



**SunLine Transit Agency/  
SunLine Services Group  
July 26, 2023  
12:00 p.m.**

**Joint Regular Meeting of the SunLine Transit Agency &  
SunLine Services Group Board of Directors  
Regular Board of Directors Meeting**

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

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**NOTICE TO THE PUBLIC**

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

In compliance with the Brown Act, agenda materials distributed to the Board 72 hours or less prior to the meeting, which are public records relating to open-session agenda items, will be available for inspection by members of the public prior to or at the meeting at SunLine Transit Agency's Administration Building, 32505 Harry Oliver Trail, Thousand Palms, CA 92276 and on the Agency's website, [www.sunline.org](http://www.sunline.org).

In compliance with the Americans with Disabilities Act, Government Code Section 54954.2, and the Federal Transit Administration Title VI, please contact the Clerk of the Board at (760) 343-3456 if special assistance is needed to participate in a Board meeting, including accessibility and translation services. Notification of at least 72 hours prior to the meeting time will assist staff in assuring reasonable arrangements can be made to provide assistance at the meeting.

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**ITEM**

**RECOMMENDATION**

- 1. CALL TO ORDER**
- 2. FLAG SALUTE**
- 3. ROLL CALL**

<u>ITEM</u>	<u>RECOMMENDATION</u>
4. PRESENTATIONS	
a) Recognition	
b) <b>Fixed Route Service Status Report</b> (Staff: Manuel Alcala, Planning Manager)	(PAGE 4-8)
5. FINALIZATION OF AGENDA	
6. APPROVAL OF MINUTES	<b>APPROVE</b>
a) <b>June 28, 2023 Joint Board Meeting</b>	(PAGE 9-12)
7. PUBLIC COMMENTS	<b>RECEIVE COMMENTS</b>
<b>NON AGENDA ITEMS</b>	
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	<b>RECEIVE COMMENTS</b>
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.	
	<b>RECEIVE &amp; FILE</b>
9a) Checks \$1,000 and Over Report for May 2023	(PAGE 13-17)
9b) Credit Card Statement for May 2023	(PAGE 18-24)
9c) Monthly Budget Variance Report for May 2023	(PAGE 25-29)
9d) Contracts Signed in Excess of \$25,000 for June 2023	(PAGE 30-31)
9e) Union & Non-Union Pension Investment Asset Summary May 2023	(PAGE 32-41)
9f) Ridership Report for June 2023	(PAGE 42-45)
9g) SunDial Operational Notes for June 2023	(PAGE 46-48)
9h) Metrics for June 2023	(PAGE 49-71)
9i) Quarterly Capital Projects Update for 2nd Quarter Calendar Year 2023	(PAGE 72-76)
9j) Board Member Attendance for June 2023	(PAGE 77-78)

<u>ITEM</u>	<u>RECOMMENDATION</u>
9k) SSG/SRA Checks \$1,000 and Over Report for May 2023	(PAGE 79-80)
9l) SSG Monthly Budget Variance Report for May 2023	(PAGE 81-83)
9m) Taxi Trip Data – June 2023	(PAGE 84-85)
	<b>APPROVE</b>
9n) Ratification of Provisional Committee Appointments	(PAGE 86-88)
<b>10. PURCHASE OF TEN (10) REPLACEMENT PARATRANSIT VEHICLES</b> (Nancy Ross, Chair of Finance/Audit Committee; Staff: Walter Watcher, Procurement Officer)	<b>APPROVE</b> (PAGE 89-90)
<b>11. COACHELLA TRANSIT HUB</b> (Nancy Ross, Chair of Finance/Audit Committee; Staff: Rudy Le Flore, Chief Project Consultant)	<b>APPROVE</b> (PAGE 91-94)
<b>12. NEL AMENDMENT NUMBER THREE (3)</b> (Nancy Ross, Chair of Finance/Audit Committee; Staff: Rudy Le Flore, Chief Project Consultant)	<b>INFORMATION</b> (PAGE 95)
<b>13. GENERAL COUNSEL’S REPORT</b>	
<b>14. CEO/GENERAL MANAGER’S REPORT</b>	
<b>15. CLOSED SESSION</b>	
a) <b><u>CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION</u></b> Pursuant to Government Code section 54956.9(d)(1) One (1) matter:	
<u>Navarrete v. SunLine Transit Agency</u> Riverside Co. Superior Court; Case No. CVRI2103875 (previously consolidated with CVRI2104825)	
<b>16. NEXT MEETING DATE</b>  September 27, 2023 at 12 p.m.	
<b>17. ADJOURN</b>	



# Fixed Route Service Status Report

July 26, 2023



## September 2023 Service Change

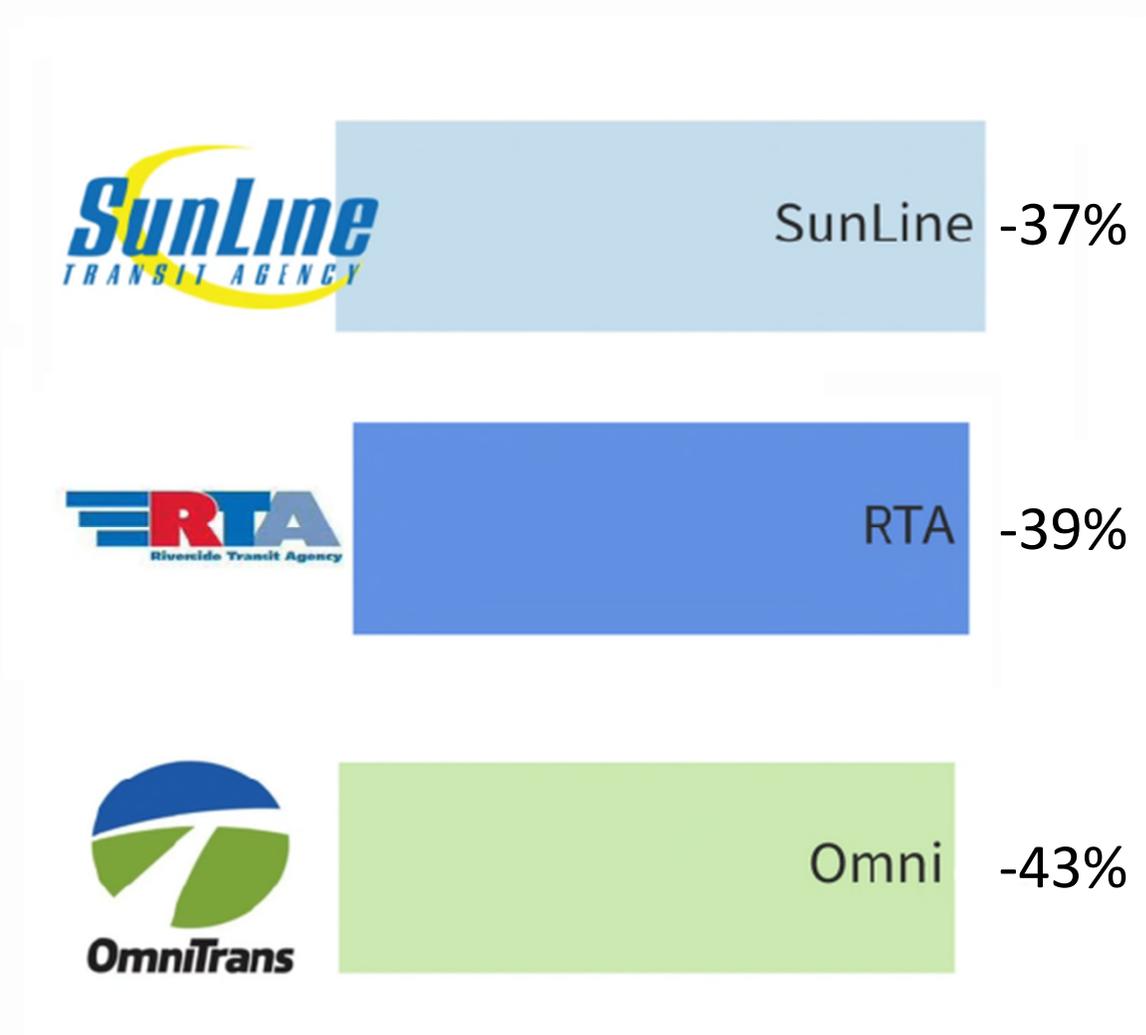
- Improvements
  - Route 10



# Approved SRTP Regular Service

1. Gradually transition to regular service
2. Agency to continue recruiting effort to return to regular service
3. Work with HR to manage Long Term Leaves

			Regular service (approved Refueled plan)			Current		
			Weekday	Saturday	Sunday	Weekday	Saturday	Sunday
1WV	Palm Desert Mall - Palm Springs (peak period 20 min service ~ 7:00am to ~5:00pm)	E/W	20/30	20/30	20/30	20/30	30	30
1EV	Coachella - Palm Desert Mall (peak period 20 min service ~ 7:00am to ~5:00pm)	E/W	20/30	20/30	20/30	20/30	30	30
2	Desert Hot Springs - Palm Springs - Cathedral City (peak period 20 min service ~ 9:00am to ~5:00pm)	N/S	20/40	20/40	20/40	20/40	30	30
3	Desert Edge - Desert Hot Springs	E/W	60	60	60	60	60	60
4	Palm Desert Mall - Palm Springs	E/W	40	60	60	60	60	60
5	Desert Hot Springs - CSUSB Palm Desert - Palm Desert Mall (peak only service 3 AM&PM round trips)	N/S	60	NS	NS	60	NS	NS
6	Coachella - Via Fred Waring - Palm Desert Mall	E/W	45	60	60	60*	NS*	NS*
7	Bermuda Dunes - Indian Wells - La Quinta	N/S	45	90	90	90	90	90
8	North Indio - Coachella - Thermal/Mecca	N/S	40	60	60	60	60	60
9	North Shore - Mecca - Oasis	E/W	60	60	60	60**	60**	60**
10	Indio - CSUSB-PDC - CSUSB - San Bernardino Transit Center (SBTC)/Metrolink	E/W	4 round trips	NS	NS	4 round trips	NS	NS



# Questions?



## **MINUTES**

### **Joint SunLine Transit Agency/SunLine Services Group Board of Directors Meeting June 28, 2023**

A joint regular meeting of the SunLine Transit Agency and SunLine Services Group Board of Directors was held at 12:00 p.m. on Wednesday, June 28, 2023 in the Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

#### **1. CALL TO ORDER**

The meeting was called to order at 12:00 p.m. by Vice-Chairperson Lisa Middleton.

#### **2. FLAG SALUTE**

Board Member Betts led the pledge of allegiance.

#### **3. ROLL CALL**

##### Members Present:

Lisa Middleton, Vice-Chair, SunLine Agency Board Member, City of Palm Springs  
Denise Delgado, SunLine Agency Board Member, City of Coachella  
Nancy Ross, SunLine Agency Board Member, City of Cathedral City  
Russell Betts, SunLine Agency Board Member, City of Desert Hot Springs  
Ty Peabody, SunLine Agency Board Member, City of Indian Wells  
Kathleen Kelly, SunLine Agency Board Member, City of Palm Desert  
Lynn Mallotto, SunLine Agency Board Member, City of Rancho Mirage  
Pat Cooper, SunLine Agency Board Member Alternate, County of Riverside

##### Members Absent:

Glenn Miller, Chair, SunLine Agency Board Member, City of Indio  
John Peña, SunLine Agency Board Member, City of La Quinta

#### **4. PRESENTATIONS**

None.

#### **5. FINALIZATION OF AGENDA**

General Counsel Eric Vail reported there were no updates for Item 19. Matter to be added to the Joint STA/SSG Board meeting Closed Session in July 2023.

**SUNLINE TRANSIT AGENCY/  
SUNLINE SERVICES GROUP  
BOARD OF DIRECTORS MEETING - MINUTES  
JUNE 28, 2023**

**6. APPROVAL OF MINUTES FOR THE JOINT STA/SSG May 24, 2023 BOARD MEETING**

Board Member Betts moved to approve the minutes of the May 24, 2023 Joint STA/SSG Board meeting. The motion was seconded by Board Member Malotto. The motion was approved by a unanimous vote of 8 yes; 0 no; 0 abstain

**7. PUBLIC COMMENTS**

None.

**8. BOARD MEMBER COMMENTS**

None.

**9. CONSENT CALENDAR**

Board Member Peabody moved to approve the consent calendar. The motion was seconded by Board Member Delgado. The motion was approved by a unanimous vote of 8 yes; 0 no; 0 abstain

**10. CRYOGENIC INDUSTRIES CHANGE ORDER/CHANGE DIRECTIVE**

Finance/Audit Committee Chair Kelly reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Kelly moved to approve the Cryogenic Industries Change Order/Change Directive. The motion was approved by a unanimous vote of 8 yes; 0 no; 0 abstain

**11. PURCHASE OF EIGHT (8) REPLACEMENT FIXED ROUTE BUSES**

Finance/Audit Committee Chair Kelly reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Kelly moved to approve the Purchase of Eight (8) Replacement Fixed Route Buses. The motion was approved by a unanimous vote of 8 yes; 0 no; 0 abstain

**12. ADOPTION OF THE FY24 OPERATING AND CAPITAL BUDGET**

Finance/Audit Committee Chair Kelly reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Kelly moved to approve the Adoption of the FY24 Operating and Capital Budget. The motion was approved by a unanimous vote of 8 yes; 0 no; 0 abstain

**SUNLINE TRANSIT AGENCY/  
SUNLINE SERVICES GROUP  
BOARD OF DIRECTORS MEETING - MINUTES  
JUNE 28, 2023**

**13. ADOPT FY24-28 SHORT RANGE TRANSIT PLAN (SRTP)**

Strategic Planning & Operational Committee Chair Middleton reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Middleton moved to approve the Adopt FY24-28 Short Range Transit Plan (SRTP). The motion was approved by a unanimous vote of 8 yes; 0 no; 0 abstain

**14. ADOPTION OF SUNLINE REGULATORY ADMINISTRATION FY24 BUDGET**

Taxi Committee Chair Kelly reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Kelly moved to approve the Adoption of SunLine Regulatory Administration FY24 Budget. The motion was approved by a unanimous vote of 8 yes; 0 no; 0 abstain

**15. ELECTION OF OFFICERS**

Clerk of the Board Edith Hernandez opened the floor for nominations for the election of officers. SunLine Board Member Kelly nominated Board Member Middleton for Chairperson. SunLine Board Member Kelly nominated Board Member Delgado for Vice-Chairperson. SunLine Transit Agency Board Member Kelly moved to approve the nominations. The motion was seconded by Board Member Betts. The motion was approved by a vote of 8 yes; 0 no; 0 abstain

**16. APPROVAL OF EMPLOYMENT AGREEMENT FOR CEO/GENERAL MANAGER**

An oral report was provided by Board Member Kelly. SunLine Transit Agency Board Member Middleton moved to approve the Approval of Employment Agreement for CEO/General Manager. The motion was seconded by Board Member Peabody. The motion was approved by a unanimous vote of 8 yes; 0 no; 0 abstain

**17. GENERAL COUNSEL’S REPORT**

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

**18. CEO/GENERAL MANAGER’S REPORT**

Interim CEO/General Manager, Gloria Salazar, provided a brief oral report.

**19. CLOSED SESSION**

None.

**SUNLINE TRANSIT AGENCY/  
SUNLINE SERVICES GROUP  
BOARD OF DIRECTORS MEETING - MINUTES  
JUNE 28, 2023**

**20. NEXT MEETING DATE**

July 26, 2023 at 12 p.m.  
Board Room  
32-505 Harry Oliver Trail  
Thousand Palms, CA 92276

**21. ADJOURN**

The SunLine Services Group and SunLine Transit Agency meeting concurrently adjourned at 12:32 p.m.

Respectfully Submitted,

Edith Hernandez  
Clerk of the Board

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

DATE: July 26, 2023

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

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

Summary:

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

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

<b>Vendor</b>	<b>Check #</b>	<b>Amount</b>
<i>EAM Solutions, LLC</i>	<i>692707</i>	<i>\$66,190.00</i>

Recommendation:

Receive and file.

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

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
ANEW RNG, LLC	Utilities	692921	05/26/2023	122,328.83
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	692910	05/19/2023	117,104.13
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	692763	05/05/2023	110,899.99
IMPERIAL IRRIGATION DIST	Utilities	692870	05/19/2023	105,690.04
EAM SOLUTIONS, LLC	WIP-TAMS Software Implementation - Project Acct#1212	692707	05/05/2023	66,190.00
SO CAL GAS CO.	Utilities	692902	05/19/2023	57,237.35
ATKINSON, ANDELSON, LOYA RUUD AND ROMO	Legal Service	692853	05/19/2023	48,756.14
APTA	Annual Membership	692916	05/24/2023	35,500.00
MUTUAL OF OMAHA INSURANCE COMPANY	Supplement Benefits LTD/STD/LIFE Ins Prem	692879	05/19/2023	34,278.25
KRAUTHAMER & ASSOCIATES LLC	Consulting-General	692917	05/24/2023	29,443.00
MICHELIN NORTH AMERICA, INC.	Lease Tires Services	692734	05/05/2023	29,414.86
PALMER KAZANJIAN WOHL HODSON LLP	Legal Service	692946	05/26/2023	21,336.10
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	692848	05/12/2023	20,215.38
TEC EQUIPMENT, INC.	Inventory Repair Parts	692907	05/19/2023	18,859.17
THE LEFLORE GROUP LLC	Projects Consultant	692952	05/26/2023	17,665.79
OLD GREEN HOUSE LLC	Planning Consultant	692753	05/05/2023	16,008.00
CALIFORNIA TRANSIT ASSOCIATION	Annual Membership	692783	05/12/2023	16,000.00
A AND A FLEET PAINTING INC	Repair Claims	692771	05/12/2023	15,910.92
NFI PARTS	Inventory Repair Part	692772	05/12/2023	15,551.37
BALLARD POWER SYSTEMS	Inventory Repair Part	692696	05/05/2023	12,300.74
VERIZON WIRELESS	Wireless Telephone Service	692838	05/12/2023	11,539.35
UNUM	Group Dental & Vision Premiums	692905	05/19/2023	10,978.11
OLD GREEN HOUSE LLC	Planning Consultant	692950	05/26/2023	10,353.00
WSP USA INC.	TDM & Vanpool Program	692845	05/12/2023	10,131.00
COACHELLA VALLEY TAXI	SunRide Ride Share Expenses	692814	05/12/2023	10,124.45
PLANETBIDS, INC.	Computer/Network Software Agreement	692891	05/19/2023	9,950.00
DYNAMIC BUILDING MAINTENANCE INC	Janitorial Services	692796	05/12/2023	9,240.00
TOWNSEND PUBLIC AFFAIRS, INC	Consulting-General	692835	05/12/2023	9,000.00
KAMINSKY PRODUCTIONS, INC	Contracted Services	692874	05/19/2023	8,350.00
HTEC HYDROGEN TECHNOLOGY & ENERGY	WIP-PM Service for Liquid H2 Station - Project Acct#2211	692807	05/12/2023	8,136.84
PDC MACHINES, INC	Inventory Repair Part	692890	05/19/2023	8,116.00
ANDREA CARTER & ASSOCIATES	Marketing & Communication Services	692920	05/26/2023	7,670.00
GARON WYATT INVESTIGATIVE SERVICES, LLC.	Insurance Loss	692930	05/26/2023	7,427.16
ZOHO CORPORATION	Membership & Subscriptions	692915	05/19/2023	7,252.00
DESERT AIR CONDITIONING, INC.	WIP-5 Ton Condensing Unit 460 Phase 3 - Project Acct#2115-01	692793	05/12/2023	7,076.00
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	692914	05/19/2023	6,791.92
HTEC HYDROGEN TECHNOLOGY & ENERGY	Consulting-General	692722	05/05/2023	6,600.00
DANIELS TIRE SERVICE - GOOD YEAR	Inventory Repair Part	692702	05/05/2023	6,428.83
COMPLETE COACH WORKS	Inventory Repair Part	692924	05/26/2023	6,411.13

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

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
PRUDENTIAL OVERALL SUPPLY	Uniforms	692748	05/05/2023	6,226.42
DESERT SUN PUBLISHING LLC	Advertising	692729	05/05/2023	6,000.00
OPW FUELING COMPONENTS	Inventory Repair Part	692887	05/19/2023	5,983.80
DOUG WALL CONSTRUCTION	WIP-Surge Protection Device - Project Acct#1912-00	692927	05/26/2023	5,980.13
AMALGAMATED TRANSIT UNION	Union Dues	692851	05/19/2023	5,641.58
AMALGAMATED TRANSIT UNION	Union Dues	692692	05/05/2023	5,577.74
COACH GLASS	Inventory Repair Part	692935	05/26/2023	5,473.00
SONSRAY FLEET SERVICES	Inventory Repair Part	692956	05/26/2023	5,352.31
JOHNSON EQUIPMENT COMPANY	WIP-Safety Equipment Chevy Bolt- Project Acct#2111-00	692725	05/05/2023	5,171.88
COACHELLA VALLEY TAXI	SunRide Ride Share Expenses	692876	05/19/2023	5,082.15
PALM SPRINGS MOTORS, INC.	Inventory Repair Part	692889	05/19/2023	4,939.33
WELTYS ENTERPRISES, INC.	Advertising	692840	05/12/2023	4,916.79
RIDECO US INC	SunRide Ride Share Expenses	692895	05/19/2023	4,845.22
PALM SPRINGS MOTORS, INC.	Inventory Repair Part	692821	05/12/2023	4,724.17
HTEC HYDROGEN TECHNOLOGY & ENERGY	Consulting-General	692721	05/05/2023	4,650.00
IMPERIAL IRRIGATION DIST	Utilities	692933	05/26/2023	4,626.24
CPAC INC.COM	Computer/Network Software Agreement	692925	05/26/2023	4,619.40
ROMAINE ELECTRIC CORP.	Inventory Repair Part	692951	05/26/2023	4,533.23
NFI PARTS	Inventory Repair Part	692850	05/19/2023	4,518.40
GLORIA G. SALAZAR	Consulting	692805	05/12/2023	4,417.21
NATURAL GAS VEHICLE INSTITUTE	Travel-Meetings/Seminars	692738	05/05/2023	4,409.90
NFI PARTS	Inventory Repair Part	692689	05/05/2023	4,216.38
SC FUELS	Lubricants-Oil	692954	05/26/2023	4,141.28
GALLAGHER BENEFIT SERVICES, INC	Consulting-General	692804	05/12/2023	4,130.00
ANDERSON COMMUNICATIONS	Radio Repeater Hill Top Rental	692778	05/12/2023	4,000.00
TPX COMMUNICATIONS	Communication Service	692957	05/26/2023	3,994.16
FULTON DISTRIBUTING	Bus Stop Supplies	692861	05/19/2023	3,989.25
ROBERT BACH	Consulting-General	692897	05/19/2023	3,859.35
BROADLUX, INC.	Contract Services-General	692697	05/05/2023	3,726.00
ROMAINE ELECTRIC CORP.	Inventory Repair Part	692754	05/05/2023	3,678.59
SONSRAY FLEET SERVICES	Inventory Repair Part	692909	05/19/2023	3,648.09
VAN DE POL PETROLEUM	Lubricants-Oil	692768	05/05/2023	3,587.95
ROBERT BERGESON	Legal Services	692827	05/12/2023	3,527.80
HTEC HYDROGEN TECHNOLOGY & ENERGY	WIP-PM Service for Liquid H2 Station- Project Acct#2211	692719	05/05/2023	3,420.23
JESSE FRESCAS JR.	WIP-COE Project Acct# 1808/Coachella Hub Project Acct #2212	692810	05/12/2023	3,280.00
JOSEPH LYNN FRIEND	Contracted Services	692726	05/05/2023	3,253.75
COACH GLASS	Inventory Repair Part	692871	05/19/2023	3,091.44
SC FUELS	Lubricants-Oil	692830	05/12/2023	3,083.81
SC FUELS	Lubricants-Oil	692758	05/05/2023	3,009.97

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

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
CDW GOVERNMENT, INC	Computer/Network Software Agreement	692784	05/12/2023	2,997.99
CHARTER COMMUNICATIONS	Utilities	692904	05/19/2023	2,974.98
HTEC HYDROGEN TECHNOLOGY & ENERGY	WIP-Non CEC PM for HTEC Projects- Project Acct#2214	692808	05/12/2023	2,802.50
BROADLUX, INC.	Repair parts CNG- Indio	692855	05/19/2023	2,733.44
N/S CORPORATION	WIP-Fixed Assets Facility Improvements- Project Acct#1912-10	692819	05/12/2023	2,687.75
SPECIALTY FIELD SERVICE, INC.	Contract Svc-Haz Waste Removal	692761	05/05/2023	2,670.00
GRAINGER	Inventory Repair Part	692806	05/12/2023	2,609.64
US BANK VOYAGER FLEET SYSTEMS	Unleaded/Diesel Fuel	692913	05/19/2023	2,586.39
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	692856	05/19/2023	2,580.06
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	692699	05/05/2023	2,498.35
MILE3 WEB DEVELOPMENT	Clean Cities Coalition	692818	05/12/2023	2,450.00
ISABELLA A. AMADEO	Consulting-General	692809	05/12/2023	2,447.50
FORENSIC DRUG TESTING SERVICES	Alcohol & Drug Testing	692801	05/12/2023	2,262.00
GRAINGER	Repair Parts-Hydrogen	692932	05/26/2023	2,240.68
MAGALDI & MAGALDI, INC.	Inventory Repair Part	692732	05/05/2023	2,147.50
VALLEY OFFICE EQUIPMENT, INC.	Copier Service	692837	05/12/2023	2,129.55
VERONICA MANZO STUMPF	WIP-Consultant TAM Software- Project Acct #1512-01	692839	05/12/2023	2,125.00
GRAINGER	Shop Supplies	692717	05/05/2023	2,024.16
JACKSON LEWIS P.C.	Insurance Loss	692934	05/26/2023	2,015.00
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	692781	05/12/2023	2,008.52
DONNA LEE DEMARTINO	West Coast CoE Consultant/Consulting-General	692795	05/12/2023	1,984.51
SAFETY-KLEEN CORPORATION	Lubricants-Oil	692757	05/05/2023	1,974.62
HOME DEPOT CREDIT SERVICES	Facility Maintenance	692868	05/19/2023	1,962.65
PARKHOUSE TIRE, INC.	Inventory Repair Part	692822	05/12/2023	1,960.76
WILLIAM LOPER	Consulting-General	692842	05/12/2023	1,925.00
YELLOW CAB OF THE DESERT	Taxi Voucher Program	692847	05/12/2023	1,797.77
CARQUEST AUTO PARTS STORES	Inventory Repair Part	692858	05/19/2023	1,744.09
KINCAID INDUSTRIES, INC	Plumbing Related Expenses	692813	05/12/2023	1,622.09
DESERT SUN PUBLISHING CO., THE	Advertising	692705	05/05/2023	1,600.00
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	692782	05/12/2023	1,597.43
NAPA AUTO PARTS	Inventory Repair Part	692880	05/19/2023	1,557.92
FRONTIER COMMUNICATIONS	Utilities-OPS Bldg	692864	05/19/2023	1,525.00
SOCALGAS	Utilities	692831	05/12/2023	1,496.98
C V WATER DISTRICT	Utilities	692923	05/26/2023	1,475.28
MILE3 WEB DEVELOPMENT	Website Maintenance	692735	05/05/2023	1,470.00
SERVEXO	Security Services	692759	05/05/2023	1,423.50
CITY CAB	Taxi Voucher Program	692901	05/19/2023	1,402.36
OMNITRACS, LLC	General Services	692944	05/26/2023	1,380.00
ALPHA MEDIA LLC	Advertising	692691	05/05/2023	1,333.00

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

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
ODP BUSINESS SLOUTIONS LLC	Office Supplies	692820	05/12/2023	1,303.90
PROMELI MEDIA, LLC	Sunline Event Expenses	692785	05/12/2023	1,253.26
JOSEPH MICHAEL REDMOND	Contracted Services	692811	05/12/2023	1,250.00
BROADLUX, INC.	Contract Services-General	692780	05/12/2023	1,242.00
ODP BUSINESS SLOUTIONS LLC	Office Supplies	692740	05/05/2023	1,180.67
HTEC HYDROGEN TECHNOLOGY & ENERGY	WIP-Non CEC PM for HTEC Projects- Project Acct#2214	692720	05/05/2023	1,178.00
AMAZON CAPITAL SERVICES, INC	Computer Supplies	692693	05/05/2023	1,131.10
AMAZON CAPITAL SERVICES, INC	Bus Stop Supplies	692852	05/19/2023	1,079.76
QUADIENT FINANCE USA, INC.	Postage	692749	05/05/2023	1,068.19
PIEDMONT PLASTICS, INC.	Bus Stop Supplies	692948	05/26/2023	1,043.01
AMAZON CAPITAL SERVICES, INC	Shop Supplies/Bus Stop Supplies	692918	05/26/2023	1,029.37
QUADIENT FINANCE USA, INC.	Postage	692825	05/12/2023	1,028.59
ODP BUSINESS SLOUTIONS LLC	Office Supplies	692884	05/19/2023	1,027.23
TOTAL CARE WORK INJURY CLINIC	Medical Exam & Testing	692844	05/12/2023	1,015.00
HD INDUSTRIES	Inventory Repair Part	692867	05/19/2023	1,012.57
<b>Total Checks Over \$1,000</b>	\$1,342,659.42			
<b>Total Checks Under \$1,000</b>	\$7,931.29			
<b>Total Checks</b>	\$1,350,590.71			

**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: July 26, 2023

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Credit Card Statement for May 2023

Summary:

The attached report summarizes the Agency's credit card expenses for May 2023. The report summarizes transactions for the credit card utilized for Procurement which aligns with the statement closing date of May 31, 2023.

Recommendation:

Receive and file.

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 05/31/2023

Name on Card: Walter Watcher (Procurement Card)

Trans. Date	Post. Date	Name	Detail-Description	Credits	Charges
1 4/27/2023	5/1/2023	Southwest	Spring Legislative Conference Flight (Luis Garcia)	\$ -	\$ 537.95
2 4/27/2023	5/1/2023	Southwest	Spring Legislative Conference Flight (Harman Singh)	\$ -	\$ 537.95
3 4/29/2023	5/1/2023	Sheraton	Spring Legislative Conference Hotel Room (Luis Garcia)	\$ -	\$ 236.09
4 4/29/2023	5/1/2023	Sheraton	Spring Legislative Conference Hotel Room (Harman Singh)	\$ -	\$ 236.09
5 5/8/2023	5/9/2023	Magid Glove	Electrical Glove Testing/ Recertification	\$ -	\$ 96.92
6 5/11/2023	5/15/2023	Salisburyonline.com	Refunded Shipping Charge (Rescue Hook Testing)	\$ 88.83	\$ -
7 5/12/2023	5/15/2023	Cool Air Parts	A/C Compressor Clutch for MCI Busses	\$ -	\$ 819.00
8 5/17/2023	5/18/2023	Amazon	Refund of Amazon Halo View Fitness Tracker	\$ 53.86	\$ -
9 5/17/2023	5/18/2023	American Air	36th Annual IATR Conference - Flight for Jill Plaza	\$ -	\$ 242.80
10 5/17/2023	5/19/2023	Radwell International	D7PR2T Cutler Hammer Relay	\$ -	\$ 63.88
11 5/22/2023	5/23/2023	Projectaction.com	Certified Mobility Mgmnt Fee (Karina Villalpando)	\$ -	\$ 750.00
12 5/22/2023	5/23/2023	Projectaction.com	Certified Mobility Mgmnt Fee (Jazmin Lopez)	\$ -	\$ 750.00
13 5/22/2023	5/23/2023	Projectaction.com	Certified Mobility Mgmnt Fee (Ruby Galvan)	\$ -	\$ 750.00
14 5/22/2023	5/23/2023	Martel Electronics	Zoom USB Multiple Microphones System 8 Microphones	\$ -	\$ 646.49
15 5/23/2023	5/24/2023	Auto Lifts and Parts	Graco Battery Module	\$ -	\$ 124.53
16 5/23/2023	5/25/2023	United	Smith System Driver Training Flight (Daniel Bazua)	\$ -	\$ 1,007.80
17 5/23/2023	5/25/2023	United	Smith System Driver Training Flight (Asael Reyes)	\$ -	\$ 1,007.80
18 5/23/2023	5/26/2023	United	Smith System Driver Training Flight (Asael Reyes)	\$ 1,007.80	\$ -
19 5/24/2023	5/25/2023	Projectaction.com	Certified Mobility Mgmnt Fee (Carmen Cubero)	\$ -	\$ 750.00
20 5/24/2023	5/25/2023	IATR. Global	36th Annual IATR Conference Registration Fee (Jill Plaza)	\$ -	\$ 990.00
21 5/24/2023	5/25/2023	Smith System D.I.I.Inc.	Smith System Driver Training (Daniel Bazua)	\$ -	\$ 1,503.95
22 5/24/2023	5/25/2023	Smith System D.I.I.Inc.	Smith System Driver Training (Daniel Bazua)	\$ -	\$ 2,000.00
				\$ 1,150.49	\$ 13,051.25



Reporting Period : 4/29/2023 - 5/31/2023

**Statement Summary**

<b>Name</b>	Walter Watcher	<b>Company</b>	Sunline Transit Agency
<b>Account #</b>	XXXX-XXXX-XXXX-████	<b>Currency</b>	US Dollar
<b>Reporting Period</b>	4/29/2023 - 5/31/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
1 4/27/2023	5/1/2023	Southwes 800-435-9792, TX					537.95
		Purchase Southwes	General Ledger Code: 5090200000 Fund: 00				
<hr/>							
2 4/27/2023	5/1/2023	Southwes 800-435-9792, TX					537.95
		Purchase Southwes	General Ledger Code: 5090200000 Fund: 00				
<hr/>							
3 4/29/2023	5/1/2023	Sheraton 916-4471700, CA					236.09
		Purchase Sheraton	General Ledger Code: 5090200000 Fund: 00				
<hr/>							
4 4/29/2023	5/1/2023	Sheraton 916-4471700, CA					236.09
		Purchase Sheraton	General Ledger Code: 5090200000 Fund: 00				
<hr/>							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
5 5/8/2023	5/9/2023	Magid Glove 773-384-2070, IL					96.92
		Purchase Magid Glove	General Ledger Code: 5099900002 Fund: 00				
6 5/11/2023	5/15/2023	Salisburyonline.Com 800-6204191, CA					-88.83
		Credit Voucher Salisburyonline.Com	General Ledger Code: 5099900002 Fund: 00				
7 5/12/2023	5/15/2023	Cool Air Parts 682-367-9188, TX					819.00
		Purchase Cool Air Parts	General Ledger Code: 5049900022 Fund: 00				
8 5/17/2023	5/18/2023	Amzn Mktp Us Amzn.Com/Bill, WA					-53.86
		Credit Voucher Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
9 5/17/2023	5/18/2023	American Air Fort Worth, TX					242.80
		Purchase American Air	General Ledger Code: 5090200000 Fund: 00				
10 5/17/2023	5/19/2023	Radwell International 800-3324336, NJ					63.88
		Purchase Radwell International	General Ledger Code: 5040300200 Fund: 00				

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
11 5/22/2023	5/23/2023	Www.Projectaction.Com Www.Projectac, IL					750.00
		Purchase Www.Projectaction.Com	General Ledger Code: 5049900010 Fund: 00				
12 5/22/2023	5/23/2023	Www.Projectaction.Com Www.Projectac, IL					750.00
		Purchase Www.Projectaction.Com	General Ledger Code: 5049900010 Fund: 00				
13 5/22/2023	5/23/2023	Www.Projectaction.Com Www.Projectac, IL					750.00
		Purchase Www.Projectaction.Com	General Ledger Code: 5049900010 Fund: 00				
14 5/22/2023	5/23/2023	Martel Electronics 714-692-6690, CA					646.49
		Purchase Martel Electronics	General Ledger Code: 5049900010 Fund: 00				
15 5/23/2023	5/24/2023	Auto Lifts And Parts 215-357-5656, PA					124.53
		Purchase Auto Lifts And Parts	General Ledger Code: 5049900022 Fund: 00				
16 5/23/2023	5/25/2023	United 800-932-2732, TX					1,007.80
		Purchase United	General Ledger Code: 5090200000 Fund: 00				

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
17 5/23/2023	5/25/2023	United 800-932-2732, TX					1,007.80
		Purchase United	General Ledger Code: 5090200000 Fund: 00				
<hr/>							
18 5/23/2023	5/26/2023	United 800-932-2732, TX					-1,007.80
		Credit Voucher United	General Ledger Code: 5090200000 Fund: 00				
<hr/>							
19 5/24/2023	5/25/2023	Www.Projectaction.Com Www.Projectac, IL					750.00
		Purchase Www.Projectaction.Com	General Ledger Code: 5049900010 Fund: 00				
<hr/>							
20 5/24/2023	5/25/2023	Iatr.Global Iatr.Globalab, NY					990.00
		Purchase Iatr.Global	General Ledger Code: 5090100000 Fund: 00				
<hr/>							
21 5/24/2023	5/25/2023	Smith System D.I.I.Inc 800-777-7648, TX					1,503.95
		Purchase Smith System D.I.I.Inc	General Ledger Code: 5090200001 Fund: 00				
<hr/>							
22 5/24/2023	5/25/2023	Smith System D.I.I.Inc 800-777-7648, TX					2,000.00
		Purchase Smith System D.I.I.Inc	General Ledger Code: 5090200001 Fund: 00				
<hr/>							

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Transaction Count: 22

**Total: 11,900.76**

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**Employee Signature**

**Date**

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**Authorized Approver Signature**

**Date**

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

DATE: July 26, 2023

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

RE: Monthly Budget Variance Report for May 2023

Summary:

The budget variance report compares revenues and expenses to the respective line item budgets. The report identifies current monthly revenues and expenses as well as fiscal year to date (FYTD) values. The budgetary figures are represented as a straight line budget. Accordingly, the current monthly budget values are calculated by taking 1/12<sup>th</sup> of the annual budget. The FYTD budget values for the month of May 2023 are equal to 11/12<sup>ths</sup> of the yearly budget.

## Year to Date Summary

- As of May 31, 2023, the Agency's FYTD revenues are \$173,081 or 12.05% above the FYTD budget due to an increase in ridership over FY22.
- As of May 31, 2023, the Agency's FYTD expenditures are \$3,120,891 or 7.39% below the FYTD budget.

## Monthly Spotlight:

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

Recommendation:

Receive and file.

SunLine Transit Agency  
Budget Variance Report  
May 2023

Description	FY23 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY23 FYTD Budget	Positive (Negative)	Percentage Remaining
<b>Operating Revenues:</b>								
Passenger Revenue	1,529,001	155,266	127,417	27,849	1,572,169	1,401,584	170,584	-2.8%
Other Revenue	37,500	3,279	3,125	154	36,872	34,375	2,497	1.7%
<b>Total Operating Revenue</b>	<b>1,566,501</b>	<b>158,545</b>	<b>130,542</b>	<b>28,003</b>	<b>1,609,040</b>	<b>1,435,959</b>	<b>173,081</b>	<b>-2.7%</b>
<b>Operating Expenses:</b>								
Operator & Mechanic Salaries & Wages	9,851,638	951,709	820,970	(130,739)	8,033,275	9,030,668	997,393	18.5%
Operator & Mechanic Overtime	1,067,000	97,631	88,917	(8,714)	1,262,955	978,083	(284,871)	-18.4%
Administration Salaries & Wages	6,966,398	649,247	580,533	(68,714)	5,815,401	6,385,865	570,464	16.5%
Administration Overtime	105,449	8,598	8,787	189	80,519	96,662	16,143	23.6%
Fringe Benefits	10,874,750	693,298	906,229	212,932	8,458,476	9,968,521	1,510,045	22.2%
Communications	277,879	20,535	23,157	2,621	226,678	254,722	28,045	18.4%
Legal Services	398,485	91,141	33,207	(57,934)	595,680	365,278	(230,402)	-49.5%
Computer/Network Software Agreement	750,000	57,720	62,500	4,780	686,065	687,500	1,435	8.5%
Uniforms	129,610	8,134	10,801	2,666	48,218	118,809	70,591	62.8%
Contracted Services	744,809	46,031	62,067	16,036	541,274	682,742	141,467	27.3%
Equipment Repairs	24,000	8	2,000	1,992	3,023	22,000	18,977	87.4%
Security Services	314,000	81,811	26,167	(55,644)	275,430	287,833	12,404	12.3%
Fuel - CNG	1,599,327	168,926	133,277	(35,649)	2,512,058	1,466,050	(1,046,008)	-57.1%
Fuel - Hydrogen	1,250,000	121,626	104,167	(17,459)	1,260,615	1,145,833	(114,781)	-0.8%
Tires	237,165	13,087	19,764	6,677	185,412	217,401	31,989	21.8%
Office Supplies	73,585	8,000	6,132	(1,868)	56,572	67,453	10,881	23.1%
Travel/Training	136,980	9,152	11,415	2,263	68,667	125,565	56,898	49.9%
Repair Parts	1,639,200	105,959	136,600	30,641	1,471,695	1,502,600	30,905	10.2%
Facility Maintenance	49,300	1,492	4,108	2,616	46,395	45,192	(1,203)	5.9%
Electricity - CNG & Hydrogen	1,345,000	131,775	112,083	(19,692)	1,371,403	1,232,917	(138,487)	-2.0%
Natural Gas	2,309,000	178,906	192,417	13,510	2,876,211	2,116,583	(759,627)	-24.6%
Water and Gas	13,500	909	1,125	216	10,805	12,375	1,570	20.0%
Insurance Losses	1,650,000	139,584	137,500	(2,084)	1,230,350	1,512,500	282,150	25.4%
Insurance Premium - Property	79,394	10,884	6,616	(4,268)	124,532	72,778	(51,755)	-56.9%
Repair Claims	175,000	24,158	14,583	(9,574)	173,082	160,417	(12,665)	1.1%
Fuel Taxes	70,998	4,044	5,916	1,873	104,023	65,081	(38,942)	-46.5%
Other Expenses	6,920,340	455,361	576,695	121,334	5,389,084	6,343,645	954,561	22.1%
Self Consumed Fuel	(2,967,162)	(290,403)	(247,264)	43,140	(3,783,612)	(2,719,899)	1,063,714	-27.5%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>46,085,646</b>	<b>3,789,324</b>	<b>3,840,471</b>	<b>51,146</b>	<b>39,124,284</b>	<b>42,245,176</b>	<b>3,120,891</b>	<b>15.1%</b>
<b>Operating Expenses in Excess of Operating Revenue</b>		<b>\$ (3,630,779)</b>			<b>\$ (37,515,244)</b>			
<b>Subsidies:</b>								
Local - Measure A, Commuter 10, Haul Pass	11,231,000	915,949	935,917	19,967	9,464,101	10,295,083	830,982	15.7%
State - LTF, LCTOP	24,349,683	1,985,849	2,029,140	43,291	20,518,909	22,320,543	1,801,633	15.7%
Federal	8,938,462	728,980	744,872	15,891	7,532,233	8,193,590	661,357	15.7%
<b>Total Subsidies</b>	<b>44,519,145</b>	<b>3,630,779</b>	<b>3,709,929</b>	<b>79,150</b>	<b>37,515,244</b>	<b>40,809,216</b>	<b>3,293,972</b>	<b>15.7%</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>			

SunLine Transit Agency  
Budget Variance Report  
May 2023

Description	FY23 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY23 FYTD Budget	Positive (Negative)	Percentage Remaining
<b>Operating Expenses:</b>								
Wages & Benefits	28,865,236	2,400,483	2,405,436	4,953	23,650,626	26,459,800	2,809,174	18.1%
Services	5,416,460	451,277	451,372	95	4,393,742	4,965,088	571,347	18.9%
Fuels & Lubricants	3,064,617	299,888	255,385	(44,503)	3,951,187	2,809,232	(1,141,954)	-28.9%
Tires	237,165	13,087	19,764	6,677	185,412	217,401	31,989	21.8%
Materials and Supplies	2,195,436	173,603	182,953	9,350	1,861,178	2,012,483	151,305	15.2%
Utilities	4,013,280	336,241	334,440	(1,801)	4,573,270	3,678,840	(894,430)	-14.0%
Casualty & Liability	3,536,934	311,828	294,745	(17,084)	3,152,935	3,242,190	89,255	10.9%
Taxes and Fees	70,998	4,044	5,916	1,873	104,023	65,081	(38,942)	-46.5%
Miscellaneous Expenses	1,652,682	89,276	137,724	48,447	1,035,524	1,514,959	479,434	37.3%
Self Consumed Fuel	(2,967,162)	(290,403)	(247,264)	43,140	(3,783,612)	(2,719,899)	1,063,714	-27.5%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>46,085,646</b>	<b>3,789,324</b>	<b>3,840,471</b>	<b>51,146</b>	<b>39,124,284</b>	<b>42,245,176</b>	<b>3,120,891</b>	<b>15.1%</b>
<b>Revenues:</b>								
Passenger Revenue	1,529,001	155,266	127,417	27,849	1,572,169	1,401,584	170,584	-2.8%
Other Revenue	37,500	3,279	3,125	154	36,872	34,375	2,497	1.7%
<b>Total Operating Revenue</b>	<b>1,566,501</b>	<b>158,545</b>	<b>130,542</b>	<b>28,003</b>	<b>1,609,040</b>	<b>1,435,959</b>	<b>173,081</b>	<b>-2.7%</b>
<b>Net Operating Gain (Loss)</b>		<b>\$ (3,630,779)</b>			<b>\$ (37,515,244)</b>			
<b>Subsidies:</b>								
Local - Measure A, Commuter 10, Haul Pass	11,231,000	915,949	935,917	19,967	9,464,101	10,295,083	830,982	15.7%
State - LTF, LCTOP	24,349,683	1,985,849	2,029,140	43,291	20,518,909	22,320,543	1,801,633	15.7%
Federal - CMAQ,5307,5309,5310,5311,5311(f),5312	8,938,462	728,980	744,872	15,891	7,532,233	8,193,590	661,357	15.7%
<b>Total Subsidies</b>	<b>44,519,145</b>	<b>3,630,779</b>	<b>3,709,929</b>	<b>79,150</b>	<b>37,515,244</b>	<b>40,809,216</b>	<b>3,293,972</b>	<b>15.7%</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>			

**Budget Variance Analysis - SunLine Transit Agency**

**Passenger Revenue**

- The positive variance in passenger revenue is due to an 17% increase in ridership over FY22.
- As of May, ridership was at 17.2% above FY22 FYTD totals.
- Total system ridership was 363,187 trips above FY22 FYTD amounts.

**Ridership**

	FY22-May	FY23-May	Variance	%Δ
Fixed Route	210,945	231,101	20,156	9.6%
Paratransit	9,010	10,480	1,470	16.3%
SolVan	454	1,341	887	195.4%
SunRide	1,602	1,762	160	10.0%
<b>System Total</b>	<b>222,011</b>	<b>244,684</b>	<b>22,673</b>	<b>10.2%</b>

**Ridership**

	FYTD-FY22	FYTD-FY23	Variance	%Δ
Fixed Route	1,996,731	2,346,445	349,714	17.5%
Paratransit	92,532	99,943	7,411	8.0%
SolVan	4,578	7,992	3,414	74.6%
SunRide	15,456	18,104	2,648	17.1%
<b>System Total</b>	<b>2,109,297</b>	<b>2,472,484</b>	<b>363,187</b>	<b>17.2%</b>

**Other Revenue**

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

**Operator & Mechanic Salaries & Wages**

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

**Operator & Mechanic Overtime**

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

**Administration Salaries & Wages**

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

**Administration Overtime**

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

**Fringe Benefits**

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

**Communications**

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

**Legal Services**

- Legal services have had higher expenses due to negotiations and labor legal counsel.

**Computer/Network Software Agreement**

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

**Uniforms**

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

**Contracted Services**

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

**Equipment Repairs**

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

**Security Services**

- Security service costs are within an acceptable range of the budget.

**Fuel - CNG**

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

**Fuel - Hydrogen**

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

**Tires**

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

**Office Supplies**

- Office Supplies expenditures are variable based on Agency needs. Vacant positions across the Agency also attribute to the savings.

**Travel/Training**

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

**Repair Parts**

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

**Facility Maintenance**

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

**Electricity - CNG & Hydrogen**

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

**Natural Gas**

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

**Water and Gas**

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

**Insurance Losses**

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

**Insurance Premium - Property**

- Insurance premiums for property increased exceeding budgeted amount.

**Repair Claims**

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

**Fuel Taxes**

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

**Other Expenses**

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

**Self-Consumed Fuel**

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

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

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

TO: Finance/Audit Committee  
Board of Directors

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

Summary:

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

There was one (1) Amendment and three (3) Purchase Orders executed between \$25,000 and \$250,000:

<b>Vendor</b>	<b>Purpose</b>	<b>Amount</b>
Howard E Nyhart Corp	Actuarial Services for Pension Plans	\$47,980.00
Trapeze Software	Software Renewal - Scheduling	\$27,911.00
Trapeze Software	Paratransit Dispatch	\$27,526.80
Trapeze Software	Workforce Management	\$63,518.00

Recommendation:

Receive and file.

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

June 2023

<b>Vendor</b>	<b>Product/Service</b>	<b>Need</b>	<b>Budgeted</b>	<b>Budgeted Amount</b>	<b>Cost</b>	<b>Type</b>
Howard E Nyhart	Actuarial Services	Added services for Teamster Pension Plan	FY23 FY24	\$47,980.00	\$47,980.00	Amendment
Trapeze Software	Software Renewal	Scheduling	FY24	\$27,911.00	\$27,911.00	Purchase Order
Trapeze Software	Software Renewal	Paratransit Dispatch	FY24	\$27,526.80	\$27,526.80	Purchase Order
Trapeze Software	Software Renewal	Workforce Management	FY24	\$63,518.00	\$63,518.00	Purchase Order

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

DATE: July 26, 2023

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

RE: Union &amp; Non-Union Pension Investment Asset Summary for May 2023

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

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

## Union

Asset Class		Actual	Range
<b>Growth Assets</b>			
	Domestic Equity	34.5%	16% – 56%
	International Equity	17.4%	0% - 39%
	Other	3.1%	0% – 20%
<b>Income Assets</b>			
	Fixed Income	39.3%	25% - 65%
	Other	5.0%	0% – 20%
<b>Real Return Assets</b>		0.0%	0% – 20%
<b>Cash Equivalents</b>		0.6%	0% – 20%

## Non-Union

Asset Class		Actual	Range
<b>Growth Assets</b>			
	Domestic Equity	34.5%	16% – 56%
	International Equity	17.3%	0% - 39%
	Other	3.1%	0% – 20%
<b>Income Assets</b>			
	Fixed Income	39.3%	25% - 65%
	Other	5.0%	0% – 20%
<b>Real Return Assets</b>		0.0%	0% – 20%
<b>Cash Equivalents</b>		0.7%	0% – 20%

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

For the month of May, the market value of assets decreased by \$345,277 and \$308,983 for the union and non-union plans, respectively.

## Month to Month Asset Comparison

Month	Market Value - Union	Market Value – Non-Union
April 2023	\$36,682,053	\$36,698,942
May 2023	\$36,336,776	\$36,389,959
Increase (Decrease)	(\$345,277)	(\$308,983)

Recommendation:

Receive and file.



**Detail of Securities Held & Market Analytics**

For the Month Ending **May 31, 2023**

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

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
<b>Exchange-Traded Fund - Bond</b>									
ISHARES CORE U.S. AGGREGATE	464287226	AGG	3,322.00	99.13	329,309.86	98.57	327,449.54	(1,860.32)	0.90
ISHARES CORE U.S. AGGREGATE	464287226	AGG	17,918.00	98.65	1,767,610.70	98.57	1,766,177.26	(1,433.44)	4.86
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	631.00	56.69	35,771.39	50.69	31,985.39	(3,786.00)	0.09
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	633.00	56.99	36,074.67	50.69	32,086.77	(3,987.90)	0.09
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	965.00	61.01	58,874.65	50.69	48,915.85	(9,958.80)	0.13
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,146.00	61.13	70,054.98	50.69	58,090.74	(11,964.24)	0.16
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,389.00	60.31	144,080.59	50.69	121,098.41	(22,982.18)	0.33
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,776.00	57.68	102,441.46	50.69	90,025.44	(12,416.02)	0.25
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	7,097.00	50.33	357,192.01	50.69	359,746.93	2,554.92	0.99

**Security Type Sub-Total** **35,877.00** **2,901,410.31** **551.97** **2,835,576.33** **(65,833.98)** **7.80**

**Exchange-Traded Fund - Equity**

VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,193.00	42.18	92,500.74	44.63	97,873.59	5,372.85	0.27
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	6,816.00	38.86	264,869.76	44.63	304,198.08	39,328.32	0.84
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,614.00	37.17	97,162.38	44.63	116,662.82	19,500.44	0.31
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	9,194.00	39.68	364,817.92	44.63	410,328.22	45,510.30	1.13
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	14,147.00	42.95	607,605.17	44.63	631,380.61	23,775.44	1.74
VANGUARD TOTAL INTL STOCK	921909768	VXUS	8,244.00	52.51	432,892.44	54.28	447,484.32	14,591.88	1.23
VANGUARD TOTAL INTL STOCK	921909768	VXUS	17,752.00	52.12	925,234.24	54.28	963,578.56	38,344.32	2.65
VANGUARD TOTAL INTL STOCK	921909768	VXUS	593.00	56.01	33,213.93	54.28	32,188.04	(1,025.89)	0.09
VANGUARD TOTAL INTL STOCK	921909768	VXUS	2,875.00	51.82	148,982.21	54.28	156,055.00	7,072.79	0.43
VANGUARD TOTAL INTL STOCK	921909768	VXUS	553.00	64.35	35,585.55	54.28	30,016.84	(5,568.71)	0.08
VANGUARD TOTAL INTL STOCK	921909768	VXUS	18,820.00	47.87	900,909.64	54.28	1,021,549.60	120,639.96	2.81
VANGUARD TOTAL INTL STOCK	921909768	VXUS	6,979.00	65.37	456,217.23	54.28	378,820.12	(77,397.11)	1.04
VANGUARD TOTAL INTL STOCK	921909768	VXUS	1,932.00	53.54	103,439.28	54.28	104,868.96	1,429.68	0.29
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	625.00	199.58	124,737.50	207.18	129,487.50	4,750.00	0.36
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	25,222.00	169.04	4,263,526.88	207.18	5,225,493.96	961,967.08	14.38
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	4,809.00	195.76	941,409.84	207.18	996,328.62	54,918.78	2.74
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	624.00	198.24	123,701.76	207.18	129,280.32	5,578.56	0.36
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	20,572.00	204.04	4,197,510.88	207.18	4,262,106.96	64,596.08	11.73

**Detail of Securities Held & Market Analytics**

For the Month Ending **May 31, 2023**

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

<b>Security Type/Description</b>	<b>Dated Date/Coupon/Maturity</b>	<b>CUSIP</b>	<b>Ticker</b>	<b>Shares</b>	<b>Average Cost/Share</b>	<b>Original Cost</b>	<b>Market Price</b>	<b>Market Value</b>	<b>Unreal G/L on Cost</b>	<b>Percentage</b>
<b>Exchange-Traded Fund - Equity</b>										
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	433.00	233.92	101,287.36	207.18	89,708.94	(11,578.42)	0.25
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	1,546.00	226.21	349,720.35	207.18	320,300.28	(29,420.07)	0.88
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	764.00	191.49	146,298.36	207.18	158,285.52	11,987.16	0.44
<b>Security Type Sub-Total</b>				<b>147,307.00</b>		<b>14,711,623.42</b>	<b>2,314.83</b>	<b>16,005,996.86</b>	<b>1,294,373.44</b>	<b>44.05</b>
<b>Money Market Mutual Fund</b>										
FIRST AMERICAN GOVERNMENT OBLIGATION - Z		31846V567	FGZXX	228,837.43	1.00	228,837.43	1.00	228,837.43	0.00	0.63
<b>Security Type Sub-Total</b>				<b>228,837.43</b>		<b>228,837.43</b>	<b>1.00</b>	<b>228,837.43</b>	<b>0.00</b>	<b>0.63</b>
<b>Mutual Fund - Bond</b>										
ARISTOTLE FUNDS FLOATING RATE INC I		04045F592	PLFRX	1.58	9.32	14.68	9.24	14.55	(0.13)	0.00
BAIRD CORE PLUS BOND - INST		057071870	BCOIX	388,479.79	11.14	4,327,686.76	10.00	3,884,797.92	(442,888.84)	10.69
BBH LIMITED DURATION I		05528X851	BBBIX	31,926.89	10.00	319,316.62	10.04	320,545.93	1,229.31	0.88
DOUBLELINE CORE FIXED INCOME I		258620301	DBLFX	184,511.16	10.56	1,948,685.82	9.31	1,717,798.86	(230,886.96)	4.73
MAINSTAY MACKAY HIGH YIELD CORP BD R6		56063N881	MHYSX	130,356.42	5.22	680,425.17	4.97	647,871.41	(32,553.76)	1.78
PRUDENTIAL TOTAL RETRN BND-Q		74440B884	PTRQX	265,749.51	14.01	3,722,680.19	11.87	3,154,446.69	(568,233.50)	8.68
VOYA INTERMEDIATE BOND R6		92913L569	IIBZX	198,047.17	10.14	2,007,745.17	8.66	1,715,088.49	(292,656.68)	4.72
<b>Security Type Sub-Total</b>				<b>1,199,072.51</b>		<b>13,006,554.41</b>	<b>64.09</b>	<b>11,440,563.85</b>	<b>(1,565,990.56)</b>	<b>31.48</b>
<b>Mutual Fund - Equity</b>										
HARDING LOEVNER INTERNATIONAL EQUITY POR		412295107	HLMIX	26,146.72	27.82	727,318.37	24.85	649,745.98	(77,572.39)	1.79
HRTFRD SCHR EM MRKT EQ-SDR		41665H789	SEMTX	43,458.78	17.24	749,204.67	14.85	645,362.87	(103,841.80)	1.78
JENSEN QUALITY GROWTH-Y		476313408	JENYX	21,431.34	53.03	1,136,579.86	57.37	1,229,516.04	92,936.18	3.38
JOHCM INTERNATIONAL SELECT I		46653M849	JOHIX	15,218.69	27.42	417,286.40	21.63	329,180.33	(88,106.07)	0.91
MFS EMERGING MARKETS DEBT R6		552746364	MEDHX	0.01	11.25	0.09	11.38	0.09	0.00	0.00
VANGUARD TOT INST ST IDX - ADM		921909818	VTIAX	0.00	33.33	0.03	29.14	0.03	0.00	0.00
<b>Security Type Sub-Total</b>				<b>106,255.54</b>		<b>3,030,389.42</b>	<b>159.22</b>	<b>2,853,805.34</b>	<b>(176,584.08)</b>	<b>7.86</b>

**Detail of Securities Held & Market Analytics**

For the Month Ending **May 31, 2023**

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

<b>Security Type/Description</b> <b>Dated Date/Coupon/Maturity</b>	<b>CUSIP</b>	<b>Ticker</b>	<b>Shares</b>	<b>Average Cost/Share</b>	<b>Original Cost</b>	<b>Market Price</b>	<b>Market Value</b>	<b>Unreal G/L on Cost</b>	<b>Percentage</b>
<b>Separate Account</b>									
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	21,070.00	1.00	21,070.00	102.67	21,632.62	562.62	0.06
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	12,074.46	1.00	12,074.46	102.67	12,396.87	322.41	0.03
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	49,000.00	1.00	49,000.00	102.67	50,308.41	1,308.41	0.14
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	24,500.00	1.00	24,500.00	102.67	25,154.20	654.20	0.07
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	30,625.00	1.00	30,625.00	102.67	31,442.76	817.76	0.09
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	45,325.00	1.00	45,325.00	102.67	46,535.27	1,210.27	0.13
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	45,325.00	1.00	45,325.00	102.67	46,535.28	1,210.28	0.13
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	49,000.00	1.00	49,000.00	102.67	50,308.41	1,308.41	0.14
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	34,300.00	1.00	34,300.00	102.67	35,215.89	915.89	0.10
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	49,980.00	1.00	49,980.00	102.67	51,314.58	1,334.58	0.14
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	22,050.00	1.00	22,050.00	102.67	22,638.78	588.78	0.06
GOLUB CAPITAL PARTNERS INT'L XIV	GOLUB0090	SA467	1,440,000.00	1.00	1,440,000.00	100.00	1,440,000.00	0.00	3.96
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	252,000.00	1.00	252,000.00	119.46	301,048.56	49,048.56	0.83
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	309,750.00	1.00	309,750.00	119.46	370,038.86	60,288.86	1.02
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	130,837.59	1.00	130,837.59	119.46	156,303.45	25,465.86	0.43
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	191,676.07	1.00	191,676.07	119.46	228,983.36	37,307.29	0.63
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	68,756.25	1.00	68,756.25	119.46	82,138.77	13,382.52	0.23
<b>Security Type Sub-Total</b>			<b>2,776,269.37</b>		<b>2,776,269.37</b>	<b>1,826.69</b>	<b>2,971,996.07</b>	<b>195,726.70</b>	<b>8.19</b>
<b>Managed Account Sub-Total</b>			<b>4,493,618.85</b>		<b>36,655,084.36</b>	<b>4,917.80</b>	<b>36,336,775.88</b>	<b>(318,308.48)</b>	<b>100.01</b>
<b>Securities Sub-Total</b>			<b>\$4,493,618.85</b>		<b>\$36,655,084.36</b>	<b>\$4,917.80</b>	<b>\$36,336,775.88</b>	<b>(\$318,308.48)</b>	<b>100.01%</b>
<b>Accrued Interest</b>							<b>\$0.00</b>		
<b>Total Investments</b>							<b>\$36,336,775.88</b>		



Detail of Securities Held & Market Analytics

For the Month Ending May 31, 2023

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
<b>Exchange-Traded Fund - Bond</b>									
ISHARES CORE U.S. AGGREGATE	464287226	AGG	17,957.00	98.65	1,771,458.05	98.57	1,770,021.49	(1,436.56)	4.86
ISHARES CORE U.S. AGGREGATE	464287226	AGG	3,372.00	99.13	334,266.36	98.57	332,378.04	(1,888.32)	0.91
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	631.00	56.69	35,771.39	50.69	31,985.39	(3,786.00)	0.09
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	633.00	56.99	36,074.67	50.69	32,086.77	(3,987.90)	0.09
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	7,130.00	50.33	358,852.90	50.69	361,419.70	2,566.80	0.99
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,113.00	61.13	68,037.69	50.69	56,417.97	(11,619.72)	0.16
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,779.00	57.68	102,614.50	50.69	90,177.51	(12,436.99)	0.25
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	982.00	61.01	59,911.82	50.69	49,777.58	(10,134.24)	0.14
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,405.00	60.31	145,045.55	50.69	121,909.45	(23,136.10)	0.34

**Security Type Sub-Total** **36,002.00** **2,912,032.93** **551.97** **2,846,173.90** **(65,859.03)** **7.83**

<b>Exchange-Traded Fund - Equity</b>									
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	6,915.00	38.86	268,716.90	44.63	308,616.45	39,899.55	0.85
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,614.00	37.17	97,162.38	44.63	116,662.82	19,500.44	0.32
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,211.00	42.18	93,259.98	44.63	98,676.93	5,416.95	0.27
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	9,189.00	39.68	364,619.52	44.63	410,105.07	45,485.55	1.13
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	14,143.00	42.95	607,433.37	44.63	631,202.09	23,768.72	1.73
VANGUARD TOTAL INTL STOCK	921909768	VXUS	18,935.00	47.87	906,414.66	54.28	1,027,791.80	121,377.14	2.82
VANGUARD TOTAL INTL STOCK	921909768	VXUS	580.00	56.01	32,485.80	54.28	31,482.40	(1,003.40)	0.09
VANGUARD TOTAL INTL STOCK	921909768	VXUS	2,875.00	51.82	148,982.21	54.28	156,055.00	7,072.79	0.43
VANGUARD TOTAL INTL STOCK	921909768	VXUS	632.00	64.35	40,669.20	54.28	34,304.96	(6,364.24)	0.09
VANGUARD TOTAL INTL STOCK	921909768	VXUS	6,883.00	65.37	449,941.71	54.28	373,609.24	(76,332.47)	1.03
VANGUARD TOTAL INTL STOCK	921909768	VXUS	8,570.00	52.51	450,010.70	54.28	465,179.60	15,168.90	1.28
VANGUARD TOTAL INTL STOCK	921909768	VXUS	17,679.00	52.12	921,429.48	54.28	959,616.12	38,186.64	2.64
VANGUARD TOTAL INTL STOCK	921909768	VXUS	1,714.00	53.54	91,767.56	54.28	93,035.92	1,268.36	0.26
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	433.00	233.92	101,287.36	207.18	89,708.94	(11,578.42)	0.25
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	20,562.00	204.04	4,195,470.48	207.18	4,260,035.16	64,564.68	11.71
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	500.00	199.58	99,790.00	207.18	103,590.00	3,800.00	0.28
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	4,931.00	195.76	965,292.56	207.18	1,021,604.58	56,312.02	2.81
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	1,551.00	226.21	350,851.40	207.18	321,336.18	(29,515.22)	0.88

**Detail of Securities Held & Market Analytics**

For the Month Ending **May 31, 2023**

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

<b>Security Type/Description</b>	<b>Dated Date/Coupon/Maturity</b>	<b>CUSIP</b>	<b>Ticker</b>	<b>Shares</b>	<b>Average Cost/Share</b>	<b>Original Cost</b>	<b>Market Price</b>	<b>Market Value</b>	<b>Unreal G/L on Cost</b>	<b>Percentage</b>
<b>Exchange-Traded Fund - Equity</b>										
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	499.00	198.24	98,921.76	207.18	103,382.82	4,461.06	0.28
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	983.00	191.49	188,234.67	207.18	203,657.94	15,423.27	0.56
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	25,200.00	169.04	4,259,808.00	207.18	5,220,936.00	961,128.00	14.35
<b>Security Type Sub-Total</b>				<b>147,599.00</b>		<b>14,732,549.70</b>	<b>2,314.83</b>	<b>16,030,590.02</b>	<b>1,298,040.32</b>	<b>44.06</b>
<b>Money Market Mutual Fund</b>										
FIRST AMERICAN GOVERNMENT OBLIGATION - Z		31846V567	FGZXX	242,041.83	1.00	242,041.83	1.00	242,041.83	0.00	0.67
<b>Security Type Sub-Total</b>				<b>242,041.83</b>		<b>242,041.83</b>	<b>1.00</b>	<b>242,041.83</b>	<b>0.00</b>	<b>0.67</b>
<b>Mutual Fund - Bond</b>										
ARISTOTLE FUNDS FLOATING RATE INC I		04045F592	PLFRX	1.59	9.32	14.78	9.24	14.65	(0.13)	0.00
BAIRD CORE PLUS BOND - INST		057071870	BCOIX	389,314.71	11.14	4,336,511.03	10.00	3,893,147.08	(443,363.95)	10.70
BBH LIMITED DURATION I		05528X851	BBBIX	32,060.57	10.00	320,653.55	10.04	321,888.10	1,234.55	0.88
DOUBLELINE CORE FIXED INCOME I		258620301	DBLFX	184,832.45	10.56	1,952,452.59	9.31	1,720,790.07	(231,662.52)	4.73
MAINSTAY MACKAY HIGH YIELD CORP BD R6		56063N881	MHYSX	130,622.41	5.22	681,917.21	4.97	649,193.38	(32,723.83)	1.78
PRUDENTIAL TOTAL RETRN BND-Q		74440B884	PTRQX	266,341.77	14.01	3,730,456.88	11.87	3,161,476.76	(568,980.12)	8.69
VOYA INTERMEDIATE BOND R6		92913L569	IIBZX	198,492.87	10.14	2,012,641.01	8.66	1,718,948.24	(293,692.77)	4.72
<b>Security Type Sub-Total</b>				<b>1,201,666.35</b>		<b>13,034,647.05</b>	<b>64.09</b>	<b>11,465,458.28</b>	<b>(1,569,188.77)</b>	<b>31.50</b>
<b>Mutual Fund - Equity</b>										
HARDING LOEVNER INTERNATIONAL EQUITY POR		412295107	HLMIX	25,379.75	27.93	708,743.48	24.85	630,686.82	(78,056.66)	1.73
HRTFRD SCHR EM MRKT EQ-SDR		41665H789	SEMTX	43,169.65	17.15	740,258.52	14.85	641,069.30	(99,189.22)	1.76
JENSEN QUALITY GROWTH-Y		476313408	JENYX	21,475.35	53.04	1,139,084.03	57.37	1,232,040.65	92,956.62	3.39
JOHCM INTERNATIONAL SELECT I		46653M849	JOHIX	15,252.03	27.42	418,153.74	21.63	329,901.50	(88,252.24)	0.91
MFS EMERGING MARKETS DEBT R6		552746364	MEDHX	0.01	11.25	0.09	11.38	0.09	0.00	0.00
VANGUARD TOTAL STOCK MARKET INDEX		922908801	VITXS	0.00	75.00	0.03	100.84	0.04	0.01	0.00
<b>Security Type Sub-Total</b>				<b>105,276.79</b>		<b>3,006,239.89</b>	<b>230.92</b>	<b>2,833,698.40</b>	<b>(172,541.49)</b>	<b>7.79</b>

**Detail of Securities Held & Market Analytics**

For the Month Ending **May 31, 2023**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]									
Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
<b>Separate Account</b>									
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	30,625.00	1.00	30,625.00	102.67	31,442.76	817.76	0.09
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	21,070.00	1.00	21,070.00	102.67	21,632.62	562.62	0.05
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	49,000.00	1.00	49,000.00	102.67	50,308.41	1,308.41	0.14
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	49,000.00	1.00	49,000.00	102.67	50,308.41	1,308.41	0.14
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	49,980.00	1.00	49,980.00	102.67	51,314.58	1,334.58	0.14
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	45,325.00	1.00	45,325.00	102.67	46,535.27	1,210.27	0.13
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	34,300.00	1.00	34,300.00	102.67	35,215.89	915.89	0.10
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	12,074.46	1.00	12,074.46	102.67	12,396.87	322.41	0.03
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	24,500.00	1.00	24,500.00	102.67	25,154.20	654.20	0.07
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	45,325.00	1.00	45,325.00	102.67	46,535.28	1,210.28	0.13
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	22,050.00	1.00	22,050.00	102.67	22,638.78	588.78	0.06
GOLUB CAPITAL PARTNERS INT'L XIV	GOLUB0091	SA468	1,440,000.00	1.00	1,440,000.00	100.00	1,440,000.00	0.00	3.96
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	68,756.25	1.00	68,756.25	119.46	82,138.77	13,382.52	0.22
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	130,837.59	1.00	130,837.59	119.46	156,303.45	25,465.86	0.43
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	191,676.07	1.00	191,676.07	119.46	228,983.36	37,307.29	0.63
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	309,750.00	1.00	309,750.00	119.46	370,038.86	60,288.86	1.02
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	252,000.00	1.00	252,000.00	119.46	301,048.56	49,048.56	0.83
<b>Security Type Sub-Total</b>			<b>2,776,269.37</b>		<b>2,776,269.37</b>	<b>1,826.69</b>	<b>2,971,996.07</b>	<b>195,726.70</b>	<b>8.17</b>
<b>Managed Account Sub-Total</b>			<b>4,508,855.34</b>		<b>36,703,780.77</b>	<b>4,989.50</b>	<b>36,389,958.50</b>	<b>(313,822.27)</b>	<b>100.02</b>
<b>Securities Sub-Total</b>			<b>\$4,508,855.34</b>		<b>\$36,703,780.77</b>	<b>\$4,989.50</b>	<b>\$36,389,958.50</b>	<b>(\$313,822.27)</b>	<b>100.02%</b>
<b>Accrued Interest</b>							<b>\$0.00</b>		
<b>Total Investments</b>							<b>\$36,389,958.50</b>		

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

DATE: July 26, 2023

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

RE: Ridership Report for June 2023

Summary:

Monthly Ridership			Monthly Variance	
	June-23	June-22	Net	Percent
Fixed Route	207,771	183,375	24,396	13.3%
SolVan	1,868	1,654	214	12.9%
SunRide	1,135	402	733	64.6%
Taxi Voucher*	251	276	(25)	(10)%
SunDial	10,211	9,057	1,154	12.7%
<b>Total</b>	<b>221,236</b>	<b>194,764</b>	<b>26,472</b>	<b>13.6%</b>

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

Yearly Ridership	
<b>Fiscal Year 2023</b>	2,701,639
<b>Fiscal Year 2022</b>	2,306,954
<b>Ridership Increase</b>	<b>394,685</b>

Fiscal year to date system ridership is up by 394,685 rides or 17.1% increase compared to the previous fiscal year. The baseline of the attached COVID-19 Recovery chart is calendar year 2020, this allows a comparison of three (3) years.

Recommendation:

Receive and file.



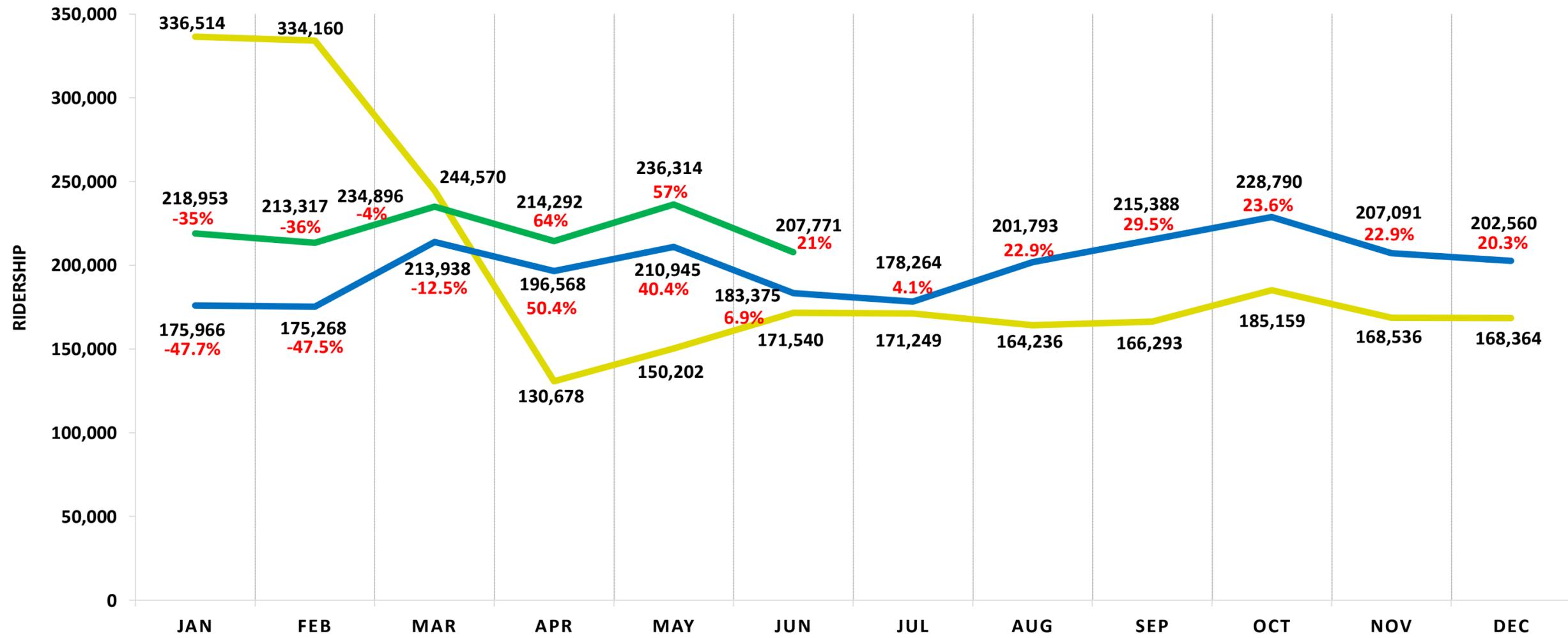
## SunLine Transit Agency Monthly Ridership Report June 2023

Fixed Route	FY 2023		FY 2022		Monthly KPI		Bikes		Wheelchairs		
	Jun 2023	Jun 2022	YTD	YTD	Passengers/ Rev. Hours	Passengers/ Rev. Miles	Monthly	FYTD	Monthly	FYTD	
Route 1	Coachella - Hwy 111 - Palm Springs	89,133	79,633	1,049,634	898,073	16.0	1.0	3,378	44,689	499	8,414
Route 2	Desert Hot Springs - Palm Springs - Cathedral City	62,211	50,460	690,604	585,384	19.3	1.5	1,979	25,786	545	6,478
Route 3	Desert Hot Springs - Desert Edge	6,141	4,736	70,490	59,455	14.1	0.8	264	1,790	60	875
Route 4	Westfield Palm Desert - Palm Springs	18,183	15,894	213,621	188,347	10.3	0.7	851	8,966	68	1,160
Route 5	Desert Hot Springs - CSUSB - Palm Desert	1,971	1,248	22,987	12,676	8.1	0.3	91	791	12	75
Route 6	Coachella - Fred Waring - Westfield Palm Desert	4,148	6,015	94,277	78,443	8.1	0.5	150	3,231	36	576
Route 7	Bermuda Dunes - Indian Wells - La Quinta	6,494	4,766	73,373	64,168	12.5	0.8	260	2,821	27	382
Route 8	North Indio - Coachella -Thermal/Mecca	13,809	13,326	169,734	134,346	9.6	0.6	364	4,999	61	764
Route 9	North Shore - Mecca - Oasis	3,785	5,572	76,389	69,132	7.3	0.3	46	657	10	219
Route 10	Indio - CSUSB - San Bernardino - Metrolink	1,091	949	26,333	19,948	12.9	0.2	28	310	5	80
Route 200 SB	Palm Springs High School AM Tripper	106	44	2,711	3,370	25.8	1.6	1	15	-	1
Route 400 SB	Raymond Cree / Palm Springs HS Tripper	-	20	874	1,611	9.5	0.5	-	1	-	1
Route 401 SB	Palm Canyon / Stevens AM Tripper	-	-	-	206	-	-	-	-	-	-
Route 402 NB	Palm Canyon / Stevens AM Tripper	-	5	206	515	3.0	0.2	-	-	-	2
Route 403 NB	Vista Chino /Sunrise PM Tripper	-	10	493	1,356	12.8	0.5	-	8	-	-
Route 500 SB	Westfield Palm Desert PM Tripper	-	55	2,566	2,712	38.1	2.4	-	63	-	5
Route 501 NB	Palm Desert High School AM Tripper	-	-	-	95	-	-	-	5	-	-
Route 700 SB/NB	Harris / Washington - Calle Madrid / Ave Vallejo AM Tripper	36	57	3,087	4,007	18.6	1.2	-	73	-	2
Route 701 SB/NB	Harris / Washington - Calle Madrid / Ave Vallejo PM Tripper	4	82	6,527	8,963	39.1	2.6	-	46	-	3
Route 800 NB	Shadow Hills High School AM Tripper	118	134	12,601	15,784	70.0	3.5	-	4	-	-
Route 801 SB	Jackson / 44th PM Tripper	288	166	20,953	20,766	116.1	6.9	-	124	-	5
Route 802 SB	Hwy 111 / Golf Center Pkwy PM Tripper	59	51	5,936	4,429	33.5	1.7	-	25	-	8
Route 803 NB	Shadow Hills High School AM Tripper	194	152	16,033	6,320	107	5	-	1	-	-
<b>Fixed Route Total</b>		<b>207,771</b>	<b>183,375</b>	<b>2,559,429</b>	<b>2,180,106</b>	<b>14.0</b>	<b>0.9</b>	<b>7,412</b>	<b>94,405</b>	<b>1,323</b>	<b>19,050</b>
SoIVan		1,868	1,654	19,972	17,110						
SunRide		1,135	402	9,171	4,980						
Taxi Voucher		251	276	2,913	3,169						
SunDial		10,211	9,057	110,154	101,589	1.9	0.1				
<b>System Total</b>		<b>221,236</b>	<b>194,764</b>	<b>2,701,639</b>	<b>2,306,954</b>	<b>10.6</b>	<b>0.7</b>				
		<b>Jun-23</b>	<b>Jun-22</b>								
	<b>Weekdays:</b>	22	22								
	<b>Saturdays:</b>	4	4								
	<b>Sundays:</b>	4	4								
	<b>Total Days:</b>	<b>30</b>	<b>30</b>								

On Sunday, May 2, 2021, SunLine resumed fare collection. Haul Pass Programs returned, Haul Pass COD contributed with 4,185 rides, CSUSB with 433 rides. Mobile Ticketing contributed with 25,421 rides, the total for June 2023 includes 177 paratransit mobile tickets.

## Fixed Route Ridership COVID-19 Recovery

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



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

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

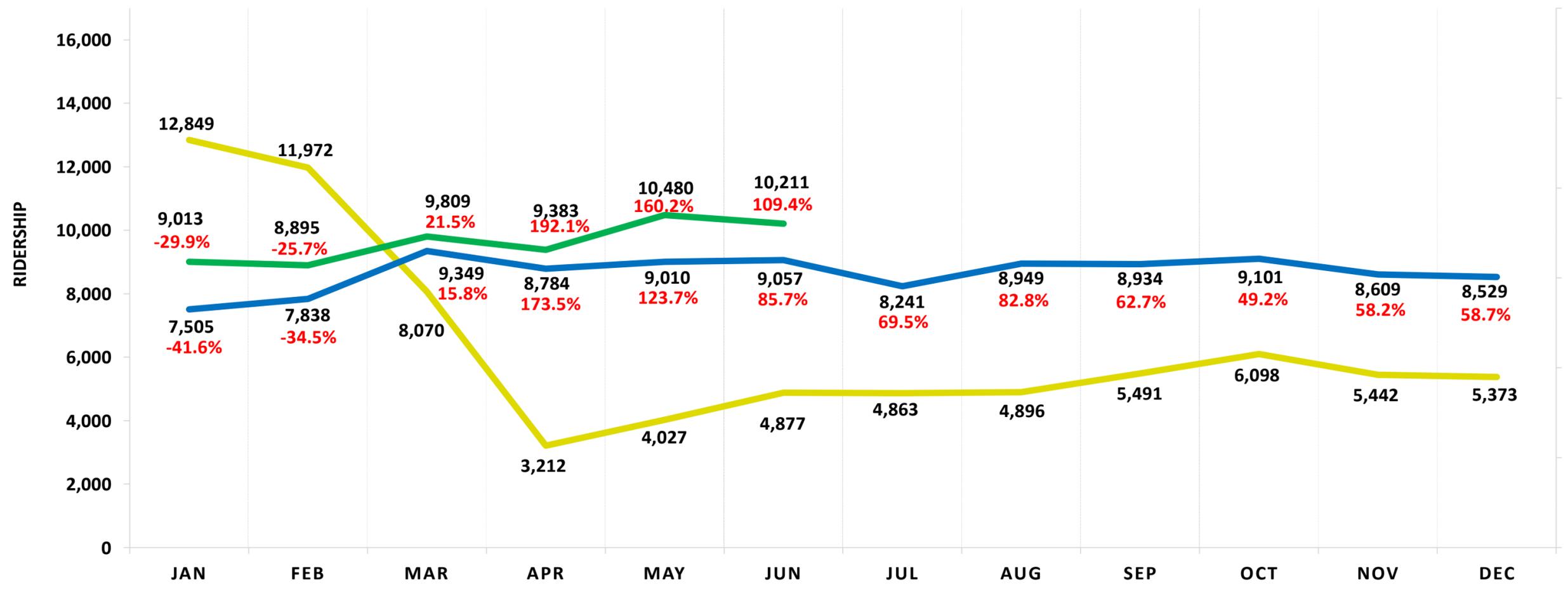
**Ridership:**

FY 2022 Actual = 2,303,785

FY 2023 SRTP Predicted = 2,506,993

## Paratransit Ridership COVID-19 Recovery

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



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

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

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

DATE: July 26, 2023

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: SunDial Operational Notes for June 2023

Summary:

The attached report summarizes SunDial's operation for the month of June 2023. This report identifies that for the month of June, the on-time performance for SunDial did meet the internal service goal of 85% which is comparable to the fixed route service goal. The on-time performance for the month of June was 88.8%.

Fiscal-year-to-date, SunDial has maintained an on-time performance of 88.1%. Total vehicle miles for June 2023 increased by 7,654 compared to June 2022. Total trips for the month of June were 9,724. When compared to June 2022, this is an increase of 1,074 trips or 12.4%.

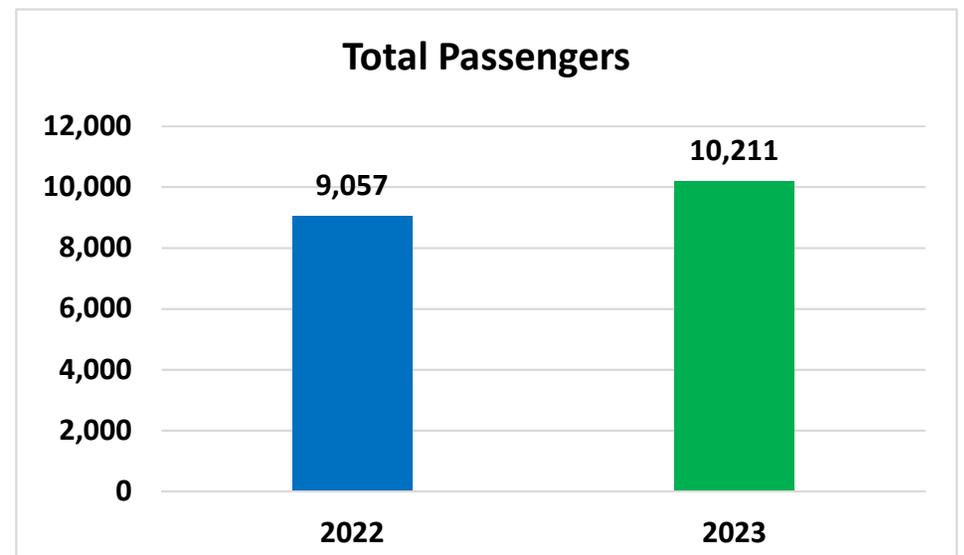
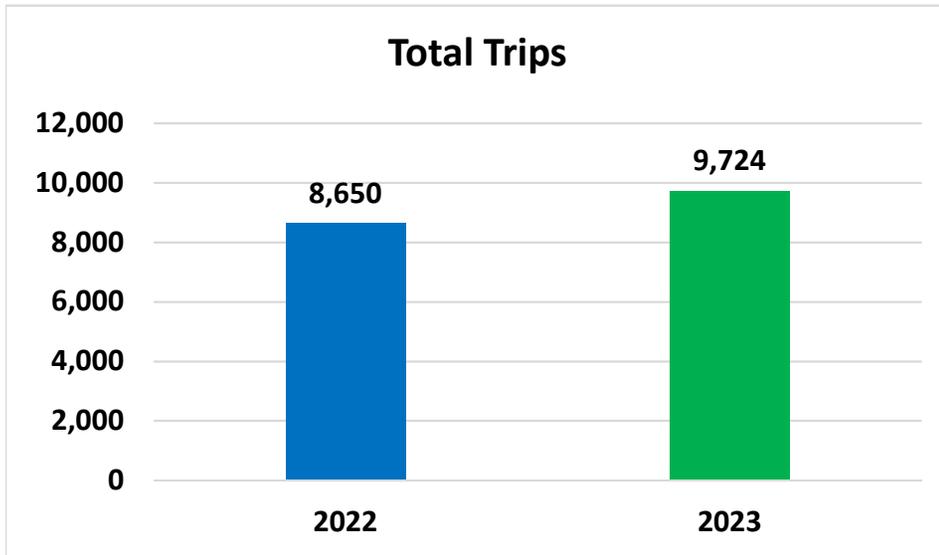
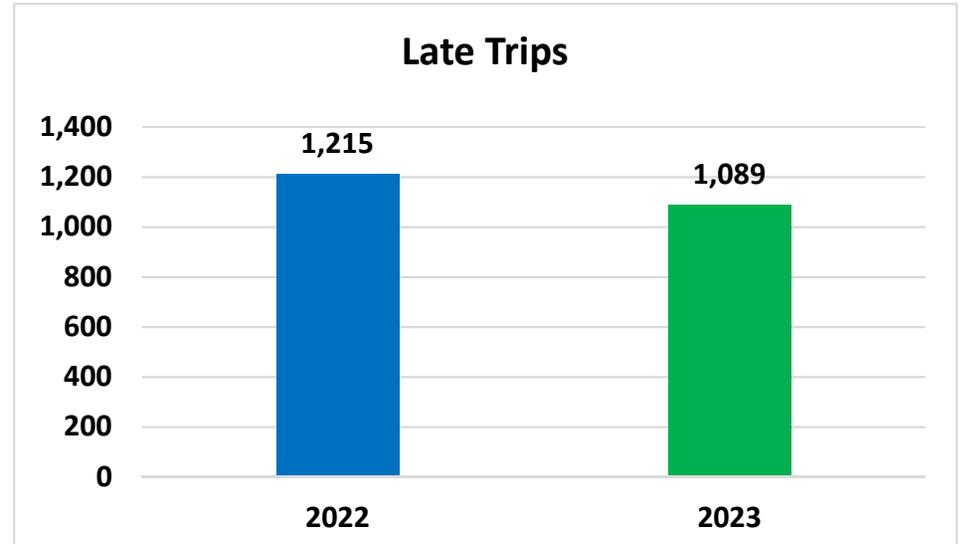
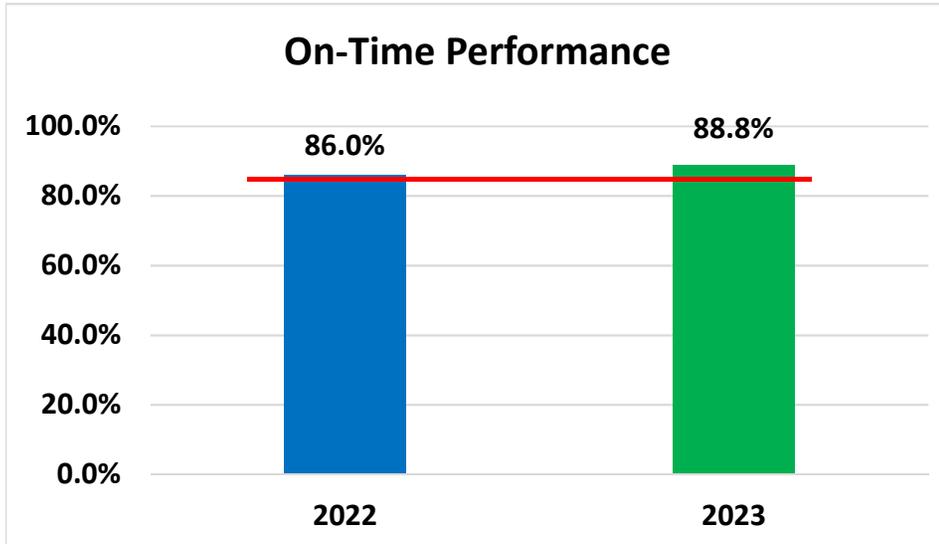
Total passengers for the month of June were 10,211. When compared to June 2022, this is a increase of 1,154 passengers or 12.7%. Mobility device boardings for June 2023 increased by 228 or 16% compared to June 2022. Field supervisors performed 52 onboard inspections and 57 safety evaluations which included pre-trip inspections and trailing evaluations. With the goal of 60 on board inspections and 60 safety evaluations, the workforce shortage of (4) field supervisors in the month of June affected the departments onboard inspections and safety evaluation goals by 8%.

Recommendation:

Receive and file.

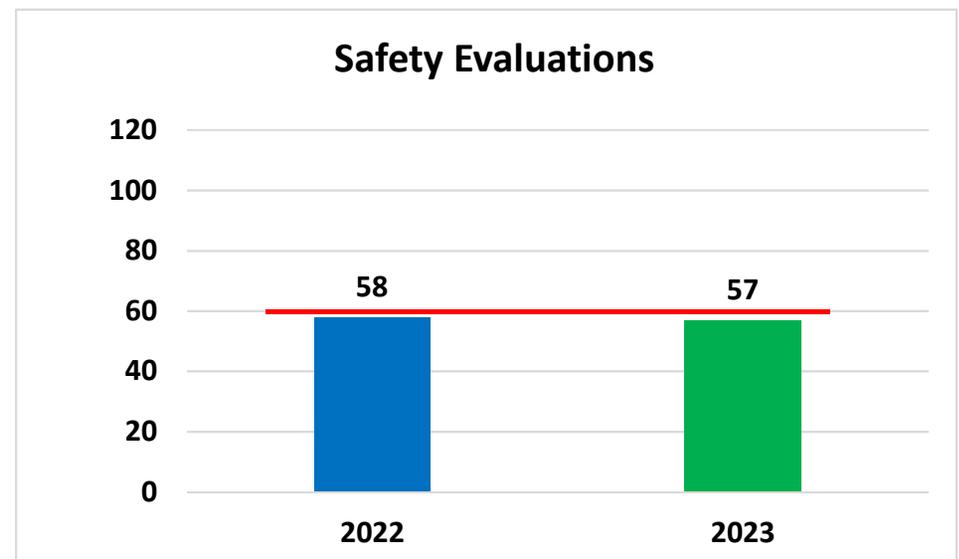
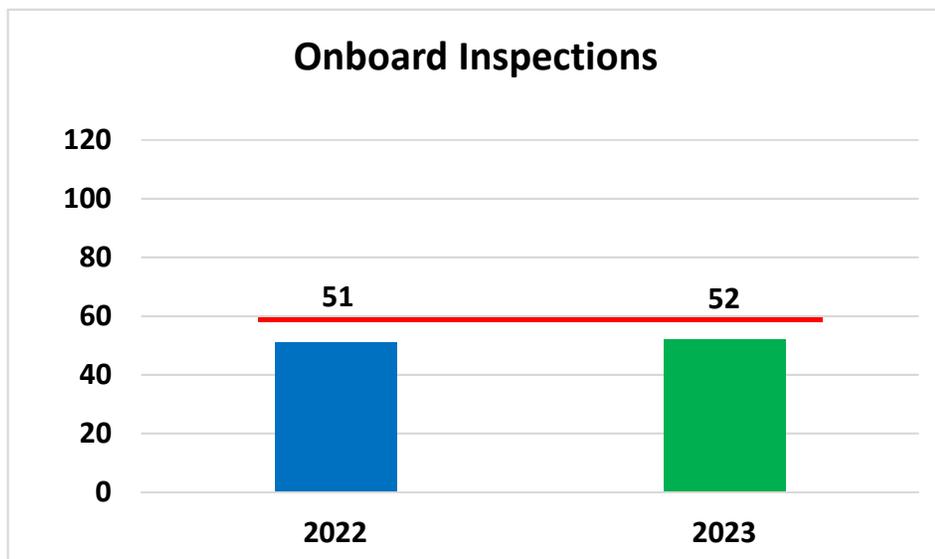
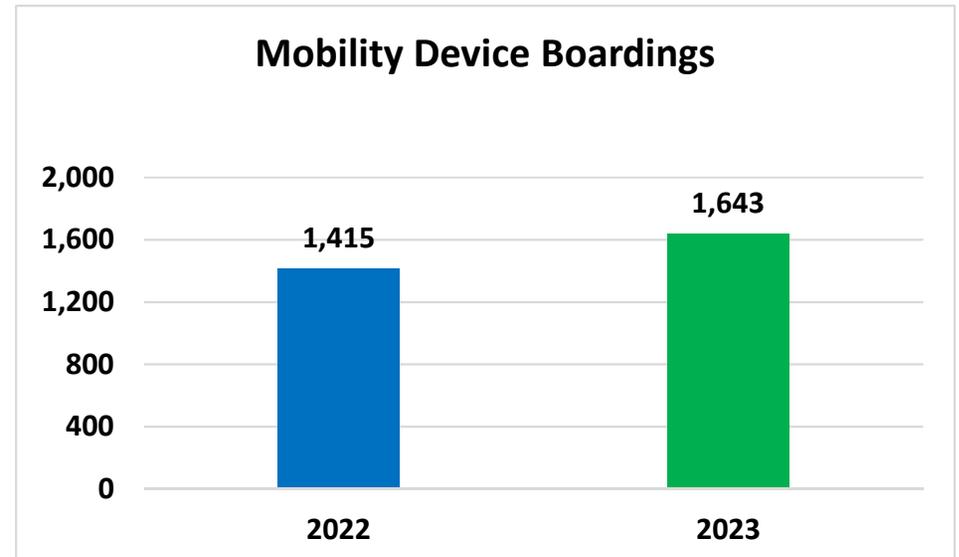
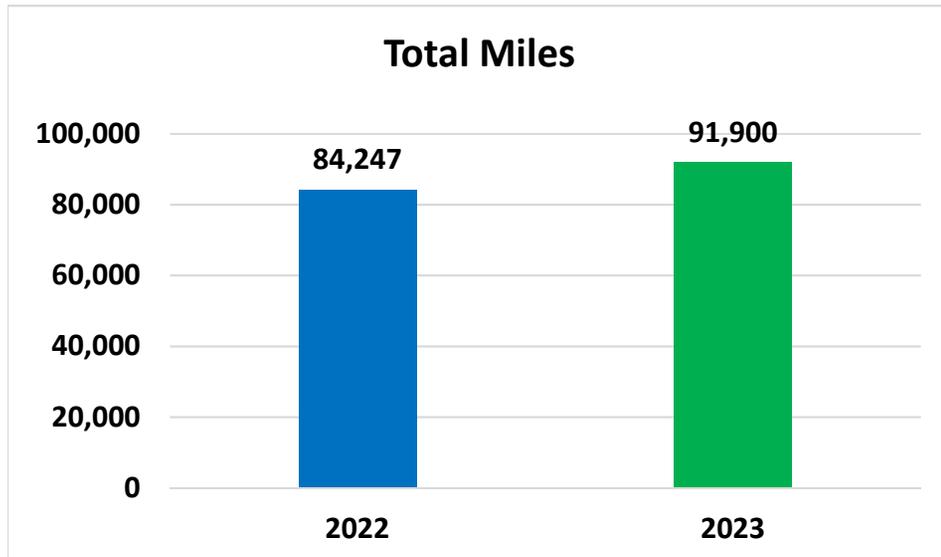
# SunDial Operational Charts

## June 2022 vs. June 2023



# SunDial Operational Charts

## June 2022 vs. June 2023



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

DATE: July 26, 2023

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Metrics for June 2023

Summary:

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

SunRide

- Cathedral City's expansion was successful with an impressive 69 rides by 71 riders in June, an increase of 103% over May 2023.
- Palm Desert experienced a significant drop in June from 501 to 375 trips (25%) due to school being out for the summer. However, the zone is 6% above its second highest month on record.
- The three (3) highest performing zones in June were Palm Desert with 37% of trips, Desert Hot Springs with 21% of trips, and Palm Springs with 13% of trips.
- SunRide system-wide continued to top 1,000 trips and riders with 1,055 trips by 1,135 riders in June, up 175% compared to June 2022.

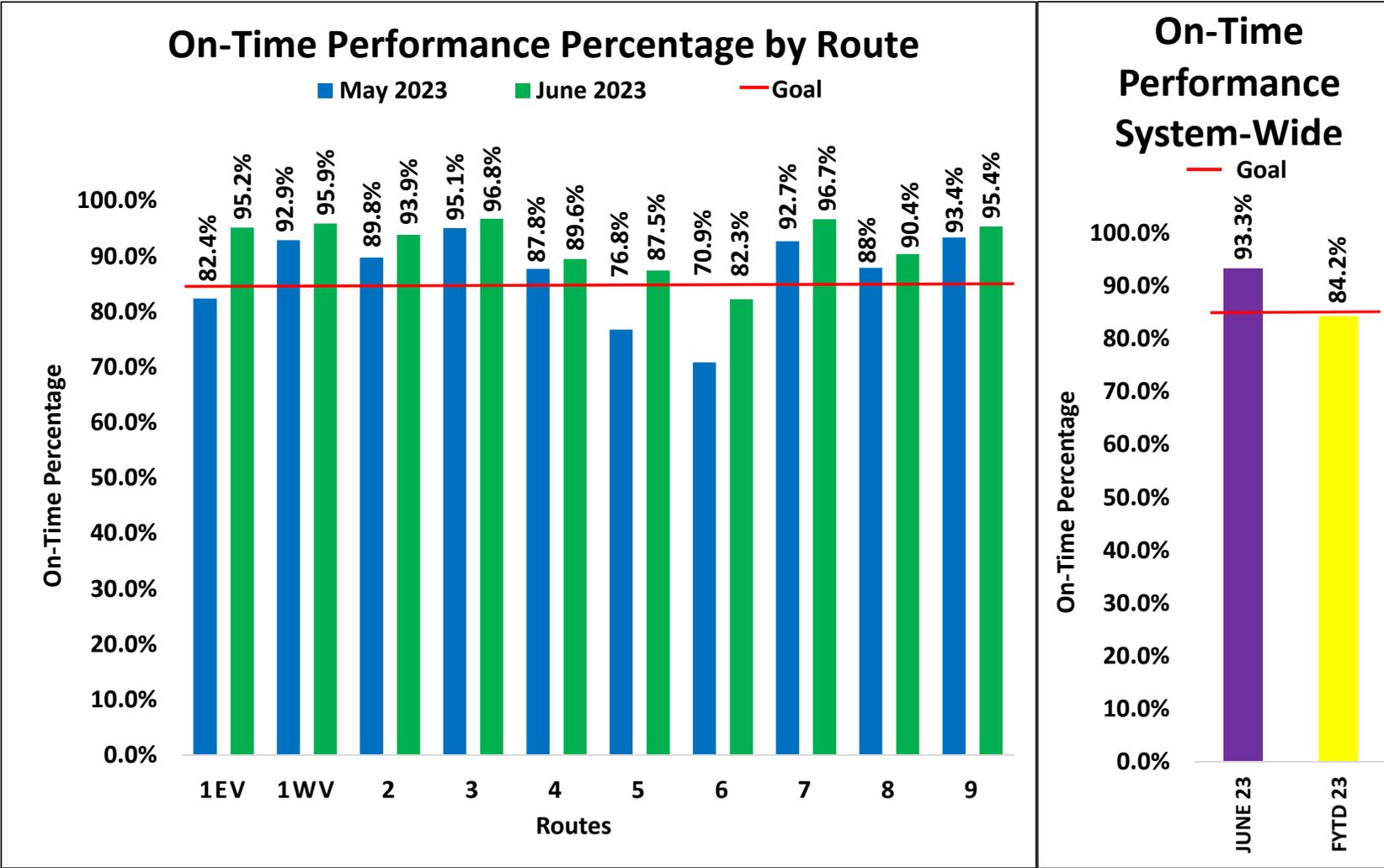
Fixed Route

- Fixed route's on-time performance had an increase of 5.5% from May 2023 to June 2023.
  - For the month of June 2023, the Agency's on-time performance was 93.3%, exceeding its service standard goal of 85%.

- Route 6 did not meet their on-time performance for the month at 82.3%, however, the route had an increase of 12.3% when compared to the previous month.
- Early departures had an equal percentage when compared to the previous month of 0.4%. This is typically due to operators leaving early from specific timepoints. We have supervisors collaborating with operators for corrective measures.
- Late departures for June 2023 had a decrease of 3.8% when compared to the previous month.
- For the month of June 2022, 19% of SunLine's fixed route operator workforce was absent when compared to June 2023 at 21%.
- Workforce for June 2022 was at a total of 147 operators when compared to June 2023 at 136 operators.

Recommendation:

Receive and file.



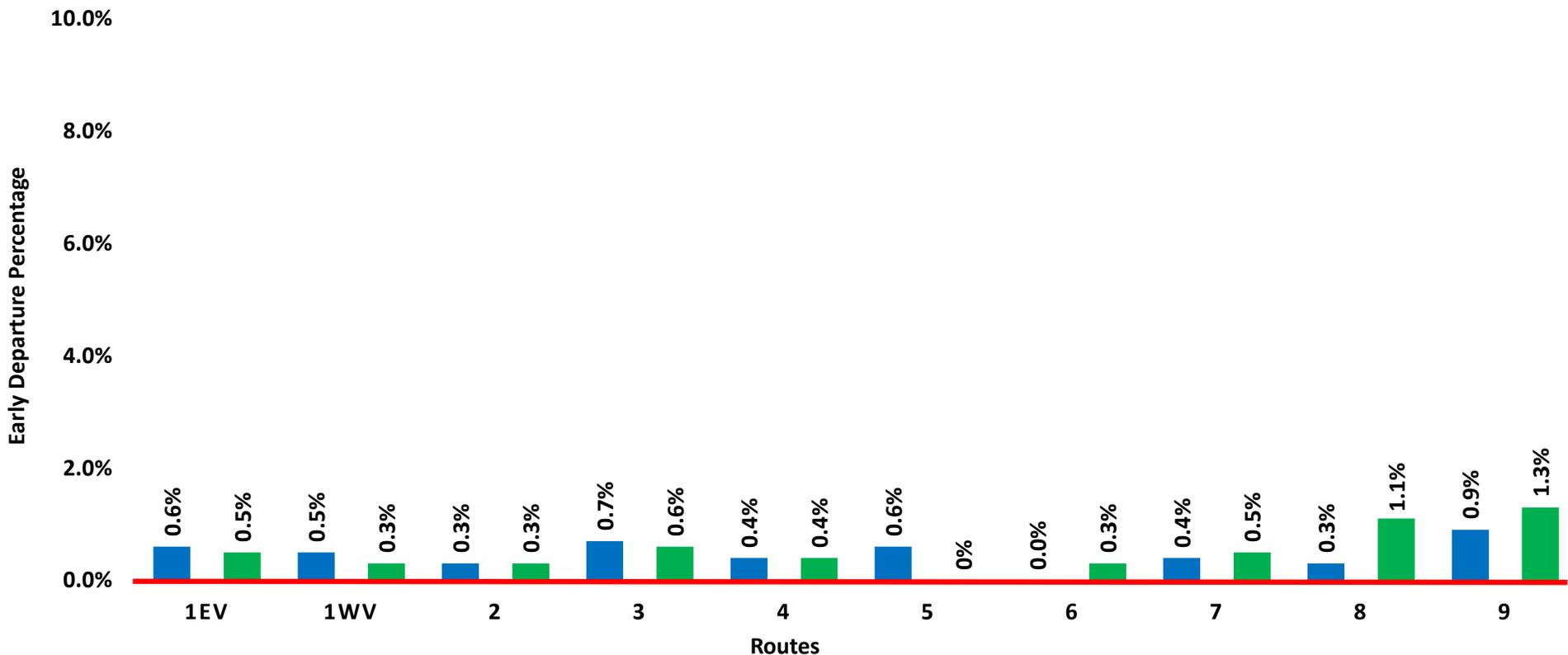
On-Time: When a trip departs a time point within a range of zero (0) minutes early to five (5) minutes late.

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

Note: For the month of June 2023, the Agency's on-time performance was at 93.3% when compared to June 2022 at 91.2%. This is an increase of 2.1%.

### Early Departure Percentage by Route

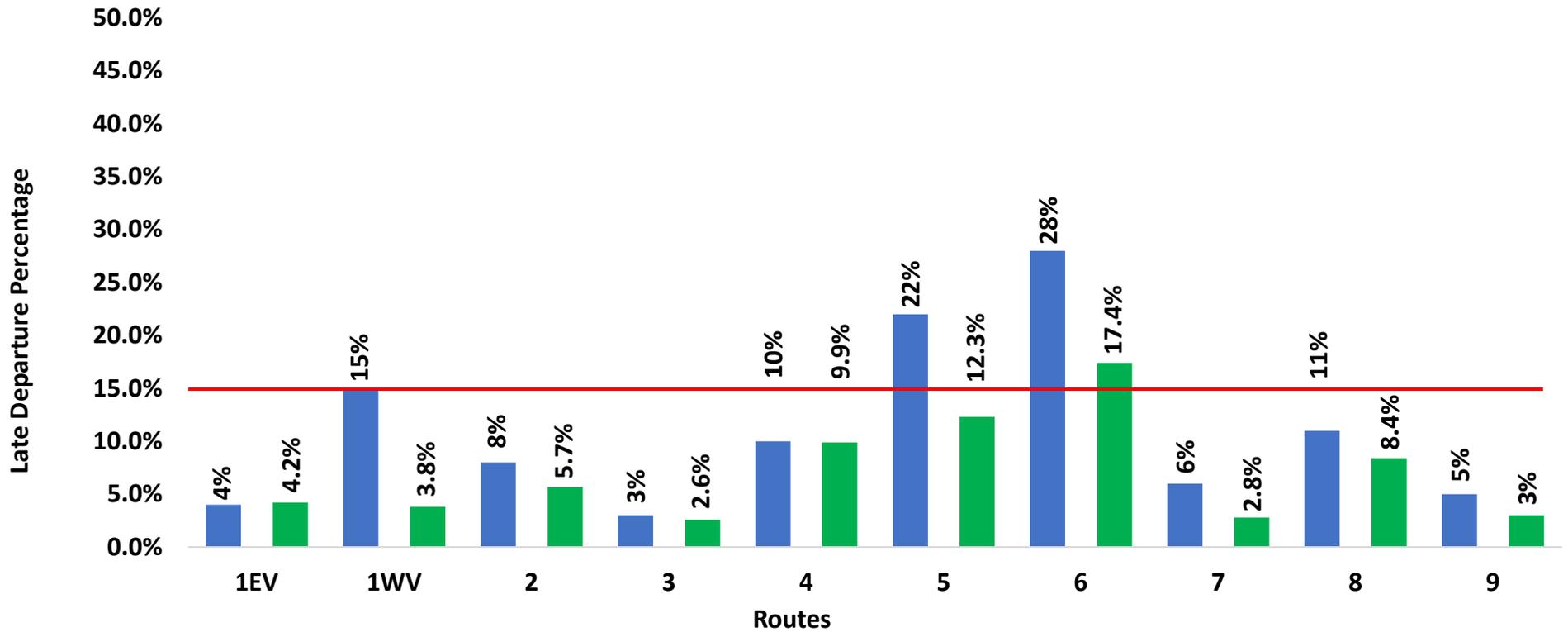
■ May 2023     ■ June 2023



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

## Late Departure Percentage by Route

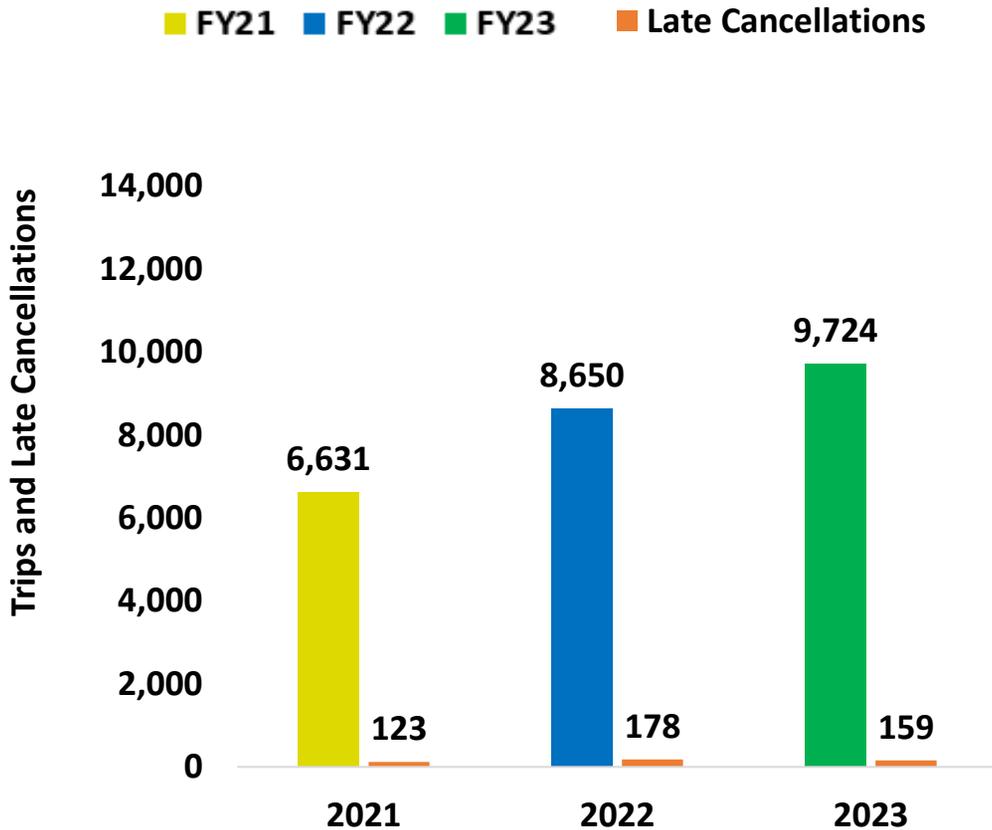
■ May 2023    ■ June 2023    — Goal



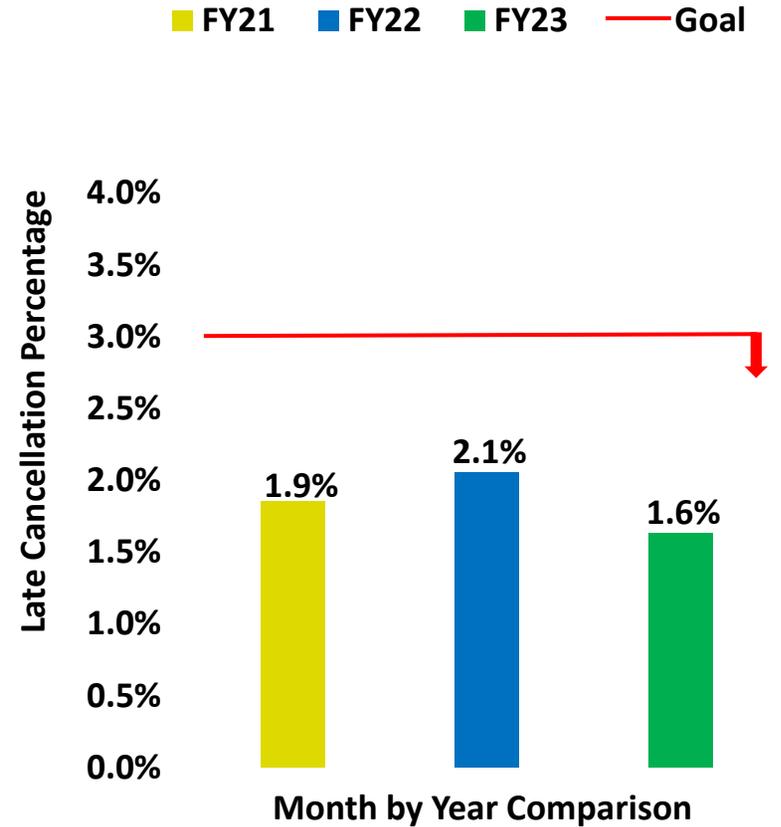
Late Departure: When a bus leaves a time point after the scheduled departure time and the route is running late with a departure greater than five (5) minutes.

Goal: To ensure late departures remain below 15%.

## Total Trips vs. Late Cancellations June



## Late Cancellations by Percentage



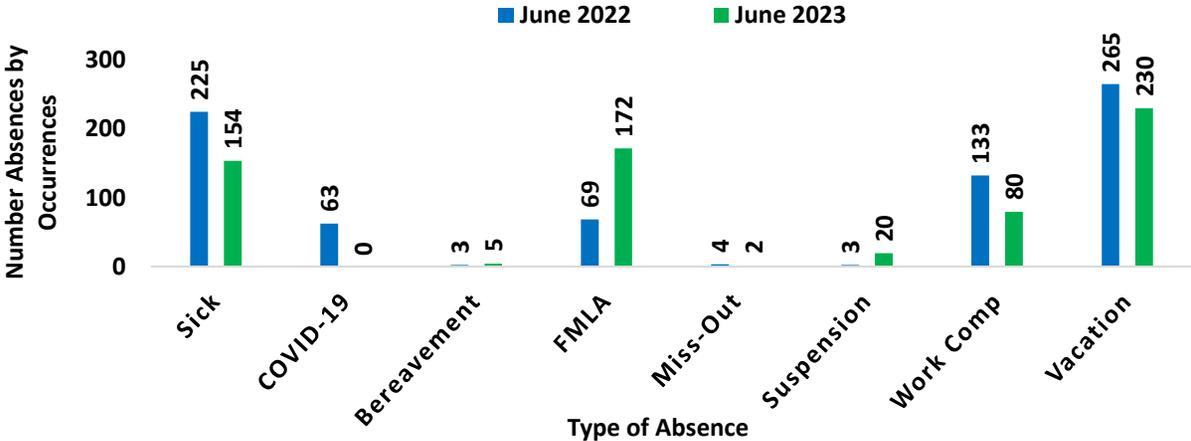
Trip: A one-way trip booked by the rider. A round trip is counted as two (2) trips.

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

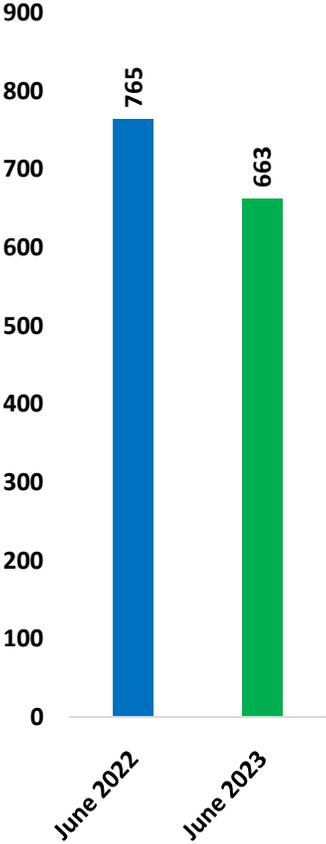
Goal for Late Cancellations: 3% or below.

Total Trips: Total one-way trips completed.

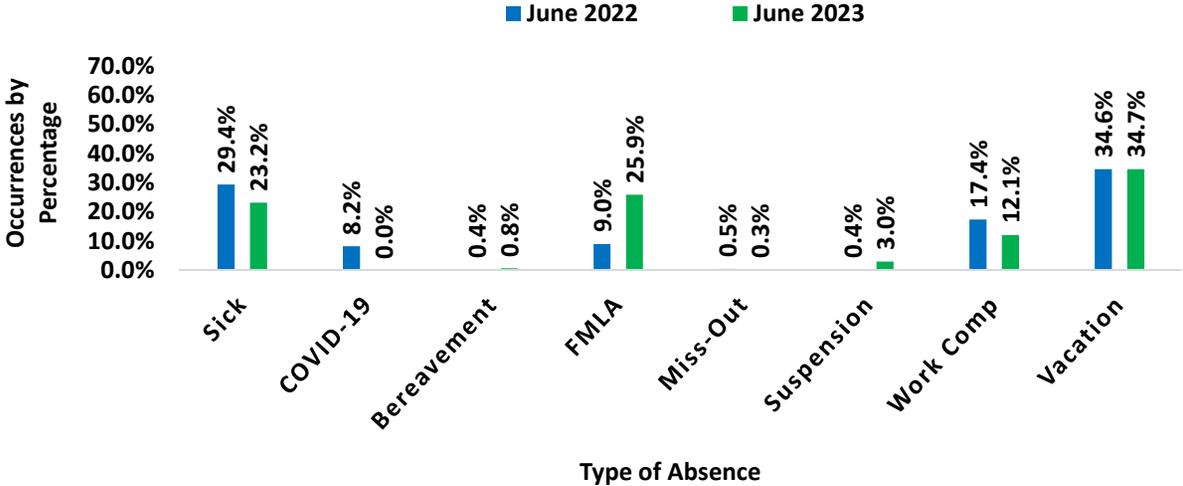
### Operator Absence by Type



### Total Absence Occurrences

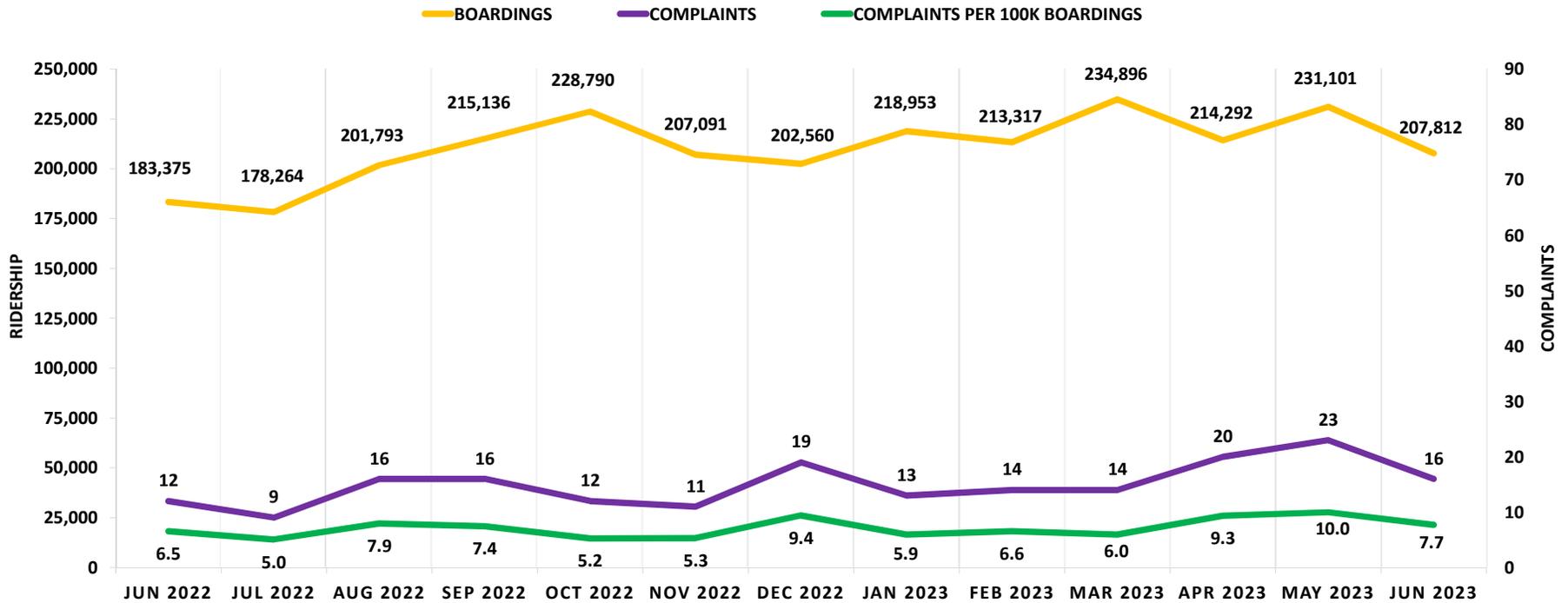


### Operator Absence Type by Percentage



This chart includes total absences for Fixed Route drivers. For the month of June 2022, 19% of SunLine's fixed route operator workforce was absent when compared to June 2023 at 21%. Workforce for June 2022 was at a total of 147 operators when compared to June 2023 at 136 operators.

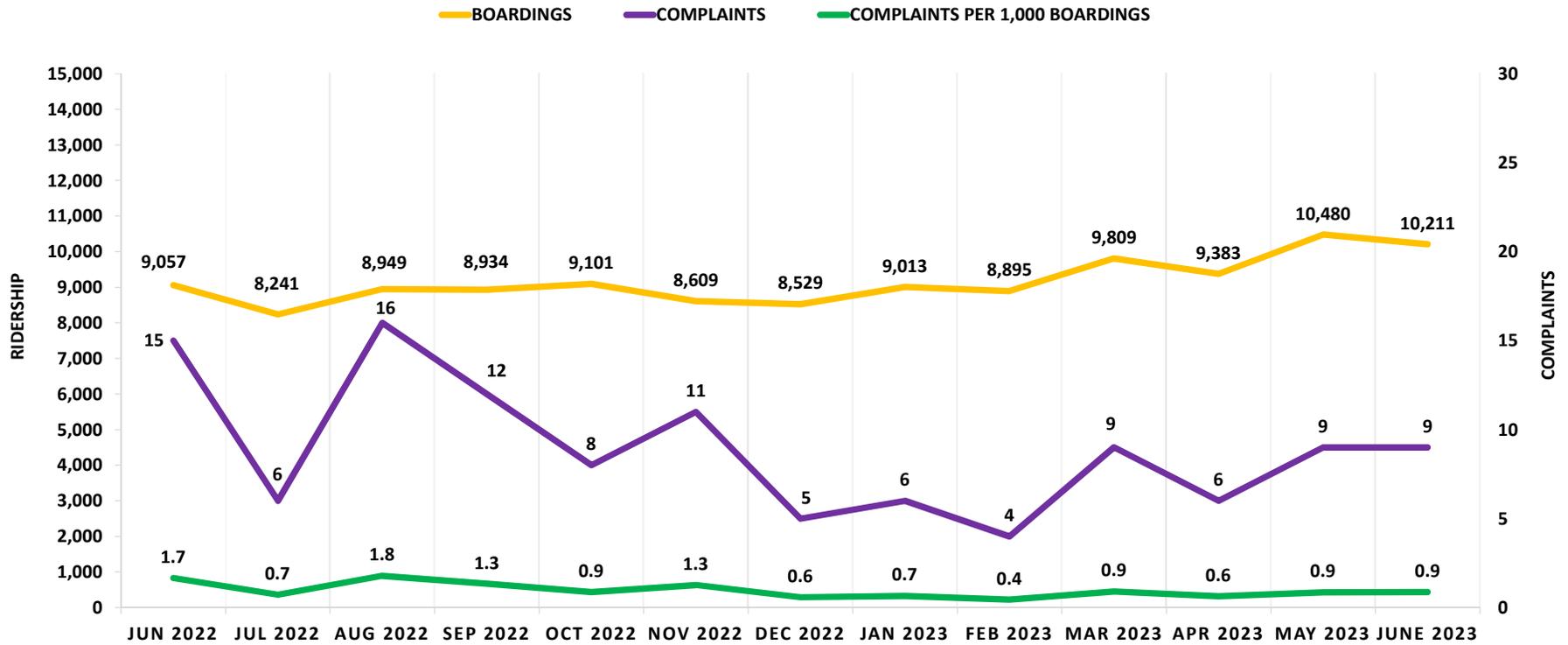
## Fixed Route Customer Complaints June 2023



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

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

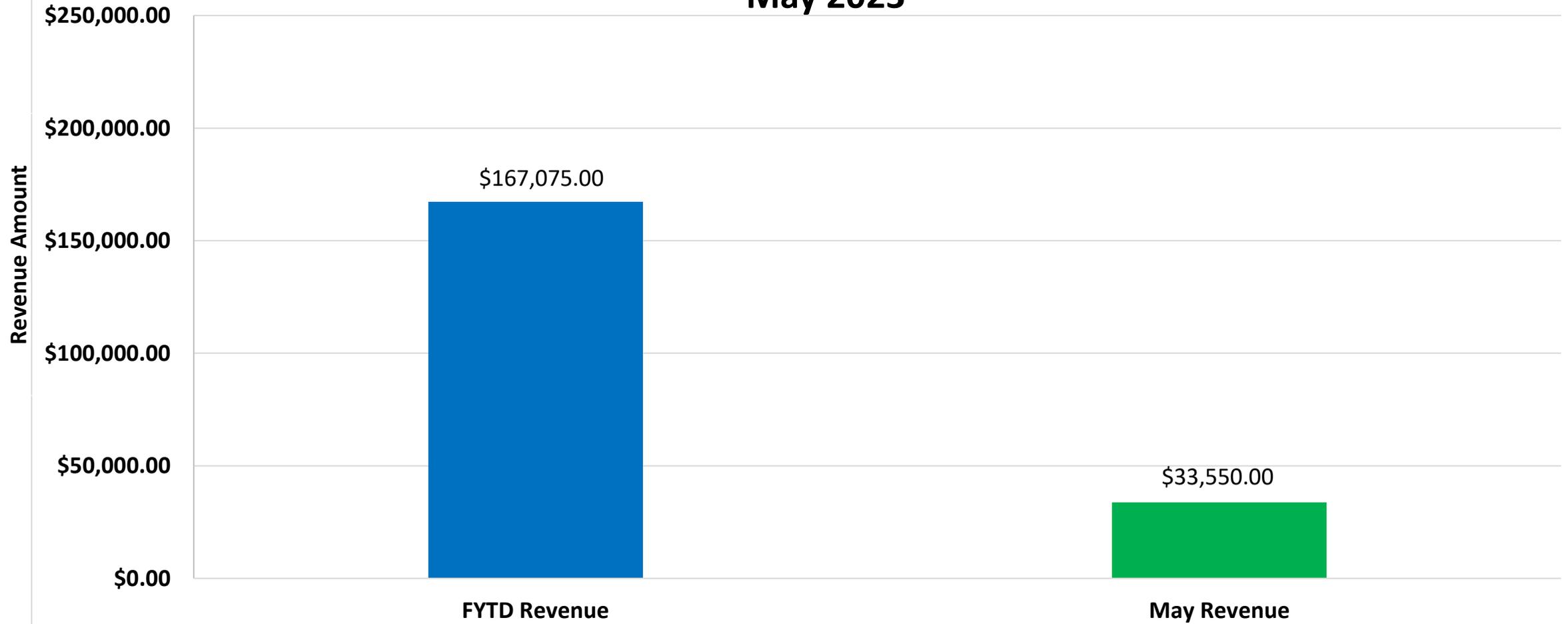
## Paratransit Customer Complaints June 2023



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

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

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

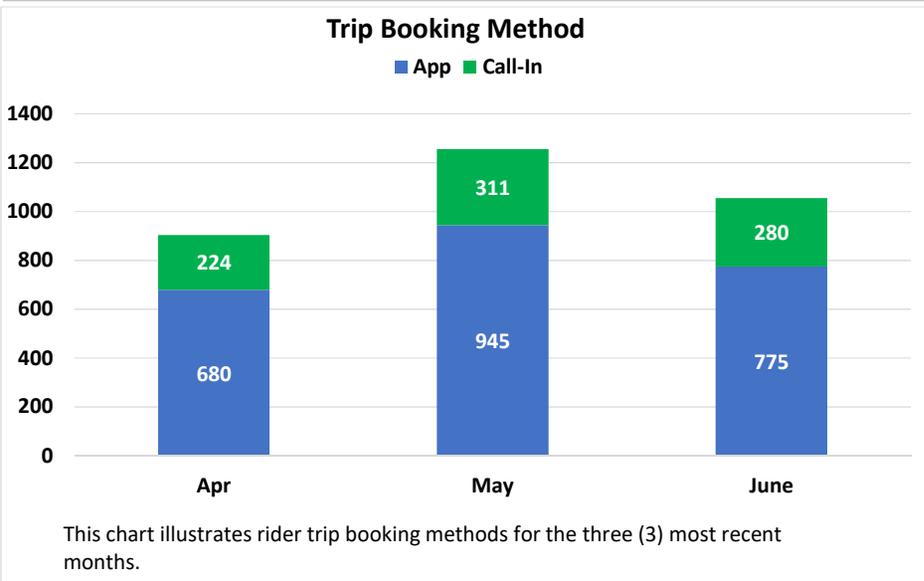
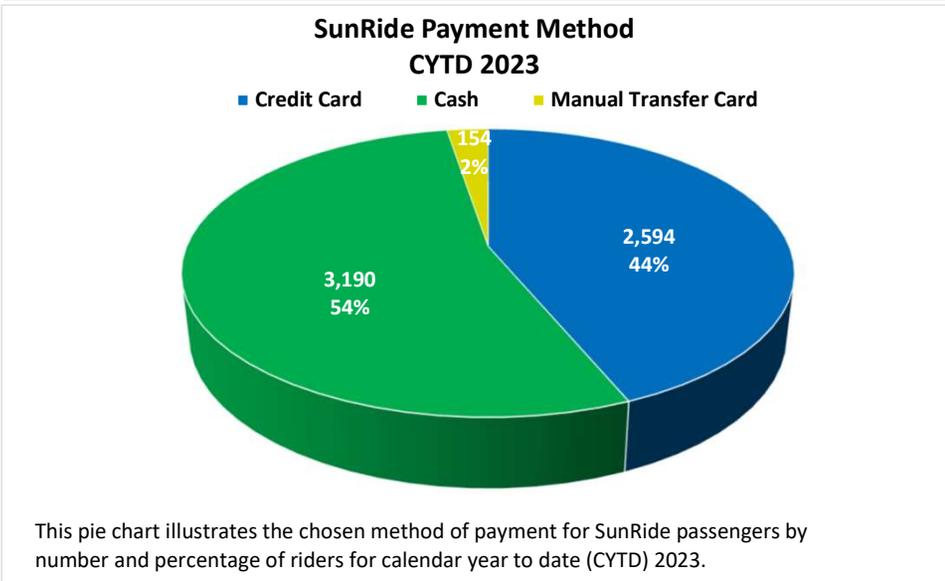
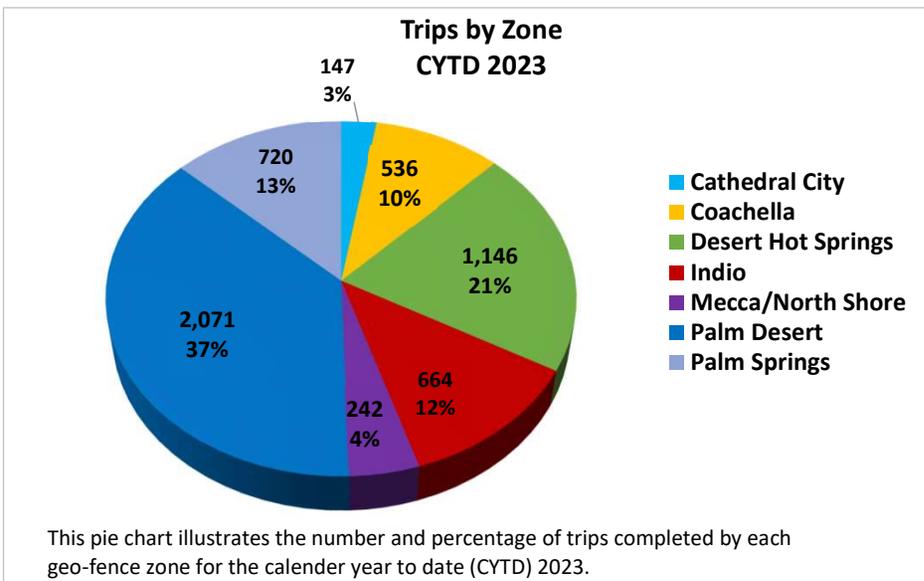
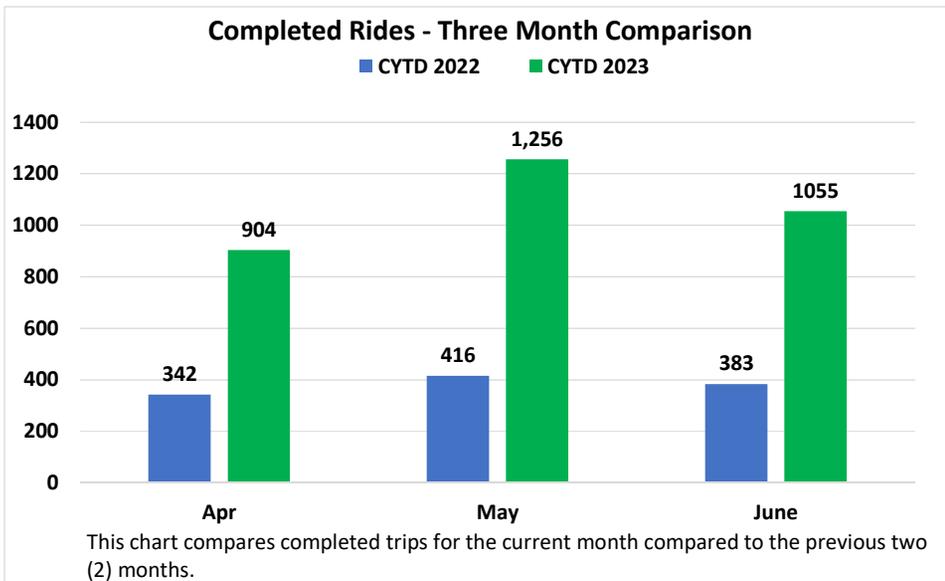


Advertising revenue tracks revenue of invoiced contracts for bus shelter and bus wrap advertising. The graph tracks FYTD revenue accrued with the monthly revenue accrued. The annual budget amount for FY23 is \$250,000 (*advertising revenues follow Finance Department reporting from the previous two (2)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

## SunRide System-Wide Metrics CYTD 2023

**Total Completed Trips: 5,526**

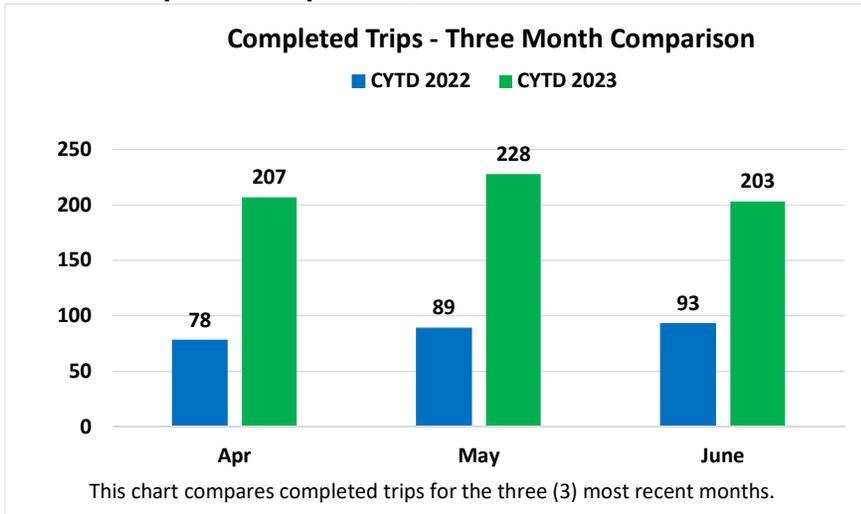
**Total Number of Passengers: 5,938**



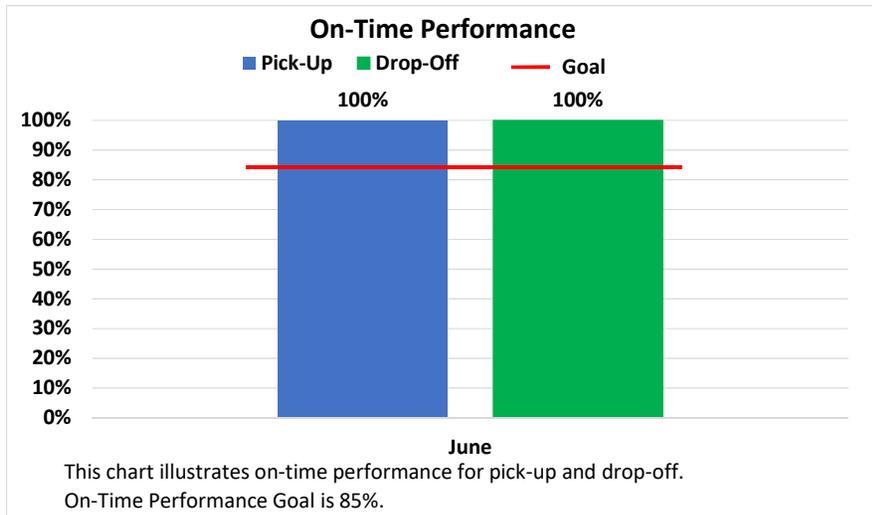
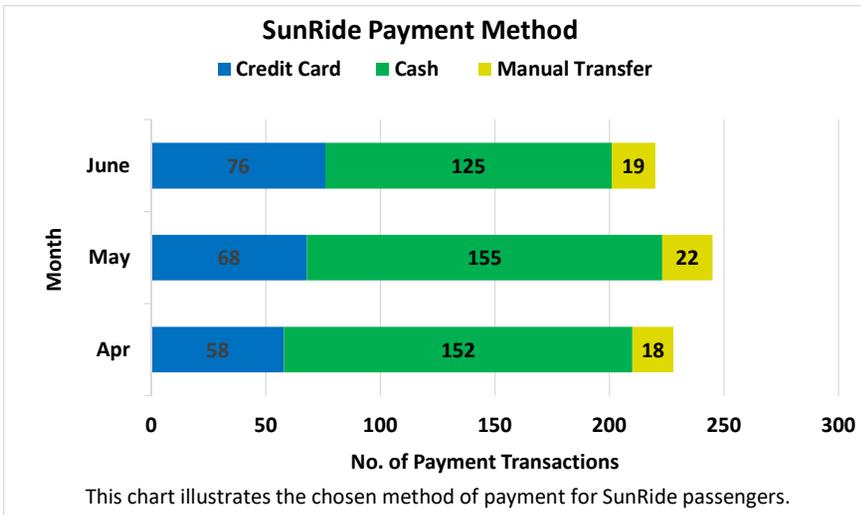
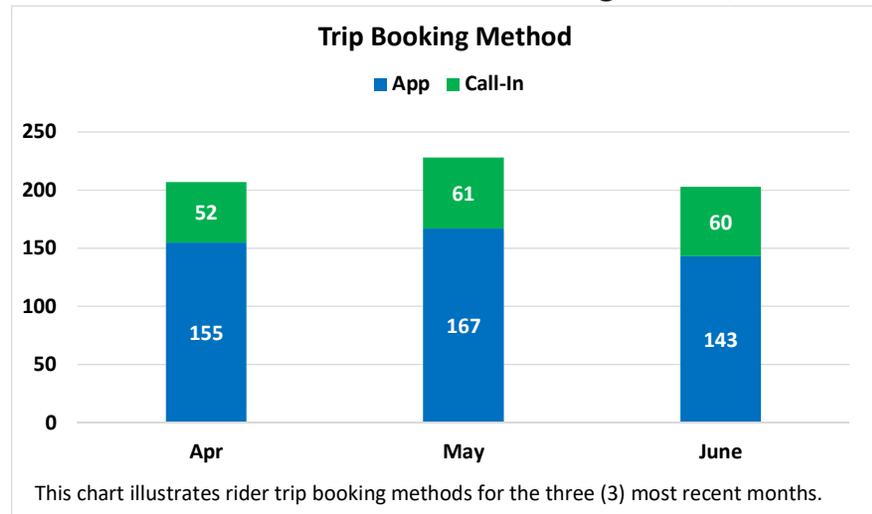
Percentage of Trips System-wide as Ridesharing: 14%

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

**Total Completed Trips: 1,146**



**Total Number of Passengers: 1,273**



Percentage of Trips as Ridesharing: 15%

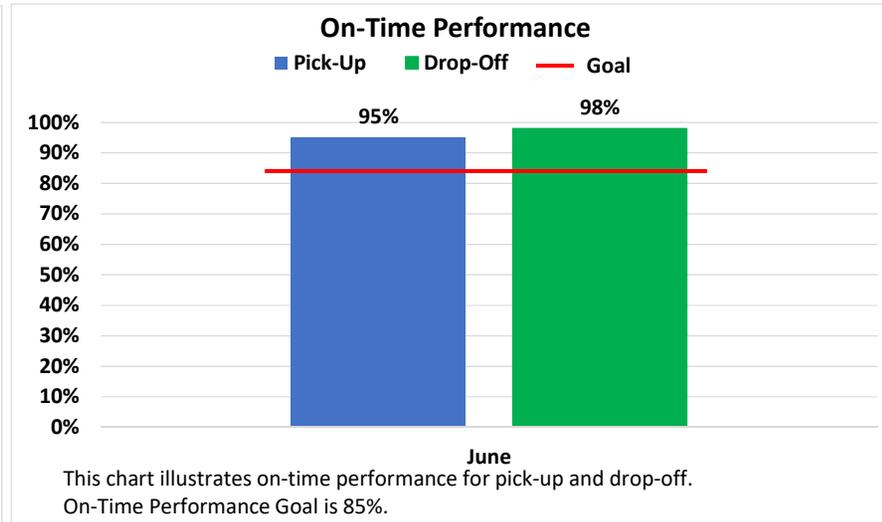
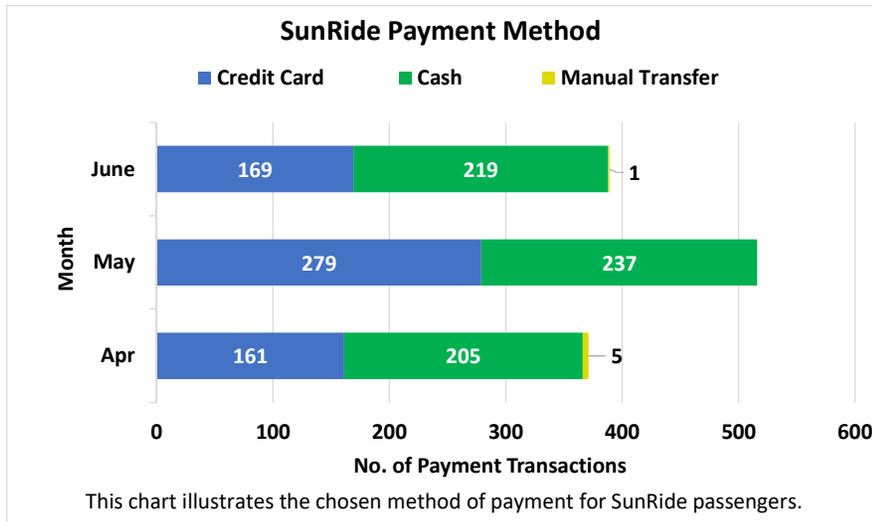
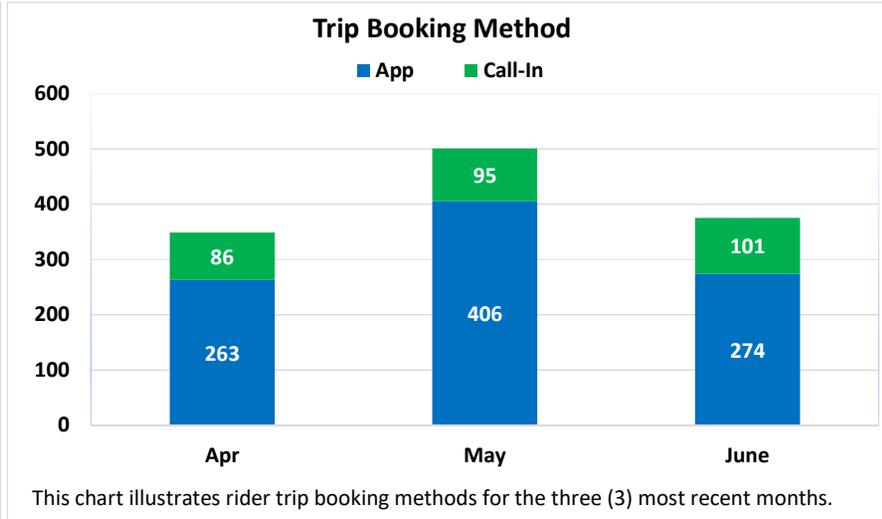
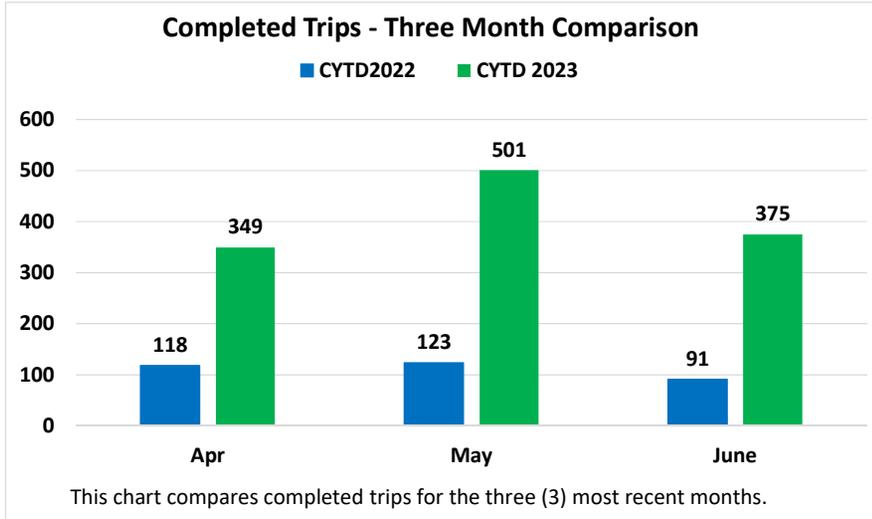
**Customer Satisfaction Rating**  
Avg. rider trip rating 5.0  
Goal: 4.5



## Palm Desert Geo-Fence Metrics CYTD 2023

**Total Completed Trips: 2,071**

**Total Number of Passengers: 2,163**



Percentage of Trips as Ridesharing: 38%

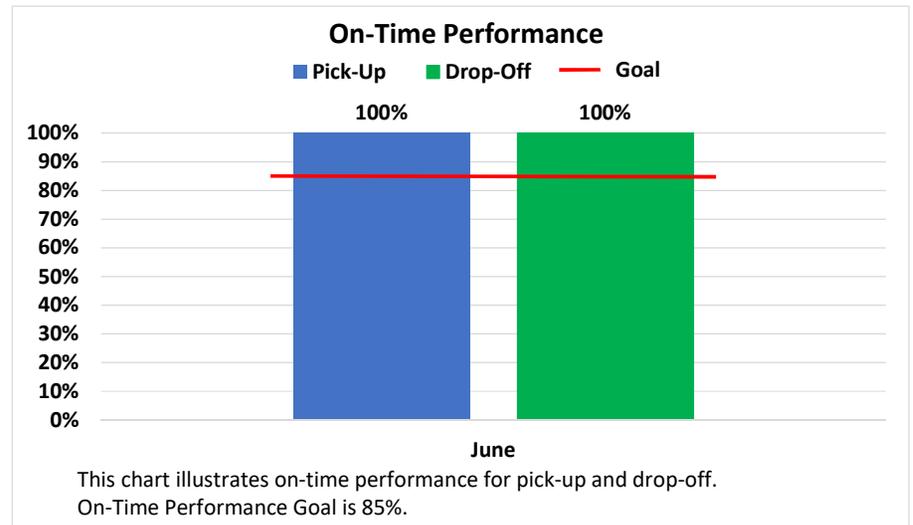
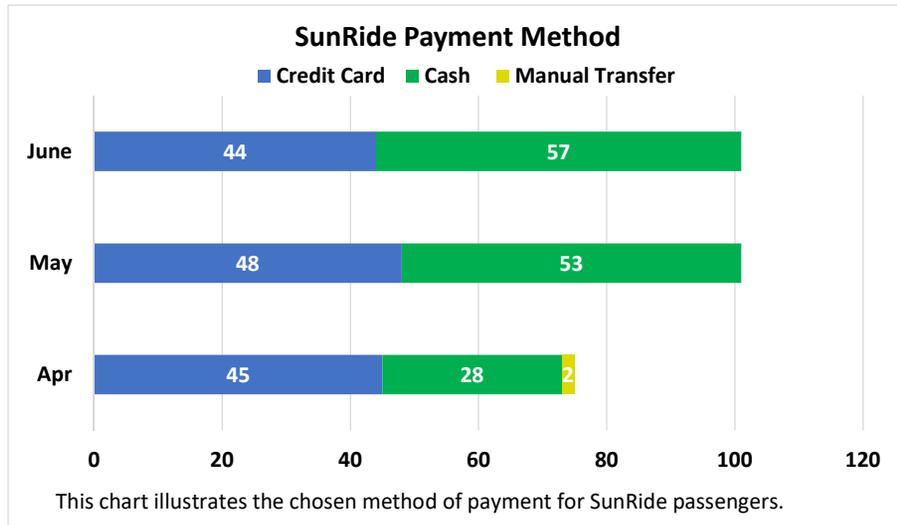
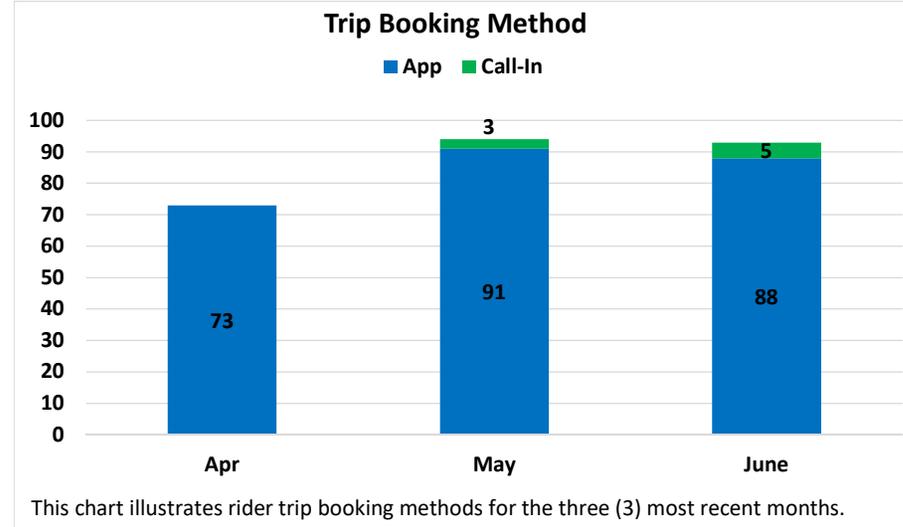
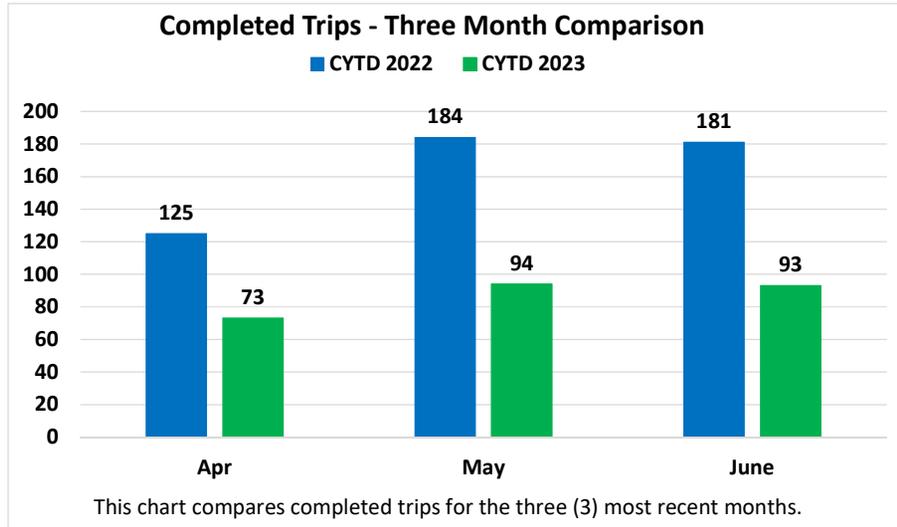
**Customer Satisfaction Rating**  
Avg. rider trip rating: 4.8  
Goal: 4.5



## Coachella Geo-Fence Metrics CYTD 2023

**Total Completed Trips: 536**

**Total Number of Passengers: 579**



Percentage of Trips as Ridesharing: Four (4) percent

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

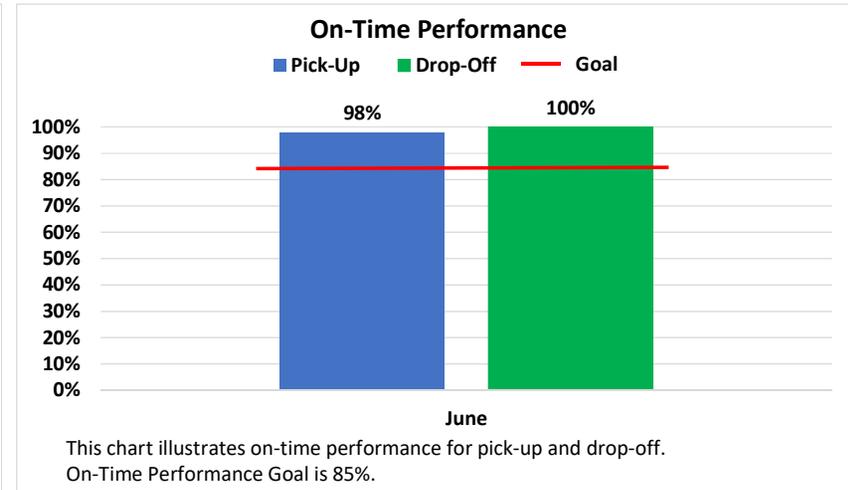
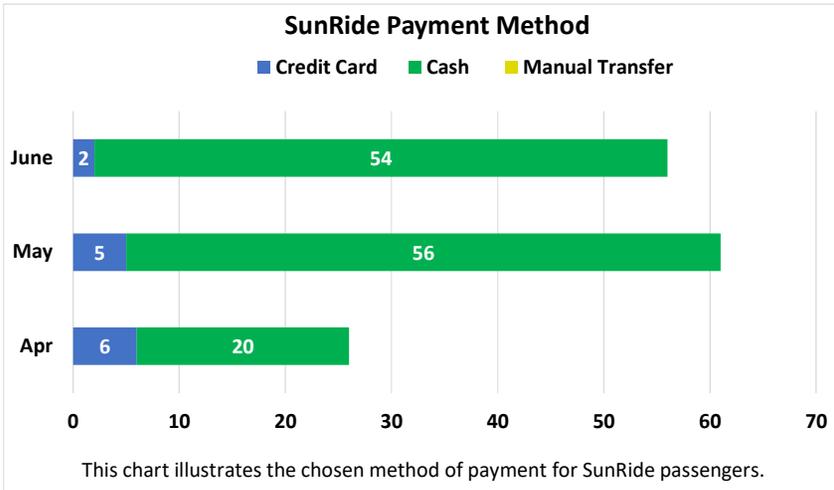
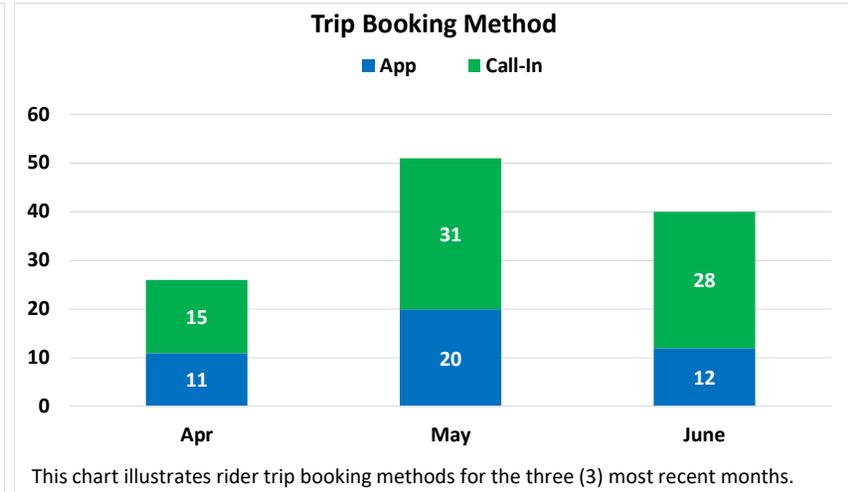
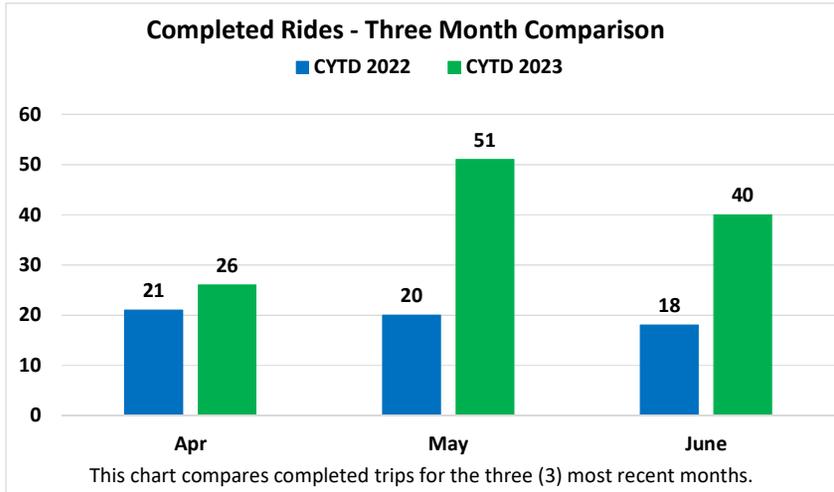


**EXCEEDS GOAL!**

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

**Total Completed Trips: 242**

**Total Number of Passengers: 274**



Percentage of Trips as Ridesharing: Ten (10) percent

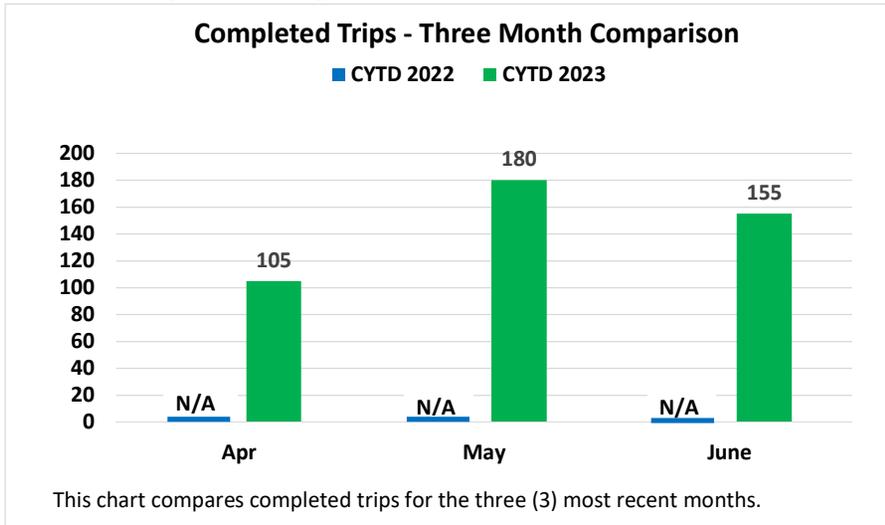
**Customer Satisfaction Rating**  
Avg. rider trip rating: 5.0  
Goal: 4.5



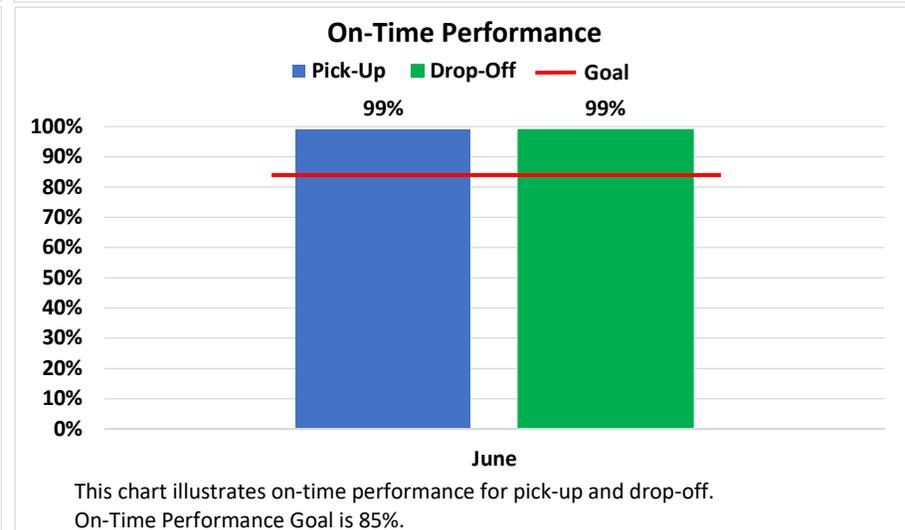
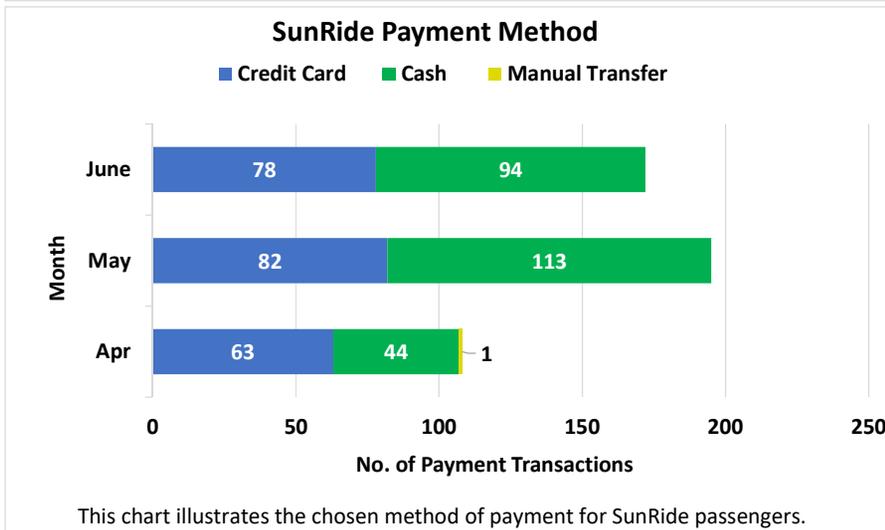
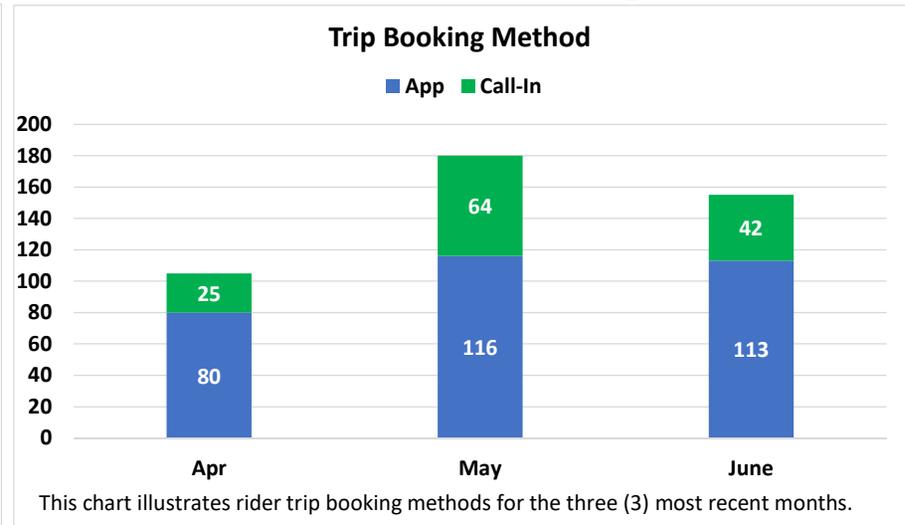
**EXCEEDS GOAL!**

## Indio Geo-Fence Metrics CYTD 2023

**Total Completed Trips: 664**



**Total Number of Passengers: 710**



Percentage of Trips as Ridesharing: Ten (10) percent

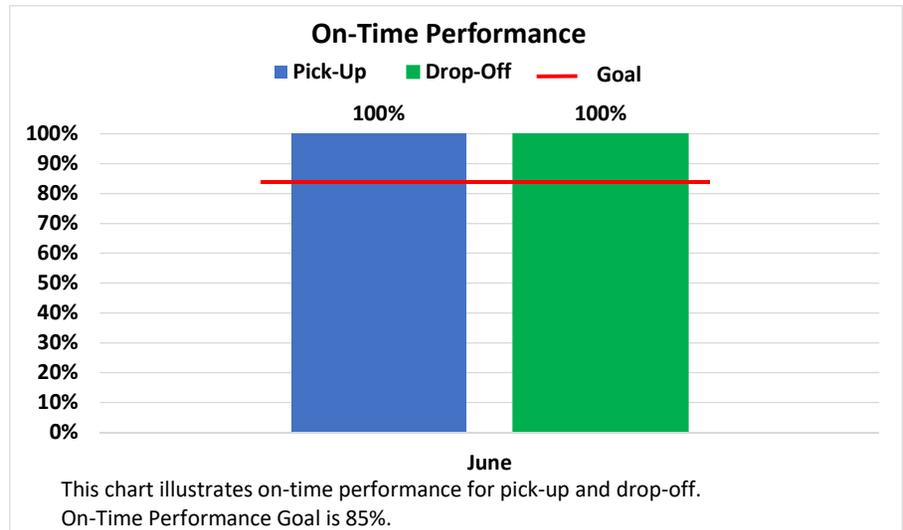
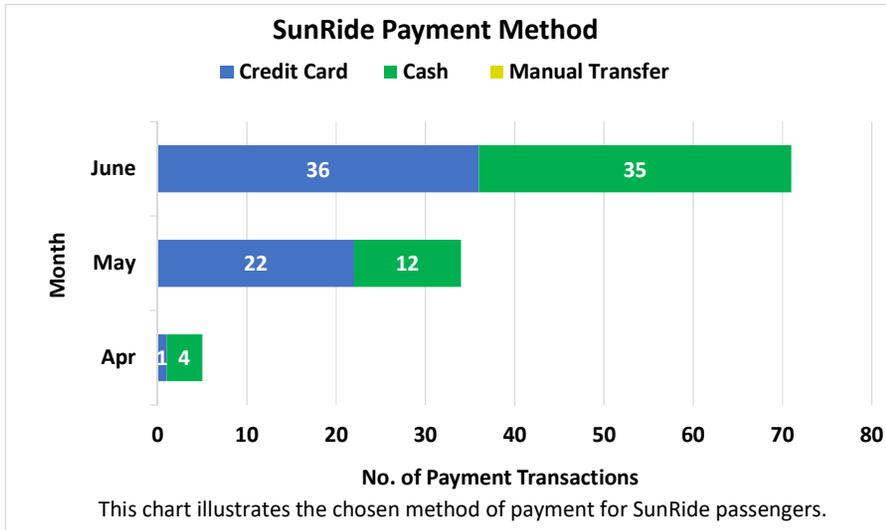
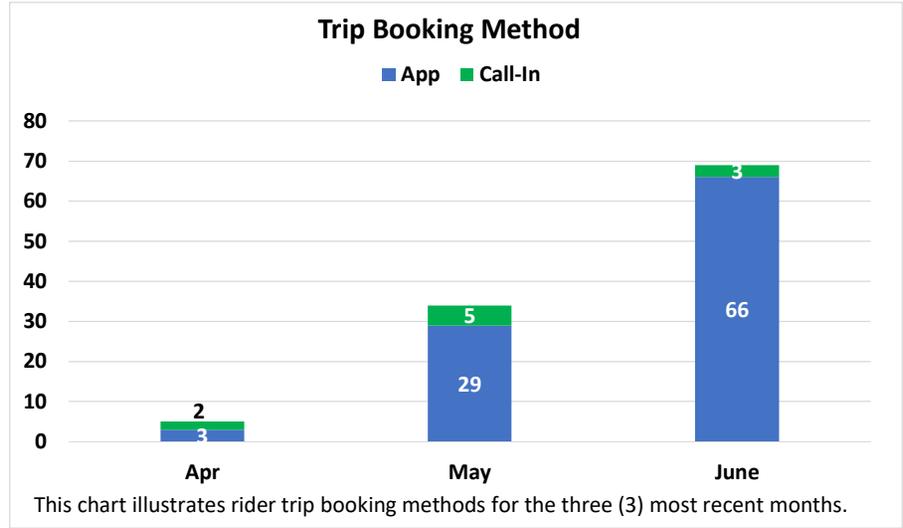
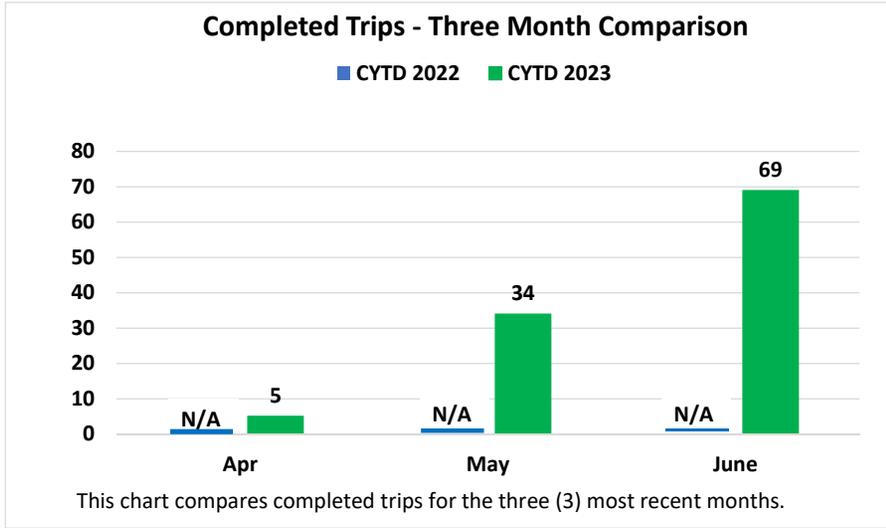
**Customer Satisfaction Rating**  
Avg. rider trip rating 4.9  
Goal: 4.5



## Cathedral City Geo-Fence Metrics CYTD 2023

**Total Completed Trips: 147**

**Total Number of Passengers: 151**



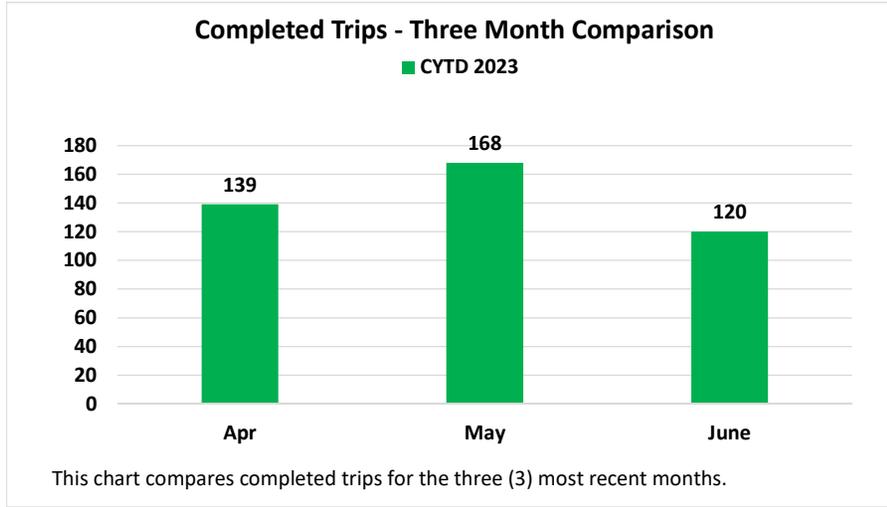
Percentage of Trips as Ridesharing: 14%

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

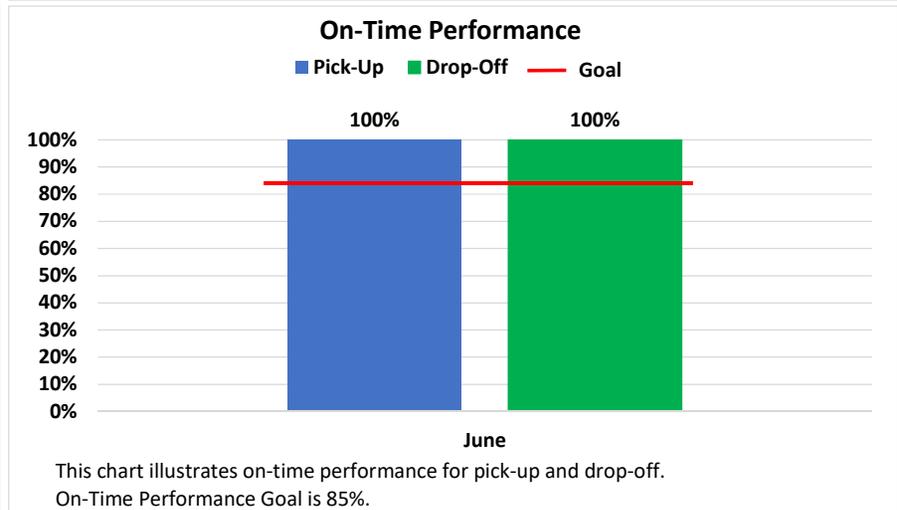
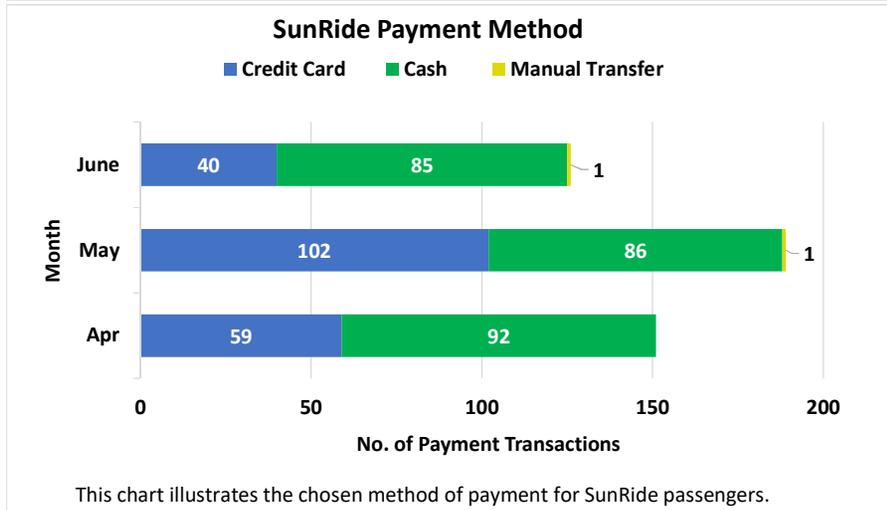


## Palm Springs Geo-Fence Metrics CYTD 2023

**Total Completed Trips: 720**



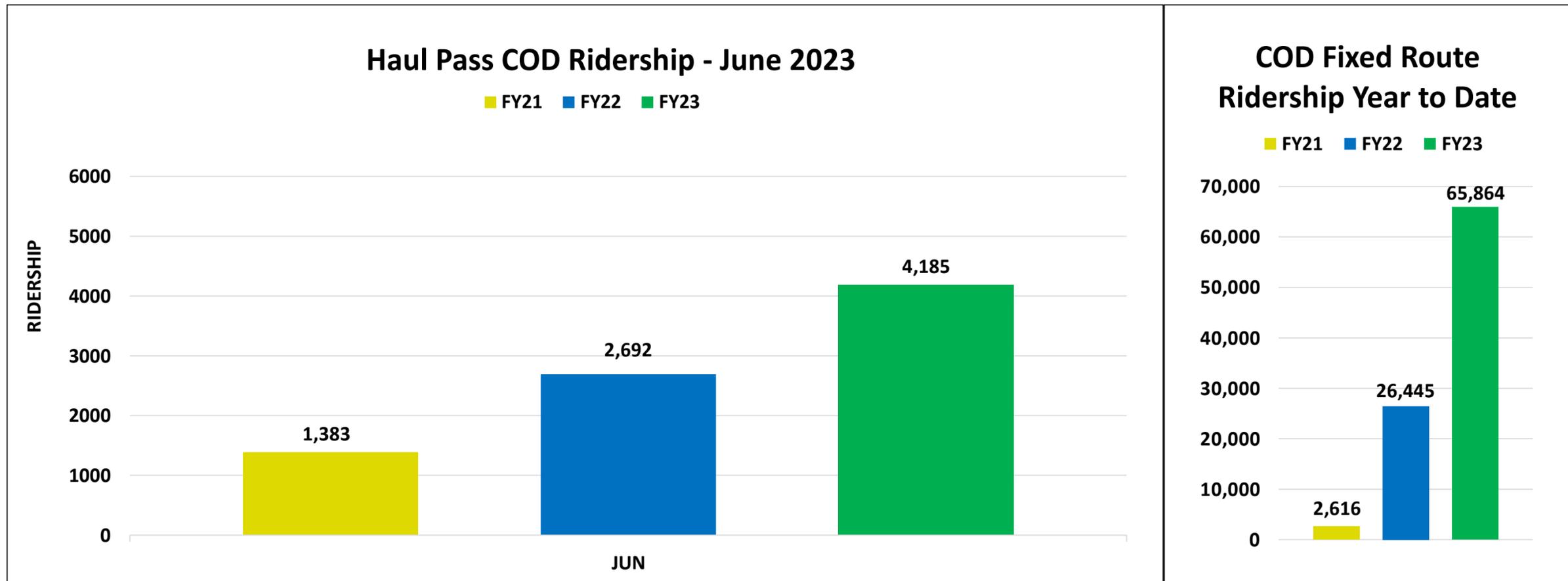
**Total Number of Passengers: 788**



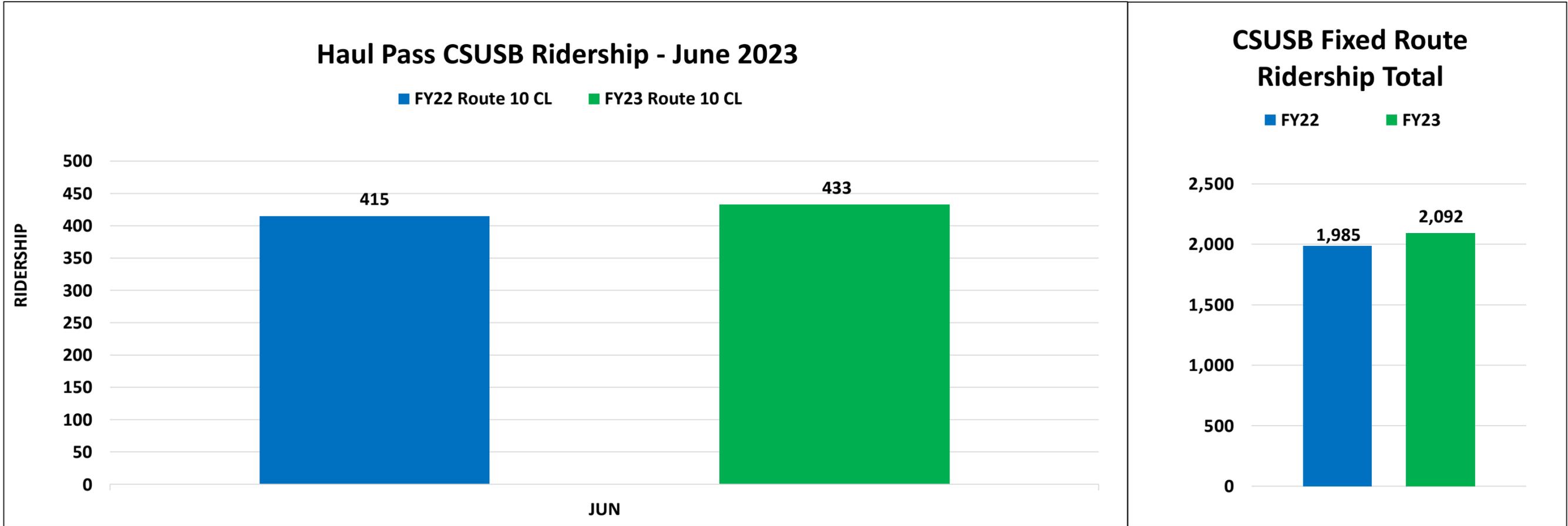
Percentage of Trips as Ridesharing: Five (5) percent

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





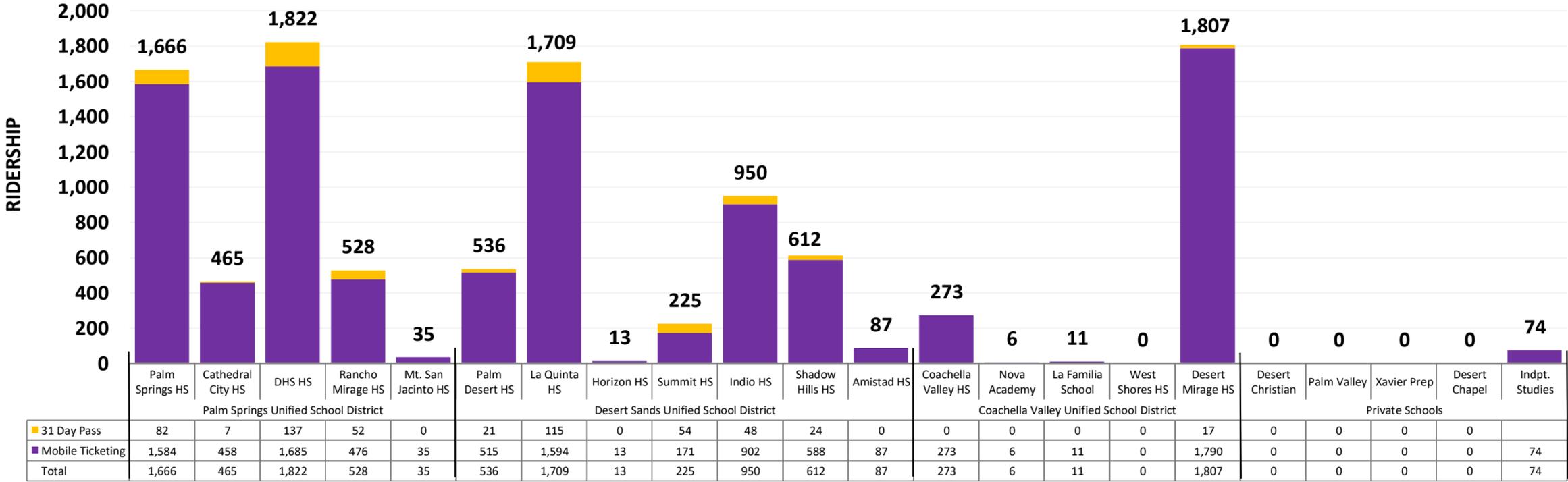
The Haul Pass program was introduced in August 2018.  
 This chart represents monthly ridership on the Haul Pass COD.  
 Haul Pass COD contributed with 4,185 rides from 266 unique riders.



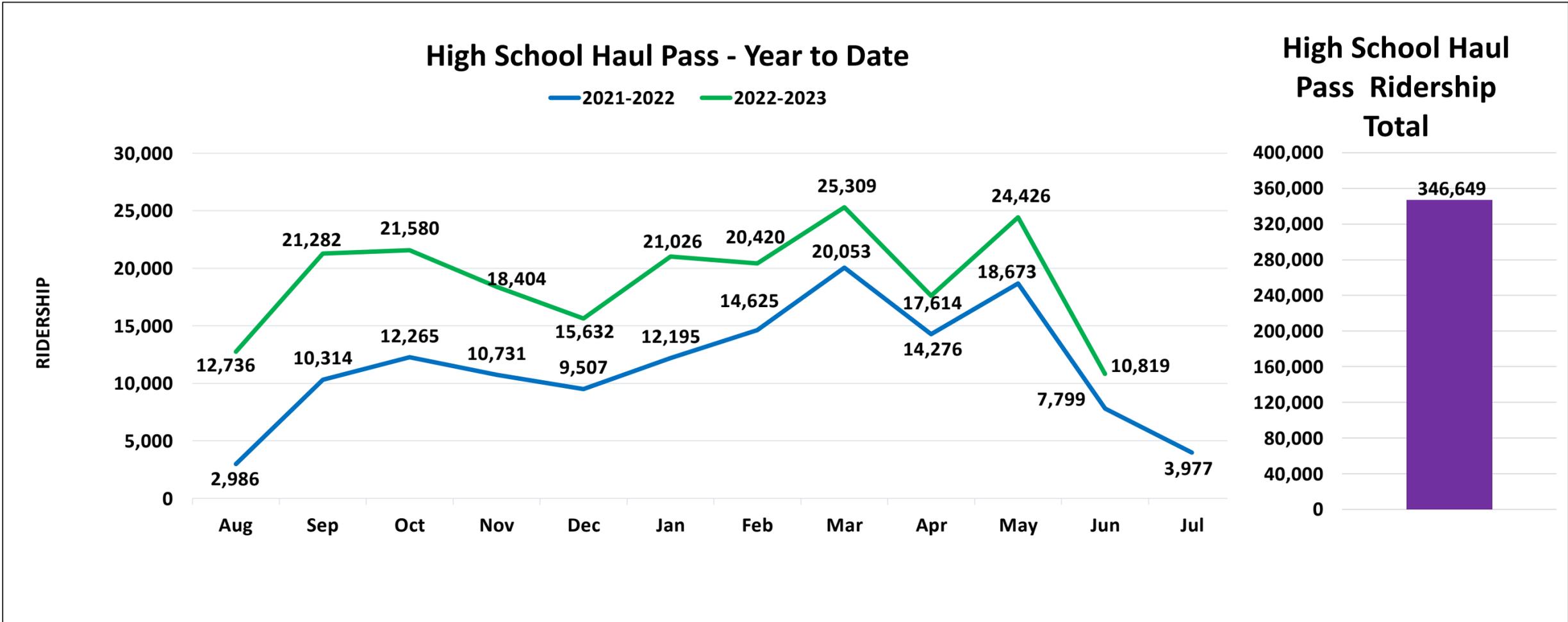
The Haul Pass CSUSB program was introduced in September 2019. This chart represents monthly ridership on the Haul Pass CSUSB. CSUSB contributed 433 rides from 61 unique users. From that total, 341 rides were used on Route 10 and 92 rides on the fixed route system.

### High School Haul Pass - June 2023

■ Mobile Ticketing ■ 31 Day Pass



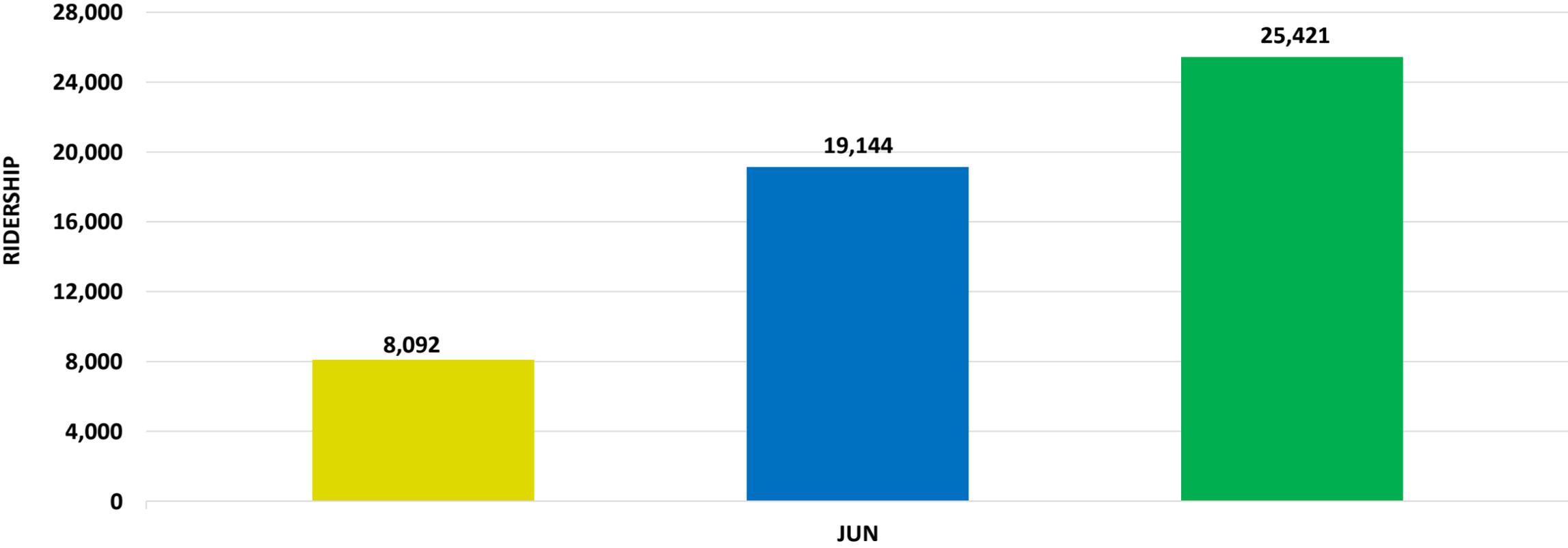
Haul Pass COD contributed with 4,185 rides from 266 unique riders.  
 This chart represents a monthly combination of Mobile Ticketing and 31 Day Pass ridership by school for the High School Haul Pass.  
 The total active users as of June 2023 are 3,194 using the High School Haul Pass.



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 - June 2023

FY21 FY22 FY23



This chart represents all monthly mobile ticketing usage based on the Token Transit app data. The total for June 2023 includes 177 paratransit mobile tickets. A total of 1,804 unique users used mobile ticketing in the month of June 2023.

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

DATE: July 26, 2023

**RECEIVE & FILE**TO: Finance/Audit Committee  
Board of DirectorsRE: Quarterly Capital Projects Update for 2<sup>nd</sup> Quarter Calendar Year 2023Summary:

The capital projects update summarizes the quarterly status of the large capital projects that are active. For the second quarter of calendar year 2023, there are 17 large projects in progress. Due to the COVID-19 pandemic, some projects have been impacted by long lead times on vehicle deliveries and equipment accessibility, following similar trends nationwide. Any substantial impacts will be reported to the Board of Directors.

Recommendation:

Receive and file.

QUARTERLY CAPITAL PROJECT UPDATES 2ND QUARTER CALENDAR YEAR 2023

<b>New Projects Update</b>			
<b>Project Title</b>	<b>Brief Description</b>	<b>Current Status</b>	<b>Funding</b>
Replacement of ten (10) Paratransit Vehicles	This project will allow the replacement of ten (10) paratransit vehicles that have met their useful life.	The Procurement team released bids and staff will award the contract to the lowest bidder upon the approval of the Board of Directors in July 2023.	\$2,300,000

<b>Projects Update</b>			
<b>Project Title</b>	<b>Brief Description</b>	<b>Current Status</b>	<b>Funding</b>
Five (5) Hydrogen Buses & On-Site Hydrogen Fueling Station	This project deployed five (5) new 40-foot fuel cell electric buses along with the upgrade of SunLine’s existing hydrogen refueling station with a new electrolyzer.	All five (5) buses and fueling station are in service. The third amendment was executed in June 2023. The project team, in coordination with Nel, are working on the site acceptance test. The commissioning is expected to be completed by the end of December 2023.	\$15,571,561
Liquid Hydrogen Station Project	The new liquid hydrogen station will include liquid storage, compression equipment, gaseous storage and dispensing, providing both additional capacity and resiliency for the existing fueling infrastructure. The new station will be capable of dispensing fuel at 350 and 700 bar.	In coordination with technical support consultants and the contractor, the project team is reviewing and developing the engineering drawings.	\$5,161,250
Refurbishment of 12 CNG Buses	This project is for the refurbishment of 12 CNG buses to extend their useful life. This will allow time to obtain zero-emission replacement buses.	Project team is expecting to transport the first CNG bus to the vendor’s site in mid-October for refurbishment.	\$4,430,850

QUARTERLY CAPITAL PROJECT UPDATES 2ND QUARTER CALENDAR YEAR 2023

Project Title	Brief Description	Current Status	Funding
Center of Excellence Facility	This project is for the construction of a facility to serve as a training center and maintenance bay for zero-emission vehicles.	Staff received bids and rejected all bids. Team is looking to satisfy requirements on the open market. Bids received were incomplete and were higher than what was originally anticipated by the project team.	\$3,097,654
Coachella Hub	This project is in conjunction with a grant awarded to SunLine as part of the Affordable Housing Sustainability Community Grant. SunLine, along with the City of Coachella, will construct sustainable transportation infrastructure to provide transportation related amenities.	Procurement process has been completed for the construction of the project. The project team will be presenting its recommendation to the Board of Directors for approval in July 2023.	\$1,813,500
Radio Replacement for Fixed Route Buses - Phase I	This project will allow the replacement of the current radio system from analog to cellular services that will improve the day-to-day operational communications of SunLine's Transportation department.	The Procurement team released bids in May 2023 and staff is expecting to receive and review bids in July 2023.	\$997,500
Purchase of MCI Commuter Bus	This project will allow the purchase of one (1) additional MCI bus to meet the needs of the Agency.	The vehicle has been delivered. The project team will begin the process to close this project.	\$950,000
SoCalGas/Hydrogen Demonstration Project	SunLine, in partnership with the Southern California Gas Company, will install, test, monitor, and demonstrate a Steam Methane Reformer (SMR) in various operating conditions at SunLine's Thousand Palms facility.	Commissioning phase and equipment integration is anticipated to be completed in the fourth quarter of 2023.	\$600,000
Transit Asset Management (TAM) Software	This project will allow the purchase of an asset management tool for the Maintenance Department.	Team is actively working with vendor to launch the software. Software is expected to be implemented by the third quarter of 2023.	\$499,487

QUARTERLY CAPITAL PROJECT UPDATES 2ND QUARTER CALENDAR YEAR 2023

<b>Project Title</b>	<b>Brief Description</b>	<b>Current Status</b>	<b>Funding</b>
Operations Facility IT Equipment	The project focuses on the purchase of information technology equipment such as servers, switches and battery backup systems for the new Operations Facility.	Information technology equipment has been delivered and installed. Final project closeout documentation is in progress.	\$230,291
Purchase Stops/Zones Compressed Natural Gas Trucks	This project is for the purchase of three (3) support trucks to replace the current vehicles that have met their useful life.	Procurement released the Purchase Order to the vendor on May 2023. Project team is expecting to receive all three (3) support trucks by the fourth quarter of 2023.	\$209,949
Purchase Shop Service CNG Vehicle	This project is for the purchase of a shop service vehicle to support the Maintenance and Transportation departments.	Due to the lead time in manufacturing and CNG upfit, the vehicle is expected to be delivered by the end of the third quarter of 2023.	\$159,400
Two (2) Micro Transit Vehicles	This project will allow the procurement of two (2) micro transit Chrysler Voyager vehicles that are ADA accessible.	One (1) vehicle has been received and is in service. The second vehicle is pending make-ready equipment to be installed. Vehicle is expected to be in service by the third quarter of 2023.	\$155,762
Purchase Administrative Vehicles	This project is for the purchase of two (2) Ford Explorers.	Due to inventory shortages, Procurement staff will release bids once hybrid vehicles become available.	\$119,970
Surveillance Camera Addition and Replacement	This project will allow the procurement and installation of new surveillance cameras to be installed at SunLine's Thousand Palms and Indio facilities.	The scope of work has been finalized and the Procurement team will begin the process to issue an invitation for bids.	\$109,582

QUARTERLY CAPITAL PROJECT UPDATES 2ND QUARTER CALENDAR YEAR 2023

H2Ride	This project will support the make ready costs for the demonstration of four (4) 22-foot hydrogen fuel cell vehicles.	All four (4) vehicles are expected to be delivered during the third quarter of 2023.	\$99,000
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**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: July 26, 2023

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Board Member Attendance for June 2023

Summary:

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

Recommendation:

Receive and file.

FY 22/23	Board Member Matrix Attendance													Total Meetings	Total Attended
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
Desert Hot Springs	X		X	X		X	X	X	X	X	X	X	10	10	
Palm Desert	X		X	X		X	X	X	X	X	X	X	10	10	
Palm Springs	X		X	X			X	X	X	X	X	X	10	9	
Cathedral City	X		X	X		X	X	X	X	X	X	X	10	10	
Rancho Mirage	X		X			X	X	X	X	X	X	X	10	9	
Indian Wells	X		X	X			X	X	X	X		X	10	8	
La Quinta	X		X	X		X	X	X	X	X	X		10	9	
Indio	X		X	X		X	X	X	X	X	X		10	9	
Coachella	X			X		X	X	X	X	X	X	X	10	9	
County of Riverside	X		X	X		X	X	X		X	X	X	10	9	

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

**DARK –**

**SunLine Services Group**

**CONSENT CALENDAR**

DATE: July 26, 2023

**RECEIVE & FILE**

TO: Taxi Committee  
Board of Directors

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

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  
May 2023**

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
SUNLINE TRANSIT AGENCY	Overhead Allocations May 2023	91193	05/12/2023	2,461.67
SUNLINE TRANSIT AGENCY	Payroll Liabilities 05/12/2023	91196	05/19/2023	2,420.97
SUNLINE TRANSIT AGENCY	Payroll Liabilities 04/28/2023	91191	05/05/2023	2,287.57
<b>Total Checks Over \$1,000</b>	\$7,170.21			
<b>Total Checks Under \$1,000</b>	\$1,361.15			
<b>Total Checks</b>	\$8,531.36			

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

DATE: July 26, 2023

**RECEIVE & FILE**

TO: Taxi Committee  
Board of Directors

RE: Monthly Budget Variance Report for May 2023

Summary:

The budget variance report compares revenues and expenses to the respective line item budgets. The report identifies current monthly revenues and expenses as well as fiscal year to date (FYTD) values. The budgetary figures are represented as a straight line budget. Accordingly, the current monthly budget values are calculated by taking 1/12<sup>th</sup> of the annual budget. The FYTD budget values for the month of May 2023 are equal to 11/12<sup>ths</sup> of the yearly budget.

Year to Date Summary

- As of May 31, 2023, the organization's revenues are \$16,262 or 9.48% above the FYTD budget.
- As of May 31, 2023, expenditures are \$44,982 or 26.21% below the FYTD budget.
- The net FYTD operating gain (loss) after expenses is \$61,244.

Recommendation:

Receive and file.

SunLine Regulatory Administration  
Budget Variance Report  
May 2023

Description	FY23 Total Budget	Current Month			Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY23 FYTD Budget	Positive (Negative)	Percentage Remaining
<b>Revenues:</b>								
Revenue Fines	1,500	417	125	292	6,192	1,375	4,817	-312.8%
New Driver Permit Revenue	750	225	63	163	1,650	688	963	-120.0%
Taxi Business Permit	96,000	9,408	8,000	1,408	97,880	88,000	9,880	-2.0%
Driver Transfer Revenue	250	-	21	(21)	125	229	(104)	50.0%
Driver Renewal Revenue	1,500	50	125	(75)	1,950	1,375	575	-30.0%
Driver Permit Reinstatement/Replacement	50	-	4	(4)	-	46	(46)	100.0%
Vehicle Permit Revenue	85,000	3,225	7,083	(3,858)	78,565	77,917	649	7.6%
Other Revenue	650	-	54	(54)	-	596	(596)	100.0%
Operator Application Fee	1,500	1,500	125	1,375	1,500	1,375	125	0.0%
<b>Total Revenue</b>	<b>187,200</b>	<b>14,825</b>	<b>15,600</b>	<b>(775)</b>	<b>187,862</b>	<b>171,600</b>	<b>16,262</b>	<b>9.5%</b>
<b>Expenses:</b>								
Salaries and Wages	89,364	5,555	7,447	1,892	53,035	81,917	28,882	40.7%
Fringe Benefits	32,076	3,398	2,673	(725)	23,951	29,403	5,452	25.3%
Services	27,015	281	2,251	1,970	23,484	24,764	1,280	13.1%
Supplies and Materials	4,193	690	349	(341)	13,988	3,844	(10,144)	-233.6%
Utilities	22,138	469	1,845	1,376	5,154	20,293	15,140	76.7%
Casualty and Liability	5,589	466	466	-	5,123	5,123	-	8.3%
Taxes and Fees	100	-	8	8	-	92	92	100.0%
Miscellaneous	6,725	64	560	496	1,884	6,165	4,281	72.0%
<b>Total Expenses</b>	<b>187,200</b>	<b>10,923</b>	<b>15,600</b>	<b>4,677</b>	<b>126,618</b>	<b>171,600</b>	<b>44,982</b>	<b>26.2%</b>
<b>Total Operating Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ 3,902</b>			<b>\$ 61,244</b>			

**Budget Variance Analysis - SunLine Regulatory Administration**

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**Revenue**

- The positive variance in revenue is largely due to an increase in Vehicle Permit Revenue.
- As of FYTD23, there is a decrease of 21,395 taxi trips compared to FYTD22.

**Taxi Trips**

	FY22-May	FY23-May	Variance	%Δ
Trips	12,079	9,977	(2,102)	-17.4%

**Taxi Trips**

	FYTD-FY22	FYTD-FY23	Variance	%Δ
Trips	138,441	117,046	(21,395)	-15.5%

**Salaries and Wages**

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

**Fringe Benefits**

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

**Services**

- Expenses for services are within an acceptable range of the budget.

**Supplies and Materials**

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

**Utilities**

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

**Casualty and Liability**

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

**Taxes and Fees**

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

**Miscellaneous**

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

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

DATE: July 26, 2023

**RECEIVE & FILE**

TO: Taxi Committee  
Board of Directors

RE: Taxi Trip Data – June 2023

Summary:

The attached charts summarize the total number of taxi trips generated in the Coachella Valley for the previous three (3) month period and total taxi trips for the current fiscal year to date (FYTD) compared to the last two (2) fiscal years.

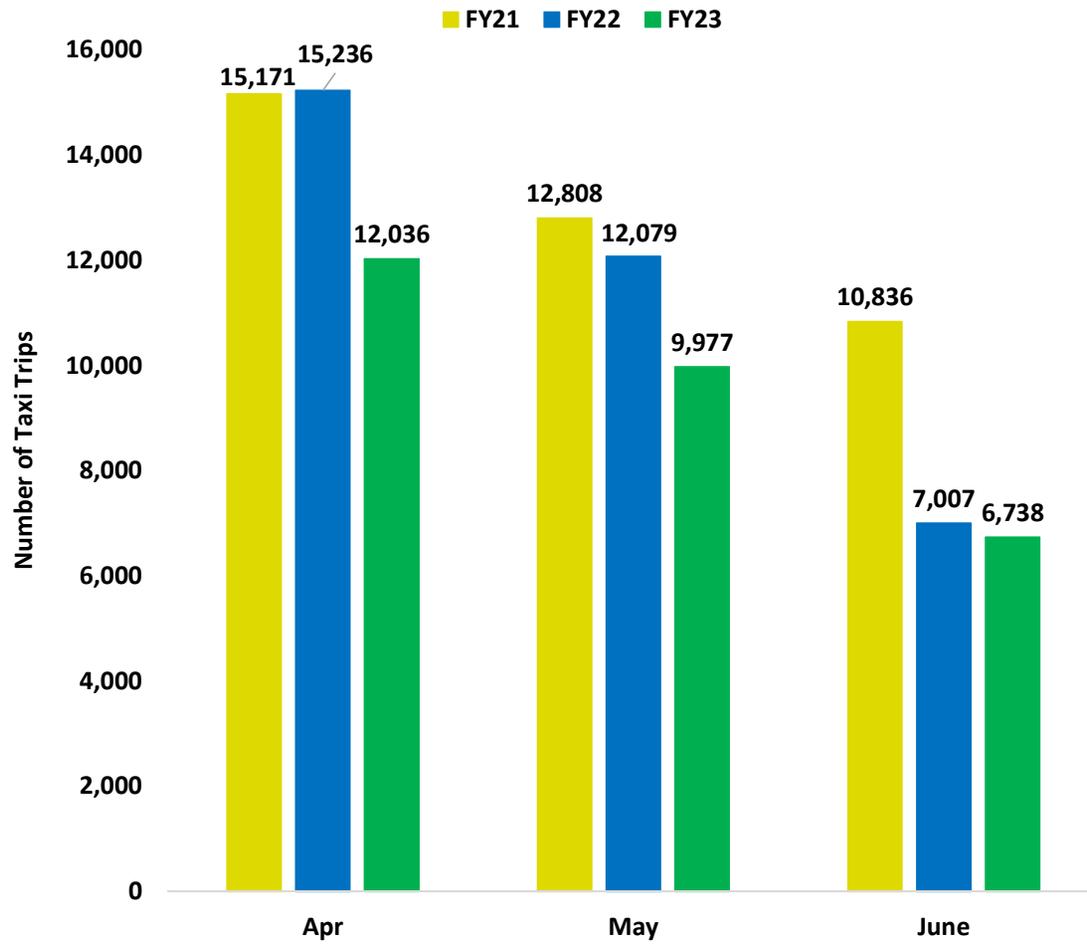
There were 269 fewer taxi trips in June 2023 serviced by five (5) fewer cabs compared to June 2022 (57 cabs in 2023 compared to 62 cabs in 2022). The decrease in trips for June 2023 is attributed to fewer cabs in-service.

There were 21,664 fewer taxi trips for FYTD23 compared to FYTD22.

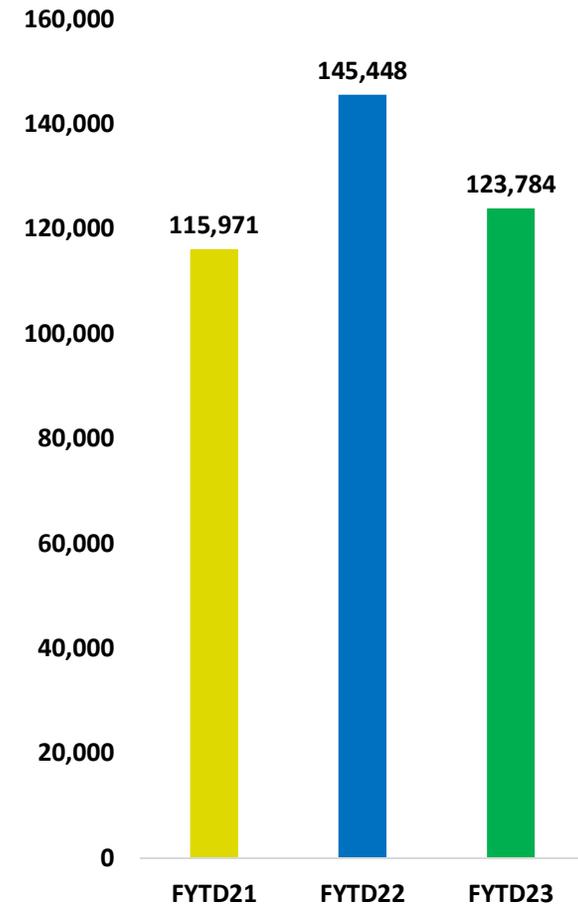
Recommendation:

Receive and file.

### Taxi Trip Three (3) Month Comparison as of June 2023



### FYTD No. of Taxi Trips



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

**SunLine Transit Agency  
SunLine Services Group**

DATE: July 26, 2023 **ACTION**  
TO: Board of Directors  
FROM: Lisa Middleton, Chairperson of the Board  
RE: Ratification of Provisional Committee Appointments

Recommendation

Ratify the provisional committee and committee officer appointments to the Finance/Audit Committee, Board Operations Committee, Strategic Planning & Operational Committee, and Taxi Committee.

Background

Section 8.1 of SunLine's Board bylaws notes that the Chairperson of the Board shall make provisional appointments for each Committee and each Committee's Chairperson and Vice Chairperson and shall provisionally fill vacancies as they may arise during the year. These appointments shall be considered for ratification by the Board at the next regular meeting.

The following provisional appointments were made to the Board's Committees:

Finance/Audit Committee

- Chairperson – Nancy Ross
- Vice-Chairperson – Kathleen Kelly
- Member – Russell Betts
- Member – Glenn Miller
- Member – Lisa Middleton

Board Operations Committee

- Chairperson – John Peña
- Vice-Chairperson – Glenn Miller
- Member – Russell Betts

- Member – Ty Peabody
- Member – Lynn Mallotto

Strategic Planning & Operational Committee

- Chairperson – Russell Betts
- Vice-Chairperson – Ty Peabody
- Member – Nancy Ross
- Member – Denise Delgado
- Member – Lynn Mallotto

Taxi Committee

- Chairperson – Kathleen Kelly
- Vice-Chairperson – John Peña
- Member – Nancy Ross
- Member – Denise Delgado
- Member – Glenn Miller

Financial Impact

No financial impact.

Attachment:

- [Item 9Na](#) – SunLine Transit Agency/SunLine Services Group FY 2023/24 Board Committee Appointments

**SunLine Transit Agency/SunLine Services Group  
Board Committee Assignments  
FY 2023/24 COMMITTEE APPOINTMENTS**

	<b>Finance/Audit Committee (5)</b> Meet prior to each Board meeting	<b>Board Operations Committee (5)</b> Meet as needed	<b>Strategic Planning &amp; Operational Committee (5)</b> Meet as needed	<b>Taxi Committee (5)</b> Meet as needed
<b>John Peña</b> La Quinta		<b>C</b>		<b>V</b>
<b>Denise Delgado</b> Coachella			<b>M</b>	<b>M</b>
<b>Russell Betts</b> Desert Hot Springs	<b>M</b>	<b>M</b>	<b>C</b>	
<b>Lisa Middleton</b> Palm Springs	<b>M</b>			
<b>Lynn Mallotto</b> Rancho Mirage		<b>M</b>	<b>M</b>	
<b>Nancy Ross</b> Cathedral City	<b>C</b>		<b>M</b>	<b>M</b>
<b>Kathleen Kelly</b> Palm Desert	<b>V</b>			<b>C</b>
<b>Ty Peabody</b> Indian Wells		<b>M</b>	<b>V</b>	
<b>Glenn Miller</b> Indio	<b>M</b>	<b>V</b>		<b>M</b>
<b>V. Manuel Perez</b> Riverside County				

**M indicates Committee Member; C indicates Committee Chair; V indicates Vice Chair**

Updated 07/2023

**SunLine Transit Agency**

**DATE:** July 26, 2023 **ACTION**

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

**FROM:** Walter Watcher, Procurement Officer

**RE:** Purchase of Ten (10) Replacement Paratransit Vehicles

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**Recommendation**

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a contract with A to Z Bus Sales, Inc. for the purchase of ten (10) paratransit vehicles for a total cost not to exceed \$1,981,911 including taxes, upon approval as to form by the general counsel.

**Background**

SunDial is an origin-to-destination advance reservation transportation service for persons with disabilities. SunDial's paratransit fleet currently consists of 39 Ford Cut-A-Way CNG powered vehicles. The ten (10) vehicles would be replacements for vehicles that have reached the end of their useful life per Federal Transit Agency (FTA) guidelines.

The Glaval Diamond Coach buses were selected because they are comparable with the current SunDial paratransit fleet and represent the lowest overall cost to the Agency. A to Z Bus Sales, Inc. is an authorized dealer for the buses and was awarded a contract under the California Association for Coordinated Transportation (CalACT)/Basin Transit purchasing cooperative program.

Use of the CalACT purchasing cooperative agreement gives SunLine the ability to leverage the volume of all the combined participants to purchase buses and options at very competitive pricing. Access to use this cooperative is limited to publicly funded agencies and non-profits that provide public or paratransit services. The cooperative agreement meets all FTA requirements regarding third-party contracting. Vehicle delivery is expected to occur in the first quarter of 2024.

**Financial Impact**

\$1,073,600 – FTA Section 5339  
\$414,400 – FTA Section 5307  
\$493,911 – State Transit Assistance funds  
\$1,981,911

## SunLine Transit Agency

<b>DATE:</b>	<b>July 26, 2023</b>	<b>ACTION</b>
<b>TO:</b>	<b>Finance/Audit Committee Board of Directors</b>	
<b>FROM:</b>	<b>Rudy Le Flore, Chief Project Consultant</b>	
<b>RE:</b>	<b>Coachella Transit Hub</b>	

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### **Recommendation**

Recommend that the Board of Directors authorize the CEO/General Manager to;

- (a) Negotiate and execute an agreement with Three Peaks Corp., in an amount not to exceed \$1,858,057 for the construction of the Coachella transit hub, upon approval as to form by General Counsel; and
- (b) Reprogram \$417,000 in Local Transportation Funds related to Hydrogen Station Program Improvements and \$33,000 of Air Quality Improvement Program Funds related to surplus project funds for the hydrogen station project; and
- (c) Approve the appropriation of \$450,000 as SunLine's contribution for the Coachella hub project.

### **Background**

In January 2019, the Board of Directors approved Resolution No. 0771 which authorized the CEO/General Manager to execute an application package with the city of Coachella and Chelsea Investment Corporation. This application is for the California Affordable Housing and Sustainable Communities (AHSC) grant program. Each entity made a separate commitment to complete the overall project. The AHSC program is designed to make it easier for Californians to drive less by making sure housing, jobs, and key destinations are accessible by walking, biking, and transit. The transit component will service the 105-unit development adjacent to the transit hub.

In September 2020, the joint applicants signed the standard agreement with the state of California which allocated funds to different program scopes within the overall project.

SunLine's total grant award was \$4,613,500 for the construction of the transit hub (\$1,813,500) and the purchase of buses (\$2,800,000). SunLine successfully procured four (4) CNG buses which are currently in service. These vehicles will be used to increase

the frequency of services to the facility located at the southeast corner of Cesar Chavez Street and 4th Street in the city of Coachella. This will enhance the capacity of SunLine's support to the community and especially routes connecting to Highway 111.

The Coachella Transit Hub will provide amenities for SunLine's drivers serving the East Valley. There is no mandatory match for SunLine under the grant requirements, the recommended amount represents SunLine's sole capital contribution to this project.

SunLine has developed plans which were approved by the city of Coachella's Planning Commission. The City must obtain approval for project funding to ensure that the land is available for the project. The bid amount represents the award of the base bid, alternate A2 (ornamental fence around the retention basin) and a portion of alternate B.

The Coachella transit hub is being designed to enhance the accessibility, connectivity, and convenience of public transportation services in the region by offering riders the ability to connect to various destinations within the Coachella Valley.

A price analysis was conducted, and the bid price was determined as fair and reasonable.

### **Financial Impact**

\$1,858,057 - (AHSC for \$1,813,500 and SunLine's contribution for \$44,557)

\$417,000 – Local Transportation Fund

33,000 – Air Quality Improvement Program Funds

\$450,000 (will fund construction for \$44K, design engineering, project management, and project contingency)

Attachment:

- [Item 11a](#) – Price Analysis
- [Item 11b](#) – Solicitation List

**PRICE ANALYSIS**

	Three Peaks Bid 4/25/23	Granite Construction 4/25/23	MLC Constructors 4/25/23	Independent Cost Estimate (ICE) Jan 2023
Base Bid	\$ 1,784,871.00	\$ 2,381,832.00	\$ 2,939,421.00	\$ 2,048,835.00
Alternate A1 - Metal Fence	\$ 35,154.00	\$ 85,120.00	\$ 65,260.00	\$ 60,577.00
Alternate A2 - Ornate Fence	\$ 47,386.00	\$ 91,260.00	\$ 190,710.00	\$ 91,178.00
Alternate A3 - Retention Basin	\$ 6,203.00	\$ 16,460.00	\$ 22,180.00	\$ 8,613.00
Alternate B Lighting / Trees	\$ 68,800.00	\$ 86,250.00	\$ 103,025.00	\$ 62,041.00
Base + A2 + B	\$ 1,901,057.00	\$ 2,559,342.00	\$ 3,233,156.00	\$ 2,202,054.00

	Difference	Delta
Difference between Three Peaks and Granite Construction Base bids	\$ (596,961.00)	-33.45%
Difference between Three Peaks and Granite Construction Base bid + A2 + B	\$ (658,285.00)	-34.63%
Difference between Three Peaks and ICE - Base Bid	\$ (263,964.00)	-12.88%
Difference between Three Peaks and ICE - Base Bid + A2 + B	\$ (300,997.00)	-13.67%

There was adequate price competition since three (3) bidders independently contended for the contract that is to be awarded. Award is based on the lowest priced for the anticipated contract. The lowest base bid price is 12.88% lower than the independent cost estimate provided. The desired configuration of the base bid, Alternate A2 Ornate Fence and Alternate B Lighting and Trees lowest bid price is 13.67% lower than the independent cost estimate.

Based on the results above, it is determined that the price submitted by Three Peaks is considered fair, reasonable and advantageous to both the Agency and the City of Coachella



Sara Parrish, Contract Administrator  
6/14/2023

**PLANETBIDS SOLICITATION LIST  
COACHELLA BUS HUB - IFB 23-067**

Company Name	Address	City	State	Zip	Contact Name	Email
3P Construction, Inc.	28782 Goetz Road	Menifee	California	92587	Nayeli Pelayo	estimating@3pconst.com
A to Z Grading and Excavation	PO Box 1176	Indio	California	92202	Mario Aguirre	atozgradingandexcavation@gmail.com
Airwave Communications Ent	2727 Supply Ave.	Commerce	California	90040	Gary Bermudez	gary.b323@airwavecommunication.com
Bid America	41085 Elm St	Murrieta	California	92562	Abdul	planroom@bidamerica.com
BWW & Company	22400 Barton Rd 21-310	Grand Terrace	California	92313	Mary Wilson	b-w-w@live.com
Capital Building Services	72140 Magnesia Falls, Ste 2	Rancho Mirage	California	92203	Quily Moreno	qmoreno@buildwithcapital.com
Cora Constructors Inc	75140 St. Charles Place Ste A	Palm Desert	California	92211	Lynne Cazeault	lynne@coraconstructors.com
CornerstoneCC	17615 Alder St Suite A	Hesperia	California	92345	Gregory Dahn	info@cornerstone.dev
Deltek	2291 Wood Oak Dr	Herndon	Virginia	20171	Source Management	sourcemanagement@deltek.com
Demo Unlimited Inc	51350 Desert Club Dr Suite 3	La Quinta	California	92253	Linda Smith	lsmith@demounlimited.com
Desert Concepts Construction	79775 Ave 40	Indio	California	92203	Pedro Loaiza	Ploaizadcc@gmail.com
Elecnor Belco Electric, Inc.	14320 Albers Way	Chino	California	91710	John Wong	jwong@elecnor.com
Famoso Ltd	10449 Roselle St	San Diego	California	92121	Rick Reinmuth	rick@shadesails.biz
Golden Empire Concrete Products	8261 McCutchen Road	Bakersfield	California	93311	Anna Dezember	anna@structurecast.com
<b>Granite Construction Company</b>	<b>38000 Monroe Street</b>	<b>Indio</b>	<b>California</b>	<b>92203</b>	<b>Joe Richardson</b>	<b>DCR.estimated@gcinc.com</b>
Green Flush Technologies	1420 N Columbia Ridge Way	Washougal	Washington	98671	Kyle Earlywine	kyle@greenflushrestrooms.com
H & H General Contractors	7919 Palm Ave	Highland	California	92334	Rick Garabedian	rick@hhgcinc.com
Heather Perrell	8402 Trolley Ct.	Oak Ridge	North Carolina	27310	Heather	heather@constructionbidsource.com
Irish Communication Company	2649 Stingle Ave	Rosemead	California	91770	Greg Swift	gregswift@irishteam.com
Jacobsson Engineering	72310 Varner Road	Thousand Palms	California	92276	Patrick Johnston	pjohnston@jacobssoninc.com
Marina Landscape Inc.	3707 W Garden Grove Blvd	Orange	California	92868	Hue Ta	estimator@marinaco.com
<b>MLC Constructors</b>	<b>710 Rimpau Ave Ste 208</b>	<b>Corona</b>	<b>California</b>	<b>92879</b>	<b>Jim McCoy</b>	<b>estimating@mlcconstructors.com</b>
Onsite Concrete Solutions	PO Box 57	Thousand Palms	California	92276	Jose Barcnas	onsite.c.solutions1@gmail.com
RTW Management Inc	1495 Eas 3300 South	Salt Lake City	Utah	84106	Kaitlin Kelley	kkelley@rtwmanagement.com
Shade Structures, Inc.	1085 N. Main Street Suite C	Orange	California	92867	Michele Estrella	michele.estrella@usa-shade.com
Southwest Plumbing and Fire	31410 Reserve Drive Suite #5	Thousand Palms	California	92276	Pablo Sr.	pablo@southwestplumbingandfire.com
Superior Paving Company	1881 North Delilah Street	Corona	California	92879	John Goedel III	john@united-paving.com
<b>Three Peaks Corp.</b>	<b>PO Box 101</b>	<b>Calimesa</b>	<b>California</b>	<b>92320</b>	<b>Erik Simmons</b>	<b>erik@threepeakscorp.com</b>
Urban Habitat	PO Box 1177	La Quinta	California	92247	Brett Brennan	brett@myurbanhabitat.com
Willscot Mobile Mini	4646 E Van Buren Blvd Suite 400	Phoenix	Arizona	85008	Julian Hyde	julian.hyde@willscot.com

\*Bold text indicates vendor(s) who responded to solicitation.

**SunLine Transit Agency**

**DATE:** July 26, 2023 **INFORMATION**

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

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

**RE:** Nel Amendment Number Three (3)

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**Background**

SunLine competed and won a grant with the California Air Resources Board for a hydrogen electrolyzer. In September 2017 the SunLine Board authorized the CEO/General Manager to negotiate and execute an agreement with Proton Energy Systems, Inc., a wholly owned subsidiary of NEL ASA in an amount not to exceed \$8,338,391.

Since that time there have been many setbacks to achieving the final approval of the system. SunLine has been utilizing hydrogen from the system for the past three (3) years; however, the system has not demonstrated the reliability expected by SunLine. More importantly, the system has never passed the Site Acceptance Test (SAT) required by the contract.

The agreement with Nel did not contain many of the provisions included in our current public works agreements which would have avoided prolonged delays in the implementation of a project such as this.

Therefore, our Interim CEO/General Manager negotiated a timely resolution for many of the outstanding contractual issues, which has allowed both parties to move forward under the terms of the agreement with clear deadlines and consequences for not meeting those deadlines. The amendment was signed on June 1, 2023.

The execution of this no cost amendment has served to move the project forward and encouraged both parties to have positive outcomes. The contractor has proceeded to provide much needed repairs to the system and incorporate upgrades that are anticipated to satisfy the SAT requirements by the end of the calendar year. SunLine has recouped some of its costs resulting from fueling inefficiencies and restructured the agreement to allow for a \$637,005 incentive payment for successful completion of the SAT.

Overall, there has been a positive response from the contractor and the project is making much needed progress towards completion.