



SunLine Transit Agency/
SunLine Services Group
April 22, 2022
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/86316883941>

Meeting ID: 863 1688 3941

Teleconference Dial In
888-475-4499 (Toll Free)
Conference Number: 863 1688 3941

One tap mobile
+16699009128,,86316883941#

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

ITEM

RECOMMENDATION

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 April 21, 2022 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.

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

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

ITEM

RECOMMENDATION

- 1. CALL TO ORDER**
- 2. FLAG SALUTE**
- 3. ROLL CALL**
- 4. PRESENTATIONS**
 - a) Earth Day Presentation**
- 5. FINALIZATION OF AGENDA**
- 6. APPROVAL OF MINUTES**

APPROVE

- a) [March 23, 2022 Joint Board Meeting](#)**

(PAGE 5-8)

ITEM

RECOMMENDATION

7. PUBLIC COMMENTS

RECEIVE COMMENTS

NON AGENDA ITEMS

Members of the public may address the Board regarding any item within the subject matter jurisdiction of the Board; however, no action may be taken on off-agenda items unless authorized. Comments shall be limited to matters not listed on the agenda. Members of the public may comment on any matter listed on the agenda at the time that the Board considers that matter. Each person's presentation is limited to a maximum of three (3) minutes.

8. BOARD MEMBER COMMENTS

RECEIVE COMMENTS

9. CONSENT CALENDAR

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 February 2022 (PAGE 9-13)
 - 9b) Credit Card Statement for February 2022 (PAGE 14-22)
 - 9c) Monthly Budget Variance Report for February 2022 (PAGE 23-27)
 - 9d) Contracts Signed in Excess of \$25,000 for
March 2022 (PAGE 28-29)
 - 9e) Union & Non-Union Pension Investment Asset
Summary February 2022 (PAGE 30-39)
 - 9f) Ridership Report for March 2022 (PAGE 40-43)
 - 9g) SunDial Operational Notes for March 2022 (PAGE 44-46)
 - 9h) Metrics for March 2022 (PAGE 47-66)
 - 9i) Quarterly Capital Project Update for 1st Quarter (PAGE 67-70)
 - 9j) Board Member Attendance for March 2022 (PAGE 71-72)
 - 9k) SSG/SRA Checks \$1,000 and Over Report for
February 2022 (PAGE 73-74)
 - 9l) SSG Monthly Budget Variance Report for
February 2022 (PAGE 75-77)
 - 9m) Taxi Trip Data – March 2022 (PAGE 78-79)
- APPROVE**
- 9n) Adoption of Resolution to Continue Teleconference
Meetings (PAGE 80-85)

ITEM

RECOMMENDATION

- 10. **CONTRACT AMENDMENT FOR GRANT WRITING SERVICES**
(Russell Betts, Chair of Finance/Audit Committee;
Staff: Brittney Sowell, Chief of Staff) **APPROVE**
(PAGE 86)

- 11. **RESOLUTION NO. 0794 TO OBTAIN LOW CARBON TRANSIT OPERATIONS PROGRAM FUNDING**
(Russell Betts, Chair of Finance/Audit Committee;
Staff: Luis Garcia, Controller/Asst. Chief Financial Officer) **APPROVE**
(PAGE 87-91)

- 12. **AGREEMENT FOR SPECIAL LEGAL SERVICES**
(Russell Betts, Chair of Finance/Audit Committee;
Staff: Tina Hamel, Chief of Compliance/Labor Relations) **APPROVE**
(PAGE 92)

- 13. **REMOTE WORKING POLICY**
(Charles Townsend, Chair of Board Operations Committee;
Staff: Tamara Miles, Chief of Human Relations) **APPROVE**
(PAGE 93-96)

- 14. **GENERAL COUNSEL’S REPORT**

- 15. **CEO/GENERAL MANAGER’S REPORT**

- 16. **CLOSED SESSION**
 - a) **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

 - b) **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
Pursuant to Government Code section 54957 (b)
Position Title: CEO/General Manager

- 17. **NEXT MEETING DATE**

May 25, 2022 at 12 p.m.

- 18. **ADJOURN**

MINUTES

Joint SunLine Transit Agency/SunLine Services Group Board of Directors Meeting March 23, 2022

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, March 23, 2022 via Zoom videoconference, pursuant to California Government Code section 54953(e).

1. CALL TO ORDER

The meeting was called to order at 12:01 p.m. by Chairperson Glenn Miller.

2. FLAG SALUTE

Board Member Townsend 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
Nancy Ross, SunLine Agency Board Member, City of Cathedral City
Denise Delgado, SunLine Agency Board Member, City of Coachella
Russell Betts, SunLine Agency Board Member, City of Desert Hot Springs
Dana Reed, SunLine Agency Board Member, City of Indian Wells
Robert Radi, SunLine Agency Board Member, City of La Quinta
Kathleen Kelly, SunLine Agency Board Member, City of Palm Desert
Charles Townsend, SunLine Agency Board Member, City of Rancho Mirage
Supervisor V. Manuel Perez, SunLine Agency Board Member, County of Riverside

4. PRESENTATIONS

a) Haul Pass Presentation

A presentation was provided by Yvonne Eckert, Project Manager reporting on Haul Pass.

5. FINALIZATION OF AGENDA

General counsel, Eric Vail, reported the Taxi Committee recommended to add item 12a as an emergency item to the agenda. SunLine Transit Agency Board Member Betts moved to add item 12a – Special Music Festival Venue Pick-up Fee. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
MARCH 23, 2022**

6. APPROVAL OF MINUTES FOR THE JOINT STA/SSG FEBRUARY 23, 2022 BOARD MEETING

Board Member Townsend moved to approve the minutes of the February 23, 2022 Joint STA/SSG Board meeting. The motion was seconded by Board Member Radi. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

7. PUBLIC COMMENTS

One (1) comment was read by Ms. Hernandez from: Mr. Marcus Staley

8. BOARD MEMBER COMMENTS

None

9. CONSENT CALENDAR

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

10. AGREEMENT WITH RESONATE & THRIVE ASSOCIATES, LLC

Finance/Audit 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 Agreement with Resonate & Thrive Associates, LLC. Board Member Radi recused himself from the discussion and vote. The motion was approved by a unanimous vote of 9 yes; 0 no; 1 abstain

11. MOBILE HYDROGEN FUELING STATION

Finance/Audit Committee Chair Betts reported that that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Betts moved to approve Mobile Hydrogen Fueling Station. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

12. RESOLUTION NO. 093 SETTING TAXICAB PERMITTING FEES & INSTALLMENT PAYMENT PLAN

Taxi Committee Chair Townsend reported that this item was brought to the committee and they unanimously approved the item. An oral report was provided by Michal Brock, Taxi Administrator. SunLine Transit Agency Board Member Townsend moved to approve Resolution No. 093 Setting Taxicab Permitting Fees & Installment Payment Plan. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
MARCH 23, 2022**

a) SPECIAL MUSIC FESTIVAL VENUE PICK-UP FEE

General Counsel, Eric Vail, provided an oral report. SunLine Transit Agency Board Member Kelly moved to approve the Special Music Festival Venue Pick-up Fee and accompanying Resolution No. 094. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

13. CLOSED SESSION

a) 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: Teamsters Local 1932 and Amalgamated Transit Union Local 1277

a) There was no reportable action taken

14. APPROVAL OF THE MEMORANDUM OF UNDERSTANDING (MOU) WITH INTERNATIONAL BROTHERHOOD OF TEAMSTERS (TEAMSTERS), LOCAL 1932

An oral report was provided by Vanessa Mora, Chief Safety Officer. SunLine Transit Agency Board Member Betts moved to approve the Approval of The Memorandum of Understanding (MOU) with International Brotherhood of Teamsters (Teamsters), Local 1932. The motion was seconded by Supervisor Perez. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

15. GENERAL COUNSEL'S REPORT

General Counsel had no updates to report.

16. CEO/GENERAL MANAGER'S REPORT

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

17. NEXT MEETING DATE

April 22, 2022 at 12 p.m.

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
MARCH 23, 2022**

18. ADJOURN

The SunLine Services Group and SunLine Transit Agency meeting concurrently adjourned at 1:08 p.m.

Respectfully Submitted,

Edith Hernandez
Clerk of the Board

A recording of the March 23, 2022 Board proceedings is available [here](#).

SunLine Transit Agency**CONSENT CALENDAR**

DATE: April 22, 2022

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Checks \$1,000 and Over Report for February 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 February which required signature from the Chair or Vice Chair.

Vendor	Check #	Amount
<i>FAAC INCORPORATED</i>	688697	\$193,734.50
<i>INSIGHT PUBLIC SECTOR, INC.</i>	688817	\$127,276.36

Recommendation:

Receive and file.

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
CALPERS	Group Health Premiums	688816	02/25/2022	374,625.37
PERMA - INSURANCE	General Liability & Workers Comp Premium	688649	02/09/2022	203,290.34
FAAC INCORPORATED	WIP-Purchase of Bus Simulator	688697	02/16/2022	193,734.50
INSIGHT PUBLIC SECTOR, INC.	Computer/Network Software Agmt	688817	02/28/2022	127,276.36
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	688669	02/09/2022	119,039.07
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	688810	02/23/2022	118,925.66
ELEMENT MARKETS RENEWABLE ENERGY, LLC	Utilities	688769	02/23/2022	118,631.81
IMPERIAL IRRIGATION DIST	Utilities	688775	02/23/2022	108,444.32
ELEMENT MARKETS RENEWABLE ENERGY, LLC	Utilities	688573	02/03/2022	89,567.46
IMPERIAL IRRIGATION DIST	Utilities	688577	02/03/2022	73,936.99
SO CAL GAS CO.	Utilities	688732	02/16/2022	52,870.14
ATKINSON, ANDELSON, LOYA RUUD AND ROMO	Legal Services	688601	02/09/2022	39,929.50
MURCHISON & CUMMING, LLP	Insurance Loss	688786	02/23/2022	37,861.00
MUTUAL OF OMAHA INSURANCE COMPANY	Supplement Benefits LTD/STD/LIFE Ins Prem	688787	02/23/2022	34,288.64
TRAPEZE SOFTWARE GROUP INC.	WIP- Trapeze Upgrade	688808	02/23/2022	32,410.00
MUTUAL OF OMAHA INSURANCE COMPANY	Supplement Benefits LTD/STD/LIFE Ins Prem	688579	02/03/2022	32,338.16
REMIX SOFTWARE, INC.	Computer/Network Software Agmt	688657	02/09/2022	25,700.00
TEC EQUIPMENT, INC.	Inventory Repair Parts	688736	02/16/2022	24,899.31
OLD GREEN HOUSE LLC	Planning Consultant	688660	02/09/2022	24,600.00
MICHELIN NORTH AMERICA, INC.	Lease Tires Services	688785	02/23/2022	23,973.60
BORDIN SEMMER LLP	Insurance Loss	688564	02/03/2022	23,617.26
BURKE, WILLIAMS & SORENSEN, LLP	Legal Service	688759	02/23/2022	22,010.86
PERMA - INSURANCE	Insurance Loss	688581	02/03/2022	21,225.54
ROBERT HALF	Temporary Help	688659	02/09/2022	20,637.09
LUMINATOR TECHNOLOGY GROUP, INC.	WIP- FY2020 Replacement & Exp of Paratransit Buses	688783	02/23/2022	19,592.21
BERNELL HYDRAULICS INC.	WIP- CNG Station	688687	02/16/2022	19,210.20
THE LEFLORE GROUP LLC	Projects Consultant	688726	02/16/2022	18,819.00
THE LEFLORE GROUP LLC	Projects Consultant	688800	02/23/2022	18,099.58
TYLER TECHNOLOGIES, INC.	Computer/Network Software Agmt	688591	02/03/2022	17,868.90
WSP USA INC.	TDM & Vanpool Program	688814	02/23/2022	17,095.88
IMPERIAL IRRIGATION DIST	Utilities	688707	02/16/2022	16,553.97
CALIFORNIA TRANSIT ASSOCIATION	Membership & Subscriptions	688761	02/23/2022	13,000.00
UNUM	Group Dental & Vision Premiums	688735	02/16/2022	12,357.21
ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS	WIP-Liquid Hydrogen Refueling Infrastructure	688815	02/23/2022	12,194.30
VERIZON WIRELESS	Wireless Telephone Service	688673	02/09/2022	11,645.28
NICE AMERICA RESEARCH	Hydrogen Fuel	688640	02/09/2022	11,582.86
TOWNSEND PUBLIC AFFAIRS, INC.	Consulting-General	688590	02/03/2022	9,000.00
NS CORPORATION	WIP- Misc Maintenance Equipment Projects	688641	02/09/2022	8,781.56
KELLERMEYER BERGENSONS SERVICES, LLC	Janitorial Services	688632	02/09/2022	8,718.87

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
MOTOR COACH INDUSTRIES, INC.	Bus lease	688714	02/16/2022	8,081.25
HD INDUSTRIES	Inventory Repair Parts	688629	02/09/2022	7,838.90
ND CONSTRUCTION COMPANY, INC.	WIP- East Valley Refueled Bus Stops Project	688639	02/09/2022	7,735.00
NFI PARTS	Inventory Repair Parts	688753	02/23/2022	7,644.39
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	688727	02/16/2022	7,574.56
CUMMINS SALES AND SERVICE	Outside Repair-Fixed Route	688767	02/23/2022	7,312.58
TRACKIT LLC	Computer/Network Software Agmt	688807	02/23/2022	7,000.00
BORDIN SEMMER LLP	Insurance Loss	688758	02/23/2022	6,861.49
AMALGAMATED TRANSIT UNION	Union Dues	688597	02/09/2022	6,590.89
COACHELLA VALLEY TAXI	SunRide Ride Share Expenses	688710	02/16/2022	6,586.81
AMALGAMATED TRANSIT UNION	Union Dues	688756	02/23/2022	6,432.31
SOCALGAS	Utilities- TP	688733	02/16/2022	6,130.22
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	688647	02/09/2022	5,485.62
ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS	Consulting-General	688750	02/16/2022	5,437.50
ANDREA CARTER & ASSOCIATES	Marketing & Communication Services	688562	02/03/2022	5,325.00
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	688594	02/09/2022	5,212.94
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	688680	02/16/2022	5,201.81
CMD CORPORATION	Inventory Repair Parts	688610	02/09/2022	5,185.90
BAE SYSTEMS CONTROLS, INC.	Outside Repair-Fixed Route	688757	02/23/2022	5,182.08
US BANK VOYAGER FLEET SYSTEMS	Unleaded/Diesel Fuel	688672	02/09/2022	5,037.22
ROBERT HALF	Temporary Help	688798	02/23/2022	4,694.23
NFI PARTS	Inventory Repair Parts	688595	02/09/2022	4,633.11
FRANKLIN TRUCK PARTS, INC.	Inventory Repair Parts	688625	02/09/2022	4,623.53
TOWNSEND PUBLIC AFFAIRS, INC.	Consulting-General	688740	02/16/2022	4,500.00
MEYERS FOZI & DWORK, LLP	Insurance Loss	688713	02/16/2022	4,148.00
PRUDENTIAL OVERALL SUPPLY	Uniforms	688724	02/16/2022	3,870.00
TPX COMMUNICATIONS	Communication Service	688806	02/23/2022	3,855.44
PROMO	Sunline Event Expense	688582	02/03/2022	3,791.79
SAN BERNARDINO & RIVERSIDE COUNTIES FIRE	Inventory Repair Parts	688699	02/16/2022	3,791.11
BRONDELL, INC.	Emergency Preparedness Supplies	688603	02/09/2022	3,441.22
PLAZA TOWING, INC.	Towing Services	688652	02/09/2022	3,380.00
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	688747	02/16/2022	3,323.83
DIAMOND MANUFACTURING, INC.	WIP- FY2020 Replacement & Exp of Paratransit Buses	688572	02/03/2022	3,275.00
TIME WARNER CABLE	Utilities	688738	02/16/2022	3,250.40
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	688720	02/16/2022	3,230.53
CMD CORPORATION	Inventory Repair Parts	688567	02/03/2022	3,162.86
QUADIENT FINANCE USA, INC.	Postage	688725	02/16/2022	3,072.08
SERVEXO	Security Services	688801	02/23/2022	2,923.50
VALLEY OFFICE EQUIPMENT, INC.	Copier Service	688743	02/16/2022	2,892.79

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
JESSE FRESCAS JR.	Public Works Technical Support	688777	02/23/2022	2,880.00
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	688607	02/09/2022	2,732.30
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	688760	02/23/2022	2,732.30
ROBERT HALF	Temporary Help	688585	02/03/2022	2,650.44
DESERT URGENT CARE	Medical Exam & Testing	688630	02/09/2022	2,640.00
CITY CAB	Taxi Voucher Program	688729	02/16/2022	2,573.31
RIDECO US INC	SunRide Ride Share Expenses	688796	02/23/2022	2,475.97
KUNA FM	Advertising	688635	02/09/2022	2,400.00
SWRCB ACCOUNTING OFFICE	Annual Permits & Licenses	688667	02/09/2022	2,286.00
DA GRAPHICS	Contracted Services	688571	02/03/2022	2,280.00
ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS	WIP-Liquid Hydrogen Refueling Infrastructure	688748	02/16/2022	2,255.75
PRUDENTIAL OVERALL SUPPLY	Uniforms	688654	02/09/2022	2,154.41
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	688790	02/23/2022	2,045.71
SCOTT C. MORRISON	WIP- Modular Building Demolition	688730	02/16/2022	2,000.00
WELTYS ENTERPRISES, INC.	Emergency Preparedness Supplies	688675	02/09/2022	1,956.59
GRAINGER	Shop Supplies/Facility Maintenance	688627	02/09/2022	1,946.43
R.S. HUGHES COMPANY	Emergency Preparedness Supplies	688656	02/09/2022	1,931.37
SOUTH COAST AQMD	Permits & Licenses	688734	02/16/2022	1,903.19
SC FUELS	Lubricants- Oil	688662	02/09/2022	1,808.60
YELLOW CAB OF THE DESERT	Taxi Voucher Program	688746	02/16/2022	1,772.86
YELLOW CAB OF THE DESERT	Taxi Voucher Program	688745	02/16/2022	1,736.06
ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS	WIP- SoCal Gas/Hydrogen Demonstration Project	688749	02/16/2022	1,725.00
BAE SYSTEMS CONTROLS, INC.	Outside Repair-Fixed Route	688563	02/03/2022	1,722.74
HD INDUSTRIES	Inventory Repair Parts	688704	02/16/2022	1,667.47
FORENSIC DRUG TESTING SERVICES	Alcohol & Drug Testing	688773	02/23/2022	1,639.50
KELLY PAPER COMPANY	Office Supplies	688633	02/09/2022	1,622.45
NICE AMERICA RESEARCH	Hydrogen Fuel	688580	02/03/2022	1,603.64
PARTY TIME RENTALS	Board Meeting Expenses	688638	02/09/2022	1,600.85
FRONTIER COMMUNICATIONS	Utilities- OPS Bldg	688700	02/16/2022	1,525.00
SONSRAY FLEET SERVICES	Outside Repair-Fixed Route	688589	02/03/2022	1,517.03
C V WATER DISTRICT	Utilities	688765	02/23/2022	1,508.68
BAE SYSTEMS CONTROLS, INC.	Outside Repair-Fixed Route	688602	02/09/2022	1,500.00
DECALS BY DESIGN, INC.	Repair Claims	688570	02/03/2022	1,486.95
WELTYS ENTERPRISES, INC.	Advertising	688593	02/03/2022	1,410.19
OMNITRACS, LLC	General Services	688718	02/16/2022	1,380.00
WESTGATE CENTER FOR LEADERSHIP	Travel-Meeting/Seminars	688677	02/09/2022	1,345.00
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	688690	02/16/2022	1,336.40
SAFETY-KLEEN CORPORATION	Contracted Svc-Haz Waste Removal	688728	02/16/2022	1,330.66
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	688608	02/09/2022	1,313.21

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	688615	02/09/2022	1,246.23
GRAINGER	Electrical Related Expenditure	688702	02/16/2022	1,172.83
LUMINATOR TECHNOLOGY GROUP, INC.	WIP- FY2020 Replacement & Exp of Paratransit Buses	688637	02/09/2022	1,108.75
HOME DEPOT CREDIT SERVICES	Facility Maintenance	688706	02/16/2022	1,097.27
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	688689	02/16/2022	1,087.85
SIGN A RAMA	Repair Parts-CNG	688802	02/23/2022	1,051.10
OFFICE DEPOT	Office Supplies	688642	02/09/2022	1,027.35
GILLIG LLC	Inventory Repair Parts	688701	02/16/2022	1,027.14
KAMAN INDUSTRIAL TECHNOLOGIES	Repair Parts-Hydrogen	688779	02/23/2022	1,011.27
AARVIG & ASSOCIATES, APC	Insurance Loss	688752	02/23/2022	1,009.00
Total Checks Over \$1,000	\$2,441,303.54			
Total Checks Under \$1,000	\$35,079.69			
Total Checks	\$2,476,383.23			

SunLine Transit Agency

CONSENT CALENDAR

DATE: April 22, 2022

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Credit Card Statement for February 2022

Summary:

The attached report summarizes the Agency's credit card expenses for February 2022. Credit card transactions through the CEO/General Manager credit card align with the statement closing date of March 3, 2022. The report also summarizes transactions for the credit card utilized for Procurement which aligns with the statement closing date of February 28, 2022, for the reporting period.

Recommendation:

Receive and file.

SunLine Transit Agency Visa Credit Card Statement

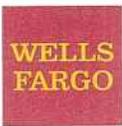
Closing Date: 3/3/2022

Name on Card: Lauren Skiver

Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1 2/2/2022	2/4/2022	APTA	APTA Legislative Conference March 13-15, 2022 - Registration; Lauren Skiver, CEO/General Manager		\$975.00
2 2/7/2022	2/7/2022	Alaska Airlines	Alaska Airlines Flight from Washington, D.C. to Los Angeles, CA for Travel from APTA Legislative Conference in Washington, D.C.; Lauren Skiver, CEO/General Manager		\$174.60
3 2/7/2022	2/7/2022	Expedia	Expedia Booking Fee for Flight from Washington, D.C. to Los Angeles, CA for Travel from APTA Legislative Conference in Washington, D.C.; Lauren Skiver, CEO/General Manager		\$3.25
4 2/7/2022	2/7/2022	GoDaddy	GoDaddy - Microsoft Office 365 Email Essentials; Annual Renewal - ZEBRA *Reimbursed by ZEBRA		\$71.88
5 2/7/2022	2/7/2022	American Airlines	American Airlines Flight from Los Angeles, CA to Washington, D.C. for Travel to APTA Legislative Conference in Washington, D.C.; Lauren Skiver, CEO/General Manager		\$203.60
6 2/8/2022	2/8/2022	Rubio's	Rubio's Catering Order; ATU and SunLine Negotiations Meeting		\$193.68
7 2/8/2022	2/8/2022	GoDaddy	GoDaddy; Annual Website Domain Renewals - ZEBRA *Reimbursed by ZEBRA		\$89.68
8 2/9/2022	2/9/2022	American Airlines	American Airlines Roundtrip Flight from Palm Springs, CA to Houston, TX for Travel to World Hydrogen North America in Texas; Lauren Skiver, CEO/General Manager		\$393.20
9 2/10/2022	2/10/2022	Haus of Pizza	Haus of Pizza Catering Order; ATU and SunLine Negotiations Meeting		\$278.44
10 2/11/2022	2/11/2022	Trapeze Group	ThinkTransit Executive Summit March 20-23, 2022 - Registration; Isabel Acosta, Chief Transportation Officer; Jeff Guidry, Superintendent of Transportation; Manuel Alcalá, Transit Planning Analyst		\$3,825.00
11 2/11/2022	2/11/2022	Jersey Mike's	Jersey Mike's Catering Order; ATU and SunLine Negotiations Meeting		\$228.69
12 2/16/2022	2/16/2022	United Airlines	United Airlines Roundtrip Flight from Palm Springs, CA to Washington, D.C. for Travel to APTA Legislative Conference in Washington, D.C.; Brittney Sowell, Chief of Staff		\$636.20

13

Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
2/16/2022	2/16/2022	American Airlines	American Airlines Roundtrip Flight from Palm Springs, CA to Albuquerque, NM for Travel to 2022 New Mexico Transit Road-eo, Conference and Expo in New Mexico; Harman Singh, Deputy Chief Performance Officer		\$455.21
Credits and Charges:				\$0.00	\$7,528.43



CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	03/03/22
Days in Billing Cycle	28
Next Statement Date	04/03/22
Credit Line	\$40,000
Available Credit	\$32,642

For Customer Service Call:
800-231-5511

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

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

Payment Information

New Balance	\$7,357.58
Current Payment Due (Minimum Payment)	\$500.00
Current Payment Due Date	03/28/22

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

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

Account Summary

Previous Balance		\$3,387.72
Credits	-	\$170.85
Payments	-	\$3,387.72
Purchases & Other Charges	+	\$7,528.43
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$7,357.58

Wells Fargo Cash Back SM Program Summary

Previous Cash Back Balance		\$57.92
Cash Earned this Month		\$112.93
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$0.00
Cash Back Balance	=	\$0.00
Cash Awarded this Period		\$170.85
Year to Date Cash Back Awarded		\$170.85

Cash Back Notice

Use your Business Card for all of your business expenses plus everyday purchases and get 1.5% Cash Back.

See reverse side for important information.

DETACH HERE

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

Make checks payable to: Wells Fargo

Account Number	[REDACTED]
New Balance	\$7,357.58
Total Amount Due (Minimum Payment)	\$500.00
Current Payment Due Date	03/28/22



Print address or phone changes:

Work () _____

Amount Enclosed:



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

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

60923 R301





Rate Information

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

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

Important Information

\$0 - \$7,357.58 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 03/28/22. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

TOTAL *FINANCE CHARGE* BILLED IN 2021 \$0.00
 TOTAL *FINANCE CHARGE* PAID IN 2021 \$0.00

Summary of Sub Account Usage

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	[REDACTED]	40,000	\$7,528.43

Transaction Details

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

Trans	Post	Reference Number	Description	Credits	Charges
02/28	02/28	F326800EB00CHGDDA	AUTOMATIC PAYMENT - THANK YOU TOTAL [REDACTED] \$3,387.72-	3,387.72	
03/03	03/03		WELLS FARGO CASH BACK - CREDIT	170.85	
Transaction Summary For LAURA SKIVER Sub Account Number Ending In [REDACTED]					
02/02	02/04	2463923DJS66LMPE4	APTA 202-4964800 DC		975.00
02/07	02/07	2443106DP9M3D263A	ALASKA AIR 0277714913672 SEATTLE WA SKIVER/LAURA LEE 03/16/22 1 AS O WASHINGTON LOS ANGELES 11617270 EXPEDIA.COM TRAVEL		174.60
02/07	02/07	2469216DN2XKNYX41	EXPEDIA 72245618221277 EXPEDIA.COM WA		3.25
02/07	02/07	2490641DN42JGK9DX	DNH*GODADDY.COM 480-5058855 AZ		71.88
02/07	02/07	2494300DPA16SEM5V	AMERICAN AIR0017714915959 FORT WORTH TX SKIVER/LAURA LEE 03/11/22 1 AA G LOS ANGELES WASHINGTON 11617270 EXPEDIA.COM TRAVEL		203.60
02/08	02/08	2475542DR3TEDT37A	THE OFFICE EXPRESS 800-3675402 CA		193.68
02/08	02/08	2490641DP42L7Z6JW	DNH*GODADDY.COM 480-5058855 AZ		89.68
02/09	02/09	2494300DTA16V77GR	AMERICAN AIR0017715296341 FORT WORTH TX SKIVER/LAURA LEE 04/05/22 1 AA Q PALM SPRINGS FORT WORTH 2 AA Q FORT WORTH HOUSTON 3 AA G HOUSTON FORT WORTH 4 AA G FORT WORTH PALM SPRINGS 11617270 EXPEDIA.COM TRAVEL		393.20
02/10	02/10	2475542DS3TF0LKH3	THE OFFICE EXPRESS 800-3675402 CA		278.44
02/11	02/11	2449215DSRSBMX1B4	TRAPEZEGRP 187-741-1872 IA		3,825.00
02/11	02/11	2475542DV3TFA9TS9	THE OFFICE EXPRESS 800-3675402 CA		228.69
02/16	02/16	2469216E02X89HZBK	UNITED 0167716641044800-932-2732 TX SOWELL/BRITTNEY BAIR 03/11/22 1 UA Q PALM SPRINGS DENVER 2 UA Q DENVER WASHINGTON 3 UA W WASHINGTON CHICAGO 4 AU W CHICAGO PALM SPRINGS 11617270 EXPEDIA.COM TRAVEL		636.20

Transaction Details

<i>Trans</i>	<i>Post</i>	<i>Reference Number</i>	<i>Description</i>	<i>Credits</i>	<i>Charges</i>
02/16	02/16	2494300DZJEENKRSE	AMERICAN AIR0012406000437 FORT WORTH TX		455.21
		03/06/22	SINGH/HARMANJIT		
		1 MQ C	PALM SPRINGS PHOENIX		
		2 MQ C	PHOENIX ALBUQUERQUE		
		3 AA C	ALBUQUERQUE PHOENIX		
		001	AAL		
			TOTAL \$7,528.43		
			LAURA SKIVER / Sub Acct Ending In [REDACTED]		

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.

Wells Fargo Card Design Studio® service: Make your card as unique as your business. Customize your card design with this free service.

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



Sunline Transit Agency Visa Credit Card Statement

Closing Date: 2/28/2022

Name on Card: Walter Watcher (Procurement Card)

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1	2/3/2022	2/3/2022	Amazon	Replacement laptop batteries		\$ 52.22
2	2/3/2022	2/3/2022	Amazon	Alexa for Business subscription		\$ 6.40
3	2/7/2022	2/8/2022	Amazon	Admin building repair parts		\$ 328.34
4	2/8/2022	2/9/2022	Amazon	Fine mist spray bottles for coin room		\$ 32.12
5	2/9/2022	2/10/2022	Magid Glove	Electrical glove testing		\$ 50.33
6	2/10/2022	2/14/2022	Cal Chamber Of Commerce	California Labor Law Digest		\$ 219.09
7	2/11/2022	2/14/2022	Amazon	Replacement battery and charger for hot spot		\$ 35.32
8	2/17/2022	2/18/2022	Amazon	Roku devices for info boards in Operations dept.		\$ 51.72
9	2/19/2022	2/21/2022	Amazon	Computer supplies		\$ 64.62
10	2/20/2022	2/21/2022	Amazon	Computer supplies		\$ 64.62
11	2/22/2022	2/23/2022	Wheeler Fleet Solutions	Marker lights for paratransit vehicles		\$ 176.44
12	2/26/2022	2/28/2022	Amazon	Coolant reservoir for fixed route bus		\$ 68.81
Credits and Charges					\$0.00	\$ 1,150.03



Statement Expenses

03/01/2022 09:56 AM PT
Requested By: WATCHER, WALTER

Cardholder Summary

Cardholder Name:	WATCHER, WALTER	Start Date:	02/01/2022
Card Number:	xxxx-xxxx-xxxx	End Date:	02/28/2022
Status:	Open	Reminder Period:	03/01/2022 through 03/05/2022
Charges:	1,150.03 USD	Grace Period:	03/06/2022 through 03/07/2022
Out-of-pocket:	0.00 USD		
Total Amount:	1,150.03 USD		

Charges

Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
02/03/2022	02/03/2022	No	Amzn Mktp Us I94kd9t53 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	No	No	52.22 USD / 52.22
Description		15475 IT Department - Replacement Laptop Battery						
FUND		00 DIVISION						
02/03/2022	02/03/2022	No	Amazon Web Services Aws.amazon.co,WA	5039903800 - OTHER SERVICES	Finance(FIN)	No	No	6.40 USD / 6.40
Description		Executive Department - Alexa for Business						
FUND		00 DIVISION						
02/07/2022	02/08/2022	No	Amzn Mktp Us T74k06fz3 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	No	No	328.34 USD / 328.34
Description		15546 - Facilities Department - Admin building repair parts						
FUND		00 DIVISION						
02/08/2022	02/09/2022	No	Amzn Mktp Us L234r0m63 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	No	No	32.12 USD / 32.12
Description		15552 - Finance Department - Fine Mist Spray Bottles for Coin Room						
FUND		00 DIVISION						
02/09/2022	02/10/2022	No	Magid Glove 773-384-2070,IL	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	No	No	50.33 USD / 50.33
Description		15409 - Maintenance Department - Electrical Glove Testing 3 pairs						
FUND		00 DIVISION						
02/10/2022	02/14/2022	No	Cal Chamber Of	5090100000 -	Finance(FIN)	No	No	219.09 USD

Commerce MEMBERSHIPS
8003318877,CA AND
SUBSCRIPTIONS

/ 219.09

Description 15503 - Human Resources - California Law Digest

FUND 00 DIVISION

Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
02/11/2022	02/14/2022	No	Amzn Mktp Us 9d9bb72e3 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	No	No	35.32 USD / 35.32

Description 15574 - IT Department - Battery Charger for hot spot

FUND 00 DIVISION

Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
02/17/2022	02/18/2022	No	Amazon.com 057h14363 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	No	No	51.72 USD / 51.72

Description 15612 - IT Department - OPS Roku Express

FUND 00 DIVISION

Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
02/19/2022	02/21/2022	No	Amazon.com 1b15a0sz0 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	No	No	64.62 USD / 64.62

Description 15628 - IT Department - Three computer keyboards

FUND 00 DIVISION

Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
02/20/2022	02/21/2022	No	Amazon.com Bo18e96k3 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	No	No	64.62 USD / 64.62

Description 15629 - IT Department - Three Computer Mice

FUND 00 DIVISION

Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
02/22/2022	02/23/2022	No	Wheeler Fleet Solutions 866-439-2329,PA	5030500010 - CONTRACT SVC- GENERAL	Finance(FIN)	No	No	176.44 USD / 176.44

Description 15646 - Finance - Inventory -Forty Replacement DAR LED Lights

FUND 00 DIVISION

Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
02/26/2022	02/28/2022	No	Amzn Mktp Us 1i90v75j0 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	No	No	68.81 USD / 68.81

Description 15681 - Maintenance - Fuel Cell Bus Repair Parts Coolant Reservoir

FUND 00 DIVISION

Total Charges: 1,150.03 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---

SunLine Transit Agency**CONSENT CALENDAR**

DATE: April 22, 2022

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Monthly Budget Variance Report for February 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 February 2022 are equal to 8/12^{ths} of the yearly budget.

Year to Date Summary

- As of February 28, 2022, the Agency's FYTD revenues are \$1,755,688 or 86.27% above the FYTD budget due to large amounts of emission credit and CNG fueling revenue.
- As of February 28, 2022, the Agency's FYTD expenditures are \$1,129,779 or 4.13% below the FYTD budget.

Monthly Spotlight

- Similar to previous months, natural gas expenditures for the month of December exceeded the monthly budget value. The cost increase is attributed to additional outside fuel sales for CNG. The increase in costs are offset by the increase in revenue.

Recommendation:

Receive and file.

SunLine Transit Agency
Budget Variance Report
February 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 Revenues:								
Passenger Revenue	938,400	129,862	78,200	51,662	1,021,388	625,600	395,788	-8.8%
Other Revenue	2,114,326	567,650	176,194	391,456	2,769,451	1,409,551	1,359,900	-31.0%
Total Operating Revenue	3,052,726	697,511	254,394	443,118	3,790,838	2,035,151	1,755,688	-24.2%
Operating Expenses:								
Operator & Mechanic Salaries & Wages	9,799,741	710,991	816,645	105,654	6,065,873	6,533,161	467,288	38.1%
Operator & Mechanic Overtime	918,833	53,579	76,569	22,991	622,765	612,555	(10,210)	32.2%
Administration Salaries & Wages	6,360,353	477,555	530,029	52,475	3,819,811	4,240,235	420,424	39.9%
Administration Overtime	119,516	5,087	9,960	4,873	47,110	79,677	32,568	60.6%
Fringe Benefits	10,475,957	638,582	872,996	234,414	6,251,700	6,983,971	732,272	40.3%
Communications	250,000	20,220	20,833	613	163,798	166,667	2,869	34.5%
Legal Services	575,000	25,735	47,917	22,182	261,645	383,333	121,688	54.5%
Computer/Network Software Agreement	600,000	77,305	50,000	(27,305)	439,375	400,000	(39,375)	26.8%
Uniforms	103,966	3,322	8,664	5,341	42,905	69,311	26,406	58.7%
Contracted Services	654,628	33,800	54,552	20,752	297,321	436,419	139,098	54.6%
Equipment Repairs	8,500	0	708	708	8,090	5,667	(2,424)	4.8%
Security Services	160,000	15,296	13,333	(1,963)	89,002	106,667	17,665	44.4%
Fuel - CNG	1,516,432	234,103	126,369	(107,734)	1,292,806	1,010,955	(281,852)	14.7%
Fuel - Hydrogen	845,934	94,955	70,495	(24,460)	733,429	563,956	(169,473)	13.3%
Tires	226,183	16,291	18,849	2,557	129,938	150,789	20,851	42.6%
Office Supplies	70,392	5,092	5,866	774	36,002	46,928	10,926	48.9%
Travel/Training	96,680	5,792	8,057	2,265	48,395	64,453	16,058	49.9%
Repair Parts	1,436,101	118,081	119,675	1,594	770,362	957,401	187,039	46.4%
Facility Maintenance	41,300	2,385	3,442	1,057	30,709	27,533	(3,176)	25.6%
Electricity - CNG & Hydrogen	1,230,000	88,628	102,500	13,872	780,464	820,000	39,536	36.5%
Natural Gas	1,175,000	244,203	97,917	(146,286)	1,292,786	783,333	(509,453)	-10.0%
Water and Gas	10,575	1,248	881	(367)	7,277	7,050	(227)	31.2%
Insurance Losses	1,850,000	92,059	154,167	62,108	1,132,103	1,233,333	101,230	38.8%
Insurance Premium - Property	50,000	6,579	4,167	(2,412)	52,628	33,333	(19,295)	-5.3%
Repair Claims	200,000	3,521	16,667	13,146	31,783	133,333	101,551	84.1%
Fuel Taxes	94,400	3,913	7,867	3,953	65,791	62,933	(2,858)	30.3%
Other Expenses	4,621,150	566,383	385,096	(181,287)	3,659,091	3,080,767	(578,324)	20.8%
Self Consumed Fuel	(2,487,067)	(311,812)	(207,256)	104,557	(1,967,022)	(1,658,045)	308,978	20.9%
Total Operating Expenses (Before Depreciation)	41,003,574	3,232,892	3,416,965	184,073	26,205,937	27,335,716	1,129,779	36.1%
Operating Expenses in Excess of Operating Revenue		\$ (2,535,380)			\$ (22,415,099)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	7,262,861	485,210	605,238	120,029	4,289,700	4,841,907	552,208	40.9%
State - LTF, LCTOP	7,135,429	476,696	594,619	117,923	4,214,434	4,756,953	542,519	40.9%
Federal	23,552,558	1,573,475	1,962,713	389,239	13,910,965	15,701,705	1,790,741	40.9%
Total Subsidies	37,950,848	2,535,380	3,162,571	627,190	22,415,099	25,300,565	2,885,467	40.9%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

*Item identified on monthly spotlight.

SunLine Transit Agency
Budget Variance Report
February 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	27,674,400	1,885,793	2,306,200	420,407	16,807,259	18,449,600	1,642,341	39.3%
Services	4,081,926	313,247	340,161	26,913	2,666,626	2,721,284	54,658	34.7%
Fuels & Lubricants	2,525,519	339,615	210,460	(129,155)	2,136,361	1,683,679	(452,682)	15.4%
Tires	226,183	16,291	18,849	2,557	129,938	150,789	20,851	42.6%
Materials and Supplies	1,857,038	150,107	154,753	4,646	1,075,788	1,238,025	162,238	42.1%
Utilities	2,699,927	359,779	224,994	(134,785)	2,307,475	1,799,951	(507,523)	14.5%
Casualty & Liability	3,355,200	215,899	279,600	63,701	2,133,490	2,236,800	103,310	36.4%
Taxes and Fees	94,400	3,913	7,867	3,953	65,791	62,933	(2,858)	30.3%
Miscellaneous Expenses	976,048	260,059	81,337	(178,722)	850,233	650,699	(199,535)	12.9%
Self Consumed Fuel	(2,487,067)	(311,812)	(207,256)	104,557	(1,967,022)	(1,658,045)	308,978	20.9%
Total Operating Expenses (Before Depreciation)	41,003,574	3,232,892	3,416,965	184,073	26,205,937	27,335,716	1,129,779	36.1%
Revenues:								
Passenger Revenue	938,400	129,862	78,200	51,662	1,021,388	625,600	395,788	-8.8%
Other Revenue	2,114,326	567,650	176,194	391,456	2,769,451	1,409,551	1,359,900	-31.0%
Total Operating Revenue	3,052,726	697,511	254,394	443,118	3,790,838	2,035,151	1,755,688	-24.2%
Net Operating Gain (Loss)		\$ (2,535,380)			\$ (22,415,099)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	7,262,861	485,210	605,238	120,029	4,289,700	4,841,907	552,208	40.9%
State - LTF, LCTOP	7,135,429	476,696	594,619	117,923	4,214,434	4,756,953	542,519	40.9%
Federal - CMAQ,5307,5309,5310,5311,5311(f),5312	23,552,558	1,573,475	1,962,713	389,239	13,910,965	15,701,705	1,790,741	40.9%
Total Subsidies	37,950,848	2,535,380	3,162,571	627,190	22,415,099	25,300,565	2,885,467	40.9%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

Budget Variance Analysis - SunLine Transit Agency

Passenger Revenue

- The positive variance in passenger fares is attributed to conservative budget estimates due to unknown ridership impacts due to COVID-19.
- As of February, ridership was at 5.5% above FY21 FYTD totals.
- Total system ridership was 75,552 trips above FY21 FYTD amounts.

Ridership

	FY21-February	FY22-February	Variance	%Δ
Fixed Route	157,101	175,268	18,167	11.6%
Paratransit	5,741	7,838	2,097	36.5%
SolVan	1,267	1,234	(33)	-2.6%
SunRide	68	317	249	-
System Total	164,177	184,657	20,480	12.5%

Ridership

	FYTD-FY21	FYTD-FY22	Variance	%Δ
Fixed Route	1,325,259	1,375,280	50,021	3.8%
Paratransit	43,286	65,389	22,103	51.1%
SolVan	10,539	10,735	196	1.9%
SunRide	94	3,326	3,232	-
System Total	1,379,178	1,454,730	75,552	5.5%

Other Revenue

- The positive variance is attributed to greater external CNG fuel sales, emissions credits revenue and CNG rebate revenue.

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 to cover absences.

Administration Salaries & Wages

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

Administration Overtime

- The positive variance is attributed to vacant positions across the Agency and less than anticipated overtime expenditures.

Fringe Benefits

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

Communications

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

Legal Services

- The savings in legal services is attributed to a larger FY22 budget in anticipation of expected legal costs associated with union negotiations which have not yet been fully incurred.

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 expenses which have not yet been incurred.

Equipment Repairs

- The unfavorable variance is primarily attributed to unexpected repairs to a bus lift in the month of September.

Security Services

- Savings in security services are attributed to incurring expenses later than anticipated for remote security monitoring services.

Fuel - CNG

- The negative variance is primarily attributed to increased usage of CNG fixed route vehicles over budgeted estimates for FY22.

Fuel - Hydrogen

- The negative variance is attributed to higher cost per kilogram of H2.

Tires

- The lower tire expenditures are attributed to fewer miles related to the postponement of Level 1 service.

Office Supplies

- Savings in office supply expenses are primarily associated with a reduction in costs due to remote work, lower coin counting equipment expense, and vacancies.

Travel/Training

- COVID-19 restrictions have reduced anticipated training related expenses for staff travel.

Repair Parts

- The positive variance is primarily attributed to lower FYTD expenses related to fixed route repairs.

Facility Maintenance

- The negative variance is attributed to the unexpected replacement of two (2) broken coffee machines in July.

Electricity - CNG & Hydrogen

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

Natural Gas

- The negative variance is attributed to increased natural gas usage due to an increase of CNG sold through outside fuel sales.

Water and Gas

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

Insurance Losses

- Insurance loss experience has not exceeded YTD budgeted expectations.

Insurance Premium - Property

- Insurance premiums for property expenditures increased with completion of new facilities around the property.

Repair Claims

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

Fuel Taxes

- Outside fuel sales are currently \$235,791 above FY21 FYTD amounts.
- For February, sales increased by \$6,249 from the previous month.
- The negative variance in fuel taxes is due to larger outside fleet fuel sales which are offset by an increase in revenue.

Outside Fueling Revenue

	Revenue	Variance FY21 vs. FY22	Variance Previous Month	%Δ FY21 vs FY22	%Δ Previous Month
February FY21	\$ 42,718				
February FY22	\$ 48,968	\$ 6,249	\$ (88)	14.63%	-0.18%
January FY22	\$ 49,056				
FYTD February FY21	\$ 437,053				
FYTD February FY22	\$ 672,843	\$ 235,791		53.95%	

Other Expenses

- Costs vary from month to month depending on the needs of the Agency or when programs are active. The negative variance is primarily attributed to high non-recurring expenses in such as consulting and audit expenses.
- The negative variance is also attributed to higher temporary help costs across multiple departments to cover administrative vacancies.

Self-Consumed Fuel

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

SunLine Transit Agency
CONSENT CALENDAR

DATE: April 22, 2022

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Contracts Signed between \$25,000 and \$100,000 for March 2022

Summary:

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

- For the month of March 2022, there were three (3) agreements and one (1) amendment executed between \$25,000 and \$100,000:

Vendor	Purpose	Amount
Motor Coach Industries	Bus Lease for Route 10	\$56,568.25
Fleet Refinishing/So Cal Wraps	Accident Repairs for FC4	\$65,051.43
Plaza Towing	Towing Services	\$52,000.00
Gloria G. Salazar	Consulting	\$45,500.00

Recommendation:

Receive and file.

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

March 2022

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Motor Coach Industires	Bus Lease	Bus Lease for Route 10	FY22 FY23	\$56,568.25	\$56,568.25	Executed Agreement
Fleet Refinishing/So Cal Wraps	Body Shop Repairs	Accident Repairs for FC4	FY22 FY23	\$65,051.43	\$65,051.43	Executed Agreement
Plaza Towing	Towing	Towing Services	FY22	\$52,000.00	\$52,000.00	Amendment
Gloria G. Salazar	Consulting	Consulting	FY22	\$45,500.00	\$45,500.00	Executed Agreement

SunLine Transit Agency
CONSENT CALENDAR

DATE: April 22, 2022 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Union & Non-Union Pension Investment Asset Summary February 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 February, 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	35.7%	16% - 56%
	International Equity	19.3%	0% - 39%
	Other	4.3%	0% - 20%
Income Assets			
	Fixed Income	34.8%	25% - 65%
	Other	2.8%	0% - 20%
Real Return Assets		2.6%	0% - 20%
Cash Equivalents		0.5%	0% - 20%

Non-Union

Asset Class		Actual	Range
Growth Assets			
	Domestic Equity	35.7%	16% - 56%
	International Equity	19.3%	0% - 39%
	Other	4.3%	0% - 20%
Income Assets			
	Fixed Income	34.8%	25% - 65%
	Other	2.8%	0% - 20%
Real Return Assets		2.6%	0% - 20%
Cash Equivalents		0.5%	0% - 20%

For the month of February, the market value of assets decreased by \$944,888 and \$940,823 for the union and non-union plans, respectively. The decrease in the value of assets is due to poor market performance for the month of February.

Month to Month Asset Comparison

Month	Market Value – Union	Market Value – Non-Union
January 2022	\$39,542,409	\$39,552,240
February 2022	\$38,597,521	\$38,611,417
Increase (Decrease)	(\$944,888)	(\$940,823)

Recommendation:

Receive and file.

Detail of Securities Held & Market Analytics

For the Month Ending **February 28, 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	2,389.00	60.31	144,080.59	56.83	135,766.87	(8,313.72)	0.35
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	6,684.00	57.68	385,539.80	56.83	379,851.72	(5,688.08)	0.98
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	965.00	61.01	58,874.65	56.83	54,840.95	(4,033.70)	0.14
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	1,146.00	61.13	70,054.98	56.83	65,127.18	(4,927.80)	0.17
ISHARES PREFERRED&INCOME SECURITIES ETF		464288687	PFF	13,884.00	39.22	544,524.93	36.40	505,377.60	(39,147.33)	1.30
ISHARES PREFERRED&INCOME SECURITIES ETF		464288687	PFF	10,074.00	39.10	393,892.39	36.40	366,693.60	(27,198.79)	0.95
Security Type Sub-Total				35,142.00		1,596,967.34	300.12	1,507,657.92	(89,309.42)	3.89
Exchange-Traded Fund - Equity										
ISHARES CORE S&P MIDCAP ETF		464287507	IJH	2,656.00	276.40	734,118.40	265.72	705,752.32	(28,366.08)	1.83
ISHARES CORE S&P SMALL-CAP E		464287804	IJR	3,251.00	117.36	381,537.03	107.71	350,165.21	(31,371.82)	0.91
ISHARES CORE S&P SMALL-CAP E		464287804	IJR	884.00	106.82	94,428.35	107.71	95,215.64	787.29	0.25
SPDR BLOOMBERG CONVERTIBLE SECURITIES ET		78464A359	CWB	141.00	88.58	12,489.77	75.90	10,701.90	(1,787.87)	0.03
SPDR BLOOMBERG CONVERTIBLE SECURITIES ET		78464A359	CWB	4,584.00	86.67	397,294.82	75.90	347,925.60	(49,369.22)	0.90
VANGUARD TOTAL INTL STOCK		921909768	VXUS	6,979.00	65.37	456,217.23	60.01	418,809.79	(37,407.44)	1.09
VANGUARD TOTAL INTL STOCK		921909768	VXUS	553.00	64.35	35,585.55	60.01	33,185.53	(2,400.02)	0.09
VANGUARD TOTAL INTL STOCK		921909768	VXUS	28,276.00	52.12	1,473,745.12	60.01	1,696,842.76	223,097.64	4.40
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	46,996.00	169.04	7,944,203.84	221.17	10,394,105.32	2,449,901.48	26.93
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	1,546.00	226.21	349,720.35	221.17	341,928.82	(7,791.53)	0.89
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	433.00	233.92	101,287.36	221.17	95,766.61	(5,520.75)	0.25
Security Type Sub-Total				96,299.00		11,980,627.82	1,476.48	14,490,399.50	2,509,771.68	37.57
Money Market Mutual Fund										
FIRST AMERICAN GOVERNMENT OBLIGATION - Z		31846V567	FGZXX	203,352.17	1.00	203,352.17	1.00	203,352.17	0.00	0.53

Detail of Securities Held & Market Analytics

For the Month Ending February 28, 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
Security Type Sub-Total				203,352.17		203,352.17	1.00	203,352.17	0.00	0.53
Mutual Fund - Bond										
BAIRD CORE PLUS BOND - INST		057071870	BCOIX	299,559.23	11.68	3,497,829.43	11.22	3,361,054.52	(136,774.91)	8.71
DOUBLELINE CORE FIXED INCOME I		258620301	DBLFX	199,950.97	10.84	2,166,718.60	10.61	2,121,479.74	(45,238.86)	5.50
MAINSTAY MACKAY HIGH YIELD CORP BD R6		56063N881	MHYSX	63,934.12	5.65	361,312.07	5.41	345,883.57	(15,428.50)	0.90
PACIFIC FUNDS FLOATING RATE INCOME FUND		69447T771	PLFRX	71,036.35	9.77	694,010.80	9.70	689,052.62	(4,958.18)	1.79
PRUDENTIAL TOTAL RETRN BND-Q		74440B884	PTRQX	252,160.34	14.86	3,748,352.94	13.71	3,457,118.32	(291,234.62)	8.96
VOYA INTERMEDIATE BOND R6		92913L569	IIBZX	222,072.63	10.64	2,362,726.51	9.83	2,182,973.93	(179,752.58)	5.66
Security Type Sub-Total				1,108,713.63		12,830,950.35	60.48	12,157,562.70	(673,387.65)	31.52
Mutual Fund - Equity										
ARTISAN INTL SMALL-MID		04314H576	APHJX	18,427.07	19.35	356,568.28	18.08	333,161.39	(23,406.89)	0.86
HARDING LOEVNER INTERNATIONAL EQUITY POR		412295107	HLMIX	61,339.61	24.79	1,520,889.17	26.85	1,646,968.45	126,079.28	4.27
HRTFRD SCHR EM MRKT EQ-SDR		41665H789	SEMTX	41,039.53	18.27	749,883.62	18.09	742,405.11	(7,478.51)	1.92
INVESCO S&P 500 EQUAL WEIGHT ETF		46137V357	RSP	6,558.00	156.38	1,025,556.00	154.25	1,011,571.50	(13,984.50)	2.62
JENSEN QUALITY GROWTH-Y		476313408	JENYX	20,944.63	49.52	1,037,140.69	60.23	1,261,495.13	224,354.44	3.27
JOHCM INTERNATIONAL SELECT I		46653M849	JOHIX	62,347.11	22.83	1,423,674.52	25.95	1,617,907.53	194,233.01	4.19
MFS EMERGING MARKETS DEBT R6		552746364	MEDHX	28,585.07	14.39	411,458.60	13.21	377,608.83	(33,849.77)	0.98
VANGUARD FTSE DEVELOPED MARKETS ETF		921943858	VEA	12,004.00	49.62	595,617.94	47.79	573,671.16	(21,946.78)	1.49
VANGUARD TOT INST ST IDX - ADM		921909818	VTIAX	0.00	33.33	0.03	32.25	0.03	0.00	0.00
VIRTUS KAR INTL SMALL MID CAP R6		92828W551	VRISX	23,625.50	22.02	520,136.77	18.72	442,269.33	(77,867.44)	1.15
Security Type Sub-Total				274,870.52		7,640,925.62	415.42	8,007,058.46	366,132.84	20.75
Mutual Fund - Other										
COHEN & STEERS INST REALTY SHARES		19247U106	CSRIX	11,298.47	44.19	499,291.61	52.12	588,876.00	89,584.39	1.53
PIMCO COMMODITY REAL RETURN STRATEGY		722005667	PCRIX	127,419.35	6.66	849,120.91	7.30	930,161.25	81,040.34	2.41
PRINCIPAL RE SECURITIES INST FUND		74253Q580	PIREX	19,230.28	26.39	507,537.20	31.15	599,023.36	91,486.16	1.55
Security Type Sub-Total				157,948.10		1,855,949.72	90.57	2,118,060.61	262,110.89	5.49

Detail of Securities Held & Market Analytics

For the Month Ending **February 28, 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
Separate Account									
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	34,300.00	1.00	34,300.00	100.00	34,300.00	0.00	0.09
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	26,454.62	1.00	26,454.62	100.00	26,454.62	0.00	0.07
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	30,625.00	1.00	30,625.00	100.00	30,625.00	0.00	0.08
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	22,050.00	1.00	22,050.00	100.00	22,050.00	0.00	0.06
Security Type Sub-Total			113,429.62		113,429.62	400.00	113,429.62	0.00	0.30
Managed Account Sub-Total			1,989,755.04		36,222,202.64	2,744.07	38,597,520.98	2,375,318.34	100.05
Securities Sub-Total			\$1,989,755.04		\$36,222,202.64	\$2,744.07	\$38,597,520.98	\$2,375,318.34	100.05%
Accrued Interest							\$0.00		
Total Investments							\$38,597,520.98		

Detail of Securities Held & Market Analytics

For the Month Ending **February 28, 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	1,113.00	61.13	68,037.69	56.83	63,251.79	(4,785.90)	0.16
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	982.00	61.01	59,911.82	56.83	55,807.06	(4,104.76)	0.14
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	6,667.00	57.68	384,559.22	56.83	378,885.61	(5,673.61)	0.98
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,405.00	60.31	145,045.55	56.83	136,676.15	(8,369.40)	0.35
ISHARES PREFERRED&INCOME SECURITIES ETF	464288687	PFF	13,883.00	39.22	544,485.71	36.40	505,341.20	(39,144.51)	1.31
ISHARES PREFERRED&INCOME SECURITIES ETF	464288687	PFF	10,095.00	39.10	394,713.49	36.40	367,458.00	(27,255.49)	0.95
Security Type Sub-Total			35,145.00		1,596,753.48	300.12	1,507,419.81	(89,333.67)	3.89

Exchange-Traded Fund - Equity									
ISHARES CORE S&P MIDCAP ETF	464287507	IJH	2,662.00	276.40	735,776.80	265.72	707,346.64	(28,430.16)	1.83
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	886.00	106.82	94,641.99	107.71	95,431.06	789.07	0.25
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	3,250.00	117.36	381,419.68	107.71	350,057.50	(31,362.18)	0.91
SPDR BLOOMBERG CONVERTIBLE SECURITIES ET	78464A359	CWB	4,590.00	86.67	397,814.84	75.90	348,381.00	(49,433.84)	0.90
SPDR BLOOMBERG CONVERTIBLE SECURITIES ET	78464A359	CWB	136.00	88.58	12,046.87	75.90	10,322.40	(1,724.47)	0.03
VANGUARD TOTAL INTL STOCK	921909768	VXUS	632.00	64.35	40,669.20	60.01	37,926.32	(2,742.88)	0.10
VANGUARD TOTAL INTL STOCK	921909768	VXUS	28,298.00	52.12	1,474,891.76	60.01	1,698,162.98	223,271.22	4.39
VANGUARD TOTAL INTL STOCK	921909768	VXUS	6,883.00	65.37	449,941.71	60.01	413,048.83	(36,892.88)	1.07
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	433.00	233.92	101,287.36	221.17	95,766.61	(5,520.75)	0.25
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	46,997.00	169.04	7,944,372.88	221.17	10,394,326.49	2,449,953.61	26.92
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	1,551.00	226.21	350,851.40	221.17	343,034.67	(7,816.73)	0.89
Security Type Sub-Total			96,318.00		11,983,714.49	1,476.48	14,493,804.50	2,510,090.01	37.54

Money Market Mutual Fund									
FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	190,249.05	1.00	190,249.05	1.00	190,249.05	0.00	0.49

Detail of Securities Held & Market Analytics

For the Month Ending **February 28, 2022**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN

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
Security Type Sub-Total			190,249.05		190,249.05	1.00	190,249.05	0.00	0.49
Mutual Fund - Bond									
BAIRD CORE PLUS BOND - INST	057071870	BCOIX	299,614.65	11.68	3,500,033.42	11.22	3,361,676.32	(138,357.10)	8.71
DOUBLELINE CORE FIXED INCOME I	258620301	DBLFX	200,834.26	10.84	2,176,889.77	10.61	2,130,851.47	(46,038.30)	5.52
MAINSTAY MACKAY HIGH YIELD CORP BD R6	56063N881	MHYSX	64,100.68	5.65	362,252.74	5.41	346,784.71	(15,468.03)	0.90
PACIFIC FUNDS FLOATING RATE INCOME FUND	69447T771	PLFRX	71,046.64	9.77	694,111.35	9.70	689,152.45	(4,958.90)	1.78
PRUDENTIAL TOTAL RETRN BND-Q	74440B884	PTRQX	252,207.13	14.87	3,749,768.13	13.71	3,457,759.81	(292,008.32)	8.96
VOYA INTERMEDIATE BOND R6	92913L569	IIBZX	222,620.60	10.64	2,368,849.95	9.83	2,188,360.47	(180,489.48)	5.67
Security Type Sub-Total			1,110,423.96		12,851,905.36	60.48	12,174,585.23	(677,320.13)	31.54
Mutual Fund - Equity									
ARTISAN INTL SMALL-MID	04314H576	APHJX	18,461.23	19.35	357,229.27	18.08	333,779.02	(23,450.25)	0.86
HARDING LOEVNER INTERNATIONAL EQUITY POR	412295107	HLMIX	61,348.16	24.79	1,520,572.00	26.85	1,647,198.07	126,626.07	4.27
HRTFRD SCHR EM MRKT EQ-SDR	41665H789	SEMTX	41,041.54	18.27	749,857.55	18.09	742,441.37	(7,416.18)	1.92
INVESCO S&P 500 EQUAL WEIGHT ETF	46137V357	RSP	6,560.00	156.38	1,025,868.77	154.25	1,011,880.00	(13,988.77)	2.62
JENSEN QUALITY GROWTH-Y	476313408	JENYX	20,949.06	49.52	1,037,466.29	60.23	1,261,761.64	224,295.35	3.27
JOHCM INTERNATIONAL SELECT I	46653M849	JOHIX	62,461.83	22.82	1,425,081.56	25.95	1,620,884.61	195,803.05	4.20
MFS EMERGING MARKETS DEBT R6	552746364	MEDHX	28,500.55	14.39	410,241.88	13.21	376,492.23	(33,749.65)	0.98
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	12,006.00	49.62	595,717.17	47.79	573,766.74	(21,950.43)	1.49
VANGUARD TOTAL STOCK MARKET INDEX	922908801	VITSX	0.00	75.00	0.03	107.67	0.04	0.01	0.00
VIRTUS KAR INTL SMALL MID CAP R6	92828W551	VRISX	23,667.15	22.02	521,054.57	18.72	443,048.96	(78,005.61)	1.15
Security Type Sub-Total			274,995.51		7,643,089.09	490.84	8,011,252.68	368,163.59	20.76
Mutual Fund - Other									
COHEN & STEERS INST REALTY SHARES	19247U106	CSRIX	11,320.77	44.19	500,277.48	52.12	590,038.46	89,760.98	1.53
PIMCO COMMODITY REAL RETURN STRATEGY	722005667	PCRIX	127,446.91	6.66	849,274.53	7.30	930,362.43	81,087.90	2.41
PRINCIPAL RE SECURITIES INST FUND	74253Q580	PIREX	19,270.47	26.39	508,597.63	31.15	600,275.05	91,677.42	1.55
Security Type Sub-Total			158,038.14		1,858,149.64	90.57	2,120,675.94	262,526.30	5.49

Detail of Securities Held & Market Analytics

For the Month Ending **February 28, 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
Separate Account										
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	34,300.00	1.00	34,300.00	100.00	34,300.00	0.00	0.09
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	22,050.00	1.00	22,050.00	100.00	22,050.00	0.00	0.06
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	26,454.62	1.00	26,454.62	100.00	26,454.62	0.00	0.07
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	30,625.00	1.00	30,625.00	100.00	30,625.00	0.00	0.08
Security Type Sub-Total				113,429.62		113,429.62	400.00	113,429.62	0.00	0.30
Managed Account Sub-Total				1,978,599.28		36,237,290.73	2,819.49	38,611,416.83	2,374,126.10	100.01
Securities Sub-Total				\$1,978,599.28		\$36,237,290.73	\$2,819.49	\$38,611,416.83	\$2,374,126.10	100.01%
Accrued Interest								\$0.00		
Total Investments								\$38,611,416.83		

SunLine Transit Agency
CONSENT CALENDAR

DATE: April 22, 2022

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Ridership Report March 2022

Summary:

	Monthly Ridership		Monthly Variance	
	Mar-22	Mar-21	Net	Percent
Fixed Route	213,938	179,749	34,189	19.0%
SolVan	1,621	1,512	109	7.2%
SunRide	419	199	220	52.5%
Taxi Voucher*	245	369	-124	-50.6%
SunDial	9,349	6,861	2,488	36.3%
Total	225,572	188,690	36,882	19.5%

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

March 2022 Fiscal Year To Date Ridership	
Fiscal Year 2022	1,682,487
Fiscal Year 2021	1,570,765
Ridership Variance	111,722

Fiscal year to date system ridership is up by 111,722 rides or 7.1% compared to the previous fiscal year. The baseline of the attached COVID-19 Recovery charts is calendar year 2020, this allows a comparison of three (3) years.

Recommendation:

Receive and file.

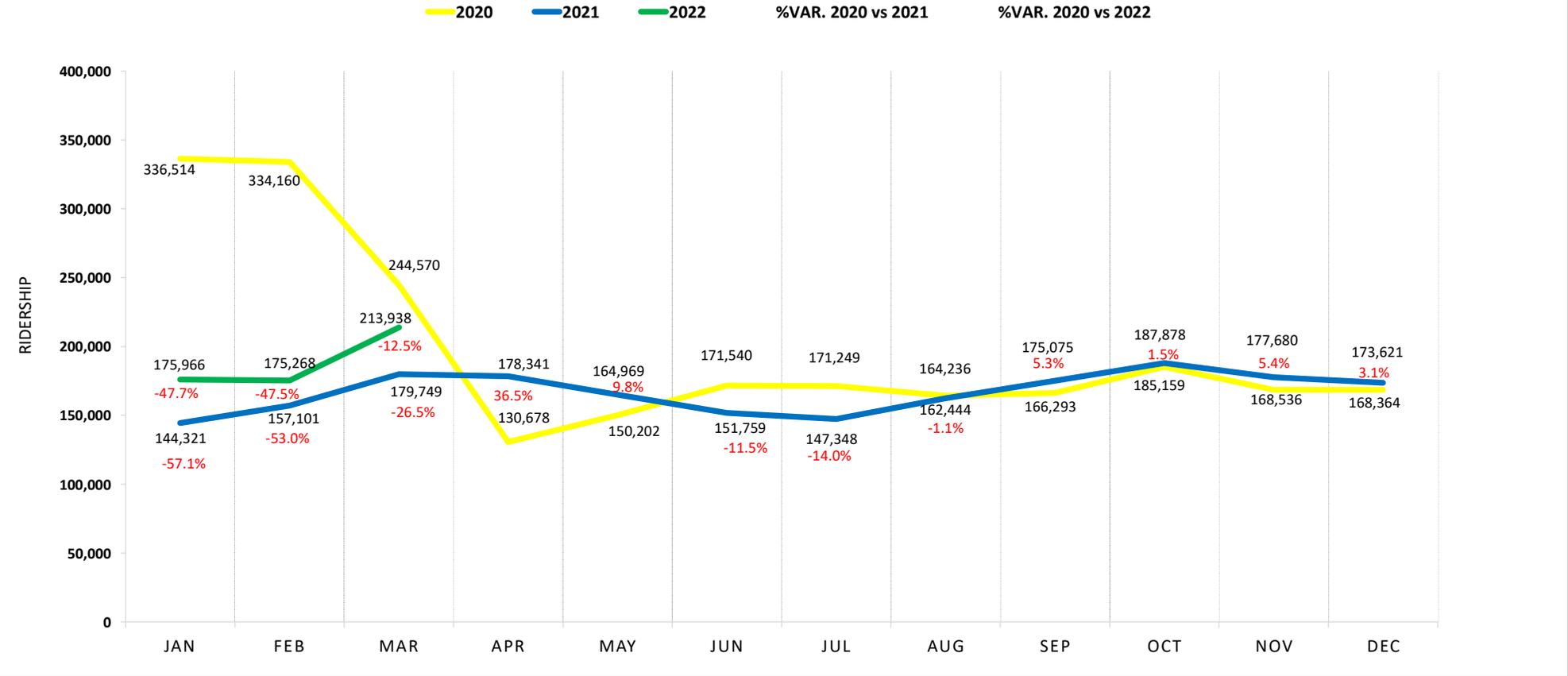


SunLine Transit Agency Monthly Ridership Report March 2022

Fixed Route	Description	Mar 2022	Mar 2021	FY 2022	FY 2021	Monthly KPI		Bikes		Wheelchairs	
				YTD	YTD	Passengers/ Rev. Hours	Passengers/ Rev. Miles	Monthly	FYTD	Monthly	FYTD
Route 1	Coachella - Hwy 111 - Palm Springs	84,771	86,332	651,087	229,299	12.6	0.8	3,501	29,970	622	5,881
Route 2	Desert Hot Springs - Palm Springs - Cathedral City	53,655	50,152	431,781	137,326	17.5	1.2	1,910	15,736	444	4,087
Route 3	Desert Hot Springs - Desert Edge	6,203	3,904	44,128	11,236	11.5	0.7	131	807	57	504
Route 4	Westfield Palm Desert - Palm Springs	18,219	15,123	138,279	42,036	8.4	0.6	783	5,385	113	926
Route 5*	Desert Hot Springs - CSUSB - Palm Desert	1,870	-	8,500	-	5.3	0.2	83	391	3	56
Route 6	Coachella - Fred Waring - Westfield Palm Desert	8,691	4,433	56,175	11,789	5.0	0.4	249	1,814	39	368
Route 7	Bermuda Dunes - Indian Wells - La Quinta	6,174	5,440	48,070	13,795	10.1	0.8	320	2,679	73	472
Route 8	North Indio - Coachella - Thermal/Mecca	13,561	10,820	94,067	27,227	7.0	0.4	372	2,478	71	610
Route 9	North Shore - Mecca - Oasis	8,366	3,499	48,450	8,417	5.7	0.3	40	531	26	406
Route 10*	Indio - CSUSB - San Bernardino - Metrolink	2,881	-	14,226	-	9.6	0.1	16	123	5	35
Route 200 SB*	Palm Springs High School AM Tripper	391	-	2,552	-	30.9	1.4	2	4	-	3
Route 400 SB*	Raymond Cree / Palm Springs HS Tripper	205	-	1,354	-	15.1	1.0	-	3	-	4
Route 401 SB/NB*	Vista Chino / Sunrise PM Tripper	-	-	206	-	8.0	0.6	-	-	-	-
Route 402 NB*	Palm Canyon / Stevens AM Tripper	63	-	382	-	9.2	0.6	-	4	-	-
Route 403 NB*	Vista Chino / Sunrise PM Tripper	174	-	984	-	28.5	1.0	-	2	-	1
Route 500 SB*	Westfield Palm Desert PM Tripper	392	3	1,991	3	34.4	2.2	19	100	-	3
Route 501 NB*	Palm Desert High School AM Tripper	-	5	95	5	13.1	0.9	2	26	-	2
Route 700 SB/NB*	Harris / Washington - Calle Madrid / Ave Vallejo AM Tripper	452	5	2,962	5	21.4	1.4	21	54	1	6
Route 701 SB/NB*	Harris / Washington - Calle Madrid / Ave Vallejo PM Tripper	1,297	3	7,067	3	50.0	3.3	-	35	4	6
Route 800 NB*	Shadow Hills High School AM Tripper	909	13	14,236	13	94.0	4.6	-	18	-	4
Route 801 SB*	Jackson / 44th PM Tripper	2,630	17	16,581	17	132.6	7.8	-	1	-	19
Route 802 SB*	Hwy 111 / Golf Center Pkwy PM Tripper	889	-	2,895	-	21.1	1.1	-	1	-	-
Route 803 NB*	Shadow Hills High School AM Tripper	2,145	-	3,150	-	33.9	1.7	-	1	-	1
Fixed Route Total		213,938	179,749	1,589,218	1,505,008	11.2	0.7	7,449	60,164	1,458	13,394
SolVan		1,621	1,512	12,356	12,051						
SunRide		419	199	3,745	293						
Taxi Voucher		245	369	2,430	3,266						
SunDial		9,349	6,861	74,738	50,147	1.8	0.1				
System Total		225,572	188,690	1,682,487	1,570,765	8.8	0.6				
		Mar-22	Mar-21								
	Weekdays:	23	23								
	Saturdays:	4	4								
	Sundays:	4	4								
	Total Days:	31	31								

*Routes 5 and 10 were not active in March 2021. Tripper 501 is no longer active on Level 2 since Route 5 started operations. Tripper 401 is not in service for Level 2.

Fixed Route Ridership COVID-19 Recovery



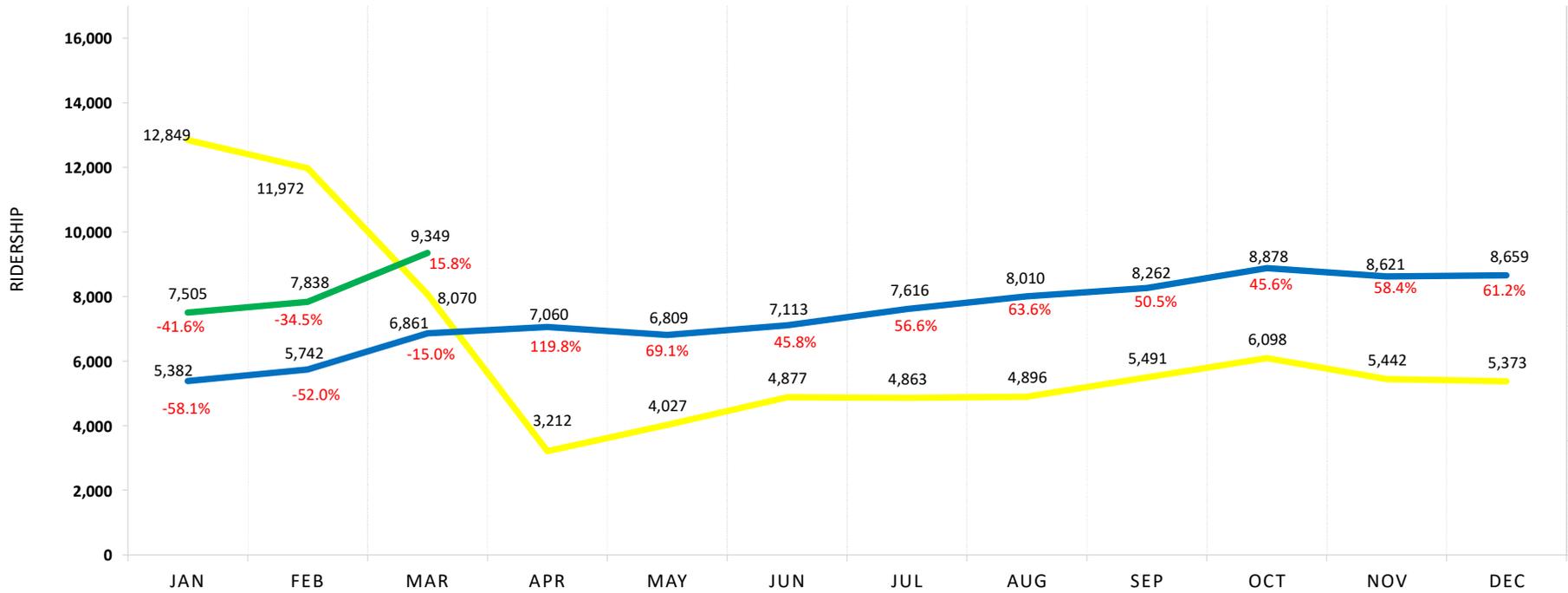
Since March 21, 2020, thru September 4, 2021, SunLine operated at a reduced level of service, Level 3, in response to the COVID-19 disease. January 2021 fixed route ridership was calculated from January 3, 2021, to maintain data integrity of the new Refueled system. January 2020 and February 2020 show pre-pandemic COVID-19 ridership numbers. FY 2022 data includes the resumption of the school trippers in March 2021, and the new Route 10 that started on July 12, 2021. On October 17, 2021, SunLine commenced operations under Level 2. Variances are in red close to their corresponding ridership number. 2021 and 2022 are referring to the baseline of 2020.

Ridership:

FY 2020 Actual = 3,379,520
 FY 2021 Actual = 2,000,077
 FY 2022 SRTP Predicted = 1,755,235

Paratransit Ridership COVID-19 Recovery

— 2020
 — 2021
 — 2022
 %VAR. 2020 vs 2021
 %VAR. 2020 vs 2022



Beginning January 2022, instead of comparing the ridership to the 2019 pre COVID levels, we will be moving forward with comparing the ridership growth from 2020 and 2021. Variances are in red close to their corresponding ridership number. 2021 and 2022 are referring to the baseline of 2020. January 2020 and February 2020 show pre-pandemic COVID-19 ridership numbers.

SunLine Transit Agency
CONSENT CALENDAR

DATE: April 22, 2022

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: SunDial Operational Notes for March 2022

Summary:

The attached report summarizes SunDial's operation for the month of March 2022. This report identifies that the on-time performance for March exceeded the Agency's internal 85% goal by 0.2%. The total miles for March 2022 decreased by 8,609 compared to March 2021. Mobility device boardings for March 2022 increased by 262 compared to March 2021. Road Supervisors performed 66 onboard inspections and 67 safety evaluations which include pre-trip inspections and trailing evaluations.

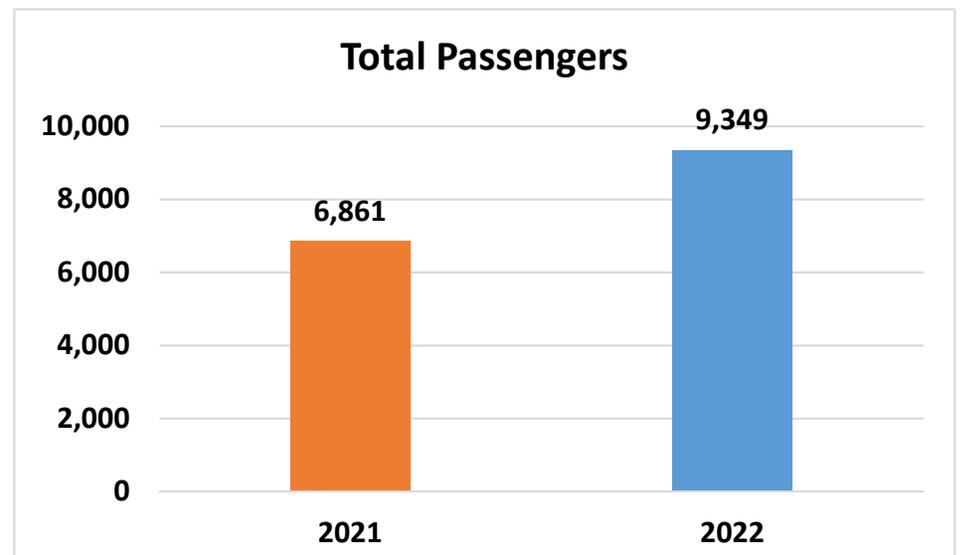
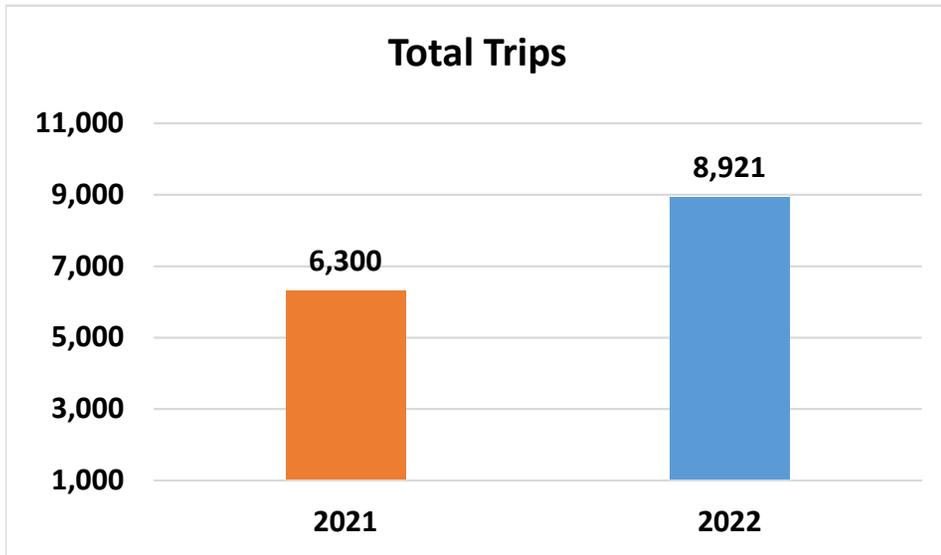
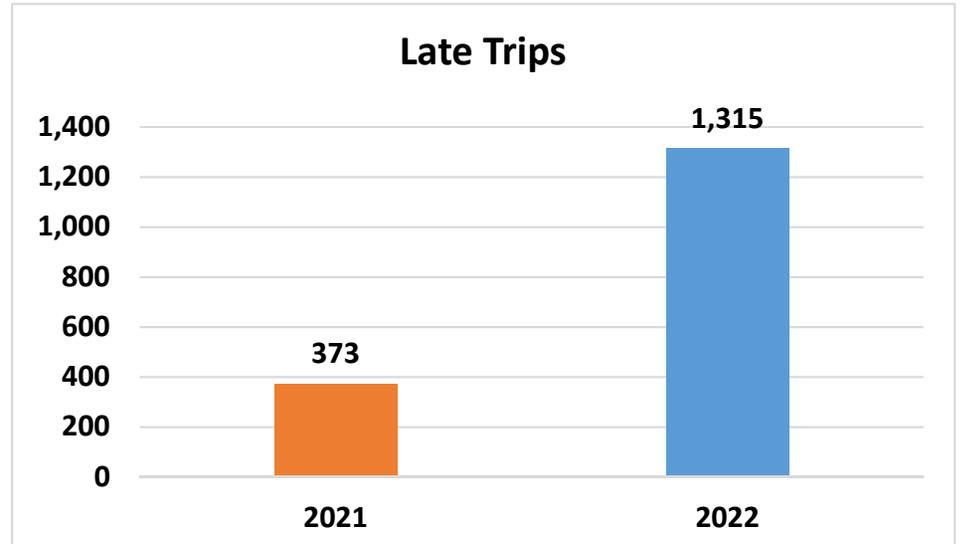
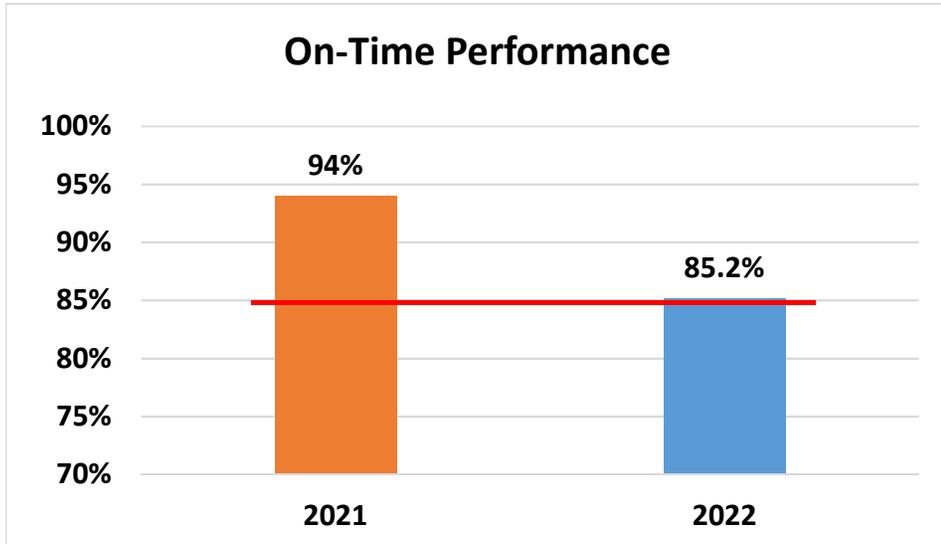
The definition of a late trip is when the vehicle arrives outside of the scheduled 30 minute pick-up window. There was an increase of late trips compared to March 2021, due to a 41.6% increase in total trips of 2,621. There was also a 36.3% increase in total passengers of 2,488. As mentioned last month, SunLine continues to experience a shortage in workforce. Staff continues to be proactive in recruiting new operators by hosting and attending job fairs, both locally and regionally as well as making positive callbacks to applicants that have submitted incomplete applications.

Recommendation:

Receive and file.

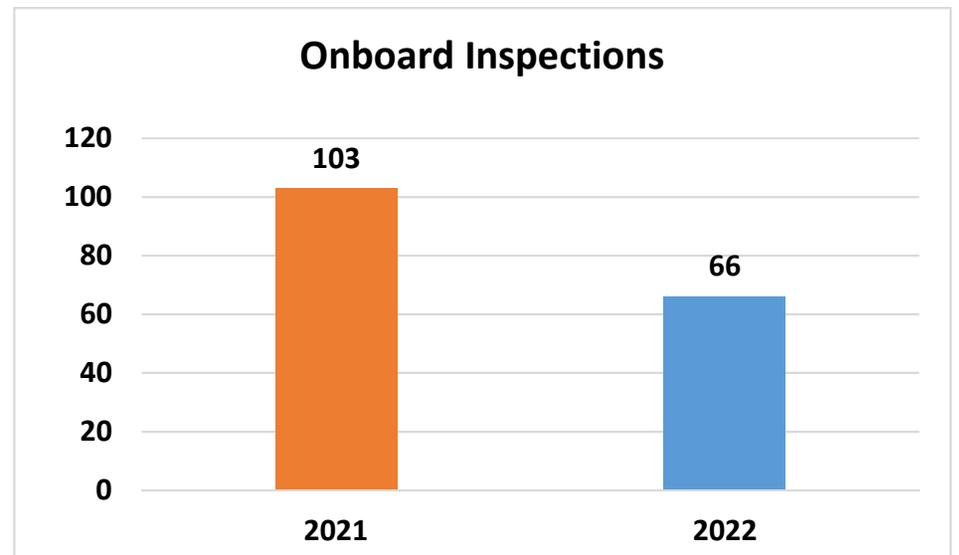
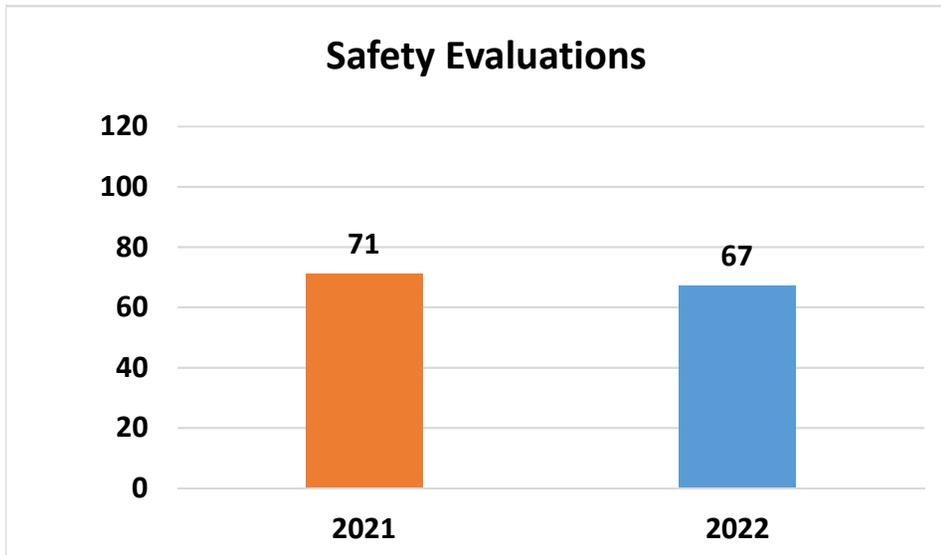
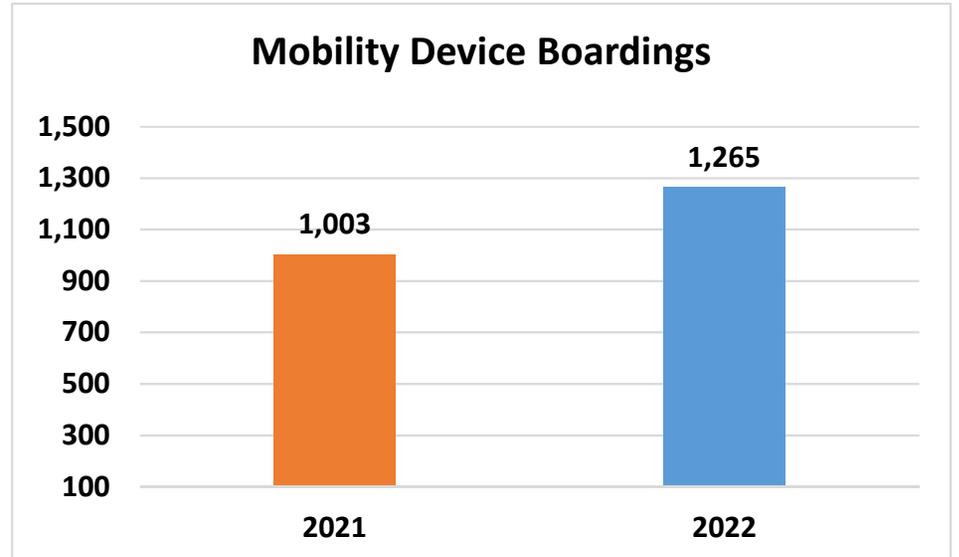
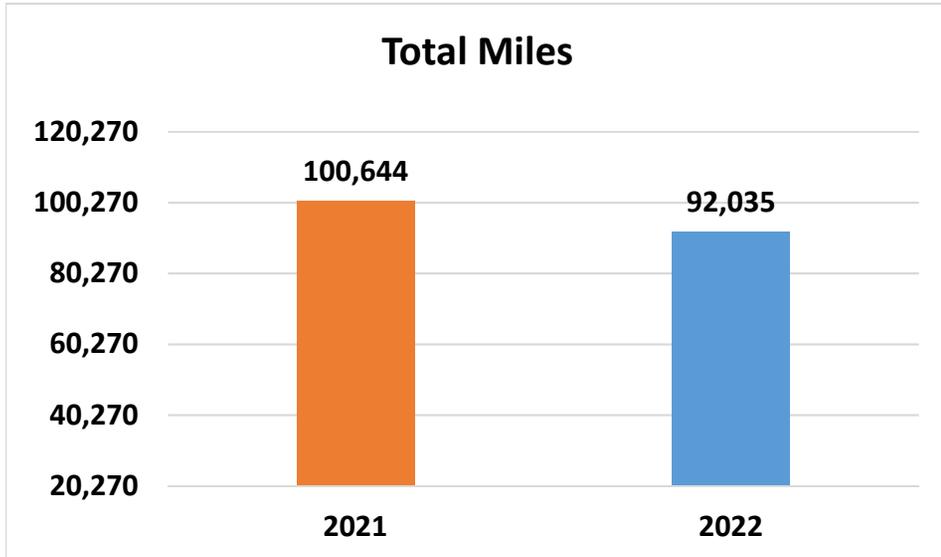
SunDial Operational Charts

March 2021 vs. March 2022



SunDial Operational Charts

March 2021 vs. March 2022



SunLine Transit Agency
CONSENT CALENDAR

DATE: April 22, 2022

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Metrics for March 2022

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 and Mecca/North Shore. 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

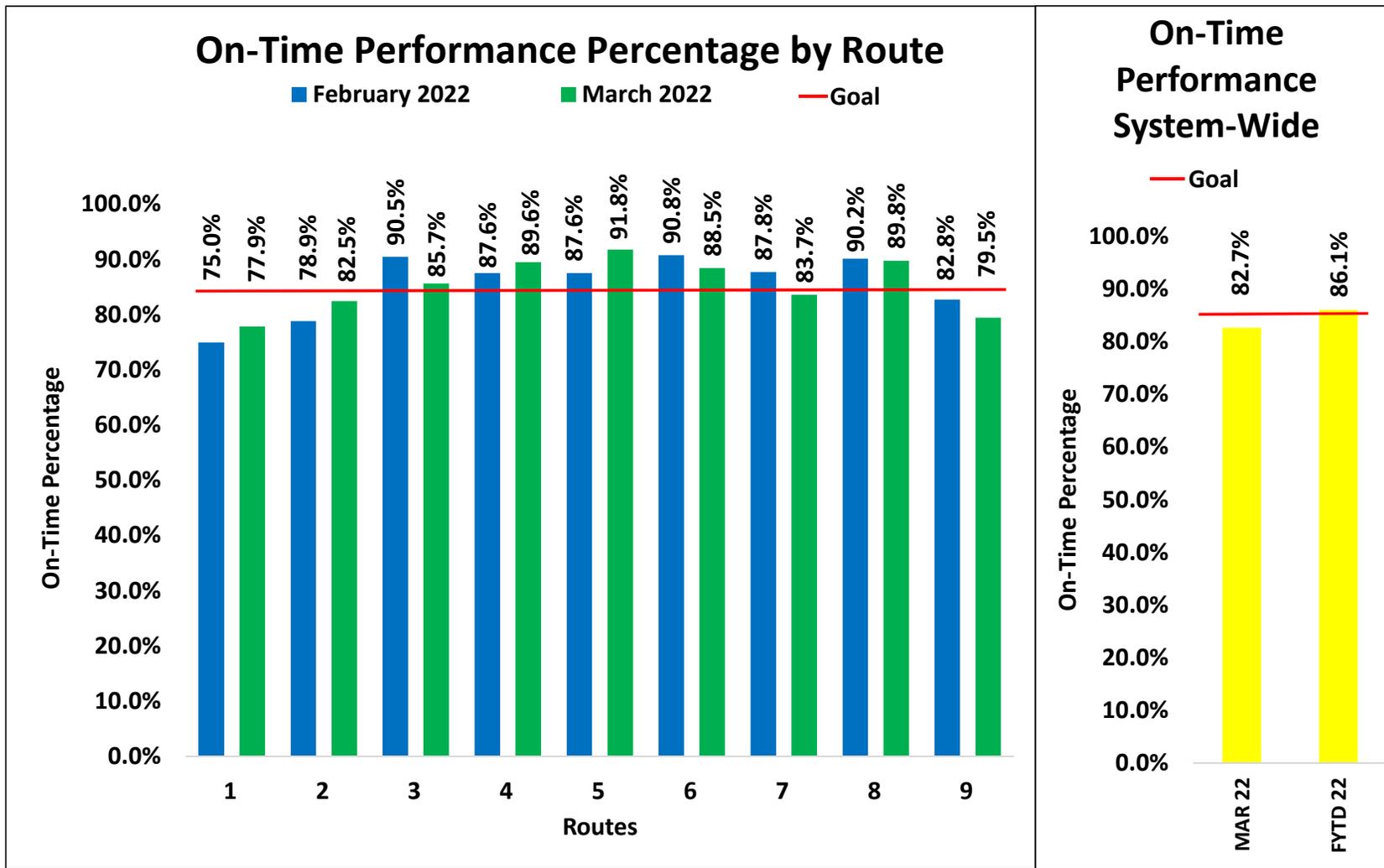
- Ridership in Desert Hot Springs/Desert Edge zone is up 26% over February 2022.
- The Palm Desert zone serviced 153 trips in March 2022, its best month since the start of the program.
- The Mecca/North Shore zone is experiencing slow adoption of the new SunRide app due to the difference in customer access and fluency. Staff is working to increase mobile app literacy and understanding of new technology to boost ridership numbers.
- Systemwide, SunRide has experienced a growth of 299% in completed trips when comparing CYTD2022 to CYTD2021.
- SunRide On-Time Performance above goals in eight (8) of eight (8) data points.
- Customer satisfaction star-rating goals exceeded in all geo-fence zones.

Fixed Route

- Fixed route on-time performance had an increase of 2.1% from February 2022 to March 2022.
- Routes 1, 2, 7 and 9 did not meet the Agency goal of 85% for the month due to construction, detours, road closures and events such as the Veteran's Park Mural, Tennis Tournament, Avenue 66 Ribbon Cutting Ceremony and Village Fest as well as heavy traffic.
- Early departures had a decrease of 0.9% when compared to the previous month. We attribute this to the continuance of proactive field supervision and internal monitoring along with operator coachings.

Recommendation:

Receive and file.



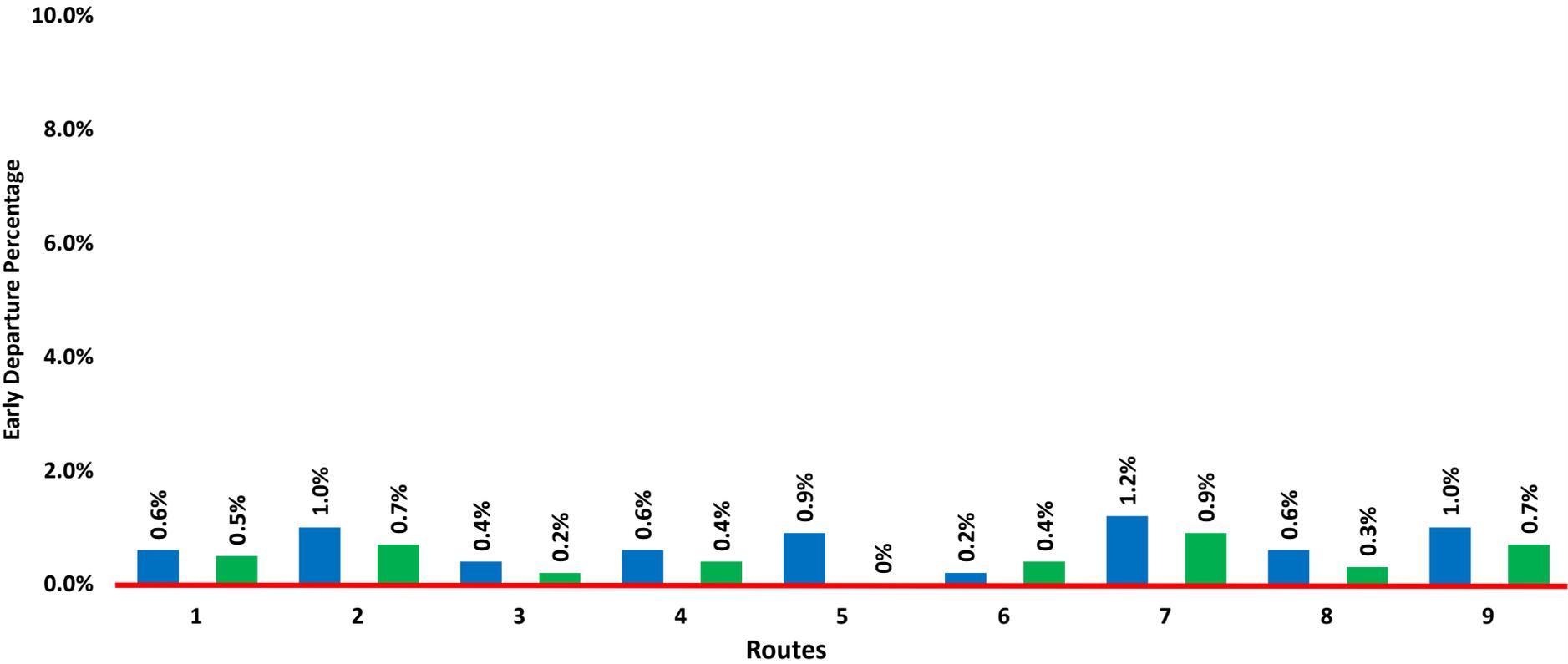
On-Time Definition: When a trip departs a time point within a range of zero (0) minutes early to five (5) minutes late.

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

Exceptions: Construction, detours, road closures, events and heavy traffic.

Early Departure Percentage by Route

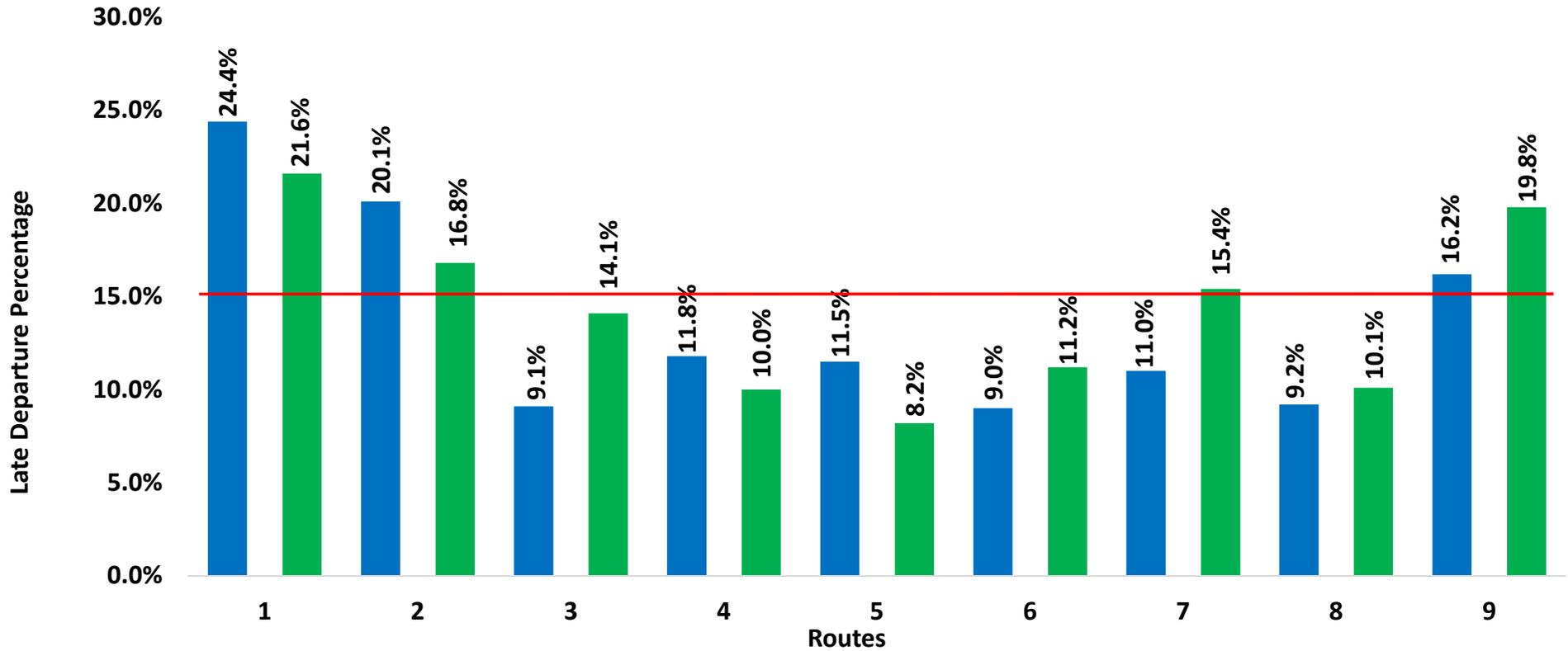
February 2022 March 2022



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

■ February 2022 ■ March 2022 — Goal

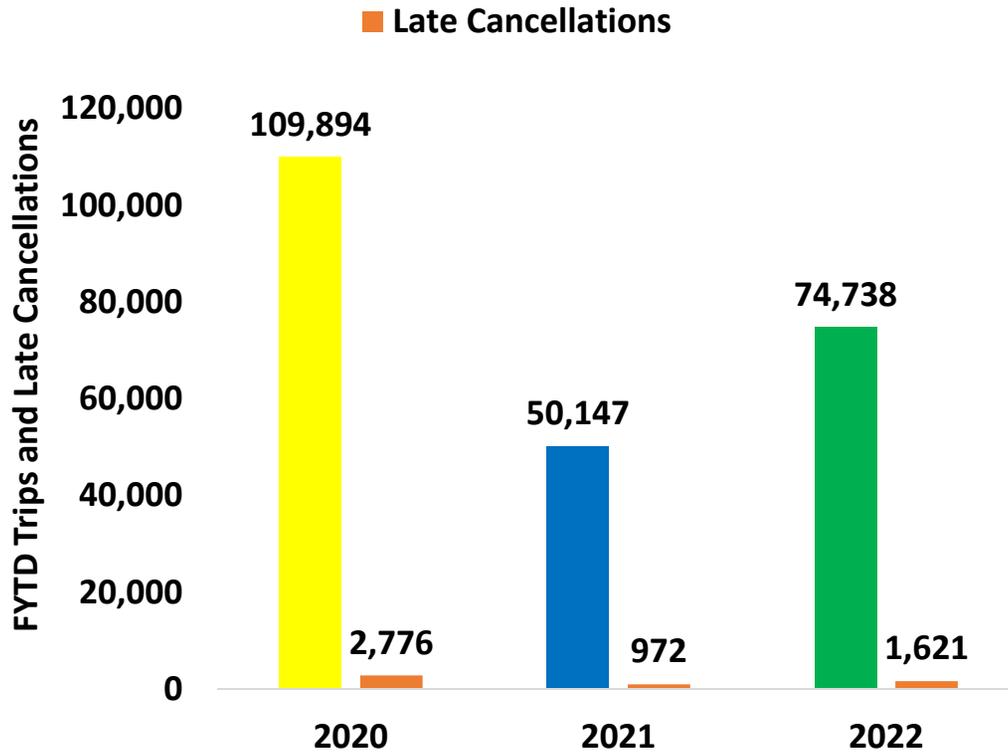


Late Departure Definition: When a bus leaves a time point after the scheduled departure time and the route is running late with a departure greater than five (5) minutes.

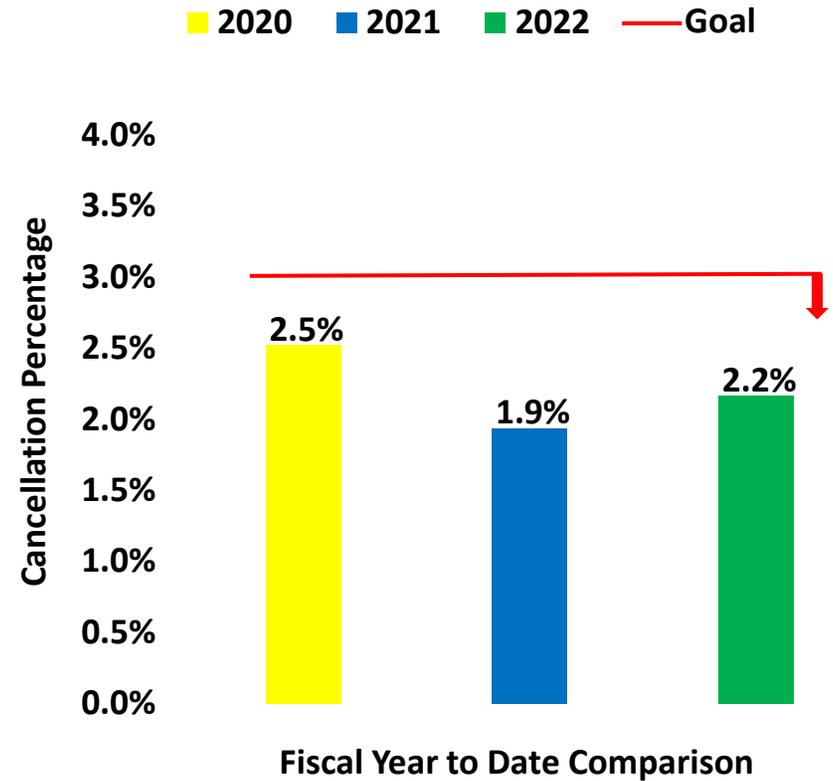
Goal: To ensure late departures remain below 15%.

Note: Construction, detours, road closures, events and heavy traffic.

Total Trips vs. Late Cancellations FYTD Through March



Late Cancellation Percentage FYTD



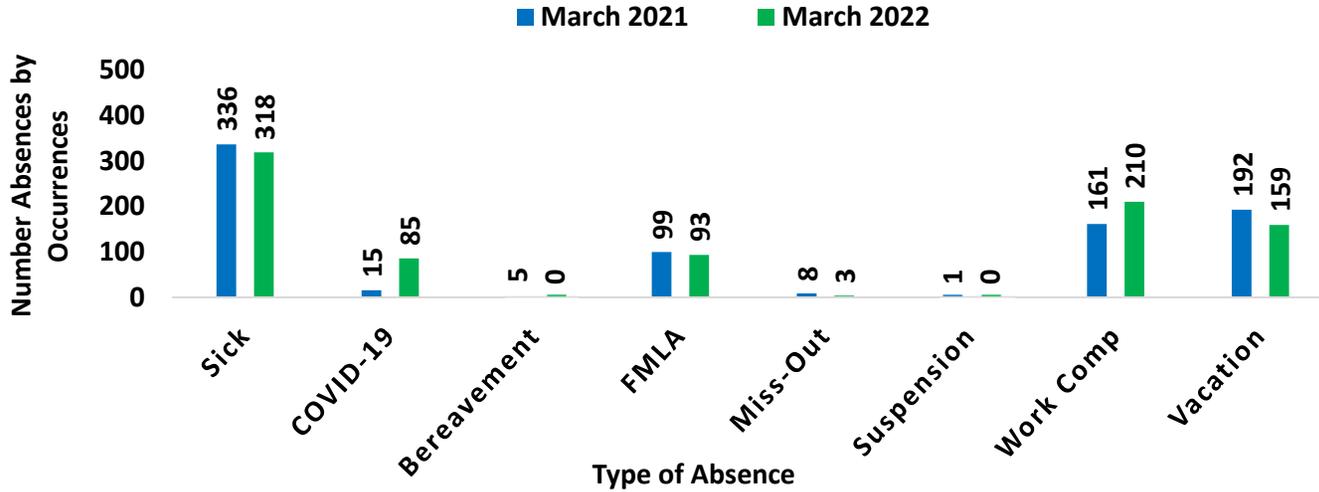
Trip: A one-way trip booked by the rider. A round trip is counted as two (2) trips.

Late Cancellation: A trip for which a rider does not cancel within two (2) hours before the scheduled pick-up time.

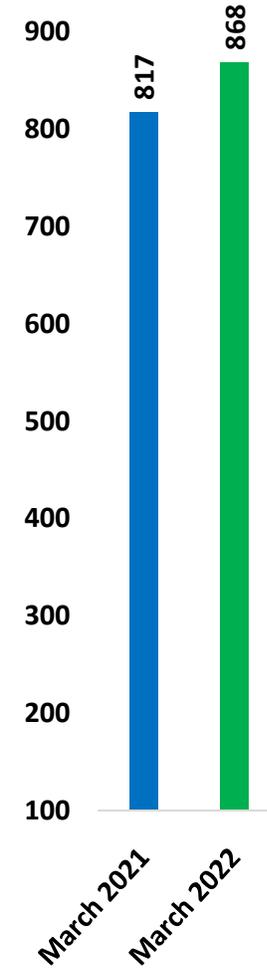
Goal for Late Cancellations: 3% or below.

Total Trips: Total one-way trips completed.

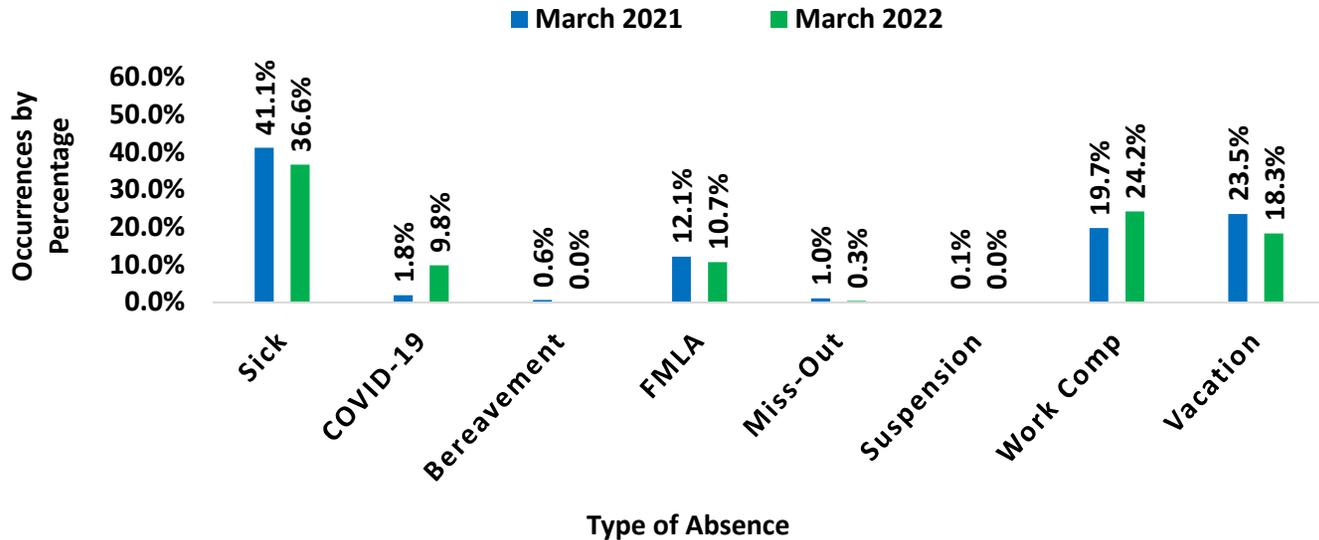
Operator Absence by Type



Total Absence Occurrences

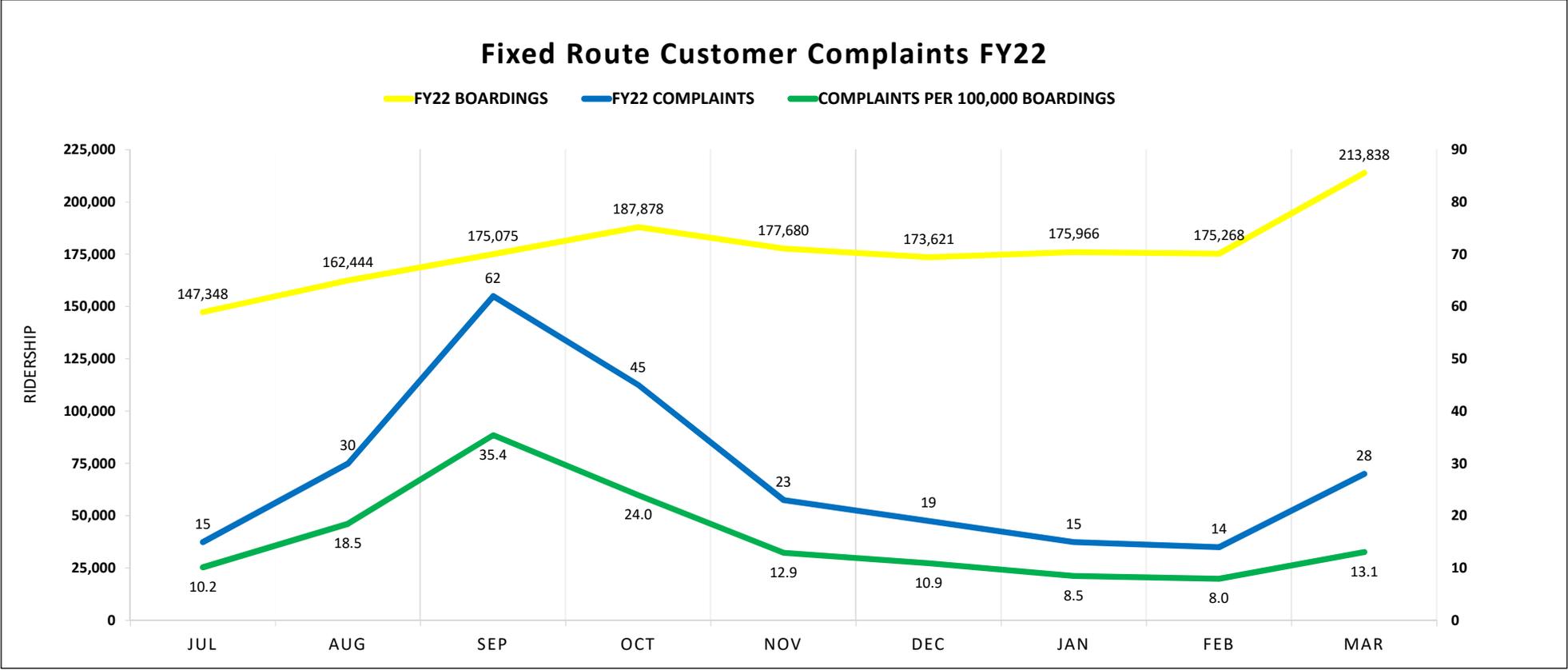


Operator Absence Type by Percentage



This chart includes unplanned/unscheduled and COVID-19 absences for Fixed Route drivers. SunLine continues to monitor all driver absences and have seen an increase in workforce absences for March 2022 when compared to March 2021.

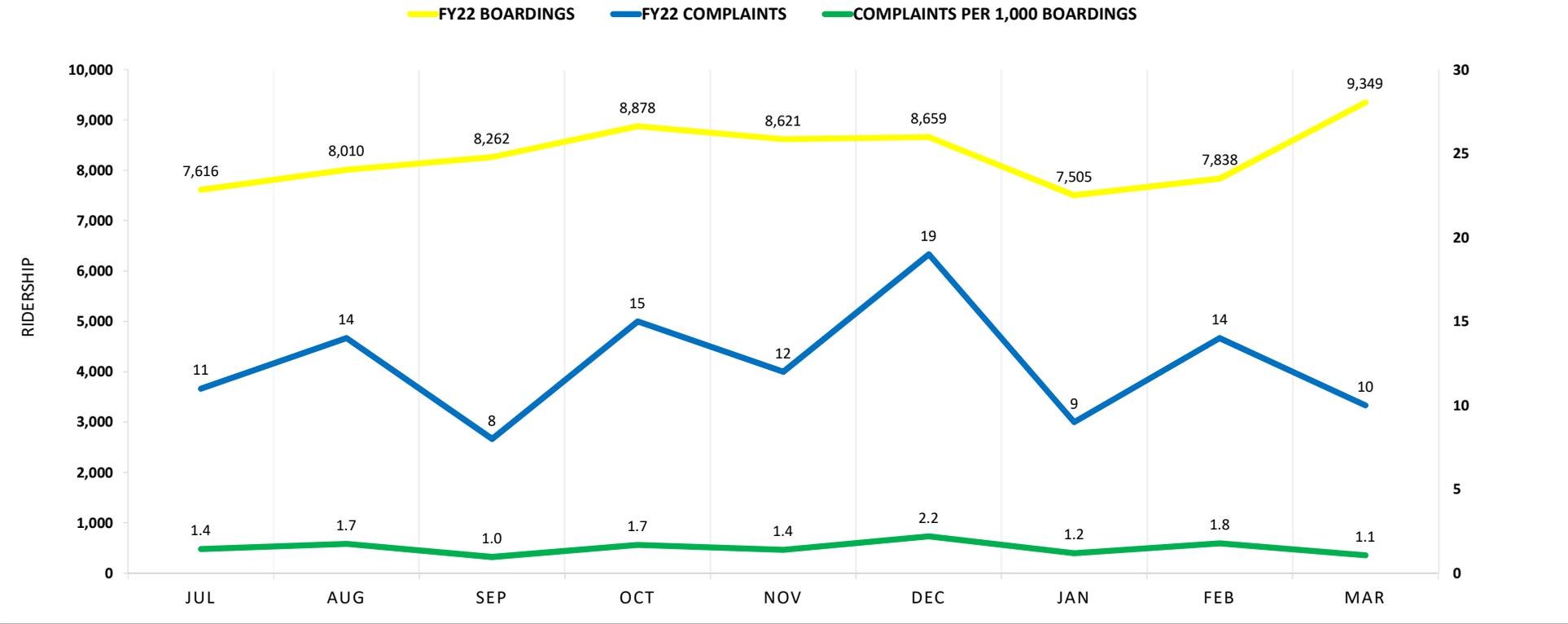
Fixed Route Customer Complaints FY22



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. In the month of September we saw an increase in customer complaints, we attribute this to SunLine implementing of level 1 service.

For the month of March 99.99% of our total rides did not receive a complaint

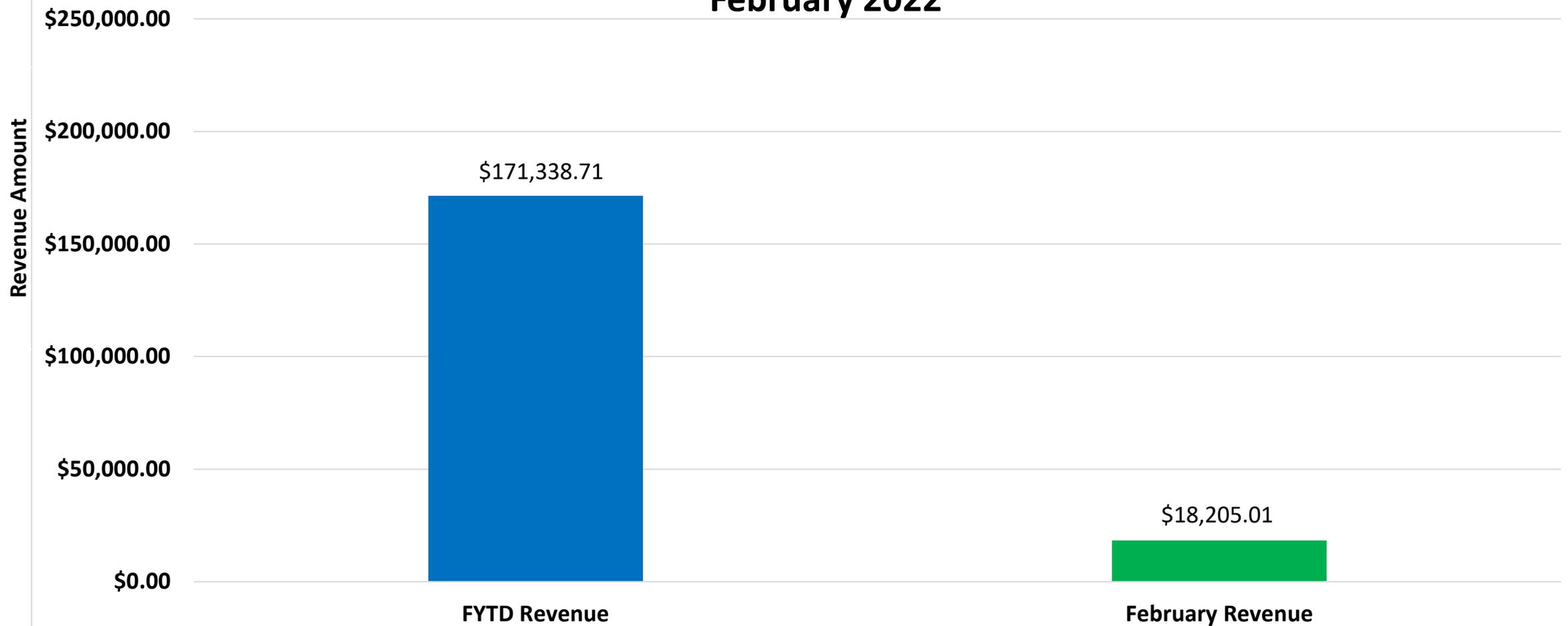
Paratransit Customer Complaints FY22



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

For the month of March 99.89% of our total rides did not receive a complaint

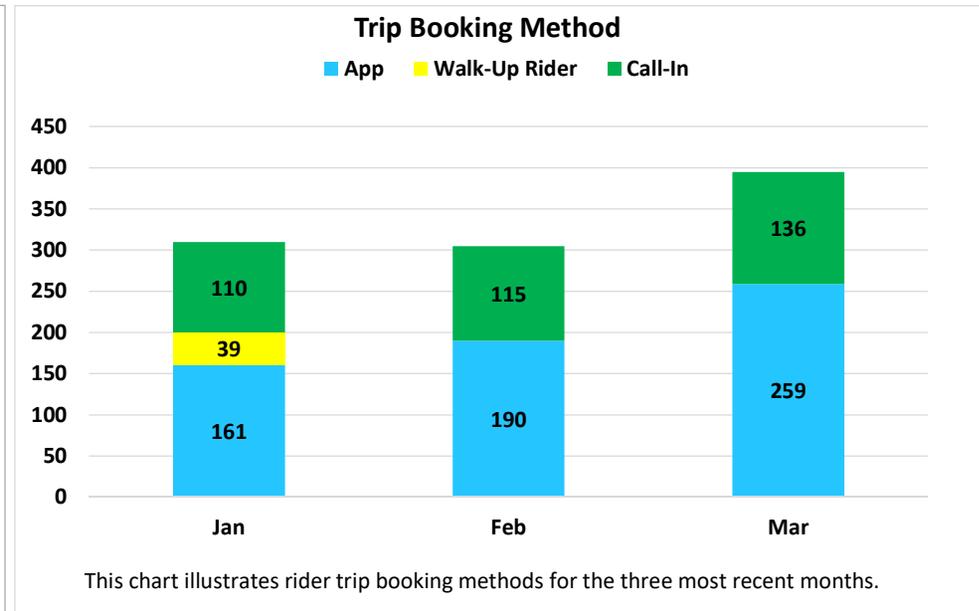
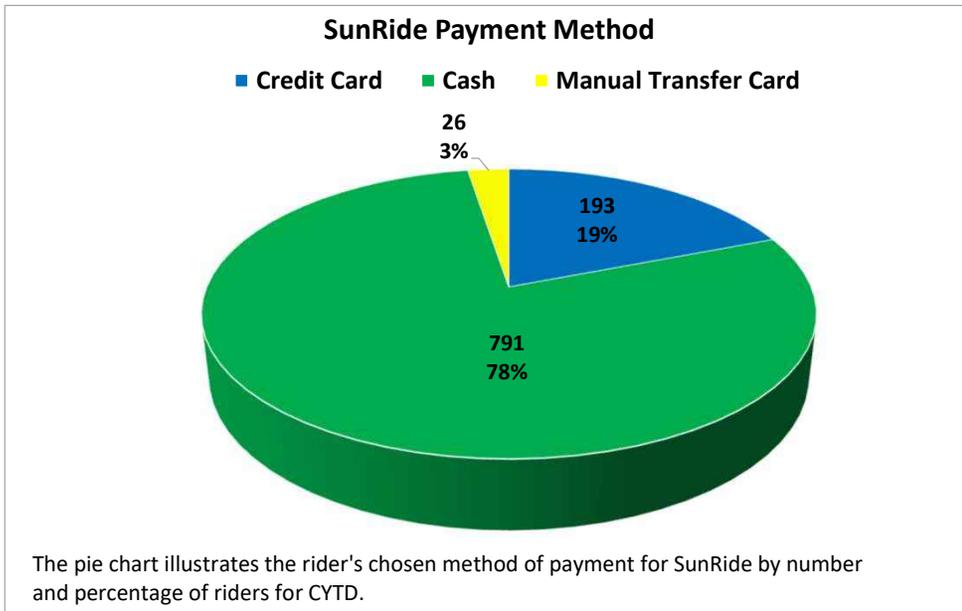
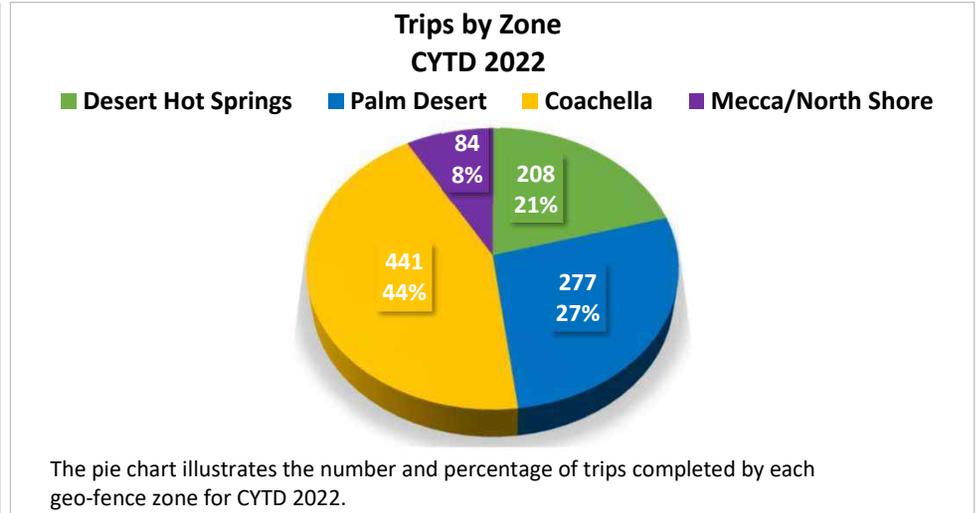
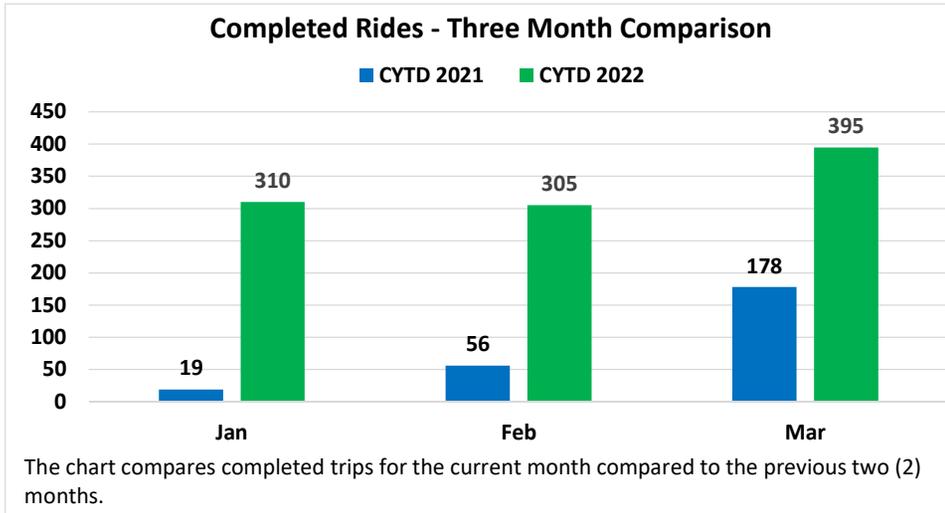
Advertising Revenue FYTD Budget vs FYTD Agency Revenue February 2022



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 FY22 is \$250,000. *(Advertising revenues follow Finance Department reporting from the previous two (2) months)*

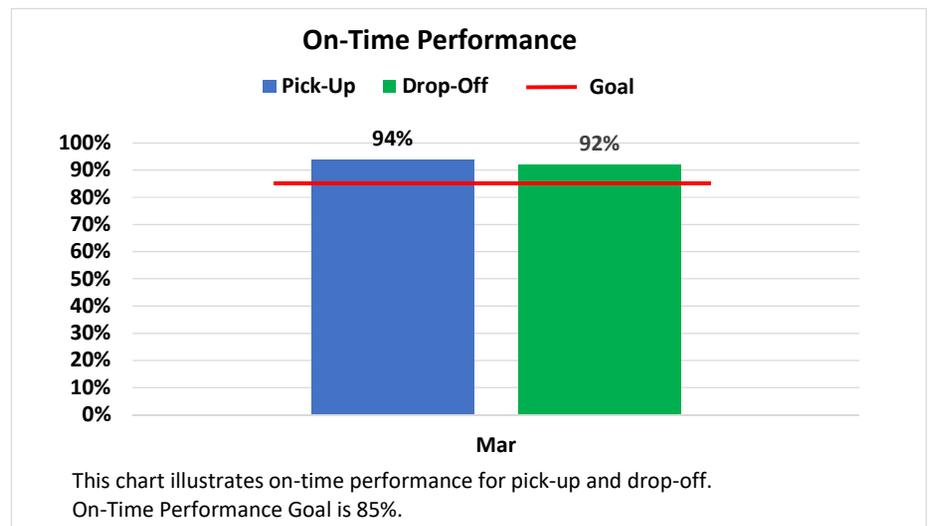
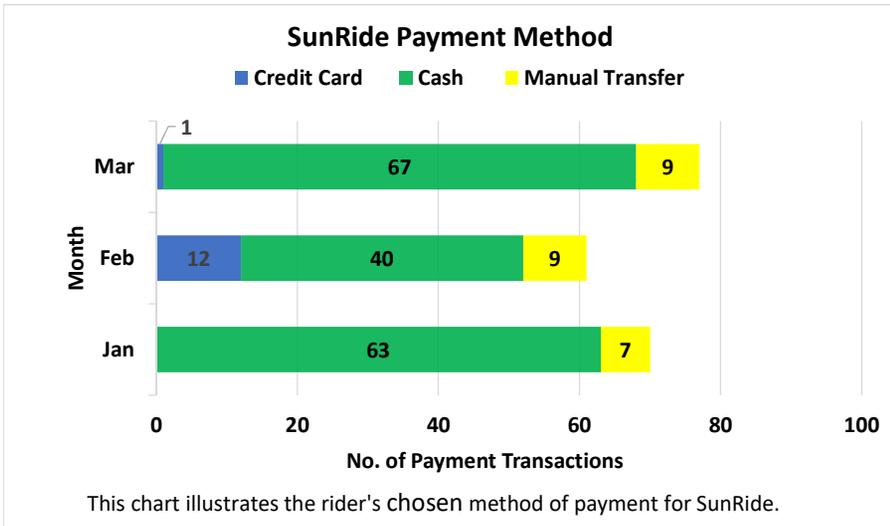
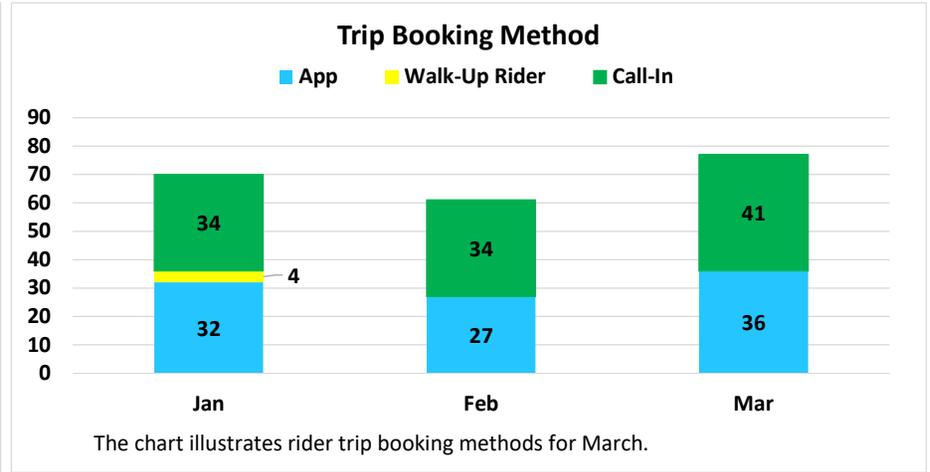
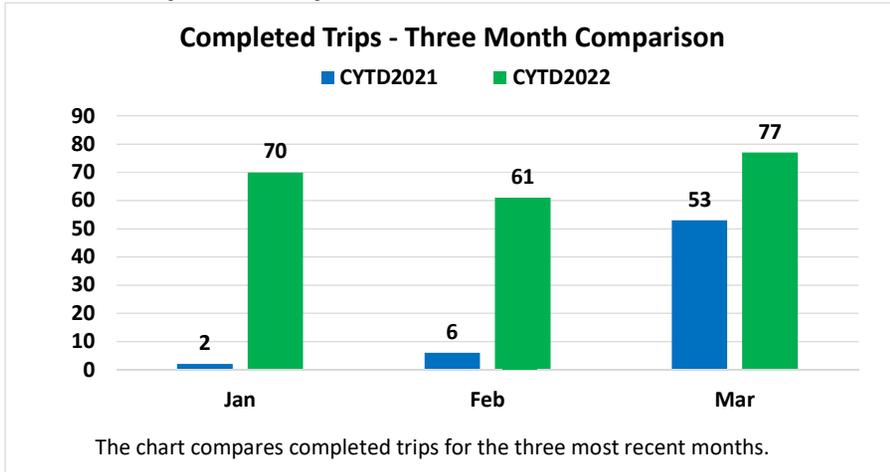
SunRide System-Wide Metrics CYTD 2022

Total Completed Trips: 1,010



Desert Hot Springs/Desert Edge Geo-Fence Metrics CYTD 2022

Total Completed Trips: 208

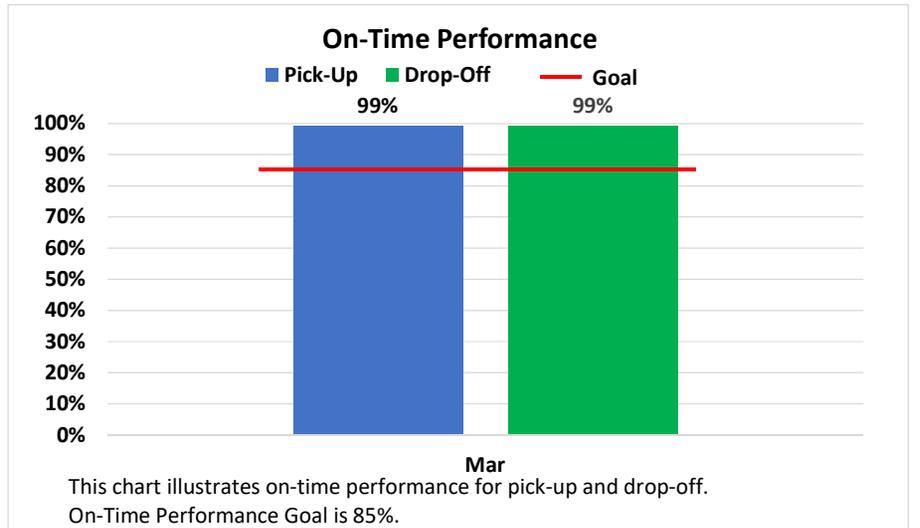
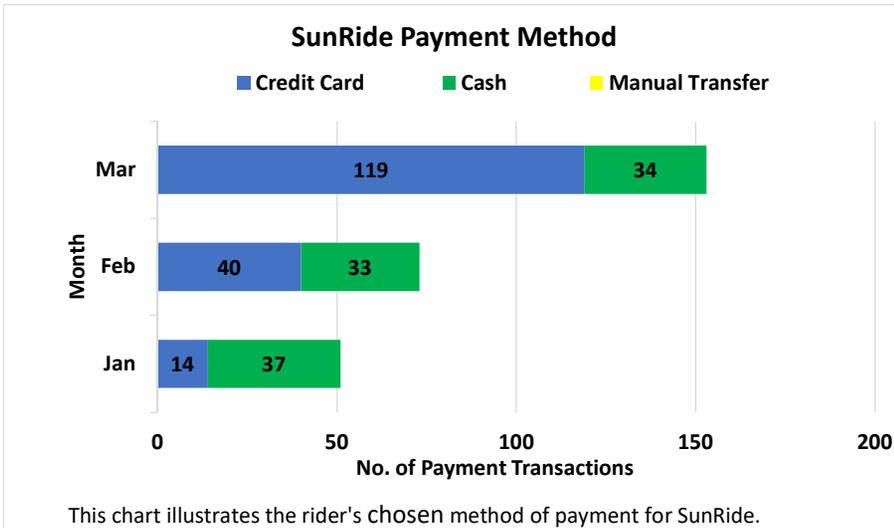
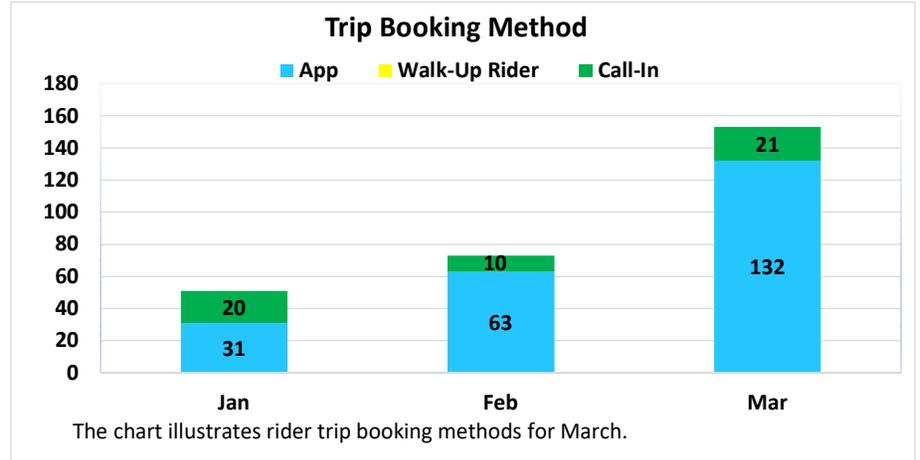
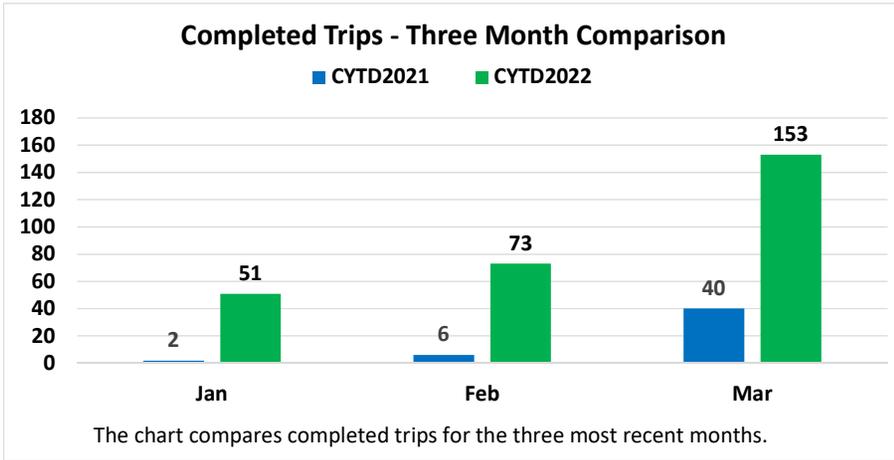


Customer Satisfaction Rating
Avg. rider trip rating 4.9
Goal: 4.5



Palm Desert Geo-Fence Metrics CYTD 2022

Total Completed Trips: 277

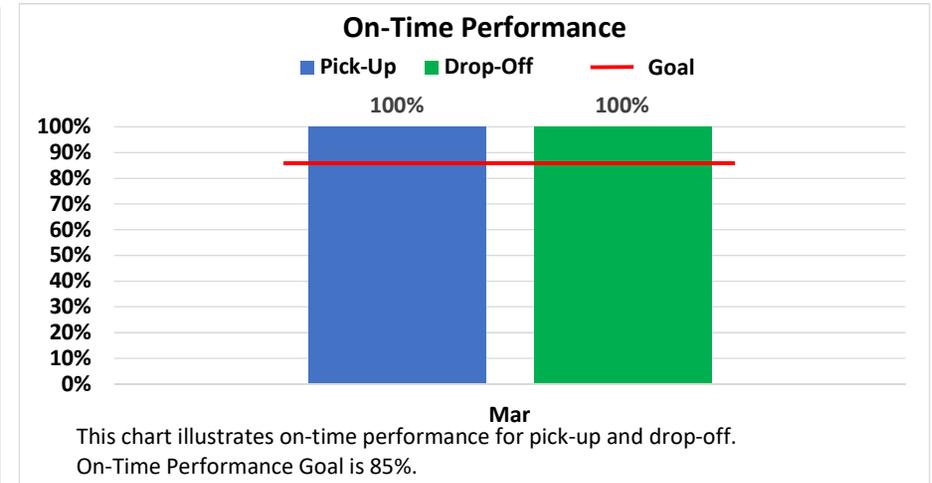
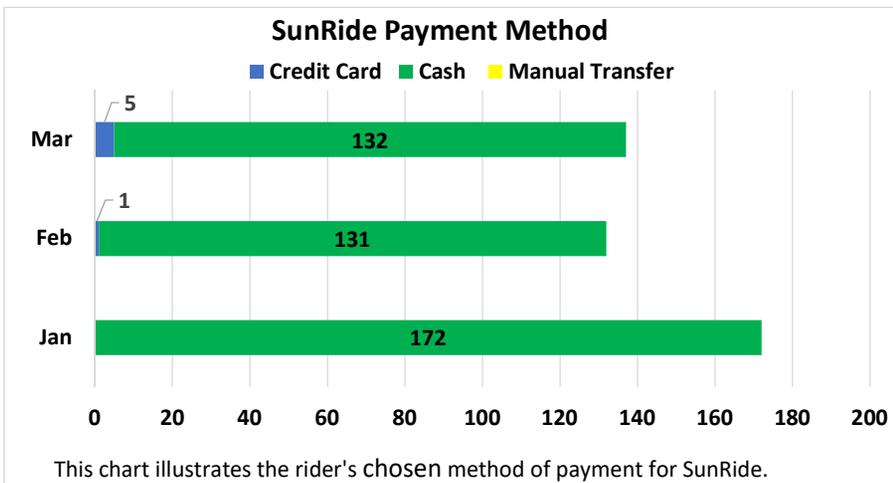
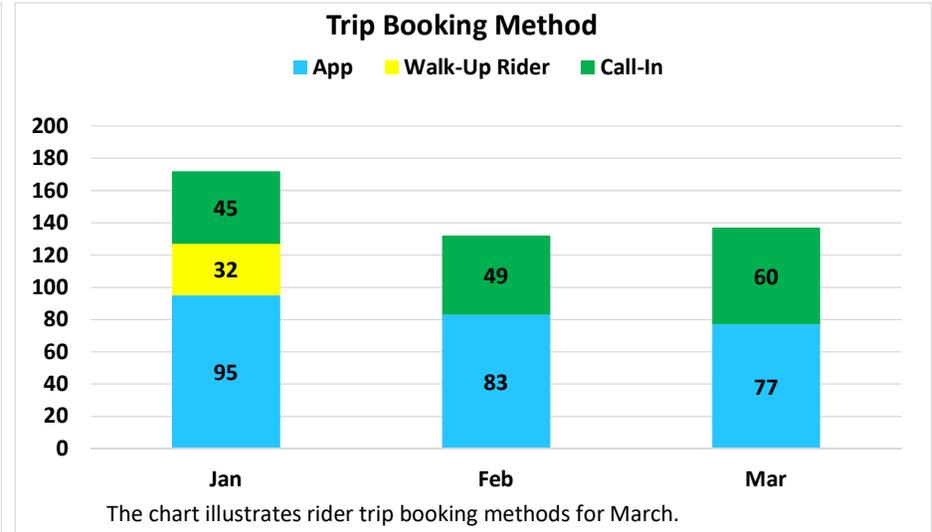
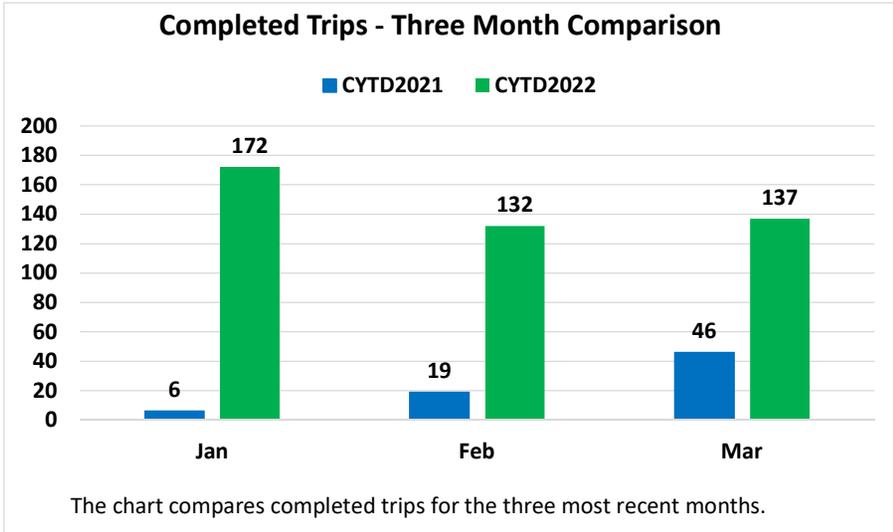


Customer Satisfaction Rating
Avg. rider trip rating: 4.9
Goal: 4.5



Coachella Geo-Fence Metrics CYTD 2022

Total Completed Trips: 441

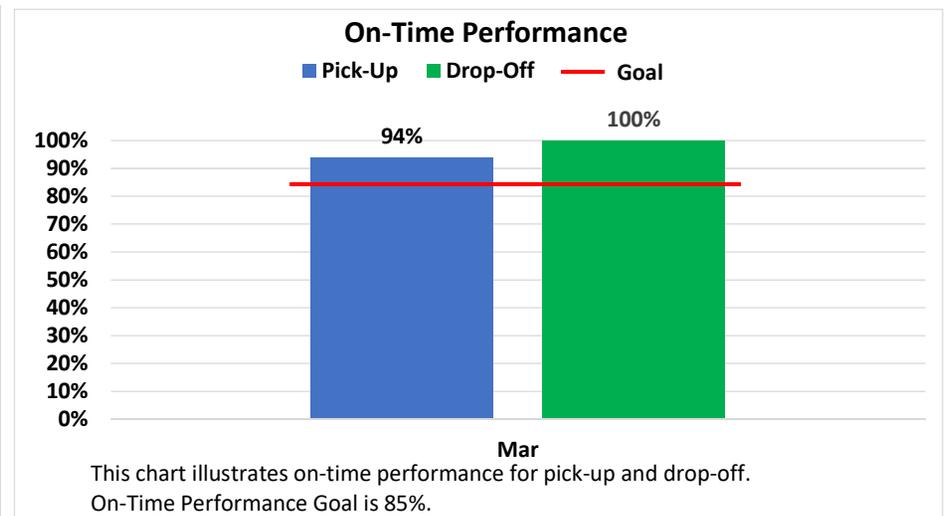
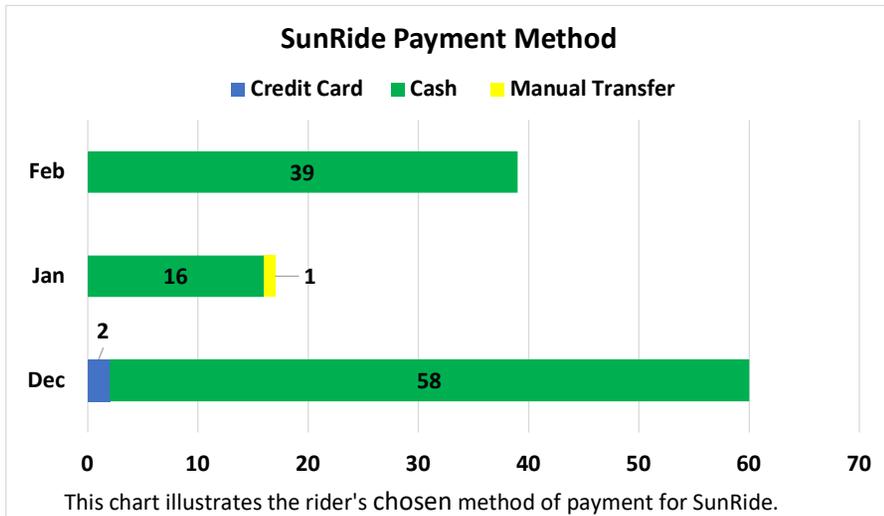
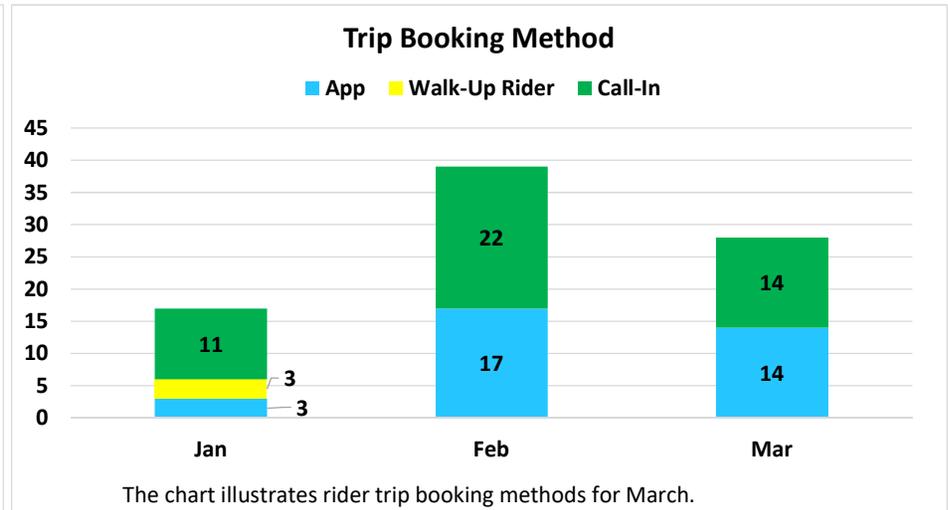
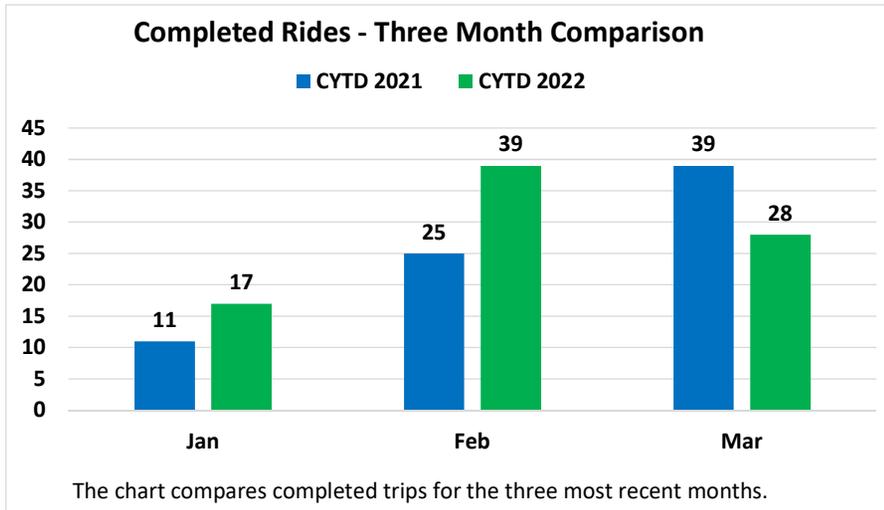


Customer Satisfaction Rating
Avg. rider trip rating: 4.8
Goal: 4.5



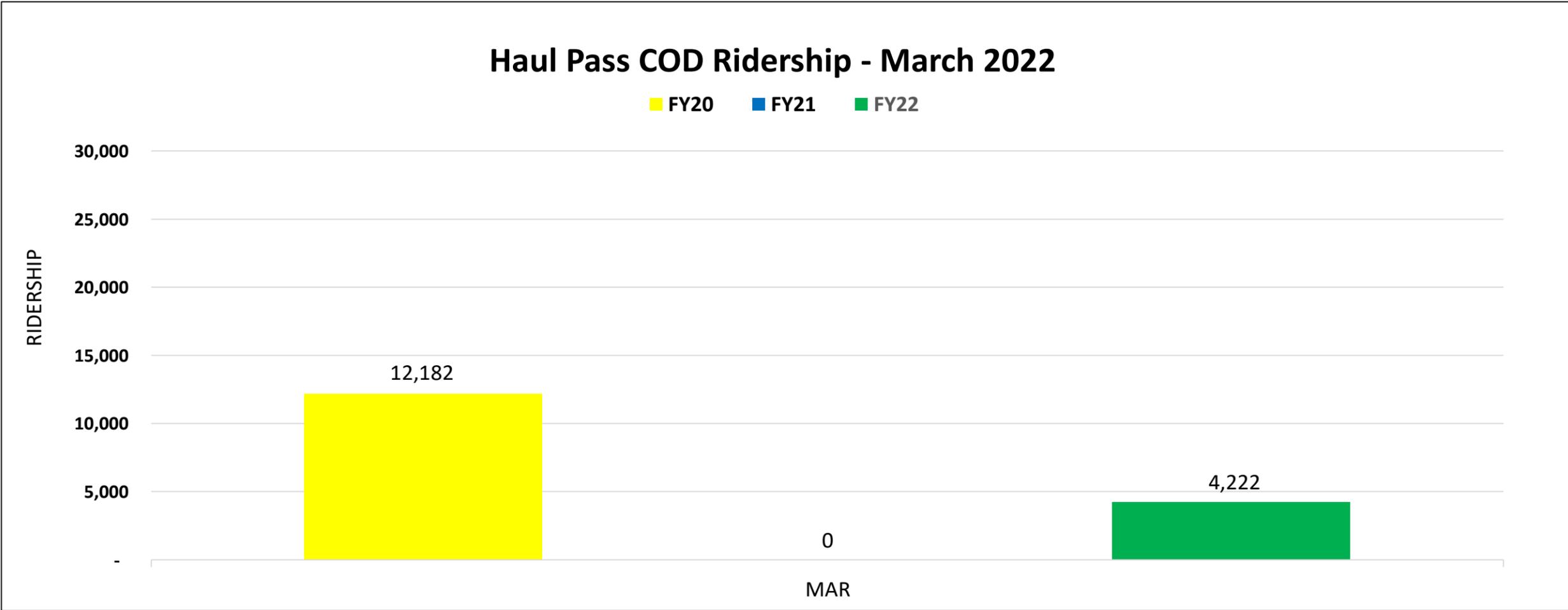
Mecca/North Shore Geo-Fence Metrics CYTD 2022

Total Completed Trips: 84



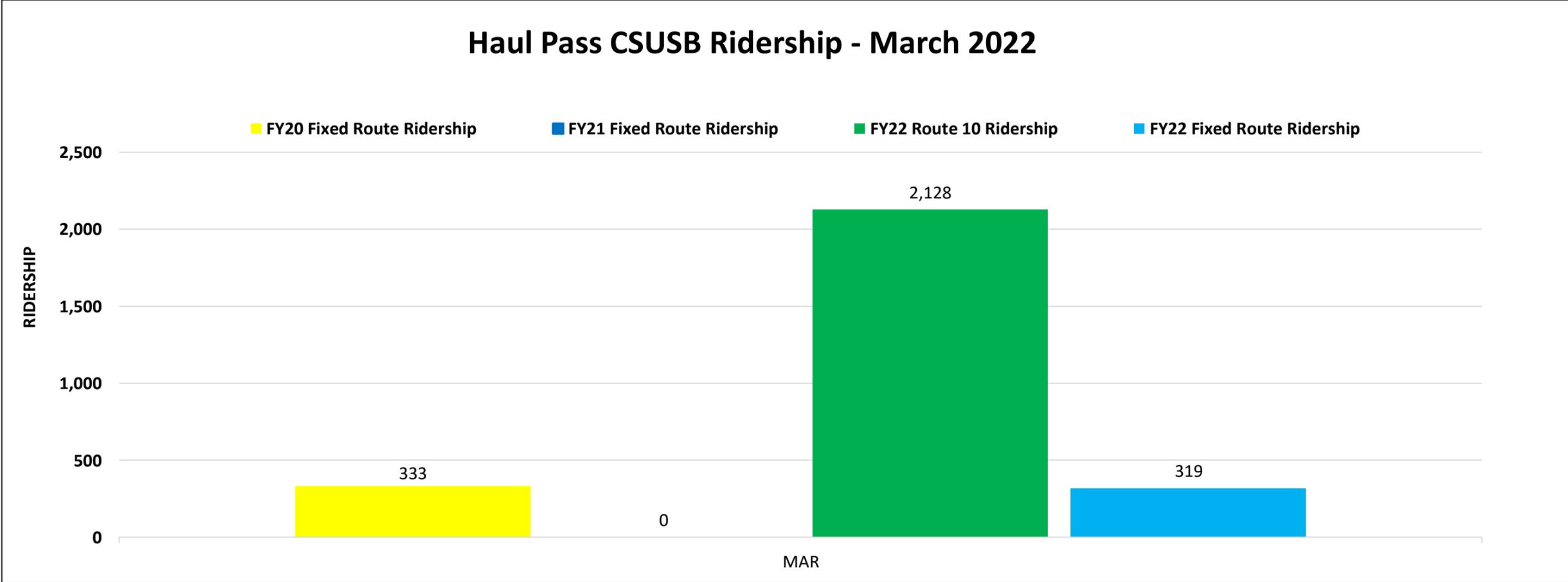
Customer Satisfaction Rating
Avg. rider trip rating: 5.0
Goal: 4.5





The Haul Pass program was introduced in August 2018.
 This chart represents monthly ridership on the Haul Pass COD.
 Haul Pass COD contributed with 4,222 rides from 235 unique riders.
 In March 2021, SunLine was not collecting fares.
 On October 17, 2021, SunLine commenced operations under Level 2.

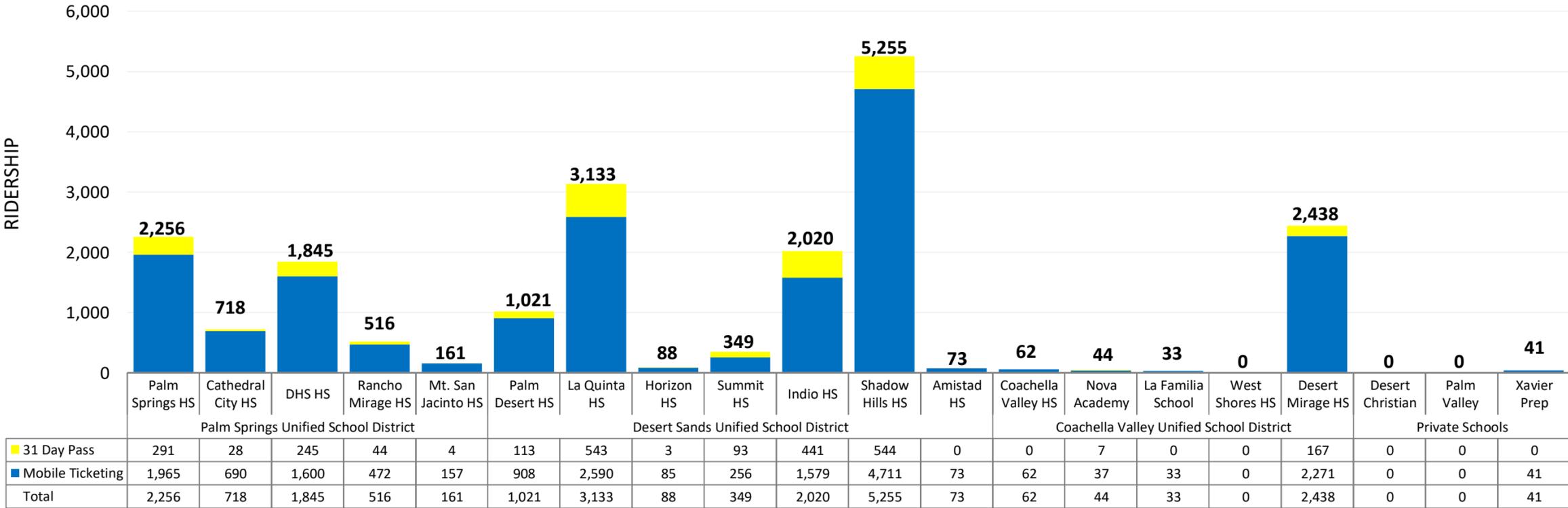
Haul Pass CSUSB Ridership - March 2022



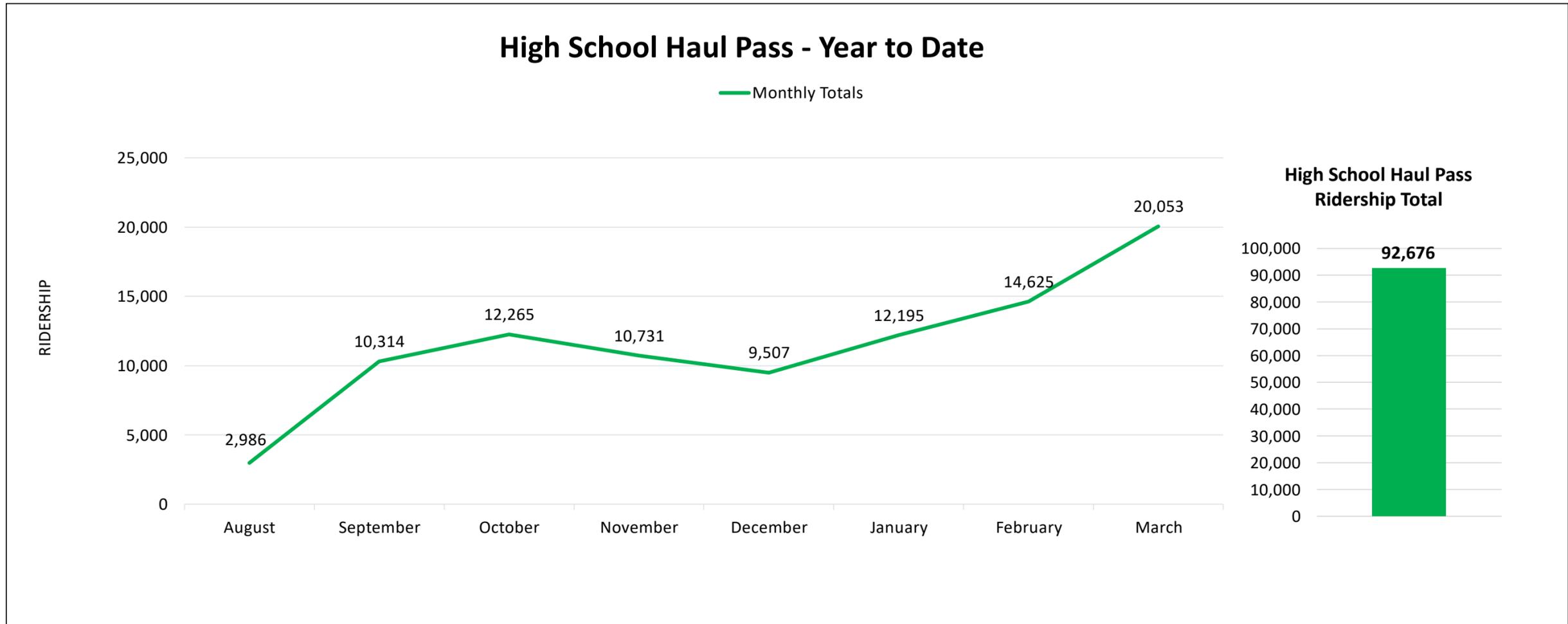
The Haul Pass CSUSB program was introduced in September 2019.
 This chart represents monthly ridership on the Haul Pass CSUSB.
 Haul Pass CSUSB contributed with 2,447 rides from 191 unique riders and a total of 2,128 rides from the Route 10.
 In March 2021, SunLine was not collecting fares.
 On October 17, 2021, SunLine commenced operations under Level 2.

High School Haul Pass - March 2022

■ Mobile Ticketing ■ 31 Day Pass



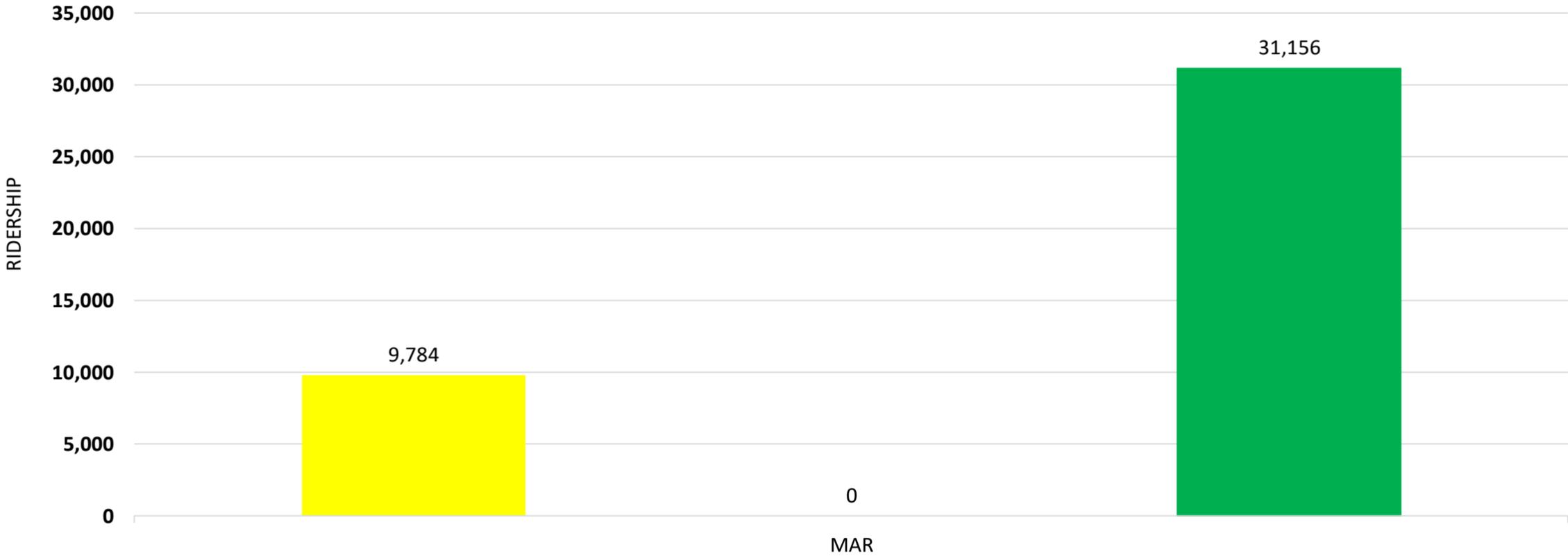
The High School Haul Pass program was introduced in August 2021.
 This chart represents monthly ridership by school for the High School Haul Pass.
 The total active users as of March 2022 are 1,799 using the High School Haul Pass.



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 - March 2022

FY20 FY21 FY22



This chart represents all monthly mobile ticketing usage based on the Token Transit app data. The total for March 2022 includes 155 paratransit mobile tickets. A total of 1,678 unique users used mobile ticketing in the month of March. In March 2021, SunLine was not collecting fares. On October 17, 2021, SunLine commenced operations under Level 2.

SunLine Transit Agency

CONSENT CALENDAR

DATE: April 22, 2022

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Quarterly Capital Projects Update for 1st Quarter Calendar Year 2022

Summary:

The capital projects update summarizes the quarterly status of the large capital projects that are active. For the first quarter of calendar year 2022, there are 16 large projects in progress. During the first quarter, projects had some impacts due to the COVID-19 pandemic following similar trends nationwide. Any substantial impacts will be reported to the Board of Directors.

Recommendation:

Receive and file.

QUARTERLY CAPITAL PROJECT UPDATES 1ST QUARTER CALENDAR YEAR 2022

Projects Update			
Project Title	Brief Description	Current Status	Funding
Five (5) Hydrogen Buses & On-Site Hydrogen Fueling Station	This project will deploy five (5) new 40-foot fuel cell electric buses along with the upgrade of SunLine’s existing hydrogen refueling station with a new electrolyzer.	All five (5) buses are in service. Commissioning of the hydrogen station and dispensers are in progress. Staff is working with the contractor on the root cause analysis of the equipment issues and monitoring the performance of the station.	\$15,571,561
Replacement Operations Facility	Replacement Operations Facility will allow SunLine to complete the demolition and removal of the existing Operations buildings at Division I.	Construction has been completed. The facility is currently in use by SunLine staff. Project team is working on additional building improvements.	\$8,100,000
CNG Fueling Station	CNG station will be located at Division I and will replace the existing station that has exceeded its useful life.	Construction has been completed. The facility is currently in use by SunLine staff. Staff is working on closing the project.	\$8,000,778
Purchase Five (5) New Flyer Fuel Cell Buses (SCAQMD Airshed Project)	This project is to purchase five (5) 40-foot fuel cell fixed route buses that will replace CNG buses.	Purchase order and Notice to Proceed was issued by SunLine. Buses are in production at the New Flyer facility. The first bus is expected to be delivered in April.	\$6,794,635
Purchase of Five (5) New Flyer Fuel Cell Buses (VW Mitigation)	This project is to purchase five (5) 40-foot fuel cell fixed route buses that will replace the old CNG buses.	All five (5) buses are in service. Staff is working on closing the project.	\$5,995,922

QUARTERLY CAPITAL PROJECT UPDATES 1ST QUARTER CALENDAR YEAR 2022

Project Title	Brief Description	Current Status	Funding
Liquid Hydrogen Station Project	The new liquid hydrogen station will include liquid storage, compression equipment, gaseous storage and dispensing, providing both additional capacity and resiliency for the existing fueling infrastructure. The new station will be capable of dispensing fuel at 350 and 700 bar.	Request for qualifications were completed. Final bid responses are due in April. Bids will be evaluated and staff will present a recommendation to the Board of Directors for approval.	\$5,161,250
Center of Excellence Facility	Project will build a facility to serve as a training facility and maintenance bay for the zero emission vehicles.	Design plans have been approved by Riverside County. Staff has been working on preparing the bidding documents.	\$3,097,654
Purchase of 15 Paratransit Vehicles	Project to procure 15 Paratransit vehicles.	All 15 vehicles have been delivered to SunLine. Twelve vehicles are in service. Final three (3) buses are being prepped by staff with make-ready equipment for service.	\$2,375,076
Coachella Hub	Project is in conjunction with a grant awarded to SunLine as part of the Affordable Housing Sustainability Community Grant. SunLine, along with the City of Coachella, will construct sustainable transportation infrastructure to provide transportation related amenities.	In coordination with the City of Coachella, the design work has been submitted to the City for review and approval. SunLine is collaborating with the City staff on design features of the hub.	\$1,313,500
Purchase of MCI Commuter Bus	Purchase of one (1) additional MCI bus to meet the needs of the Agency.	Staff has issued the purchase order. The bus is expected to be delivered in the third quarter of 2022.	\$950,000

QUARTERLY CAPITAL PROJECT UPDATES 1ST QUARTER CALENDAR YEAR 2022

Project Title	Brief Description	Current Status	Funding
SoCalGas/Hydrogen Demonstration Project	SunLine in partnership with the Southern California Gas Company will install, test, monitor, and demonstrate a Steam Methane Reformer (SMR) in various operating conditions.	SoCalGas is coordinating construction and equipment permits with Riverside County. Upon approval of the site layout by the County, civil work will commence.	\$600,000
Operations Facility IT Equipment	Purchase of information technology equipment such as servers, switches and battery backup systems for the new Operations Facility.	Information technology equipment has been delivered and installed. Staff is working on closing the project.	\$230,291
Purchase of Driving Simulator	Project to purchase and install a bus simulator at the Operations Facility.	Simulator has been installed and is used by the Safety department for training purposes. The project team is working on obtaining the warranties and will close this project.	\$200,000
Purchase of Five (5) Replacement Zero Emission Relief Cars	Purchase five (5) replacement Chevy Bolt 2021 cars and charging infrastructure.	All five (5) cars are in service and charging infrastructure was installed. Project Manager will begin to close this project.	\$196,866
Modular Trailer Demolition	Demolition of trailers, formerly occupied by Transportation department staff, that have exceeded their useful life. This project will further fulfill the County's requirements in connecting SunLine's property to the sewer system and to abandon the remaining septic systems.	Staff is executing a contract and a Notice to Proceed will be issued to commence the work.	\$110,000
SunRide Microtransit Pilot – Software Application Technology	Microtransit software application and professional services for the Agency's SunRide microtransit pilot program.	The SunRide application was successfully launched in January and is in service.	\$77,000

SunLine Transit Agency

CONSENT CALENDAR

DATE: April 22, 2022

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Board Member Attendance for March 2022

Summary:

The attached report summarizes the Board of Directors' attendance for fiscal year to date March 2022.

Recommendation:

Receive and file.

FY 21/22	Board Member Matrix Attendance													Total Meetings	Total Attended
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
Desert Hot Springs	X		X	X		X	X	X	X				10	7	
Palm Desert	X		X	X		X	X	X	X				10	7	
Palm Springs	X		X	X		X	X	X	X				10	7	
Cathedral City	X		X	X		X	X	X	X				10	7	
Rancho Mirage	X		X	X		X	X	X	X				10	7	
Indian Wells	X		X			X	X	X	X				10	6	
La Quinta	X		X	X		X	X	X	X				10	7	
Indio	X		X	X		X	X	X	X				10	7	
Coachella	X		X	X		X	X	X	X				10	7	
County of Riverside	X		X	X		X	X	X	X				10	7	

X - ATTENDED (Primary/Alternate)

DARK –

SunLine Services Group

CONSENT CALENDAR

DATE: April 22, 2022

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
SUNLINE TRANSIT AGENCY	Payroll Liabilities 02/04/2022	91015	02/09/2022	5,358.50
SUNLINE TRANSIT AGENCY	Payroll Liabilities 02/18/22	91021	02/23/2022	5,267.24
SUNLINE TRANSIT AGENCY	Overhead Allocation Feb 2022	91020	02/23/2022	2,461.67
Total Checks Over \$1,000	\$13,087.41			
Total Checks Under \$1,000	\$3,217.46			
Total Checks	\$16,304.87			

SunLine Services Group
CONSENT CALENDAR

DATE: April 22, 2022

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Monthly Budget Variance Report for February 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 February 2022 are equal to 8/12^{ths} of the yearly budget.

Year to Date Summary

- As of February 28, 2022, the organization's revenues are \$21,748 or 18.62% above the FYTD budget.
- As of February 28, 2022, expenditures are \$28,964 or 24.80% below the FYTD budget.
- The net FYTD operating gain (loss) after expenses is \$50,712.

Recommendation:

Receive and file.

SunLine Regulatory Administration
Budget Variance Report
February 2022

Description	FY22 Total Budget	Current Month			Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY22 FYTD Budget	Positive (Negative)	Percentage Remaining
Revenues:								
Revenue Fines	1,500	100	125	(25)	1,750	1,000	750	-16.7%
New Driver Permit Revenue	750	-	63	(63)	600	500	100	20.0%
Taxi Business Permit	96,000	8,000	8,000	0	64,001	64,000	1	33.3%
Driver Transfer Revenue	250	-	21	(21)	500	167	333	-100.0%
Driver Renewal Revenue	1,000	225	83	142	1,600	667	933	-60.0%
Driver Permit Reinstatement/Replacement	50	-	4	(4)	10	33	(23)	80.0%
Vehicle Permit Revenue	73,620	6,183	6,135	48	68,422	49,080	19,342	7.1%
Other Revenue	500	-	42	(42)	1,645	333	1,312	-229.0%
Operator Application Fee	1,500	-	125	(125)	-	1,000	(1,000)	100.0%
Total Revenue	175,170	14,508	14,598	(89)	138,528	116,780	21,748	20.9%
Expenses:								
Salaries and Wages	54,367	3,828	4,531	703	32,328	36,245	3,917	40.5%
Fringe Benefits	46,865	4,241	3,905	(335)	41,613	31,243	(10,370)	11.2%
Services	52,015	786	4,335	3,549	3,210	34,677	31,467	93.8%
Supplies and Materials	4,193	55	349	295	1,499	2,795	1,296	64.3%
Utilities	5,416	451	451	-	3,611	3,611	-	33.3%
Casualty and Liability	5,489	457	457	-	3,659	3,659	-	33.3%
Taxes and Fees	100	-	8	8	-	67	67	100.0%
Miscellaneous	6,725	64	560	497	1,896	4,483	2,588	71.8%
Total Expenses	175,170	9,882	14,598	4,716	87,816	116,780	28,964	49.9%
Total Operating Surplus (Deficit)	\$ -	\$ 4,626			\$ 50,712			

Budget Variance Analysis - SunLine Regulatory Administration

Revenue

- The positive variance in revenue is primarily attributed to an increase in permitted vehicles.
- As of FYTD22, there is an increase of 31,026 taxi trips compared to FYTD21.

Taxi Trips

	FY21-February	FY22-February	Variance	%Δ
Trips	8,384	14,202	5,818	69.4%

Taxi Trips

	FYTD-FY21	FYTD-FY22	Variance	%Δ
Trips	63,578	94,604	31,026	48.8%

Salaries and Wages

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

Fringe Benefits

- The unfavorable amount in fringe benefit expenses is attributed to fewer than anticipated expense allocations to SunLine Transit Agency

Services

- The positive balance in services is primarily attributed to fewer than anticipated legal expenses.

Supplies and Materials

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

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 balance is attributed to fuel tax savings related to SRA staff not utilizing vehicle.

Miscellaneous

- The positive variance in miscellaneous expenses are attributed to savings in travel and membership fees which have not yet been incurred

SunLine Services Group
CONSENT CALENDAR

DATE: April 22, 2022

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Taxi Trip Data – March 2022

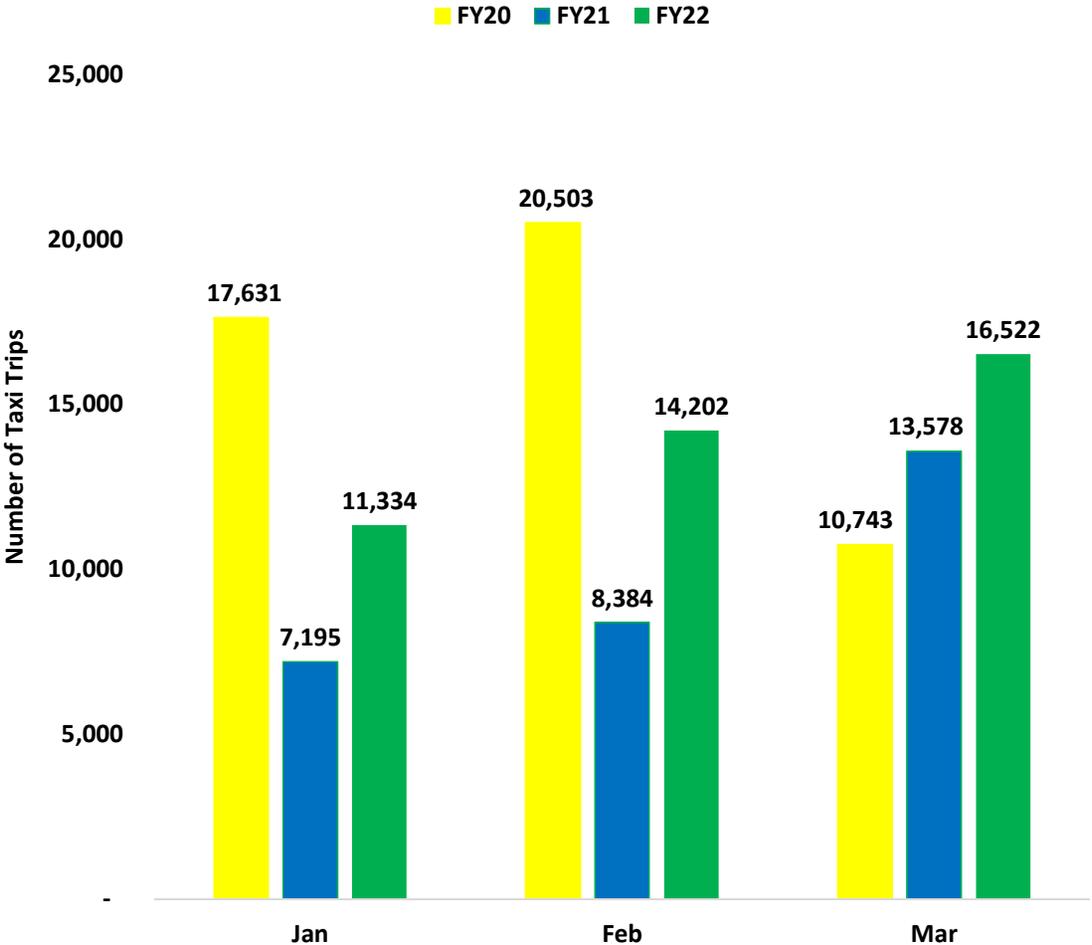
Summary:

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. There were 2,944 more taxi trips in March 2022 compared to March 2021. The increase in trips for March 2022 is mainly attributed to an increase in demand following relaxed COVID-19 travel restrictions. There were 33,970 more taxi trips for FYTD22 compared to FYTD21.

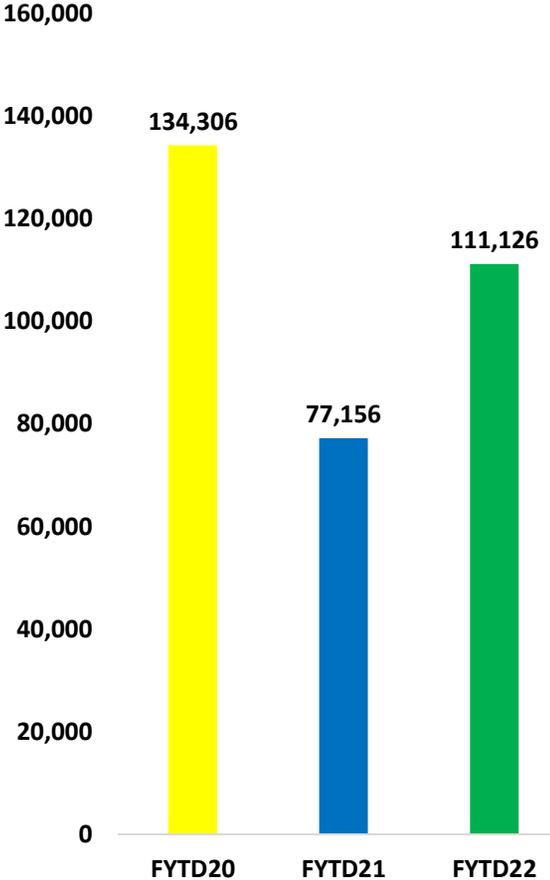
Recommendation:

Receive and file.

Taxi Trip Three (3) Month Comparison as of March 2022



FYTD No. of Taxi Trips



The chart compares the three (3) most recent months and measures the total number of taxi trips taken year to date for FY20, FY21 and FY22.

**SunLine Transit Agency
SunLine Services Group**

CONSENT CALENDAR

DATE:	April 22, 2022	ACTION
TO:	Board of Directors	
FROM:	Eric Vail, General Counsel Lauren Skiver, CEO/General Manager	
RE:	Adoption of Resolution to Continue Teleconference Meetings	

Recommendation

Recommend that the Board of Directors reconsider the circumstances of the COVID-19 state of emergency, and adopt a resolution finding that the state of emergency continues to directly impact the ability of the Board to meet safely in person.

Background

At the March 25, 2020 Board of Directors meeting, in response to the COVID-19 health emergency that federal, state and local governments are all addressing, SunLine Transit Agency and SunLine Services Group proclaimed an emergency situation as outlined in Resolution No. 0775. Over the last two (2) years, the Board has continuously evaluated the resolution and made decisions regarding the need to extend the declaration.

SunLine's Board and Committee meetings have been conducted pursuant to the Governor's Executive Orders N-29-20 and N-08-21 suspending certain provisions of the Brown Act and permitting the use of teleconferencing for members of the body and the public. Those Executive Orders expired on September 30, 2021. In their place, the Governor signed AB 361, which went into effect on October 1, 2021. AB 361 amended the Brown Act to permit members of a legislative body to teleconference into a meeting during a state of emergency proclaimed by the Governor. Teleconferencing by members of the body under AB 361 can be done without having to comply with the requirement that the agenda list the location where members will be teleconferencing from, posting an agenda at that location, and allowing members of the public to attend the meeting from the teleconference location.

To teleconference under AB 361, the legislative body must make findings that either:

- a) State or local officials are imposing or recommending measures to promote social distancing, or

b) “As a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.”

If a teleconference meeting is held under AB 361, the body must reconsider the circumstances every 30 days and make new findings to support the need to continue to teleconference under AB 361.

The Board adopted Resolution No. 0787 authorizing Board and Committee meetings to be held via teleconference under AB 361 at its October 27, 2021 meeting. AB 361 requires the Board to reconsider the circumstances of the state of emergency every 30 days and determine that either i) The state of emergency continues to directly impact the ability of the members to meet safely in person; or (ii) State or local officials continue to impose or recommend measures to promote social distancing. The Board reconsidered the circumstances of the state of emergency at its December 1, 2021, January 22, 2022, and February 23, 2022 meetings and adopted resolutions authorizing the continued use of teleconferencing to conduct meetings.

The proposed resolution makes the finding that the state of emergency continues to directly impact the ability of the members to meet safely in person.

Financial Impact

As SunLine is already implementing teleconferencing for Board and Committee meetings, there is no anticipated additional cost associated with continuing to teleconference.

Attachment:

- [Item 9Na](#) – Resolution No. 0793

RESOLUTION NO. 0793

A JOINT RESOLUTION OF THE BOARD OF DIRECTORS OF SUNLINE TRANSIT AGENCY AND SUNLINE SERVICES GROUP AUTHORIZING THE BOARD OF DIRECTORS AND ITS COMMITTEES TO CONTINUE TO IMPLEMENT TELECONFERENCING FOR CONDUCTING PUBLIC MEETINGS PURSUANT TO AB 361

WHEREAS, on March 4, 2020, the Governor of California proclaimed a State of Emergency to exist in California as a result of the threat of novel coronavirus disease 2019 (COVID-19); and

WHEREAS, on March 12, 2020, the Governor of California executed Executive Order N-25-20 which suspended and modified specified provisions in the Ralph M. Brown Act (Government Code Section § 54950 *et seq.*) and authorized local legislative bodies to hold public meetings via teleconferencing and to make public meeting accessible telephonically or otherwise electronically to all members of the public seeking to observe and address the local legislative body; and

WHEREAS, on March 17, 2020, the Governor of California executed Executive Order N-29-20 which superseded and replaced the provisions of Executive Order N-25-20 related to the Brown Act and teleconferencing; and

WHEREAS, on June 11, 2021, the Governor of California executed Executive Order N-08-21 which extended the provisions of Executive Order N-29-20 concerning teleconference accommodations for public meetings through September 30, 2021; and

WHEREAS, on September 16, 2021, the Governor of California signed into law Assembly Bill 361 amending Government Code § 54953 and permitting members of a legislative body to teleconference into a meeting without having to comply with the requirements of subdivision (b)(3) Government Code § 54953 during a proclaimed state of emergency if a) State or local officials are imposing or recommending measures to promote social distancing, or b) the body finds that “as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees;” and

WHEREAS, AB 361 imposes requirements to ensure members of the public are able to attend and participate in public meetings of a legislative body conducted via teleconference, including:

- Notice of the means by which members of the public may access the meeting and offer public comment, including an opportunity for all persons to attend via a call-in option or an internet-based service option;
- The legislative body shall take no further action on agenda items when there is a disruption which prevents the public agency from broadcasting the meeting, or in the event of a disruption within the local agency’s control which prevents members of the public from offering public comments, until public access is restored;
- Prohibits the legislative body from requiring public comments to be submitted in advance of the meeting and specifies that the legislative body must provide an opportunity for members of the public to address the legislative body and offer comments in real time;

- Prohibits the legislative body from closing the public comment period until the public comment period has elapsed or until a reasonable amount of time has elapsed; and

WHEREAS, the Board of Directors adopted Resolution No. 0787 at its October 27, 2021 meeting making the findings required by AB 361 and authorizing Board of Director and Committee meetings to be held via teleconference; and

WHEREAS, pursuant to Government Code § 54953(e)(3), a legislative body that holds a meeting via teleconference pursuant to AB 361 must reconsider the circumstances of the state of emergency and make findings every 30 days to continue to meet via teleconference.

THEREFORE, BE IT RESOLVED by the Board of Directors of Sunline Transit Agency and Sunline Services Group, as follows (collectively “Board of Directors”):

SECTION 1. The Board of Directors hereby declares that the recitals set forth above are true and correct, and incorporated into this resolution as findings of the Board of Directors.

SECTION 2. The Sunline Transit Agency continues to follow safety measures in response to COVID-19 as ordered or recommended by the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and/or County of Riverside, as applicable. Based upon that guidance, in person attendance indoors at public meetings continues to present an imminent risk to the health and safety of attendees and those attendees have close contact with after attending a meeting in person. The Board of Directors desire to ensure that all persons desiring to attend public meetings may do so in a manner that protects the health and safety of the attendees, their families and other close contacts. While COVID-19 cases have dropped significantly in recent weeks, there are still members of the community to whom COVID-19 presents significant health risks, including the immunocompromised, the elderly, and those with underlying medical concerns. Teleconferencing will provide increased meaningful participation options for both members of the legislative body and members of the public in a manner that protects the health and safety of the attendees, their families and other close contacts.

SECTION 3. The Board of Directors hereby declare that, pursuant to the findings in Sections 1 and 2, the Board of Directors has reconsidered the circumstances of the state of emergency determined that it continues to directly impact the ability of the members to meet safely in person. The Board of Directors hereby authorizes the Board and its Committees to continue to meet via teleconference under AB 361 through December 2022, subject to the requirement that the required findings be made every 30 days.

SECTION 4. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Resolution is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Resolution. The Board of Directors hereby declares that it would have adopted this Resolution and each and every section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared unconstitutional.

SECTION 5. This Resolution shall become effective immediately upon adoption.

PASSED, APPROVED AND ADOPTED, at a meeting of the Board of Directors of Sunline Transit Agency and Sunline Services Group on this 22nd day of April, 2022.

Glenn Miller
Chairperson of the Board

ATTEST:

Edith Hernandez
Clerk of the Board

APPROVED AS TO FORM:

Eric S. Vail
General Counsel

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

I, Edith Hernandez, Clerk of the Board of Sunline Transit Agency and Sunline Services Group, hereby certify that Resolution No _____ was adopted by the Board of Directors of the Sunline Transit Agency and Sunline Services Group at a regular meeting held on the 22nd day of April, 2022, and that the same was adopted by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

EDITH HERNANDEZ
CLERK OF THE BOARD

SunLine Transit Agency

DATE: April 22, 2022 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Brittney B. Sowell, Chief of Staff

RE: Contract Amendment for Grant Writing Services

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute an amendment with Townsend Public Affairs for a total amount not to exceed \$124,000 for grant writing services.

Background

At the October 27, 2021 Board of Directors meeting, the Board granted authority for SunLine to enter into a one (1) year contract with two (2) one-year option periods for a total amount not to exceed \$166,000 for legislative services at the state and federal level. Through the Agency's work with Townsend Public Affairs, we have been able to advocate for additional funding in front of a variety of legislators and funders where connections weren't previously possible.

With the historic investment in the transit industry through the recent passing of the Bipartisan Infrastructure Bill, the amount of grant funding opportunities surpasses what has been available in any previous year. As such, SunLine Transit Agency needs outside assistance to help with grant writing, coordination of application requirements, and post-grant submittal advocacy. Townsend Public Affairs, in addition to being an advocacy firm, also has a unit of their organization that focuses on grant writing. SunLine sees great benefit to having one firm who advocates for the Agency on the respective state and federal hills have close knowledge of our respective funding requests and technical details. Approval to this amendment will not change the term of the original agreement.

Financial Impact

The amendment for \$124,000 for grant writing services will equal a new total contract amount over three (3) years of \$290,000, which will utilize local funds in the respective operating year budgets.

SunLine Transit Agency

DATE: April 22, 2022 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Luis Garcia, Controller/ Asst. Chief Financial Officer

RE: Resolution No. 0794 to Obtain Low Carbon Transit Operations Program Funding

Recommendation

Recommend that the Board of Directors approve Resolution No. 0794, which grants authorization to the CEO/General Manager to execute the certifications and assurances, Authorized Agent Form, and required documentation to obtain the Low Carbon Transit Operations Program (LCTOP) FY 2021-2022 funding.

Background

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

The State Legislature approved SB 862, which establishes long-term funding programs from the Greenhouse Gas Reduction Fund for Transit, Affordable Housing, and Sustainable Communities Program. Five percent of these funds are appropriated by the State Controller and administered by Caltrans to the LCTOP. The LCTOP provides funding allocations based on criteria included in the Public Utilities Code, which are based on population and farebox revenue. SunLine will be submitting for an appropriated funding award of \$1,500,000, which can be utilized to reduce greenhouse gas emissions and improve mobility with a priority on serving disadvantaged communities.

The award will be utilized to allow the Agency to expand its property and current solar power in support of its current and future energy needs. This will also provide more flexibility for future Agency expansion.

Financial Impact

The financial impact is \$1,500,000 in program funding, which will be budgeted in the upcoming FY 2022-2023 Short Range Transit Plan (S RTP) and budget.

Attachment:

- [Item 11a](#) – Resolution No. 0794

SUNLINE TRANSIT AGENCY

RESOLUTION NO. 0794

RESOLUTION AUTHORIZING THE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES, AUTHORIZED AGENT FORM AND REQUIRED DOCUMENTATION FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) FOR THE AGENCY EXPANSION/SOLAR PROJECT FOR \$1,500,000

WHEREAS, SunLine Transit Agency is an eligible project sponsor and may receive state funding from the LCTOP for transit projects; and

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

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

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

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

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

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

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

NOW THEREFORE, BE IT RESOLVED by the Board Of Directors of SunLine Transit Agency that it hereby authorizes the submittal of the following project nomination and allocation request to the Department in FY 2021-2022 LCTOP funds:

Project name: SunLine Transit Agency Expansion/Solar Panel Project
Amount of LCTOP Funds Requested: \$1,500,000
Short description of project: This multi-phase project will apply FY 2021-2022 funding to the Agency's Solar Farm Project to meet current and future Agency energy needs.

ADOPTED THIS ____ DAY OF April, 2022

ATTEST:

Edith F. Hernandez
Clerk of the Board
SunLine Transit Agency

Glenn Miller
Chair of the Board
SunLine Transit Agency

APPROVED AS TO FORM:

General Counsel
Eric Vail

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

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

AYES:

NOES:

ABSENT:

ABSTAIN:

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

Edith F. Hernandez
Clerk of the Board
SunLine Transit Agency

SunLine Transit Agency

DATE: April 22, 2022 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Tina Hamel, Chief of Compliance/Labor Relations

RE: Agreement for Special Legal Services

Recommendation

Recommend that the Board of Directors grant authority to the CEO/General Manager to execute a modification to the existing agreement with law firm Atkinson, Andelson, Loya Ruud & Romo (AALRR) in an amount not to exceed \$96,000 for special legal services on union related matters.

Background

Over the last year, SunLine Transit Agency has been working with AALRR for representation with the two (2) collective bargaining organizations as we actively collaborated on memorandums of understandings (MOUs) with each group. AALRR has extensive knowledge of the newly developed MOU with Teamsters and will be needed to continue our negotiations with ATU Local 1277. As such, SunLine sees immense value in the opportunity to continue working with AALRR and the attorneys who have been providing guidance on personnel/union related matters.

Financial Impact

The cost of this modification is an amount not to exceed \$96,000 and will be made available by reallocating funds in this year's operating budget and programming it accordingly in the FY23 operating budget.

SunLine Transit Agency

DATE: April 22, 2022 **ACTION**

TO: Board Operations Committee
Board of Directors

FROM: Tamara Miles, Chief of Human Relations

RE: Remote Working Policy No. B-180122

Recommendation

Recommend that the Board of Directors approve SunLine's attached Remote Working Policy No. B-180122.

Background

On April 22, 2020, SunLine staff brought forward a ratification of Emergency Policy Changes to the Board of Directors for approval. In this emergency policy, we had a work schedule for essential employees split into A and B schedules, and they rotated every two days between office assignments and telework. In 2021, the Agency provided an update to the Board regarding remote working based on roles/responsibilities and performance of employees.

The Agency considers remote working to be a viable alternative work arrangement in cases where the employee and job characteristics are suited to such an arrangement. Remote working is a voluntary work alternative that may be appropriate for some employees and some jobs. A provision was included for emergency situations where some employees may be directed to work from home. The policy serves as guidelines for eligible administrative and management staff.

Financial Impact

No financial impact.

Attachment:

- [Item 13a](#) – Policy No. B-180122

**SunLine Transit Agency
Remote Working Policy
Policy No: B-180122**

Adopted: 04/22/2022

REMOTE WORK POLICY

PURPOSE

SunLine Transit Agency (“Agency”) considers remote work to be a viable alternative work arrangement in cases where the employee and job characteristics are suited for such an arrangement. Telecommuting is not suitable for all employees and/or positions. The CEO/General Manager has the discretion to determine the employees and positions who may telecommute utilizing criteria that includes, but is not limited to:

The operational needs of the employee’s department and the Agency;

The potential for disruption to the Agency’s functions;

The ability of the employee to perform his or her specific job duties from a location separate from his or her Agency worksite (“Alternate Worksite”) without diminishing the quantity or quality of the work performed;

The degree of face-to-face interaction with other Agency employees and the public that the employee’s position requires;

The portability of the employee’s work; and

The ability to create a functional, reliable, safe, and secure Alternate Worksite for the employee at a reasonable cost.

Remote work is not an entitlement, it is not a company-wide benefit, and it does not change any other terms and conditions of employment.

APPLICABILITY

Eligible administrative and management staff who engage in work activities at any approved non-office location.

POLICY

i. Standard Office Practices:

In addition to adhering to the terms and conditions of the remote working policy, remote employees must comply with all rules and protocols in the employee handbook, including

attendance, code of conduct, confidentiality, Earned Time Off (ETO), and data privacy and security.

ii. Work Schedule and Availability:

Remote employees must be available and engaged in work activities during the schedule agreed upon in their remote work agreement.

- Employees who participate in remote work will work a schedule as authorized by the immediate supervisor
- Remote work schedules will be set within departments to ensure adequate coverage to meet normal department workload requirements
- An employee working remotely under this policy shall not work remotely on days where in-person attendance is required for work related meetings or other on-site tasks as determined by the employee's supervisor

iii. Child Care:

A remote work arrangement is not a substitute for dependent care. While working under a remote work arrangement, employees are required to make arrangements for regular dependent care.

iv. Work Environment:

To maintain appropriate productivity and performance, remote employees shall maintain a work environment that is free from distractions, has a reliable internet connection, and supports the employees' ability to dedicate their full attention to their job duties during working hours.

The Agency will confirm with each remote employee that the employee has a safe working environment. The employee's remote work space should be adequately lit and ventilated, have smoke detectors and fire extinguishers, be free of obstructions and hazards, and be equipped with ergonomically proper desks and chairs. Agency will also ensure that remote employee has an up to date homeowner's or renter's insurance policy in place.

v. Communications and Responsibilities:

- Employees must follow guidelines set by the immediate supervisor for office communications, such as checking voice mail and email;
- Employee must be available by phone, email, or internet outside of designated meal or rest periods, during the agreed upon schedule; and
- Remote work does not change the duties, obligations, responsibilities, or terms and conditions of employment. Employees must comply with all Agency rules, policies, practices, and procedures. Employees who abuse the Remote Work Policy will lose remote working privileges and may be subject to disciplinary action up to and including separation from employment

vi. Equipment:

The Agency will provide remote employees with the appropriate equipment (including hardware and software) to effectively complete their duties. The equipment will be based on each employee's individual role and responsibilities. Remote employees are to use this equipment for business purposes only and are expected to take appropriate steps to keep this equipment safe.

PROCEDURES

Employees must apply for Remote Work through their immediate supervisor.

Eligible employees will be required to sign a Remote Working agreement, which affirms understanding and agreement with this policy.

Supervisors, in their sole discretion, have the right to terminate a remote work agreement. Every effort will be made to provide advance notice to accommodate commuting or other problems that may arise. However, there may be instances when this is not possible.

Employees on a remote work assignment must follow the rules and procedures, as detailed in the employee handbook or pertinent MOU, for requesting any sick, vacation, floating holiday, or other leaves of absence during remote work assignment.

EXCEPTIONS

In cases of emergency, key employees may be directed to work remotely. Key employees will be identified ahead of time and will be trained on the process of logging into the Agency's system from their personal/home computers, if needed. All Information Technology policies and procedures will be followed.

The CEO/General Manager authorizes implementation of the Alternative Work Schedule (AWS) flextime work week schedule. Changes in workload, employee performance, funding, legal mandates, changing legal interpretation, or needs of the Agency, may cause the CEO/General Manager to cancel the AWS flextime schedule at any time without prior notice.