operating policies, plans, and procedures are routinely monitored by supervisors to assure employees are performing their maintenance functions in a safe manner. **SOP Safety - 0029 Daily Safety Walkthrough** is a key tool used for this monitoring. Violations of practices

# SunLine Transit Agency - Public Transportation Safety Plan



and conditions which may cause harm to employees, property, or equipment is corrected and reported to the Safety Department.

Additionally, specific actions are taken to ensure implementation of all safety policies including, but not limited to:

The Deputy Chief Maintenance Officer or designee checks tool calibrations on an annual basis and repairs or replaces the tool as appropriate and maintains documentation to support such checks. The Chief Safety Officer is notified of the results of such checks.

All safety related records of the Maintenance Department are maintained with copies provided to the Chief Safety Officer.

The Chief Safety Officer maintains the database of facility safety issues and evaluates that list on an annual basis to determine safety trends. Such evaluation is reported to the Superintendent of Facility Maintenance and the Chief Operations Officer for further action as necessary.

The Deputy Chief Maintenance Officer maintains all safety-related records of the Maintenance Department and will provide copies of those reports to the Chief Safety Officer.

The Maintenance Department has developed a preventative maintenance schedule for vehicles, which is designed to maintain overall system safety at a maximum interval of 6,000 miles between preventive maintenance evaluations. Reported deficiencies and defects in equipment or facilities are corrected and monitored to assure satisfactory resolution. Only equipment known to be free of defects is placed into service.

*Describe activities to conduct investigations of safety events to identify causal factors.*

The activities described in the previous section of this plan include investigations and identifying the causal factors of safety events. **Include Accident/Incident Investigation procedures plus identifying causal factors including latent organizational factors.**

*Describe activities to monitor information reported through internal safety reporting programs.*

As described earlier, **SOP Safety 0042 – Internal Safety Assessment** is a methodology conducted by the Deputy Chief Safety Officer and Deputy Chiefs of the operating divisions and is used to ensure uniform, coordinated development and implementation of operating, maintenance, and facility procedures.

Several of the tools described earlier in this plan are incorporated into to this process to ensure that data collected throughout SunLine is considered during this review process. Those tools include but are not limited to:

- Weekly Chiefs Meetings
- Internal Assessment
- Daily Safety Walkthrough
- Drivers Report
- Safety Committee reports
- Employee Safety Suggestion program

# SunLine Transit Agency - Public Transportation Safety Plan



Additionally, a **Health & Safety Audit Checklist** is included in the Internal Safety Assessment, which guides the review of safety practices, responsibilities, communication, policies, record keeping, etc.

This data is analyzed then compared to current practices and procedures to ensure that safety concerns have been addressed and procedures are being followed. Where discrepancies are identified, the Deputy Chief of the operating division in question works with supervision and employees to correct the situation.

Should changes to the current practices be required as a result of this review the following steps are taken:

1. The concerns and supporting data are brought to the Chief Safety Officer for review.
2. The Chief Safety Officer works with the review team to develop a solution.
3. The proposed solution is then presented to the affected Department Head for review and approval.
4. After Department Head approval the Chief Safety Officer presents the solution to the CEO/General Manager for review and approval.
5. After CEO/General Manager approval the Chief Safety Officer ensures that the solution is returned to the Department Head for implementation.

This review is scheduled to be conducted annually. Throughout the year, the practices are routinely monitored. Should additional discrepancies be found between the SOP and actual practices, the Health & Safety Audit is repeated when needed to correct the situation.

When necessary, SunLine hires consultants with specific areas of expertise in safety, hazardous materials handling, and hazardous conditions mitigation to assist.

SunLine also stays abreast of industry safety issues and mitigations through membership in several organizations including:

- the American Public Transportation Association (APTA),
- Cal ACT,
- California Transit Association,
- National Safety Council,
- CAL/OSHA Compliance Advisor,
- Safety Compliance Alerts,
- Injury Prevention Alerts,
- Facility Manager Alerts and
- other specific trade organizations.

In addition to their responsibilities described throughout this safety plan, SunLine's management team monitors data for trends and shares their findings shared throughout the organization.

# SunLine Transit Agency - Public Transportation Safety Plan



## **CEO/GENERAL MANAGER**

- Provides oversight of all safety policies, recommendations, actions, and modifications.
- Delegation of responsibilities as appropriate to Department Heads and follow-up on all issues and discussions.
- Allocation/approval of funds to minimize and reduce hazards to implement valid suggestions from the Safety Committee.
- Provision of leadership and direction in the administration of safety activities by showing support for safety rules and objectives.

## **CHIEF SAFETY OFFICER**

- Prioritization of the safety hazards and communication to management.
- Coordinate with the Superintendent of Facility Maintenance in Hazard Identification and Resolution.
- Manage the Hazardous Materials Business Plan with the Superintendent of Facility Maintenance.
- Track, monitor and manage the modified duty program for employees returning to work with restrictions.
- Maintain all SunLine collision/injury files to identify and establish collision/injury trends and possible corrective actions.
- Track and maintain collision and injury log for trend analysis reports and Key Performance Indicators (KPI's).
- Track safety KPI's for all agency employees and departments.
- Reports directly to the CEO/General Manager any and all issues concerning safety and security of the agency, employees, passengers, visitors, contractors, and equipment.

## **CHIEF OF HUMAN RELATIONS**

- Maintain the CAL-OSHA Log 300.
- Post the CAL-OSHA Log 300 (the previous years recorded accidents) in the month of February.
- Review SunLine's accident record quarterly and provide input to appropriate corrective actions/training when accident trends are unfavorable.
- Ensure all Human Resources Department employees attend designated mandatory safety meetings.
- Attend safety meetings and support the safety message being presented by the Safety Department.
- Present Human Resources specific information as needed to reinforce the goals of SunLine safety culture.
- Track safety KPI's for the Human Resources Department staff and personnel to reduce or eliminate collision/injury trends.

## **CHIEF TRANSPORTATION OFFICER**

# SunLine Transit Agency - Public Transportation Safety Plan



The Operations Department is assigned the responsibility for the safe operation of paratransit and fixed route buses throughout the SunLine Service Area.

These responsibilities include:

- Review SunLine's accident record quarterly and provide input to appropriate corrective actions/training when accident trends are unfavorable.
- Monitor adherence to safety-related operating policies, plans, rules and procedures.
  - Personnel whose safety record requires follow-up, additional training, or discipline, including discharge, are identified through the maintenance of records which indicate safety violations of rules and procedures.
  - Safety violations are reported to the Chief Safety Officer.
- Ensure all Maintenance employees attend on-going tailgate training sessions.
- Ensure all Dispatchers, Supervisors, and any other safety sensitive personnel attend safety meetings as prescribed.
- Track safety KPI's for Operations Department staff and personnel to reduce or eliminate collision/injury trends.
- Review reported safety concerns from employees/passengers on bus routes/stops in conjunction with the Director of Planning.

## **DEPUTY CHIEF SAFETY OFFICER**

- Investigate all SunLine Transit Agency collisions and injuries for preventability.
- Submit monthly safety and security data to the National Transit Data base.

## **CHIEF OPERATIONS MAINTENANCE OFFICER**

The Maintenance Department has developed a preventive maintenance schedule for each system hardware element, which is designed to maintain system safety. Reported deficiencies and defects in equipment and facilities are corrected and monitored to ensure safe operations. Only equipment known to be free of safety defects is placed into service. The Maintenance Department is assigned the responsibility for the maintaining all vehicles in a safe condition.

These responsibilities include:

- Review SunLine's accident record quarterly and provide input to appropriate corrective actions/training when accident trends are unfavorable.
- Monitor adherence to safety-related operating and maintenance policies, plans, rules and procedures.
  - Personnel whose safety record requires follow-up, additional training, or discipline, including discharge, are identified through the maintenance of records which indicate safety violations of rules and procedures.
- Ensure all Maintenance Department employees attend designated mandatory safety meetings.
- Ensure all Maintenance Department employees attend weekly tailgate safety meetings.

# SunLine Transit Agency - Public Transportation Safety Plan



- Analyze and review safety KPI's for Maintenance Department staff and personnel to reduce or eliminate collision/injury trends.

## **CHIEF FINANCE OFFICER**

- Review SunLine's accident record quarterly and provide input to appropriate corrective actions/training when accident trends are unfavorable.
- Ensure all specifications for purchases are closely reviewed to ensure purchase of safe materials and equipment.
- Work closely with the Superintendent of Facility Maintenance to ensure all purchases are closely inspected to ensure acceptance of safe materials and equipment.
- Analyze and review safety KPI's for Finance Department staff and personnel to reduce or eliminate collision/injury trends.

## **PLANNING MANAGER**

- Review SunLine's accident record quarterly and provide input to appropriate corrective actions/training when accident trends are unfavorable.
- Work closely with the Safety and Operations Departments on review of route and bus stops and shelter establishment and ongoing operations.
- Analyze and review safety KPI's for Planning staff and personnel to reduce or eliminate collision/injury trends.

## **Management of Change (Not Required for Small Public Transportation Providers)**

*Describe the process for identifying and assessing changes that may introduce new hazards or impact safety performance.*

## **Continuous Improvement (Not Required for Small Public Transportation Providers)**

*Describe the process for assessing safety performance. Describe the process for developing and carrying out plans to address identified safety deficiencies.*

## **7. Safety Promotion**

### **Competencies and Training**

*Describe the safety training program for all agency employees and contractors directly responsible for safety.*

# SunLine Transit Agency - Public Transportation Safety Plan



## Safety Training

All training in the Training Department is performed by Transportation Safety Institute (TSI) certified instructors.

All new operators training consists of no less than forty (40) hours of classroom. Classroom consists of TSI courses:

- Bus Maneuvering and Defensive Driving,
- Emergency and Accident Handling Procedures, and
- Passenger Relations.

These are supplemented with other courses that have been incorporated into the training as contained in the Instructors Manual.

Completion of a written final examination for all course subjects is required of each student.

New operator training also consists of no less than forty (40) hours of Behind-the-Wheel training before being tested.

- All new operators are trained on all SunLine vehicles which they will be expected to operate
- An authorized examiner of SunLine administers the road test, following Department of Motor Vehicle guidelines and is recorded on the Certificate of Driving Skill (DL170).
- All training records are kept on file in the Operations Training Supervisor files.

After successful completion of the classroom and Behind-the-Wheel segments of the training program, the operators begin cross training, on route, with line operators, who grade their performance on the **Trainee Progress Report**, which are reviewed by the Training Department.

The total time from classroom to line operator is approximately 6-8 weeks. All hours are documented on **Verification of Transit Training Form** (DL260).

The Safety Department coordinates with training and maintenance training instructors in formulating and refining training programs. Training curriculums are reevaluated for improvements after each training class has been completed. New hire operators are provided course critique sheets to evaluate the driver training course.

Continued safety training to instruct employees on methods to prevent traffic, passenger, and employee accidents is accomplished with:

- safety meetings,
- tailgate meetings,
- special presentations or classes,
- publications,
- newsletters, and
- coaching at work locations.

All training on new Agency vehicles is documented and retained by the Training Department.

Dispatch receives a list of those operators qualified to operate new equipment.

# SunLine Transit Agency - Public Transportation Safety Plan



Initial Training and Re-training is provided as described in the following chart.

Type of Training	Frequency	Comments
Safety Training	Upon Hire	Re-training Monthly
OSHA Training	Quarterly	
Bloodborne Pathogens	Upon Hire	Re-training Annually
Right-to-Know	Upon Hire	Re-training Annually
Equipment Training	Receipt of new equipment	
Emergency Drills	Quarterly	
Fatigue Awareness	Upon Hire	
Alternative Fuel	Upon Hire	As appropriate
General/Specific Safety	Monthly (Maint./Ops.)	Required by MOU
Hazardous Materials	Upon Hire	As appropriate
CNG Fueling	Upon Hire	As appropriated
Disaster Preparedness	Upon Hire	
Forklift	Upon Hire	Re-training Annually

## Safety Communication

*Describe processes and activities to communicate safety and safety performance information throughout the organization.*

## Communication Tools

SunLine uses various tools to communicate safety activities, concerns, and notices to employees. They include but are not limited to:

- Employee Safety meetings
  - Attended by employees from Operations, Maintenance, Human Resource, Planning and Administrative Staff
- Tailgate meetings
- Newsletters
- Publications
- Posting of Safety Committee minutes
- Use of color codes, posters, labels or signs to warn employees of potential hazards.

## Safety Incentive Awards

Safety awards are used to encourage individual participation in the safety program.

Presently the Safety Department administers Safe Driving Awards, which recognizes individual yearly miles driven accident free by transit operators.

Our other safety incentive program is our Quarterly Safety Incentive Program that recognizes the safety achievement of employees with a prize.

# SunLine Transit Agency - Public Transportation Safety Plan



## Additional Information

### Supporting Documentation

*Include or reference documentation used to implement and carry out the Safety Plan that are not included elsewhere in this Plan.*

All SMS documentation and related information, including Standard Operating Procedures, is maintained for three years and is accessible thru the Safety Department. All information is available to the FTA and other oversight agencies upon request.

- Safety – 0001 Sharp Containers
- Safety – 0005 Safety Vest Procedure
- Safety – 0006 How to Use an Automated External Defibrillator (AED)
- Safety – 0010 Replay Software System (Bus Tracking)
- Safety – 0016 NEO-Safety
- Safety – 0030 Control & Response for Infectious Disease
- Safety – 0030a MRSA General Information for Employees & Passengers
- Safety – 0030b H1N1 General Information for Employees & Passengers
- Safety – 0030c Coronavirus (COVID-19) General Information for Employees & Passengers
- Safety – 0032 Bus/Work Area Disinfecting
- Safety – 0033 Bloodborne Pathogens Exposure Control
- Safety – 0023 Active Shooter

## Definitions of Special Terms Used in the Safety Plan

Term	Definition
<p><b>Injury and Illness Prevention Program Standard (Title 8 California Code of Regulations §3203)</b></p>	<p>Effective July 1, 1991, every employer shall establish, implement, and maintain an effective Injury and Illness Prevention Program (Program). The Program shall be in writing and, shall, at a minimum:</p> <ol style="list-style-type: none"> <li>(1) Identify the person or persons with authority and responsibility for implementing the Program.</li> <li>(2) Include a system for ensuring that employees comply with safe and healthy work practices. Substantial compliance with this provision includes recognition of employees who follow safe and healthful work practices, training and retraining programs, disciplinary actions, or any other such means that ensures employee compliance with safe and healthful work practices.</li> <li>(3) Include a system for communicating with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal. Substantial compliance with this provision includes meetings, training</li> </ol>

# SunLine Transit Agency - Public Transportation Safety Plan



	<p>programs, posting, written communications, a system of anonymous notification by employees about hazards, labor/management safety and health committees, or any other means that ensures communication with employees.</p>
<b>SunBus</b>	<p>A SunLine Transit Agency fixed-route system serving the cities of Desert Hot Springs, Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, LaQuinta, Indio, Coachella, and the unincorporated areas of east central Riverside County. The service area covers approximately 1,120 square miles.</p>
<b>SunDial</b>	<p>A SunLine Transit Agency origin-to-destination dial-a-ride paratransit service.</p>
<b>SunLine Transit Agency</b>	<p>A Joint Powers Authority formed by nine cities (Desert Hot Springs, Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, La Quinta, Indio, and Coachella) and the County of Riverside.</p> <p>The Agency is governed by a ten member Board of Directors consisting of one elected official from each of the member entities' governing body.</p>

## List of Acronyms Used in the Safety Plan

<b>Acronym</b>	<b>Word or Phrase</b>
<b>AED</b>	Automated External Defibrillator
<b>APTA</b>	American Public Transportation Association
<b>Cal ACT</b>	California Association for Coordinated Transportation
<b>Cal/OSHA</b>	The Division of Occupational Safety and Health (DOSH), better known as Cal/OSHA
<b>CEO</b>	Chief Executive Officer
<b>CHP</b>	California Highway Patrol
<b>CNG</b>	Compressed Natural Gas
<b>COVID-19</b>	Corona Virus Disease 2019
<b>CSAT</b>	Controlled Substance and Alcohol Testing
<b>DMV</b>	Department of Motor Vehicles

# SunLine Transit Agency - Public Transportation Safety Plan



<b>DOT</b>	Department of Transportation
<b>FTA</b>	Federal Transit Administration
<b>H1N1</b>	Hemagglutinin Type 1 and Neuraminidase Type 1 (influenza strain; aka swine flu)
<b>Hi-Vis</b>	High Visibility
<b>HVAC</b>	Heating, Ventilation, and Air Conditioning
<b>KPI</b>	Key Performance Indicator
<b>MOU</b>	Memorandum of Understanding
<b>MPO</b>	Metropolitan Planning Organization
<b>MRSA</b>	Methicillin-Resistant Staphylococcus Aureus infection
<b>NEO</b>	New Employee Orientation
<b>PPE</b>	Personal Protective Equipment
<b>SDS</b>	Safety Data Sheet
<b>SOP</b>	Standard Operating Procedure
<b>TSI</b>	Transportation Safety Institute
<b>VTT</b>	Verification of Transit Training



**Appendix A:  
SunLine Safety Management Policy Statement**

# SunLine Transit Agency - Public Transportation Safety Plan

---



SunLine Transit Agency

Adopted: 4/26/17

Safety Management System Policy  
Policy No: B190117

---

## SMS POLICY STATEMENT

### I. PURPOSE

The purpose of this document is to establish SunLine Transit Agency's commitment to safety, safety procedures, expectations and roles of all employees within the Agency for all employees and the general public.

### II. POLICY

The management of safety is one of our core business functions. SunLine Transit Agency is committed to developing, implementing, maintaining, and constantly improving processes to ensure that all our transit service delivery activities take place under a balanced allocation of organizational resources, aimed at achieving the highest level of safety performance and meeting established standards.

All levels of management and all employees are accountable for the delivery of this highest level of safety performance, starting with the Chief Executive Officer.

SunLine Transit Agency commitment is to:

#### **1. Resources**

Support the management of safety through the provision of appropriate resources, that will result in an organizational culture that fosters safe practices, encourages effective employee safety reporting and communication, and actively manages safety with the same attention to results as the attention to the results of the other management systems of the organization;

#### **2. Integration**

Integrate the management of safety among the primary responsibilities of all managers and employees;

#### **3. Roles and Responsibilities**

Clearly define for all staff, managers and employees alike, their accountabilities and responsibilities for the delivery of the organizations safety performance and the performance of our safety management system.

# SunLine Transit Agency - Public Transportation Safety Plan

---



SunLine Transit Agency  
Safety Management System Policy  
Policy No: B190117

Adopted: 4/26/17

#### 4. Hazard Identification

Establish and operate hazard identification and analysis, and safety risk evaluation activities, including an employee safety reporting program as a fundamental source for safety concerns and hazard identification, in order to eliminate or mitigate the safety risks of the consequences of hazards resulting from our operations or activities to a point which is consistent with our acceptable level of safety performance;

#### 5. Encouragement

Ensure that no action will be taken against any employee who discloses a safety concern through the employee safety reporting program, unless disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures;

#### 6. Regulation

Comply with, and wherever possible exceed, legislative and regulatory requirements and standards;

#### 7. Personnel

Ensure that sufficient skilled and trained human resources are available to implement safety management processes;

#### 8. Training

Ensure that all staff are provided with adequate and appropriate safety-related information and training, are competent in safety management matters, and are allocated only tasks commensurate with their skills;

#### 9. Review

Establish and measure our safety performance against realistic and data driven safety performance indicators and safety performance targets;

#### 10. Amend

Continually improve our safety performance through management processes that ensure that appropriate safety management action is taken and is effective.

#### 11. Standards

Ensure externally supplied systems and services to support our operations are delivered meeting our safety performance standards.

# SunLine Transit Agency - Public Transportation Safety Plan

---



SunLine Transit Agency  
Safety Management System Policy  
Policy No: B190117

---

Adopted: 4/26/17

Approved:

A handwritten signature in blue ink, appearing to read "Lauren Skiver", is written over a horizontal line.

Lauren Skiver  
Chief Executive Officer/General Manager

**SunLine Transit Agency**

**DATE:** September 23, 2020 **INFORMATION**

**TO:** Board of Directors

**FROM:** Todd McDaniel, Chief Transportation Officer

**RE:** Follow-up Regarding Public Comment at July 22, 2020 Board Meeting

---

---

**Background**

This item is a follow-up report to concerns presented to the SunLine Board from public comment by John DiRito, ATU (Amalgamated Transit Union) Local 1277 representative at the July 22, 2020 Board Meeting. The concerns brought forth were questions of the Agency's response to COVID-19. Since the July Board Meeting, the Agency and ATU have met weekly to discuss and gain concurrence on the issues brought forth. There were five main areas of concern:

- The amount of available air conditioned space while social distancing for employees on duty
  - SunLine developed and provided to the ATU a comprehensive breakdown of spaces readily available to employees including the locations, capacity, and a contingency plan to utilize unused meeting room spaces in the Administration building if needed. Each of the areas have been enhanced with partitions and notices to provide for social distancing.
- Maintenance bay doors being closed during high heat conditions
  - SunLine developed a written "Heat Illness Prevention Plan" which was shared with the ATU. In addition, an all-hands meeting was conducted to explain the plan and gather information from employees regarding any other concerns. The Maintenance Department is currently implementing additional processes based on these employee suggestions.
- Facility/washroom cleanliness
  - SunLine provided the ATU with the enhanced cleaning schedule implemented in response to the pandemic which included increased cleaning frequency by Agency contractors (implemented nightly cleanings),, disinfectant wipe down of all high touch surfaces each morning by SunLine facility employees and a mid-day wipe down and electrostatic fogging of washrooms.
- Video cameras installed in breakrooms

- SunLine and the ATU have tentatively agreed to a temporary side letter agreement identifying the purpose of the cameras in the breakroom locations to be primarily for contact tracing and to the limited use of the videos.
- Installation and implementation of temperature screening and procedures
  - SunLine and the ATU both agree that taking the proactive step to facilitate temperature screening to protect the employees and community is important. We have worked together to come to an agreement to the procedures for employee temperature screening. Final details are near agreement and it is anticipated to be completed at the upcoming meetings together.

SunLine management and staff have the highest regard for the health and safety of our passengers, employees and the community. We are committed to continue to engage in an open dialogue and increased communication with the ATU and employee members going forward.

**SunLine Transit Agency**

**DATE:** September 23, 2020 **INFORMATION**

**TO:** Board of Directors

**FROM:** Lauren Skiver, CEO/General Manager

**RE:** Potential Partnership with SoCalGas on an Advanced Hydrogen Production Technology Demonstration Project

---

**Background**

SunLine is entering into discussions with SoCalGas to host an advanced hydrogen production demonstration project. The project will consist of an advanced methane reforming system developed by the Department of Energy (DOE) and Pacific Northwest National Laboratory and a state-of-the-art modular steam methane reforming system from Linde, a global industrial gas company. The combined hydrogen output of the systems will exceed 900 kg/d. These systems could potentially replace SunLine's recently decommissioned hydrogen reforming system.

SunLine has been aggressively seeking ways to provide resiliency to its hydrogen program that would provide back-up hydrogen production in case of an issue with our electrolyzer. Additional hydrogen infrastructure, like this demonstration project, will help the Agency drive redundancy for its current program and create capacity for future revenue through excess hydrogen that could be available for commercial and public vehicles. The project also helps SunLine meet the goals recently outlined in the Board approved Innovative Clean Transit (ICT) Zero Emissions Bus Rollout Plan.