



SunLine Transit Agency/
 SunLine Services Group
 February 22, 2023
 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 Government Code section 54953(e), 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/88168365128>

Meeting ID: 881 6836 5128

Teleconference Dial In
 888-475-4499 (Toll Free)
 Conference Number: 881 6836 5128

One tap mobile
 +16699009128,,88168365128#

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: public comment requests may be submitted via email to the Clerk of the Board at clerkoftheboard@sunline.org prior to February 21, 2023 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. Those who have submitted a request to speak by the deadline above will be recognized first, then anyone else who wishes to speak will be provided an opportunity to make public comment. If you send written comments, your comments will be made part of the official record of the proceedings and read into the record if they are received by the deadline above.

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 72 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**

APPROVE

a) **January 25, 2023 Joint Board Meeting**

(PAGE 5-9)

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

ITEM

RECOMMENDATION

9. CONSENT CALENDAR

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.

RECEIVE & FILE

- 9a) Checks \$1,000 and Over Report for December 2022 (PAGE 10-14)
- 9b) Credit Card Statement for December 2022 (PAGE 15-23)
- 9c) Monthly Budget Variance Report for December 2022 (PAGE 24-28)
- 9d) Contracts Signed in Excess of \$25,000 for January 2023 (PAGE 29-30)
- 9e) Union & Non-Union Pension Investment Asset Summary December 2022 (PAGE 31-42)
- 9f) Ridership Report for January 2023 (PAGE 43-46)
- 9g) SunDial Operational Notes for January 2023 (PAGE 47-49)
- 9h) Metrics for January 2023 (PAGE 50-72)
- 9i) Board Member Attendance for January 2023 (PAGE 73-74)
- 9j) SSG/SRA Checks \$1,000 and Over Report for December 2022 (PAGE 75-76)
- 9k) SSG Monthly Budget Variance Report for December 2022 (PAGE 77-79)
- 9l) Taxi Trip Data – January 2023 (PAGE 80-81)

10. ENHANCED SECURITY GUARD SERVICES
(Staff: Bryan Valenzuela, Deputy Chief Safety Officer)

INFORMATION
(PAGE 82)

11. GENERAL COUNSEL’S REPORT

12. CEO/GENERAL MANAGER’S REPORT

ITEM

RECOMMENDATION

13. CLOSED SESSION

a) CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

Pursuant to Government Code section 54956.9(d)(1)

Two (2) matters:

Navarrete v. SunLine Transit Agency

Riverside Co. Superior Court; Case No. CVRI2103875 (previously consolidated with CVRI2104825)

Javier Francisco Rendon (deceased) v. SunLine Transit Agency

Workers Compensation Appeals Board, Case No. ADJ 15111949

b) CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code section 54957.6

Agency designated representatives: Lauren Skiver, CEO/GM SunLine, Irma Rodriguez Moisa, Special Legal Counsel

Employee organizations: Amalgamated Transit Union Local 1277

c) PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code section 54957(b)

Positions: Chief Executive Officer/General Manager

d) CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code section 54957.6

Labor Negotiator: Board Chair Glenn Miller, General Counsel Eric Vail

Employee Organizations:

- Unrepresented Employee – Chief Executive Officer/General Manager

14. NEXT MEETING DATE

March 22, 2023 at 12 p.m.

15. ADJOURN

MINUTES

Joint SunLine Transit Agency/SunLine Services Group Board of Directors Meeting January 25, 2023

A joint regular meeting of the SunLine Transit Agency and SunLine Services Group Board of Directors was held at 12:00 p.m. on Wednesday, January 25, 2023 via Zoom videoconference, pursuant to California Government Code section 54953(e).

1. CALL TO ORDER

The meeting was called to order at 12:00 p.m. by Chairperson Glenn Miller.

2. FLAG SALUTE

Board Member Peabody led the pledge of allegiance.

3. ROLL CALL

Members Present:

Glenn Miller, Chair, SunLine Agency Board Member, City of Indio
Lisa Middleton, Vice-Chair, SunLine Agency Board Member, City of Palm Springs
Denise Delgado, SunLine Agency Board Member, City of Coachella
Nancy Ross, SunLine Agency Board Member, City of Cathedral City
Russell Betts, SunLine Agency Board Member, City of Desert Hot Springs
Ty Peabody, SunLine Agency Board Member, City of Indian Wells
John Peña, SunLine Agency Board Member, City of La Quinta
Kathleen Kelly, SunLine Agency Board Member, City of Palm Desert*
Lynn Mallotto, SunLine Agency Board Member, City of Rancho Mirage
Supervisor V. Manuel Perez, SunLine Agency Board Member, County of Riverside

**Joined the meeting after it was called to order.*

4. PRESENTATIONS

None

5. FINALIZATION OF AGENDA

No changes to the agenda.

Board Chair Miller welcomed Board Member Peabody and Board Member Mallotto to the SunLine Transit Agency Board of Directors.

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
JANUARY 25, 2023**

6. APPROVAL OF MINUTES FOR THE JOINT STA/SSG DECEMBER 7, 2022 BOARD MEETING

Board Member Peña moved to approve the minutes of the December 7, 2022 Joint STA/SSG Board meeting. The motion was seconded by Board Member Peabody. The motion was approved by a unanimous vote of 6 yes; 0 no; 3 abstain

7. PUBLIC COMMENTS

One (1) public comment was made by:

- Gina Lopez

8. BOARD MEMBER COMMENTS

Board Member Comments were made by:

- Board Member Betts, City of Desert Hot Springs
- Board Chair Miller, City of Indio
- Board Member Peña, City of La Quinta

9. CONSENT CALENDAR

Board Member Peña moved to approve the consent calendar. The motion was seconded by Board Member Betts. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

10. RATIFICATION OF PROVISIONAL COMMITTEE APPOINTMENTS

Board Chair Glenn Miller gave an oral report on this item. SunLine Transit Agency Board Member Peabody moved to approve the Ratification of Provisional Committee Appointments. The motion was seconded by Board Vice-Chair Middleton. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

11. DISCONTINUATION OF EMERGENCY DECLARATION AND RETURN TO LIVE IN-PERSON BOARD MEETINGS

Board Operations Committee Chair Betts reported that this item was brought to the committee and they unanimously approved the item. An oral report was provided by Eric Vail, General Counsel, on this action item. SunLine Transit Agency Board Member Betts moved to approve the Discontinuation of Emergency Declaration and Return to Live In-Person Board Meetings. The direction to staff was to return to in-person Board of Director and Committee meetings starting March 2023. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
JANUARY 25, 2023**

12. FISCAL YEARS 2023-2025 TITLE VI TRIENNIAL PLAN UPDATE

Board Operations Committee Chair Betts reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Betts moved to approve the Fiscal Years 2023-2025 Title VI Triennial Plan Update. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

13. EQUAL EMPLOYMENT OPPORTUNITY & AFFIRMATIVE ACTION PROGRAM STATEMENT APPROVAL PURSUANT TO TITLE VII OF THE CIVIL RIGHTS ACT OF 1964; TITLE 49, CHAPTER 53, SECTION 5332 OF THE UNITED STATES CODE; AND THE FEDERAL TRANSIT ADMINISTRATION'S CIRCULAR 4704.1A

Board Operations Committee Chair Betts reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Betts moved to approve the Equal Employment Opportunity & Affirmative Action Program Statement Approval Pursuant to Title VII of the Civil Rights Act of 1964; Title 49, Chapter 53, Section 5332 of the United States Code; and the Federal Transit Administration's Circular 4704.1A. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

14. LIQUID HYDROGEN STATION CHANGE ORDER/CHANGE DIRECTIVE

Finance/Audit Committee Vice-Chair Ross reported that this item was brought to the committee and they unanimously approved the item. An oral report was provided by Lauren Skiver, CEO/General Manager, on this action item. SunLine Transit Agency Board Member Ross moved to approve the Liquid Hydrogen Station Change Order/Change Directive. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

15. APPROVAL OF FUEL CELL EXTENDED WARRANTY AGREEMENT

Finance/Audit Committee Vice-Chair Ross reported that this item was brought to the committee and they unanimously approved the item. SunLine Board Member Ross moved to approve the Fuel Cell Extended Warranty Agreement. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

16. PURCHASE OF TRANSIT ASSET MANAGEMENT SOFTWARE

Finance/Audit Committee Vice-Chair Ross reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Ross moved to approve the Purchase of Transit Asset Management Software. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
JANUARY 25, 2023**

17. LOCAL PREFERENCE PROGRAM

An oral report was provided by Walter Watcher, Procurement Officer, on this information item.

18. GENERAL COUNSEL'S REPORT

General Counsel, Eric Vail, provided a brief oral report.

19. CEO/GENERAL MANAGER'S REPORT

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

**Board Member Kelly joined the meeting at 12:40 pm.*

20. CLOSED SESSION

a) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code section 54956.9(d)(1)

One (1) matter:

Patricia Hildebrand v. SunLine Transit Agency
Superior Court, County of Riverside Case No. CVPS2104962

- a) General Counsel, Eric Vail reported that the Board received a briefing and direction on the case, other than that there was no reportable action taken.

b) PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code section 54957(b)

Positions: Chief Executive Officer/General Manager

- b) General Counsel, Eric Vail reported that this item will continue at the February Joint STA/SSG Board meeting but the Board may also call a special meeting.

c) CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code section 54957.6

Labor Negotiator: Board Chair Glenn Miller, General Counsel Eric Vail

Employee Organizations:

- Unrepresented Employee – Chief Executive Officer/General Manager

- c) General Counsel, Eric Vail reported that this item will continue at the February Joint STA/SSG Board meeting but the Board may also call a special meeting.

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
JANUARY 25, 2023**

21. NEXT MEETING DATE

February 22, 2023 at 12 p.m.

22. ADJOURN

The SunLine Services Group and SunLine Transit Agency meeting concurrently adjourned at 1:36 p.m.

Respectfully Submitted,

Edith Hernandez
Clerk of the Board

A recording of the January 25, 2023 Board proceedings is available [here](#).

SunLine Transit Agency**CONSENT CALENDAR**

DATE: February 22, 2023

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Checks \$1,000 and Over Report for December 2022

Summary:

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

- The table below identifies the checks \$50,000 and over in the month of December which required signature from the Chair or Vice Chair.

Vendor	Check #	Amount
<i>Jessup Auto Plaza</i>	691329	\$84,595.37
<i>Tyler Technologies, Inc.</i>	691330	\$60,613.69

Recommendation:

Receive and file.

**SunLine Transit Agency
Checks \$1,000 and Over
December 2022**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
CALPERS	Group Health Premiums	691556	12/29/2022	376,146.29
PERMA - INSURANCE	Dec General Liability/Workers Comp Premiums	691589	12/29/2022	230,128.71
PERMA - INSURANCE	Nov General Liability/Workers Comp Premiums	691383	12/08/2022	229,173.33
IMPERIAL IRRIGATION DIST	Utilities	691578	12/29/2022	145,343.94
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	691603	12/29/2022	119,646.59
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	691491	12/15/2022	117,232.01
ANEW RNG, LLC	Utilities	691336	12/08/2022	114,857.01
ANEW RNG, LLC	Utilities	691554	12/29/2022	103,669.35
JESSUP AUTO PLAZA	WIP-Purchase 3 of 5 Chevy Bolts Project Acct#2111-00	691329	12/07/2022	84,595.37
SO CAL GAS CO.	Utilities	691479	12/15/2022	60,668.07
TYLER TECHNOLOGIES, INC.	Computer/Network Software Agreement	691330	12/07/2022	60,613.69
MUTUAL OF OMAHA INSURANCE COMPANY	Supplement Benefits LTD/STD/LIFE Ins Prem	691584	12/29/2022	27,195.69
MICHELIN NORTH AMERICA, INC.	Lease Tires Services	691372	12/08/2022	26,276.36
MICHELIN NORTH AMERICA, INC.	Lease Tires Services	691582	12/29/2022	25,137.97
HTEC HYDROGEN TECHNOLOGY & ENERGY	Consulting-General	691575	12/29/2022	23,921.71
TRAPEZE SOFTWARE GROUP INC.	WIP-Payroll Software Integration Service Project Acct#2213-00	691489	12/15/2022	22,022.00
ROBERT HALF	Temporary Help	691387	12/08/2022	22,000.00
TYLER TECHNOLOGIES, INC.	Computer/Network Software Agreement	691540	12/21/2022	18,762.34
TRUGUARD SECURITY SERVICES, INC	Security Guard Services	691490	12/15/2022	17,369.74
GLORIA G. SALAZAR	Consulting	691442	12/15/2022	16,848.19
ATKINSON, ANDELSON, LOYA RUUD AND ROMO	Legal Service	691338	12/08/2022	16,329.50
IMPERIAL IRRIGATION DIST	Utilities	691516	12/21/2022	16,149.49
TEC EQUIPMENT, INC.	Inventory Repair Parts	691483	12/15/2022	15,928.46
WSP USA INC.	TDM & Vanpool Program	691407	12/08/2022	15,616.10
COACHELLA VALLEY TAXI	SunRide Ride Share Expenses	691367	12/08/2022	14,482.62
CART MART, INC	WIP- Club Car Utility Cart Project Acct#2207	691349	12/08/2022	13,260.91
NFI PARTS	Inventory Repair Parts	691497	12/21/2022	12,837.51
VERIZON WIRELESS	Wireless Telephone Service	691403	12/08/2022	11,487.46
UNUM	Group Dental & Vision Premiums	691535	12/21/2022	11,336.44
MAGALDI & MAGALDI, INC.	Inventory Repair Parts	691581	12/29/2022	10,650.56
CIRQUE ANALYTICS	Legal Service	691352	12/08/2022	10,291.00
RECARO NORTH AMERICA, INC.	Inventory Repair Parts	691386	12/08/2022	9,960.00
DYNAMIC BUILDING MAINTENANCE INC	Janitorial Services	691509	12/21/2022	9,240.00
OLD GREEN HOUSE LLC	Projects Consultant	691472	12/15/2022	9,048.00
TOWNSEND PUBLIC AFFAIRS, INC	Consulting-General	691399	12/08/2022	9,000.00
TOWNSEND PUBLIC AFFAIRS, INC	Consulting-General	691487	12/15/2022	9,000.00
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	691475	12/15/2022	8,875.85
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	691461	12/15/2022	7,658.08
AMERICAN SEATING COMPANY	Repair Parts-Fixed Route	691335	12/08/2022	7,616.66

**SunLine Transit Agency
Checks \$1,000 and Over
December 2022**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
VERONICA MANZO STUMPF	WIP-Consultant TAM Software Project Acct #1512-01	691494	12/15/2022	7,036.06
COMPLETE COACH WORKS	Outside Repair-Fixed Route	691423	12/15/2022	6,594.28
NFI PARTS	Inventory Repair Parts	691331	12/08/2022	6,072.96
US BANK VOYAGER FLEET SYSTEMS	Unleaded/Diesel Fuel	691401	12/08/2022	5,799.64
AMALGAMATED TRANSIT UNION	Union Dues	691552	12/29/2022	5,744.26
CONTAINER ALLIANCE COMPANY	WIP-40 ft Cargo Container Project Acct#2316-02	691507	12/21/2022	5,728.37
CONTAINER ALLIANCE COMPANY	WIP-40 ft Cargo Container Project Acct#2316-02	691425	12/15/2022	5,728.37
AMERICAN SECURITY GROUP	Computer/Network Software Agreement	691501	12/21/2022	5,697.96
AMALGAMATED TRANSIT UNION	Union Dues	691413	12/15/2022	5,648.50
DESERT AIR CONDITIONING, INC.	WIP-Replace Div II IT Room Split System Project Acct#2008-00	691565	12/29/2022	5,594.00
TRAKSTAR	Membership & Subscriptions	691528	12/21/2022	5,455.00
SOCALGAS	Utilities	691395	12/08/2022	5,232.20
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	691593	12/29/2022	5,186.20
ROBERT HALF	Temporary Help	691471	12/15/2022	5,000.00
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	691409	12/08/2022	4,944.87
NFI PARTS	Inventory Repair Parts	691547	12/29/2022	4,815.61
ULINE, INC.	WIP-Fire Resistant Storage Cabinet Project Acct#2316-06	691492	12/15/2022	4,754.08
BURKE, WILLIAMS & SORENSEN, LLP	Legal Service	691419	12/15/2022	4,571.66
TRANSIT RESOURCES, INC.	Inventory Repair Parts	691602	12/29/2022	4,559.60
ANDREA CARTER & ASSOCIATES	Marketing & Communication Services	691416	12/15/2022	4,500.00
NAPA AUTO PARTS	Inventory Repair Parts	691454	12/15/2022	4,458.13
DOCUSIGN, INC.	Computer/Network Software Agreement	691357	12/08/2022	4,416.00
GRAINGER	Inventory Repair Parts	691573	12/29/2022	4,385.52
RIDECO US INC	SunRide Ride Share Expenses	691529	12/21/2022	4,376.74
CALIFORNIA STATE UNIVERSITY, SAN	Annual California State University Park & Ride	691558	12/29/2022	4,320.00
IMPERIAL IRRIGATION DIST	Utilities	691364	12/08/2022	4,156.75
TPX COMMUNICATIONS	Communication Service	691539	12/21/2022	4,109.71
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	691531	12/21/2022	4,084.34
CLAIREMONT EQUIPMENT	Rental Equipment Expense	691545	12/21/2022	3,930.30
NFI PARTS	Inventory Repair Parts	691412	12/15/2022	3,893.69
QUICK FIX AUTO GLASS	Inventory Repair Parts	691500	12/21/2022	3,810.00
JESSE FRESCAS JR.	Consulting-General	691448	12/15/2022	3,680.00
TANKNOLOGY INC.	Contract Svc-Haz Waste Removal	691536	12/21/2022	3,631.00
PARKHOUSE TIRE, INC.	Repair Parts-Fixed Route	691525	12/21/2022	3,609.63
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	691381	12/08/2022	3,530.25
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	691587	12/29/2022	3,511.53
HYDROGEN FUEL CELL BUS COUNCIL	Membership & Subscriptions	691363	12/08/2022	3,326.69
CHARTER COMMUNICATIONS	Utilities	691533	12/21/2022	3,262.72
MOHAWK MFG & SUPPLY CO	Inventory Repair Parts	691521	12/21/2022	3,217.24

**SunLine Transit Agency
Checks \$1,000 and Over
December 2022**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
HD INDUSTRIES	Inventory Repair Parts	691443	12/15/2022	3,074.69
GILLIG LLC	Inventory Repair Parts	691440	12/15/2022	3,011.56
CTE	Membership & Subscriptions	691350	12/08/2022	3,000.00
DESERT HOSE & SUPPLY CORP.	Inventory Repair Parts	691429	12/15/2022	2,976.92
ROBERT HALF	Temporary Help	691530	12/21/2022	2,974.07
SC FUELS	Lubricants- Oil	691391	12/08/2022	2,909.26
SAFEWAY SIGN COMPANY	SunRide Ride Share Expenses	691595	12/29/2022	2,740.08
THERMOGUARD	Repair Claims	691488	12/15/2022	2,700.00
NAPA AUTO PARTS	Inventory Repair Parts	691375	12/08/2022	2,651.23
SONSRAY FLEET SERVICES	Inventory Repair Parts	691398	12/08/2022	2,639.92
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	691341	12/08/2022	2,605.77
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	691420	12/15/2022	2,580.68
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	691557	12/29/2022	2,580.68
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	691524	12/21/2022	2,516.10
JACKSON LEWIS P.C.	Insurance Loss	691579	12/29/2022	2,502.50
TULSA GAS TECHNOLOGIES, INC.	Inventory Repair Parts	691400	12/08/2022	2,479.00
ISABELLA A. AMADEO	Consulting-General	691445	12/15/2022	2,447.50
YELLOW CAB OF THE DESERT	Taxi Voucher Program	691410	12/08/2022	2,420.93
SC FUELS	Lubricants- Oil	691532	12/21/2022	2,283.77
AGILITY FUEL SOLUTIONS LLC, A SUBSIDIARY OF	Inventory Repair Parts	691549	12/29/2022	2,246.13
CITY CAB	Taxi Voucher Program	691477	12/15/2022	2,243.19
LUMINATOR TECHNOLOGY GROUP, LLC	WIP-Camera system equipment & install Project Acct#1710-00	691369	12/08/2022	2,200.00
KELLY SPICERS STORES	Office Supplies General	691518	12/21/2022	2,119.98
SAFETY-KLEEN CORPORATION	Contract Svc-Haz Waste Removal	691389	12/08/2022	2,119.27
TOTAL CARE WORK INJURY CLINIC	Alcohol & Drug Testing	691544	12/21/2022	2,040.00
INLAND EMPIRE COLLISION	Repair Claims	691397	12/08/2022	2,024.76
ALPHA MEDIA LLC	Advertising	691334	12/08/2022	2,000.00
VALLEY OFFICE EQUIPMENT, INC.	Copier Service	691542	12/21/2022	1,981.09
GALLAGHER BENEFIT SERVICES, INC	Consulting-General	691438	12/15/2022	1,968.75
WILLIAM LOPER	Consulting-General	691496	12/15/2022	1,925.00
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	691388	12/08/2022	1,799.07
HOME DEPOT CREDIT SERVICES	Facility Maintenance	691444	12/15/2022	1,757.11
SWRCB ACCOUNTING OFFICE	Permits & Licenses	691600	12/29/2022	1,738.00
AMERICAN MOVING PARTS	Inventory Repair Parts	691415	12/15/2022	1,682.65
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	691473	12/15/2022	1,590.07
FRONTIER COMMUNICATIONS	Utilities- OPS Bldg	691511	12/21/2022	1,525.00
MILE3 WEB DEVELOPMENT	Website Maintenance	691452	12/15/2022	1,470.00
POSITIVE PROMOTIONS, INC.	Sunline Event Expense	691467	12/15/2022	1,464.21
COMPRESSOR DESIGN AND SERVICES INC	Contract Services - General	691424	12/15/2022	1,452.57

**SunLine Transit Agency
Checks \$1,000 and Over
December 2022**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
ELDORADO NATIONAL (CALIFORNIA), INC.	Repair Parts-Fixed Route	691358	12/08/2022	1,429.70
SERVEXO	Security Services	691393	12/08/2022	1,423.50
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	691342	12/08/2022	1,417.25
ANDREA CARTER & ASSOCIATES	Marketing Service Clean Cities Coalition	691553	12/29/2022	1,410.00
OMNITRACS, LLC	General Services	691459	12/15/2022	1,380.00
AMERICAN SEATING COMPANY	Repair Parts-Fixed Route	691502	12/21/2022	1,369.54
LA PRENSA HISPANA INC	Advertising	691607	12/30/2022	1,260.00
GILLIG LLC	Inventory Repair Parts	691361	12/08/2022	1,256.47
CALACT	Membership & Subscriptions	691345	12/08/2022	1,220.00
WESTGATE CENTER FOR LEADERSHIP	Travel Meetings/Seminars	691495	12/15/2022	1,200.00
CMD CORPORATION	Inventory Repair Parts	691353	12/08/2022	1,192.96
ODP BUSINESS SOLUTIONS LLC	Office Supplies	691522	12/21/2022	1,119.40
BRITTNEY B. SOWELL	Reimbursement Expense	691505	12/21/2022	1,087.38
QUADIENT FINANCE USA, INC.	Postage	691468	12/15/2022	1,064.21
LIFECOM, INC.	Contract Services - General	691520	12/21/2022	1,050.00
IDWHOLESALER	ID Badge Supplies	691515	12/21/2022	1,038.70
TEAMSTERS LOCAL 1932	Union Dues	691482	12/15/2022	1,032.20
CITY CAB	Taxi Voucher Program	691390	12/08/2022	1,026.60
TEAMSTERS LOCAL 1932	Union Dues	691601	12/29/2022	1,014.28
FLW, INC.	Inventory Repair Parts	691433	12/15/2022	1,012.78
CESAR ACEVEDO	Reimbursement Expense	691351	12/08/2022	1,000.00
PLAZA TOWING, INC.	Towing Service	691466	12/15/2022	1,000.00
Total Checks Over \$1,000	\$2,357,197.34			
Total Checks Under \$1,000	\$16,038.54			
Total Checks	\$2,373,235.88			

SunLine Transit Agency
CONSENT CALENDAR

DATE: February 22, 2023

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Credit Card Statements for December 2022

Summary:

The attached report summarizes the Agency's credit card expenses for December 2022. Credit card transactions through the CEO/General Manager credit card align with the statement closing date of January 3, 2023. The report also summarizes transactions for the credit card utilized for Procurement which aligns with the statement closing date of December 31, 2022, for the reporting period.

Recommendation:

Receive and file.

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 1/3/2023

Name on Card: Lauren Skiver

Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
12/4/2022	12/6/2022	Hampton Inn	Instructors Course for Transit Trainers in Santa Monica, CA - Lodging for 5 Nights; Gilbert Lopez, Safety Manager		\$1,333.80
Credits and Charges:				\$0.00	\$1,333.80



SUB ACCOUNT MEMO STATEMENT

Prepared For	SUNLINE TRANSIT LAURA SKIVER
Sub Account Number	[REDACTED]
Statement Closing Date	01/03/23
Next Statement Date	02/03/23

For Customer Service Call:
800-231-5511

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

Monthly Spending Limit*	\$40,000
-------------------------	----------

*Available funds are subject to the monthly spending limit and the available credit on the control account.

Sub Account Summary

Purchases and Other Charges	+	\$1,333.80
Cash Advances	+	\$0.00
Credits	-	\$0.00
Statement Total		\$1,333.80

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

Sub Account Transactions

Trans	Post	Reference Number	Description	Credits	Charges
12/04	12/06	2405523P311GY8Y5T	HAMPTON INN SANTA MONICA SANTA MONICA CA		1,333.80
01/03	01/03	000000000000COMPC	TOTAL PURCHASES	\$1,333.80	
			TOTAL	\$1,333.80	

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

Wells Fargo News

Take advantage of the features that come with Online Banking:

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

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

See reverse side for important information.



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

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



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

SUNLINE TRANSIT
LAURA SKIVER 71845
32505 HARRY OLIVER TRL
THOUSAND PALMS CA 92276-3501 S311

SunLine Transit Agency Visa Credit Card Statement
 Closing Date: 12/31/2022
 Name on Card: Walter Watcher (Procurement Card)

Trans. Date	Post. Date	Name	Detail-Description	Credits	Charges
12/1/2022	12/2/2022	Amazon	Replacement battery		\$ 27.72
12/2/2022	12/5/2022	Amazon	Alexa for Business subscription		\$ 6.40
12/2/2022	12/5/2022	Castañedas	Breakfast for employee holiday event		\$ 2,339.68
12/3/2022	12/5/2022	Amazon	Refund of returned sink handles purchased in November	\$ 10.92	
12/4/2022	12/5/2022	Amazon	Logitech H390 wired headset		\$ 192.63
12/4/2022	12/5/2022	Amazon	Safety warning decals		\$ 43.05
12/5/2022	12/6/2022	Sam's Club	Small latex gloves (PPE supply)		\$ 106.09
12/5/2022	12/7/2022	Sam's Club	Folding tables for employee event		\$ 355.45
12/5/2022	12/7/2022	Sam's Club	Duplicate charge for PPE supplies		\$ 106.09
12/5/2022	12/8/2022	Sam's Club	Correction for duplicate charge	\$ 106.09	
12/6/2022	12/7/2022	Amazon	Employee badge holders		\$ 54.31
12/6/2022	12/7/2022	Amazon	Face coverings		\$ 426.64
12/6/2022	12/7/2022	Costco	Heaters		\$ 323.23
12/6/2022	12/7/2022	Amazon	Sink handles		\$ 10.93
12/8/2022	12/9/2022	JME Ellsworth	Air filter regulator		\$ 434.94
12/13/2022	12/14/2022	Amazon	Logitech wireless keyboard & mouse		\$ 58.72
12/16/2022	12/19/2022	Amazon	Chainsaw oil cap		\$ 20.48
12/18/2022	12/19/2022	Amazon	8 pistol nozzle (cleaning supply)		\$ 231.62
12/19/2022	12/20/2022	Amazon	Lamps for bollards		\$ 168.12
12/19/2022	12/20/2022	Amazon	Microfiber towels (cleaning supply)		\$ 114.47
12/19/2022	12/20/2022	Amazon	Credit for incorrect shipment of product - face coverings	\$ 64.64	\$ -
12/20/2022	12/21/2022	Amazon	Microfiber towels (cleaning supply)		\$ 33.92
12/20/2022	12/21/2022	Amazon	Face coverings		\$ 484.25
12/21/2022	12/22/2022	Amazon	L.E.D. equipment bollard lamps		\$ 136.85
12/21/2022	12/22/2022	Priority Tire	Replacement tires for safety golf cart		\$ 236.31
12/21/2022	12/22/2022	Amazon	Rainbird EZ bleed solenoid		\$ 131.40
12/23/2022	12/26/2022	Amazon	Disposable coffee cups		\$ 65.46
12/28/2022	12/29/2022	Amazon	Graffiti remover (cleaning supply)		\$ 198.00
				\$ 181.65	\$ 6,306.76



Reporting Period : 12/1/2022 - 12/30/2022

Statement Summary

Name	Walter Watcher	Company	Sunline Transit Agency
Account #	XXXX-XXXX-XXXX-7572	Currency	US Dollar
Reporting Period	12/1/2022 - 12/30/2022		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
1 12/1/2022	12/2/2022	Amzn Mktp Us					27.72
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
		Amazon - Exit Light batteries - Facilities					
2 12/2/2022	12/5/2022	Amazon Web Services					6.40
		Purchase Amazon Web Services	General Ledger Code: 5039903800 Fund: 00				
		AWS - Alexa for Business - Executive					
3 12/2/2022	12/5/2022	Castanedas Dinah Shore					2,339.68
		Purchase Castanedas Dinah Shore	General Ledger Code: 5099900002 Fund: 00				
		Castanedas Mexican Food - Employee / Holiday Breakfast					
4 12/3/2022	12/5/2022	Amazon.Com					-10.92
		Credit Voucher Amazon.Com	General Ledger Code: 5099900002 Fund: 00				
		Amazon - Return of faucet handle damaged - Facilities					
5 12/4/2022	12/5/2022	Amzn Mktp Us					192.63
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
		Amazon - Web camera (3) and Headset (3) - IT Department					

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
6 12/4/2022	12/5/2022	Amzn Mktp Us					43.05
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
		Amazon - Hazard Warning signs (5) - Facilities					
7 12/5/2022	12/6/2022	Sams Club #6609					106.09
		Purchase Sams Club #6609	General Ledger Code: 5099900002 Fund: 00				
		Sam's Club - Sanitizing Wipes (9/312ct) - Safety Department					
8 12/5/2022	12/7/2022	Samsclub #6609					355.45
		Purchase Samsclub #6609	General Ledger Code: 5099900002 Fund: 00				
		Sam's Club - Folding Table (6) - Facilities					
9 12/5/2022	12/7/2022	Sams Club #6609					106.09
		Purchase Sams Club #6609	General Ledger Code: 5099900002 Fund: 00				
		Vendor Charged in Error					
10 12/5/2022	12/8/2022						-106.09
		Credit Adjustment Sams Club #6609	Fund: 00				
		Correction for Charge in Error					
11 12/6/2022	12/7/2022	Amzn Mktp Us					54.31
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
		Amazon - Vinyl Badge Holder (100) - Safety Department					
12 12/6/2022	12/7/2022	Amzn Mktp Us					426.64
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
		Amazon - Face Coverings (8000) - Safety Department					

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
13 12/6/2022	12/7/2022	Costco Whse #0441					323.23
		Purchase Costco Whse #0441	General Ledger Code: 5099900002 Fund: 00				
		Costco - Portable Heaters (2) - Facilities					
14 12/6/2022	12/7/2022	Amazon.Com*x84ah2k33 Amzn					10.93
		Purchase Amazon.Com*x84ah2k33 Amzn	General Ledger Code: 5099900002 Fund: 00				
		Amazon - Faucet handles - Facilities					
15 12/8/2022	12/9/2022	John M Ellsworth Co Inc					434.94
		Purchase John M Ellsworth Co Inc	General Ledger Code: 5049900010 Fund: 00				
		JME - Shop Air Pressure Regulator - Facilities					
16 12/13/2022	12/14/2022	Amzn Mktp Us					58.72
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
		Amazon - Wireless Keyboard & Mouse Combo - IT Dept					
17 12/16/2022	12/19/2022	Amzn Mktp Us					20.48
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
		Amazon - Chainsaw Repair Parts - Facilities					
18 12/18/2022	12/19/2022	Amzn Mktp Us					231.62
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
		Amazon - Rubber Garden Hose HD (4) & Hose Nozzle (8) - Maintenance					

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
19	12/19/2022	12/20/2022	Amzn Mktp Us				168.12
	Purchase Amzn Mktp Us		General Ledger Code: 5099900002 Fund: 00				
	Amazon - HID Bulbs (6) - Facilities						
20	12/19/2022	12/20/2022	Amzn Mktp Us				114.47
	Purchase Amzn Mktp Us		General Ledger Code: 5099900002 Fund: 00				
	Amazon - Bus Cleaning Towels (50) & Squeegee (5) - Maintenance						
21	12/19/2022	12/20/2022	Amzn Mktp Us				-64.64
	Credit Voucher Amzn Mktp Us		General Ledger Code: 5099900002 Fund: 00				
	Amazon - Satisfaction Credit - Face Covering Unit Pack - Safety						
22	12/20/2022	12/21/2022	Amzn Mktp Us				33.92
	Purchase Amzn Mktp Us		General Ledger Code: 5099900002 Fund: 00				
	Amazon - Bus Cleaning Towels (50) - Maintenance						
23	12/20/2022	12/21/2022	Amzn Mktp Us				484.25
	Purchase Amzn Mktp Us		General Ledger Code: 5099900002 Fund: 00				
	Amazon - Face Coverings (10,000) - Safety Dept						
24	12/21/2022	12/22/2022	Amzn Mktp Us				136.85
	Purchase Amzn Mktp Us		General Ledger Code: 5099900002 Fund: 00				
	Amazon - LED Light Fixture Driver (5) - Facilities						

SunLine Transit Agency**CONSENT CALENDAR**

DATE: February 22, 2023

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Monthly Budget Variance Report for December 2022

Summary:

The budget variance report compares revenues and expenses to the respective line item budgets. The report identifies current monthly revenues and expenses as well as fiscal year to date (FYTD) values. The budgetary figures are represented as a straight line budget. Accordingly, the current monthly budget values are calculated by taking 1/12th of the annual budget. The FYTD budget values for the month of December 2022 are equal to 6/12^{ths} of the yearly budget.

Year to Date Summary

- As of December 31, 2022, the Agency's FYTD revenues are \$76,664 or 9.8% above the FYTD budget due to an increase in ridership over FY22.
- As of December 31, 2022, the Agency's FYTD expenditures are \$2,275,643 or 9.9% below the FYTD budget.

Monthly Spotlight:

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

Recommendation:

Receive and file.

SunLine Transit Agency
Budget Variance Report
December 2022

Description	FY23 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY23 FYTD Budget	Positive (Negative)	Percentage Remaining
Operating Revenues:								
Passenger Revenue	1,529,001	139,015	127,417	11,598	840,062	764,501	75,561	45.1%
Other Revenue	37,500	2,766	3,125	(359)	19,853	18,750	1,103	47.1%
Total Operating Revenue	1,566,501	141,781	130,542	11,239	859,914	783,251	76,664	45.1%
Operating Expenses:								
Operator & Mechanic Salaries & Wages	10,601,638	702,356	883,470	181,114	4,212,140	5,300,819	1,088,679	60.3%
Operator & Mechanic Overtime	1,067,000	107,382	88,917	(18,465)	748,886	533,500	(215,386)	29.8%
Administration Salaries & Wages	6,986,398	508,060	582,200	74,139	3,057,018	3,493,199	436,181	56.2%
Administration Overtime	105,449	7,195	8,787	1,593	48,008	52,725	4,717	54.5%
Fringe Benefits	11,124,750	1,011,619	927,063	(84,556)	4,790,315	5,562,375	772,060	56.9%
Communications	277,879	19,760	23,157	3,396	122,154	138,940	16,785	56.0%
Legal Services	398,485	(6,189)	33,207	39,396	231,569	199,243	(32,326)	41.9%
Computer/Network Software Agreement	750,000	110,080	62,500	(47,580)	365,047	375,000	9,953	51.3%
Uniforms	132,610	1,608	11,051	9,443	18,297	66,305	48,008	86.2%
Contracted Services	704,809	36,417	58,734	22,317	290,308	352,405	62,096	58.8%
Equipment Repairs	34,000	0	2,833	2,833	1,712	17,000	15,288	95.0%
Security Services	200,000	20,647	16,667	(3,980)	114,933	100,000	(14,933)	42.5%
Fuel - CNG	1,599,327	225,392	133,277	(92,114)	1,207,943	799,664	(408,280)	24.5%
Fuel - Hydrogen	1,250,000	129,546	104,167	(25,380)	717,464	625,000	(92,464)	42.6%
Tires	237,165	308	19,764	19,455	87,492	118,583	31,090	63.1%
Office Supplies	71,085	7,180	5,924	(1,257)	31,217	35,543	4,325	56.1%
Travel/Training	136,980	7,429	11,415	3,986	43,242	68,490	25,248	68.4%
Repair Parts	1,627,700	93,576	135,642	42,066	825,922	813,850	(12,072)	49.3%
Facility Maintenance	49,300	6,054	4,108	(1,946)	28,701	24,650	(4,051)	41.8%
Electricity - CNG & Hydrogen	1,345,000	141,983	112,083	(29,899)	779,675	672,500	(107,175)	42.0%
Natural Gas	1,325,000	257,383	110,417	(146,966)	1,279,571	662,500	(617,071)	3.4%
Water and Gas	13,500	957	1,125	168	5,654	6,750	1,096	58.1%
Insurance Losses	1,650,000	26,925	137,500	110,575	464,990	825,000	360,010	71.8%
Insurance Premium - Property	79,394	11,113	6,616	(4,496)	66,676	39,697	(26,979)	16.0%
Repair Claims	200,000	6,614	16,667	10,052	106,815	100,000	(6,815)	46.6%
Fuel Taxes	70,998	10,952	5,916	(5,035)	64,387	35,499	(28,888)	9.3%
Other Expenses	7,014,340	424,310	584,528	160,219	2,991,065	3,507,170	516,105	57.4%
Self Consumed Fuel	(2,967,162)	(356,325)	(247,264)	109,061	(1,934,021)	(1,483,581)	450,440	34.8%
Total Operating Expenses (Before Depreciation)	46,085,646	3,512,331	3,840,471	328,140	20,767,180	23,042,823	2,275,643	54.9%
Operating Expenses in Excess of Operating Revenue		\$ (3,370,550)			\$ (19,907,265)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	11,231,000	850,300	935,917	85,616	5,022,075	5,615,500	593,425	55.3%
State - LTF, LCTOP	24,349,683	1,843,518	2,029,140	185,623	10,888,250	12,174,842	1,286,591	55.3%
Federal	8,938,462	676,732	744,872	68,140	3,996,940	4,469,231	472,291	55.3%
Total Subsidies	44,519,145	3,370,550	3,709,929	339,379	19,907,265	22,259,573	2,352,307	55.3%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

SunLine Transit Agency
Budget Variance Report
December 2022

Description	FY22 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY22 FYTD Budget	Positive (Negative)	Percentage Remaining
Operating Expenses:								
Wages & Benefits	29,885,236	2,336,611	2,490,436	153,825	12,856,367	14,942,618	2,086,251	57.0%
Services	5,284,960	289,052	440,413	151,361	2,318,972	2,642,480	323,508	56.1%
Fuels & Lubricants	3,064,617	359,019	255,385	(103,634)	2,015,141	1,532,309	(482,833)	34.2%
Tires	237,165	308	19,764	19,455	87,492	118,583	31,090	63.1%
Materials and Supplies	2,265,936	136,753	188,828	52,075	1,037,578	1,132,968	95,390	54.2%
Utilities	3,029,280	431,817	252,440	(179,377)	2,234,964	1,514,640	(720,324)	26.2%
Casualty & Liability	3,561,934	181,854	296,828	114,974	1,517,196	1,780,967	263,771	57.4%
Taxes and Fees	70,998	10,952	5,916	(5,035)	64,387	35,499	(28,888)	9.3%
Miscellaneous Expenses	1,652,682	122,289	137,724	15,435	569,105	826,341	257,236	65.6%
Self Consumed Fuel	(2,967,162)	(356,325)	(247,264)	109,061	(1,934,021)	(1,483,581)	450,440	34.8%
Total Operating Expenses (Before Depreciation)	46,085,646	3,512,331	3,840,471	328,140	20,767,180	23,042,823	2,275,643	54.9%
Revenues:								
Passenger Revenue	1,529,001	139,015	127,417	11,598	840,062	764,501	75,561	45.1%
Other Revenue	37,500	2,766	3,125	(359)	19,853	18,750	1,103	47.1%
Total Operating Revenue	1,566,501	141,781	130,542	11,239	859,914	783,251	76,664	45.1%
Net Operating Gain (Loss)		\$ (3,370,550)			\$ (19,907,265)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	11,231,000	850,300	935,917	85,616	5,022,075	5,615,500	593,425	55.3%
State - LTF, LCTOP	24,349,683	1,843,518	2,029,140	185,623	10,888,250	12,174,842	1,286,591	55.3%
Federal - CMAQ,5307,5309,5310,5311,5311(f),5312	8,938,462	676,732	744,872	68,140	3,996,940	4,469,231	472,291	55.3%
Total Subsidies	44,519,145	3,370,550	3,709,929	339,379	19,907,265	22,259,573	2,352,307	55.3%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

Budget Variance Analysis - SunLine Transit Agency

Passenger Revenue

- The positive variance in passenger revenue is due to an 19.7% increase in ridership over FY22.
- As of December, ridership was at 19.7% above FY22 FYTD totals.
- Total system ridership was 214,067 trips above FY22 FYTD amounts.

Ridership

	FY22-December	FY23-December	Variance	%Δ
Fixed Route	173,621	202,560	28,939	16.7%
Paratransit	8,659	8,529	(130)	-1.5%
SolVan	1,336	1,525	189	14.1%
SunRide	514	586	72	14.0%
System Total	184,130	213,200	29,070	15.8%

Ridership

	FYTD-FY22	FYTD-FY23	Variance	%Δ
Fixed Route	1,024,046	1,233,886	209,840	20.5%
Paratransit	50,046	52,363	2,317	4.6%
SolVan	8,229	9,596	1,367	16.6%
SunRide	2,693	3,236	543	20.2%
System Total	1,085,014	1,299,081	214,067	19.7%

Other Revenue

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

Operator & Mechanic Salaries & Wages

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

Operator & Mechanic Overtime

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

Administration Salaries & Wages

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

Administration Overtime

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

Fringe Benefits

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

Communications

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

Legal Services

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

Computer/Network Software Agreement

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

Uniforms

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

Contracted Services

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

Equipment Repairs

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

Security Services

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

Fuel - CNG

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

Fuel - Hydrogen

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

Tires

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

Office Supplies

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

Travel/Training

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

Repair Parts

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

Facility Maintenance

- The negative variance primarily due to timing of an annual expense.

Electricity - CNG & Hydrogen

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

Natural Gas

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

Water and Gas

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

Insurance Losses

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

Insurance Premium - Property

- Insurance premiums for property increased exceeding budgeted amount.

Repair Claims

- Repair claim expenses are unfavorable due to the completion of large repairs in October.

Fuel Taxes

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

Other Expenses

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

Self-Consumed Fuel

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

SunLine Transit Agency
CONSENT CALENDAR

DATE: February 22, 2023

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

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

Summary:

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

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

Vendor	Purpose	Amount
Bach Consulting	Maintenance Consulting Support	\$72,000.00
Sectran Security	Armored Truck Services	\$32,832.00

Recommendation:

Receive and file.

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

January 2023

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Bach Consulting	Consulting	Maintenance Support	FY23	\$72,000.00	\$72,000.00	Agreement
Sectran Security	Armored Truck Services	Added Coin/Currency Processing	FY23 FY24 FY25	\$32,832.00	\$32,832.00	Amendment

SunLine Transit Agency

CONSENT CALENDAR

DATE: February 22, 2023 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Union & Non-Union Pension Investment Asset Summary for December 2022

Summary:

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

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

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

Union

Asset Class		Actual	Range
Growth Assets			
	Domestic Equity	34.7%	16% – 56%
	International Equity	18.7%	0% - 39%
	Other	1.5%	0% – 20%
Income Assets			
	Fixed Income	38.8%	25% - 65%
	Other	1.0%	0% – 20%
Real Return Assets		0.0%	0% – 20%

Cash Equivalents	5.4%	0% – 20%
-------------------------	------	----------

Non-Union

Asset Class		Actual	Range
Growth Assets			
	Domestic Equity	34.7%	16% – 56%
	International Equity	18.7%	0% - 39%
	Other	1.5%	0% – 20%
Income Assets			
	Fixed Income	38.8%	25% - 65%
	Other	1.0%	0% – 20%
Real Return Assets		0.0%	0% – 20%
Cash Equivalents		5.4%	0% – 20%

Components may not sum to 100.0% due to rounding.

For the month of December, the market value of assets decreased by \$862,249 and \$912,212 for the union and non-union plans, respectively. The negative returns mirrored the overall market loss due to uncertain market conditions. Short-term losses are expected over the long-term investment strategy for the Agency's pension plans

Month to Month Asset Comparison

Month	Market Value - Union	Market Value – Non-Union
November 2022	\$35,645,344	\$35,801,783
December 2022	\$34,783,095	\$34,889,571
Increase (Decrease)	(\$862,249)	(\$912,212)

Recommendation:

Receive and file.

Detail of Securities Held & Market Analytics

For the Month Ending **December 31, 2022**

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]

Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Bond										
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	2,720.00	57.68	156,892.32	49.51	134,667.20	(22,225.12)	0.39
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	2,389.00	60.31	144,080.59	49.51	118,279.39	(25,801.20)	0.34
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	7,097.00	50.33	357,192.01	49.51	351,372.47	(5,819.54)	1.01
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	965.00	61.01	58,874.65	49.51	47,777.15	(11,097.50)	0.14
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	631.00	56.69	35,771.39	49.51	31,240.81	(4,530.58)	0.09
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	633.00	56.99	36,074.67	49.51	31,339.83	(4,734.84)	0.09
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	1,146.00	61.13	70,054.98	49.51	56,738.46	(13,316.52)	0.16
Security Type Sub-Total				15,581.00		858,940.61	346.57	771,415.31	(87,525.30)	2.22
Exchange-Traded Fund - Equity										
INVESCO S&P 500 EQUAL WEIGHT ETF		46137V357	RSP	2,500.00	138.29	345,724.75	141.25	353,125.00	7,400.25	1.02
INVESCO S&P 500 EQUAL WEIGHT ETF		46137V357	RSP	3,263.00	156.88	511,899.11	141.25	460,898.75	(51,000.36)	1.33
INVESCO S&P 500 EQUAL WEIGHT ETF		46137V357	RSP	4,594.00	140.55	645,686.70	141.25	648,902.50	3,215.80	1.87
INVESCO S&P 500 EQUAL WEIGHT ETF		46137V357	RSP	2,440.00	155.89	380,371.12	141.25	344,650.00	(35,721.12)	0.99
ISHARES CORE S&P MIDCAP ETF		464287507	DH	610.00	239.53	146,112.45	241.89	147,552.90	1,440.45	0.42
ISHARES CORE S&P MIDCAP ETF		464287507	DH	2,656.00	276.40	734,118.40	241.89	642,459.84	(91,658.56)	1.85
ISHARES CORE S&P MIDCAP ETF		464287507	DH	751.00	234.30	175,958.55	241.89	181,659.39	5,700.84	0.52
ISHARES CORE S&P SMALL-CAP E		464287804	DR	884.00	106.82	94,428.35	94.64	83,661.76	(10,766.59)	0.24
ISHARES CORE S&P SMALL-CAP E		464287804	DR	1,257.00	107.25	134,813.12	94.64	118,962.48	(15,850.64)	0.34
ISHARES CORE S&P SMALL-CAP E		464287804	DR	1,234.00	106.97	132,000.86	94.64	116,785.76	(15,215.10)	0.34
ISHARES CORE S&P SMALL-CAP E		464287804	DR	1,784.00	95.51	170,388.77	94.64	168,837.76	(1,551.01)	0.49
ISHARES CORE S&P SMALL-CAP E		464287804	DR	1,818.00	94.10	171,073.44	94.64	172,055.52	982.08	0.49
ISHARES CORE S&P SMALL-CAP E		464287804	DR	3,251.00	117.36	381,537.03	94.64	307,674.64	(73,862.39)	0.88
VANGUARD FTSE DEVELOPED MARKETS ETF		921943858	VEA	4,354.00	49.33	214,780.21	41.97	182,737.38	(32,042.83)	0.53
VANGUARD FTSE DEVELOPED MARKETS ETF		921943858	VEA	5,979.00	49.91	298,408.30	41.97	250,938.63	(47,469.67)	0.72
VANGUARD FTSE DEVELOPED MARKETS ETF		921943858	VEA	2,193.00	42.18	92,500.74	41.97	92,040.21	(460.53)	0.26
VANGUARD FTSE DEVELOPED MARKETS ETF		921943858	VEA	9,194.00	39.68	364,817.92	41.97	385,872.18	21,054.26	1.11
VANGUARD FTSE DEVELOPED MARKETS ETF		921943858	VEA	15,565.00	42.95	668,507.41	41.97	653,263.05	(15,244.36)	1.88
VANGUARD FTSE DEVELOPED MARKETS ETF		921943858	VEA	2,614.00	37.17	97,162.38	41.97	109,709.58	12,547.20	0.32
VANGUARD FTSE DEVELOPED MARKETS ETF		921943858	VEA	6,816.00	38.86	264,869.76	41.97	286,067.52	21,197.76	0.82

Detail of Securities Held & Market Analytics

For the Month Ending December 31, 2022

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Equity									
VANGUARD TOTAL INTL STOCK	921909768	VXUS	593.00	56.01	33,213.93	51.72	30,669.96	(2,543.97)	0.09
VANGUARD TOTAL INTL STOCK	921909768	VXUS	6,979.00	65.37	456,217.23	51.72	360,953.88	(95,263.35)	1.04
VANGUARD TOTAL INTL STOCK	921909768	VXUS	18,820.00	47.87	900,909.64	51.72	973,370.40	72,460.76	2.80
VANGUARD TOTAL INTL STOCK	921909768	VXUS	553.00	64.35	35,585.55	51.72	28,601.16	(6,984.39)	0.08
VANGUARD TOTAL INTL STOCK	921909768	VXUS	2,875.00	51.82	148,982.21	51.72	148,695.00	(287.21)	0.43
VANGUARD TOTAL INTL STOCK	921909768	VXUS	23,203.00	52.12	1,209,340.36	51.72	1,200,059.16	(9,281.20)	3.45
VANGUARD TOTAL INTL STOCK	921909768	VXUS	8,244.00	52.51	432,892.44	51.72	426,379.68	(6,512.76)	1.23
VANGUARD TOTAL INTL STOCK	921909768	VXUS	1,932.00	53.54	103,439.28	51.72	99,923.04	(3,516.24)	0.28
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	433.00	233.92	101,287.36	191.19	82,785.27	(18,502.09)	0.24
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	1,546.00	226.21	349,720.35	191.19	295,579.74	(54,140.61)	0.85
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	4,809.00	195.76	941,409.84	191.19	919,432.71	(21,977.13)	2.64
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	27,008.00	169.04	4,565,432.32	191.19	5,163,659.52	598,227.20	14.85
Security Type Sub-Total			170,752.00		15,303,589.88	3,330.82	15,437,964.37	134,374.49	44.40
Money Market Mutual Fund									
FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	1,870,579.94	1.00	1,870,579.94	1.00	1,870,579.94	0.00	5.38
Security Type Sub-Total			1,870,579.94		1,870,579.94	1.00	1,870,579.94	0.00	5.38
Mutual Fund - Bond									
BAIRD CORE PLUS BOND - INST	057071870	BCOIX	408,209.79	11.16	4,556,494.22	9.87	4,029,030.59	(527,463.63)	11.58
DOUBLELINE CORE FIXED INCOME I	258620301	DBLFX	220,662.96	10.60	2,338,470.07	9.19	2,027,892.56	(310,577.51)	5.83
MAINSTAY MACKAY HIGH YIELD CORP BD R6	56063N881	MHYSX	59,512.13	5.62	334,464.84	4.89	291,014.31	(43,450.53)	0.84
PACIFIC FUNDS FLOATING RATE INCOME FUND	69447T771	PLFRX	120,995.43	9.64	1,166,505.18	9.16	1,108,318.10	(58,187.08)	3.19
PRUDENTIAL TOTAL RETRN BND-Q	74440B884	PTRQX	276,580.84	14.16	3,917,224.92	11.74	3,247,059.09	(670,165.83)	9.34
VOYA INTERMEDIATE BOND R6	92913L569	IIBZX	237,350.33	10.27	2,436,706.61	8.55	2,029,345.32	(407,361.29)	5.83
Security Type Sub-Total			1,323,311.47		14,749,865.84	53.40	12,732,659.97	(2,017,205.87)	36.61

Detail of Securities Held & Market Analytics

For the Month Ending December 31, 2022

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]										
Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Mutual Fund - Equity										
HARDING LOEVNER INTERNATIONAL EQUITY POR		412295107	HLMIX	27,166.56	27.62	750,346.39	23.42	636,240.85	(114,105.54)	1.83
HRTFRD SCHR EM MRKT EQ-SDR		41665H789	SEMTX	21,733.96	19.29	419,204.67	14.57	316,663.80	(102,540.87)	0.91
JENSEN QUALITY GROWTH-Y		476313408	JENYX	33,754.25	51.40	1,734,969.00	54.66	1,845,007.13	110,038.13	5.30
JOHCM INTERNATIONAL SELECT I		46653M849	JOHIX	15,699.95	27.19	426,844.20	20.01	314,156.03	(112,688.17)	0.90
MFS EMERGING MARKETS DEBT R6		552746364	MEDHX	0.01	11.25	0.09	11.49	0.09	0.00	0.00
VANGUARD TOT INST ST IDX - ADM		921909818	VTIAX	0.00	33.33	0.03	27.86	0.03	0.00	0.00
Security Type Sub-Total				98,354.73		3,331,364.38	152.01	3,112,067.93	(219,296.45)	8.94
Separate Account										
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	49,000.00	1.00	49,000.00	101.66	49,814.87	814.87	0.14
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	12,074.46	1.00	12,074.46	101.66	12,275.26	200.80	0.04
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	21,070.00	1.00	21,070.00	101.66	21,420.39	350.39	0.06
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	30,625.00	1.00	30,625.00	101.66	31,134.29	509.29	0.09
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	22,050.00	1.00	22,050.00	101.66	22,416.69	366.69	0.06
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	49,980.00	1.00	49,980.00	101.66	50,811.16	831.16	0.15
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	49,000.00	1.00	49,000.00	101.66	49,814.87	814.87	0.14
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	45,325.00	1.00	45,325.00	101.66	46,078.75	753.75	0.13
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	34,300.00	1.00	34,300.00	101.66	34,870.41	570.41	0.10
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	24,500.00	1.00	24,500.00	101.66	24,907.43	407.43	0.07
NB SECONDARY OPPORTUNITIES V OFFSHORE		NBSOFV007	SA425	68,756.25	1.00	68,756.25	131.59	90,474.86	21,718.61	0.26
NB SECONDARY OPPORTUNITIES V OFFSHORE		NBSOFV007	SA425	191,676.07	1.00	191,676.07	131.59	252,222.38	60,546.31	0.73
NB SECONDARY OPPORTUNITIES V OFFSHORE		NBSOFV007	SA425	130,837.59	1.00	130,837.59	131.59	172,166.35	41,328.76	0.50
Security Type Sub-Total				729,194.37		729,194.37	1,411.39	858,407.71	129,213.34	2.47
Managed Account Sub-Total				4,207,773.51		36,843,535.02	5,295.19	34,783,095.23	(2,060,439.79)	100.02

Detail of Securities Held & Market Analytics

For the Month Ending **December 31, 2022**

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]						
Securities Sub-Total	\$4,207,773.51	\$36,843,535.02	\$5,295.19	\$34,783,095.23	(\$2,060,439.79)	100.02%
Accrued Interest				\$0.00		
Total Investments				\$34,783,095.23		

Detail of Securities Held & Market Analytics

For the Month Ending **December 31, 2022**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]

Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Bond										
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	631.00	56.69	35,771.39	49.51	31,240.81	(4,530.58)	0.09
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	982.00	61.01	59,911.82	49.51	48,618.82	(11,293.00)	0.14
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	7,130.00	50.33	358,852.90	49.51	353,006.30	(5,846.60)	1.01
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	633.00	56.99	36,074.67	49.51	31,339.83	(4,734.84)	0.09
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	2,734.00	57.68	157,699.85	49.51	135,360.34	(22,339.51)	0.39
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	2,405.00	60.31	145,045.55	49.51	119,071.55	(25,974.00)	0.34
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	1,113.00	61.13	68,037.69	49.51	55,104.63	(12,933.06)	0.16
Security Type Sub-Total				15,628.00		861,393.87	346.57	773,742.28	(87,651.59)	2.22
Exchange-Traded Fund - Equity										
INVESCO S&P 500 EQUAL WEIGHT ETF		46137V357	RSP	2,515.00	138.29	347,799.10	141.25	355,243.75	7,444.65	1.02
INVESCO S&P 500 EQUAL WEIGHT ETF		46137V357	RSP	3,264.00	156.88	512,055.99	141.25	461,040.00	(51,015.99)	1.32
INVESCO S&P 500 EQUAL WEIGHT ETF		46137V357	RSP	4,620.00	140.55	649,341.00	141.25	652,575.00	3,234.00	1.87
INVESCO S&P 500 EQUAL WEIGHT ETF		46137V357	RSP	2,437.00	155.89	379,903.45	141.25	344,226.25	(35,677.20)	0.99
ISHARES CORE S&P MIDCAP ETF		464287507	DH	751.00	234.30	175,958.55	241.89	181,659.39	5,700.84	0.52
ISHARES CORE S&P MIDCAP ETF		464287507	DH	2,662.00	276.40	735,776.80	241.89	643,911.18	(91,865.62)	1.85
ISHARES CORE S&P MIDCAP ETF		464287507	DH	616.00	239.53	147,549.62	241.89	149,004.24	1,454.62	0.43
ISHARES CORE S&P SMALL-CAP E		464287804	DR	1,836.00	94.10	172,767.23	94.64	173,759.04	991.81	0.50
ISHARES CORE S&P SMALL-CAP E		464287804	DR	3,250.00	117.36	381,419.68	94.64	307,580.00	(73,839.68)	0.88
ISHARES CORE S&P SMALL-CAP E		464287804	DR	886.00	106.82	94,641.99	94.64	83,851.04	(10,790.95)	0.24
ISHARES CORE S&P SMALL-CAP E		464287804	DR	1,798.00	95.51	171,725.90	94.64	170,162.72	(1,563.18)	0.49
ISHARES CORE S&P SMALL-CAP E		464287804	DR	1,233.00	106.97	131,893.89	94.64	116,691.12	(15,202.77)	0.33
ISHARES CORE S&P SMALL-CAP E		464287804	DR	1,256.00	107.25	134,705.87	94.64	118,867.84	(15,838.03)	0.34
VANGUARD FTSE DEVELOPED MARKETS ETF		921943858	VEA	15,623.00	42.95	670,998.48	41.97	655,697.31	(15,301.17)	1.88
VANGUARD FTSE DEVELOPED MARKETS ETF		921943858	VEA	2,614.00	37.17	97,162.38	41.97	109,709.58	12,547.20	0.31
VANGUARD FTSE DEVELOPED MARKETS ETF		921943858	VEA	9,189.00	39.68	364,619.52	41.97	385,662.33	21,042.81	1.11
VANGUARD FTSE DEVELOPED MARKETS ETF		921943858	VEA	2,211.00	42.18	93,259.98	41.97	92,795.67	(464.31)	0.27
VANGUARD FTSE DEVELOPED MARKETS ETF		921943858	VEA	6,915.00	38.86	268,716.90	41.97	290,222.55	21,505.65	0.83
VANGUARD FTSE DEVELOPED MARKETS ETF		921943858	VEA	5,980.00	49.91	298,458.21	41.97	250,980.60	(47,477.61)	0.72
VANGUARD FTSE DEVELOPED MARKETS ETF		921943858	VEA	4,352.00	49.33	214,681.55	41.97	182,653.44	(32,028.11)	0.52

Detail of Securities Held & Market Analytics

For the Month Ending December 31, 2022

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]										
Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Equity										
VANGUARD TOTAL INTL STOCK		921909768	VXUS	632.00	64.35	40,669.20	51.72	32,687.04	(7,982.16)	0.09
VANGUARD TOTAL INTL STOCK		921909768	VXUS	23,215.00	52.12	1,209,965.80	51.72	1,200,679.80	(9,286.00)	3.44
VANGUARD TOTAL INTL STOCK		921909768	VXUS	18,935.00	47.87	906,414.66	51.72	979,318.20	72,903.54	2.81
VANGUARD TOTAL INTL STOCK		921909768	VXUS	580.00	56.01	32,485.80	51.72	29,997.60	(2,488.20)	0.09
VANGUARD TOTAL INTL STOCK		921909768	VXUS	1,714.00	53.54	91,767.56	51.72	88,648.08	(3,119.48)	0.25
VANGUARD TOTAL INTL STOCK		921909768	VXUS	2,875.00	51.82	148,982.21	51.72	148,695.00	(287.21)	0.43
VANGUARD TOTAL INTL STOCK		921909768	VXUS	8,570.00	52.51	450,010.70	51.72	443,240.40	(6,770.30)	1.27
VANGUARD TOTAL INTL STOCK		921909768	VXUS	6,883.00	65.37	449,941.71	51.72	355,988.76	(93,952.95)	1.02
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	1,551.00	226.21	350,851.40	191.19	296,535.69	(54,315.71)	0.85
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	433.00	233.92	101,287.36	191.19	82,785.27	(18,502.09)	0.24
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	26,984.00	169.04	4,561,375.36	191.19	5,159,070.96	597,695.60	14.79
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	4,931.00	195.76	965,292.56	191.19	942,757.89	(22,534.67)	2.70
Security Type Sub-Total				171,311.00		15,352,480.41	3,330.82	15,486,697.74	134,217.33	44.40
Money Market Mutual Fund										
FIRST AMERICAN GOVERNMENT OBLIGATION - Z		31846V567	FGZXX	1,875,581.43	1.00	1,875,581.43	1.00	1,875,581.43	0.00	5.38
Security Type Sub-Total				1,875,581.43		1,875,581.43	1.00	1,875,581.43	0.00	5.38
Mutual Fund - Bond										
BAIRD CORE PLUS BOND - INST		057071870	BCOIX	409,230.14	11.16	4,567,157.87	9.87	4,039,101.45	(528,056.42)	11.58
DOUBLELINE CORE FIXED INCOME I		258620301	DBLFX	221,327.94	10.60	2,345,870.11	9.19	2,034,003.74	(311,866.37)	5.83
MAINSTAY MACKAY HIGH YIELD CORP BD R6		56063N881	MHYSX	59,811.04	5.62	336,147.44	4.89	292,475.98	(43,671.46)	0.84
PACIFIC FUNDS FLOATING RATE INCOME FUND		69447T771	PLFRX	121,555.45	9.64	1,171,941.97	9.16	1,113,447.92	(58,494.05)	3.19
PRUDENTIAL TOTAL RETRN BND-Q		74440B884	PTRQX	277,369.52	14.16	3,927,601.84	11.74	3,256,318.20	(671,283.64)	9.33
VOYA INTERMEDIATE BOND R6		92913L569	IIBZX	238,339.10	10.27	2,447,407.22	8.55	2,037,799.28	(409,607.94)	5.84
Security Type Sub-Total				1,327,633.18		14,796,126.45	53.40	12,773,146.57	(2,022,979.88)	36.61

Detail of Securities Held & Market Analytics

For the Month Ending December 31, 2022

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]										
Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Mutual Fund - Equity										
HARDING LOEVNER INTERNATIONAL EQUITY POR		412295107	HLMIX	27,260.23	27.58	751,954.90	23.42	638,434.56	(113,520.34)	1.83
HRTFRD SCHR EM MRKT EQ-SDR		41665H789	SEMTX	21,806.78	19.29	420,684.42	14.57	317,724.76	(102,959.66)	0.91
JENSEN QUALITY GROWTH-Y		476313408	JENYX	33,855.64	51.41	1,740,587.34	54.66	1,850,549.39	109,962.05	5.30
JOHCM INTERNATIONAL SELECT I		46653M849	JOHIX	15,756.43	27.17	428,171.05	20.01	315,286.17	(112,884.88)	0.90
MFS EMERGING MARKETS DEBT R6		552746364	MEDHX	0.01	11.25	0.09	11.49	0.09	0.00	0.00
VANGUARD TOTAL STOCK MARKET INDEX		922908801	VITSX	0.00	75.00	0.03	93.12	0.04	0.01	0.00
Security Type Sub-Total				98,679.09		3,341,397.83	217.27	3,121,995.01	(219,402.82)	8.94
Separate Account										
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	45,325.00	1.00	45,325.00	101.66	46,078.75	753.75	0.13
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	21,070.00	1.00	21,070.00	101.66	21,420.39	350.39	0.06
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	34,300.00	1.00	34,300.00	101.66	34,870.41	570.41	0.10
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	12,074.46	1.00	12,074.46	101.66	12,275.26	200.80	0.04
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	24,500.00	1.00	24,500.00	101.66	24,907.43	407.43	0.07
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	49,000.00	1.00	49,000.00	101.66	49,814.87	814.87	0.14
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	22,050.00	1.00	22,050.00	101.66	22,416.69	366.69	0.06
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	30,625.00	1.00	30,625.00	101.66	31,134.29	509.29	0.09
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	49,000.00	1.00	49,000.00	101.66	49,814.87	814.87	0.14
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	49,980.00	1.00	49,980.00	101.66	50,811.16	831.16	0.15
NB SECONDARY OPPORTUNITIES V OFFSHORE		NBSOFV008	SA426	68,756.25	1.00	68,756.25	131.59	90,474.86	21,718.61	0.26
NB SECONDARY OPPORTUNITIES V OFFSHORE		NBSOFV008	SA426	130,837.59	1.00	130,837.59	131.59	172,166.35	41,328.76	0.49
NB SECONDARY OPPORTUNITIES V OFFSHORE		NBSOFV008	SA426	191,676.07	1.00	191,676.07	131.59	252,222.38	60,546.31	0.72
Security Type Sub-Total				729,194.37		729,194.37	1,411.39	858,407.71	129,213.34	2.45
Managed Account Sub-Total				4,218,027.07		36,956,174.36	5,360.45	34,889,570.74	(2,066,603.62)	100.00

Detail of Securities Held & Market Analytics

For the Month Ending **December 31, 2022**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]						
Securities Sub-Total	\$4,218,027.07	\$36,956,174.36	\$5,360.45	\$34,889,570.74	(\$2,066,603.62)	100.00%
Accrued Interest				\$0.00		
Total Investments				\$34,889,570.74		

SunLine Transit Agency
CONSENT CALENDAR

DATE: February 22, 2023

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Ridership Report for January 2023

Summary:

	Monthly Ridership		Monthly Variance	
	Jan-23	Jan-22	Net	Percent
Fixed Route	218,953	175,966	42,987	24.4%
SolVan	1,613	1,272	314	26.8%
SunRide	622	312	310	49.8%
Taxi Voucher*	217	242	-25	-11.5%
SunDial	9,013	7,505	1,508	20.1%
Total	230,418	185,297	45,121	24.4%

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

Yearly Ridership	
Fiscal Year 2023	1,530,951
Fiscal Year 2022	1,272,036
Ridership Increase	258,918

Fiscal year to date system ridership is up by 258,918 rides or 20.4% increase compared to the previous fiscal year. The baseline of the attached COVID-19 Recovery chart is calendar year 2020, this allows a comparison of three (3) years.

Recommendation:

Receive and file.

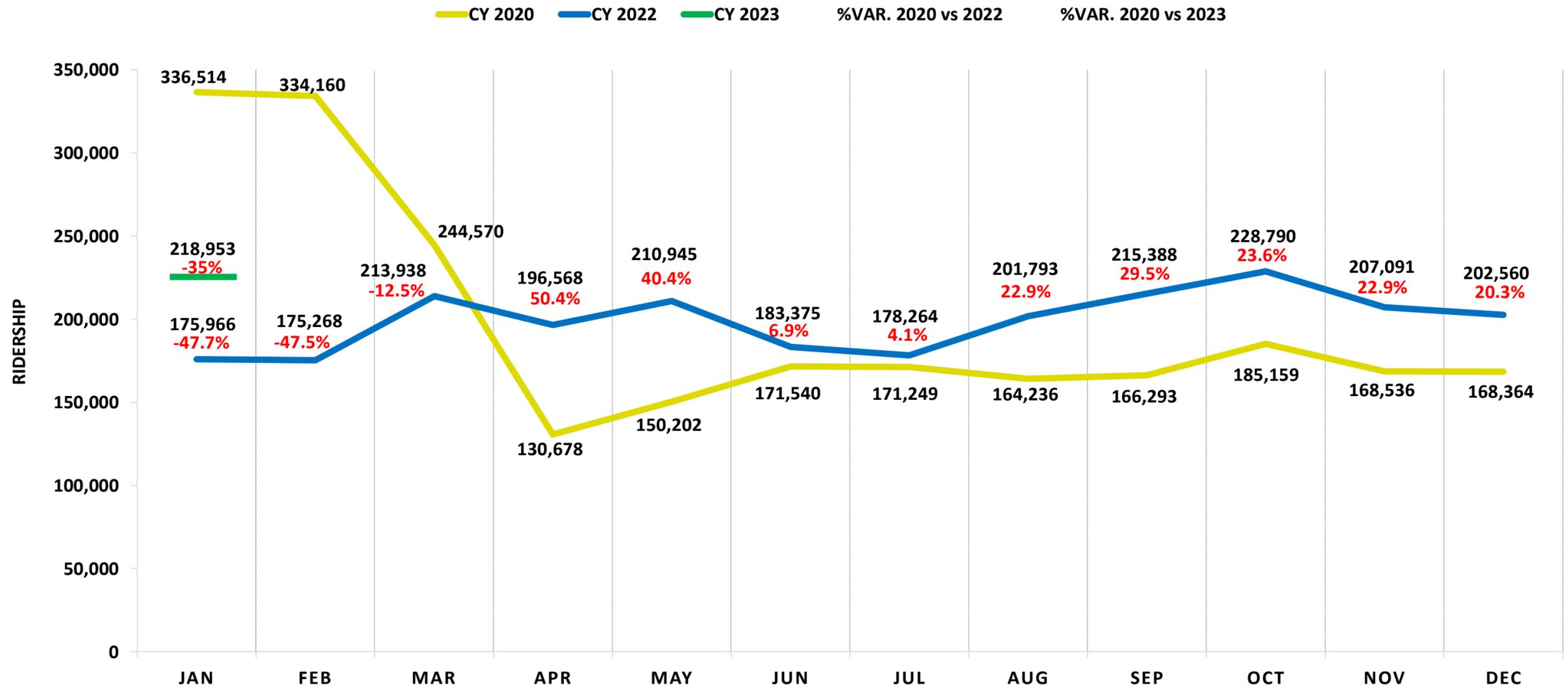


SunLine Transit Agency Monthly Ridership Report January 2023

Fixed Route	FY 2023		FY 2022		Monthly KPI		Bikes		Wheelchairs	
	Jan 2023	Jan 2022	YTD	YTD	Passengers/ Rev. Hours	Passengers/ Rev. Miles	Monthly	FYTD	Monthly	FYTD
Route 1	91,957	73,509	603,519	495,777	15.3	1.0	932	23,992	3,819	8,104
Route 2	58,397	46,518	385,345	332,880	20.6	1.5	543	13,510	2,152	5,364
Route 3	6,046	5,061	40,746	32,478	13.9	0.8	34	847	108	705
Route 4	17,040	15,070	120,090	105,024	9.9	0.7	75	3,844	806	1,457
Route 5	1,836	1,109	12,176	5,248	7.4	0.3	6	349	65	92
Route 6	8,546	6,474	55,611	40,876	6.7	0.5	55	1,701	319	575
Route 7	6,706	5,446	39,367	36,482	11.5	0.8	23	1,299	248	505
Route 8	13,250	10,387	95,966	69,797	9.4	0.6	62	2,551	390	764
Route 9	6,533	5,239	42,502	34,116	6.5	0.3	9	343	32	150
Route 10	1,604	514	15,113	10,040	12.7	0.2	4	131	28	57
Route 200 SB	225	299	1,934	1,806	31.8	1.6	-	12	-	1
Route 400 SB	112	118	533	970	8.7	0.5	1	1	-	-
Route 401 SB	-	-	-	206	-	-	-	-	-	-
Route 402 NB	16	19	157	262	3.3	0.2	-	-	-	2
Route 403 NB	42	112	383	615	13.0	0.5	-	6	-	-
Route 500 SB	184	333	1,444	1,285	34.9	2.4	1	12	-	2
Route 501 NB	-	-	-	95	-	-	-	3	2	2
Route 700 SB/NB	346	363	1,977	2,064	19.2	1.2	-	68	3	4
Route 701 SB/NB	485	964	4,237	4,665	41.5	2.7	-	14	7	9
Route 800 NB	1,108	1,967	6,919	11,023	68.8	3.4	-	3	-	-
Route 801 SB	1,978	2,339	11,735	11,292	116.2	6.9	1	23	38	41
Route 802 SB	820	42	3,555	2,006	35.2	1.8	-	8	-	8
Route 803 NB	1,722	83	9,530	1,005	114	6	-	1	-	-
Fixed Route Total	218,953	175,966	1,452,839	1,200,012	13.5	0.8	1,746	48,718	8,017	17,842
SolVan	1,613	1,272	11,209	9,501						
SunRide	622	312	3,858	3,005						
Taxi Voucher	217	242	1,672	1,967						
SunDial	9,013	7,505	61,376	57,551	1.9	0.1				
System Total	230,418	185,297	1,530,954	1,272,036	10.4	0.7				
	Jan-23	Jan-22								
Weekdays:	21	21								
Saturdays:	4	5								
Sundays:	6	5								
Total Days:	31	31								

On Sunday, May 2, 2021, SunLine resumed fare collection. Haul Pass Programs returned, Haul Pass COD contributed with 4,230 rides, CSUSB with 886 rides. Mobile Ticketing contributed with 36,809 rides, the total for January 2023 includes 180 paratransit mobile tickets.

Fixed Route Ridership COVID-19 Recovery

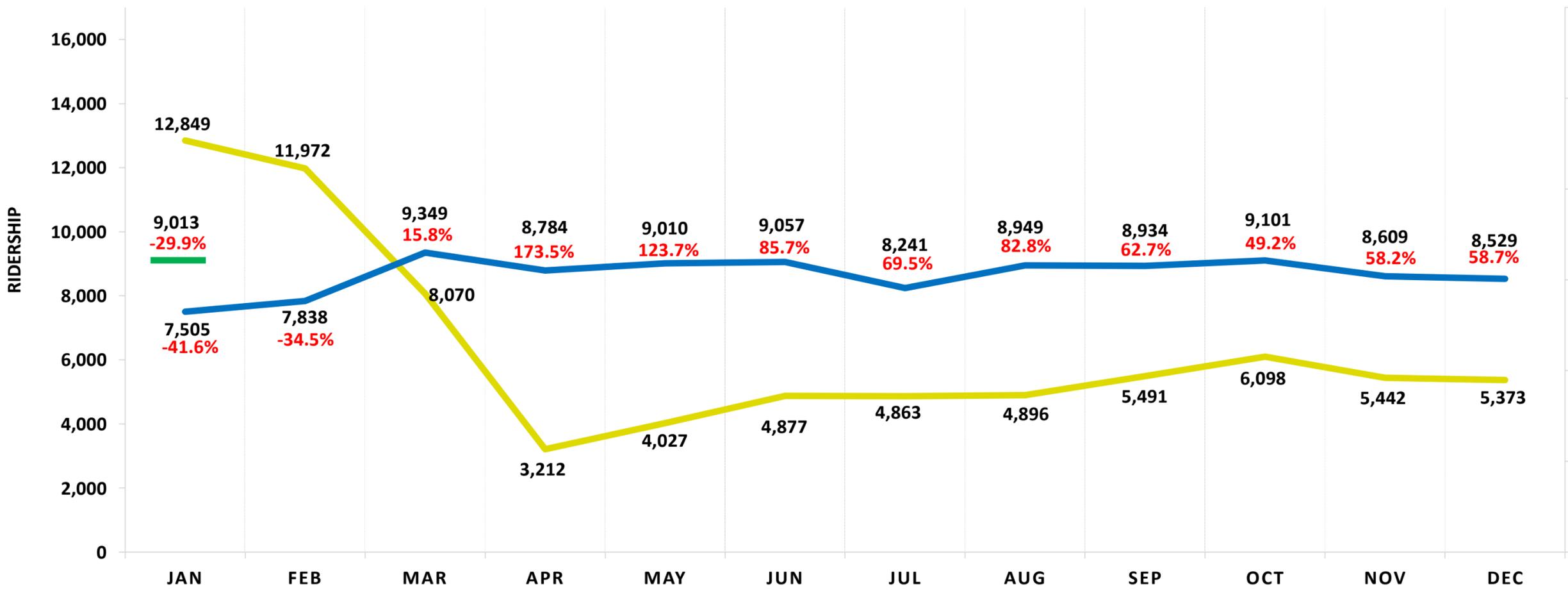


The COVID-19 pandemic caused a major national and global disruption with closures of businesses, schools and entertainment venues due to the implementation of national and statewide public health policies. Variances are in red close to their corresponding ridership number. 2022 and 2023 are referring to the baseline of 2020. CY 2021 has been removed to reflect the two (2) most recent years in recovery. CY 2020 will remain on the chart since it is the baseline needed to compare ridership recovery for CY 2022 & CY 2023.

Ridership:
 FY 2022 Actual = 2,303,785
 FY 2023 SRTP Predicted = 2,506,993

Paratransit Ridership COVID-19 Recovery

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



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

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

SunLine Transit Agency
CONSENT CALENDAR

DATE: February 22, 2023 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: SunDial Operational Notes for January 2023

Summary:

The attached report summarizes SunDial's operation for the month of January 2023. This report identifies that for the month of January, the on-time performance for SunDial did meet the internal service goal of 85% which is comparable to the fixed route service goal. The on-time performance for the month of January was 89.9%.

Fiscal-year-to-date, SunDial has maintained an on-time performance of 87.7%. Total vehicle miles for January 2023 increased by 14,315 compared to January 2022. Total trips for the month of January were 8,629. When compared to January 2022, this is an increase of 1,602 trips or 22.8%.

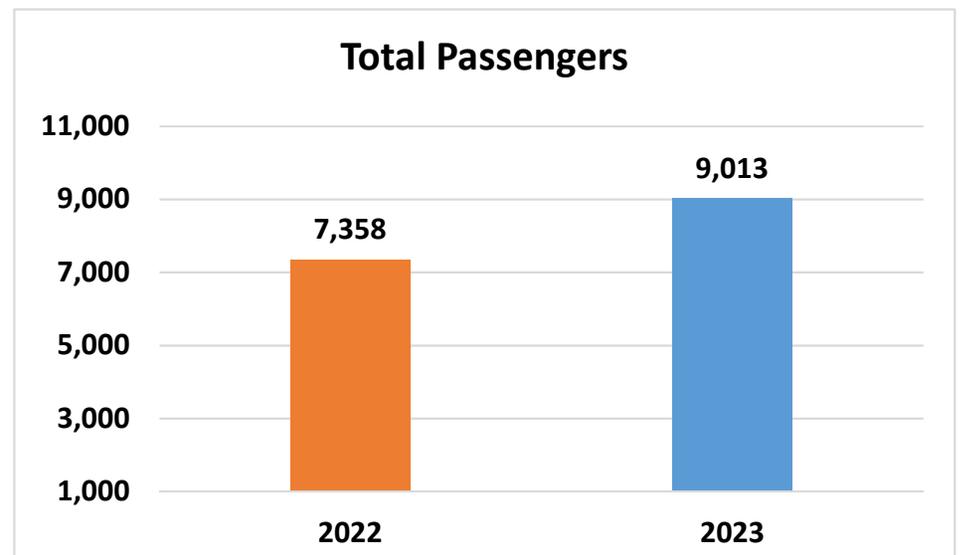
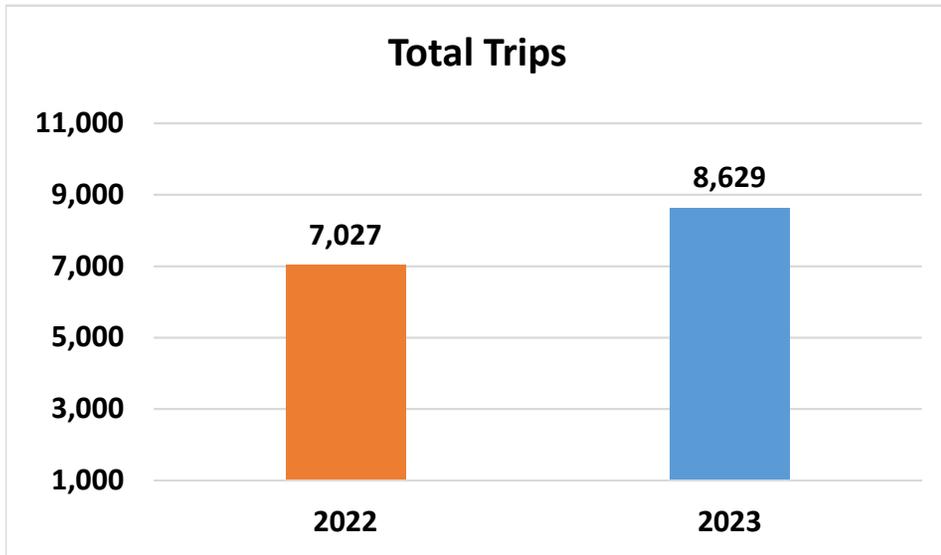
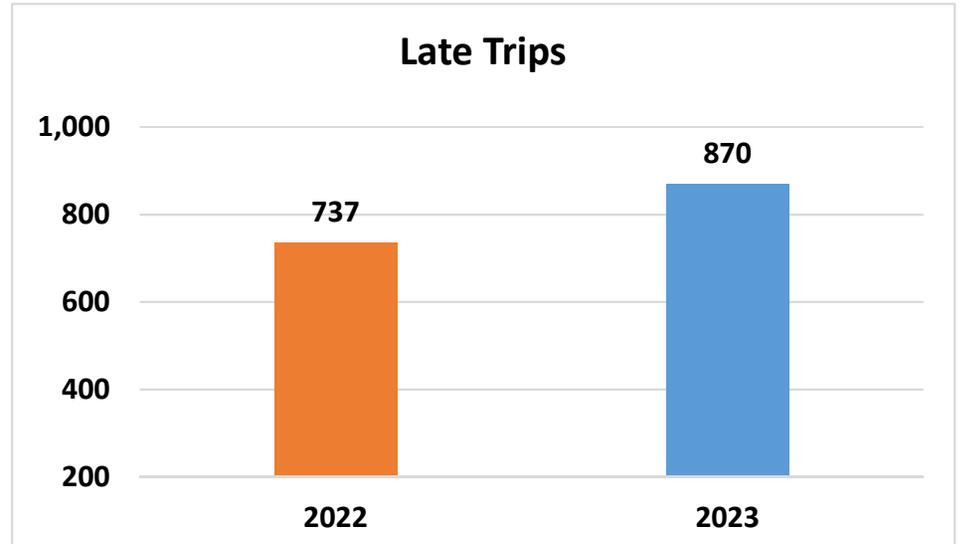
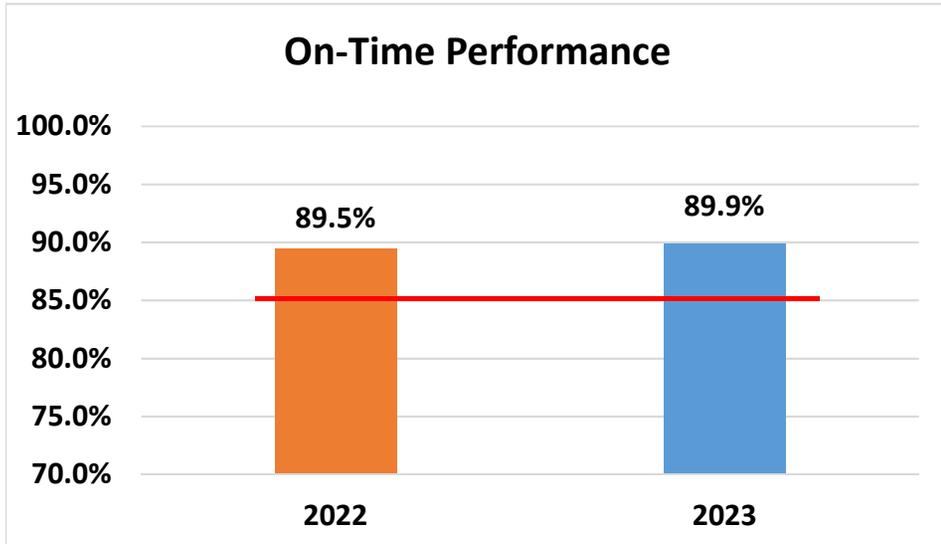
Total passengers for the month of January were 9,013. When compared to January 2022, this is a increase of 1,655 passengers or 22.5%. Mobility device boardings for January 2023 increased by 321 or 29% compared to January 2022. Field Supervisors performed 60 onboard inspections and 68 safety evaluations which included pre-trip inspections and trailing evaluations.

Recommendation:

Receive and file.

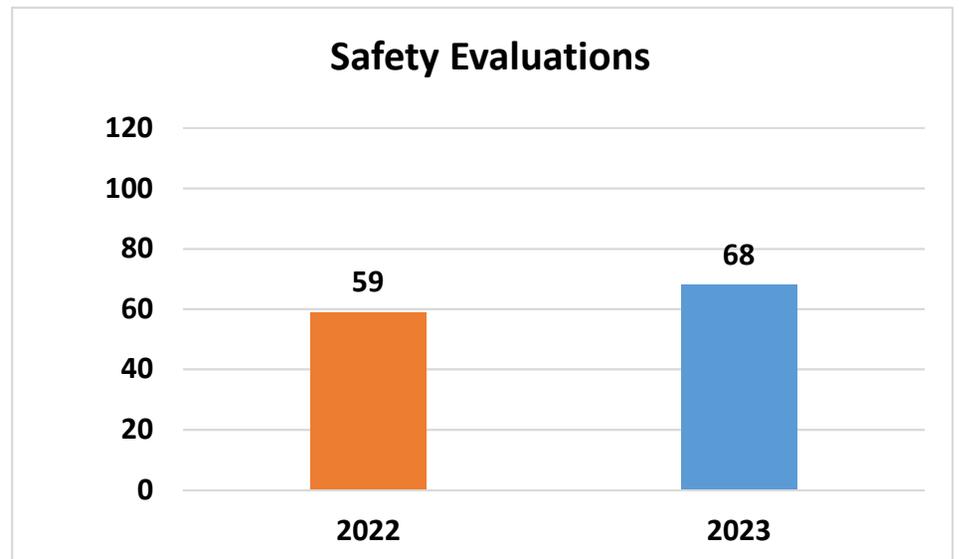
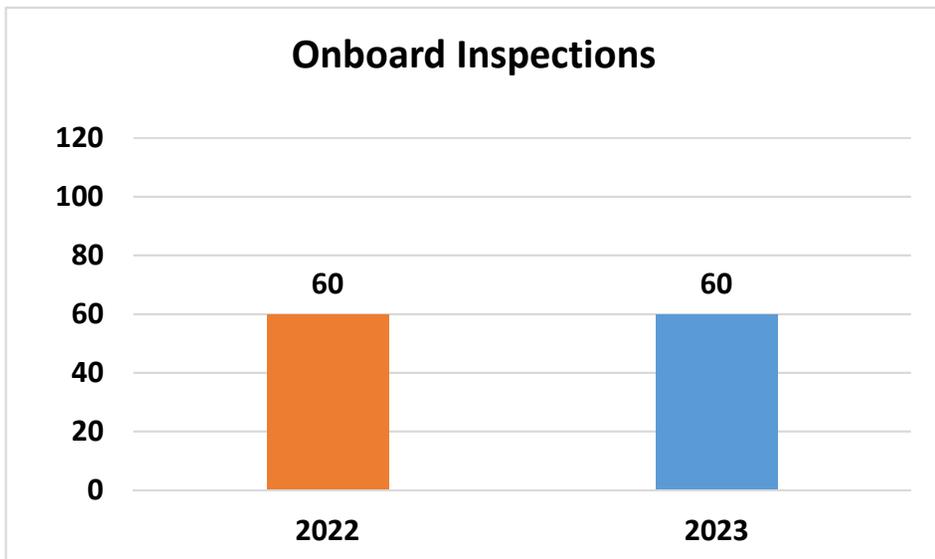
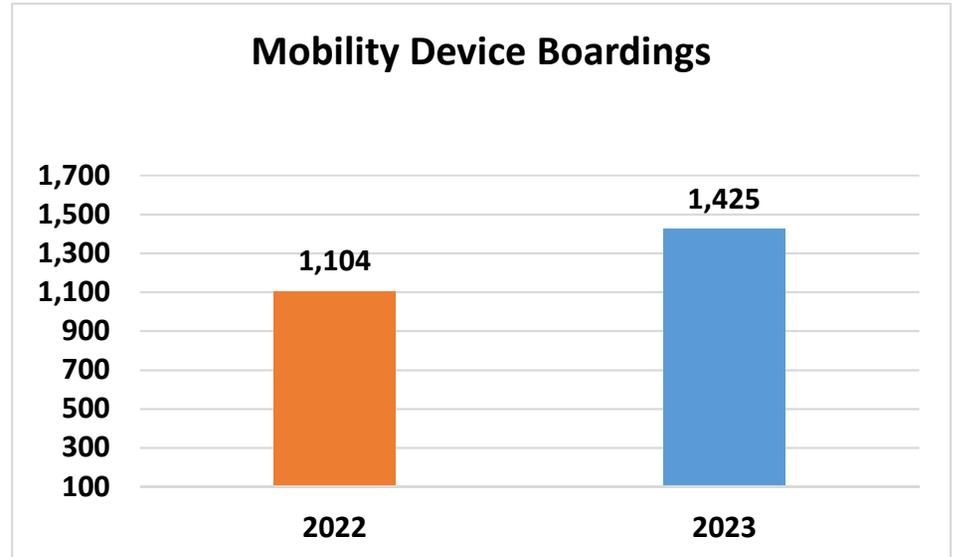
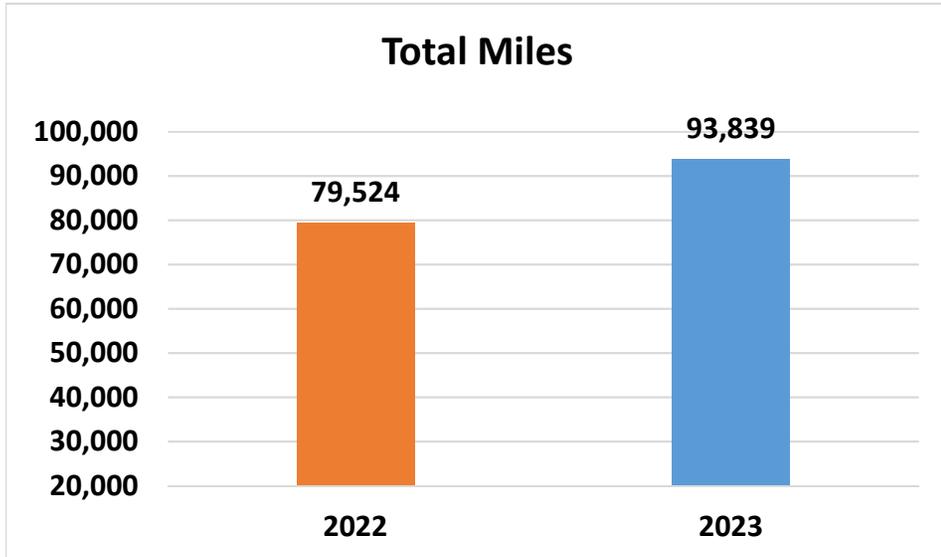
SunDial Operational Charts

January 2022 vs. January 2023



SunDial Operational Charts

January 2022 vs. January 2023



SunLine Transit Agency

CONSENT CALENDAR

DATE: February 22, 2023 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Metrics for January 2023

Summary:

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

SunRide

- SunRide had its best month to date with 622 rides by 669 passengers, up 20% from its second highest month.
- Palm Desert also had its best month to date with 243 rides by 256 passengers, up 20% from its second highest month.
- Indio had its best month with 52 rides by 59 passengers, up 136% from last month.
- Palm Springs geo-fence has launched and had 46 trips by 56 passengers in the first month. Of these rides, nine (9) were trips to/from the airport.

Fixed Route

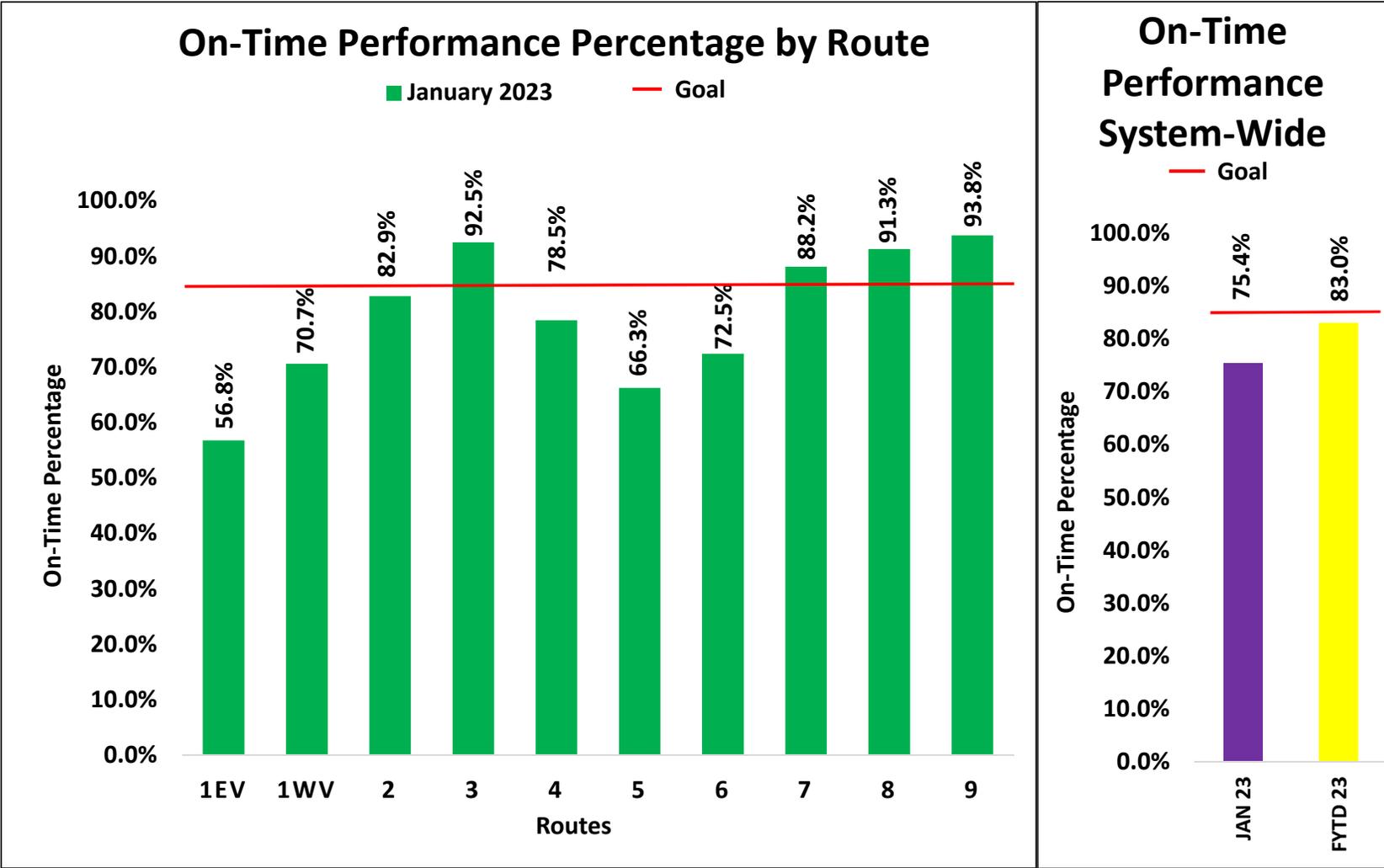
- Fixed route's on-time performance had a decrease of 6.5% from December 2022 to January 2023. Multiple routes experienced heavy delays due to weather conditions and road closures: In addition, the new route division and bid assignments require time for customers and operators to adjust.
- For the month of January 2023, the Agency did not meet its service standard goal of 85%. Routes 1, 2, 4, 5 and 6 did not meet their on-time performance

for the month. All routes were impacted due to construction, weather conditions, traffic, shortage of operators and events throughout the Valley.

- Route 1 – New division of former route 1 to become 1EV & 1WV
- Route 2 – Road work on Palm Dr. in Desert Hot Springs
- Routes 2 & 4 – Wash closures at Gene Autry Trl. and Vista Chino
- Route 5 – Ongoing construction on Cook St.
- Route 6 – Observed run times for the route and will make adjustments with next service change
- Early departures remained the same when compared to the previous month. However, Route 5, 7 and 8 saw an increase due to operator error, which management has taken corrective actions.
- Late departures for January had an increase of 5.2% when compared to the previous month. This was due to the impact made by the events mentioned above.
- Route 5 continues to experience high traffic delays exiting Desert Hot Springs by the I-10 and evening traffic delays at Palm Dr. going northbound. Heavy traffic also affects the Cook St. corridor in both directions due to construction delays causing high late departures.
- For the month of January 2023, 26.6% of SunLine's fixed route operator workforce was absent when compared to January 2022 at 13.5%.
- Workforce for January 2023 was at a total of 134 operators when compared to January 2022 at 159 operators.

Recommendation:

Receive and file.



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

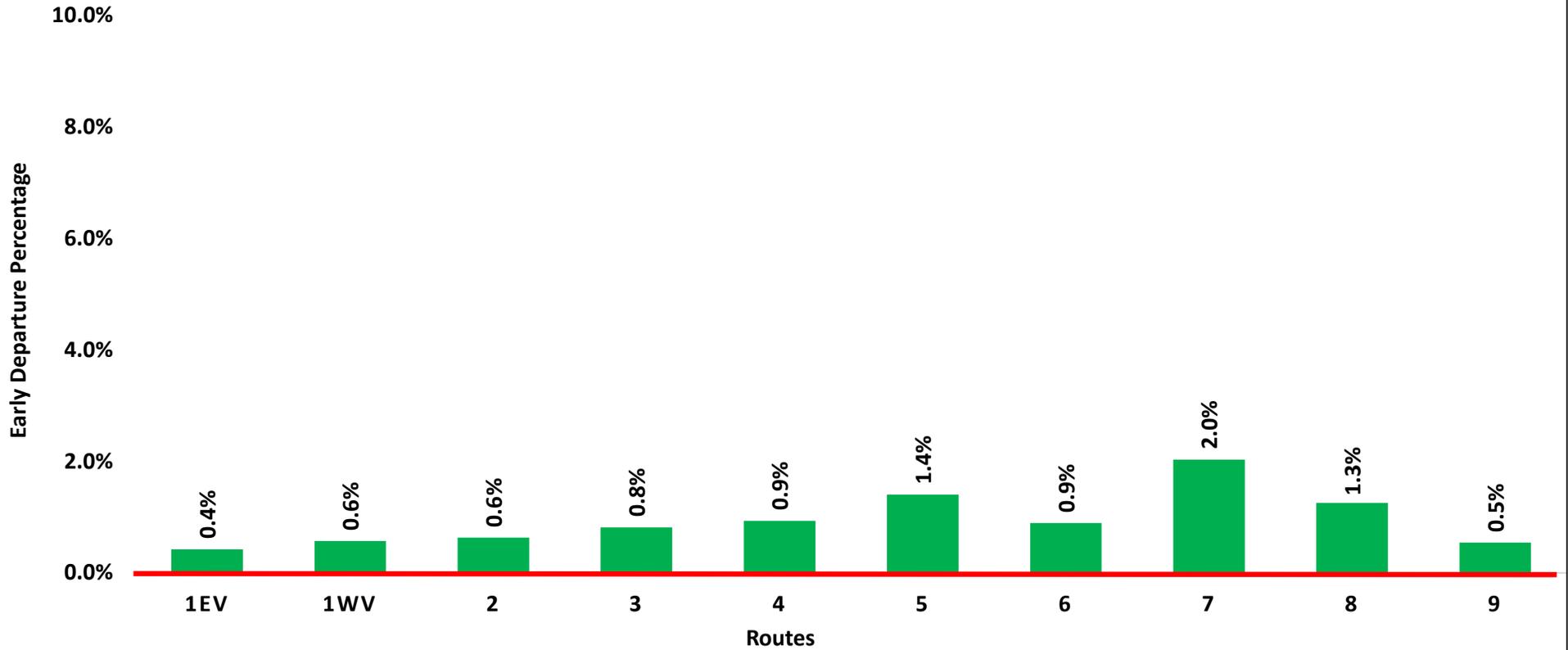
Goal: Minimum target for On-Time Performance is 85%.

Note: For the month of January 2023, the Agency's on-time performance was at 75.4% when compared to January 2022 at 84.5%. This is a decrease of 9.5%.

Multiple routes experienced heavy delays due to weather conditions and road closures: In addition, the new route division and bid assignments require time for customers and operators to adjust.

Early Departure Percentage by Route

■ January 2023

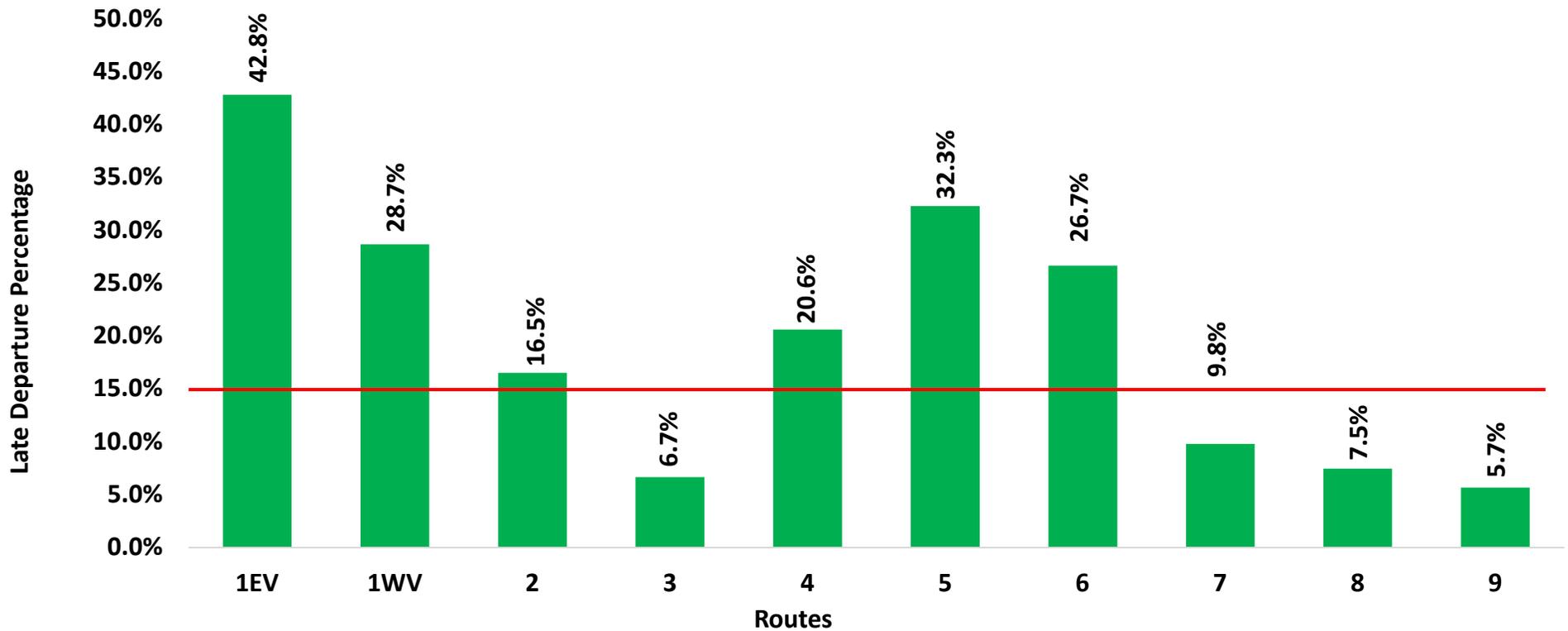


Early Departure Definition: When a bus leaves a time point ahead of the scheduled departure time.

Goal: To reduce early departures to 0%.

Late Departure Percentage by Route

■ January 2023 — Goal

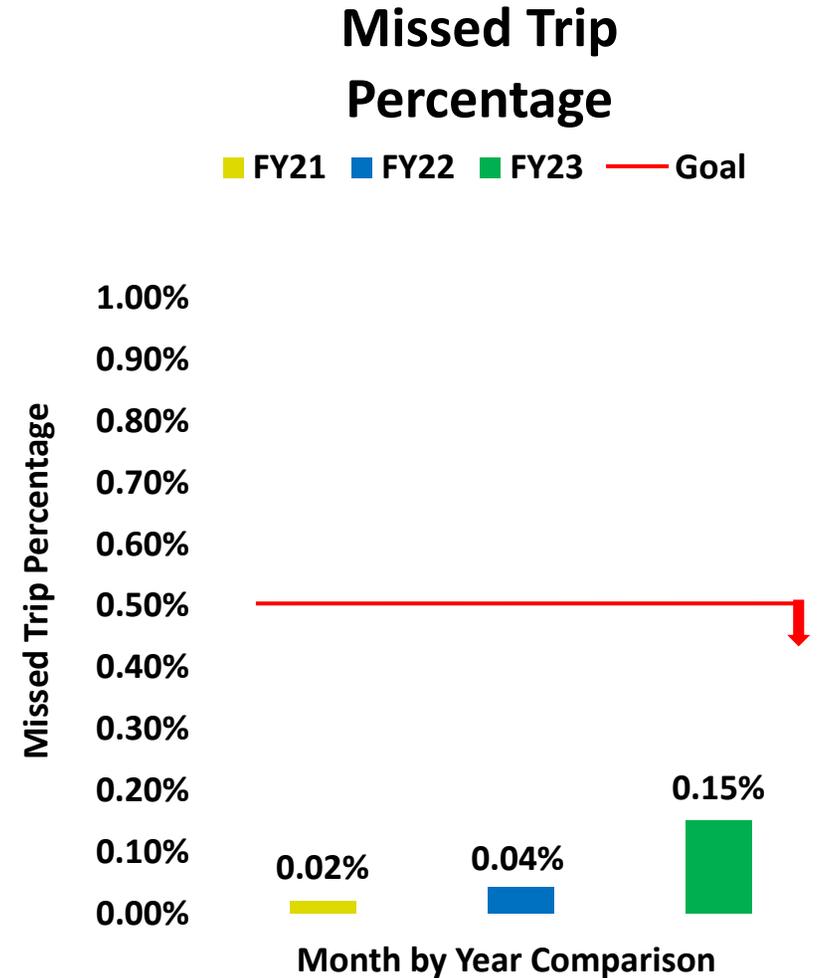
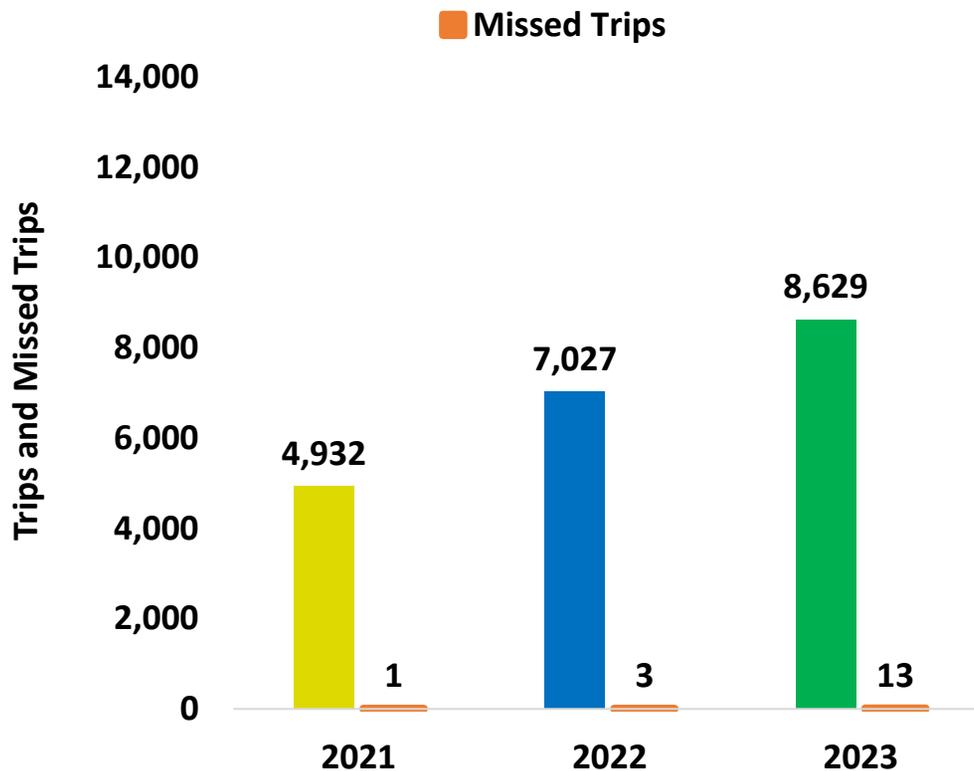


Late Departure Definition: When a bus leaves a time point after the scheduled departure time and the route is running late with a departure greater than five (5) minutes.

Goal: To ensure late departures remain below 15%.

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

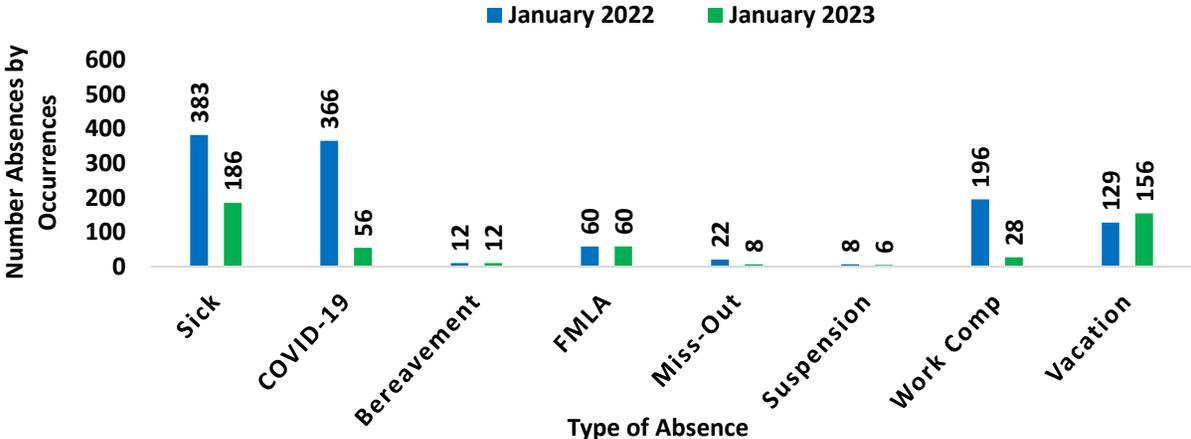
SunDial Total Trips vs. Missed Trips January



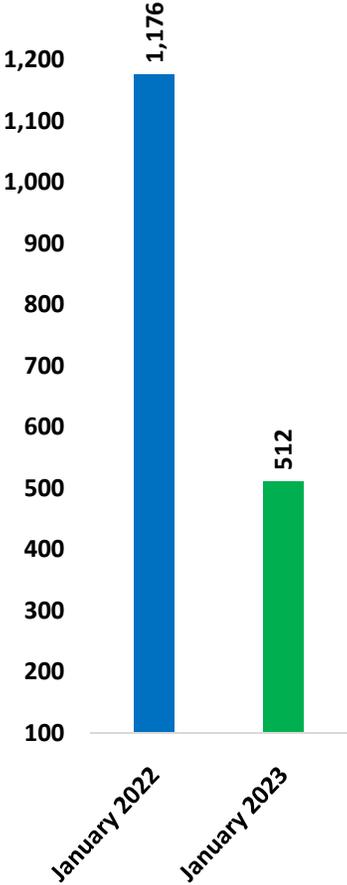
Missed Trip: A trip is considered missed by the Agency when the vehicle arrives outside of the pick-up window and the rider does not take the trip. Similarly, if a vehicle arrives before the beginning of the pick-up window and the rider does not board and the vehicle departs, it is a missed trip.

Goal for Missed Trips: 0.50% or below, which is the industry standard for missed trips.

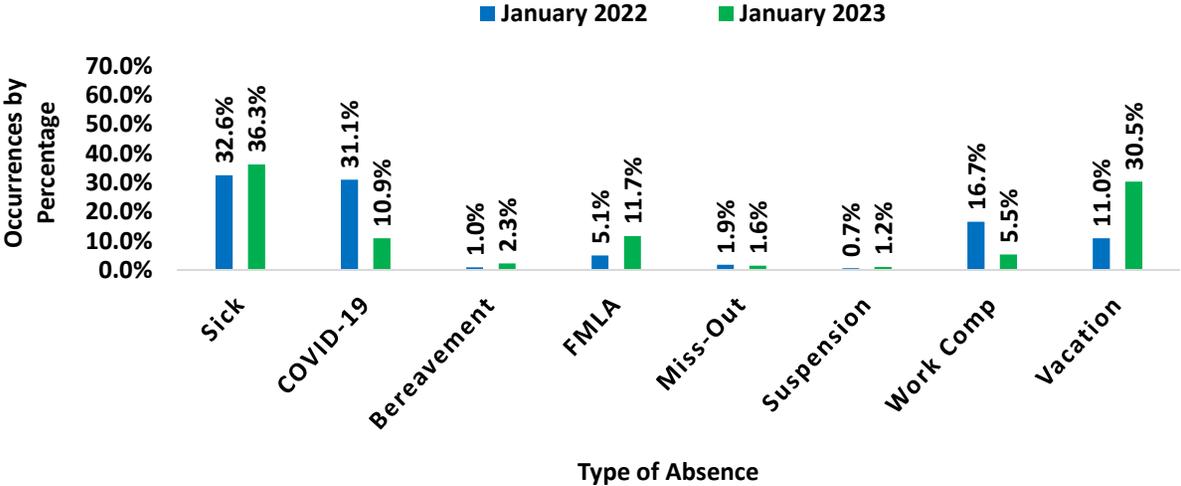
Operator Absence by Type



Total Absence Occurrences

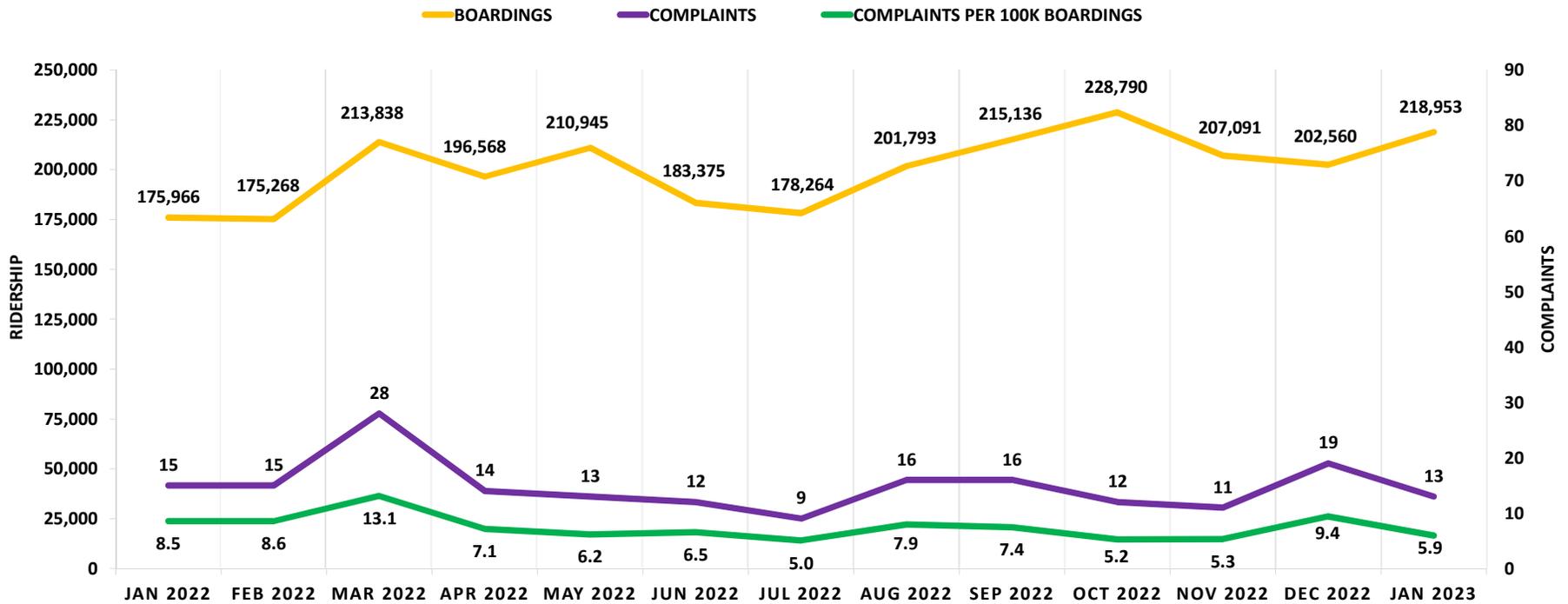


Operator Absence Type by Percentage



This chart includes unplanned/unscheduled and COVID-19 absences for Fixed Route drivers. For the month of January 2023 26.6% of SunLine's fixed route operator workforce was absent when compared to January 2022 at 13.5%. Workforce for January 2023 was at a total of 134 operators when compared to January 2022 at 159 operators.

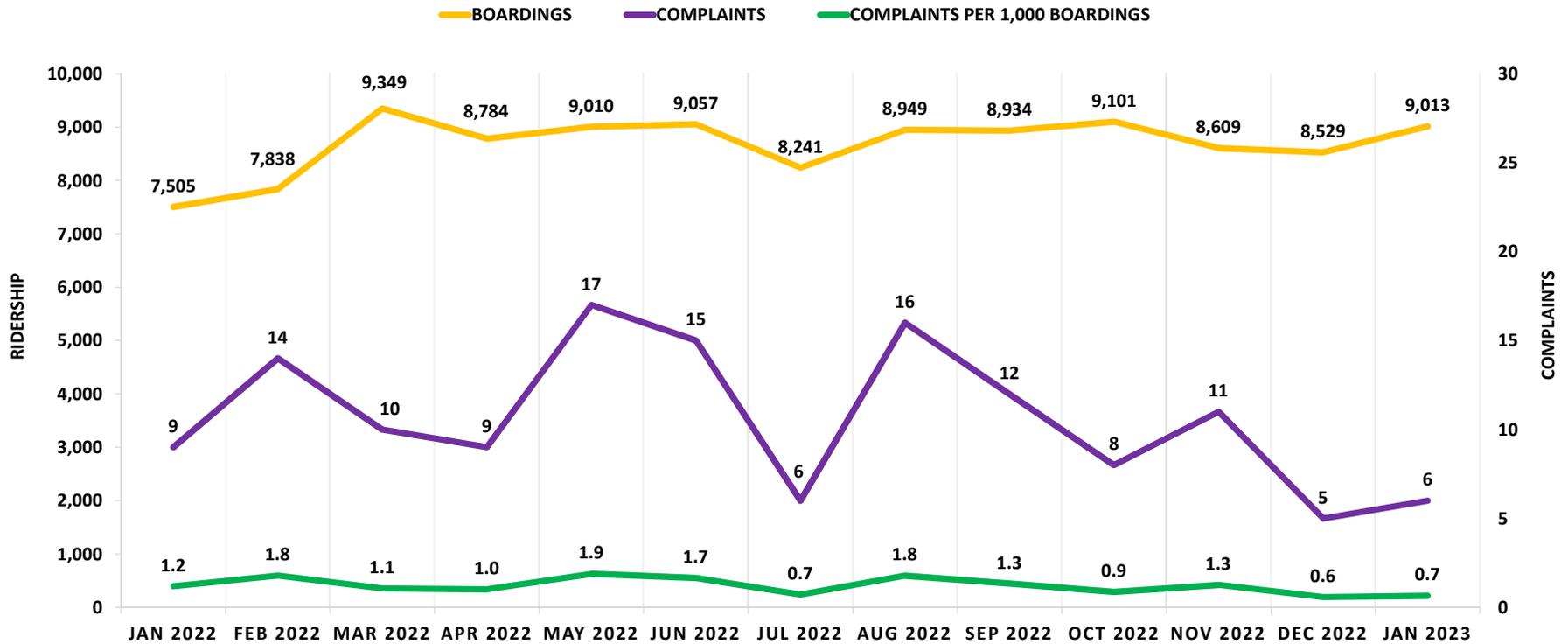
Fixed Route Customer Complaints January 2023



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

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

Paratransit Customer Complaints January 2023



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

For the month of January, 99.93% of our total boardings did not receive a complaint.

Advertising Revenue FYTD Budget vs FYTD Agency Revenue December 2022

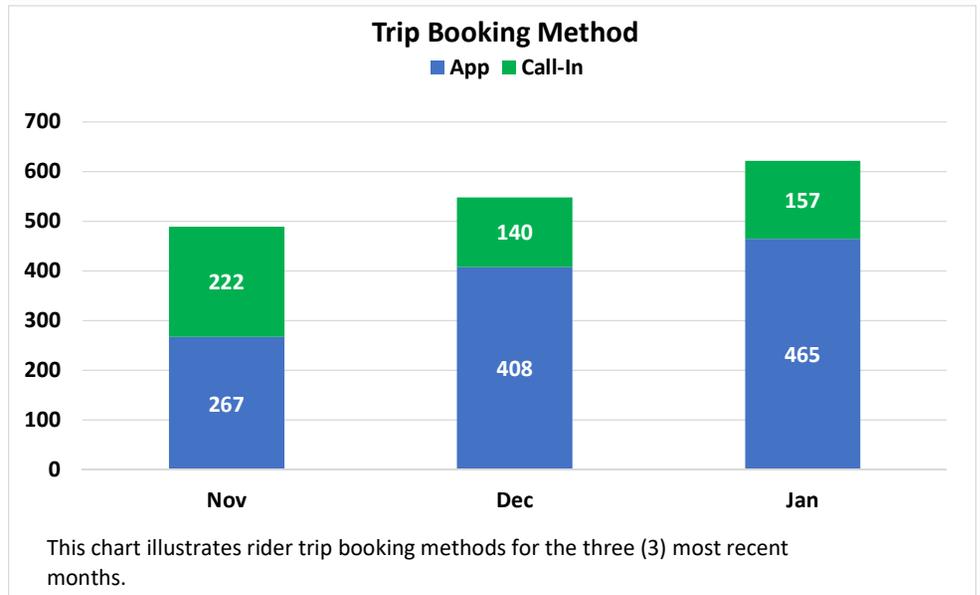
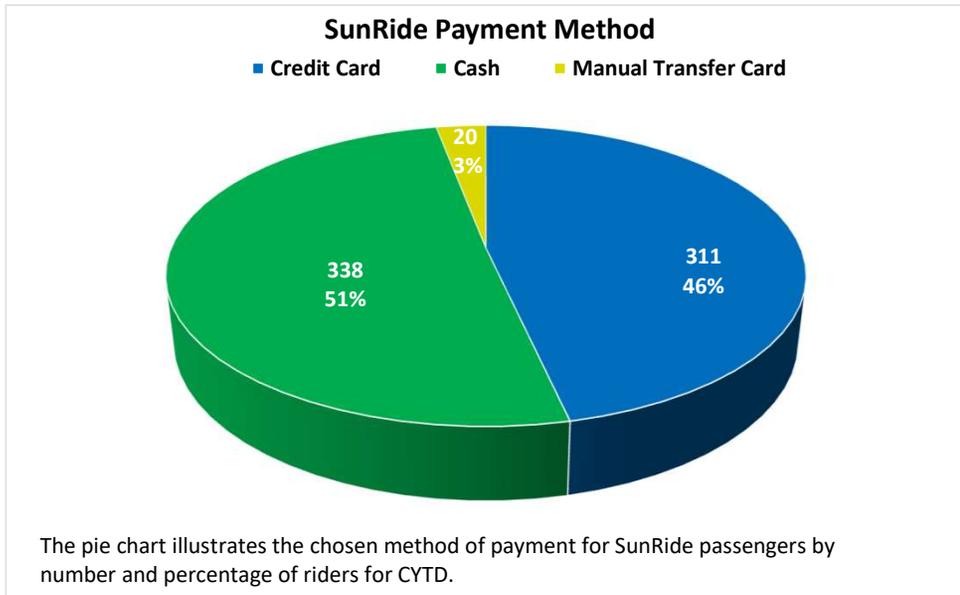
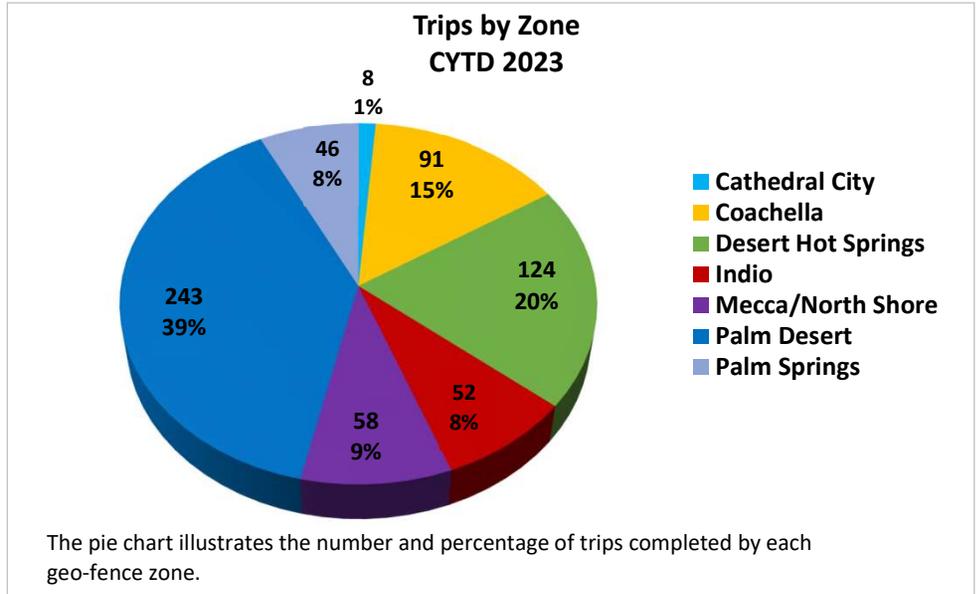
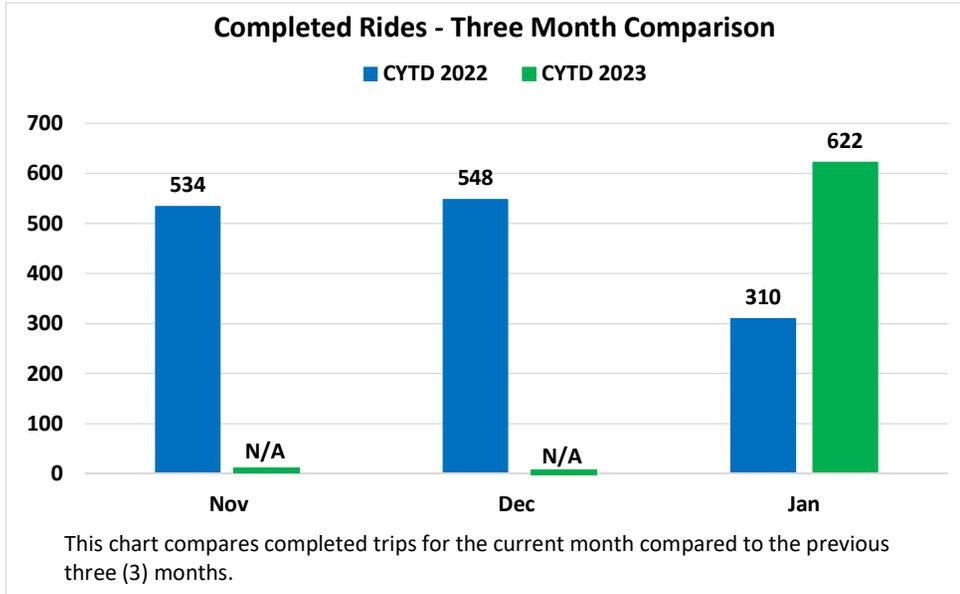


Advertising revenue tracks revenue of invoiced contracts for bus shelter and bus wrap advertising. The graph tracks FYTD revenue accrued with the monthly revenue accrued. The annual budget amount for FY23 is \$250,000 (*advertising revenues follow Finance Department reporting from the previous two (2)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

SunRide System-Wide Metrics CYTD 2023

Total Completed Trips: 622

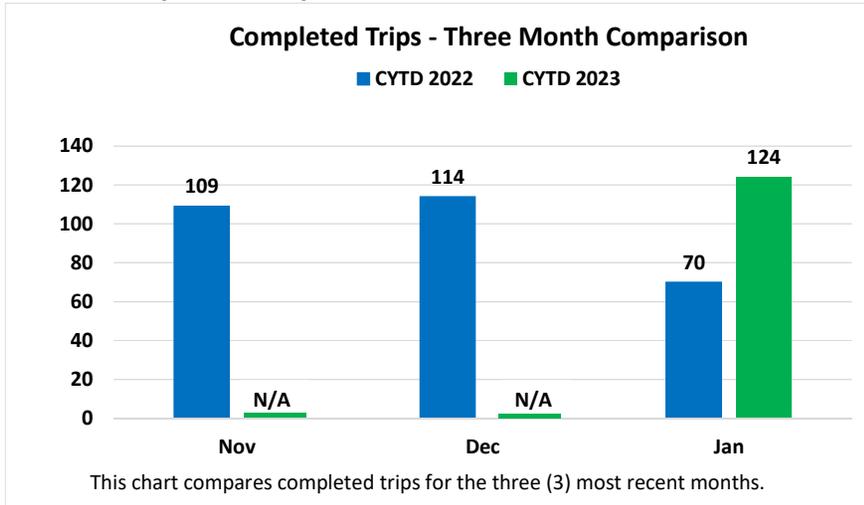
Total Number of Passengers: 669



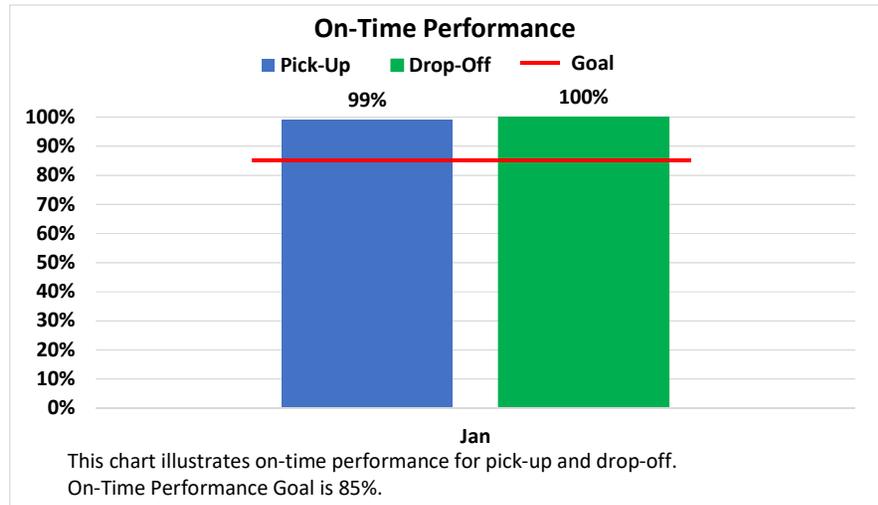
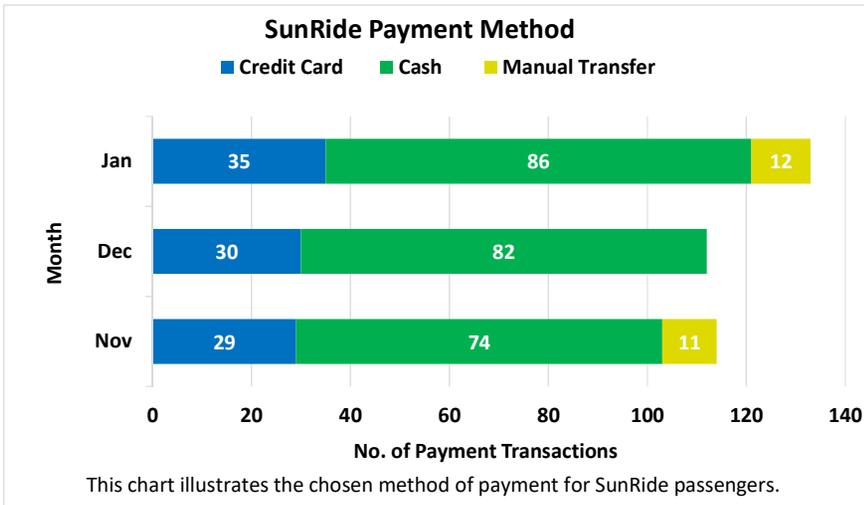
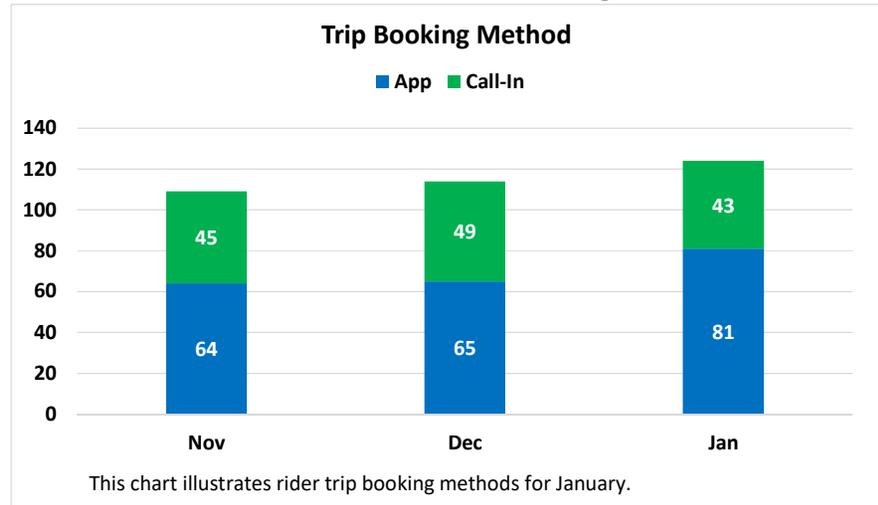
Percentage of Trips System-wide as Ridesharing: 12%

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

Total Completed Trips: 124



Total Number of Passengers: 133



Percentage of Trips as Ridesharing: Nine (9) percent

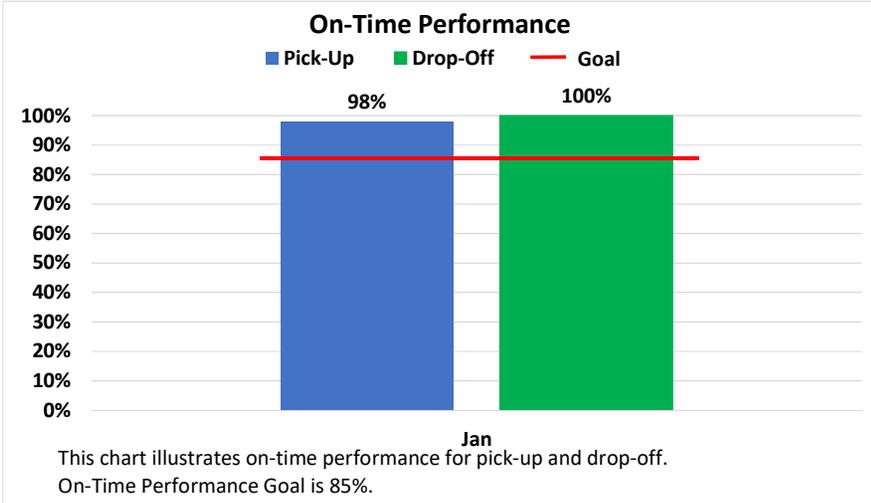
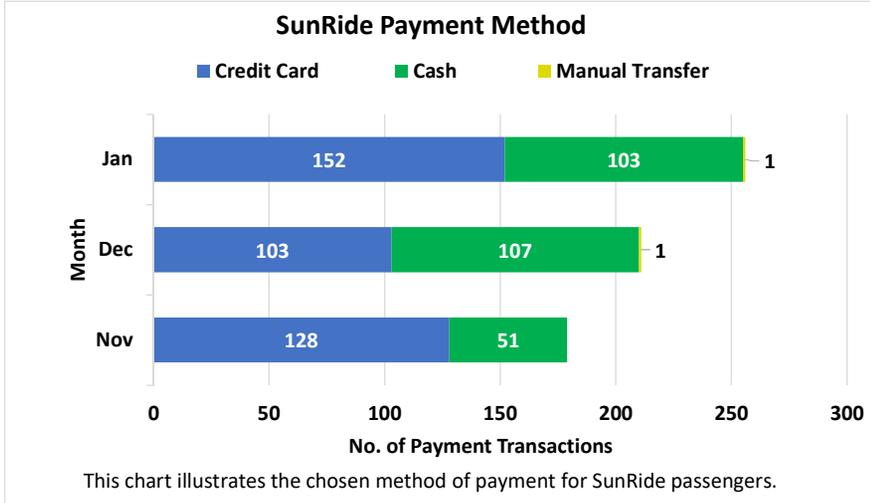
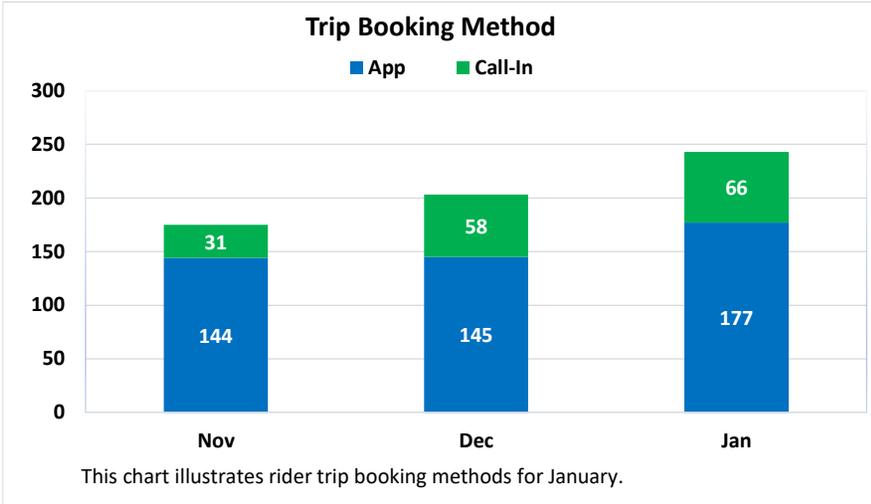
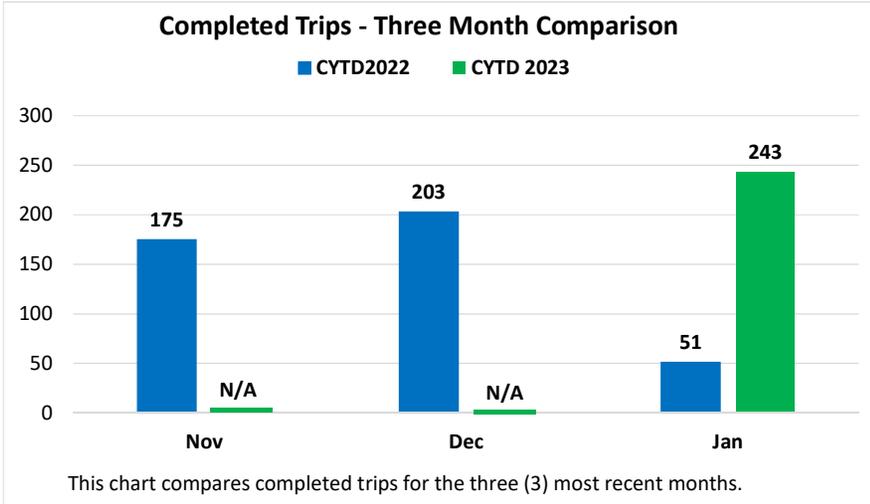
Customer Satisfaction Rating
Avg. rider trip rating 4.7
Goal: 4.5



Palm Desert Geo-Fence Metrics CYTD 2023

Total Completed Trips: 243

Total Number of Passengers: 256



Percentage of Trips as Ridesharing: 38%

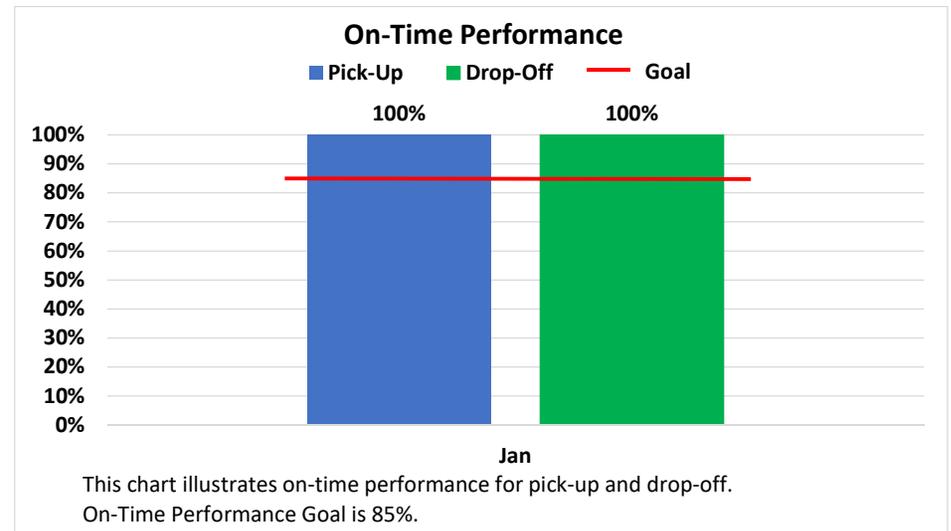
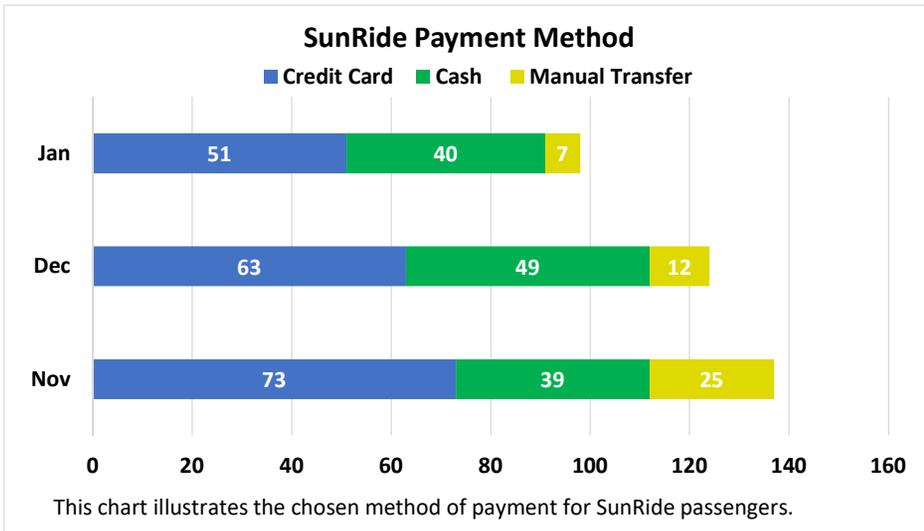
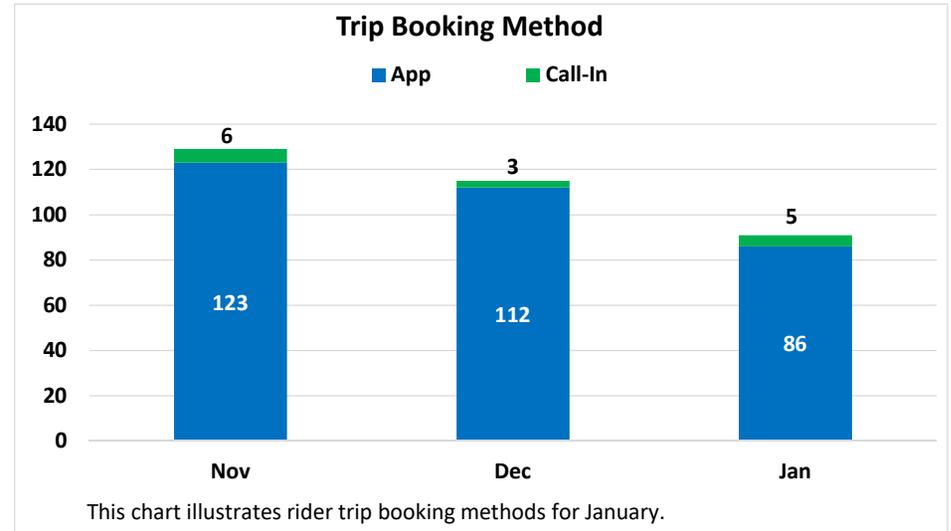
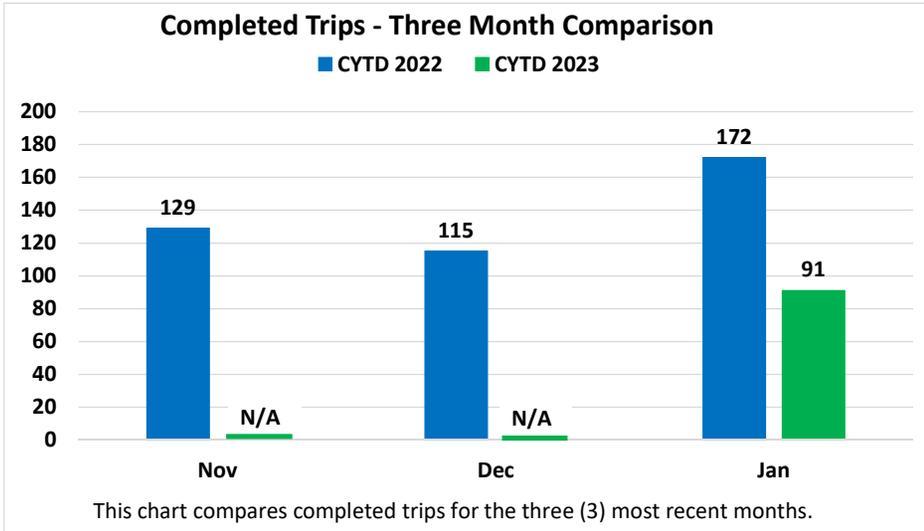
Customer Satisfaction Rating
Avg. rider trip rating: 5.0
Goal: 4.5



Coachella Geo-Fence Metrics CYTD 2023

Total Completed Trips: 91

Total Number of Passengers: 98



Percentage of Trips as Ridesharing: Seven (7) percent

Customer Satisfaction Rating

Avg. rider trip rating: 5.0

Goal: 4.5

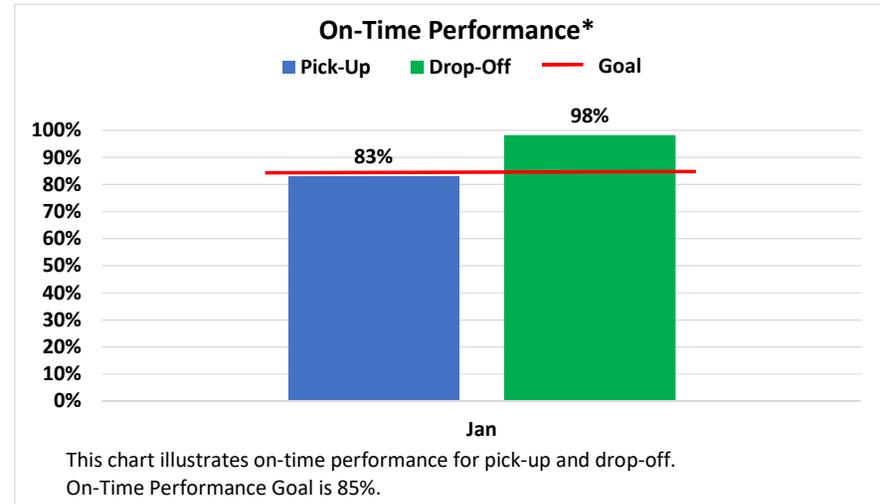
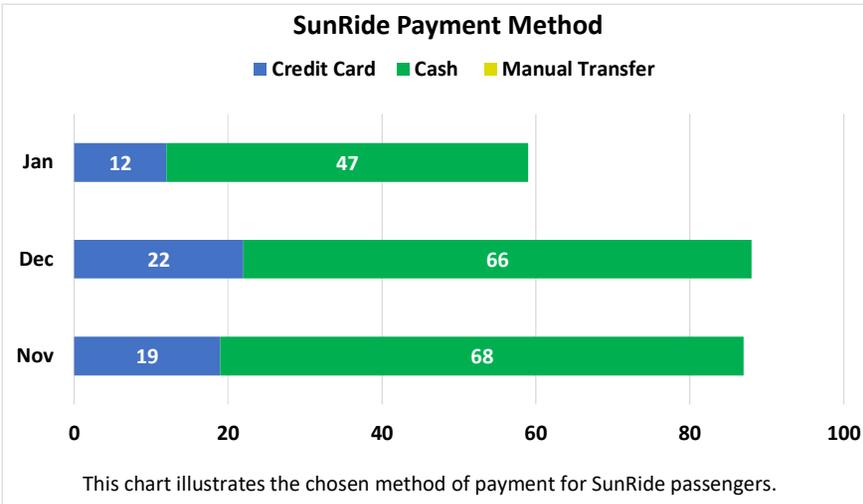
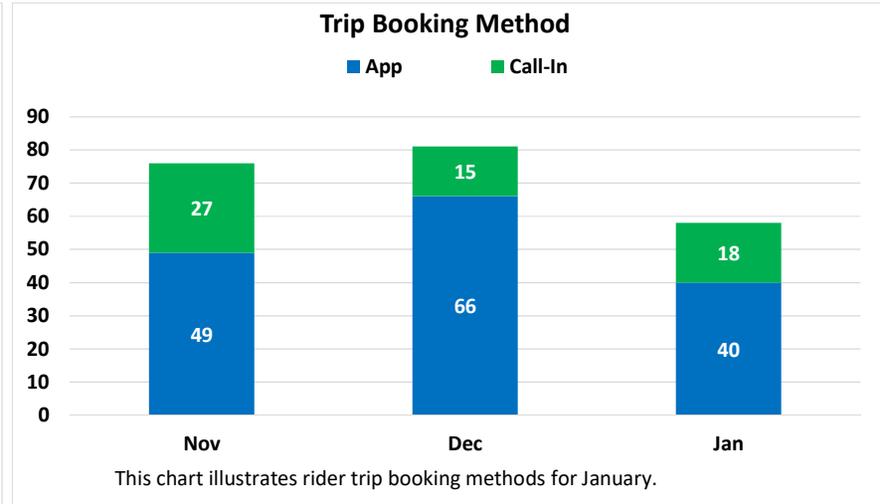
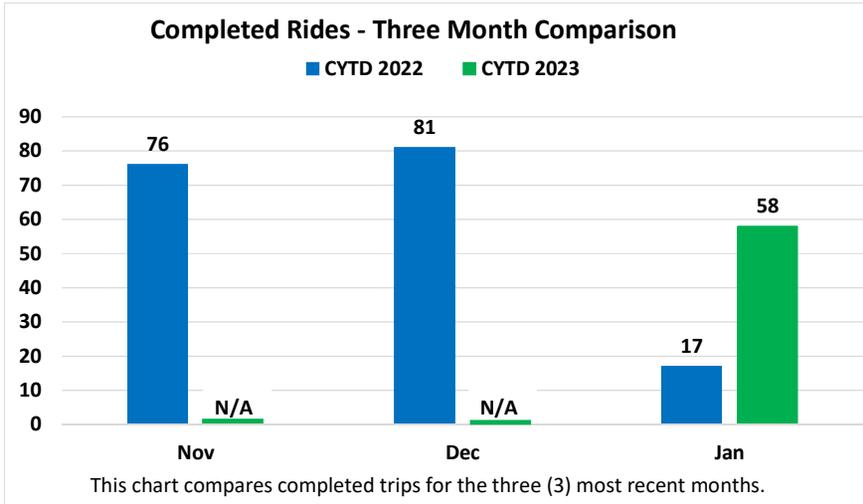


EXCEEDS GOAL!

Mecca/North Shore Geo-Fence Metrics CYTD 2023

Total Completed Trips: 58

Total Number of Passengers: 59



Percentage of Trips as Ridesharing: Three (3) percent

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

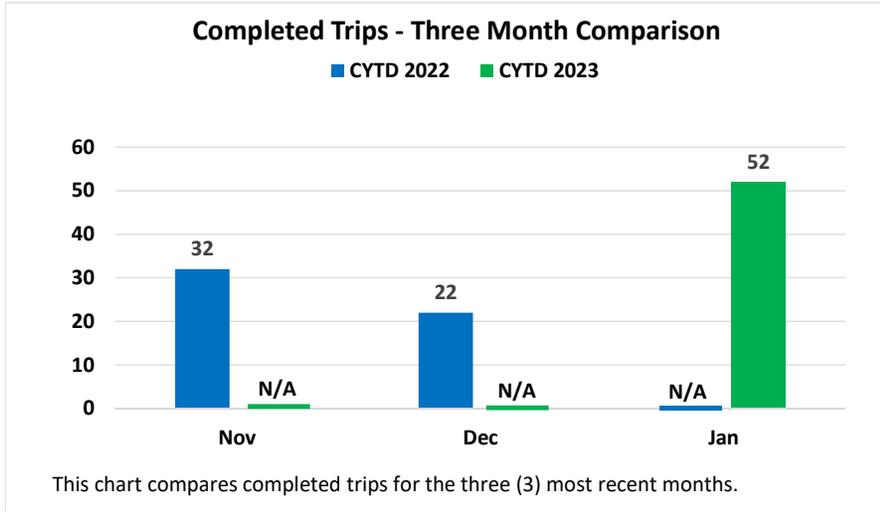


EXCEEDS GOAL!

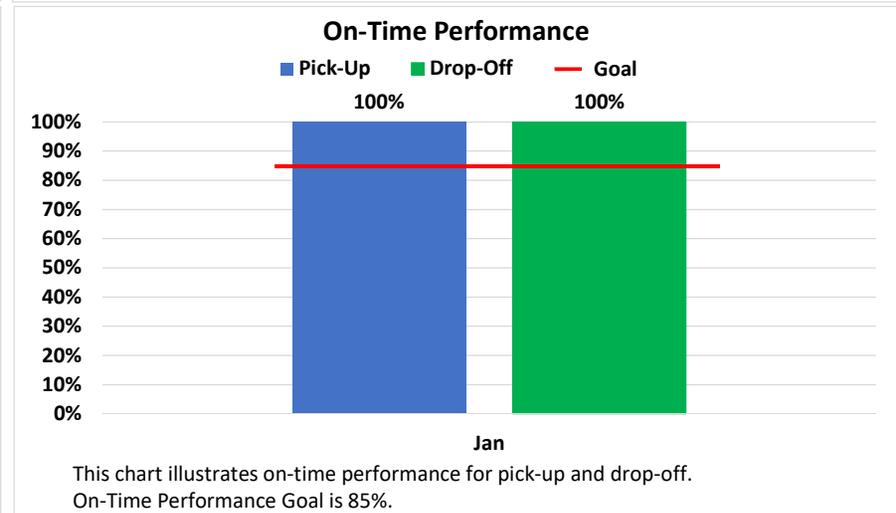
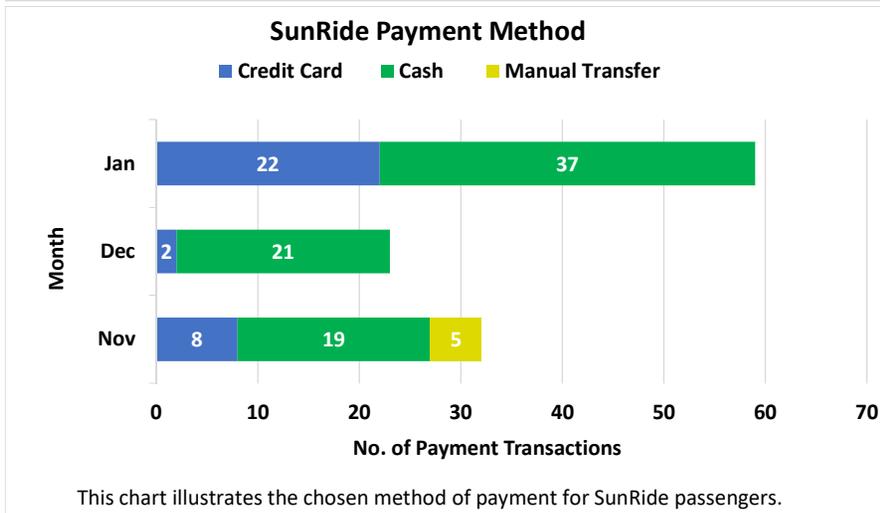
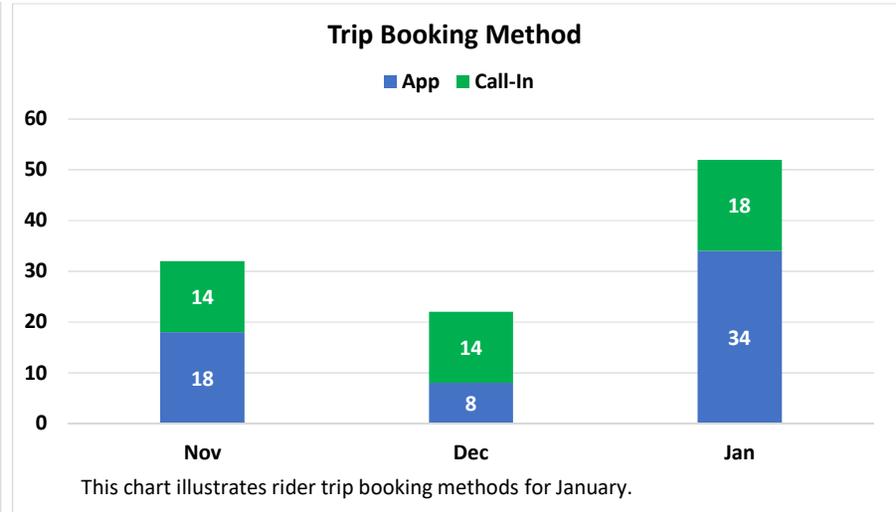
*Note: On-time performance for pick-ups was impacted by a regular rider who picked up at one end of the geo-fence and traveled to the far end of the geo-fence. The algorithm was adjusted and on-time performance has improved.

Indio Geo-Fence Metrics CYTD 2023

Total Completed Trips: 52



Total Number of Passengers: 59



Percentage of Trips as Ridesharing: Zero (0) percent

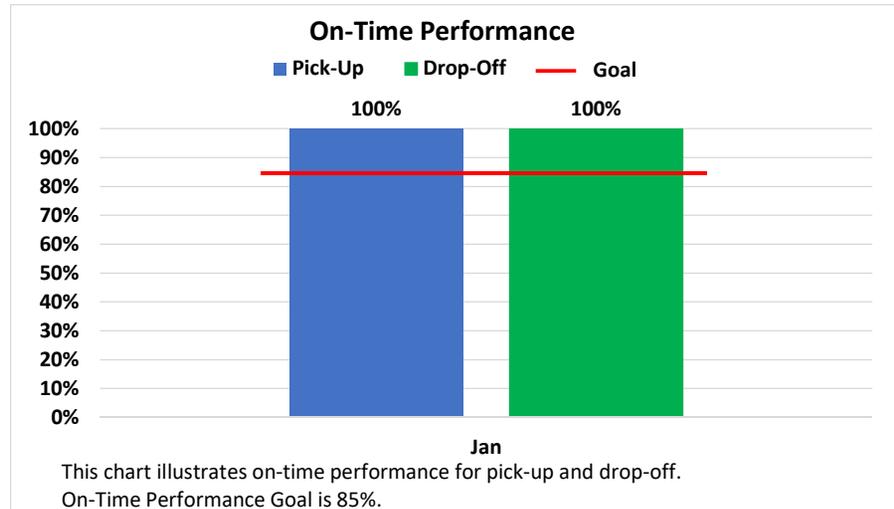
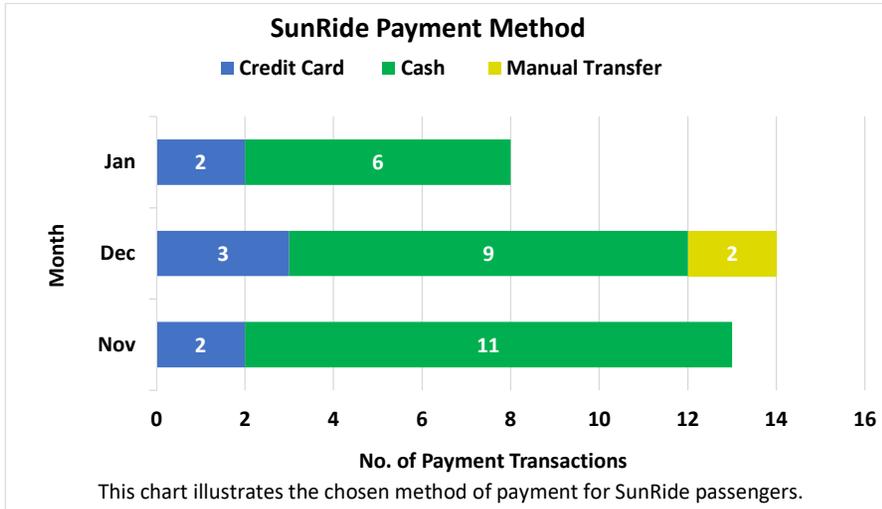
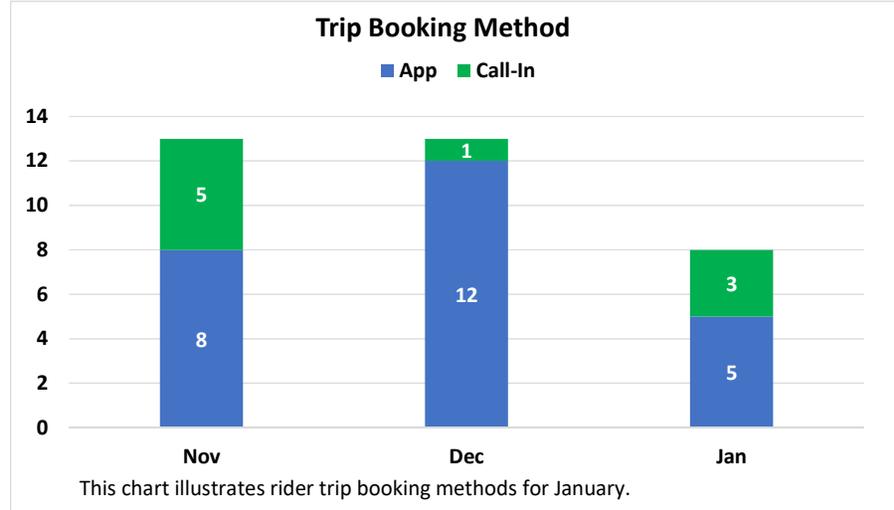
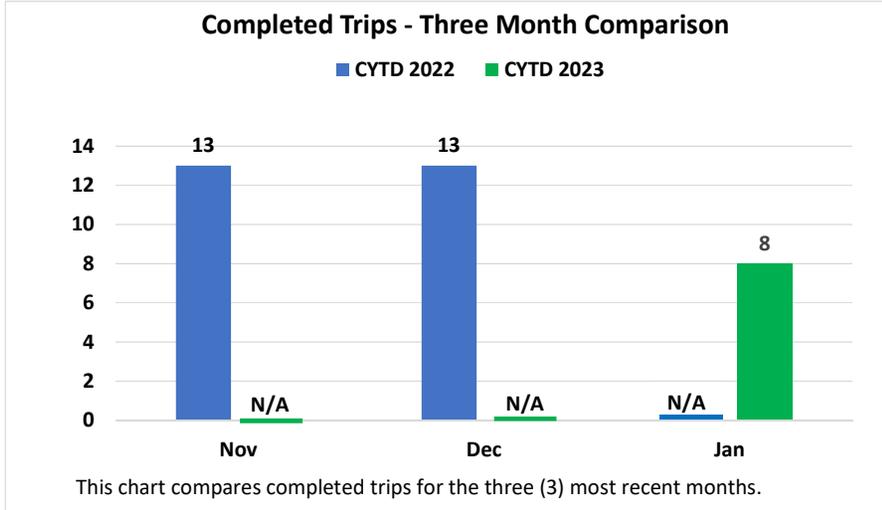
Customer Satisfaction Rating
Avg. rider trip rating 5.0
Goal: 4.5



Cathedral City Geo-Fence Metrics CYTD 2023

Total Completed Trips: 8

Total Number of Passengers: 8



Percentage of Trips as Ridesharing: 25%

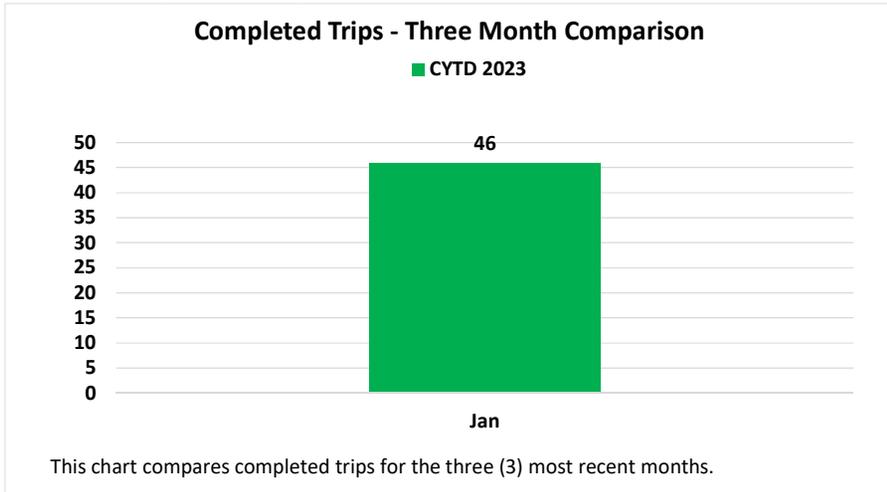
Customer Satisfaction Rating
Avg. rider trip rating 5.0
Goal: 4.5



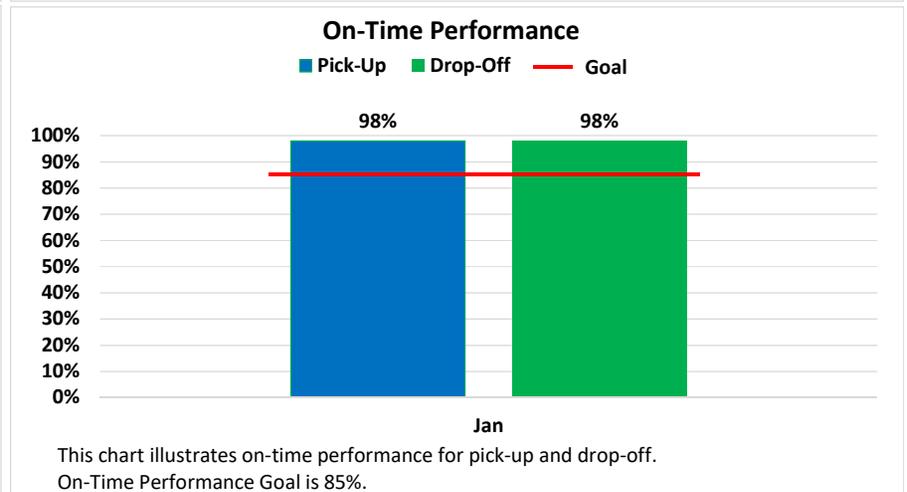
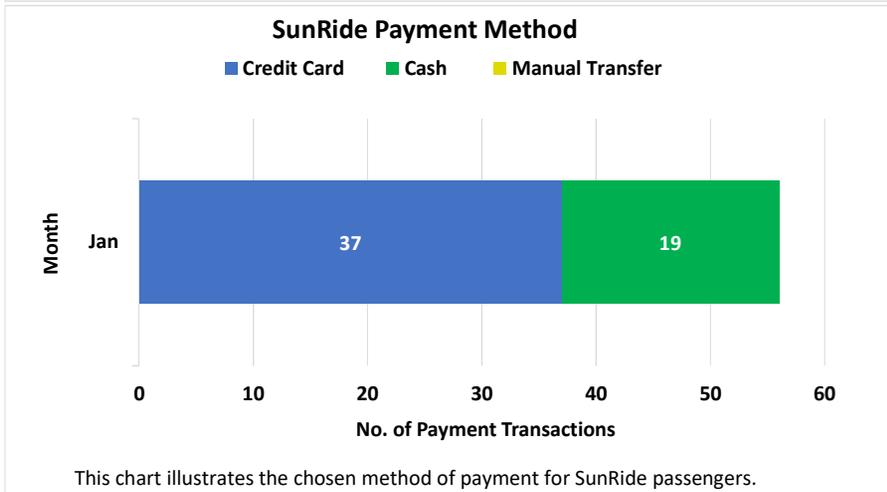
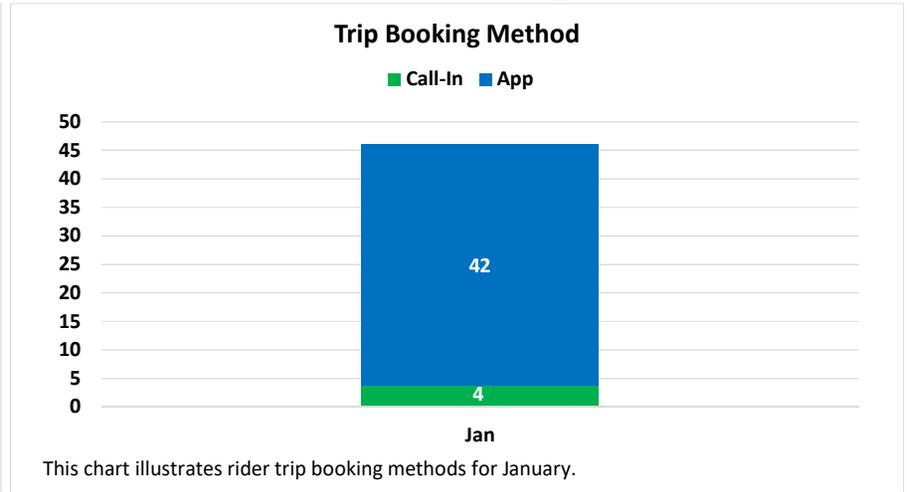
Palm Springs Geo-Fence Metrics CYTD 2023



Total Completed Trips: 46



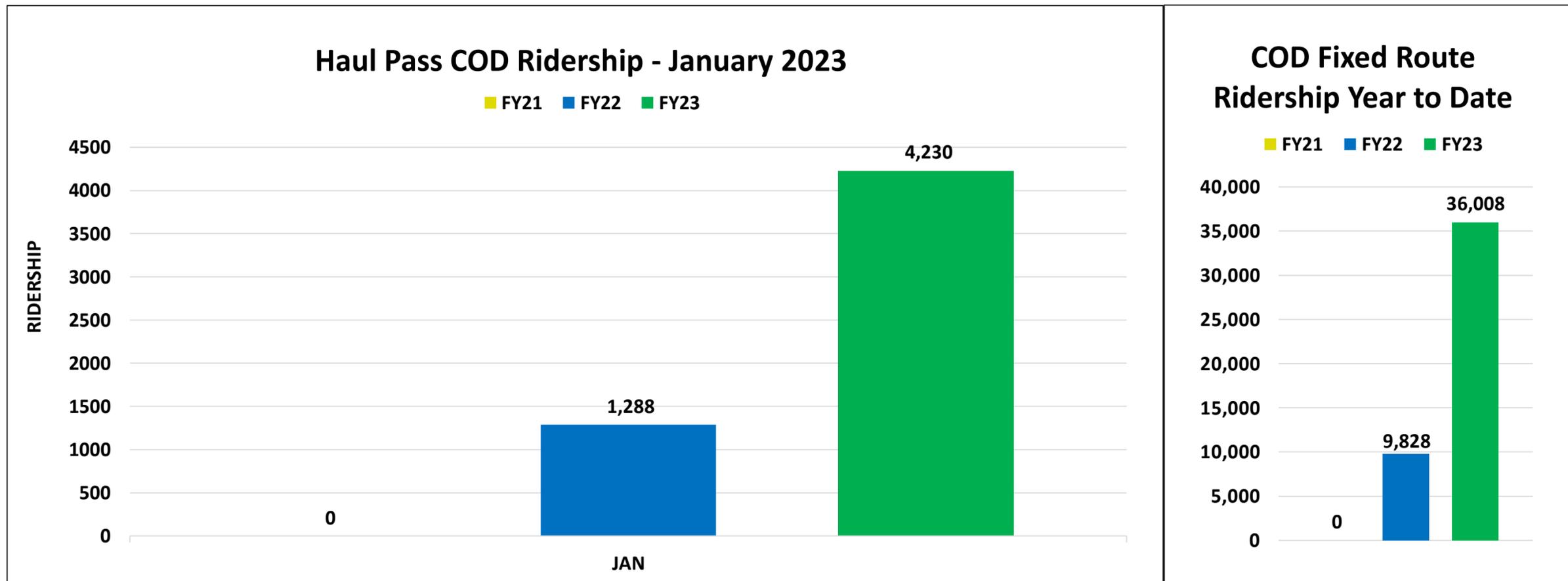
Total Number of Passengers: 56



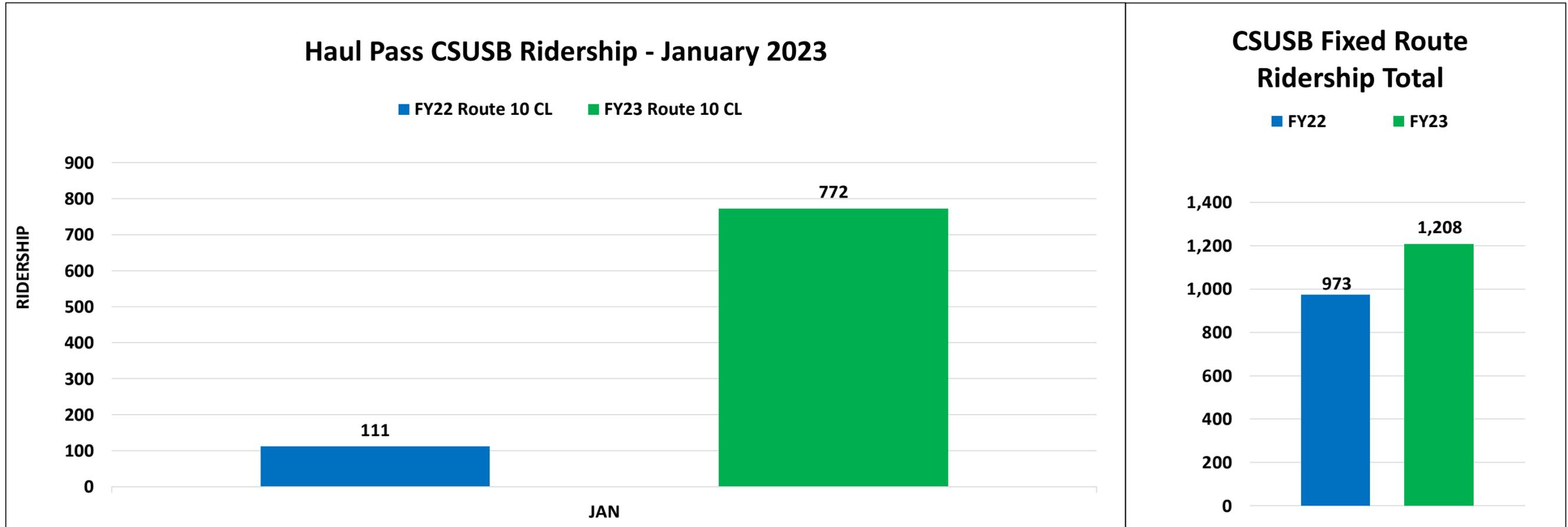
Percentage of Trips as Ridesharing: Zero (0) percent

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





The Haul Pass program was introduced in August 2018.
 This chart represents monthly ridership on the Haul Pass COD.
 Haul Pass COD contributed with 4,230 rides from 330 unique riders.
 January 2021 has zero (0) ridership data due to SunLine not collecting fares until May 2021.



The Haul Pass CSUSB program was introduced in September 2019.

This chart represents monthly ridership on the Haul Pass CSUSB.

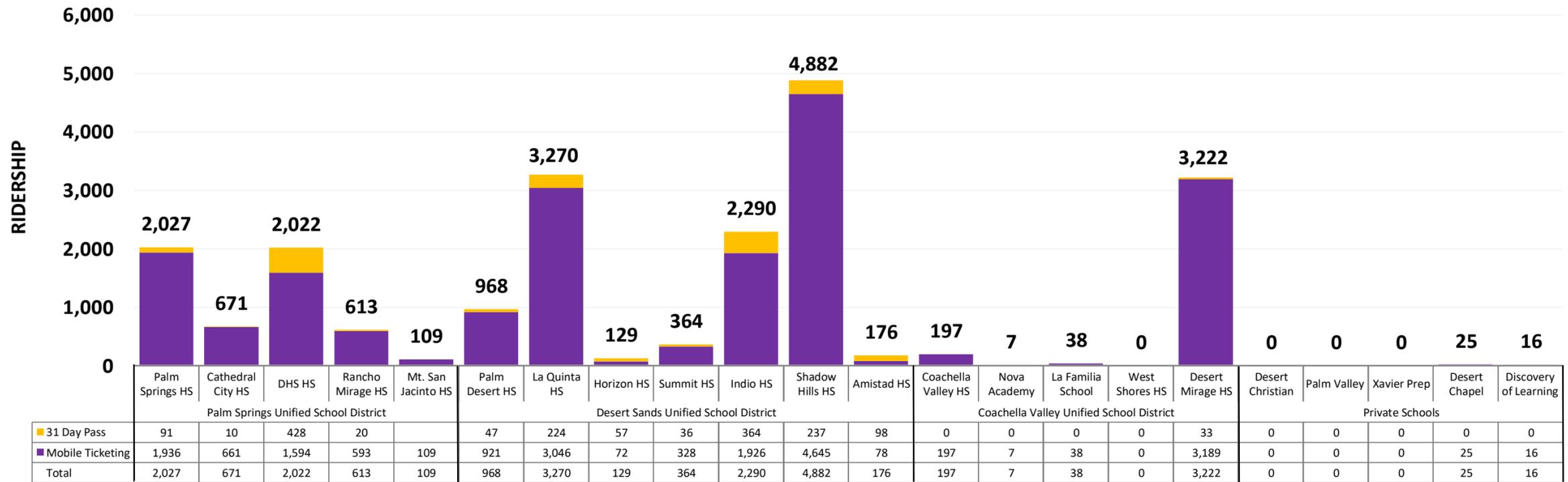
CSUSB contributed 886 rides from 183 unique users. From that total 772 rides were used on Route 10, and 114 rides on the fixed route system.

In May 2021, SunLine resumed fare collection.

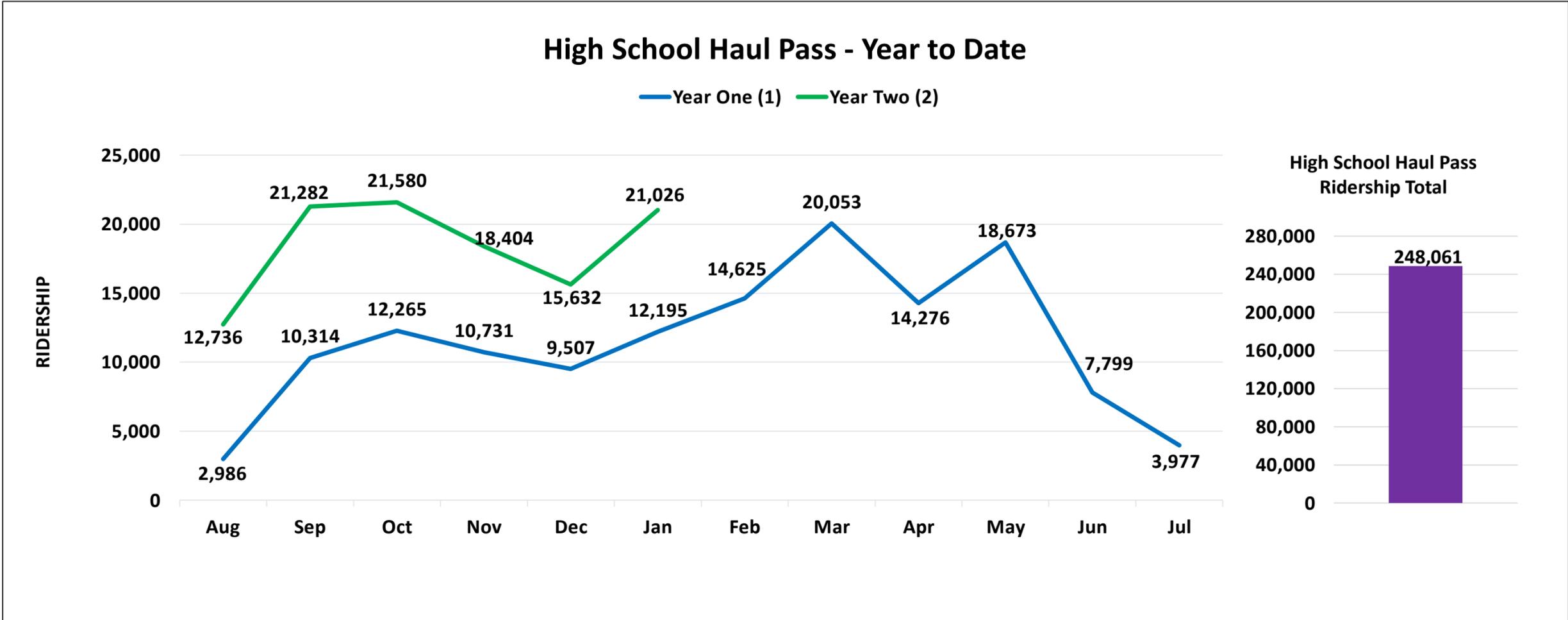
FY 21 Route 10 CL has zero (0) data due to Route 10 starting service on July 12, 2021.

High School Haul Pass - January 2023

■ Mobile Ticketing ■ 31 Day Pass

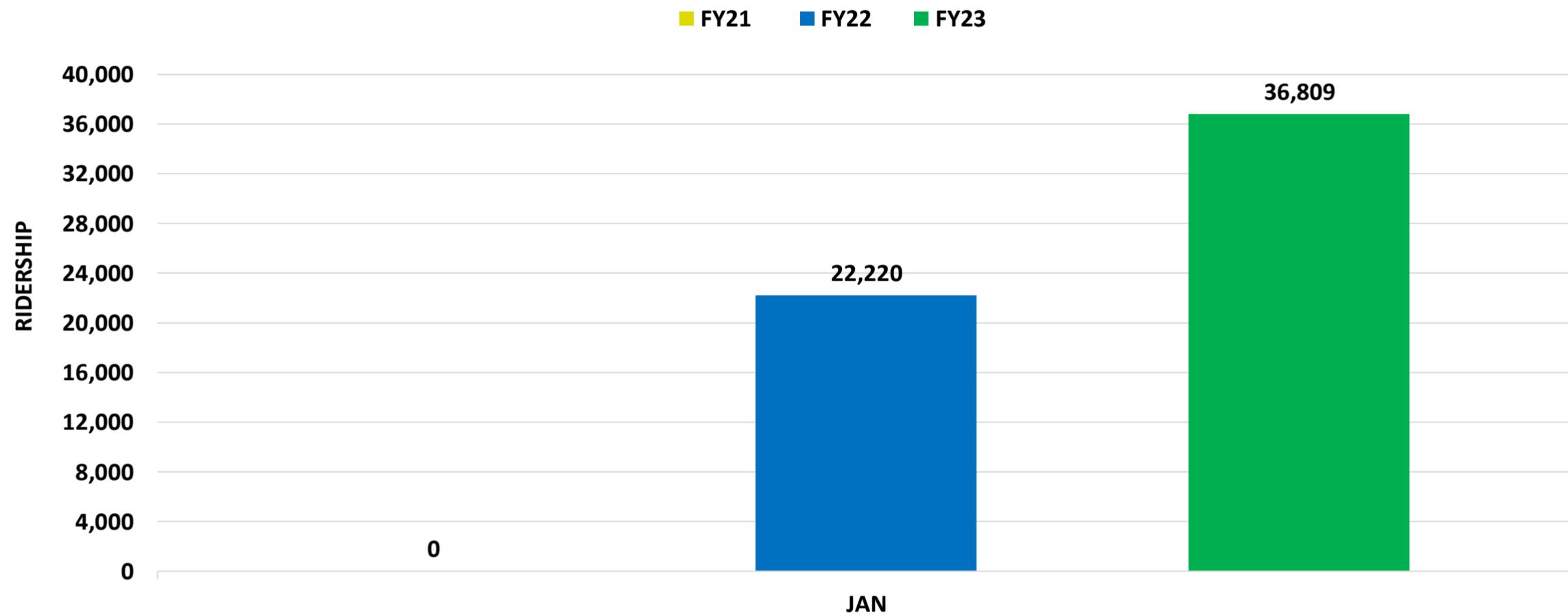


The High School Haul Pass program was introduced in August 2021.
 This chart represents monthly ridership by school for the High School Haul Pass.
 The total active users as of January 2023 are 3,210 using the High School Haul Pass.



The High School Haul Pass program was introduced in August 2021.
 This chart represents monthly ridership comparison for the High School Haul Pass.

Mobile Ticketing Ridership - January 2023



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

The total for January 2023 includes 180 paratransit mobile tickets. A total of 2,105 unique users used mobile ticketing in the month of January 2023.

January 2021 has zero (0) ticket usage due to SunLine not collecting fares until May 2021.

SunLine Transit Agency

CONSENT CALENDAR

DATE: February 22, 2023

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Board Member Attendance for January 2023

Summary:

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

Recommendation:

Receive and file.

FY 22/23	Board Member Matrix Attendance													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Meetings	Total Attended
Desert Hot Springs	X		X	X		X	X						10	5
Palm Desert	X		X	X		X	X						10	5
Palm Springs	X		X	X			X						10	4
Cathedral City	X		X	X		X	X						10	5
Rancho Mirage	X		X			X	X						10	4
Indian Wells	X		X	X			X						10	4
La Quinta	X		X	X		X	X						10	5
Indio	X		X	X		X	X						10	5
Coachella	X			X		X	X						10	4
County of Riverside	X		X	X		X	X						10	5

X - ATTENDED (Primary/Alternate)

DARK –

SunLine Services Group

CONSENT CALENDAR

DATE: February 22, 2023

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Checks \$1,000 and Over Report for December 2022

Summary:

This report lists all of the checks processed at the Agency with a value of over \$1,000 for a given month.

Recommendation:

Receive and file.

**SunLine Regulatory Administration
Checks \$1,000 and Over
December 2022**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
SUNLINE TRANSIT AGENCY	Payroll Liabilities 12/23/2022	91140	12/29/2022	2,290.64
SUNLINE TRANSIT AGENCY	Payroll Liabilities 12/09/2022	91136	12/15/2022	2,100.10
BURKE, WILLIAMS & SORENSEN, LLP	Legal Service	91131	12/15/2022	1,911.00
Total Checks Over \$1,000	\$6,301.74			
Total Checks Under \$1,000	\$1,617.77			
Total Checks	\$7,919.51			

SunLine Services Group
CONSENT CALENDAR

DATE: February 22, 2023

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Monthly Budget Variance Report for December 2022

Summary:

The budget variance report compares revenues and expenses to the respective line item budgets. The report identifies current monthly revenues and expenses as well as fiscal year to date (FYTD) values. The budgetary figures are represented as a straight line budget. Accordingly, the current monthly budget values are calculated by taking 1/12th of the annual budget. The FYTD budget values for the month of December 2022 are equal to 6/12^{ths} of the yearly budget.

Year to Date Summary

- As of December 31, 2022, the organization's revenues are \$16,687 or 17.83% above the FYTD budget.
- As of December 31, 2022, expenditures are \$22,596 or 24.14% below the FYTD budget.
- The net FYTD operating gain (loss) after expenses is \$39,283.

Recommendation:

Receive and file.

SunLine Regulatory Administration
Budget Variance Report
December 2022

Description	FY23 Total Budget	Current Month			Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY23 FYTD Budget	Positive (Negative)	Percentage Remaining
Revenues:								
Revenue Fines	1,500	250	125	125	3,275	750	2,525	-118.3%
New Driver Permit Revenue	750	150	63	88	1,125	375	750	-50.0%
Taxi Business Permit	96,000	8,865	8,000	865	48,301	48,000	301	49.7%
Driver Transfer Revenue	250	75	21	54	100	125	(25)	60.0%
Driver Renewal Revenue	1,500	125	125	-	1,100	750	350	26.7%
Driver Permit Reinstatement/Replacement	50	-	4	(4)	-	25	(25)	100.0%
Vehicle Permit Revenue	85,000	9,116	7,083	2,033	56,386	42,500	13,886	33.7%
Other Revenue	650	-	54	(54)	-	325	(325)	100.0%
Operator Application Fee	1,500	-	125	(125)	-	750	(750)	100.0%
Total Revenue	187,200	18,581	15,600	2,981	110,287	93,600	16,687	17.8%
Expenses:								
Salaries and Wages	89,364	4,603	7,447	2,844	25,222	44,682	19,460	71.8%
Fringe Benefits	32,076	2,621	2,673	52	6,795	16,038	9,243	78.8%
Services	27,015	259	2,251	1,992	21,823	13,508	(8,315)	19.2%
Supplies and Materials	4,193	1,677	349	(1,328)	10,402	2,097	(8,306)	-148.1%
Utilities	5,622	469	469	-	2,811	2,811	-	50.0%
Casualty and Liability	5,589	466	466	-	2,795	2,795	-	50.0%
Taxes and Fees	100	-	8	8	-	50	50	100.0%
Miscellaneous	23,241	587	1,937	1,350	1,156	11,621	10,464	95.0%
Total Expenses	187,200	10,681	15,600	4,919	71,004	93,600	22,596	24.1%
Total Operating Surplus (Deficit)	\$ -	\$ 7,899			\$ 39,283			

Budget Variance Analysis - SunLine Regulatory Administration

Revenue

- The positive variance in revenue is largely due to an increase in Vehicle Permit Revenue.
- The negative variance in taxi trips is largely due to the seasonal decline during the summer months and the visitors who were still unable to go home last year due to COVID-19 restrictions who have since returned home.
- As of FYTD23, there is a decrease of 12,796 taxi trips compared to FYTD22.

Taxi Trips

	FY22-December	FY23-December	Variance	%Δ
Trips	12,187	10,948	(1,239)	-10.2%

Taxi Trips

	FYTD-FY22	FYTD-FY23	Variance	%Δ
Trips	69,068	56,272	(12,796)	-18.5%

Salaries and Wages

- The favorable amount in salary and wage expenses is attributed to a vacant position.

Fringe Benefits

- The favorable amount in fringe benefit expenses is attributed to a vacant position.

Services

- The unfavorable variance in services is due to temporary help.

Supplies and Materials

- The unfavorable variance in supplies and materials is due to the cost of CNG fuel related to higher than anticipated use of CNG vehicle

Utilities

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

Casualty and Liability

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

Taxes and Fees

- The favorable variance in taxes and fees is due to timing of expenses.

Miscellaneous

- The favorable variance in miscellaneous is due to timing of expenses for training which have not yet occurred.

SunLine Services Group**CONSENT CALENDAR**

DATE: February 22, 2023

RECEIVE & FILETO: Taxi Committee
Board of Directors

RE: Taxi Trip Data – January 2023

Summary:

The attached charts summarize 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.

For the month of January, there were 553 more taxi trips in January 2023 serviced by two (2) more cabs compared to January 2022 (69 cabs in 2023 compared to 67 cabs in 2022).

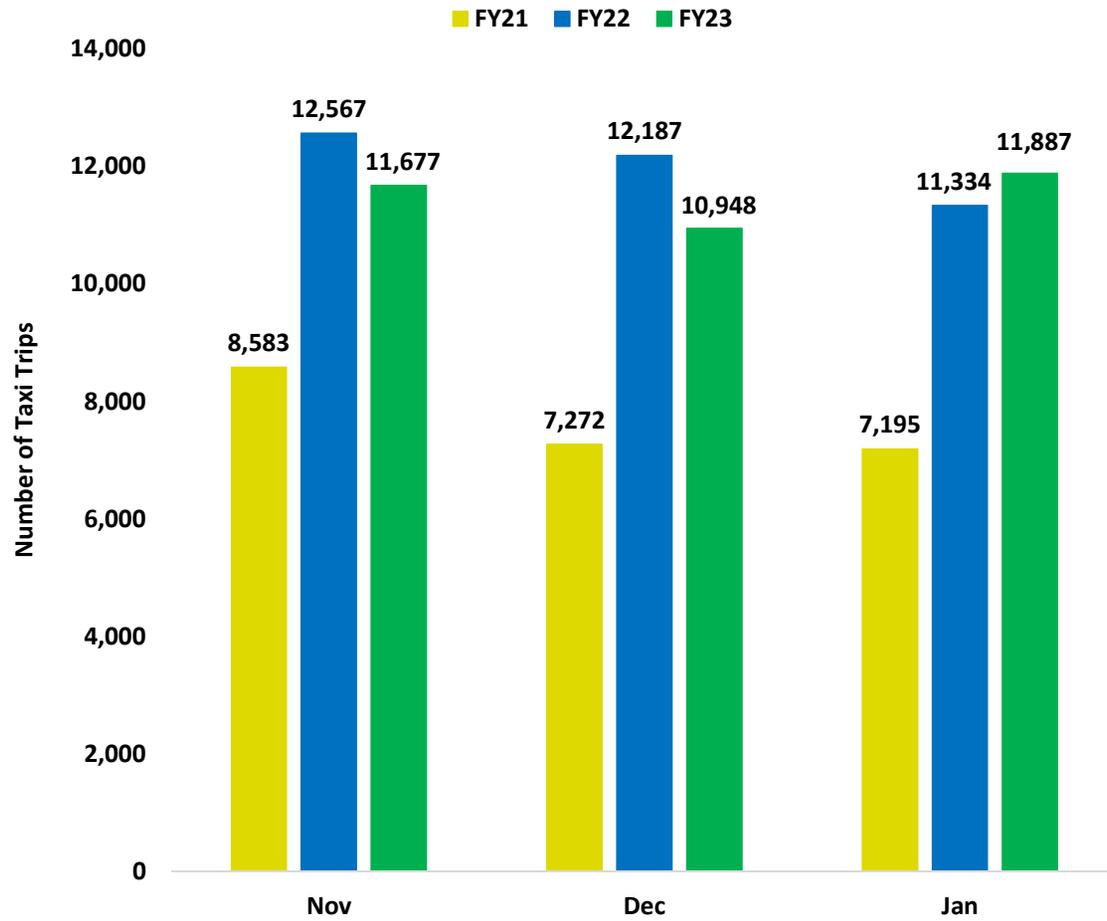
The increase in trips for January 2023 is attributed to increased seasonal visitors.

There were 12,243 fewer taxi trips for FYTD23 compared to FYTD22.

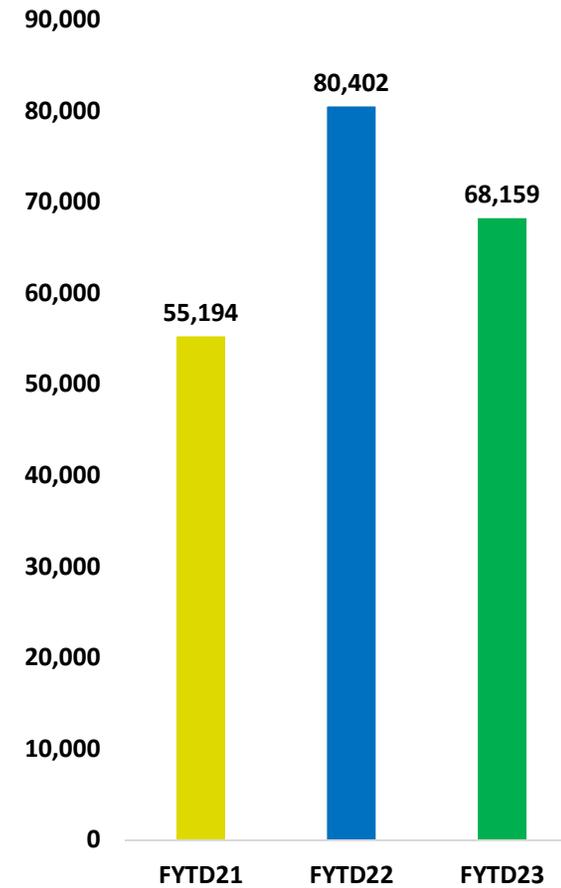
Recommendation:

Receive and file.

Taxi Trip Three (3) Month Comparison as of January 2023



FYTD No. of Taxi Trips



This chart compares the three (3) most recent months and measures the total number of taxi trips taken year to date for FY21, FY22 and FY23.

SunLine Transit Agency

DATE: February 22, 2023 **INFORMATION**
TO: Board of Directors
FROM: Bryan Valenzuela, Deputy Chief Safety Officer
RE: Enhanced Security Guard Services

Background

On May 25, 2022, the Board of Directors approved a one (1) year security guard services contract, with four (4) one (1) year option years with United Security Services, now known as TruGuard Security.

The Uniform Crime Reporting (UCR) published recent statistics illustrating how the number of crimes reported to the Riverside County Sheriff's Office has been its highest since 2011. There has also been an increase in the unhoused and transient population occupying the vacant property lot east of SunLine. On October 30, 2022, SunLine requested enhanced security services from TruGuard in an effort to deter crime due to the Agency's increased vehicle and property assets and ensure employee safety. This request included an additional security guard to monitor our bus gate as well as a request for the security guards to be armed.

There are many enhanced security services that have proven to be beneficial to SunLine. Some of these benefits include; crime deterrence, roving security, immediate response, a sense of security, and communication.

SunLine has evaluated security services provided at other local facilities and with the agency resuming in-person Board meetings in March of 2023, SunLine will also be providing additional armed security guards during Board meetings to provide additional security measures for staff onsite and to the public who are participating during the in-person Board meetings.