



**SunLine Transit Agency/  
SunLine Services Group  
September 28, 2022  
12:00 p.m.**

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

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**VIA VIDEOCONFERENCE**

Pursuant to California Government Code section 54953(e), the Board of Directors regular meeting will be conducted remotely through Zoom. Please follow the instructions below to join the meeting remotely.

**INSTRUCTIONS FOR ELECTRONIC PARTICIPATION**

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

<https://us02web.zoom.us/j/83646796287>

Meeting ID: 836 4679 6287

Teleconference Dial In  
888-475-4499 (Toll Free)  
Conference Number: 836 4679 6287

One tap mobile  
+16699009128,,83646796287#

Phone controls for participants:

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

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

For members of the public wishing to submit comment in connection with the Board Meeting: public comment requests may be submitted via email to the Clerk of the Board at [clerkoftheboard@sunline.org](mailto:clerkoftheboard@sunline.org) prior to September 27, 2022 at 5:00 p.m. with your name, telephone number and subject of your public comment (agenda item or non-agenda item). Members of the public may make public comments through their telephone or Zoom connection when recognized by the Chair. Those who have submitted a request to speak by the deadline above will be recognized first, then anyone else who wishes to speak will be provided an opportunity to make public comment. If you send written comments, your comments will be made part of the official record of the proceedings and read into the record if they are received by the deadline above.

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**ITEM**

**RECOMMENDATION**

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

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

**ITEM**

**RECOMMENDATION**

1. **CALL TO ORDER**

2. **FLAG SALUTE**

3. **ROLL CALL**

4. **PRESENTATIONS**

5. **FINALIZATION OF AGENDA**

6. **APPROVAL OF MINUTES**

**APPROVE**

a) **July 27, 2022 Joint Board Meeting**

(PAGE 5-8)

7. **PUBLIC COMMENTS**

**RECEIVE COMMENTS**

**NON AGENDA ITEMS**

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

8. **BOARD MEMBER COMMENTS**

**RECEIVE COMMENTS**

9. **CONSENT CALENDAR**

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

**ITEM**

**RECOMMENDATION**  
**RECEIVE & FILE**

- 9a) Checks \$1,000 and Over Report for June and July 2022 (PAGE 9-18)
- 9b) Credit Card Statement for June and July 2022 (PAGE 19-32)
- 9c) Monthly Budget Variance Report for June and July 2022 (PAGE 33-42)
- 9d) Contracts Signed in Excess of \$25,000 for July and August 2022 (PAGE 43-46)
- 9e) Union & Non-Union Pension Investment Asset Summary June and July 2022 (PAGE 47-65)
- 9f) Ridership Report for July and August 2022 (PAGE 66-71)
- 9g) SunDial Operational Notes for July and August 2022 (PAGE 72-77)
- 9h) Metrics for July and August 2022 (PAGE 78-114)
- 9i) Quarterly Performance Summary for Pension Plans Q2 Calendar Year 2022 (PAGE 115-121)
- 9j) Board Member Attendance for July 2022 (PAGE 122-123)
- 9k) SSG/SRA Checks \$1,000 and Over Report for June and July 2022 (PAGE 124-126)
- 9l) SSG Monthly Budget Variance Report for June and July 2022 (PAGE 127-131)
- 9m) Taxi Trip Data – July and August 2022 (PAGE 132-134)
  
- APPROVE**
- 9n) Adoption of Resolution to Continue Teleconferencing Meetings (PAGE 135-140)
- 9o) Review Declaration of Emergency by the Board of Directors (PAGE 141-145)
  
- 10. CONTRACT EXTENSION FOR RENEWABLE NATURAL GAS & MANAGEMENT OF FEDERAL/STATE FUEL CREDITS** **APPROVE**  
(Kathleen Kelly, Chair of Finance/Audit Committee; Staff: Walter Watcher, Procurement Officer) (PAGE 146-147)
  
- 11. REFURBISH CNG BUSES** **APPROVE**  
(Kathleen Kelly, Chair of Finance/Audit Committee; Staff: Walter Watcher, Procurement Officer) (PAGE 148-149)
  
- 12. REVISIONS TO CHECK POLICY NO. B-030403** **APPROVE**  
(Dana Reed, Chair of Board Operations Committee; Staff: Luis Garcia, Controller/Assistant Chief Financial Officer) (PAGE 150-164)

**ITEM**

**RECOMMENDATION**

- 13. **REVISIONS TO PROCUREMENT POLICY NO. B-160501**  
(Dana Reed, Chair of Board Operations Committee;  
Staff: Luis Garcia, Controller/Assistant Chief Financial  
Officer and Gloria Salazar, Finance Consultant) **APPROVE**  
(PAGE 165-185)
  
- 14. **APPROVAL OF REVOLVING FUND AND STATE OF  
GOOD REPAIR FUND POLICY NO. B-180122**  
(Dana Reed, Chair of Board Operations Committee;  
Staff: Luis Garcia, Controller/Assistant Chief Financial  
Officer and Gloria Salazar, Finance Consultant) **APPROVE**  
(PAGE 186-194)
  
- 15. **GENERAL COUNSEL’S REPORT**
  
- 16. **CEO/GENERAL MANAGER’S REPORT**
  
- 17. **CLOSED SESSION**
  - a) **CONFERENCE WITH LABOR NEGOTIATORS**  
Pursuant to Government Code section 54957.6  
Agency designated representatives: Lauren Skiver, CEO/GM SunLine, Irma  
Rodriguez Moisa, Special Legal Counsel  
Employee organizations: Amalgamated Transit Union Local 1277
  
- 18. **NEXT MEETING DATE**  
  
October 26, 2022 at 12 p.m.
  
- 19. **ADJOURN**

## **MINUTES**

### **Joint SunLine Transit Agency/SunLine Services Group Board of Directors Meeting July 27, 2022**

A joint regular meeting of the SunLine Transit Agency and SunLine Services Group Board of Directors was held at 12:00 p.m. on Wednesday, July 27, 2022 via Zoom videoconference, pursuant to California Government Code section 54953(e).

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

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

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

Board Member Reed led the pledge of allegiance.

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

##### Members Present:

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

#### **4. PRESENTATIONS**

None

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

No changes to the agenda.

**SUNLINE TRANSIT AGENCY/  
SUNLINE SERVICES GROUP  
BOARD OF DIRECTORS MEETING - MINUTES  
JULY 27, 2022**

**6. APPROVAL OF MINUTES FOR THE JOINT STA/SSG JUNE 22, 2022 BOARD MEETING**

Board Member Townsend moved to approve the minutes of the June 22, 2022 Joint STA/SSG Board meeting. The motion was seconded by Ross. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

**7. PUBLIC COMMENTS**

Two (2) public comments were made by:

- Anthony Garcia
- William Meyers

Two (2) written comments were received by Ms. Angela Poullard and Mr. Marcus Staley.

**8. BOARD MEMBER COMMENTS**

Board Member Comments were made by:

- Board Member Reed, City of Indian Wells
- Board Member Townsend, City of Rancho Mirage
- Board Member Middleton, City of Palm Springs
- Supervisor Perez, County of Riverside

**9. CONSENT CALENDAR**

One (1) public comment on item 9B was made by:

- Anthony Garcia

Following public comment, Board Member Townsend moved to approve the consent calendar. The motion was seconded by Board Member Reed. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

**SUNLINE TRANSIT AGENCY/  
SUNLINE SERVICES GROUP  
BOARD OF DIRECTORS MEETING - MINUTES**

**JULY 27, 2022**

**10. PURCHASE OF FIVE (5) CHEVY BOLT EV RELIEF VEHICLES**

Finance/Audit Committee Chair Kelly reported that this item was brought to the committee and they unanimously approved the item.

Board Member comments were made by:

- Board Member Reed, City of Indian Wells

SunLine Transit Agency Board Member Kelly moved to approve the Purchase of Five (5) Chevy Bolt EV Relief Vehicles. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

**11. LIQUID HYDROGEN STATION**

Finance/Audit Committee Chair Kelly reported that this item was brought to the committee and they unanimously approved the item.

One (1) public comment was made by:

- Anthony Garcia

Following public comment, SunLine Transit Agency Board Member Kelly moved to approve the Liquid Hydrogen Station. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

**12. GENERAL COUNSEL'S REPORT**

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

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

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

**14. CLOSED SESSION**

**a) CONFERENCE WITH LABOR NEGOTIATORS**

Pursuant to Government Code section 54957.6

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

Employee organizations: Amalgamated Transit Union Local 1277

- a) General Counsel, Eric Vail reported that the labor negotiation team received direction, other than that there was no reportable action taken.

**SUNLINE TRANSIT AGENCY/  
SUNLINE SERVICES GROUP  
BOARD OF DIRECTORS MEETING - MINUTES  
JULY 27, 2022  
15. NEXT MEETING DATE**

September 28, 2022 at 12 p.m.

**16. ADJOURN**

The SunLine Services Group and SunLine Transit Agency meeting concurrently adjourned at 1:29 p.m.

Respectfully Submitted,

Edith Hernandez  
Clerk of the Board

*A recording of the July 27, 2022 Board proceedings is available [here](#).*

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

DATE: September 28, 2022

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

RE: Checks \$1,000 and Over Report June and July 2022

Summary:

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

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

<b>Vendor</b>	<b>Check #</b>	<b>Amount</b>
<i>New Flyer Of America, Inc.</i>	689662	\$936,312.83
<i>Cannon Design Builders, Inc.</i>	689703	\$313,285.65
<i>Avail Technologies</i>	689733	\$158,708.08
<i>Trapeze Software Group, Inc.</i>	689734	\$57,742.00

Recommendation:

Receive and file.

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

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
NEW FLYER OF AMERICA INC.	WIP- Purchase 1 <sup>st</sup> of 5 New Flyer FC Buses	689662	06/02/2022	936,312.83
CALPERS	Group Health Premiums	689851	06/23/2022	345,473.67
CANNONDESIGN BUILDERS, INC.	WIP-Operation Facility	689703	06/08/2022	313,285.65
PERMA - INSURANCE	General Liability Premium	689880	06/23/2022	255,631.30
AVAIL TECHNOLOGIES	Annual Support Agreement	689733	06/15/2022	158,708.08
IMPERIAL IRRIGATION DIST	Utilities	689784	06/16/2022	125,069.57
PERMA - INSURANCE	Workers Comp Premium	689962	06/29/2022	122,869.75
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	689985	06/29/2022	113,684.21
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	689829	06/16/2022	113,216.33
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	689728	06/08/2022	112,013.57
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	689688	06/02/2022	111,012.67
ELEMENT MARKETS RENEWABLE ENERGY, LLC	Utilities	689938	06/29/2022	106,204.18
PERMA - INSURANCE	Liability Program 1st of 7 Annual Installments	689718	06/08/2022	101,687.00
SO CAL GAS CO.	Utilities	689818	06/16/2022	62,638.50
TRAPEZE SOFTWARE GROUP INC.	Computer/Network Software Agreement	689734	06/15/2022	57,742.00
TRAPEZE SOFTWARE GROUP INC.	Computer/Network Software Agreement	689984	06/29/2022	46,935.00
APTA	Membership and Subscriptions	689698	06/08/2022	35,500.00
ROBERT HALF	Temporary Help	689668	06/02/2022	34,842.45
DEALER EQUIPMENT REPAIR SERVICE INC.	WIP-Misc Maintenance Equipment Projects	689856	06/23/2022	34,648.97
ATKINSON, ANDELSON, LOYA RUUD AND ROMO	Legal Service	689699	06/08/2022	32,607.00
MUTUAL OF OMAHA INSURANCE COMPANY	Supplement Benefits LTD/STD/LIFE Ins Prem	689955	06/29/2022	30,172.45
ROBERT HALF	Temporary Help	689968	06/29/2022	29,380.89
MUTUAL OF OMAHA INSURANCE COMPANY	Supplement Benefits LTD/STD/LIFE Ins Prem	689660	06/02/2022	29,326.16
TRAPEZE SOFTWARE GROUP INC.	Computer/Network Software Agreement	689898	06/23/2022	26,216.00
BURKE, WILLIAMS & SORENSEN, LLP	Legal Service	689753	06/16/2022	25,304.25
ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS	Contract Services - General	689732	06/08/2022	24,030.04
MICHELIN NORTH AMERICA, INC.	Lease Tires Services	689795	06/16/2022	24,021.54
LUMINATOR TECHNOLOGY GROUP, INC.	WIP- H2 Ride Equipment	689950	06/29/2022	22,214.12
COACHELLA VALLEY TAXI	SunRide Ride Share Expenses	689693	06/03/2022	20,110.35
ROBERT HALF	Temporary Help	689887	06/23/2022	18,856.46
WSP USA INC.	TDM & Vanpool Program	689838	06/16/2022	17,501.01
HDR ENGINEERING, INC.	Consulting	689780	06/16/2022	17,415.93
COACHELLA VALLEY TAXI	SunRide Ride Share Expenses	689870	06/23/2022	16,864.50
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	689906	06/23/2022	16,605.45
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	689909	06/23/2022	16,605.45
BEST BEST & KRIEGER LLP	Legal Services	689926	06/29/2022	15,392.50
THE LEFLORE GROUP LLC	Projects Consultant	689888	06/23/2022	15,376.50
SONSRAY FLEET SERVICES	Inventory Repair Parts	689673	06/02/2022	15,027.63
ROBERT HALF	Temporary Help	689811	06/16/2022	14,817.52

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

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
HDR ENGINEERING, INC.	Consulting	689646	06/02/2022	13,720.96
GLORIA G. SALAZAR	Consulting	689777	06/16/2022	13,564.00
OLD GREEN HOUSE LLC	Planning Consultant	689812	06/16/2022	12,600.00
UNUM	Group Dental & Vision Premiums	689820	06/16/2022	12,515.46
BALLARD POWER SYSTEMS	Inventory Repair Parts	689847	06/23/2022	12,397.72
CDW GOVERNMENT, INC	Annual Renewal for Network Monitoring	689759	06/16/2022	12,300.47
AMERICAN SECURITY GROUP	WIP- Operations Low Voltage Services	689742	06/16/2022	12,274.15
BALLARD POWER SYSTEMS	Inventory Repair Parts	689925	06/29/2022	11,987.19
VERIZON WIRELESS	Wireless Telephone Service	689731	06/08/2022	11,441.01
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	689669	06/02/2022	11,360.97
NAPA AUTO PARTS	Inventory Repair Parts	689872	06/23/2022	10,786.84
TEC EQUIPMENT, INC.	Inventory Repair Parts	689980	06/29/2022	10,272.57
INLAND EMPIRE COLLISION	Repair Claims	689977	06/29/2022	9,999.99
SONSRAY FLEET SERVICES	Inventory Repair Parts	689894	06/23/2022	9,837.52
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	689814	06/16/2022	9,556.03
DYNAMIC BUILDING MAINTENANCE INC	Janitorial Services	689769	06/16/2022	9,240.00
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	689937	06/29/2022	8,922.95
MOTOR COACH INDUSTRIES, INC.	Bus lease	689796	06/16/2022	8,081.25
CMD CORPORATION	Inventory Repair Parts	689853	06/23/2022	7,891.02
CASTRO CUSTOM PAINTINGS	Repair Claims	689636	06/02/2022	7,500.00
INLAND EMPIRE COLLISION	Repair Claims	689672	06/02/2022	6,849.39
AMALGAMATED TRANSIT UNION	Union Dues	689679	06/02/2022	6,019.07
AMALGAMATED TRANSIT UNION	Union Dues	689697	06/08/2022	6,006.57
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	689723	06/08/2022	5,981.29
AMALGAMATED TRANSIT UNION	Union Dues	689741	06/16/2022	5,885.49
TRUCK GEARS, INC.	Repair Parts-Fixed Route	689828	06/16/2022	5,877.58
AMALGAMATED TRANSIT UNION	Union Dues	689921	06/29/2022	5,855.22
NFI PARTS	Inventory Repair Parts	689737	06/16/2022	5,784.44
AGREEMENT DYNAMICS, INC.	Legal Services	689917	06/29/2022	5,602.32
PRUDENTIAL OVERALL SUPPLY	Uniforms	689807	06/16/2022	5,480.89
PRUDENTIAL OVERALL SUPPLY	Uniforms	689965	06/29/2022	5,340.00
NATSCO TRANSIT SOLUTIONS INC.	Inventory Repair Parts	689957	06/29/2022	5,324.90
A-1 ALTERNATIVE FUEL SYSTEMS/A-1 AUTO	Repair Claims	689920	06/29/2022	5,322.55
RECARO NORTH AMERICA, INC.	Paratransit Repair Parts	689667	06/02/2022	5,300.00
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	689841	06/23/2022	5,213.04
CNTY OF RIVERSIDE DEPT OF ENVIRONMENTAL	Annual Permit Renewal FY21/22	689638	06/02/2022	4,804.00
NFI PARTS	Inventory Repair Parts	689916	06/29/2022	4,738.70
US BANK VOYAGER FLEET SYSTEMS	Unleaded/Diesel Fuel	689832	06/16/2022	4,633.42
ALLIED REFRIGERATION, INC	Freon & Coolant	689843	06/23/2022	4,567.46

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

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
TOWNSEND PUBLIC AFFAIRS, INC	Consulting-General	689825	06/16/2022	4,500.00
IMPERIAL IRRIGATION DIST	Utilities	689866	06/23/2022	4,499.81
JOSEPH MICHAEL REDMOND	Contracted Services	689946	06/29/2022	4,350.00
ANDREA CARTER & ASSOCIATES	Marketing & Communication Services	689746	06/16/2022	4,300.00
CLICKUP	Computer/Network Software Agreement	689951	06/29/2022	4,104.00
TPX COMMUNICATIONS	Communication Service	689896	06/23/2022	4,071.53
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	689717	06/08/2022	3,819.17
PROMELI MEDIA, LLC	Contracted Services	689760	06/16/2022	3,813.78
MURCHISON & CUMMING, LLP	Insurance Loss	689798	06/16/2022	3,658.77
DEL MAR WIRE & PRODUCTS	Repair Parts-Fixed Route	689792	06/16/2022	3,629.32
CREATIVE BUS SALES, INC,	Inventory Repair Parts	689932	06/29/2022	3,602.79
PRUDENTIAL OVERALL SUPPLY	Uniforms	689666	06/02/2022	3,602.56
AMERICAN MOVING PARTS	Inventory Repair Parts	689922	06/29/2022	3,530.78
AMETZA ARIZONA, LLC.	Lubricants- Oil	689846	06/23/2022	3,169.59
ISABELLA A. AMADEO	Consulting-General	689711	06/08/2022	3,107.50
GENFARE, LLC	Inventory Repair Parts	689976	06/29/2022	3,107.27
RIDECO US INC	SunRide Ride Share Expenses	689886	06/23/2022	3,073.17
SONSRAY FLEET SERVICES	Outside Repair-Fixed Route	689982	06/29/2022	3,067.03
ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS	WIP-Liquid Hydrogen Refueling Infrastructure	689840	06/16/2022	3,018.53
CALIFORNIA FUEL CELL PARTNERSHIP	Membership & Subscriptions	689707	06/08/2022	3,000.00
TIME WARNER CABLE	Utilities	689824	06/16/2022	2,974.98
NFI PARTS	Inventory Repair Parts	689628	06/02/2022	2,901.38
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	689928	06/29/2022	2,732.30
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	689756	06/16/2022	2,732.30
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	689680	06/02/2022	2,732.30
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	689702	06/08/2022	2,732.30
OFFICE DEPOT	Office Supplies	689875	06/23/2022	2,663.65
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	689736	06/16/2022	2,651.46
GRAINGER	Inventory Repair Parts	689778	06/16/2022	2,630.10
VALLEY OFFICE EQUIPMENT, INC.	Copier Services	689833	06/16/2022	2,613.21
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	689691	06/03/2022	2,606.52
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	689915	06/29/2022	2,606.52
HD INDUSTRIES	Outside Repair-Fixed Route	689779	06/16/2022	2,550.25
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	689721	06/08/2022	2,542.59
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	689863	06/23/2022	2,466.50
NFI PARTS	Inventory Repair Parts	689696	06/08/2022	2,458.90
THERMOGUARD	Repair Parts-Fixed Route	689675	06/02/2022	2,400.00
SC FUELS	Lubricants- Oil	689816	06/16/2022	2,346.22
SC FUELS	Lubricants- Oil	689973	06/29/2022	2,320.71

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

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
GRAINGER	WIP-Misc Maintenance Equipment Projects	689864	06/23/2022	2,252.93
AMERICAN MOVING PARTS	Inventory Repair Parts	689845	06/23/2022	2,233.27
YELLOW CAB OF THE DESERT	Taxi Voucher Program	689991	06/29/2022	2,201.46
COMPLETE COACH WORKS	WIP-Purchase of (5) FC Buses	689763	06/16/2022	2,190.00
KUNA FM	Advertising	689791	06/16/2022	2,170.00
UNITED RENTALS, INC.	Rental Equipment Expenses	689901	06/23/2022	2,157.34
UNITED RENTALS, INC.	Rental Equipment Expenses	689913	06/23/2022	2,157.34
RECARO NORTH AMERICA, INC.	Inventory Repair Parts	689719	06/08/2022	2,104.81
HOME DEPOT CREDIT SERVICES	Facility Maintenance	689781	06/16/2022	2,081.98
RESONATE AND THRIVE ASSOCIATES, LLC	Consulting-General	689952	06/29/2022	2,000.00
PLAZA TOWING, INC.	Towing Service	689883	06/23/2022	1,898.75
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	689971	06/29/2022	1,875.45
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	689754	06/16/2022	1,813.57
ISABELLA A. AMADEO	Consulting-General	689785	06/16/2022	1,787.50
BRITTNEY B. SOWELL	Reimbursement Expense	689751	06/16/2022	1,756.48
KELLY SPICERS STORES	Office Supplies	689653	06/02/2022	1,749.32
GILLIG LLC	Inventory Repair Parts	689776	06/16/2022	1,717.29
DOUG WALL CONSTRUCTION	WIP-Operations Facility-IT Equipment	689936	06/29/2022	1,695.75
AMERICAN MOVING PARTS	Inventory Repair Parts	689744	06/16/2022	1,692.17
YELLOW CAB OF THE DESERT	Taxi Voucher Program	689839	06/16/2022	1,691.99
SC FUELS	Lubricants- Oil	689890	06/23/2022	1,660.69
YELLOW CAB OF THE DESERT	Taxi Voucher Program	689678	06/02/2022	1,625.48
BYD COACH & BUS LLC	Inventory Repair Parts	689634	06/02/2022	1,616.25
NFI PARTS	Inventory Repair Parts	689842	06/23/2022	1,615.02
KESQ	Advertising	689789	06/16/2022	1,560.00
DESERT URGENT CARE	Alcohol & Drug Testing	689709	06/08/2022	1,545.00
TOTAL CARE WORK INJURY CLINIC	Alcohol & Drug Testing	689837	06/16/2022	1,540.00
WELTYS ENTERPRISES, INC.	Printing Expense	689677	06/02/2022	1,529.25
AMERICAN MOVING PARTS	Inventory Repair Parts	689630	06/02/2022	1,526.49
FRONTIER COMMUNICATIONS	Utilities- OPS Bldg	689775	06/16/2022	1,525.00
JESSUP AUTO PLAZA	Repair Parts-Support Vehicles	689963	06/29/2022	1,489.28
C V WATER DISTRICT	Utilities	689854	06/23/2022	1,478.17
PLAZA TOWING, INC.	Towing Service	689964	06/29/2022	1,475.00
MILE3 WEB DEVELOPMENT	Website Maintenance	689714	06/08/2022	1,470.00
BAE SYSTEMS CONTROLS, INC.	Outside Repair-Fixed Route	689924	06/29/2022	1,429.63
SERVEXO	Security Services	689975	06/29/2022	1,423.50
OMNITRACS, LLC	General Services	689664	06/02/2022	1,380.00
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	689755	06/16/2022	1,364.50
FEDEX	Shipping Service	689940	06/29/2022	1,328.19

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

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
ASPEN REFRIGERANTS	Freon & Coolant	689692	06/03/2022	1,318.30
DS AIR	Safety Vests	689929	06/29/2022	1,311.75
OFFICE DEPOT	Office Supplies	689959	06/29/2022	1,289.82
PALM SPRINGS MOTORS, INC.	Freon & Coolant	689878	06/23/2022	1,264.94
JOSEPH LYNN FRIEND	Contracted Services	689787	06/16/2022	1,253.75
BROADLUX, INC.	Contract Services - General	689752	06/16/2022	1,242.00
TRAPEZE SOFTWARE GROUP INC.	Computer/Network Software Agreement	689827	06/16/2022	1,163.14
FENCEWORKS RENTAL SYSTEMS, INC	WIP- Modular Building Demolition	689941	06/29/2022	1,110.00
TRANSIT RESOURCES, INC.	Inventory Repair Parts	689826	06/16/2022	1,105.33
LAUREN SKIVER	Reimbursement Expense	689654	06/02/2022	1,089.92
FULTON DISTRIBUTING	Bus Stop Supplies	689767	06/16/2022	1,075.46
CITY CAB	Taxi Voucher Program	689815	06/16/2022	1,056.22
VANNER INC.	Inventory Repair Parts	689834	06/16/2022	1,051.89
LIFECOM, INC.	Contract Services - General	689793	06/16/2022	1,050.00
PIEDMONT PLASTICS, INC.	Bus Stop Supplies	689804	06/16/2022	1,039.73
MATCO TOOL DISTRIBUTOR	Computer/Network Software Agreement	689713	06/08/2022	1,022.74
CUMMINS SALES AND SERVICE	Repair Parts-Fixed Route	689765	06/16/2022	1,000.00
AMERICAN METAL RECYCLING	Repair Parts-Fixed Route	689743	06/16/2022	1,000.00
OCTAVIO MENDOZA	Reimbursement Expense	689958	06/29/2022	1,000.00
QUADIENT FINANCE USA, INC.	Postage	689808	06/16/2022	1,000.00
<b>Total Checks Over \$1,000</b>	\$4,149,099.54			
<b>Total Checks Under \$1,000</b>	\$31,300.80			
<b>Total Checks</b>	\$4,180,400.34			

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

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
PERMA - INSURANCE	Ins Property/Auto Physical/EPL/WC Premium	690125	07/20/2022	734,263.33
CALPERS	Group Health Premiums	690174	07/28/2022	352,498.04
ANEW RNG, LLC ( Elements)	Utilities	690170	07/28/2022	152,863.23
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	690233	07/28/2022	117,405.88
IMPERIAL IRRIGATION DIST	Utilities	690196	07/28/2022	115,428.04
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	690071	07/14/2022	112,254.79
PERMA - INSURANCE	General Liability Premium	690213	07/28/2022	91,730.61
SO CAL GAS CO.	Utilities	690228	07/28/2022	65,431.12
IMPERIAL IRRIGATION DIST	Utilities	690046	07/14/2022	39,851.90
AVAIL TECHNOLOGIES	WIP-Avail Equipment Paratransit	690093	07/20/2022	39,001.23
BURKE, WILLIAMS & SORENSEN, LLP	Legal Service	690095	07/20/2022	37,604.35
TEC EQUIPMENT, INC.	Inventory Repair Parts	690146	07/20/2022	36,767.40
KL2 CONNECTS LLC	Contract Services - General	690202	07/28/2022	31,300.00
MUTUAL OF OMAHA INSURANCE COMPANY	Supplement Benefits LTD/STD/LIFE Ins Prem	690207	07/28/2022	30,977.99
HDR ENGINEERING, INC.	Consulting	690043	07/14/2022	30,280.44
CIRQUE ANALYTICS	Legal Service	690098	07/20/2022	28,817.50
REMIX TECHNOLOGIES LLC	Computer/Network Software Agreement	690156	07/20/2022	27,000.00
ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS	Contract Services - General	690017	07/06/2022	25,125.51
MICHELIN NORTH AMERICA, INC.	Lease Tires Services	690053	07/14/2022	24,505.30
TRAPEZE SOFTWARE GROUP INC.	Computer/Network Software Agreement	690014	07/06/2022	22,482.00
CIRQUE ANALYTICS	Legal Service	690179	07/28/2022	21,015.00
NEOGOV	Recruiting Employees 7/1/22-6/30/23	690108	07/20/2022	20,980.78
WSP USA INC.	TDM & Vanpool Program	690159	07/20/2022	20,812.69
RECARO NORTH AMERICA, INC.	Inventory Repair Parts	690131	07/20/2022	20,210.00
ROBERT HALF	Temporary Help	690220	07/28/2022	19,510.92
ROBERT HALF	Temporary Help	690064	07/14/2022	19,486.37
COMPLETE COACH WORKS	WIP-Door Barrier for 5 New Flyer Buses	690182	07/28/2022	18,870.82
GLORIA G. SALAZAR	Consulting	690192	07/28/2022	17,614.69
ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS	WIP- Liquid Hydrogen-Non-CEC	690018	07/06/2022	16,644.00
ROBERT HALF	Temporary Help	690007	07/06/2022	13,790.30
UNUM	Group Dental & Vision Premiums	690145	07/20/2022	12,436.55
VERIZON WIRELESS	Wireless Telephone Service	690076	07/14/2022	11,717.40
PIEDMONT PLASTICS, INC.	Bus Stop Supplies	690126	07/20/2022	10,861.20
NFI PARTS	Inventory Repair Parts	690083	07/20/2022	10,516.97
COACHELLA VALLEY TAXI	SunRide Ride Share Expenses	690114	07/20/2022	10,233.30
LINDE INC.	Contract Services-H2	690204	07/28/2022	10,075.26
COACHELLA VALLEY TAXI	SunRide Ride Share Expenses	690050	07/14/2022	10,026.69
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	690162	07/20/2022	10,006.74
CALLIDUS SOFTWARE, INC.	Employee Development Program	690176	07/28/2022	9,700.00

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

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
HD INDUSTRIES	Outside Repair-Fixed Route	690000	07/06/2022	9,654.20
DYNAMIC BUILDING MAINTENANCE INC	Janitorial Services	690035	07/14/2022	9,240.00
ROBERT HALF	Temporary Help	690136	07/20/2022	9,127.17
ZOOM VIDEO COMMUNICATION, INC.	Computer/Network Software Agreement	690080	07/14/2022	8,468.00
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	690139	07/20/2022	8,331.62
MOTOR COACH INDUSTRIES, INC.	Bus lease	690054	07/14/2022	8,081.25
LAWCX	WC-Insurance Premium	690205	07/28/2022	7,697.00
MURCHISON & CUMMING, LLP	Insurance Loss	690055	07/14/2022	7,658.75
DIAMOND MANUFACTURING, INC.	WIP- Diamond Farebox H2 Ride Equipment	689999	07/06/2022	7,604.00
US BANK VOYAGER FLEET SYSTEMS	Unleaded/Diesel Fuel	690073	07/14/2022	7,555.89
ALLIED REFRIGERATION, INC	Freon & Coolant	690088	07/20/2022	7,148.11
SONSRAY FLEET SERVICES	Inventory Repair Parts	690070	07/14/2022	7,001.18
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	690079	07/14/2022	6,684.00
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	690058	07/14/2022	6,091.64
PARKHOUSE TIRE, INC.	Repair Parts-Fixed Route	690123	07/20/2022	6,062.60
AMALGAMATED TRANSIT UNION	Union Dues	690021	07/14/2022	5,898.28
AMALGAMATED TRANSIT UNION	Union Dues	690168	07/28/2022	5,866.36
MAGALDI & MAGALDI, INC.	Inventory Repair Parts	690052	07/14/2022	5,477.76
OLD GREEN HOUSE LLC	Planning Consultant	690137	07/20/2022	4,575.00
TOWNSEND PUBLIC AFFAIRS, INC	Consulting-General	690013	07/06/2022	4,500.00
SC FUELS	Lubricants- Oil	690225	07/28/2022	4,441.31
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	690138	07/20/2022	4,343.32
ANDREA CARTER & ASSOCIATES	Marketing & Communication Services	690169	07/28/2022	4,200.00
SONSRAY FLEET SERVICES	Outside Repair-Fixed Route	690150	07/20/2022	4,193.52
PRUDENTIAL OVERALL SUPPLY	Uniforms	690217	07/28/2022	4,108.40
ISABELLA A. AMADEO	Consulting-General	690112	07/20/2022	4,097.50
BEST BEST & KRIEGER LLP	Legal Services	690094	07/20/2022	4,062.50
TPX COMMUNICATIONS	Communication Service	690232	07/28/2022	4,030.59
TRC ENGINEERING SERVICES, LLC	WIP-Inspection Services for the Purchase of 5 FC Buses	690015	07/06/2022	3,808.00
C.E. MECHANICAL, INC.	Contract Services-A/C	689994	07/06/2022	3,802.00
SC FUELS	Lubricants- Oil	690141	07/20/2022	3,684.00
NAPA AUTO PARTS	Inventory Repair Parts	690208	07/28/2022	3,656.95
RESOURCE ENVIRONMENTAL, INC.	WIP- Modular Building Demolition	690006	07/06/2022	3,350.00
HD INDUSTRIES	Inventory Repair Parts	690194	07/28/2022	3,330.42
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	690016	07/06/2022	3,319.50
CHARTER COMMUNICATIONS	Utilities	690149	07/20/2022	3,262.72
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	690187	07/28/2022	3,214.16
RIDECO US INC	SunRide Ride Share Expenses	690135	07/20/2022	3,195.34
PRUDENTIAL OVERALL SUPPLY	Uniforms	690129	07/20/2022	3,163.43

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

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
VALLEY OFFICE EQUIPMENT, INC.	Copier Services	690074	07/14/2022	3,158.40
ALEXANDER COHN, ESQ	Legal Services	690087	07/20/2022	3,000.00
HIRERIGHT, LLC	Background Service	690195	07/28/2022	2,965.20
PLAZA TOWING, INC.	Towing Service	690215	07/28/2022	2,775.00
GRAPHIC PRODUCTS, INC	WIP-Label maker and printer Shop Equipment	690110	07/20/2022	2,744.17
NFI PARTS	Inventory Repair Parts	689992	07/06/2022	2,661.81
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	690019	07/14/2022	2,611.91
AMERICAN SECURITY GROUP	Camera Maintenance Agreement	690089	07/20/2022	2,606.35
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	690027	07/14/2022	2,581.72
NS CORPORATION	Plumbing Related Expenses	690119	07/20/2022	2,580.96
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	690175	07/28/2022	2,579.40
RESONATE AND THRIVE ASSOCIATES, LLC	Consulting-General	690115	07/20/2022	2,500.00
RIDECO US INC	SunRide Ride Share Expenses	690134	07/20/2022	2,475.97
FORENSIC DRUG TESTING SERVICES	Alcohol & Drug Testing	690039	07/14/2022	2,460.00
YELLOW CAB OF THE DESERT	Taxi Voucher Program	690161	07/20/2022	2,319.66
CITY CAB	Taxi Voucher Program	690224	07/28/2022	2,274.09
CALIFORNIA DEPARTMENT OF TAX & FEE	Quarterly Used Sale Tax	690026	07/14/2022	2,239.00
GRAINGER	WIP- Maintenance Tool & Equipment	690193	07/28/2022	2,106.25
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	690191	07/28/2022	2,031.91
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	690028	07/14/2022	2,019.42
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	690121	07/20/2022	2,005.16
QUADIENT FINANCE USA, INC.	Postage	690130	07/20/2022	2,000.00
YELLOW CAB OF THE DESERT	Taxi Voucher Program	690163	07/20/2022	1,989.94
JESSE FRESCAS JR.	Public Works Technical Support	690200	07/28/2022	1,920.00
KESQ	Advertising	690201	07/28/2022	1,890.00
KUNA FM	Advertising	690203	07/28/2022	1,815.00
SAFETY-KLEEN CORPORATION	Contract Svc-Haz Waste Removal	690223	07/28/2022	1,786.92
JESSE FRESCAS JR.	Public Works Technical Support	690002	07/06/2022	1,760.00
BROADLUX, INC.	Inventory Repair Parts	690172	07/28/2022	1,713.71
DESERT HOSE & SUPPLY CORP.	Inventory Repair Parts	690102	07/20/2022	1,683.02
C V WATER DISTRICT	Utilities	690181	07/28/2022	1,680.58
GRAINGER	Electrical Related Expenses	690109	07/20/2022	1,659.06
TOTAL CARE WORK INJURY CLINIC	Alcohol & Drug Testing	690158	07/20/2022	1,630.00
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	690082	07/20/2022	1,617.84
HOME DEPOT CREDIT SERVICES	Facility Maintenance	690044	07/14/2022	1,591.61
BYD COACH & BUS LLC	Inventory Repair Parts	690173	07/28/2022	1,534.36
FRONTIER COMMUNICATIONS	Utilities- OPS Bldg	690106	07/20/2022	1,525.00
PLAZA TOWING, INC.	Towing Service	690128	07/20/2022	1,475.00
MILE3 WEB DEVELOPMENT	Website Maintenance	690116	07/20/2022	1,470.00

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

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
TOLAR MFG. CO., INC	Bus Stop Supplies	690151	07/20/2022	1,454.63
PLAZA TOWING, INC.	Towing Service	690061	07/14/2022	1,425.00
SERVEXO	Security Services	690227	07/28/2022	1,423.50
OMNITRACS, LLC	General Services	690005	07/06/2022	1,380.00
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	690023	07/14/2022	1,370.41
GILLIG LLC	Inventory Repair Parts	690107	07/20/2022	1,368.04
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	690024	07/14/2022	1,365.07
JOSEPH LYNN FRIEND	Contracted Services	690049	07/14/2022	1,232.50
CALIFORNIA TRANSIT TRAINING CONSORTIUM	Annual Membership Jul 22-Jun 23	690226	07/28/2022	1,200.00
VECTOR SOLUTIONS	Computer/Network Software Agreement	690132	07/20/2022	1,185.00
FLW, INC.	Inventory Repair Parts	690105	07/20/2022	1,156.06
CREATIVE BUS SALES, INC,	Inventory Repair Parts	690100	07/20/2022	1,138.05
PACKET FUSION, INC.	Computer Supplies	690120	07/20/2022	1,137.25
TRAPEZE SOFTWARE GROUP INC.	Computer/Network Software Agreement	690152	07/20/2022	1,121.00
JACKSON LEWIS P.C.	Insurance Loss	690199	07/28/2022	1,054.00
SAFETY-KLEEN CORPORATION	Contract Svc-Haz Waste Removal	690140	07/20/2022	1,049.67
TEAMSTERS LOCAL 1932	Union Dues	690231	07/28/2022	1,018.52
<b>Total Checks Over \$1,000</b>	\$2,718,601.93			
<b>Total Checks Under \$1,000</b>	\$32,142.51			
<b>Total Checks</b>	\$2,750,744.44			

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

DATE: September 28, 2022

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

RE: Credit Card Statements for June and July 2022

Summary:

The attached report summarizes the Agency's credit card expenses for June and July 2022. Credit card transactions through the CEO/General Manager credit card align with statement closing dates of July 3 and August 3, 2022. The report also summarizes transactions for the credit cards utilized for Accounts Payable and Procurement which align with statement closing dates of June 30 and July 29, 2022, for the reporting periods.

Recommendation:

Receive and file.

**SunLine Transit Agency Visa Credit Card Statement**

**Closing Date: 7/3/2022**

**Name on Card: Lauren Skiver**

Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1 6/4/2022	6/6/2022	Hilton Hotel	Leadership APTA Capstone Session in San Diego, CA - Lodging for 3 Nights; Lauren Skiver, CEO/General Manager		\$1,101.09
2 6/5/2022	6/7/2022	Hilton Hotel	Leadership APTA Capstone Session in San Diego, CA - Lodging for 3 Nights; Brittney Sowell, Chief of Staff		\$1,164.19
3 6/6/2022	6/7/2022	Natomas Express	Natomas Express Fare for the California Hydrogen Leadership Summit in Sacramento, CA; Lauren Skiver, CEO/General Manager		\$46.85
4 6/7/2022	6/8/2022	Staples	Staples office supplies; Colored flashcards for Executive Team training		\$7.53
5 6/7/2022	6/9/2022	UniQue Bite Eatery	UniQue Bite Eatery Catering Order; Jacksonville Transit Authority and New Orleans Regional Transit Authority visit and tour		\$355.42
6 6/8/2022	6/9/2022	Palm Springs Airport	Parking in Palm Springs, CA for travel to the California Hydrogen Leadership Summit; Lauren Skiver, CEO/General Manager		\$60.00
7 6/9/2022	6/10/2022	TRYPPS	Courier service; Same day delivery		\$75.00
8 6/9/2022	6/10/2022	Sheraton	CHBC 2022 Future of H2 in California in Sacramento, CA - Lodging for 2 Nights; Lauren Skiver, CEO/General Manager		\$462.88
9 6/28/2022	6/30/2022	United Airlines	United Airlines preferred seating; Charge error *Reimbursement processed*		\$39.00
10 6/28/2022	6/30/2022	United Airlines	United Airlines preferred seating; Charge error *Reimbursement processed*		\$43.00
11 6/30/2022	7/1/2022	Expedia	Expedia Booking Fee for Flight from Palm Springs, CA to Washington, DC for Travel to Leadership APTA Class of 2023 in Washington, DC; Lauren Skiver, CEO/General Manager		\$11.97
12 6/30/2022	7/3/2022	United Airlines	United Airlines Flight from Washington, DC to Palm Springs, CA for Travel from Leadership APTA Class of 2023 in Washington, DC; Lauren Skiver, CEO/General Manager		\$668.60
13 6/30/2022	7/3/2022	American Airlines	American Airlines Flight from Palm Springs, CA to Washington, DC for Travel to Leadership APTA Class of 2023 in Washington, DC; Lauren Skiver, CEO/General Manager		\$665.60

Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
14 7/1/2022	7/3/2022	Hilton Hotel	Leadership APTA Capstone Session in San Diego, CA - Lodging Deposit for 1 Night; Brittney Sowell, Chief of Staff's No show fee  <i>*No show fee refund of \$334.73 from previous statement*</i>	\$334.73	
<b>Credits and Charges:</b>				\$334.73	\$4,701.13

**SUB ACCOUNT MEMO STATEMENT**

Prepared For	SUNLINE TRANSIT LAURA SKIVER
Sub Account Number	[REDACTED]
Statement Closing Date	07/03/22
Next Statement Date	08/03/22

For Customer Service Call:  
800-231-5511

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

Monthly Spending Limit*	\$40,000
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\*Available funds are subject to the monthly spending limit and the available credit on the control account.

**Sub Account Summary**

Purchases and Other Charges	+	\$4,701.13
Cash Advances	+	\$0.00
Credits	-	\$334.73
Statement Total		\$4,366.40

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

**Important Information**

THE ENCLOSED CUSTOMER AGREEMENT HAS IMPORTANT CHANGES TO SOME OF THE TERMS AND CONDITIONS ASSOCIATED WITH YOUR ACCOUNT. PLEASE KEEP THIS AGREEMENT FOR YOUR RECORDS AS IT REPLACES ALL VERSIONS THAT WERE PREVIOUSLY SENT. THANK YOU FOR CHOOSING WELLS FARGO.

**Sub Account Transactions**

Trans	Post	Reference Number	Description	Credits	Charges
06/04	06/06	2475542HQ4NF3ATEL	HILTON HOTEL SAN DIEGO SAN DIEGO CA		1,101.09
06/05	06/07	2475542HD4NF8S3D7	HILTON HOTEL SAN DIEGO 619-5643333 CA		1,164.19
06/06	06/07	2416407HD2KSDBTVP	CMT SACRAMENTO27680016 SACRAMENTO CA		46.85
06/07	06/08	2416407HE31VVG9LH	STAPLES DIRECT 800-3333330 MA		7.53
06/07	06/09	2432303HF2MA298LG	UNIQUE BITE EATERY INDIO CA		355.42
06/08	06/09	2443106HFBS2LX5Y	PALM SPRINGS AIRPORT PALM SPRINGS CA		60.00
06/09	06/10	2449215HGRTGX9KEW	PAYPAL *TRYPPS 402-935-7733 CA		75.00
06/09	06/10	2475542HG7KL9QZF7	SHERATON 916-4471700 CA		462.88
06/28	06/30	2469216J42X7BT5N0	UNITED 0161591779863800-932-2732 TX		39.00
06/28	06/30	2469216J42X7BT5N8	UNITED 0161591779864800-932-2732 TX		43.00
06/30	07/01	2469216J52X8RHHWG	EXPEDIA 72336705539224 EXPEDIA.COM WA		11.97
06/30	07/03	2469216J62X5LMZ8A	UNITED 0167823525743800-932-2732 TX		668.60
		07/20/22	SKIVER/LAURA LEE		
		1 UA E	WASHINGTON DENVER		
		2 UA E	DENVER PALM SPRINGS		
		11617270	EXPEDIA.COM TRAVEL		
06/30	07/03	2494300J6A16SMHZK	AMERICAN AIR0017749264740FORT WORTH TX		665.60
		07/18/22	SKIVER/LAURA LEE		
		1 AA G	PALM SPRINGS PHOENIX		
		2 AA L	PHOENIX WASHINGTON		
		11617270	EXPEDIA.COM TRAVEL		

See reverse side for important information.



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

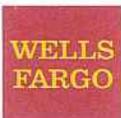
Sub Account Number	[REDACTED]
No Payment is due on this Sub Account	

Print address or phone changes: \_\_\_\_\_

Work ( ) \_\_\_\_\_

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

SUNLINE TRANSIT  
LAURA SKIVER 49505  
32505 HARRY OLIVER TRL S306  
THOUSAND PALMS CA 92276-3501



**Sub Account Transactions**

<i>Trans</i>	<i>Post</i>	<i>Reference Number</i>	<i>Description</i>	<i>Credits</i>	<i>Charges</i>
07/01	07/03	7475542J77KVBBVN6	HILTON HOTEL SAN DIEGO 619-5643333 CA	334.73	
07/03	07/03	000000000000COMPC	TOTAL PURCHASES		\$4,701.13
			TOTAL RETURNS		\$334.73
			TOTAL		\$4,366.40

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

**Wells Fargo News**

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YTG

**SunLine Transit Agency Visa Credit Card Statement**

**Closing Date: 8/3/2022**

**Name on Card: Lauren Skiver**

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1	7/7/2022	7/8/2022	Luna Grill	Luna Grill Catering Order; Executive Team training		\$256.60
2	7/7/2022	7/8/2022	CTE	2022 ZEB Conference September 19-21, 2022 - Registration; Lauren Skiver, CEO/General Manager <i>*Will be reimbursed because she was later identified as a speaker</i>		\$495.00
3	7/7/2022	7/8/2022	CTE	2022 ZEB Conference September 19-21, 2022 - Registration; Frank Rytych, Chief Maintenance Officer		\$770.00
4	7/7/2022	7/10/2022	University of the Pacific	DEI Certificate Program Virtual Training July 21-22 & August 11-12, 2022 - Registration; Tina Hamel, Chief of Compliance/Labor Relations; Michael Cerles, Labor and Compliance Manager		\$1,550.00
5	7/9/2022	7/10/2022	Panera	Panera Catering Order; Executive Team training		\$219.77
6	7/11/2022	7/12/2022	CTA	CTA Fall Conference & Expo November 16-18, 2022 - Registration; Lauren Skiver, CEO/General Manager		\$450.00
7	7/11/2022	7/12/2022	CALACT	CALACT 2022 Autumn Conference & Expo November 1-4, 2022 - Registration; Lauren Skiver, CEO/General Manager		\$520.00
8	7/11/2022	7/12/2022	CALACT	CALACT 2022 Autumn Conference & Expo November 1-4, 2022 - Registration; Brittney Sowell, Chief of Staff		\$520.00
9	7/11/2022	7/12/2022	CALACT	CALACT 2022 Autumn Conference & Expo November 1-4, 2022 - Registration; Vanessa Mora, Chief Safety Officer		\$520.00
10	7/12/2022	7/14/2022	UniQue Bite Eatery	UniQue Bite Eatery Catering Order; ATU and SunLine Negotiations Meeting		\$388.02
11	7/20/2022	7/22/2022	Hamilton Hotel	Leadership APTA Class of 2023 in Washington, D.C. - Lodging for 2 Nights; Lauren Skiver, CEO/General Manager		\$675.68
12	7/28/2022	7/29/2022	Woobox	Woobox - One (1) Month Subscription - July; Voting Link for Student Art Contest		\$37.00
13	8/2/2022	8/3/2022	CALACT	CALACT 2022 Autumn Conference & Expo November 1-4, 2022 - Registration; Frank Rytych, Chief Maintenance Officer		\$520.00
<b>Credits and Charges:</b>					<b>\$0.00</b>	<b>\$6,922.07</b>



SUB ACCOUNT MEMO STATEMENT

Prepared For	SUNLINE TRANSIT LAURA SKIVER
Sub Account Number	[REDACTED]
Statement Closing Date	08/03/22
Next Statement Date	09/02/22

For Customer Service Call:  
800-231-5511

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

Monthly Spending Limit*	\$40,000
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\*Available funds are subject to the monthly spending limit and the available credit on the control account.

Sub Account Summary

Purchases and Other Charges	+	\$6,922.07
Cash Advances	+	\$0.00
Credits	-	\$0.00
Statement Total		\$6,922.07

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

Sub Account Transactions

Trans	Post	Reference Number	Description	Credits	Charges
07/07	07/08	2449215JQMLL1ER4K	EZCATERLUNA GRILL 8004881803 MA		256.60
07/07	07/08	2449216JQ000TVS8H	CTE* CTE ZEBCON 2022 HTTPSCTE.TV GA		495.00
07/07	07/08	2449216JQ000TZF81	CTE* CTE ZEBCON 2022 HTTPSCTE.TV GA		770.00
07/07	07/10	2475542JD4NRP9759	UNIV OF PACIFIC CN 209-9463376 CA		1,550.00
07/09	07/10	2469216JE2X7FEHK2	PANERA BREAD #601771 O 760-895-6948 CA		219.77
07/11	07/12	2444500JG8PVAYVG6	FSP*CTA 916-446-4656 CA		450.00
07/11	07/12	2449398JG8B0MJNRH	CALACT 800-422-5228 CA		520.00
07/11	07/12	2449398JG8B0MJNR9	CALACT 800-422-5228 CA		520.00
07/11	07/12	2449398JG8B0MJNTA	CALACT 800-422-5228 CA		520.00
07/12	07/14	2432303JJ2M9XGMMN	UNIQUE BITE EATERY INDIO CA		388.02
07/20	07/22	2449398JSMSFPVRZP	HAMILTON HOTEL DC 2026820111 DC		675.68
07/28	07/29	2449215K1S0Y3TAWQ	WOOBX 360-450-5200 WA		37.00
08/02	08/03	2449398K68B0M9HJA	CALACT 800-422-5228 CA		520.00
08/03	08/03	000000000000COMPC	TOTAL PURCHASES	\$6,922.07	
			TOTAL	\$6,922.07	

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

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

See reverse side for important information.

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

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

Print address or phone changes: \_\_\_\_\_

Work ( ) \_\_\_\_\_

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

SUNLINE TRANSIT  
LAURA SKIVER 72304  
32505 HARRY OLIVER TRL  
THOUSAND PALMS CA 92276-3501 S308

**SunLine Transit Agency Visa Credit Card Statement**

**Closing Date: 6/30/2022**

**Name on Card: Walter Watcher (Procurement Card)**

	<b>Trans. Date</b>	<b>Post. Date</b>	<b>Name</b>	<b>Detail-Description</b>	<b>Credits</b>	<b>Charges</b>
1	06/01/22	6/3/2022	Amazon	Alexa for Business subscription		\$ 6.39
2	06/03/22	6/6/2022	Sam's Club	Stand up desks for performance department		\$ 861.91
3	06/04/22	6/6/2022	Amazon	NFFA 70E Standard for Electrical Safety		\$ 40.95
4	06/09/22	6/10/2022	ALCO Covers	Safety net for oil pit in shop		\$ 699.70
5	06/15/22	6/16/2022	Sam's Club	Bottles water for employees		\$ 299.52
6	06/21/22	6/22/2022	FleetPride	Four air spring bags		\$ 732.23
7	06/22/22	6/23/2022	Amazon	Office supplies		\$ 111.02
8	06/23/22	6/24/2022	Amazon	Facilities department supplies		\$ 56.94
9	06/24/22	6/27/2022	Quadient Inc.	Computer supplies		\$ 329.71
10	06/25/22	6/27/2022	Northern Tool	Tow-behind trailer boom broadcast and spot sprayer		\$ 341.68
11	06/25/22	6/27/2022	Canva	Canva software renewal		\$ 119.99
12	06/28/22	6/29/2022	FleetPride	Four air spring bags		\$ 1,831.28
13	06/28/22	6/29/2022	FleetPride	Return of four air spring bags (#6) <i>*Includes restocking fee</i>	\$ 574.32	
					<b>\$574.32</b>	<b>\$ 5,431.32</b>



Reporting Period : 6/1/2022 - 6/30/2022

**Statement Summary**

<b>Name</b>	Walter Watcher	<b>Company</b>	Sunline Transit Agency
<b>Reporting Period</b>	6/1/2022 - 6/30/2022	<b>Currency</b>	US Dollar

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
1 6/3/2022	6/3/2022	Amazon Web Services					6.39
		Purchase Amazon Web Service	General Ledger Code: 5039903800 Fund: 00				
2 6/3/2022	6/6/2022	Samsclub.Com					861.91
		Purchase Samsclub.Com	General Ledger Code: 5099900002 Fund: 00				
3 6/4/2022	6/6/2022	Amzn Mktp Us					40.95
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
4 6/9/2022	6/10/2022	Alco Covers Llc					699.70
		Purchase Alco Covers Llc	General Ledger Code: 5099900002 Fund: 00				
5 6/15/2022	6/16/2022	Sams Club #6609					299.52
		Purchase Sams Club #6609	General Ledger Code: 5099900002 Fund: 00				

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
6 6/21/2022	6/22/2022	Fleetpride826					732.23
		Purchase Fleetpride826	General Ledger Code: 5049900022 Fund: 00				
7 6/22/2022	6/23/2022	Amzn Mktp Us					111.02
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
8 6/23/2022	6/24/2022	Amzn Mktp Us					56.94
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
9 6/24/2022	6/27/2022	Quadient Inc Oracle					329.71
		Purchase Quadient Inc Oracle	General Ledger Code: 5039903800 Fund: 00				
10 6/25/2022	6/27/2022	Nor*northern Tool					341.68
		Purchase Nor*northern Tool	General Ledger Code: 5049900011 Fund: 00				
11 6/25/2022	6/27/2022	Canva* I03462-0750240					119.99
		Purchase Canva* I03462-0750240	General Ledger Code: 5099900002 Fund: 00				

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
12 6/28/2022	6/29/2022	Fleetpride826					1,831.28
		Purchase Fleetpride826	General Ledger Code: 5049900022 Fund: 00				
<hr/>							
13 6/28/2022	6/29/2022	Fleetpride826					-574.32
		Credit Voucher Fleetpride826	General Ledger Code: 5049900022 Fund: 00				
<hr/>							

Transaction Count: 13

**Total: 4,857.00**

**SunLine Transit Agency Visa Credit Card Statement**

**Closing Date 7/29/2022**

**Name on Card: Walter Watcher (Procurement Card)**

	<b>Trans. Date</b>	<b>Post. Date</b>	<b>Name</b>	<b>Detail-Description</b>	<b>Credits</b>	<b>Charges</b>
1	7/2/2022	7/4/2022	Amazon	Alexa for Business Subscription		\$ 6.40
2	7/6/2022	7/7/2022	Amazon	Tablet wall mounts for COVID screening		\$ 145.40
3	7/7/2022	7/8/2022	Amazon	iPad case for field supervisor		\$ 33.92
4	7/15/2022	7/18/2022	Amazon	Door closer Norton		\$ 123.90
5	7/18/2022	7/19/2022	Amazon	Cisco firewall		\$ 2,763.65
6	7/18/2022	7/19/2022	All Security Equipment	Liftmaster idler pulley kit		\$ 47.20
<b>Credits and Charges</b>					<b>\$0.00</b>	<b>\$ 3,120.47</b>



Reporting Period : 7/1/2022 - 7/29/2022

**Statement Summary**

<b>Name</b>	Walter Watcher	<b>Company</b>	Sunline Transit Agency
<b>Reporting Period</b>	7/1/2022 - 7/29/2022	<b>Currency</b>	US Dollar

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
1 7/2/2022	7/4/2022	Amazon Web Services					6.40
		Purchase Amazon Web Services	General Ledger Code: 5039903800 Fund: 00				
2 7/6/2022	7/7/2022	Amzn Mktp Us					145.40
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
3 7/7/2022	7/8/2022	Amzn Mktp Us					33.92
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
4 7/15/2022	7/18/2022	Amzn Mktp Us					123.90
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
5 7/18/2022	7/19/2022	Amzn Mktp Us					2,763.65
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
6 7/18/2022	7/19/2022	Sp All Security Equi					47.20
		Purchase Sp All Security Equi	General Ledger Code: 5099900002 Fund: 00				

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Transaction Count: 6  
**Total: 3,120.47**

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

DATE: September 28, 2022 **RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Monthly Budget Variance Report for June & July 2022

Summary:

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

Year to Date Summary

FY2022

- As of June 30, 2022, the Agency's FY unaudited revenues are \$4,926,648 or 61.4% above the FYTD budget due conservative budget estimates (COVID-19), greater external CNG fuel sales, emission credits revenue and CNG rebate revenue.
- As of June 30, 2022, the Agency's FY unaudited expenditures are 39,887,241 or 2.7% below the FYTD budget.

FY2023

- As of July 31, 2022, the Agency's FYTD revenues are \$137,175 or 5.1% above the FYTD budget due an increase in passenger revenue.
- As of July 31, 2022, the Agency's FYTD expenditures are \$3,246,991 or 15.5% below the FYTD budget.

Monthly Spotlight

- Natural gas expenses related to CNG production were over the straight line budget in the month of July due to increased use of CNG vehicles.

Recommendation:

Receive and file.

SunLine Transit Agency  
Budget Variance Report  
June 2022

Description	FY22 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY22 FYTD Budget	Positive (Negative)	Percentage Remaining
<b>Operating Revenues:</b>								
Passenger Revenue	938,400	149,343	78,200	71,143	1,615,663	938,400	677,263	-72.2%
Other Revenue	2,114,326	217,037	176,194	40,843	3,310,985	2,114,326	1,196,659	-56.6%
<b>Total Operating Revenue</b>	<b>3,052,726</b>	<b>366,380</b>	<b>254,394</b>	<b>111,987</b>	<b>4,926,648</b>	<b>3,052,726</b>	<b>1,873,922</b>	<b>-61.4%</b>
<b>Operating Expenses:</b>								
Operator & Mechanic Salaries & Wages	9,799,741	782,278	816,645	34,367	9,080,083	9,799,741	719,658	7.3%
Operator & Mechanic Overtime	918,833	135,372	76,569	(58,803)	993,327	918,833	(74,494)	-8.1%
Administration Salaries & Wages	6,360,353	522,788	530,029	7,241	5,923,843	6,360,353	436,510	6.9%
Administration Overtime	119,516	3,521	9,960	6,438	63,137	119,516	56,379	47.2%
Fringe Benefits	10,475,957	732,914	872,996	140,082	9,375,381	10,475,957	1,100,576	10.5%
Communications	250,000	20,612	20,833	222	245,264	250,000	4,736	1.9%
Legal Services	575,000	107,823	47,917	(59,906)	554,625	575,000	20,375	3.5%
Computer/Network Software Agreement	600,000	53,409	50,000	(3,409)	666,143	600,000	(66,143)	-11.0%
Uniforms	103,966	12,423	8,664	(3,760)	74,967	103,966	28,999	27.9%
Contracted Services	654,628	41,581	54,552	12,971	477,353	654,628	177,275	27.1%
Equipment Repairs	8,500	592	708	116	8,879	8,500	(379)	-4.5%
Security Services	160,000	12,550	13,333	783	145,753	160,000	14,247	8.9%
Fuel - CNG	1,516,432	223,081	126,369	(96,711)	1,862,110	1,516,432	(345,678)	-22.8%
Fuel - Hydrogen	845,934	122,490	70,495	(51,996)	1,134,635	845,934	(288,701)	-34.1%
Tires	226,183	16,512	18,849	2,337	195,437	226,183	30,746	13.6%
Office Supplies	70,392	8,801	5,866	(2,935)	63,135	70,392	7,257	10.3%
Travel/Training	96,680	8,529	8,057	(473)	97,560	96,680	(880)	-0.9%
Repair Parts	1,436,101	213,681	119,675	(94,006)	1,396,110	1,436,101	39,991	2.8%
Facility Maintenance	41,300	1,161	3,442	2,281	39,775	41,300	1,525	3.7%
Electricity - CNG & Hydrogen	1,230,000	135,230	102,500	(32,730)	1,228,290	1,230,000	1,710	0.1%
Natural Gas	1,175,000	253,514	97,917	(155,598)	1,838,759	1,175,000	(663,759)	-56.5%
Water and Gas	10,575	867	881	14	10,613	10,575	(38)	-0.4%
Insurance Losses	1,850,000	41,664	154,167	112,502	1,576,500	1,850,000	273,500	14.8%
Insurance Premium - Property	50,000	6,578	4,167	(2,412)	79,706	50,000	(29,706)	-59.4%
Repair Claims	200,000	16,373	16,667	294	98,599	200,000	101,401	50.7%
Fuel Taxes	94,400	8,354	7,867	(487)	86,064	94,400	8,336	8.8%
Other Expenses	4,621,150	549,326	385,096	(164,230)	5,508,764	4,621,150	(887,614)	-19.2%
Self Consumed Fuel	(2,487,067)	(345,781)	(207,256)	138,526	(2,937,570)	(2,487,067)	450,503	-18.1%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>41,003,574</b>	<b>3,686,245</b>	<b>3,416,965</b>	<b>(269,280)</b>	<b>39,887,241</b>	<b>41,003,574</b>	<b>1,116,333</b>	<b>2.7%</b>
<b>Operating Expenses in Excess of Operating Revenue</b>		<b>\$ (3,319,864)</b>			<b>\$ (34,960,593)</b>			
<b>Subsidies:</b>								
Local - Measure A, Commuter 10, Haul Pass	7,262,861	635,341	605,238	(30,102)	6,690,600	7,262,861	572,261	7.9%
State - LTF, LCTOP	7,135,429	624,193	594,619	(29,574)	6,573,208	7,135,429	562,221	7.9%
Federal	23,552,558	2,060,331	1,962,713	(97,617)	21,696,785	23,552,558	1,855,773	7.9%
<b>Total Subsidies</b>	<b>37,950,848</b>	<b>3,319,864</b>	<b>3,162,571</b>	<b>(157,294)</b>	<b>34,960,593</b>	<b>37,950,848</b>	<b>2,990,255</b>	<b>7.9%</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>			

SunLine Transit Agency  
Budget Variance Report  
June 2022

Description	FY22 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY22 FYTD Budget	Positive (Negative)	Percentage Remaining
<b>Operating Expenses:</b>								
Wages & Benefits	27,674,400	2,176,875	2,306,200	129,325	25,435,771	27,674,400	2,238,629	8.1%
Services	4,081,926	478,994	340,161	(138,833)	4,345,872	4,081,926	(263,946)	-6.5%
Fuels & Lubricants	2,525,519	363,274	210,460	(152,814)	3,171,742	2,525,519	(646,223)	-25.6%
Tires	226,183	16,512	18,849	2,337	195,437	226,183	30,746	13.6%
Materials and Supplies	1,857,038	240,983	154,753	(86,230)	1,799,854	1,857,038	57,184	3.1%
Utilities	2,699,927	413,708	224,994	(188,714)	3,395,824	2,699,927	(695,897)	-25.8%
Casualty & Liability	3,355,200	177,686	279,600	101,914	3,126,648	3,355,200	228,552	6.8%
Taxes and Fees	94,400	8,354	7,867	(487)	86,064	94,400	8,336	8.8%
Miscellaneous Expenses	976,048	155,641	81,337	(74,303)	1,267,598	976,048	(291,550)	-29.9%
Self Consumed Fuel	(2,487,067)	(345,781)	(207,256)	138,526	(2,937,570)	(2,487,067)	450,503	-18.1%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>41,003,574</b>	<b>3,686,245</b>	<b>3,416,965</b>	<b>(269,280)</b>	<b>39,887,241</b>	<b>41,003,574</b>	<b>1,116,333</b>	<b>2.7%</b>
<b>Revenues:</b>								
Passenger Revenue	938,400	149,343	78,200	71,143	1,615,663	938,400	677,263	-72.2%
Other Revenue	2,114,326	217,037	176,194	40,843	3,310,985	2,114,326	1,196,659	-56.6%
<b>Total Operating Revenue</b>	<b>3,052,726</b>	<b>366,380</b>	<b>254,394</b>	<b>111,987</b>	<b>4,926,648</b>	<b>3,052,726</b>	<b>1,873,922</b>	<b>-61.4%</b>
<b>Net Operating Gain (Loss)</b>		<b>\$ (3,319,864)</b>			<b>\$ (34,960,593)</b>			
<b>Subsidies:</b>								
Local - Measure A, Commuter 10, Haul Pass	7,262,861	635,341	605,238	(30,102)	6,690,600	7,262,861	572,261	7.9%
State - LTF, LCTOP	7,135,429	624,193	594,619	(29,574)	6,573,208	7,135,429	562,221	7.9%
Federal - CMAQ,5307,5309,5310,5311,5311(f),5312	23,552,558	2,060,331	1,962,713	(97,617)	21,696,785	23,552,558	1,855,773	7.9%
<b>Total Subsidies</b>	<b>37,950,848</b>	<b>3,319,864</b>	<b>3,162,571</b>	<b>(157,294)</b>	<b>34,960,593</b>	<b>37,950,848</b>	<b>2,990,255</b>	<b>7.9%</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 fares is attributed to conservative budget estimates due to unknown ridership impacts due to COVID-19.
- As of June, ridership was at 10.3% above FY21 FYTD totals.
- Total system ridership was 215,443 trips above FY21 FYTD amounts.

**Ridership**

	FY21-June	FY22-June	Variance	%Δ
Fixed Route	151,759	183,375	31,616	20.8%
Paratransit	7,113	9,057	1,944	27.3%
SolVan	1,271	1,654	383	30.1%
SunRide	291	402	111	-
<b>System Total</b>	<b>160,434</b>	<b>194,488</b>	<b>34,054</b>	<b>21.2%</b>

**Ridership**

	FYTD-FY21	FYTD-FY22	Variance	%Δ
Fixed Route	2,000,077	2,180,106	180,029	9.0%
Paratransit	71,129	101,589	30,460	42.8%
SolVan	16,028	17,110	1,082	6.8%
SunRide	1,108	4,980	3,872	-
<b>System Total</b>	<b>2,088,342</b>	<b>2,303,785</b>	<b>215,443</b>	<b>10.3%</b>

**Other Revenue**

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

**Operator & Mechanic Salaries & Wages**

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

**Operator & Mechanic Overtime**

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

**Administration Salaries & Wages**

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

**Administration Overtime**

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

**Fringe Benefits**

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

**Communications**

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

**Legal Services**

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

**Computer/Network Software Agreement**

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

**Uniforms**

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

**Contracted Services**

- The positive variance in contracted services is attributed to expenses which have not been incurred.

**Equipment Repairs**

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

**Security Services**

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

**Fuel - CNG**

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

**Fuel - Hydrogen**

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

**Tires**

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

**Office Supplies**

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

**Travel/Training**

- Travel/Training expenditures are within an acceptable range of the budgeted amount.

**Repair Parts**

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

**Facility Maintenance**

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

**Electricity - CNG & Hydrogen**

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

**Natural Gas**

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

**Water and Gas**

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

**Insurance Losses**

- Insurance loss experience has not exceeded YTD budgeted expectations.

**Insurance Premium - Property**

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

**Repair Claims**

- Repair claim expenses have been less than anticipated. Expenses for work on vehicles will be incurred once the work is complete.

**Fuel Taxes**

- Outside fuel sales are currently \$258,650 above FY21 FYTD amounts.
- For June, sales increased by \$40,076 from the previous month.
- Fuel Tax expenses are within an acceptable range of the budget.

**Outside Fueling Revenue**

	Revenue	Variance FY21 vs. FY22	Variance Previous Month	%Δ FY21 vs FY22	%Δ Previous Month
June FY21	\$ 96,703				
June FY22	\$ 105,834	\$ 9,131	\$ 40,076	9.44%	60.95%
May FY22	\$ 65,758				
FYTD June FY21	\$ 726,855				
FYTD June FY22	\$ 985,505	\$ 258,650		35.58%	

**Other Expenses**

- Costs vary from month to month depending on the needs of the Agency or when programs are active. The negative variance is primarily attributed to increased expenses for consulting services.
- The negative variance is also attributed to higher temporary help costs across multiple departments to cover administrative vacancies.

**Self-Consumed Fuel**

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

SunLine Transit Agency  
Budget Variance Report  
July 2022

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	133,875	127,417	6,459	133,875	127,417	6,459	91.2%
Other Revenue	37,500	3,300	3,125	175	3,300	3,125	175	91.2%
<b>Total Operating Revenue</b>	<b>1,566,501</b>	<b>137,175</b>	<b>130,542</b>	<b>6,634</b>	<b>137,175</b>	<b>130,542</b>	<b>6,634</b>	<b>91.2%</b>
<b>Operating Expenses:</b>								
Operator & Mechanic Salaries & Wages	10,601,638	668,574	883,470	214,896	668,574	883,470	214,896	93.7%
Operator & Mechanic Overtime	1,067,000	150,261	88,917	(61,345)	150,261	88,917	(61,345)	85.9%
Administration Salaries & Wages	6,986,398	487,741	582,200	94,459	487,741	582,200	94,459	93.0%
Administration Overtime	105,449	15,834	8,787	(7,046)	15,834	8,787	(7,046)	85.0%
Fringe Benefits	11,124,750	638,747	927,063	288,316	638,747	927,063	288,316	94.3%
Communications	277,879	20,581	23,157	2,575	20,581	23,157	2,575	92.6%
Legal Services	398,485	32,751	33,207	456	32,751	33,207	456	91.8%
Computer/Network Software Agreement	750,000	51,968	62,500	10,532	51,968	62,500	10,532	93.1%
Uniforms	132,610	3,284	11,051	7,767	3,284	11,051	7,767	97.5%
Contracted Services	704,809	51,601	58,734	7,133	51,601	58,734	7,133	92.7%
Equipment Repairs	34,000	508	2,833	2,325	508	2,833	2,325	98.5%
Security Services	200,000	15,881	16,667	786	15,881	16,667	786	92.1%
Fuel - CNG	1,599,327	210,185	133,277	(76,908)	210,185	133,277	(76,908)	86.9%
Fuel - Hydrogen	1,250,000	134,195	104,167	(30,028)	134,195	104,167	(30,028)	89.3%
Tires	237,165	15,656	19,764	4,108	15,656	19,764	4,108	93.4%
Office Supplies	71,085	1,316	5,924	4,608	1,316	5,924	4,608	98.1%
Travel/Training	136,980	6,430	11,415	4,985	6,430	11,415	4,985	95.3%
Repair Parts	1,627,700	103,740	135,642	31,902	103,740	135,642	31,902	93.6%
Facility Maintenance	49,300	947	4,108	3,161	947	4,108	3,161	98.1%
Electricity - CNG & Hydrogen	1,345,000	136,005	112,083	(23,922)	136,005	112,083	(23,922)	89.9%
Natural Gas	1,325,000	219,428	110,417	(109,011)	219,428	110,417	(109,011)	83.4%
Water and Gas	13,500	976	1,125	149	976	1,125	149	92.8%
Insurance Losses	1,650,000	78,121	137,500	59,379	78,121	137,500	59,379	95.3%
Insurance Premium - Property	79,394	11,113	6,616	(4,496)	11,113	6,616	(4,496)	86.0%
Repair Claims	200,000	7,708	16,667	8,959	7,708	16,667	8,959	96.1%
Fuel Taxes	70,998	12,586	5,916	(6,669)	12,586	5,916	(6,669)	82.3%
Other Expenses	7,014,340	516,580	584,528	67,949	516,580	584,528	67,949	92.6%
Self Consumed Fuel	(2,967,162)	(345,723)	(247,264)	98,459	(345,723)	(247,264)	98,459	88.3%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>46,085,646</b>	<b>3,246,991</b>	<b>3,840,471</b>	<b>593,479</b>	<b>3,246,991</b>	<b>3,840,471</b>	<b>593,479</b>	<b>93.0%</b>
<b>Operating Expenses in Excess of Operating Revenue</b>		<b>\$ (3,109,816)</b>			<b>\$ (3,109,816)</b>			
<b>Subsidies:</b>								
Local - Measure A, Commuter 10, Haul Pass	11,231,000	784,524	935,917	151,393	784,524	935,917	151,393	93.0%
State - LTF, LCTOP	24,349,683	1,700,909	2,029,140	328,231	1,700,909	2,029,140	328,231	93.0%
Federal	8,938,462	624,382	744,872	120,489	624,382	744,872	120,489	93.0%
<b>Total Subsidies</b>	<b>44,519,145</b>	<b>3,109,816</b>	<b>3,709,929</b>	<b>600,113</b>	<b>3,109,816</b>	<b>3,709,929</b>	<b>600,113</b>	<b>93.0%</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>			

\*Item identified on monthly spotlight.

SunLine Transit Agency  
Budget Variance Report  
July 2022

Description	FY22 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY22 FYTD Budget	Positive (Negative)	Percentage Remaining
<b>Operating Expenses:</b>								
Wages & Benefits	29,885,236	1,961,156	2,490,436	529,280	1,961,156	2,490,436	529,280	93.4%
Services	5,283,460	337,763	440,288	102,525	337,763	440,288	102,525	93.6%
Fuels & Lubricants	3,064,617	369,985	255,385	(114,601)	369,985	255,385	(114,601)	87.9%
Tires	237,165	15,656	19,764	4,108	15,656	19,764	4,108	93.4%
Materials and Supplies	2,265,936	140,416	188,828	48,412	140,416	188,828	48,412	93.8%
Utilities	3,029,280	383,258	252,440	(130,818)	383,258	252,440	(130,818)	87.3%
Casualty & Liability	3,561,934	287,491	296,828	9,337	287,491	296,828	9,337	91.9%
Taxes and Fees	70,998	12,586	5,916	(6,669)	12,586	5,916	(6,669)	82.3%
Miscellaneous Expenses	1,654,182	84,404	137,849	53,445	84,404	137,849	53,445	94.9%
Self Consumed Fuel	(2,967,162)	(345,723)	(247,264)	98,459	(345,723)	(247,264)	98,459	88.3%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>46,085,646</b>	<b>3,246,991</b>	<b>3,840,471</b>	<b>593,479</b>	<b>3,246,991</b>	<b>3,840,471</b>	<b>593,479</b>	<b>93.0%</b>
<b>Revenues:</b>								
Passenger Revenue	1,529,001	133,875	127,417	6,459	133,875	127,417	6,459	91.2%
Other Revenue	37,500	3,300	3,125	175	3,300	3,125	175	91.2%
<b>Total Operating Revenue</b>	<b>1,566,501</b>	<b>137,175</b>	<b>130,542</b>	<b>6,634</b>	<b>137,175</b>	<b>130,542</b>	<b>6,634</b>	<b>91.2%</b>
<b>Net Operating Gain (Loss)</b>		<b>\$ (3,109,816)</b>			<b>\$ (3,109,816)</b>			
<b>Subsidies:</b>								
Local - Measure A, Commuter 10, Haul Pass	11,231,000	784,524	935,917	151,393	784,524	935,917	151,393	93.0%
State - LTF, LCTOP	24,349,683	1,700,909	2,029,140	328,231	1,700,909	2,029,140	328,231	93.0%
Federal - CMAQ,5307,5309,5310,5311,5311(f),5312	8,938,462	624,382	744,872	120,489	624,382	744,872	120,489	93.0%
<b>Total Subsidies</b>	<b>44,519,145</b>	<b>3,109,816</b>	<b>3,709,929</b>	<b>600,113</b>	<b>3,109,816</b>	<b>3,709,929</b>	<b>600,113</b>	<b>93.0%</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 20.2% increase in ridership over FY22.
- As of July, ridership was at 20.02% above FY22 FYTD totals.
- Total system ridership was 31,723 trips above FY22 FYTD amounts.

**Ridership**

	FY22-July	FY23-July	Variance	%Δ
Fixed Route	147,348	178,264	30,916	21.0%
Paratransit	7,616	8,241	625	8.2%
SolVan	1,345	1,590	245	18.2%
SunRide	389	326	(63)	-16.2%
<b>System Total</b>	<b>156,698</b>	<b>188,421</b>	<b>31,723</b>	<b>20.2%</b>

**Ridership**

	FYTD-FY22	FYTD-FY23	Variance	%Δ
Fixed Route	147,348	178,264	30,916	21.0%
Paratransit	7,616	8,241	625	8.2%
SolVan	1,345	1,590	245	18.2%
SunRide	389	326	(63)	-16.2%
<b>System Total</b>	<b>156,698</b>	<b>188,421</b>	<b>31,723</b>	<b>20.2%</b>

**Other Revenue**

- The 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 to cover absences.

**Administration Salaries & Wages**

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

**Administration Overtime**

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

**Fringe Benefits**

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

**Communications**

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

**Legal Services**

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

**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 a lower level of repairs than budgeted.

**Security Services**

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

**Fuel - CNG**

- The negative variance is primarily attributed to increased usage of CNG fixed route vehicles over budgeted estimates for FY23.

**Fuel - Hydrogen**

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

**Tires**

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

**Office Supplies**

- There is a positive variance in office supplies which are a variable expense; costs vary throughout the year as required.

**Travel/Training**

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

**Repair Parts**

- The positive variance is primarily attributed to lower FYTD expenses than budgeted for.

**Facility Maintenance**

- There is a positive variance in facility maintenance which are a variable expense; costs vary throughout the year as required.

**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.

**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 July.

**Insurance Premium - Property**

- Insurance premiums for property increased exceeding budgeted amount.

**Repair Claims**

- Repair claim expenses are lower than budgeted for.

**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: September 28, 2022 **RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

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

Summary:

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

- For the month of July 2022, there were six (6) agreements and one (1) purchase order executed between \$25,000 and \$100,000:

<b>Vendor</b>	<b>Purpose</b>	<b>Amount</b>
Plaza Towing	Towing Services	\$65,000.00
Avail Technologies	Purchase of ITS Equipment for four (4) Paratransit Vehicles	\$54,312.41
BMI Consulting	Public Works Technical Support	\$45,000.00
Palmer Kazanjian Wohl Hudson	HR Specialized Legal Services	\$25,000.00
United Security Services	Enhanced Security Guard Services	\$37,440.00
IBI Group	Radio Replacement System Consultant	\$79,942.00
KL2 Connects	Executive Recruiting	\$82,700.00

- For the month of August 2022, there were two (2) agreements and two (2) purchase orders executed between \$25,000 and \$100,000:

<b>Vendor</b>	<b>Purpose</b>	<b>Amount</b>
Molina Manufacturing	Bus Upholstery	\$31,249.60
Red Canary, Inc.	IT Software	\$98,962.50
CDW-G	IT Software	\$61,092.50
William Loper	Alternative Fuels Contracted Services	\$40,000.00

Recommendation:

Receive and file.

**Contracts Signed Between \$25,000 and \$100,000**  
**July 2022**

<b>Vendor</b>	<b>Product/Service</b>	<b>Need</b>	<b>Budgeted</b>	<b>Budgeted Amount</b>	<b>Cost</b>	<b>Type</b>
Plaza Towing	Towing Services	Towing for fixed route vehicles	FY23	\$70,000.00	\$65,000.00	Executed Agreement
Avail Technologies	ITS Equipment	Equipment for four (4) paratransit vehicles	FY23	\$54,312.41	\$54,312.41	Purchase Order
BMI Consulting	Technical Support	Consulting for Public Works	FY23	\$45,000.00	\$45,000.00	Executed Agreement
Palmer Kazanjian Wohl Hudson	Legal Services	HR Specialized Legal Services	FY22 FY23	\$82,700.00	\$25,000.00	Executed Agreement
United Security Services	Security Guard Services	Enhanced Security Guard Services	FY23	\$40,100.00	\$37,440.00	Executed Agreement
IBI Group	Technical Support	Radio Replacement Systems Contracted Services	FY23	\$85,000.00	\$79,942.00	Executed Agreement
KL2 Connects	Executive Recruiting	CFO/CPO Recruiting	FY23	\$82,700.00	\$82,700.00	Executed Agreement

**Contracts Signed Between \$25,000 and \$100,000**  
**August 2022**

<b>Vendor</b>	<b>Product/Service</b>	<b>Need</b>	<b>Budgeted</b>	<b>Budgeted Amount</b>	<b>Cost</b>	<b>Type</b>
Molina Manufacturing	Upholstery	Material for bus seats	FY23	\$31,249.00	\$31,249.00	Purchase Order
Red Canary, Inc	IT Software	IT system monitoring	FY23 FY24 FY25	\$98,962.50	\$98,962.50	Executed Agreement
CDW-G	IT Software	IT system monitoring	FY23 FY24 FY25	\$61,092.50	\$61,092.50	Purchase Order
Willam Loper	Project Management	Alternative Fuels Project Management	FY23	\$40,000.00	\$40,000.00	Executed Agreement

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

DATE: September 28, 2022 **RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Union & Non-Union Pension Investment Asset Summary June & July 2022

Summary:

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

Asset Class		Target	Range
<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 June, 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	31.2%	16% – 56%
	International Equity	13.2%	0% - 39%
	Other	3.9%	0% – 20%
<b>Income Assets</b>			
	Fixed Income	35.8%	25% - 65%
	Other	3.1%	0% – 20%
<b>Real Return Assets</b>		6.0%	0% – 20%
<b>Cash Equivalents</b>		6.7%	0% – 20%

## Non-Union

Asset Class		Actual	Range
<b>Growth Assets</b>			
	Domestic Equity	31.2%	16% – 56%
	International Equity	13.2%	0% - 39%
	Other	3.9%	0% – 20%
<b>Income Assets</b>			
	Fixed Income	35.8%	25% - 65%
	Other	3.1%	0% – 20%
<b>Real Return Assets</b>		6.0%	0% – 20%
<b>Cash Equivalents</b>		6.7%	0% – 20%

For the month of June, the market value of assets decreased by \$1,837,887 and \$1,834,084 for the union and non-union plans, respectively.

## Month to Month Asset Comparison

Month	Market Value - Union	Market Value – Non-Union
May 2022	\$36,555,976	\$36,606,429
June 2022	\$34,718,089	\$34,772,345
Increase (Decrease)	(\$1,837,887)	(\$1,834,084)

For the month of July, 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	32.5%	16% – 56%
	International Equity	13.1%	0% - 39%
	Other	4.6%	0% – 20%
<b>Income Assets</b>			
	Fixed Income	35.0%	25% - 65%
	Other	2.7%	0% – 20%
<b>Real Return Assets</b>		5.9%	0% – 20%
<b>Cash Equivalents</b>		6.2%	0% – 20%

## Non-Union

Asset Class		Actual	Range
<b>Growth Assets</b>			
	Domestic Equity	32.5%	16% – 56%
	International Equity	13.1%	0% - 39%
	Other	4.6%	0% – 20%

<b>Income Assets</b>			
	Fixed Income	35.0%	25% - 65%
	Other	2.7%	0% – 20%
<b>Real Return Assets</b>		5.9%	0% – 20%
<b>Cash Equivalents</b>		6.2%	0% – 20%

For the month of July, the market value of assets increased by \$1,675,415 and \$1,702,233 for the union and non-union plans, respectively.

#### Month to Month Asset Comparison

Month	Market Value - Union	Market Value – Non-Union
June 2022	\$34,718,089	\$34,772,345
July 2022	\$36,393,504	\$36,474,578
Increase (Decrease)	\$1,675,415	\$1,702,233

#### Recommendation:

Receive and file.

**Portfolio Summary and Statistics**

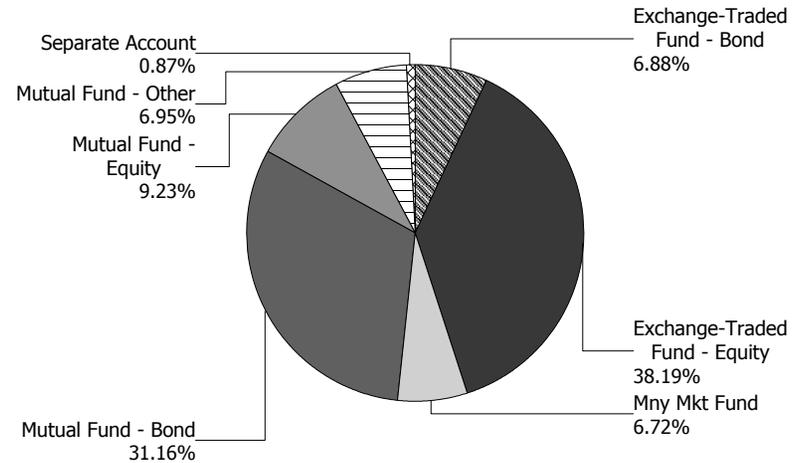
For the Month Ending **June 30, 2022**

**SUNLINE EMPLOYEES RETIREMENT BARGAINING -**

**Account Summary**

<b>Description</b>	<b>Par Value</b>	<b>Market Value</b>	<b>Percent</b>
Separate Account	203,793.95	302,935.70	0.87
Mutual Fund - Other	205,333.91	2,413,813.26	6.95
Mutual Fund - Equity	126,583.22	3,203,022.74	9.23
Mutual Fund - Bond	1,095,285.34	10,819,718.22	31.16
Money Market Mutual Fund	2,333,234.03	2,333,234.03	6.72
Exchange-Traded Fund - Equity	165,693.00	13,255,917.66	38.19
Exchange-Traded Fund - Bond	44,428.00	2,389,447.22	6.88
<b>Managed Account Sub-Total</b>	<b>4,174,351.45</b>	<b>34,718,088.83</b>	<b>100.00%</b>
Accrued Interest		0.00	
<b>Total Portfolio</b>	<b>4,174,351.45</b>	<b>34,718,088.83</b>	
<b>Unsettled Trades</b>	<b>0.00</b>	<b>0.00</b>	

**Sector Allocation**



**Detail of Securities Held & Market Analytics**

For the Month Ending **June 30, 2022**

**SUNLINE EMPLOYEES RETIREMENT BARGAINING -**

<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 - Bond</b>										
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	633.00	56.99	36,074.67	51.06	32,320.98	(3,753.69)	0.09
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	965.00	61.01	58,874.65	51.06	49,272.90	(9,601.75)	0.14
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	631.00	56.69	35,771.39	51.06	32,218.86	(3,552.53)	0.09
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	1,146.00	61.13	70,054.98	51.06	58,514.76	(11,540.22)	0.17
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	2,720.00	57.68	156,892.32	51.06	138,883.20	(18,009.12)	0.40
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	2,389.00	60.31	144,080.59	51.06	121,982.34	(22,098.25)	0.35
ISHARES MBS ETF		464288588	MBB	11,986.00	96.30	1,154,251.80	97.49	1,168,515.14	14,263.34	3.37
ISHARES PREFERRED&INCOME SECURITIES ETF		464288687	PFF	10,074.00	39.10	393,892.39	32.88	331,233.12	(62,659.27)	0.95
ISHARES PREFERRED&INCOME SECURITIES ETF		464288687	PFF	13,884.00	39.22	544,524.93	32.88	456,505.92	(88,019.01)	1.31
<b>Security Type Sub-Total</b>				<b>44,428.00</b>		<b>2,594,417.72</b>	<b>469.61</b>	<b>2,389,447.22</b>	<b>(204,970.50)</b>	<b>6.87</b>

<b>Exchange-Traded Fund - Equity</b>										
INVESCO OPT YIELD DIVERSIFIED COMMODITY		46090F100	PDBC	24,046.00	17.14	412,148.44	18.04	433,789.84	21,641.40	1.25
INVESCO OPT YIELD DIVERSIFIED COMMODITY		46090F100	PDBC	15,511.00	16.68	258,723.48	18.04	279,818.44	21,094.96	0.80
INVESCO OPT YIELD DIVERSIFIED COMMODITY		46090F100	PDBC	18,602.00	18.80	349,715.74	18.04	335,580.08	(14,135.66)	0.97
INVESCO S&P 500 EQUAL WEIGHT ETF		46137V357	RSP	2,440.00	155.89	380,371.12	134.23	327,521.20	(52,849.92)	0.94
INVESCO S&P 500 EQUAL WEIGHT ETF		46137V357	RSP	2,500.00	138.29	345,724.75	134.23	335,575.00	(10,149.75)	0.97
INVESCO S&P 500 EQUAL WEIGHT ETF		46137V357	RSP	3,263.00	156.88	511,899.11	134.23	437,992.49	(73,906.62)	1.26
ISHARES CORE S&P MIDCAP ETF		464287507	IJH	2,656.00	276.40	734,118.40	226.23	600,866.88	(133,251.52)	1.73
ISHARES CORE S&P MIDCAP ETF		464287507	IJH	751.00	234.30	175,958.55	226.23	169,898.73	(6,059.82)	0.49
ISHARES CORE S&P SMALL-CAP E		464287804	IJR	1,257.00	107.25	134,813.12	92.41	116,159.37	(18,653.75)	0.33
ISHARES CORE S&P SMALL-CAP E		464287804	IJR	3,251.00	117.36	381,537.03	92.41	300,424.91	(81,112.12)	0.87
ISHARES CORE S&P SMALL-CAP E		464287804	IJR	1,234.00	106.97	132,000.86	92.41	114,033.94	(17,966.92)	0.33
ISHARES CORE S&P SMALL-CAP E		464287804	IJR	884.00	106.82	94,428.35	92.41	81,690.44	(12,737.91)	0.24
ISHARES CORE S&P SMALL-CAP E		464287804	IJR	1,784.00	95.51	170,388.77	92.41	164,859.44	(5,529.33)	0.47
VANGUARD FTSE DEVELOPED MARKETS ETF		921943858	VEA	4,354.00	49.33	214,780.21	40.80	177,643.20	(37,137.01)	0.51

Detail of Securities Held & Market Analytics

For the Month Ending June 30, 2022

SUNLINE EMPLOYEES RETIREMENT BARGAINING -

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 - Equity</b>									
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	5,979.00	49.91	298,408.30	40.80	243,943.20	(54,465.10)	0.70
VANGUARD TOTAL INTL STOCK	921909768	VXUS	553.00	64.35	35,585.55	51.61	28,540.33	(7,045.22)	0.08
VANGUARD TOTAL INTL STOCK	921909768	VXUS	23,203.00	52.12	1,209,340.36	51.61	1,197,506.83	(11,833.53)	3.45
VANGUARD TOTAL INTL STOCK	921909768	VXUS	8,244.00	52.51	432,892.44	51.61	425,472.84	(7,419.60)	1.23
VANGUARD TOTAL INTL STOCK	921909768	VXUS	593.00	56.01	33,213.93	51.61	30,604.73	(2,609.20)	0.09
VANGUARD TOTAL INTL STOCK	921909768	VXUS	6,979.00	65.37	456,217.23	51.61	360,186.19	(96,031.04)	1.04
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	35,630.00	169.04	6,022,895.20	188.62	6,720,530.60	697,635.40	19.36
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	433.00	233.92	101,287.36	188.62	81,672.46	(19,614.90)	0.24
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	1,546.00	226.21	349,720.35	188.62	291,606.52	(58,113.83)	0.84
<b>Security Type Sub-Total</b>			<b>165,693.00</b>		<b>13,236,168.65</b>	<b>2,276.83</b>	<b>13,255,917.66</b>	<b>19,749.01</b>	<b>38.19</b>
<b>Money Market Mutual Fund</b>									
FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	2,333,234.03	1.00	2,333,234.03	1.00	2,333,234.03	0.00	6.72
<b>Security Type Sub-Total</b>			<b>2,333,234.03</b>		<b>2,333,234.03</b>	<b>1.00</b>	<b>2,333,234.03</b>	<b>0.00</b>	<b>6.72</b>
<b>Mutual Fund - Bond</b>									
BAIRD CORE PLUS BOND - INST	057071870	BCOIX	267,636.04	11.72	3,137,224.62	10.25	2,743,269.43	(393,955.19)	7.90
DOUBLELINE CORE FIXED INCOME I	258620301	DBLFX	205,030.67	10.82	2,219,225.62	9.68	1,984,696.90	(234,528.72)	5.72
MAINSTAY MACKAY HIGH YIELD CORP BD R6	56063N881	MHYSX	65,076.37	5.64	367,180.83	4.86	316,271.14	(50,909.69)	0.91
PACIFIC FUNDS FLOATING RATE INCOME FUND	69447T771	PLFRX	114,764.14	9.69	1,112,455.18	9.10	1,044,353.71	(68,101.47)	3.01
PRUDENTIAL TOTAL RETRN BND-Q	74440B884	PTROX	220,132.63	14.75	3,246,176.19	12.44	2,738,449.90	(507,726.29)	7.89
VOYA INTERMEDIATE BOND R6	92913L569	IIBZX	222,645.49	10.56	2,350,040.92	8.95	1,992,677.14	(357,363.78)	5.74
<b>Security Type Sub-Total</b>			<b>1,095,285.34</b>		<b>12,432,303.36</b>	<b>55.28</b>	<b>10,819,718.22</b>	<b>(1,612,585.14)</b>	<b>31.17</b>
<b>Mutual Fund - Equity</b>									
HARDING LOEVNER INTERNATIONAL EQUITY POR	412295107	HLMIX	35,725.71	26.38	942,527.42	22.80	814,546.24	(127,981.18)	2.35
HRTFRD SCHR EM MRKT EQ-SDR	41665H789	SEMTX	31,093.23	19.14	595,178.73	15.32	476,348.34	(118,830.39)	1.37

**Detail of Securities Held & Market Analytics**

For the Month Ending **June 30, 2022**

**SUNLINE EMPLOYEES RETIREMENT BARGAINING -**

<b>Security Type/Description</b> <b>Dated Date/Coupon/Maturity</b>	<b>CUSIP</b>	<b>Ticker</b>	<b>Shares</b>	<b>Average</b> <b>Cost/Share</b>	<b>Original</b> <b>Cost</b>	<b>Market</b> <b>Price</b>	<b>Market</b> <b>Value</b>	<b>Unreal G/L</b> <b>on Cost</b>	<b>Percentage</b>
<b>Mutual Fund - Equity</b>									
JENSEN QUALITY GROWTH-Y	476313408	JENYX	20,369.13	49.59	1,010,009.28	54.31	1,106,247.22	96,237.94	3.19
JOHCM INTERNATIONAL SELECT I	46653M849	JOHIX	39,291.86	23.99	942,632.05	20.48	804,697.24	(137,934.81)	2.32
MFS EMERGING MARKETS DEBT R6	552746364	MEDHX	103.29	12.33	1,273.15	11.46	1,183.68	(89.47)	0.00
VANGUARD TOT INST ST IDX - ADM	921909818	VTIAX	0.00	33.33	0.03	27.63	0.02	(0.01)	0.00
<b>Security Type Sub-Total</b>			<b>126,583.22</b>		<b>3,491,620.66</b>	<b>152.00</b>	<b>3,203,022.74</b>	<b>(288,597.92)</b>	<b>9.23</b>
<b>Mutual Fund - Other</b>									
COHEN & STEERS INST REALTY SHARES	19247U106	CSRIX	14,686.22	46.26	679,434.04	47.42	696,420.36	16,986.32	2.01
PIMCO COMMODITY REAL RETURN STRATEGY	722005667	PCRIX	166,287.83	6.60	1,097,122.25	6.27	1,042,624.68	(54,497.57)	3.00
PRINCIPAL RE SECURITIES INST FUND	74253Q580	PIREX	24,359.86	27.52	670,485.74	27.70	674,768.22	4,282.48	1.94
<b>Security Type Sub-Total</b>			<b>205,333.91</b>		<b>2,447,042.03</b>	<b>81.39</b>	<b>2,413,813.26</b>	<b>(33,228.77)</b>	<b>6.95</b>
<b>Separate Account</b>									
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	24,500.00	1.00	24,500.00	100.00	24,500.00	0.00	0.07
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	22,050.00	1.00	22,050.00	100.00	22,050.00	0.00	0.06
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	23,562.70	1.00	23,562.70	100.00	23,562.70	0.00	0.07
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	34,300.00	1.00	34,300.00	100.00	34,300.00	0.00	0.10
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	30,625.00	1.00	30,625.00	100.00	30,625.00	0.00	0.09
NB SECONDARY OPPORTUNITIES FUND V	NBSOFV007	SA425	68,756.25	1.00	68,756.25	244.19	167,898.00	99,141.75	0.48
<b>Security Type Sub-Total</b>			<b>203,793.95</b>		<b>203,793.95</b>	<b>744.19</b>	<b>302,935.70</b>	<b>99,141.75</b>	<b>0.87</b>
<b>Managed Account Sub-Total</b>			<b>4,174,351.45</b>		<b>36,738,580.40</b>	<b>3,780.30</b>	<b>34,718,088.83</b>	<b>(2,020,491.57)</b>	<b>100.00</b>
<b>Securities Sub-Total</b>			<b>\$4,174,351.45</b>		<b>\$36,738,580.40</b>	<b>\$3,780.30</b>	<b>\$34,718,088.83</b>	<b>(\$2,020,491.57)</b>	<b>100.00%</b>
<b>Accrued Interest</b>							<b>\$0.00</b>		
<b>Total Investments</b>							<b>\$34,718,088.83</b>		

**Portfolio Summary and Statistics**

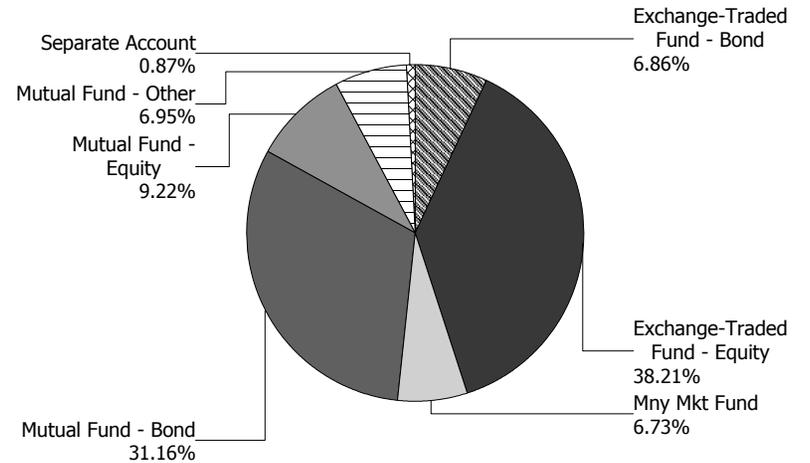
For the Month Ending **June 30, 2022**

**SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN -**

**Account Summary**

<b>Description</b>	<b>Par Value</b>	<b>Market Value</b>	<b>Percent</b>
Separate Account	203,793.95	302,935.70	0.87
Mutual Fund - Other	205,586.47	2,415,376.64	6.95
Mutual Fund - Equity	126,736.43	3,205,941.40	9.22
Mutual Fund - Bond	1,096,993.95	10,836,278.10	31.16
Money Market Mutual Fund	2,339,838.19	2,339,838.19	6.73
Exchange-Traded Fund - Equity	166,165.00	13,286,322.44	38.21
Exchange-Traded Fund - Bond	44,409.00	2,385,652.69	6.86
<b>Managed Account Sub-Total</b>	<b>4,183,523.00</b>	<b>34,772,345.16</b>	<b>100.00%</b>
Accrued Interest		0.00	
<b>Total Portfolio</b>	<b>4,183,523.00</b>	<b>34,772,345.16</b>	
<b>Unsettled Trades</b>	<b>0.00</b>	<b>0.00</b>	

**Sector Allocation**



Detail of Securities Held & Market Analytics

For the Month Ending June 30, 2022

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN -

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
<b>Exchange-Traded Fund - Bond</b>									
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,405.00	60.31	145,045.55	51.06	122,799.30	(22,246.25)	0.35
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,113.00	61.13	68,037.69	51.06	56,829.78	(11,207.91)	0.16
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	631.00	56.69	35,771.39	51.06	32,218.86	(3,552.53)	0.09
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	633.00	56.99	36,074.67	51.06	32,320.98	(3,753.69)	0.09
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	982.00	61.01	59,911.82	51.06	50,140.92	(9,770.90)	0.14
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,734.00	57.68	157,699.85	51.06	139,598.04	(18,101.81)	0.40
ISHARES MBS ETF	464288588	MBB	11,933.00	96.30	1,149,147.90	97.49	1,163,348.17	14,200.27	3.35
ISHARES PREFERRED&INCOME SECURITIES ETF	464288687	PFF	10,095.00	39.10	394,713.49	32.88	331,923.60	(62,789.89)	0.95
ISHARES PREFERRED&INCOME SECURITIES ETF	464288687	PFF	13,883.00	39.22	544,485.71	32.88	456,473.04	(88,012.67)	1.31

<b>Security Type Sub-Total</b>			<b>44,409.00</b>		<b>2,590,888.07</b>	<b>469.61</b>	<b>2,385,652.69</b>	<b>(205,235.38)</b>	<b>6.84</b>
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<b>Exchange-Traded Fund - Equity</b>									
INVESCO OPT YIELD DIVERSIFIED COMMODITY	46090F100	PDBC	15,558.00	16.68	259,507.44	18.04	280,666.32	21,158.88	0.81
INVESCO OPT YIELD DIVERSIFIED COMMODITY	46090F100	PDBC	24,045.00	17.14	412,131.30	18.04	433,771.80	21,640.50	1.25
INVESCO OPT YIELD DIVERSIFIED COMMODITY	46090F100	PDBC	18,643.00	18.80	350,486.54	18.04	336,319.72	(14,166.82)	0.97
INVESCO S&P 500 EQUAL WEIGHT ETF	46137V357	RSP	3,264.00	156.88	512,055.99	134.23	438,126.72	(73,929.27)	1.26
INVESCO S&P 500 EQUAL WEIGHT ETF	46137V357	RSP	2,437.00	155.89	379,903.45	134.23	327,118.51	(52,784.94)	0.94
INVESCO S&P 500 EQUAL WEIGHT ETF	46137V357	RSP	2,515.00	138.29	347,799.10	134.23	337,588.45	(10,210.65)	0.97
ISHARES CORE S&P MIDCAP ETF	464287507	IJH	751.00	234.30	175,958.55	226.23	169,898.73	(6,059.82)	0.49
ISHARES CORE S&P MIDCAP ETF	464287507	IJH	2,662.00	276.40	735,776.80	226.23	602,224.26	(133,552.54)	1.73
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	1,256.00	107.25	134,705.87	92.41	116,066.96	(18,638.91)	0.33
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	3,250.00	117.36	381,419.68	92.41	300,332.50	(81,087.18)	0.86
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	1,798.00	95.51	171,725.90	92.41	166,153.18	(5,572.72)	0.48
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	886.00	106.82	94,641.99	92.41	81,875.26	(12,766.73)	0.24
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	1,233.00	106.97	131,893.89	92.41	113,941.53	(17,952.36)	0.33
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	4,352.00	49.33	214,681.55	40.80	177,561.60	(37,119.95)	0.51

Detail of Securities Held & Market Analytics

For the Month Ending June 30, 2022

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN -

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
<b>Exchange-Traded Fund - Equity</b>									
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	5,980.00	49.91	298,458.21	40.80	243,984.00	(54,474.21)	0.70
VANGUARD TOTAL INTL STOCK	921909768	VXUS	6,883.00	65.37	449,941.71	51.61	355,231.63	(94,710.08)	1.03
VANGUARD TOTAL INTL STOCK	921909768	VXUS	23,215.00	52.12	1,209,965.80	51.61	1,198,126.15	(11,839.65)	3.46
VANGUARD TOTAL INTL STOCK	921909768	VXUS	580.00	56.01	32,485.80	51.61	29,933.80	(2,552.00)	0.09
VANGUARD TOTAL INTL STOCK	921909768	VXUS	632.00	64.35	40,669.20	51.61	32,617.52	(8,051.68)	0.09
VANGUARD TOTAL INTL STOCK	921909768	VXUS	8,570.00	52.51	450,010.70	51.61	442,297.70	(7,713.00)	1.27
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	433.00	233.92	101,287.36	188.62	81,672.46	(19,614.90)	0.23
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	1,551.00	226.21	350,851.40	188.62	292,549.62	(58,301.78)	0.84
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	35,671.00	169.04	6,029,825.84	188.62	6,728,264.02	698,438.18	19.35
<b>Security Type Sub-Total</b>			<b>166,165.00</b>		<b>13,266,184.07</b>	<b>2,276.83</b>	<b>13,286,322.44</b>	<b>20,138.37</b>	<b>38.23</b>
<b>Money Market Mutual Fund</b>									
FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	2,339,838.19	1.00	2,339,838.19	1.00	2,339,838.19	0.00	6.73
<b>Security Type Sub-Total</b>			<b>2,339,838.19</b>		<b>2,339,838.19</b>	<b>1.00</b>	<b>2,339,838.19</b>	<b>0.00</b>	<b>6.73</b>
<b>Mutual Fund - Bond</b>									
BAIRD CORE PLUS BOND - INST	057071870	BCOIX	268,046.30	11.72	3,141,727.38	10.25	2,747,474.57	(394,252.81)	7.90
DOUBLELINE CORE FIXED INCOME I	258620301	DBLFX	205,341.93	10.83	2,223,336.65	9.68	1,987,709.91	(235,626.74)	5.72
MAINSTAY MACKAY HIGH YIELD CORP BD R6	56063N881	MHYSX	65,245.91	5.64	368,136.79	4.86	317,095.14	(51,041.65)	0.91
PACIFIC FUNDS FLOATING RATE INCOME FUND	69447T771	PLFRX	114,899.92	9.69	1,113,765.40	9.10	1,045,589.25	(68,176.15)	3.01
PRUDENTIAL TOTAL RETRN BND-Q	74440B884	PTROX	220,470.85	14.75	3,251,266.51	12.44	2,742,657.37	(508,609.14)	7.89
VOYA INTERMEDIATE BOND R6	92913L569	IIBZX	222,989.03	10.56	2,354,382.10	8.95	1,995,751.86	(358,630.24)	5.74
<b>Security Type Sub-Total</b>			<b>1,096,993.95</b>		<b>12,452,614.83</b>	<b>55.28</b>	<b>10,836,278.10</b>	<b>(1,616,336.73)</b>	<b>31.17</b>
<b>Mutual Fund - Equity</b>									
HARDING LOEVNER INTERNATIONAL EQUITY POR	412295107	HLMIX	35,779.79	26.36	943,238.12	22.80	815,779.11	(127,459.01)	2.35
HRTFRD SCHR EM MRKT EQ-SDR	41665H789	SEMTX	31,134.75	19.14	595,877.60	15.32	476,984.39	(118,893.21)	1.37

**Detail of Securities Held & Market Analytics**

For the Month Ending **June 30, 2022**

**SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN -**

<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>Mutual Fund - Equity</b>									
JENSEN QUALITY GROWTH-Y	476313408	JENYX	20,365.27	49.59	1,009,933.49	54.31	1,106,037.56	96,104.07	3.18
JOHCM INTERNATIONAL SELECT I	46653M849	JOHIX	39,353.36	23.99	944,021.37	20.48	805,956.79	(138,064.58)	2.32
MFS EMERGING MARKETS DEBT R6	552746364	MEDHX	103.27	12.33	1,272.97	11.46	1,183.51	(89.46)	0.00
VANGUARD TOTAL STOCK MARKET INDEX	922908801	VITX	0.00	75.00	0.03	91.78	0.04	0.01	0.00
<b>Security Type Sub-Total</b>			<b>126,736.43</b>		<b>3,494,343.58</b>	<b>216.15</b>	<b>3,205,941.40</b>	<b>(288,402.18)</b>	<b>9.22</b>
<b>Mutual Fund - Other</b>									
COHEN & STEERS INST REALTY SHARES	19247U106	CSRIX	14,686.06	46.25	679,219.78	47.42	696,412.83	17,193.05	2.00
PIMCO COMMODITY REAL RETURN STRATEGY	722005667	PCRIX	166,541.19	6.60	1,098,835.89	6.27	1,044,213.28	(54,622.61)	3.00
PRINCIPAL RE SECURITIES INST FUND	74253Q580	PIREX	24,359.22	27.52	670,246.04	27.70	674,750.53	4,504.49	1.94
<b>Security Type Sub-Total</b>			<b>205,586.47</b>		<b>2,448,301.71</b>	<b>81.39</b>	<b>2,415,376.64</b>	<b>(32,925.07)</b>	<b>6.94</b>
<b>Separate Account</b>									
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	22,050.00	1.00	22,050.00	100.00	22,050.00	0.00	0.06
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	34,300.00	1.00	34,300.00	100.00	34,300.00	0.00	0.10
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	30,625.00	1.00	30,625.00	100.00	30,625.00	0.00	0.09
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	24,500.00	1.00	24,500.00	100.00	24,500.00	0.00	0.07
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	23,562.70	1.00	23,562.70	100.00	23,562.70	0.00	0.07
NB SECONDARY OPPORTUNITIES FUND V	NBSOFV008	SA426	68,756.25	1.00	68,756.25	244.19	167,898.00	99,141.75	0.48
<b>Security Type Sub-Total</b>			<b>203,793.95</b>		<b>203,793.95</b>	<b>744.19</b>	<b>302,935.70</b>	<b>99,141.75</b>	<b>0.87</b>
<b>Managed Account Sub-Total</b>			<b>4,183,523.00</b>		<b>36,795,964.40</b>	<b>3,844.45</b>	<b>34,772,345.16</b>	<b>(2,023,619.24)</b>	<b>100.00</b>
<b>Securities Sub-Total</b>			<b>\$4,183,523.00</b>		<b>\$36,795,964.40</b>	<b>\$3,844.45</b>	<b>\$34,772,345.16</b>	<b>(\$2,023,619.24)</b>	<b>100.00%</b>
<b>Accrued Interest</b>							<b>\$0.00</b>		
<b>Total Investments</b>							<b>\$34,772,345.16</b>		



**Detail of Securities Held & Market Analytics**

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

**SUNLINE EMPLOYEES RETIREMENT BARGAINING -**

<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 - Bond</b>										
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	2,720.00	57.68	156,892.32	52.82	143,670.40	(13,221.92)	0.39
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	965.00	61.01	58,874.65	52.82	50,971.30	(7,903.35)	0.14
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	1,146.00	61.13	70,054.98	52.82	60,531.72	(9,523.26)	0.17
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	631.00	56.69	35,771.39	52.82	33,329.42	(2,441.97)	0.09
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	633.00	56.99	36,074.67	52.82	33,435.06	(2,639.61)	0.09
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	2,389.00	60.31	144,080.59	52.82	126,186.98	(17,893.61)	0.35
ISHARES MBS ETF		464288588	MBB	11,986.00	96.30	1,154,251.80	100.42	1,203,634.12	49,382.32	3.31
ISHARES PREFERRED&INCOME SECURITIES ETF		464288687	PFF	13,884.00	39.22	544,524.93	34.77	482,746.68	(61,778.25)	1.33
ISHARES PREFERRED&INCOME SECURITIES ETF		464288687	PFF	10,074.00	39.10	393,892.39	34.77	350,272.98	(43,619.41)	0.96

**Security Type Sub-Total** **44,428.00** **2,594,417.72** **486.88** **2,484,778.66** **(109,639.06)** **6.83**

<b>Exchange-Traded Fund - Equity</b>										
INVESCO OPT YIELD DIVERSIFIED COMMODITY		46090F100	PDBC	15,511.00	16.68	258,723.48	17.62	273,303.82	14,580.34	0.75
INVESCO OPT YIELD DIVERSIFIED COMMODITY		46090F100	PDBC	18,602.00	18.80	349,715.74	17.62	327,767.24	(21,948.50)	0.90
INVESCO OPT YIELD DIVERSIFIED COMMODITY		46090F100	PDBC	24,046.00	17.14	412,148.44	17.62	423,690.52	11,542.08	1.16
INVESCO S&P 500 EQUAL WEIGHT ETF		46137V357	RSP	3,263.00	156.88	511,899.11	145.84	475,875.92	(36,023.19)	1.31
INVESCO S&P 500 EQUAL WEIGHT ETF		46137V357	RSP	2,500.00	138.29	345,724.75	145.84	364,600.00	18,875.25	1.00
INVESCO S&P 500 EQUAL WEIGHT ETF		46137V357	RSP	2,440.00	155.89	380,371.12	145.84	355,849.60	(24,521.52)	0.98
ISHARES CORE S&P MIDCAP ETF		464287507	IJH	2,656.00	276.40	734,118.40	250.93	666,470.08	(67,648.32)	1.83
ISHARES CORE S&P MIDCAP ETF		464287507	IJH	751.00	234.30	175,958.55	250.93	188,448.43	12,489.88	0.52
ISHARES CORE S&P SMALL-CAP E		464287804	IJR	884.00	106.82	94,428.35	101.59	89,805.56	(4,622.79)	0.25
ISHARES CORE S&P SMALL-CAP E		464287804	IJR	3,251.00	117.36	381,537.03	101.59	330,269.09	(51,267.94)	0.91
ISHARES CORE S&P SMALL-CAP E		464287804	IJR	1,234.00	106.97	132,000.86	101.59	125,362.06	(6,638.80)	0.34
ISHARES CORE S&P SMALL-CAP E		464287804	IJR	1,784.00	95.51	170,388.77	101.59	181,236.56	10,847.79	0.50
ISHARES CORE S&P SMALL-CAP E		464287804	IJR	1,257.00	107.25	134,813.12	101.59	127,698.63	(7,114.49)	0.35
VANGUARD FTSE DEVELOPED MARKETS ETF		921943858	VEA	5,979.00	49.91	298,408.30	42.96	256,857.84	(41,550.46)	0.71

Detail of Securities Held & Market Analytics

For the Month Ending July 31, 2022

SUNLINE EMPLOYEES RETIREMENT BARGAINING -

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 - Equity</b>									
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	4,354.00	49.33	214,780.21	42.96	187,047.84	(27,732.37)	0.51
VANGUARD TOTAL INTL STOCK	921909768	VXUS	8,244.00	52.51	432,892.44	53.49	440,971.56	8,079.12	1.21
VANGUARD TOTAL INTL STOCK	921909768	VXUS	23,203.00	52.12	1,209,340.36	53.49	1,241,128.47	31,788.11	3.41
VANGUARD TOTAL INTL STOCK	921909768	VXUS	553.00	64.35	35,585.55	53.49	29,579.97	(6,005.58)	0.08
VANGUARD TOTAL INTL STOCK	921909768	VXUS	593.00	56.01	33,213.93	53.49	31,719.57	(1,494.36)	0.09
VANGUARD TOTAL INTL STOCK	921909768	VXUS	6,979.00	65.37	456,217.23	53.49	373,306.71	(82,910.52)	1.03
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	433.00	233.92	101,287.36	206.25	89,306.25	(11,981.11)	0.25
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	1,546.00	226.21	349,720.35	206.25	318,862.50	(30,857.85)	0.88
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	35,630.00	169.04	6,022,895.20	206.25	7,348,687.50	1,325,792.30	20.19
<b>Security Type Sub-Total</b>			<b>165,693.00</b>		<b>13,236,168.65</b>	<b>2,472.31</b>	<b>14,247,845.72</b>	<b>1,011,677.07</b>	<b>39.16</b>
<b>Money Market Mutual Fund</b>									
FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	2,270,473.54	1.00	2,270,473.54	1.00	2,270,473.54	0.00	6.24
<b>Security Type Sub-Total</b>			<b>2,270,473.54</b>		<b>2,270,473.54</b>	<b>1.00</b>	<b>2,270,473.54</b>	<b>0.00</b>	<b>6.24</b>
<b>Mutual Fund - Bond</b>									
BAIRD CORE PLUS BOND - INST	057071870	BCOIX	268,281.99	11.72	3,143,923.11	10.47	2,808,912.44	(335,010.67)	7.72
DOUBLELINE CORE FIXED INCOME I	258620301	DBLFX	205,699.82	10.82	2,225,816.76	9.85	2,026,143.25	(199,673.51)	5.57
MAINSTAY MACKAY HIGH YIELD CORP BD R6	56063N881	MHYSX	65,368.44	5.64	368,664.57	5.08	332,071.68	(36,592.89)	0.91
PACIFIC FUNDS FLOATING RATE INCOME FUND	69447T771	PLFRX	115,298.65	9.69	1,117,410.05	9.27	1,068,818.48	(48,591.57)	2.94
PRUDENTIAL TOTAL RETRN BND-Q	74440B884	PTROX	220,839.36	14.74	3,255,172.88	12.73	2,811,285.04	(443,887.84)	7.72
VOYA INTERMEDIATE BOND R6	92913L569	IIBZX	223,236.02	10.55	2,355,438.33	9.14	2,040,377.19	(315,061.14)	5.61
<b>Security Type Sub-Total</b>			<b>1,098,724.28</b>		<b>12,466,425.70</b>	<b>56.54</b>	<b>11,087,608.08</b>	<b>(1,378,817.62)</b>	<b>30.47</b>
<b>Mutual Fund - Equity</b>									
HARDING LOEVNER INTERNATIONAL EQUITY POR	412295107	HLMIX	35,725.71	26.38	942,527.42	24.23	865,634.01	(76,893.41)	2.38
HRTFRD SCHR EM MRKT EQ-SDR	41665H789	SEMTX	31,093.23	19.14	595,178.73	15.20	472,617.16	(122,561.57)	1.30

**Detail of Securities Held & Market Analytics**

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

**SUNLINE EMPLOYEES RETIREMENT BARGAINING -**

<b>Security Type/Description 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>Mutual Fund - Equity</b>									
JENSEN QUALITY GROWTH-Y	476313408	JENYX	20,369.13	49.59	1,010,009.28	58.60	1,193,630.77	183,621.49	3.28
JOHCM INTERNATIONAL SELECT I	46653M849	JOHIX	39,291.86	23.99	942,632.05	21.61	849,097.04	(93,535.01)	2.33
MFS EMERGING MARKETS DEBT R6	552746364	MEDHX	103.74	12.32	1,278.43	11.72	1,215.82	(62.61)	0.00
VANGUARD TOT INST ST IDX - ADM	921909818	VTIAX	0.00	33.33	0.03	28.64	0.03	0.00	0.00
<b>Security Type Sub-Total</b>			<b>126,583.67</b>		<b>3,491,625.94</b>	<b>160.00</b>	<b>3,382,194.83</b>	<b>(109,431.11)</b>	<b>9.29</b>
<b>Mutual Fund - Other</b>									
COHEN & STEERS INST REALTY SHARES	19247U106	CSRIX	14,686.22	46.26	679,434.04	51.32	753,696.60	74,262.56	2.07
PIMCO COMMODITY REAL RETURN STRATEGY	722005667	PCRIX	166,287.83	6.60	1,097,122.25	6.66	1,107,476.93	10,354.68	3.04
PRINCIPAL RE SECURITIES INST FUND	74253Q580	PIREX	24,359.86	27.52	670,485.74	30.19	735,424.28	64,938.54	2.02
<b>Security Type Sub-Total</b>			<b>205,333.91</b>		<b>2,447,042.03</b>	<b>88.17</b>	<b>2,596,597.81</b>	<b>149,555.78</b>	<b>7.13</b>
<b>Separate Account</b>									
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	24,500.00	1.00	24,500.00	100.00	24,500.00	0.00	0.07
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	23,562.70	1.00	23,562.70	100.00	23,562.70	0.00	0.06
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	34,300.00	1.00	34,300.00	100.00	34,300.00	0.00	0.09
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	22,050.00	1.00	22,050.00	100.00	22,050.00	0.00	0.06
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	30,625.00	1.00	30,625.00	100.00	30,625.00	0.00	0.08
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	21,070.00	1.00	21,070.00	100.00	21,070.00	0.00	0.06
NB SECONDARY OPPORTUNITIES FUND V	NBSOFV007	SA425	68,756.25	1.00	68,756.25	244.19	167,898.00	99,141.75	0.46
<b>Security Type Sub-Total</b>			<b>224,863.95</b>		<b>224,863.95</b>	<b>844.19</b>	<b>324,005.70</b>	<b>99,141.75</b>	<b>0.88</b>
<b>Managed Account Sub-Total</b>			<b>4,136,100.35</b>		<b>36,731,017.53</b>	<b>4,109.09</b>	<b>36,393,504.34</b>	<b>(337,513.19)</b>	<b>100.00</b>
<b>Securities Sub-Total</b>			<b>\$4,136,100.35</b>		<b>\$36,731,017.53</b>	<b>\$4,109.09</b>	<b>\$36,393,504.34</b>	<b>(\$337,513.19)</b>	<b>100.00%</b>
<b>Accrued Interest</b>							<b>\$0.00</b>		
<b>Total Investments</b>							<b>\$36,393,504.34</b>		

**Portfolio Summary and Statistics**

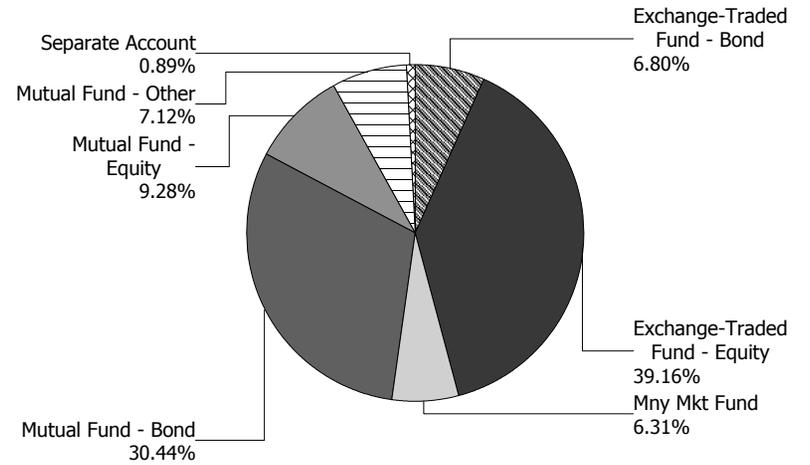
For the Month Ending **July 31, 2022**

**SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN -**

**Account Summary**

<b>Description</b>	<b>Par Value</b>	<b>Market Value</b>	<b>Percent</b>
Separate Account	224,863.95	324,005.70	0.89
Mutual Fund - Other	205,586.47	2,598,257.80	7.12
Mutual Fund - Equity	126,736.89	3,385,238.75	9.28
Mutual Fund - Bond	1,100,438.28	11,104,587.12	30.44
Money Market Mutual Fund	2,301,577.41	2,301,577.41	6.31
Exchange-Traded Fund - Equity	166,165.00	14,280,020.29	39.16
Exchange-Traded Fund - Bond	44,409.00	2,480,891.28	6.80
<b>Managed Account Sub-Total</b>	<b>4,169,777.00</b>	<b>36,474,578.35</b>	<b>100.00%</b>
Accrued Interest		0.00	
<b>Total Portfolio</b>	<b>4,169,777.00</b>	<b>36,474,578.35</b>	
<b>Unsettled Trades</b>	<b>0.00</b>	<b>0.00</b>	

**Sector Allocation**



Detail of Securities Held & Market Analytics

For the Month Ending July 31, 2022

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN -

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
<b>Exchange-Traded Fund - Bond</b>									
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	982.00	61.01	59,911.82	52.82	51,869.24	(8,042.58)	0.14
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	633.00	56.99	36,074.67	52.82	33,435.06	(2,639.61)	0.09
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,405.00	60.31	145,045.55	52.82	127,032.10	(18,013.45)	0.35
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	631.00	56.69	35,771.39	52.82	33,329.42	(2,441.97)	0.09
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,734.00	57.68	157,699.85	52.82	144,409.88	(13,289.97)	0.40
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,113.00	61.13	68,037.69	52.82	58,788.66	(9,249.03)	0.16
ISHARES MBS ETF	464288588	MBB	11,933.00	96.30	1,149,147.90	100.42	1,198,311.86	49,163.96	3.29
ISHARES PREFERRED&INCOME SECURITIES ETF	464288687	PFF	13,883.00	39.22	544,485.71	34.77	482,711.91	(61,773.80)	1.32
ISHARES PREFERRED&INCOME SECURITIES ETF	464288687	PFF	10,095.00	39.10	394,713.49	34.77	351,003.15	(43,710.34)	0.96

<b>Security Type Sub-Total</b>			<b>44,409.00</b>		<b>2,590,888.07</b>	<b>486.88</b>	<b>2,480,891.28</b>	<b>(109,996.79)</b>	<b>6.80</b>
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<b>Exchange-Traded Fund - Equity</b>									
INVESCO OPT YIELD DIVERSIFIED COMMODITY	46090F100	PDBC	15,558.00	16.68	259,507.44	17.62	274,131.96	14,624.52	0.76
INVESCO OPT YIELD DIVERSIFIED COMMODITY	46090F100	PDBC	24,045.00	17.14	412,131.30	17.62	423,672.90	11,541.60	1.17
INVESCO OPT YIELD DIVERSIFIED COMMODITY	46090F100	PDBC	18,643.00	18.80	350,486.54	17.62	328,489.66	(21,996.88)	0.90
INVESCO S&P 500 EQUAL WEIGHT ETF	46137V357	RSP	2,437.00	155.89	379,903.45	145.84	355,412.08	(24,491.37)	0.97
INVESCO S&P 500 EQUAL WEIGHT ETF	46137V357	RSP	2,515.00	138.29	347,799.10	145.84	366,787.60	18,988.50	1.01
INVESCO S&P 500 EQUAL WEIGHT ETF	46137V357	RSP	3,264.00	156.88	512,055.99	145.84	476,021.76	(36,034.23)	1.31
ISHARES CORE S&P MIDCAP ETF	464287507	IJH	751.00	234.30	175,958.55	250.93	188,448.43	12,489.88	0.52
ISHARES CORE S&P MIDCAP ETF	464287507	IJH	2,662.00	276.40	735,776.80	250.93	667,975.66	(67,801.14)	1.83
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	1,256.00	107.25	134,705.87	101.59	127,597.04	(7,108.83)	0.35
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	3,250.00	117.36	381,419.68	101.59	330,167.50	(51,252.18)	0.91
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	886.00	106.82	94,641.99	101.59	90,008.74	(4,633.25)	0.25
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	1,233.00	106.97	131,893.89	101.59	125,260.47	(6,633.42)	0.34
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	1,798.00	95.51	171,725.90	101.59	182,658.82	10,932.92	0.50
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	5,980.00	49.91	298,458.21	42.96	256,900.80	(41,557.41)	0.70

Detail of Securities Held & Market Analytics

For the Month Ending July 31, 2022

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN -

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
<b>Exchange-Traded Fund - Equity</b>									
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	4,352.00	49.33	214,681.55	42.96	186,961.92	(27,719.63)	0.51
VANGUARD TOTAL INTL STOCK	921909768	VXUS	632.00	64.35	40,669.20	53.49	33,805.68	(6,863.52)	0.09
VANGUARD TOTAL INTL STOCK	921909768	VXUS	6,883.00	65.37	449,941.71	53.49	368,171.67	(81,770.04)	1.01
VANGUARD TOTAL INTL STOCK	921909768	VXUS	23,215.00	52.12	1,209,965.80	53.49	1,241,770.35	31,804.55	3.40
VANGUARD TOTAL INTL STOCK	921909768	VXUS	8,570.00	52.51	450,010.70	53.49	458,409.30	8,398.60	1.26
VANGUARD TOTAL INTL STOCK	921909768	VXUS	580.00	56.01	32,485.80	53.49	31,024.20	(1,461.60)	0.09
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	433.00	233.92	101,287.36	206.25	89,306.25	(11,981.11)	0.24
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	1,551.00	226.21	350,851.40	206.25	319,893.75	(30,957.65)	0.88
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	35,671.00	169.04	6,029,825.84	206.25	7,357,143.75	1,327,317.91	20.17
<b>Security Type Sub-Total</b>			<b>166,165.00</b>		<b>13,266,184.07</b>	<b>2,472.31</b>	<b>14,280,020.29</b>	<b>1,013,836.22</b>	<b>39.17</b>
<b>Money Market Mutual Fund</b>									
FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	2,301,577.41	1.00	2,301,577.41	1.00	2,301,577.41	0.00	6.31
<b>Security Type Sub-Total</b>			<b>2,301,577.41</b>		<b>2,301,577.41</b>	<b>1.00</b>	<b>2,301,577.41</b>	<b>0.00</b>	<b>6.31</b>
<b>Mutual Fund - Bond</b>									
BAIRD CORE PLUS BOND - INST	057071870	BCOIX	268,693.24	11.72	3,148,436.13	10.47	2,813,218.19	(335,217.94)	7.71
DOUBLELINE CORE FIXED INCOME I	258620301	DBLFX	206,012.10	10.82	2,229,937.79	9.85	2,029,219.18	(200,718.61)	5.56
MAINSTAY MACKAY HIGH YIELD CORP BD R6	56063N881	MHYSX	65,538.75	5.64	369,624.40	5.08	332,936.85	(36,687.55)	0.91
PACIFIC FUNDS FLOATING RATE INCOME FUND	69447T771	PLFRX	115,435.05	9.69	1,118,726.11	9.27	1,070,082.95	(48,643.16)	2.93
PRUDENTIAL TOTAL RETRN BND-Q	74440B884	PTROX	221,178.67	14.74	3,260,277.03	12.73	2,815,604.44	(444,672.59)	7.72
VOYA INTERMEDIATE BOND R6	92913L569	IIBZX	223,580.47	10.55	2,359,787.83	9.14	2,043,525.51	(316,262.32)	5.60
<b>Security Type Sub-Total</b>			<b>1,100,438.28</b>		<b>12,486,789.29</b>	<b>56.54</b>	<b>11,104,587.12</b>	<b>(1,382,202.17)</b>	<b>30.43</b>
<b>Mutual Fund - Equity</b>									
HARDING LOEVNER INTERNATIONAL EQUITY POR	412295107	HLMIX	35,779.79	26.36	943,238.12	24.23	866,944.20	(76,293.92)	2.38
HRTFRD SCHR EM MRKT EQ-SDR	41665H789	SEMTX	31,134.75	19.14	595,877.60	15.20	473,248.22	(122,629.38)	1.30

**Detail of Securities Held & Market Analytics**

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

**SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN -**

<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>Mutual Fund - Equity</b>									
JENSEN QUALITY GROWTH-Y	476313408	JENYX	20,365.27	49.59	1,009,933.49	58.60	1,193,404.55	183,471.06	3.27
JOHCM INTERNATIONAL SELECT I	46653M849	JOHIX	39,353.36	23.99	944,021.37	21.61	850,426.09	(93,595.28)	2.33
MFS EMERGING MARKETS DEBT R6	552746364	MEDHX	103.72	12.32	1,278.25	11.72	1,215.65	(62.60)	0.00
VANGUARD TOTAL STOCK MARKET INDEX	922908801	VITSX	0.00	75.00	0.03	100.40	0.04	0.01	0.00
<b>Security Type Sub-Total</b>			<b>126,736.89</b>		<b>3,494,348.86</b>	<b>231.76</b>	<b>3,385,238.75</b>	<b>(109,110.11)</b>	<b>9.28</b>
<b>Mutual Fund - Other</b>									
COHEN & STEERS INST REALTY SHARES	19247U106	CSRIX	14,686.06	46.25	679,219.78	51.32	753,688.46	74,468.68	2.07
PIMCO COMMODITY REAL RETURN STRATEGY	722005667	PCRIX	166,541.19	6.60	1,098,835.89	6.66	1,109,164.34	10,328.45	3.04
PRINCIPAL RE SECURITIES INST FUND	74253Q580	PIREX	24,359.22	27.52	670,246.04	30.19	735,405.00	65,158.96	2.02
<b>Security Type Sub-Total</b>			<b>205,586.47</b>		<b>2,448,301.71</b>	<b>88.17</b>	<b>2,598,257.80</b>	<b>149,956.09</b>	<b>7.13</b>
<b>Separate Account</b>									
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	21,070.00	1.00	21,070.00	100.00	21,070.00	0.00	0.06
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	34,300.00	1.00	34,300.00	100.00	34,300.00	0.00	0.09
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	23,562.70	1.00	23,562.70	100.00	23,562.70	0.00	0.06
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	30,625.00	1.00	30,625.00	100.00	30,625.00	0.00	0.08
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	24,500.00	1.00	24,500.00	100.00	24,500.00	0.00	0.07
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	22,050.00	1.00	22,050.00	100.00	22,050.00	0.00	0.06
NB SECONDARY OPPORTUNITIES FUND V	NBSOFV008	SA426	68,756.25	1.00	68,756.25	244.19	167,898.00	99,141.75	0.46
<b>Security Type Sub-Total</b>			<b>224,863.95</b>		<b>224,863.95</b>	<b>844.19</b>	<b>324,005.70</b>	<b>99,141.75</b>	<b>0.88</b>
<b>Managed Account Sub-Total</b>			<b>4,169,777.00</b>		<b>36,812,953.36</b>	<b>4,180.85</b>	<b>36,474,578.35</b>	<b>(338,375.01)</b>	<b>100.00</b>
<b>Securities Sub-Total</b>			<b>\$4,169,777.00</b>		<b>\$36,812,953.36</b>	<b>\$4,180.85</b>	<b>\$36,474,578.35</b>	<b>(\$338,375.01)</b>	<b>100.00%</b>
<b>Accrued Interest</b>							<b>\$0.00</b>		
<b>Total Investments</b>							<b>\$36,474,578.35</b>		

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

DATE: September 28, 2022

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

RE: Ridership Report for July &amp; August 2022

Summary:

	Monthly Ridership		Monthly Variance	
	Jul-22	Jul-21	Net	Percent
Fixed Route	178,264	147,348	30,916	21.0%
SolVan	1,590	1,345	245	18.2%
SunRide	326	389	-63	-19.3%
Taxi Voucher*	209	290	-81	-38.8%
SunDial	8,241	7,616	625	8.2%
<b>Total</b>	<b>188,630</b>	<b>156,988</b>	<b>31,642</b>	<b>20.2%</b>

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

	Monthly Ridership		Monthly Variance	
	Aug-22	Aug-21	Net	Percent
Fixed Route	201,793	162,444	39,349	24.2%
SolVan	1,660	1,536	124	8.1%
SunRide	489	473	16	3.3%
Taxi Voucher*	291	268	23	7.9%
SunDial	8,949	8,010	939	11.7%
<b>Total</b>	<b>213,182</b>	<b>172,731</b>	<b>40,451</b>	<b>23.4%</b>

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

<b>August 2022 Fiscal Year To Date Ridership</b>	
<b>Fiscal Year 2023</b>	401,812
<b>Fiscal Year 2022</b>	329,719
<b>Ridership Increase</b>	<b>72,093</b>

Fiscal year to date system ridership is up by 72,093 rides or 21.9% compared to the previous fiscal year. The baseline of the attached COVID-19 Recovery charts is calendar year 2020, this allows a comparison of three (3) years.

Recommendation:

Receive and file.



## SunLine Transit Agency Monthly Ridership Report July 2022

Fixed Route	Description	FY 2022		FY 2021		Monthly KPI		Bikes		Wheelchairs	
		Jul 2022	Jul 2021	YTD	YTD	Passengers/ Rev. Hours	Passengers/ Rev. Miles	Monthly	FYTD	Monthly	FYTD
		Route 1	Coachella - Hwy 111 - Palm Springs	79,386	66,307	79,386	66,307	13.5	0.9	3,604	3,604
Route 2	Desert Hot Springs - Palm Springs - Cathedral City	50,275	42,644	50,275	42,644	19.5	1.4	1,883	1,883	495	495
Route 3	Desert Hot Springs - Desert Edge	4,362	3,517	4,362	3,517	10.1	0.6	155	155	68	68
Route 4	Westfield Palm Desert - Palm Springs	15,584	13,546	15,584	13,546	8.9	0.6	561	561	95	95
Route 6	Coachella - Fred Waring - Westfield Palm Desert	5,509	4,472	5,509	4,472	4.4	0.4	198	198	41	41
Route 7	Bermuda Dunes - Indian Wells - La Quinta	4,508	4,281	4,508	4,281	9.0	0.7	244	244	30	30
Route 8	North Indio - Coachella - Thermal/Mecca	13,411	9,362	13,411	9,362	9.0	0.6	423	423	64	64
Route 9	North Shore - Mecca - Oasis	3,470	3,007	3,470	3,007	3.6	0.2	64	64	11	11
Route 10	Indio - CSUSB - San Bernardino - Metrolink	719	212	719	212	4.5	0.0	21	21	2	2
Route 200 SB	Palm Springs High School AM Tripper	-	-	-	-	-	-	-	-	-	-
Route 400 SB	Raymond Cree / Palm Springs HS Tripper	-	-	-	-	-	-	-	-	-	-
Route 401 SB	Palm Canyon / Stevens AM Tripper	-	-	-	-	-	-	-	-	-	-
Route 402 NB	Palm Canyon / Stevens AM Tripper	-	-	-	-	-	-	-	-	-	-
Route 403 NB	Vista Chino / Sunrise PM Tripper	-	-	-	-	-	-	-	-	-	-
Route 500 SB	Westfield Palm Desert PM Tripper	-	-	-	-	-	-	-	-	-	-
Route 501 NB	Palm Desert High School AM Tripper	-	-	-	-	-	-	-	-	-	-
Route 700 SB/NB	Harris / Washington - Calle Madrid / Ave Vallejo AM Tripper	-	-	-	-	-	-	-	-	-	-
Route 701 SB/NB	Harris / Washington - Calle Madrid / Ave Vallejo PM Tripper	-	-	-	-	-	-	-	-	-	-
Route 800 NB	Shadow Hills High School AM Tripper	-	-	-	-	-	-	-	-	-	-
Route 801 SB	Jackson / 44th PM Tripper	-	-	-	-	-	-	-	-	-	-
Route 802 SB	Hwy 111 / Golf Center Pkwy PM Tripper	-	-	-	-	-	-	-	-	-	-
Route 803 NB	Shadow Hills High School AM Tripper	-	-	-	-	-	-	-	-	-	-
	<b>Fixed Route Total</b>	<b>178,264</b>	<b>147,348</b>	<b>178,264</b>	<b>147,348</b>	<b>11.4</b>	<b>0.7</b>	<b>7,180</b>	<b>7,180</b>	<b>1,647</b>	<b>1,647</b>
SolVan		1,590	1,345	1,590	1,345						
SunRide		326	389	326	389						
Taxi Voucher		209	290	209	290						
SunDial		8,241	7,616	8,241	7,616	2.0	0.1				
	<b>System Total</b>	<b>188,630</b>	<b>156,988</b>	<b>188,630</b>	<b>156,988</b>	<b>9.2</b>	<b>0.6</b>				
		Jul-22	Jul-21								
	Weekdays:	21	22								
	Saturdays:	5	5								
	Sundays:	5	4								
	<b>Total Days:</b>	<b>31</b>	<b>31</b>								

On Sunday, May 2, 2021, SunLine resumed fare collection. Haul Pass Programs returned, Haul Pass COD contributed with 2,502 rides, CSUSB with 207 rides. Mobile Ticketing contributed with 16,266 rides, the total for July 2022 includes 160 paratransit mobile tickets.

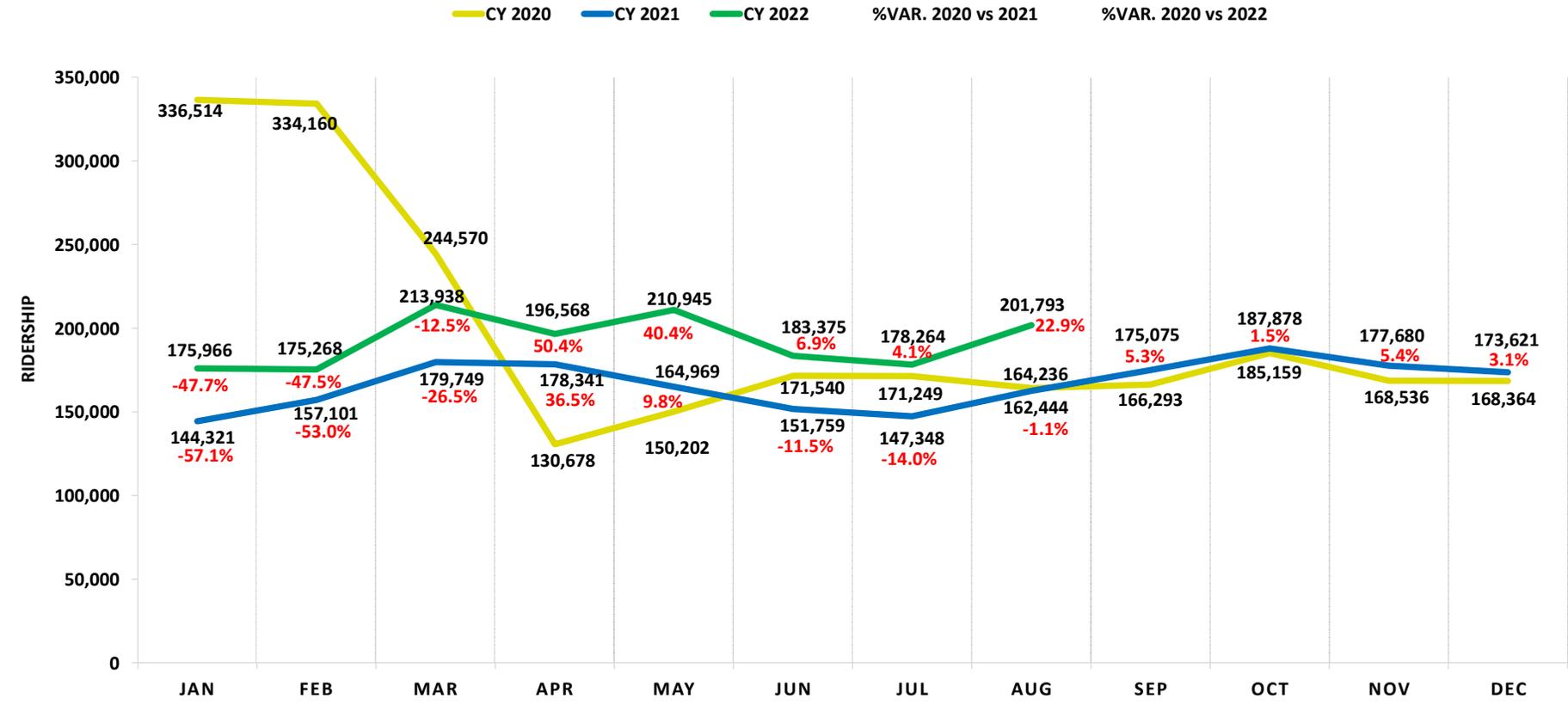


## SunLine Transit Agency Monthly Ridership Report August 2022

Fixed Route	Description	FY 2022		FY 2021		Monthly KPI		Bikes		Wheelchairs	
		Aug 2022	Aug 2021	YTD	YTD	Passengers/ Rev. Hours	Passengers/ Rev. Miles	Monthly	FYTD	Monthly	FYTD
Route 1	Coachella - Hwy 111 - Palm Springs	82,465	69,245	161,851	135,552	13.9	0.9	3,777	7,381	787	1,625
Route 2	Desert Hot Springs - Palm Springs - Cathedral City	55,324	46,266	105,599	88,910	20.6	1.4	2,009	3,892	408	903
Route 3	Desert Hot Springs - Desert Edge	5,703	4,547	10,065	8,064	11.7	0.7	165	320	94	162
Route 4	Westfield Palm Desert - Palm Springs	17,504	15,078	33,088	28,624	9.4	0.6	580	1,141	94	189
Route 6	Coachella - Fred Waring - Westfield Palm Desert	6,829	5,066	12,338	9,538	4.9	0.4	283	481	46	87
Route 7	Bermuda Dunes - Indian Wells - La Quinta	5,691	4,440	10,199	8,721	10.2	0.8	189	433	65	95
Route 8	North Indio - Coachella - Thermal/Mecca	13,630	9,189	27,041	18,551	9.1	0.6	472	895	66	130
Route 9	North Shore - Mecca - Oasis	6,029	3,811	9,499	6,818	4.9	0.2	79	143	21	32
Route 10	Indio - CSUSB - San Bernardino - Metrolink	2,105	1,127	2,824	1,339	8.2	0.1	18	39	5	7
Route 200 SB	Palm Springs High School AM Tripper	178	310	178	310	21.2	1.0	1	1	-	-
Route 400 SB	Raymond Cree / Palm Springs HS Tripper	37	141	37	141	3.8	0.2	-	-	-	-
Route 401 SB	Palm Canyon / Stevens AM Tripper	-	-	-	-	-	-	-	-	-	-
Route 402 NB	Palm Canyon / Stevens AM Tripper	25	90	25	90	5.8	0.4	-	-	1	1
Route 403 NB	Vista Chino / Sunrise PM Tripper	60	116	60	116	12.5	0.4	-	-	-	-
Route 500 SB	Westfield Palm Desert PM Tripper	148	67	148	67	30.1	1.9	1	1	-	-
Route 501 NB	Palm Desert High School AM Tripper	-	80	-	80	-	-	-	-	-	-
Route 700 SB/NB	Harris / Washington - Calle Madrid / Ave Vallejo AM Tripper	194	163	194	163	17.4	1.1	6	6	-	-
Route 701 SB/NB	Harris / Washington - Calle Madrid / Ave Vallejo PM Tripper	599	327	599	327	49.4	3.3	9	9	-	-
Route 800 NB	Shadow Hills High School AM Tripper	684	689	684	689	60.3	3.0	-	-	-	-
Route 801 SB	Jackson / 44th PM Tripper	1,388	996	1,388	996	115.7	6.8	-	-	1	1
Route 802 SB	Hwy 111 / Golf Center Pkwy PM Tripper	288	299	288	299	24.0	1.2	3	3	-	-
Route 803 NB	Shadow Hills High School AM Tripper	1,279	397	1,279	397	128.4	6.3	-	-	-	-
	<b>Fixed Route Total</b>	<b>201,793</b>	<b>162,444</b>	<b>380,057</b>	<b>309,792</b>	<b>11.4</b>	<b>0.7</b>	<b>7,645</b>	<b>14,825</b>	<b>1,593</b>	<b>3,240</b>
SolVan		1,660	1,536	3,250	2,881						
SunRide		489	473	815	862						
Taxi Voucher		291	268	500	558						
SunDial		8,949	8,010	17,190	15,626	2.0	0.1				
	<b>System Total</b>	<b>213,182</b>	<b>172,731</b>	<b>401,812</b>	<b>329,719</b>	<b>9.8</b>	<b>0.6</b>				
		<b>Aug-22</b>	<b>Aug-21</b>								
	Weekdays:	23	22								
	Saturdays:	4	4								
	Sundays:	4	5								
	<b>Total Days:</b>	<b>31</b>	<b>31</b>								

On Sunday, May 2, 2021, SunLine resumed fare collection. Haul Pass Programs returned, Haul Pass COD contributed with 3,243 rides, CSUSB with 198 rides. Mobile Ticketing contributed with 26,024 rides, the total for August 2022 includes 200 paratransit mobile tickets.

## Fixed Route Ridership COVID-19 Recovery



From March 21, 2020, thru September 4, 2021, SunLine operated at a reduced level of service, Level 3, in response to the COVID-19 pandemic.

January 2021 fixed route ridership was calculated from January 3, 2021, to maintain data integrity of the new Refueled system.

FY 2022 data includes the resumption of the school trippers in March 2021, and the new Route 10 that started on July 12, 2021.

On October 17, 2021, SunLine commenced operations under Level 2.

Variances are in red close to their corresponding ridership number. 2021 and 2022 are referring to the baseline of 2020.

**Ridership:**

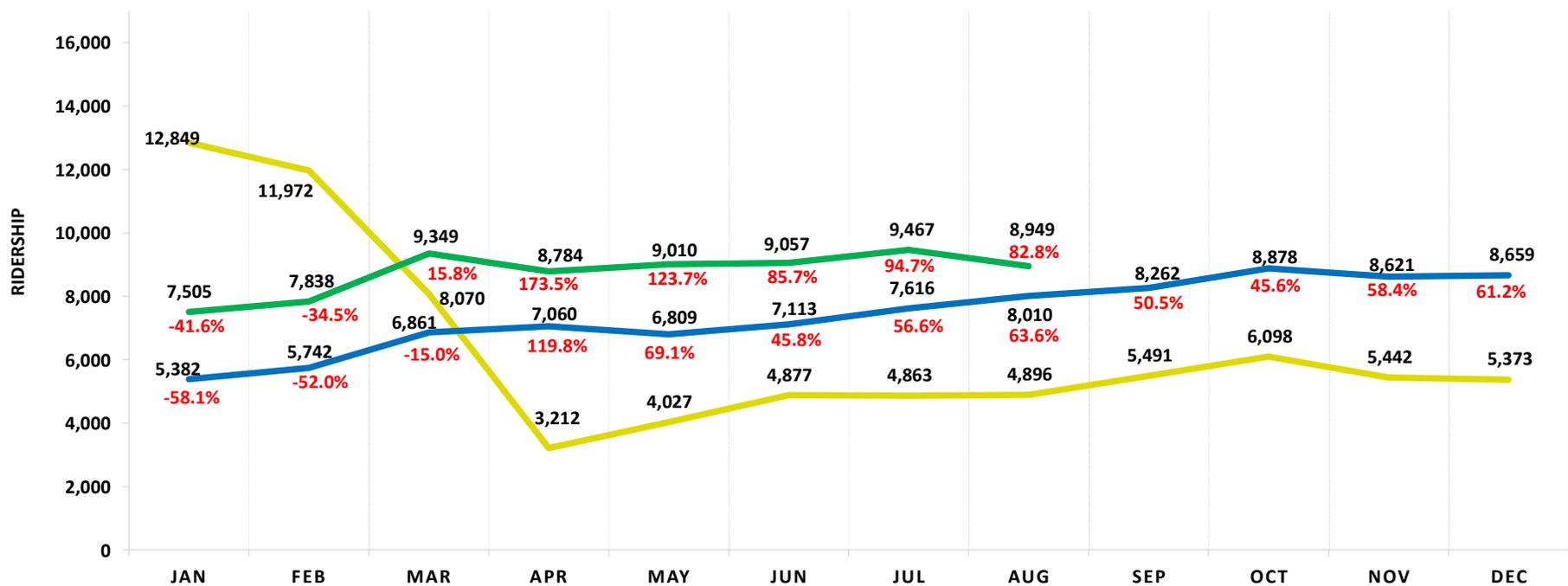
FY 2021 Actual = 2,088,342

FY 2022 Actual = 2,303,785

FY 2023 SRTP Predicted = 2,506,993

### Paratransit Ridership COVID-19 Recovery

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



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

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

DATE: September 28, 2022

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: SunDial Operational Notes for July and August 2022

Summary:

The attached report summarizes SunDial's operation for the month of July and August 2022. This report identifies that the on-time performance continues to exceed the internal standard goal of 85% for each month.

In July, Paratransit met and exceeded the internal service goal at 86.1%. Fiscal year to date, SunDial has maintained an on-time performance of 86.1%. Total vehicle miles for July 2022, decreased by 8,131 compared to July 2021. Mobility device boardings for July 2022, increased by 239 compared to July 2021. Field Supervisors performed 58 onboard inspections and 69 safety evaluations which included pre-trip inspections and trailing evaluations.

Total trips for the month of July were 7,830. When compared to July 2021, this is an increase of 790 trips or 11.2%. Total passengers for the month of July were 8,241. When compared to July 2021, this is an increase of 625 passengers or 8.2%.

In August, Paratransit met and exceeded the internal service goal at 88.0%. Fiscal year to date, SunDial has maintained an on-time performance of 87.1%. Total vehicle miles for August 2022, decreased by 3,893 compared to August 2021. Mobility device boardings for August 2022, increased by 179 compared to August 2021. Field Supervisors performed 60 onboard inspections and 76 safety evaluations which included pre-trip inspections and trailing evaluations.

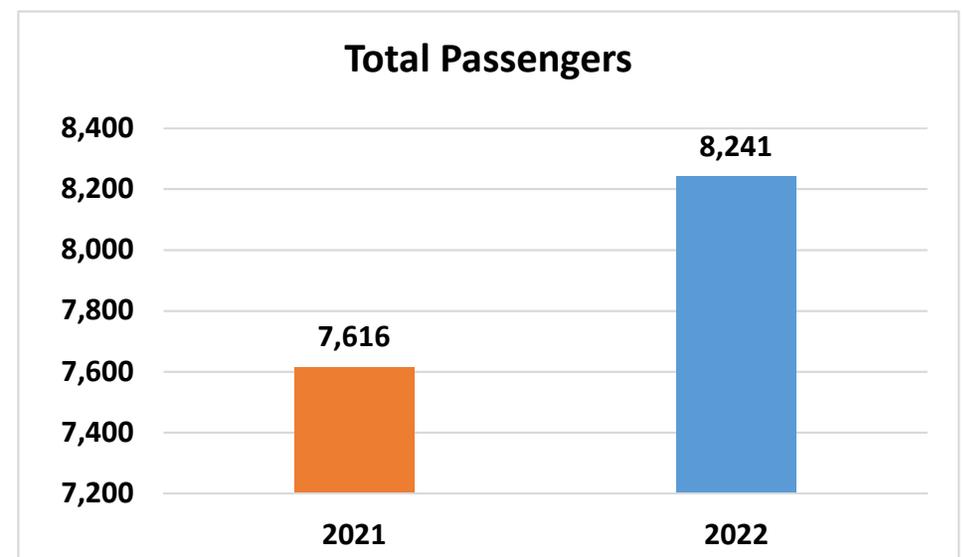
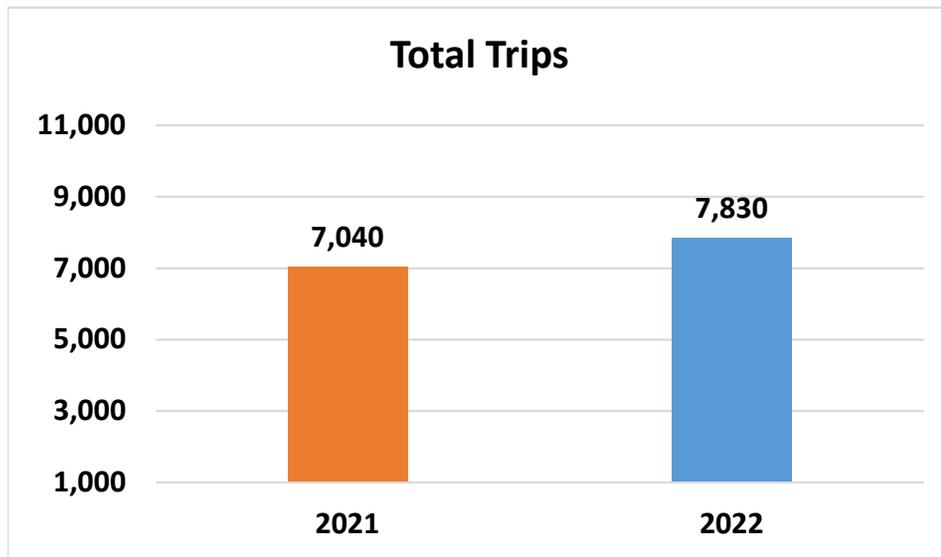
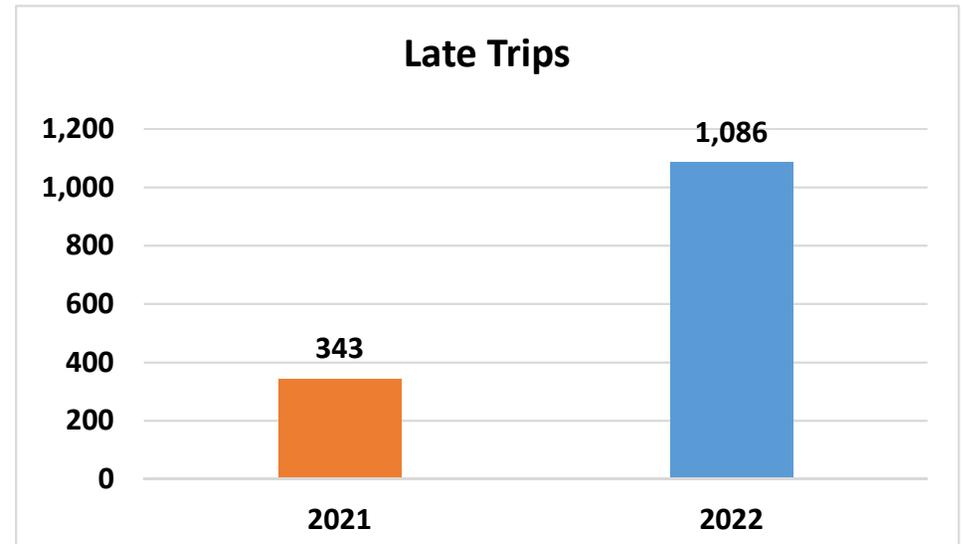
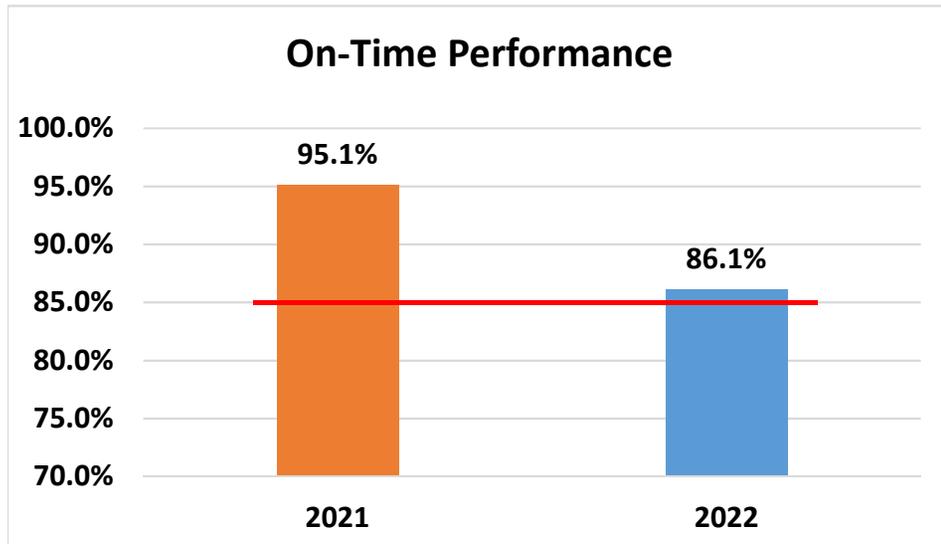
Total trips for the month of August were 8,622. When compared to August 2021, this is an increase of 1,109 trips or 14.8%. Total passengers for the month of August were 8,010. When compared to August 2021, this is an increase of 939 passengers or 11.7%.

Recommendation:

Receive and file.

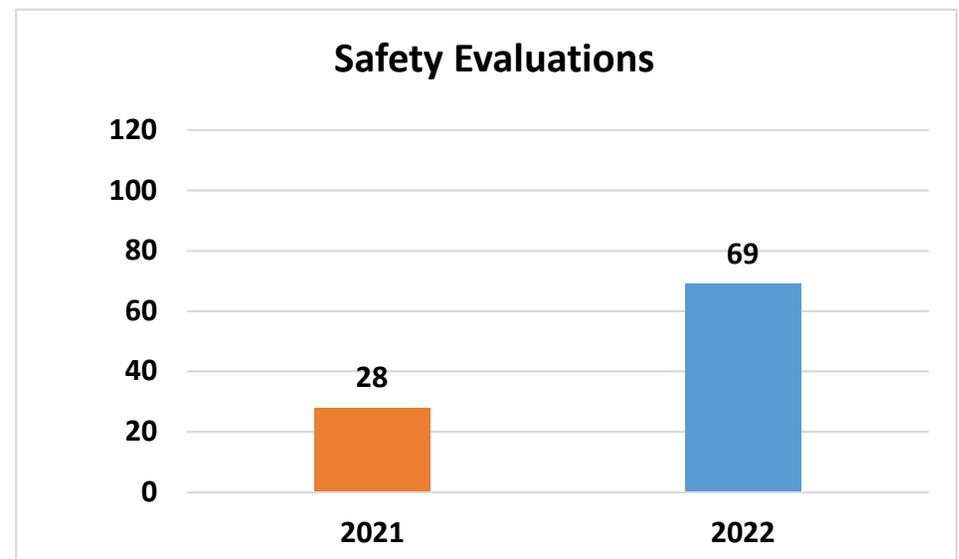
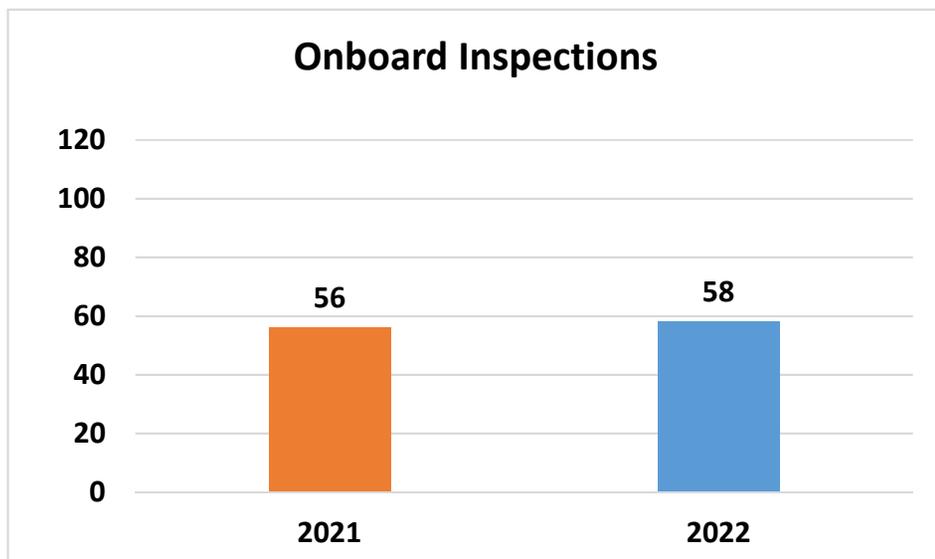
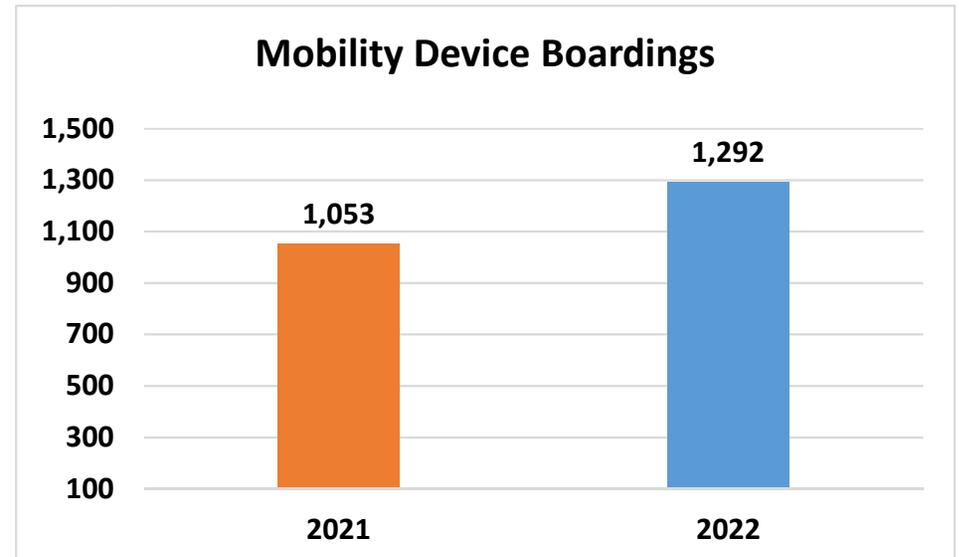
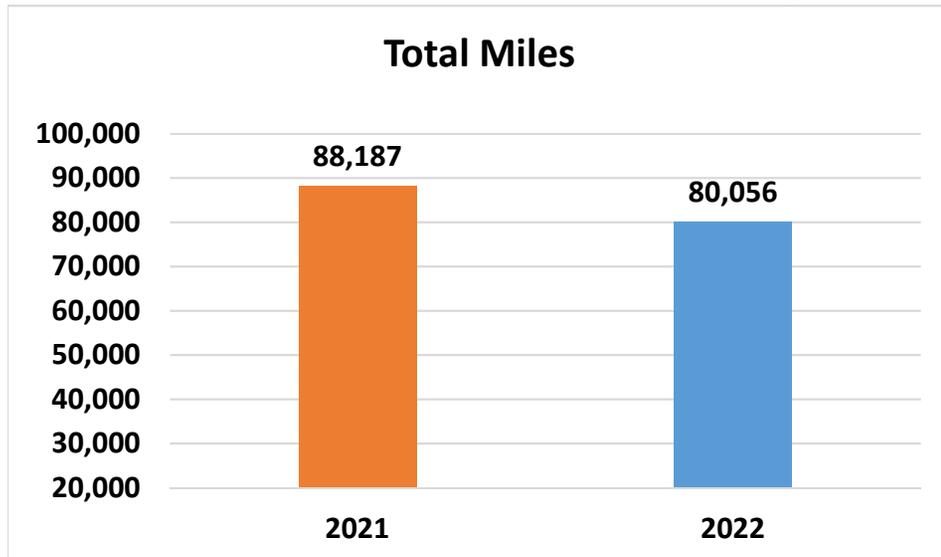
# SunDial Operational Charts

## July 2021 vs. July 2022



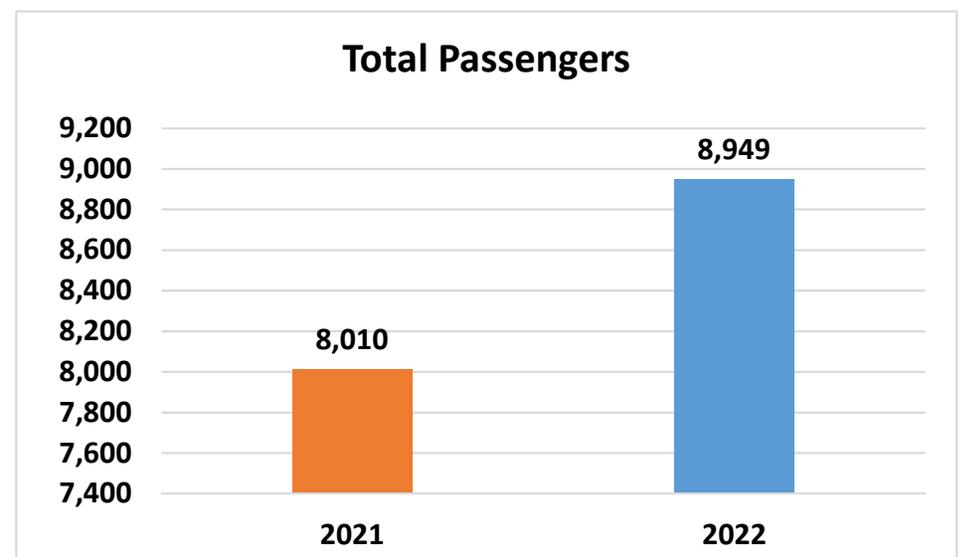
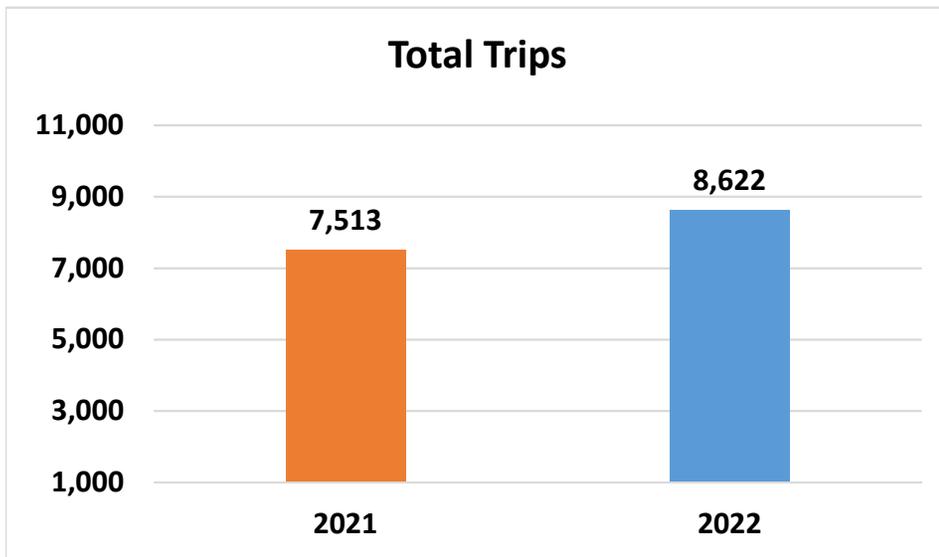
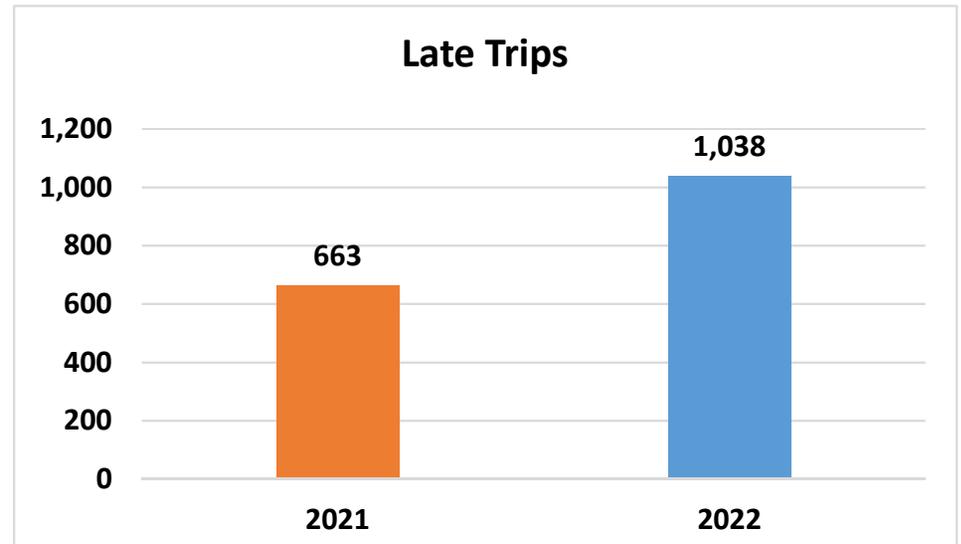
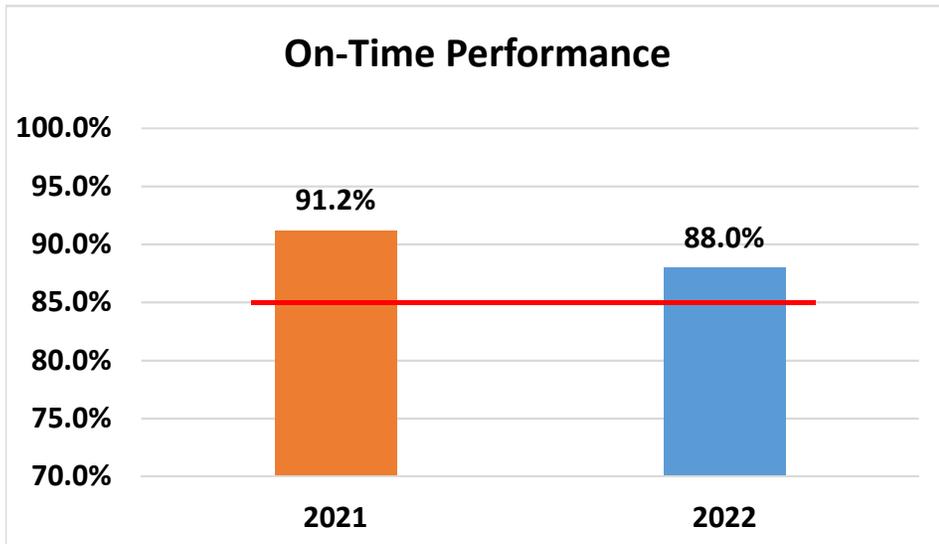
# SunDial Operational Charts

## July 2021 vs. July 2022



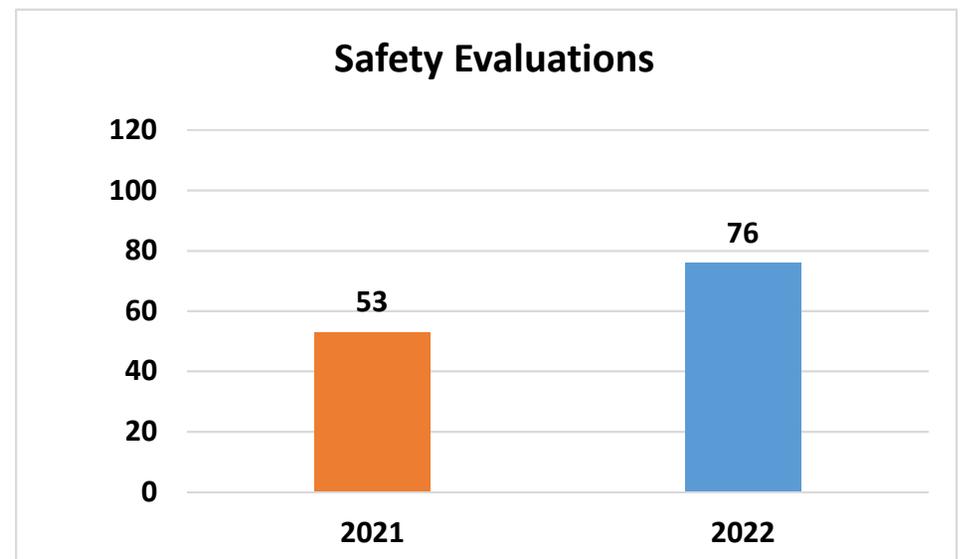
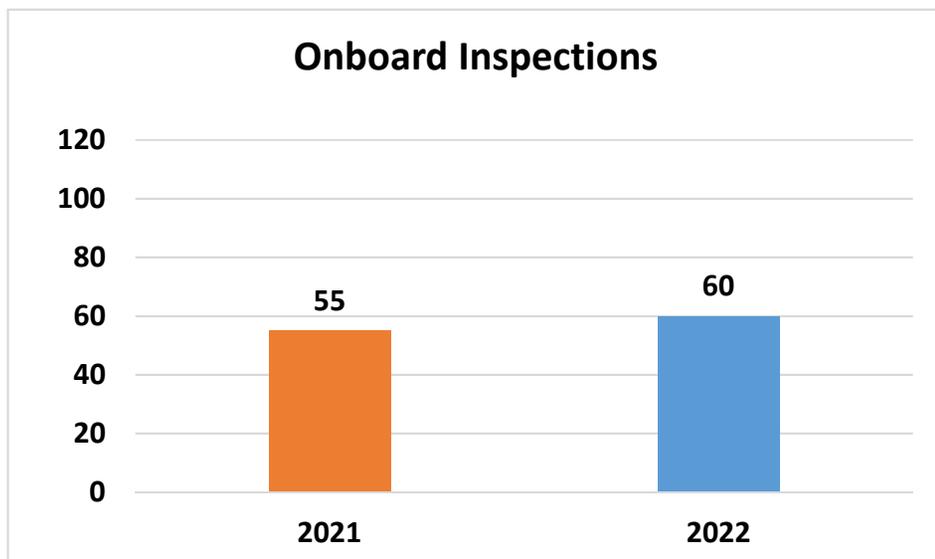
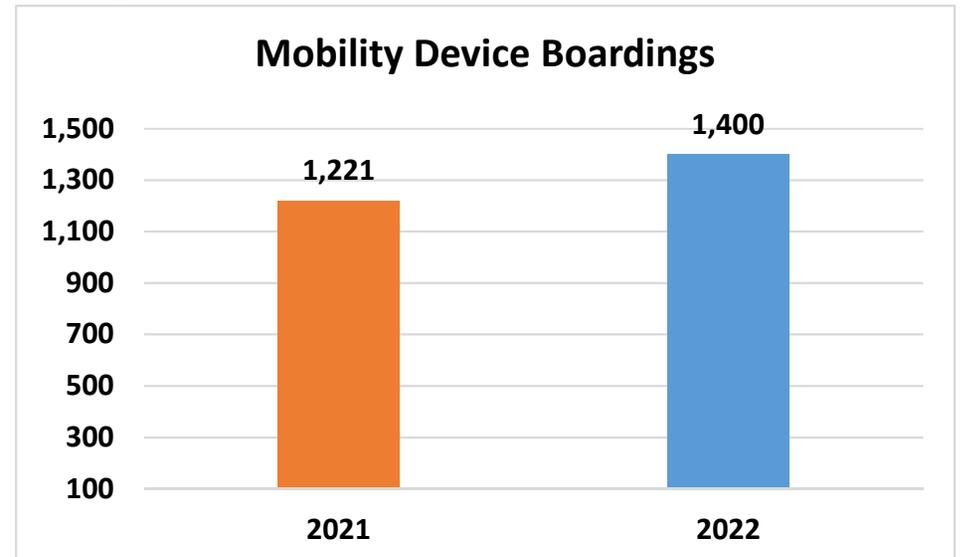
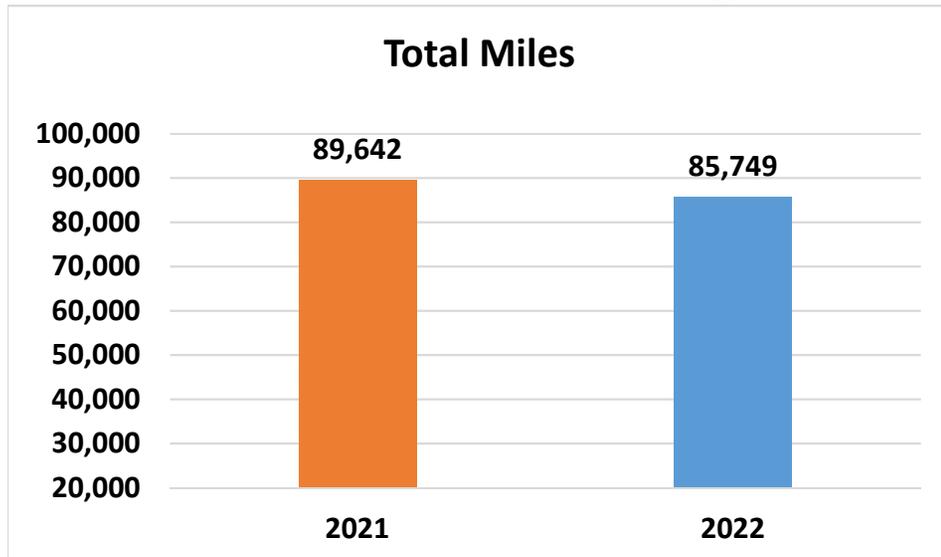
# SunDial Operational Charts

## August 2021 vs. August 2022



# SunDial Operational Charts

## August 2021 vs. August 2022



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

DATE: September 28, 2022

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Metrics for July and August 2022

Summary:

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

SunRide

- Mecca/North Shore is up 122% from July, the first increase in five months.
- Desert Hot Springs/Desert Edge had its best month since the start of the program with 156 rides by 170 passengers.
- Systemwide, SunRide saw a 51% increase in trips over last month.

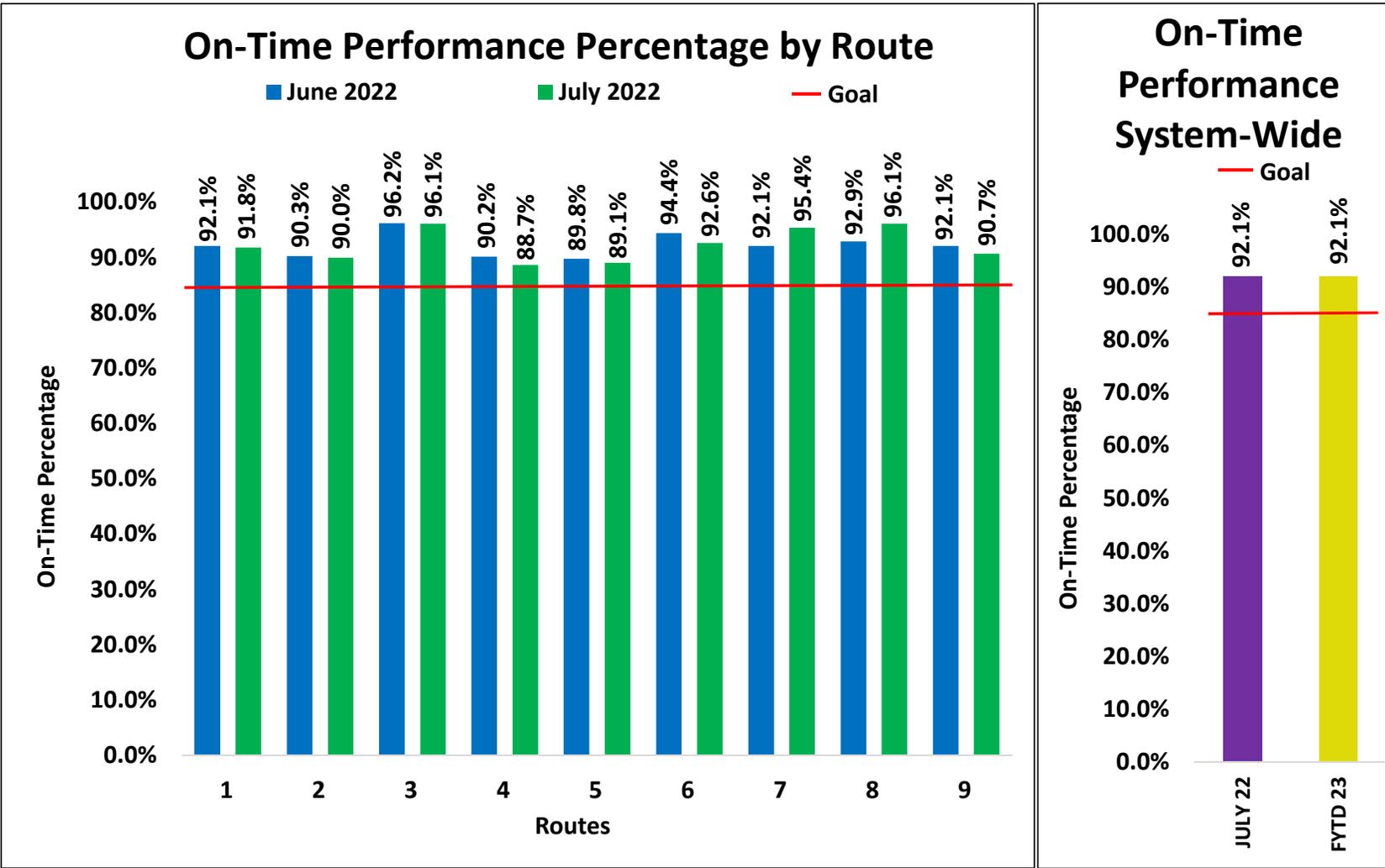
Fixed Route

- For the month of July 2022, six (6) routes were above 90%.
- Fixed route on-time performance for the month of August 2022 was at 87.6%, a decrease of 3.6% compared to the previous month, which is attributed to heavy traffic and schools back in session. Five (5) routes were above 90%.
- Early departures for the month of August was at 0.8%, this is a 0.3% increase when compared to the previous month. Route 2 had an increase on early departures due to construction at the Sunrise and Vista Chino timepoint. Route 7 had an increase due to an operator leaving early from a specific timepoint and corrective measures have been taken.

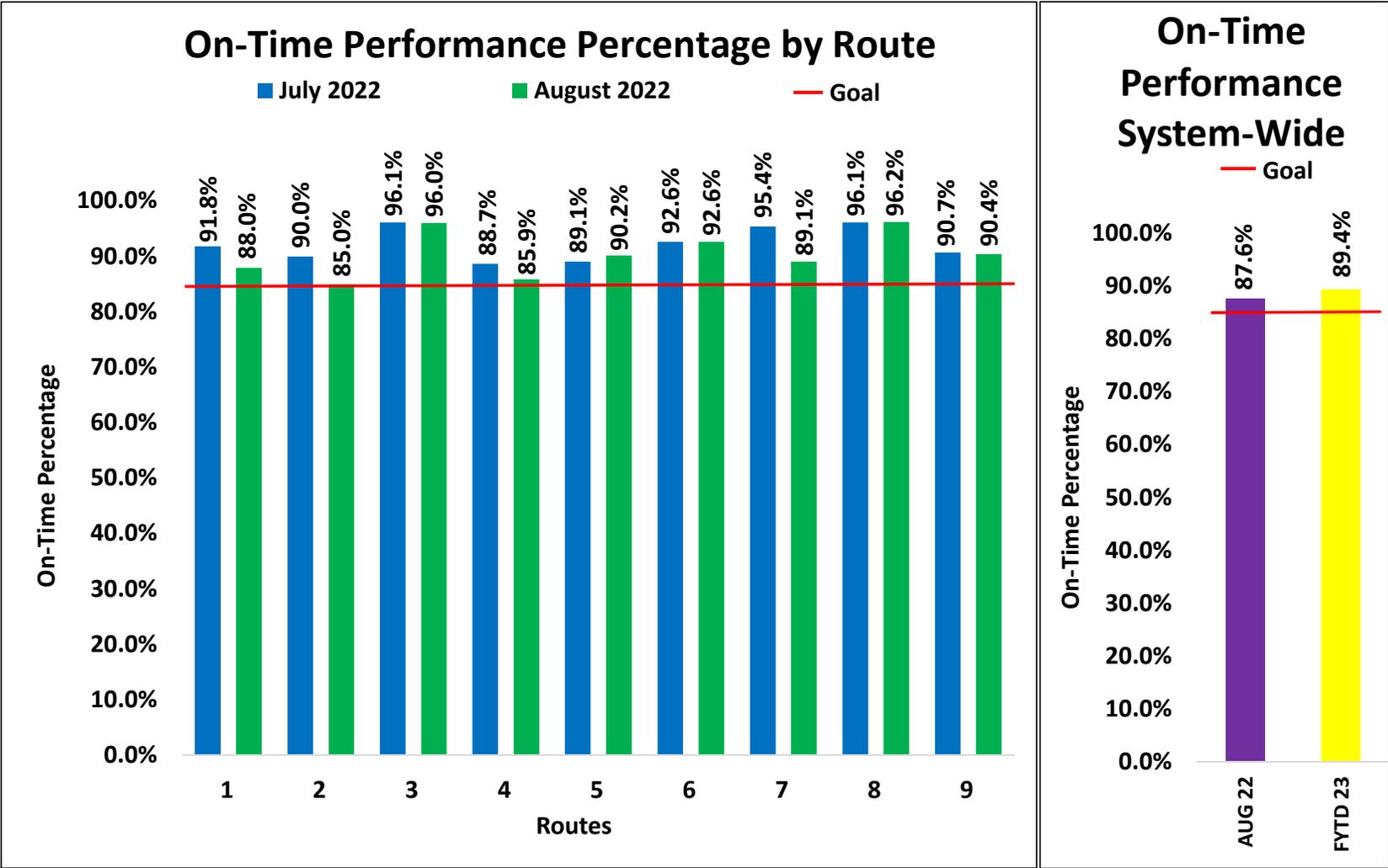
- Late departures had an increase on Route 1, 2, 4 and 7, due to heavy traffic, schools back in session and shortage of operators.

Recommendation:

Receive and file.



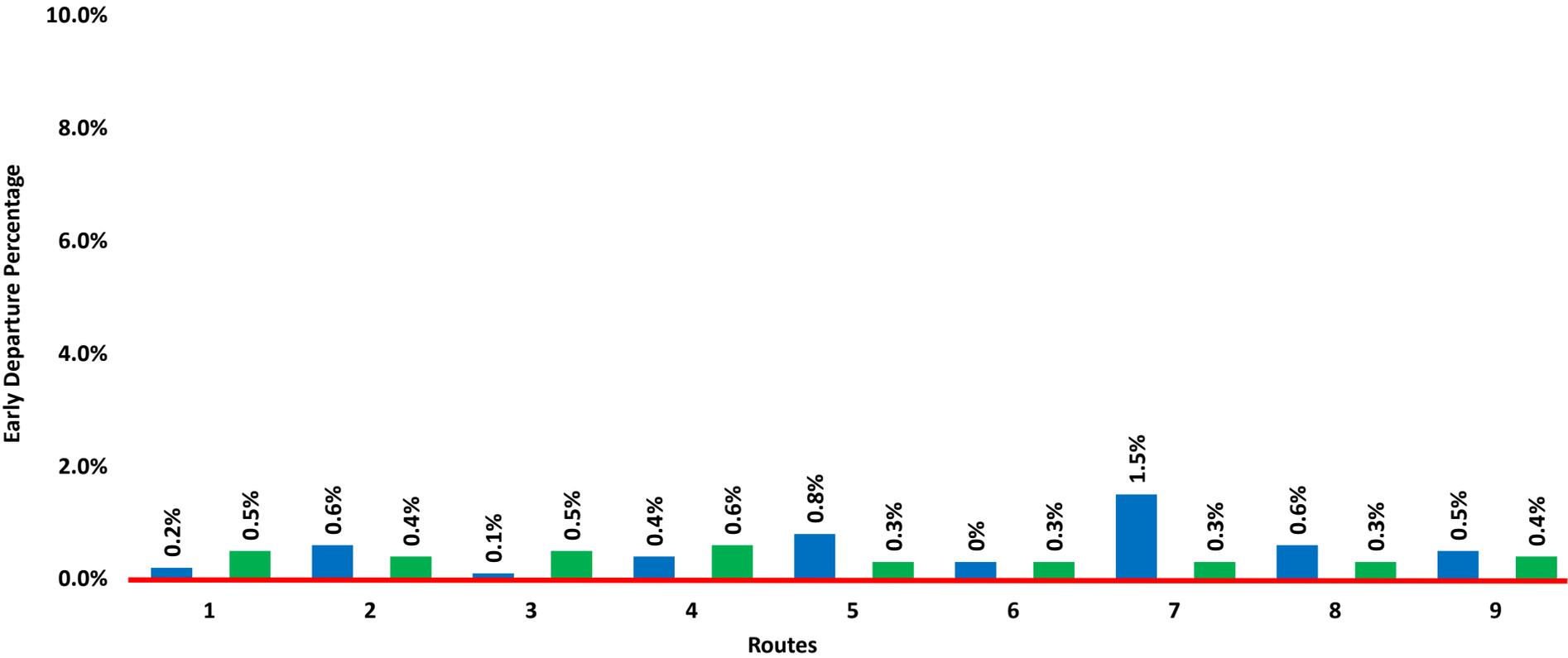
On-Time Definition: When a trip departs a time point within a range of zero (0) minutes early to five (5) minutes late.  
 Goal: Minimum target for On-Time Performance is 85%.



On-Time Definition: When a trip departs a time point within a range of zero (0) minutes early to five (5) minutes late.  
 Goal: Minimum target for On-Time Performance is 85%.

# Early Departure Percentage by Route

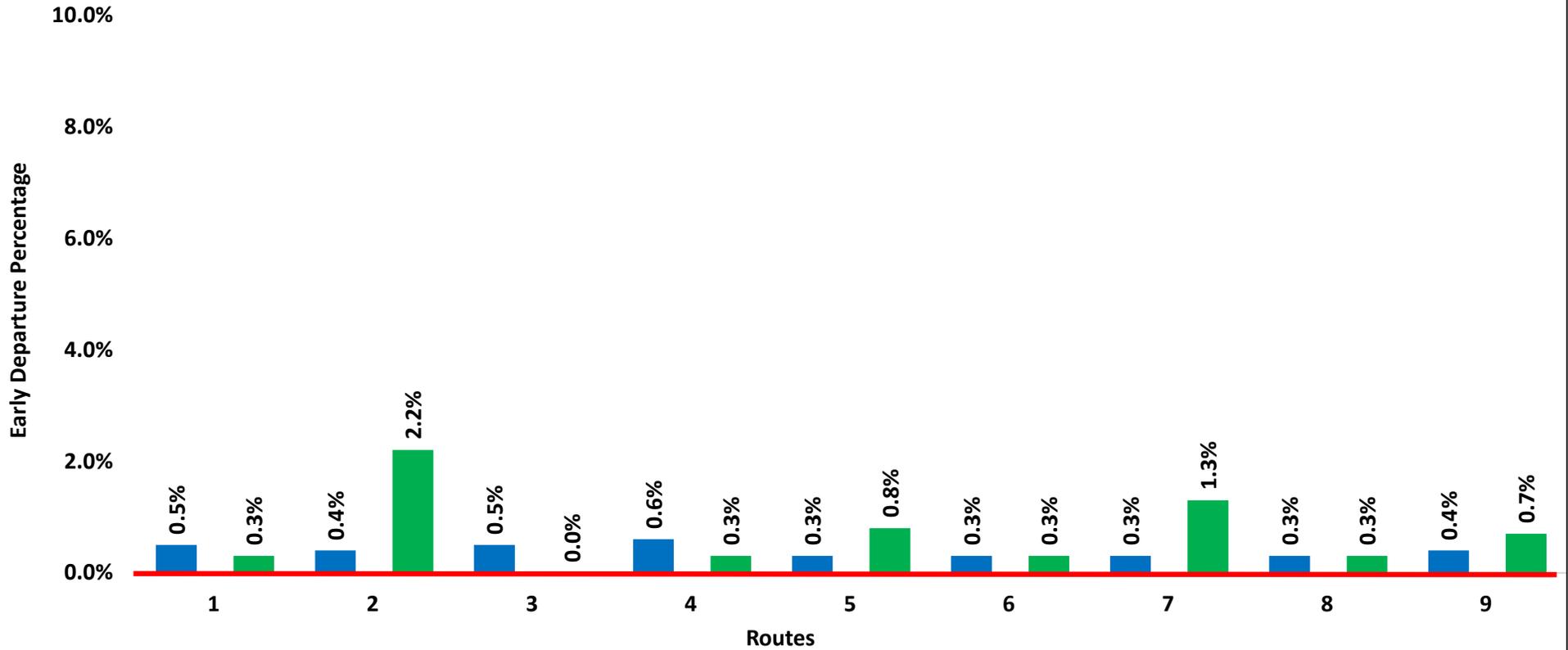
■ June 2022     ■ July 2022



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

## Early Departure Percentage by Route

■ July 2022     ■ August 2022

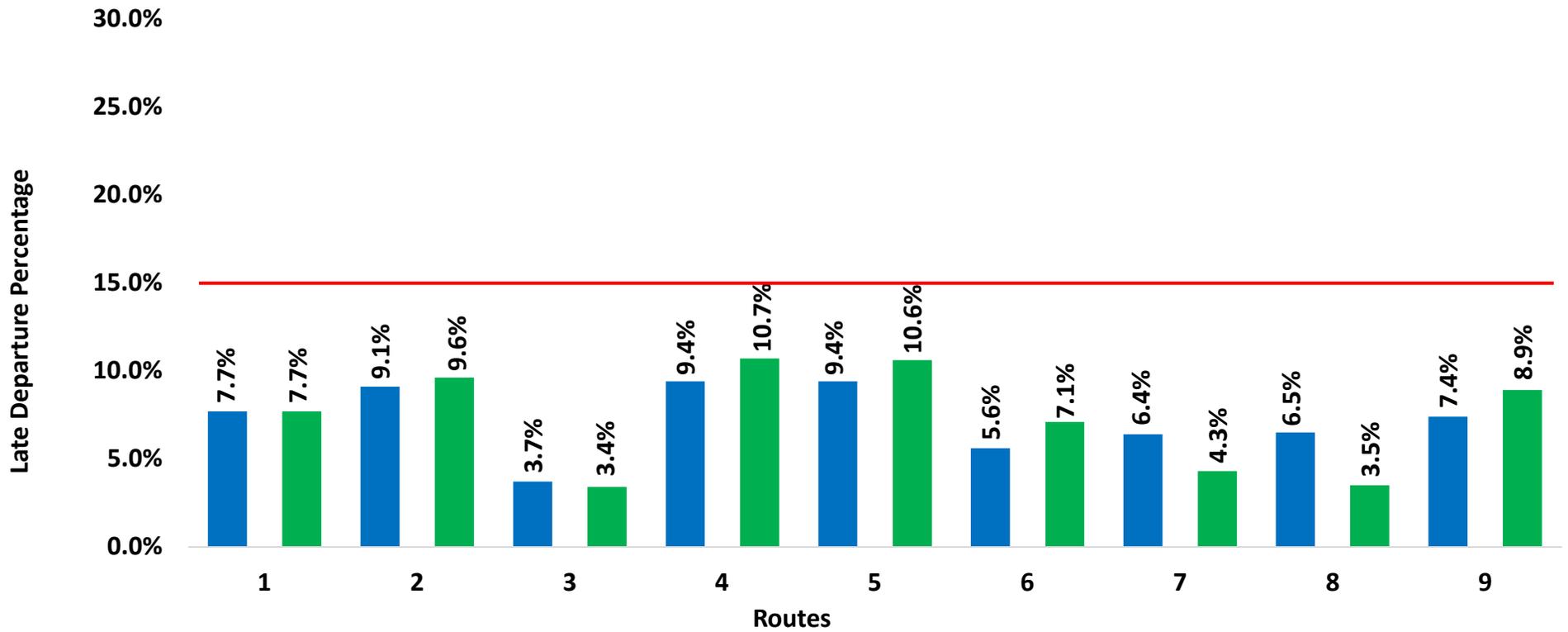


Early Departure Definition: When a bus leaves a time point ahead of the scheduled departure time.

Goal: To reduce early departures to 0%.

## Late Departure Percentage by Route

■ June 2022    ■ July 2022    — Goal

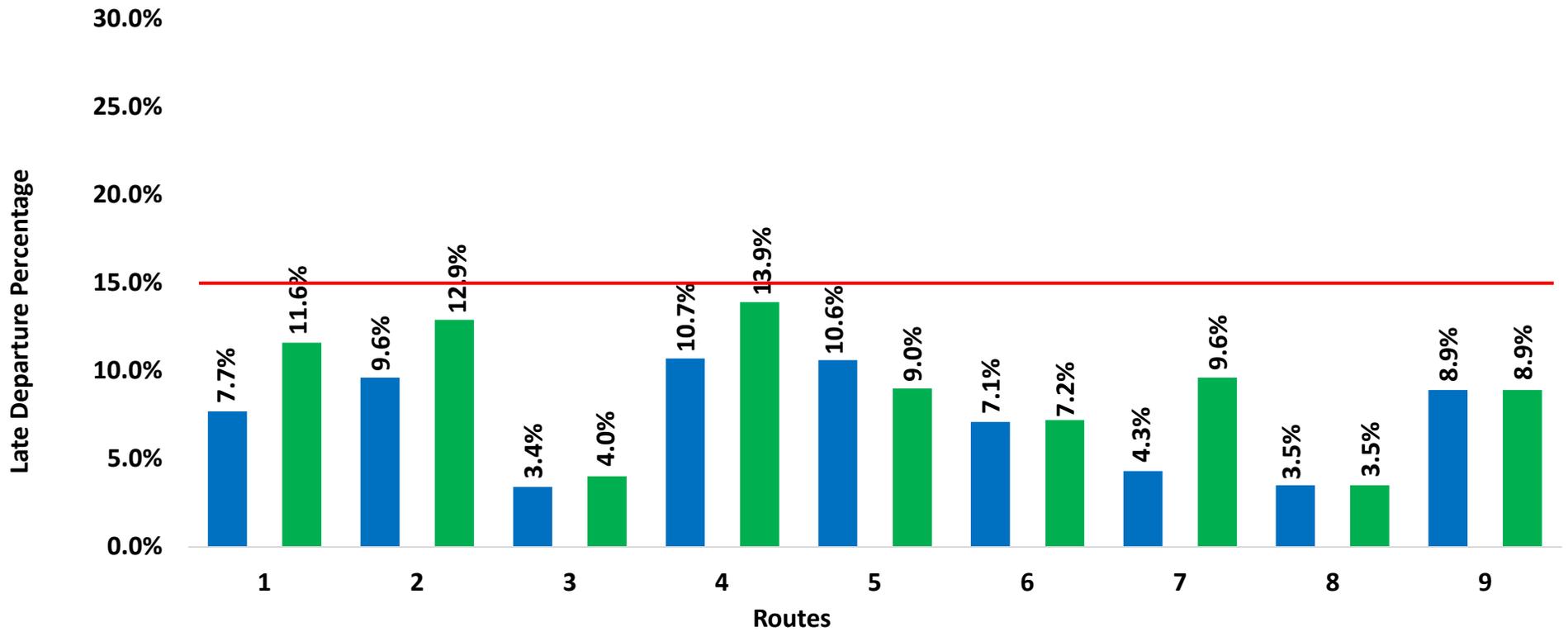


Late Departure Definition: When a bus leaves a time point after the scheduled departure time and the route is running late with a departure greater than five (5) minutes.

Goal: To ensure late departures remain below 15%.

## Late Departure Percentage by Route

■ July 2022    ■ August 2022    — Goal

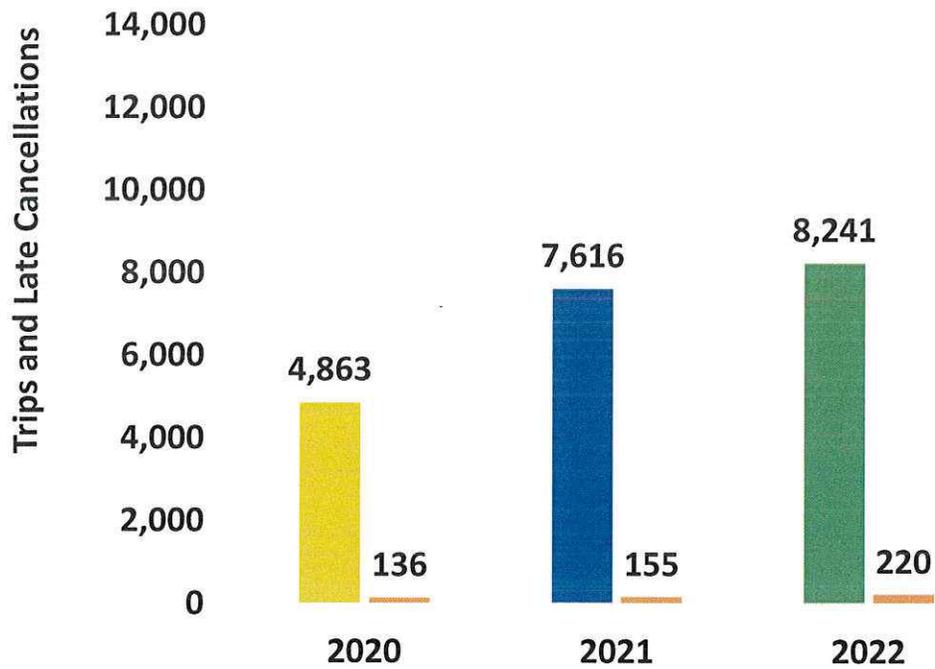


Late Departure Definition: When a bus leaves a time point after the scheduled departure time and the route is running late with a departure greater than five (5) minutes.

Goal: To ensure late departures remain below 15%.

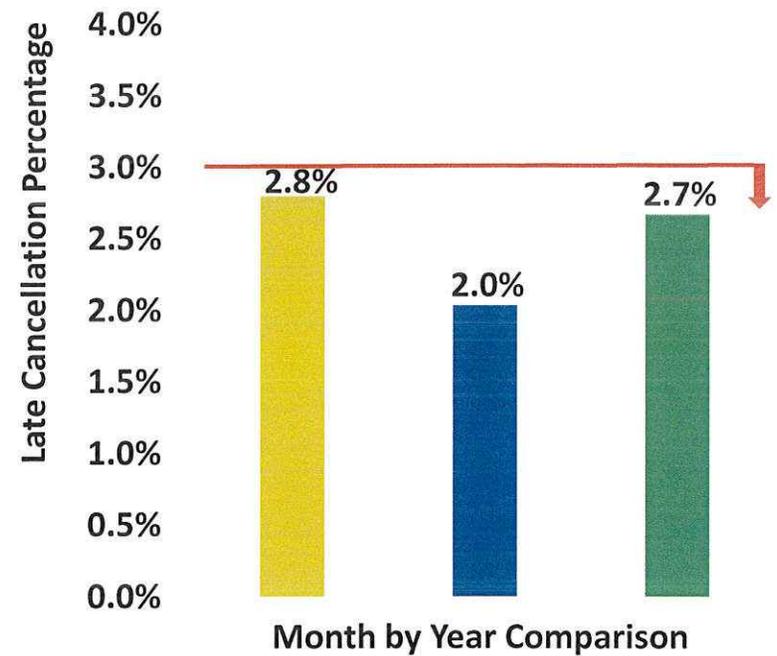
## Total Trips vs. Late Cancellations July

■ Late Cancellations



## Late Cancellation Percentage

■ FY21 ■ FY22 ■ FY23 — Goal



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

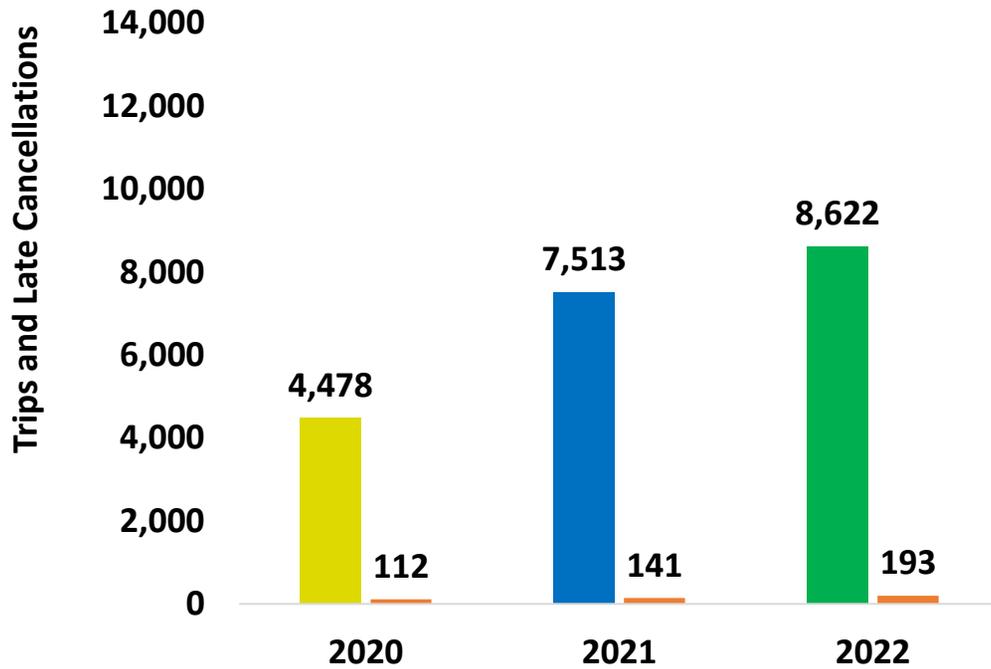
**Late Cancellation:** A trip for which a rider cancels two (2) hours or less before the scheduled pick-up time.

**Goal for Late Cancellations:** 3% or below.

**Total Trips:** Total one-way trips completed.

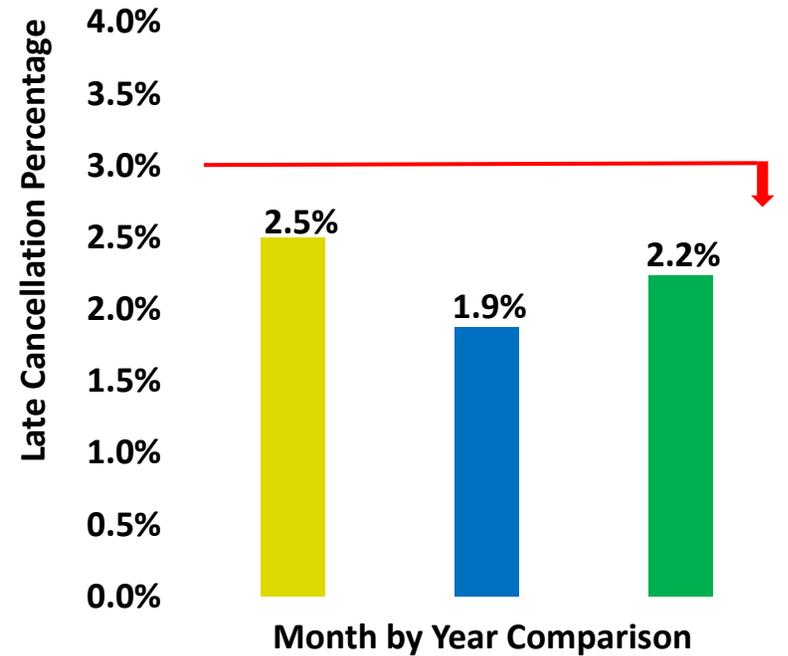
## Total Trips vs. Late Cancellations August

■ Late Cancellations



## Late Cancellation Percentage

■ FY21 ■ FY22 ■ FY23 — Goal



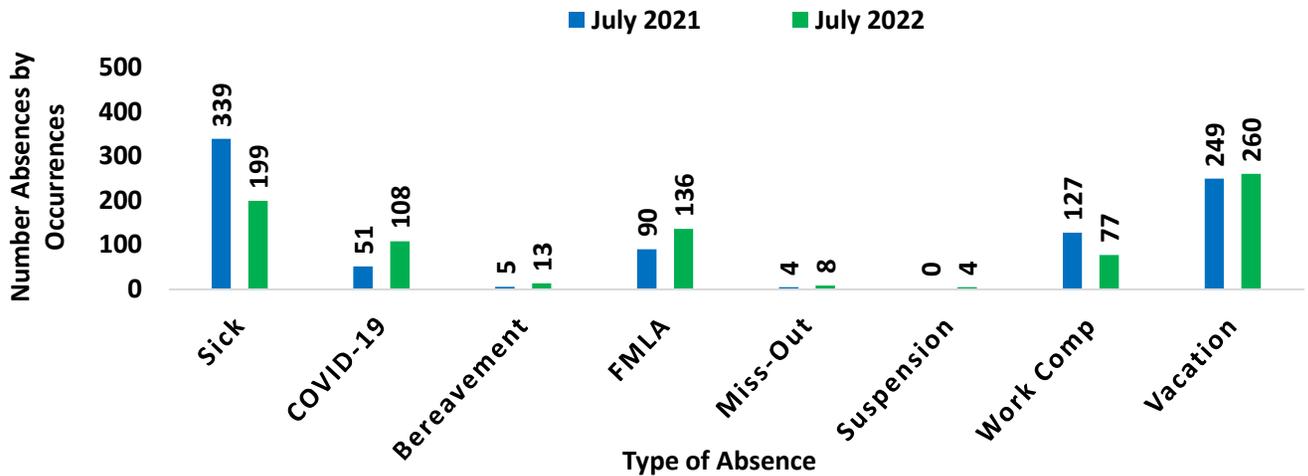
**Trip:** A one-way trip booked by the rider. A roundtrip is counted as two (2) trips.

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

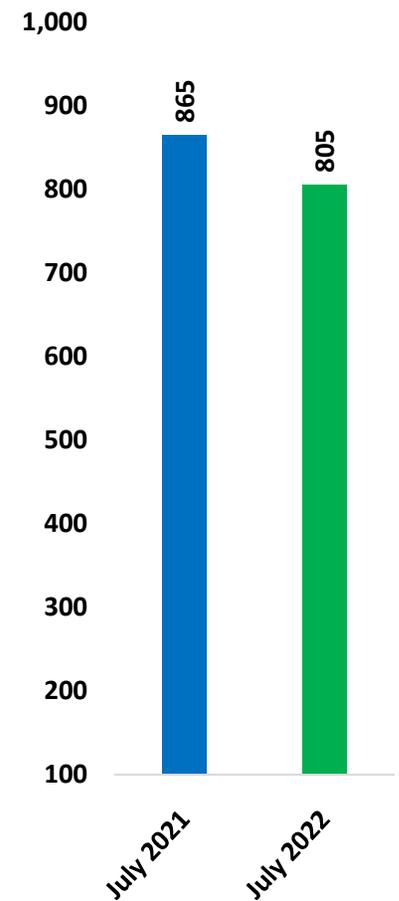
**Goal for Late Cancellations:** 3% or below.

**Total Trips:** Total one-way trips completed.

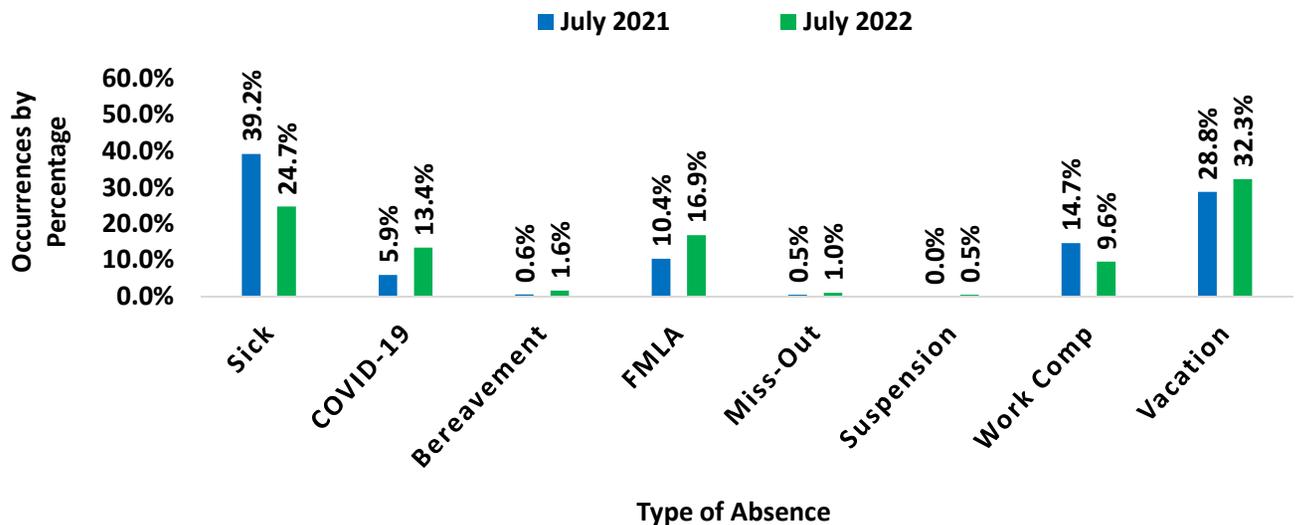
### Operator Absence by Type



### Total Absence Occurrences

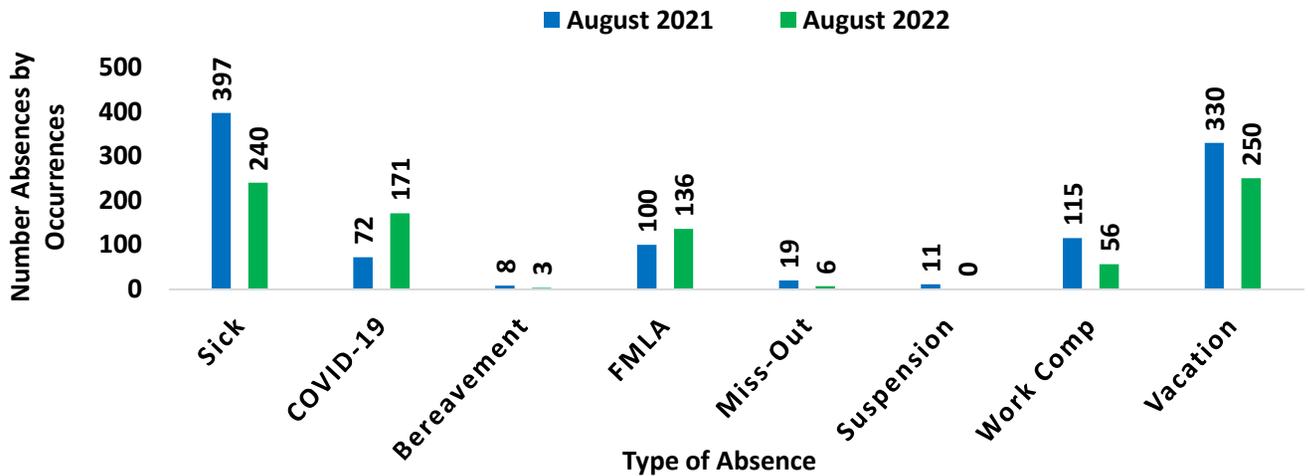


### Operator Absence Type by Percentage

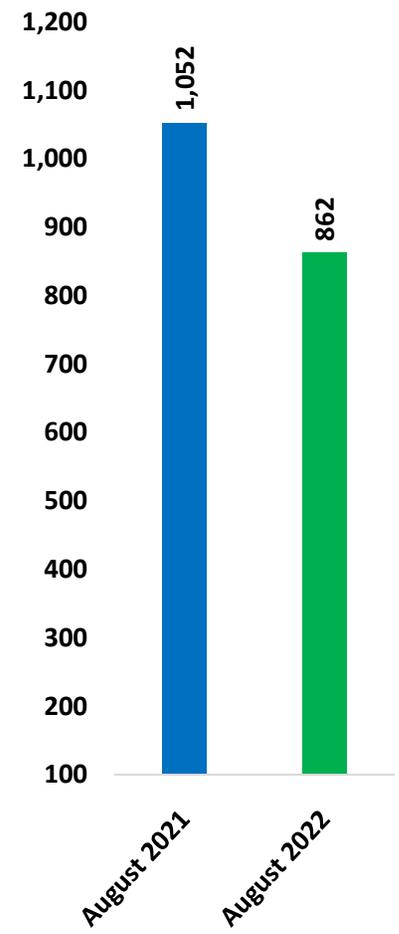


This chart includes unplanned/unscheduled and COVID-19 absences for Fixed Route drivers. SunLine continues to monitor all driver absences and have seen a decrease in workforce absences for July 2022 when compared to July 2021.

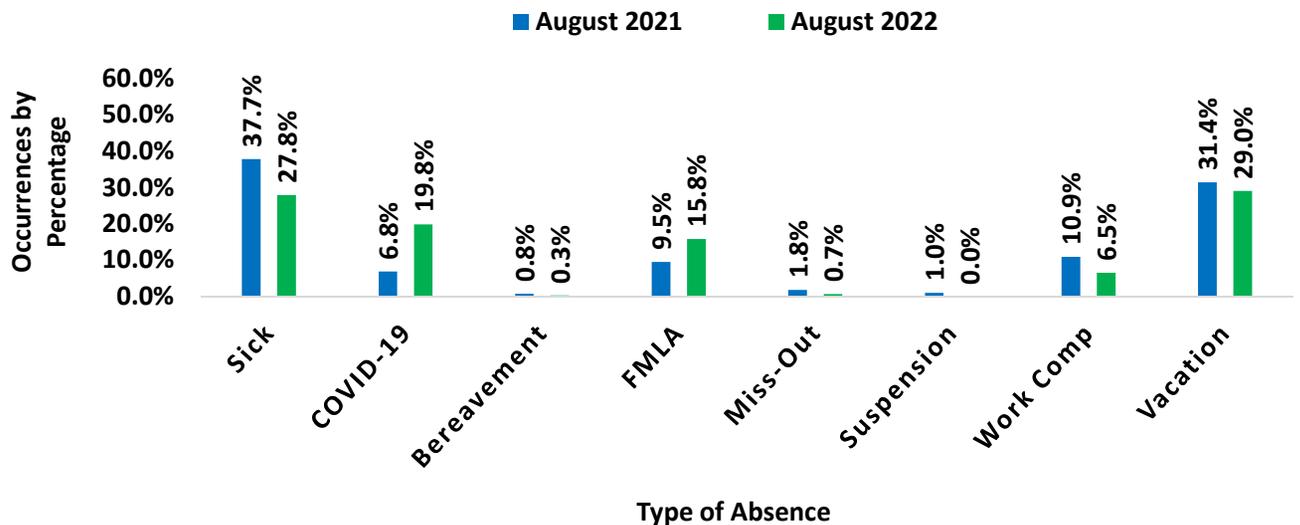
### Operator Absence by Type



### Total Absence Occurrences



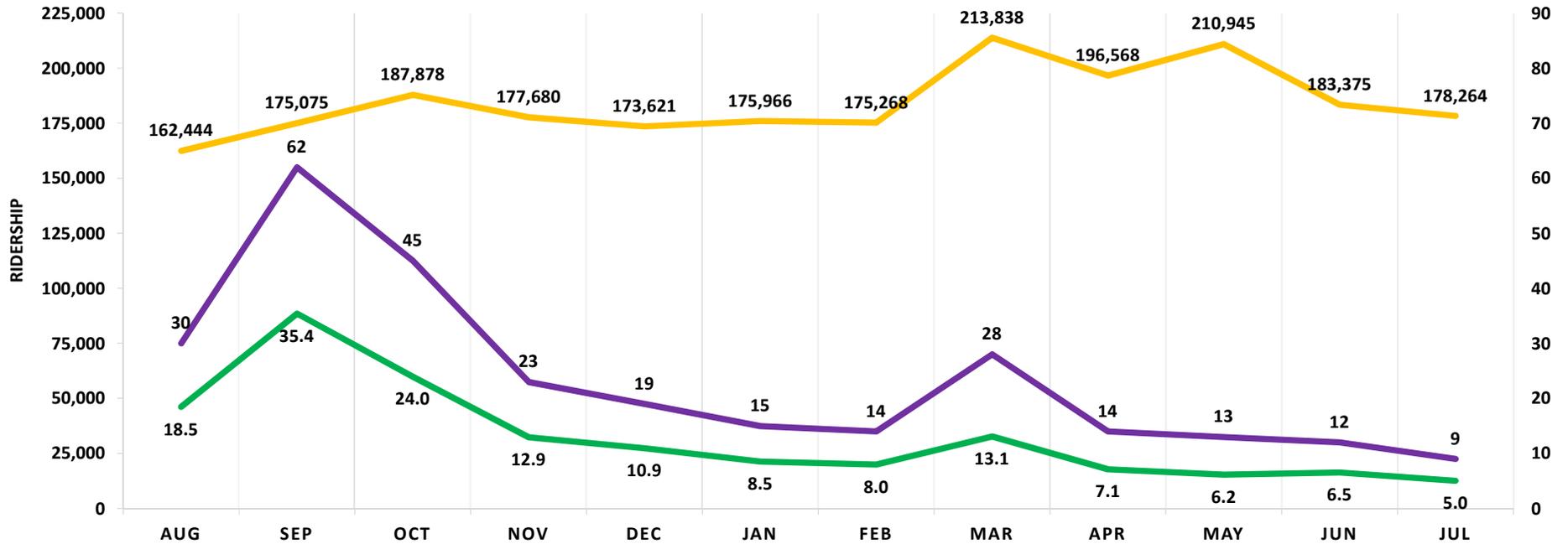
### Operator Absence Type by Percentage



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

## Fixed Route Customer Complaints July 2022

— CY22 BOARDINGS    
 — CY22 COMPLAINTS    
 — COMPLAINTS PER 100K BOARDINGS

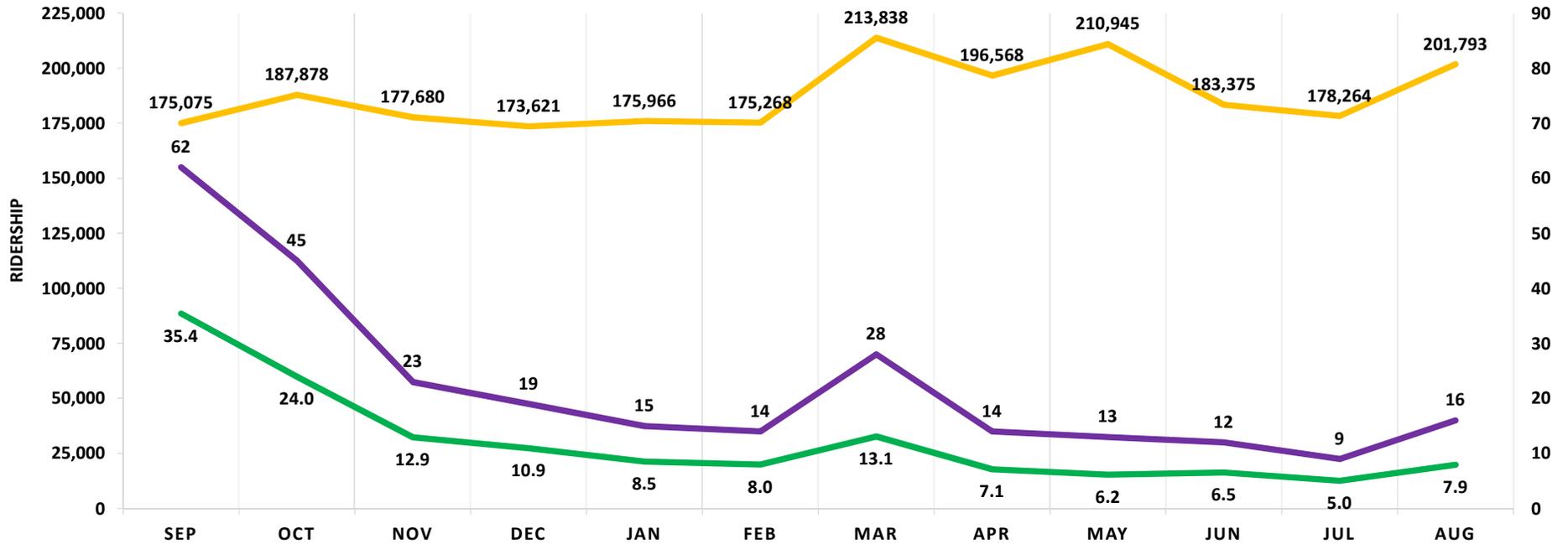


This chart represents the number of boardings and total valid complaints as well as the number of valid complaints per 100,000 boardings for the fixed route system. In the month of September, we saw an increase in customer complaints. We attribute this to the implementation of Level 1 service, which caused some interruptions in service due to the lack of workforce.

For the month of July, 99.99% of our total rides did not receive a complaint.

## Fixed Route Customer Complaints August 2022

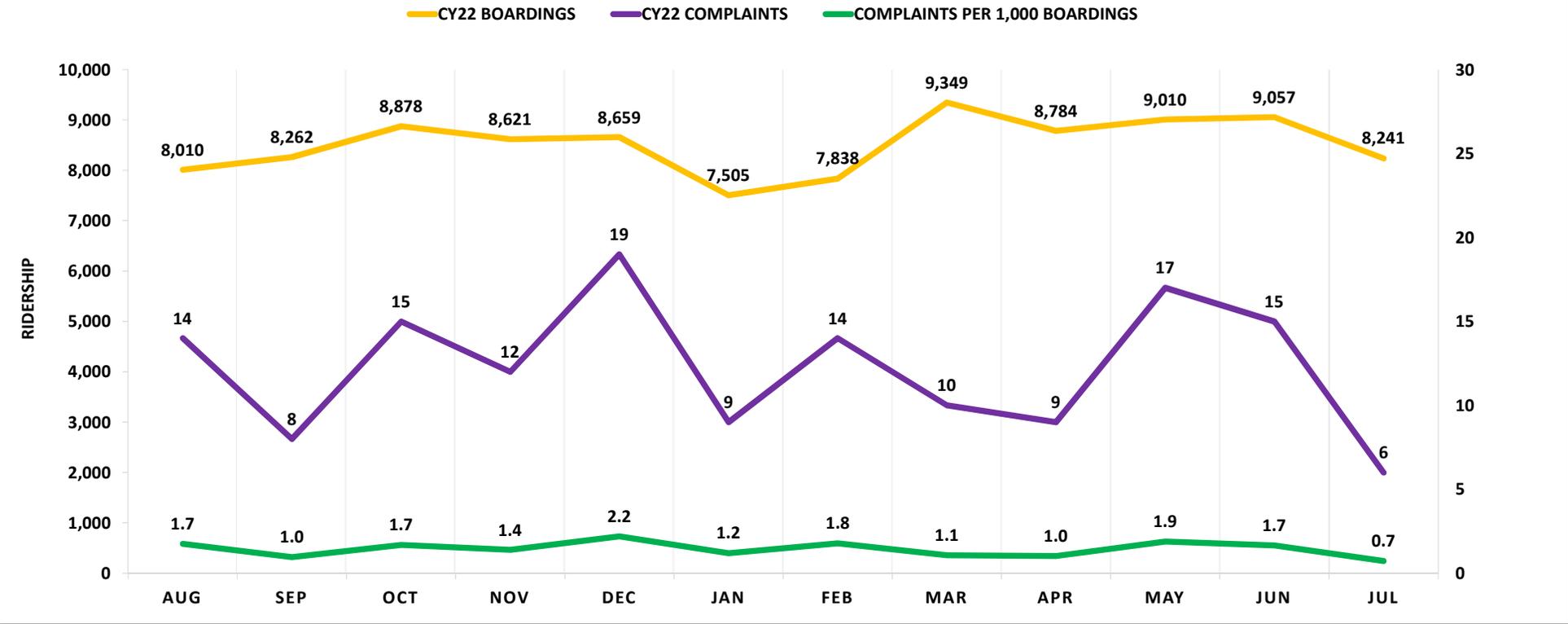
— CY22 BOARDINGS
 — CY22 COMPLAINTS
 — COMPLAINTS PER 100K BOARDINGS



This chart represents the number of boardings and total valid complaints as well as the number of valid complaints per 100,000 boardings for the fixed route system. In the month of September, we saw an increase in customer complaints. We attribute this to the implementation of Level 1 service, which caused some interruptions in service due to the lack of workforce.

For the month of August, 99.99% of our total rides did not receive a complaint.

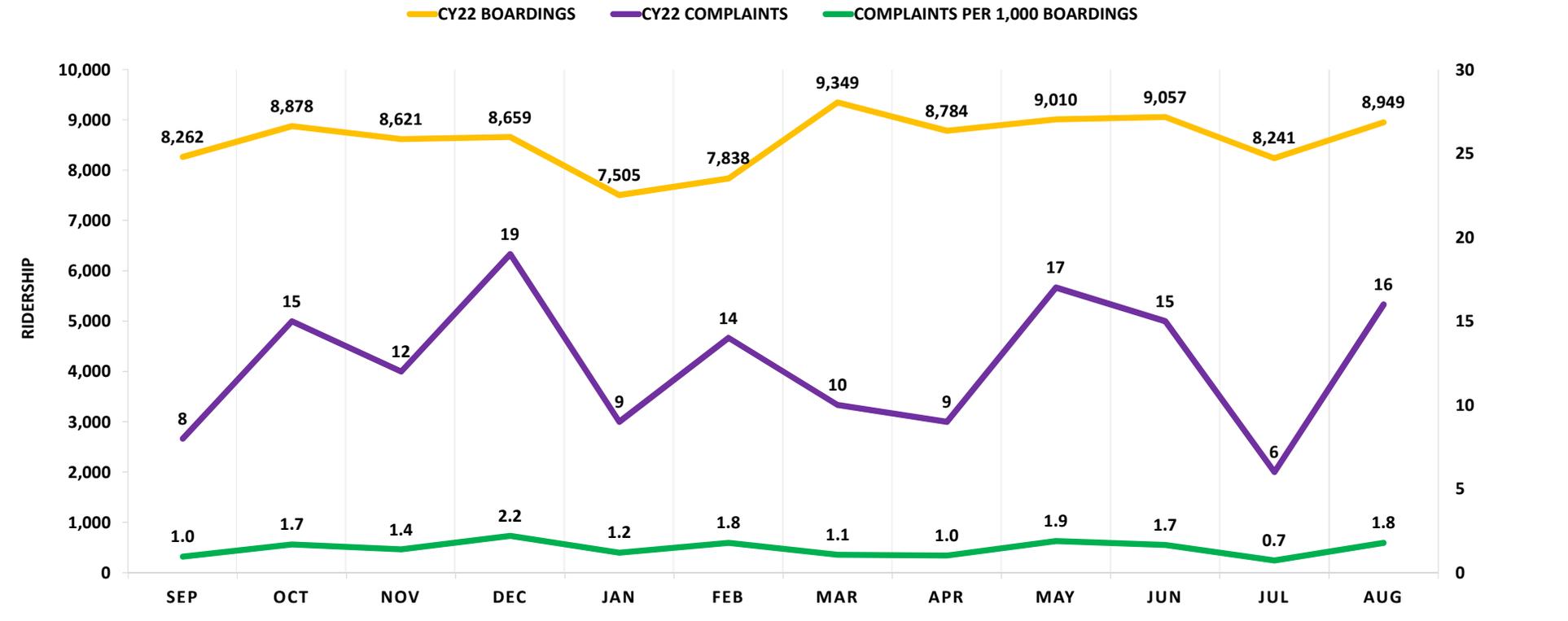
### Paratransit Customer Complaints July 2022



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

For the month of July, 99.93% of our total rides did not receive a complaint.

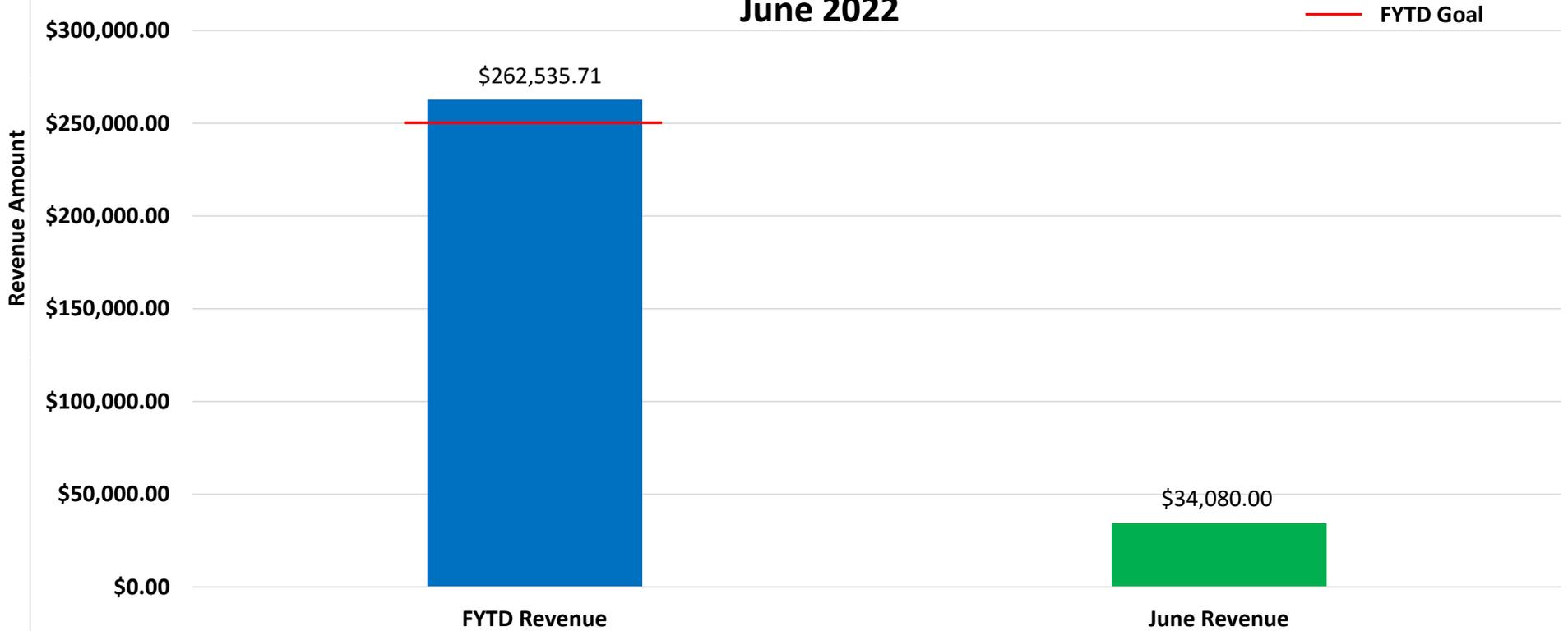
### Paratransit Customer Complaints August 2022



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

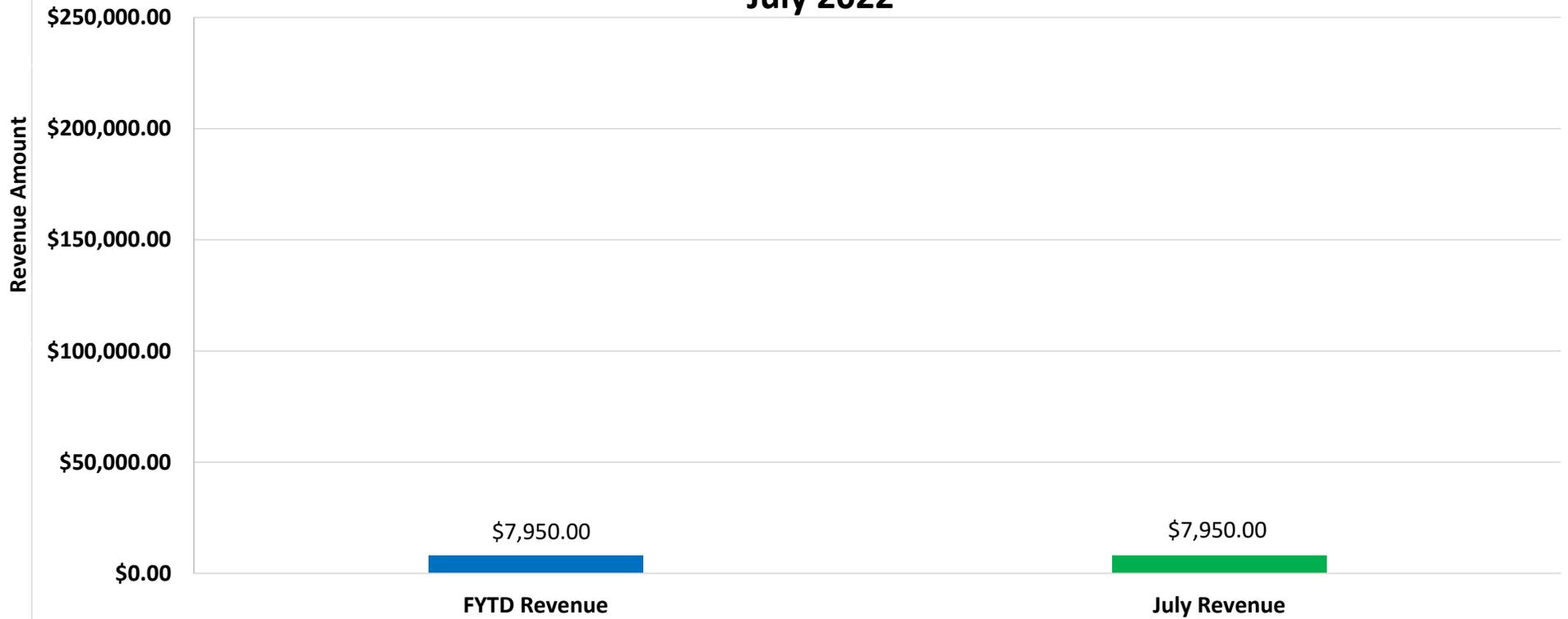
For the month of August, 99.82% of our total rides did not receive a complaint.

## Advertising Revenue FYTD Budget vs FYTD Agency Revenue June 2022



Advertising revenue tracks revenue of invoiced contracts for bus shelter and bus wrap advertising. The graph tracks FYTD revenue accrued with the monthly revenue accrued. The annual budget amount for FY22 is \$250,000. *(Advertising revenues follow Finance Department reporting from the previous two (2) months)*

### Advertising Revenue FYTD Budget vs FYTD Agency Revenue July 2022

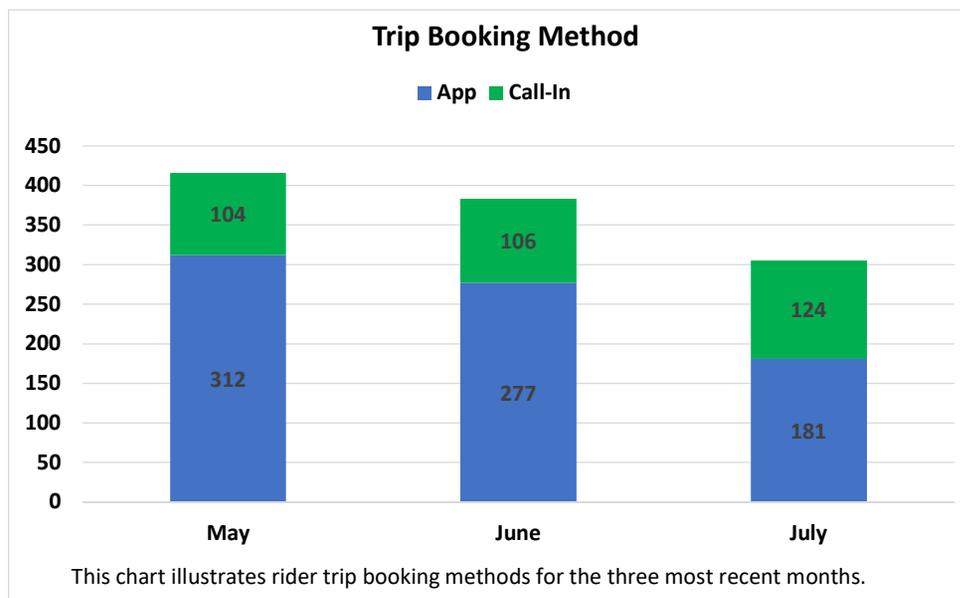
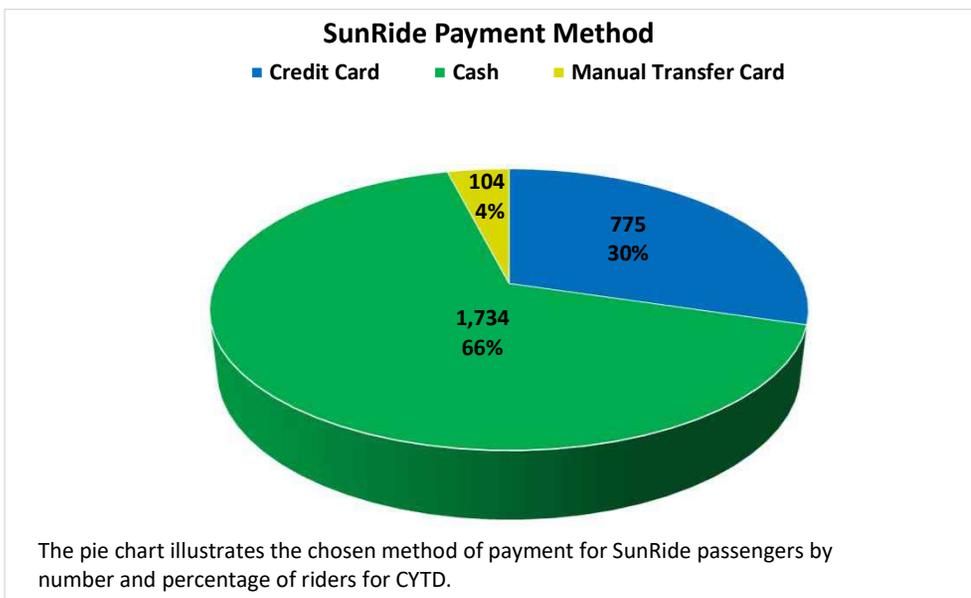
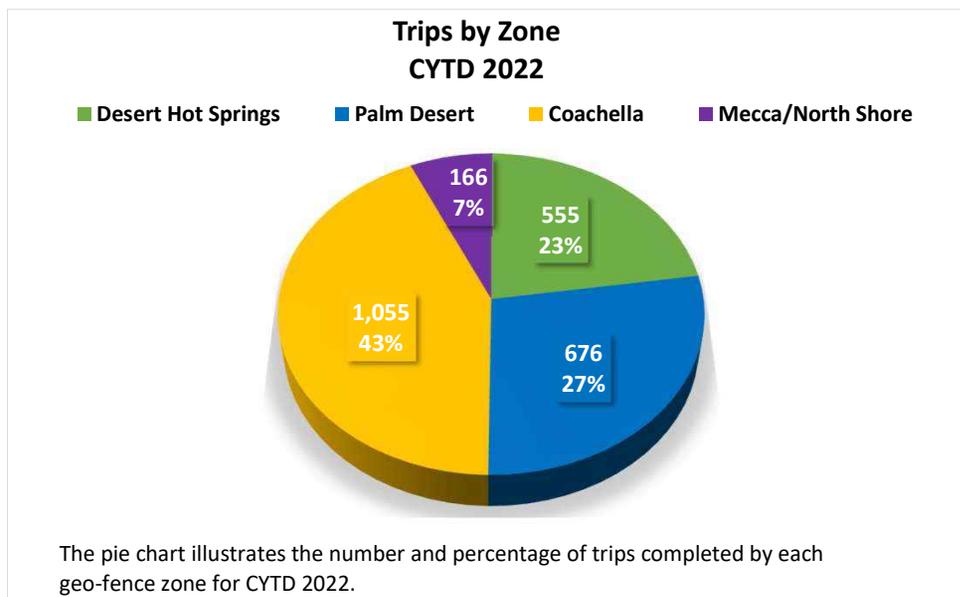
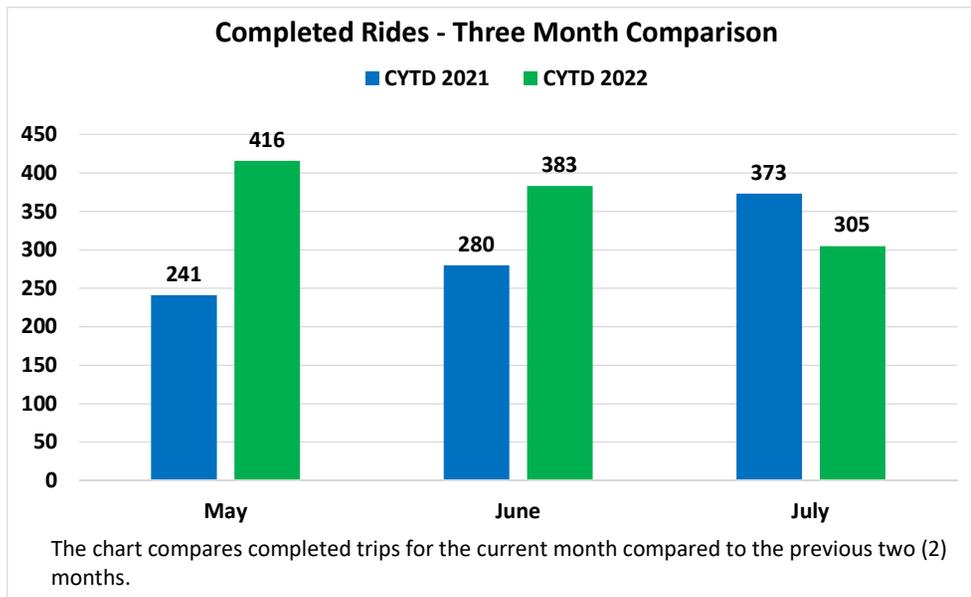


Advertising revenue tracks revenue of invoiced contracts for bus shelter and bus wrap advertising. The graph tracks FYTD revenue accrued with the monthly revenue accrued. The annual budget amount for FY23 is \$250,000. (Advertising revenues follow Finance Department reporting from the previous two (2)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

## SunRide System-Wide Metrics CYTD 2022

**Total Completed Trips: 2,452**

**Total Number of Passengers: 2,613**

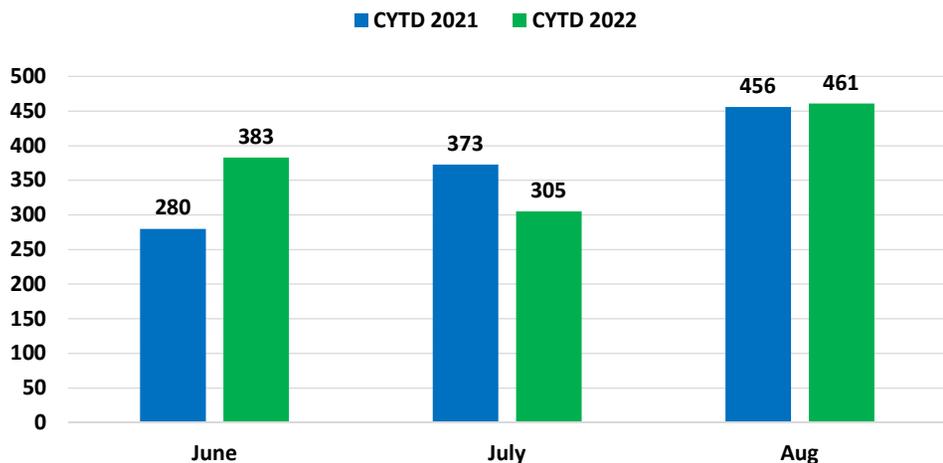


## SunRide System-Wide Metrics CYTD 2022

**Total Completed Trips: 2,913**

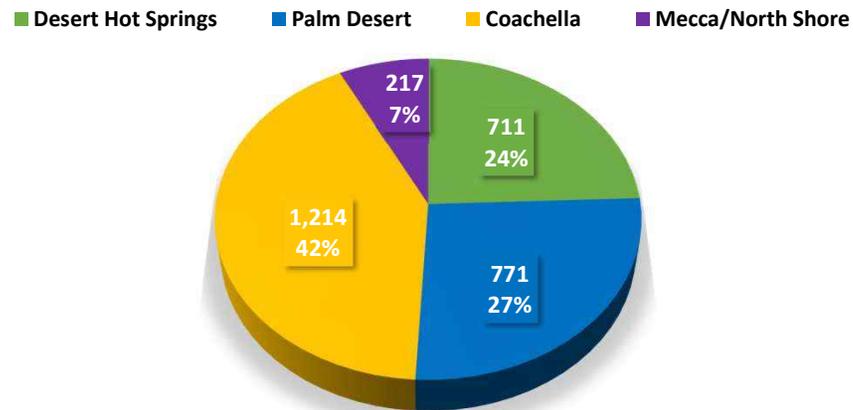
**Total Number of Passengers: 3,102**

**Completed Rides - Three Month Comparison**



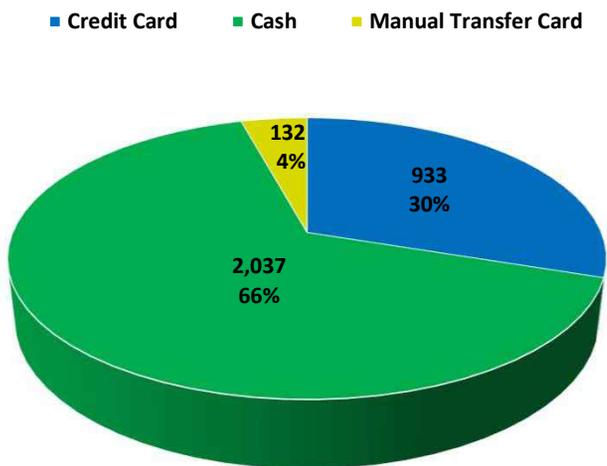
The chart compares completed trips for the current month compared to the previous two (2) months.

**Trips by Zone  
CYTD 2022**



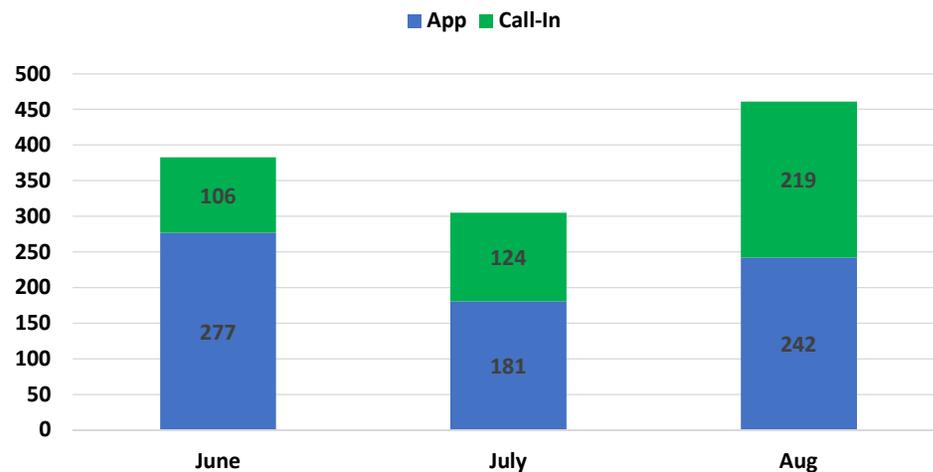
The pie chart illustrates the number and percentage of trips completed by each geo-fence zone for CYTD 2022.

**SunRide Payment Method**



The pie chart illustrates the chosen method of payment for SunRide passengers by number and percentage of riders for CYTD.

**Trip Booking Method**

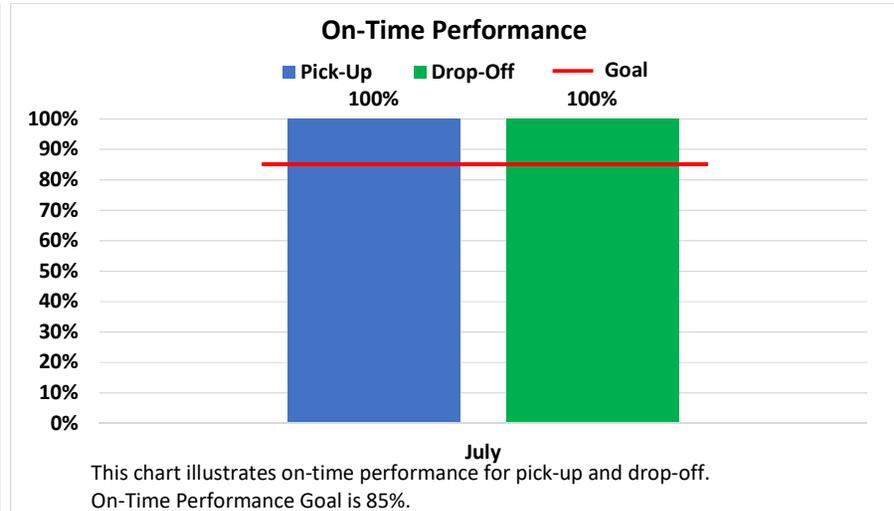
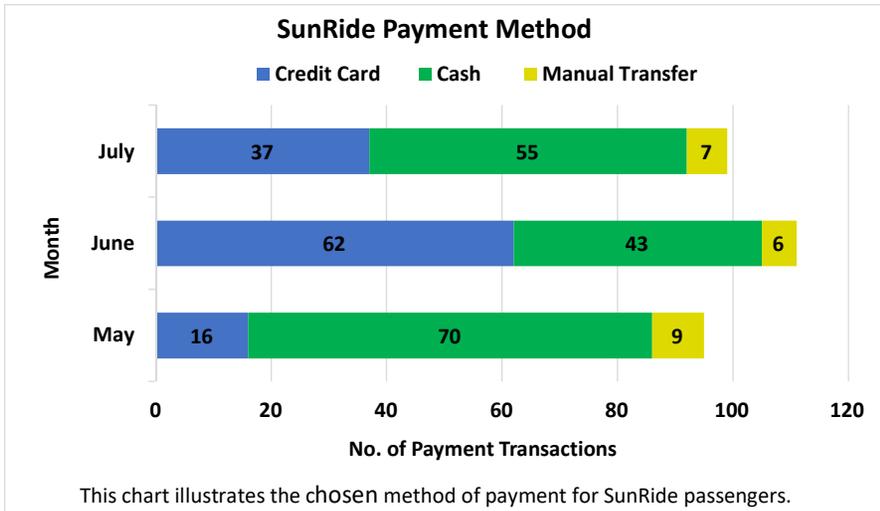
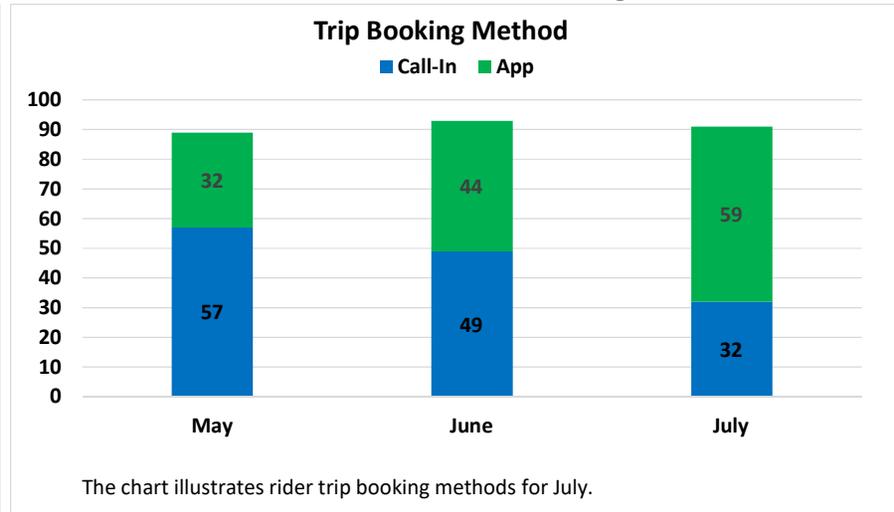
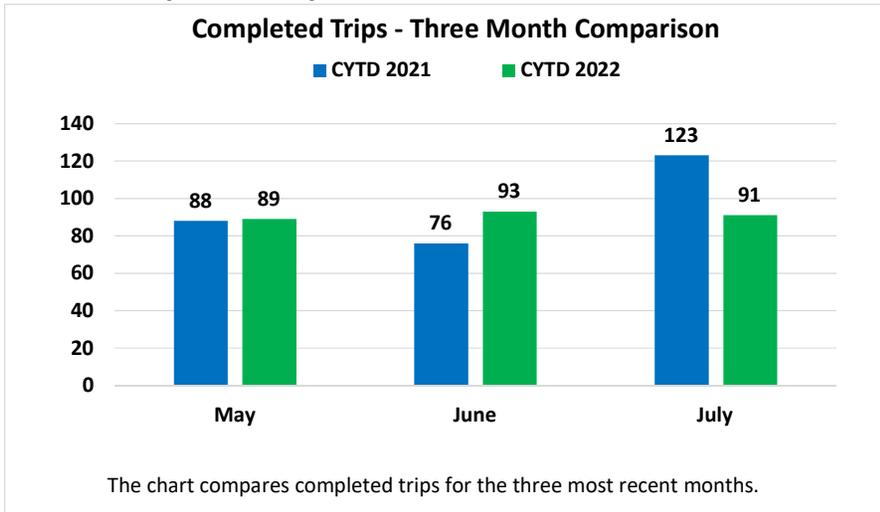


This chart illustrates rider trip booking methods for the three most recent months.

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

**Total Completed Trips: 555**

**Total Number of Passengers: 617**



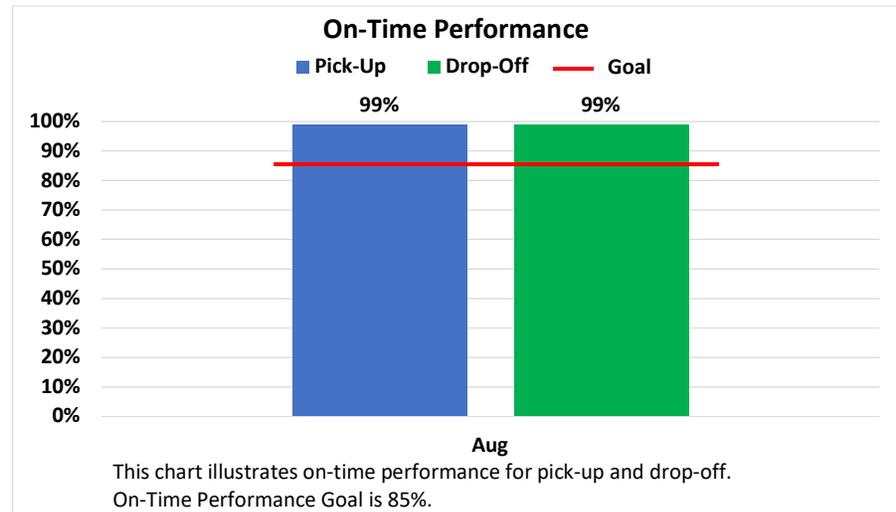
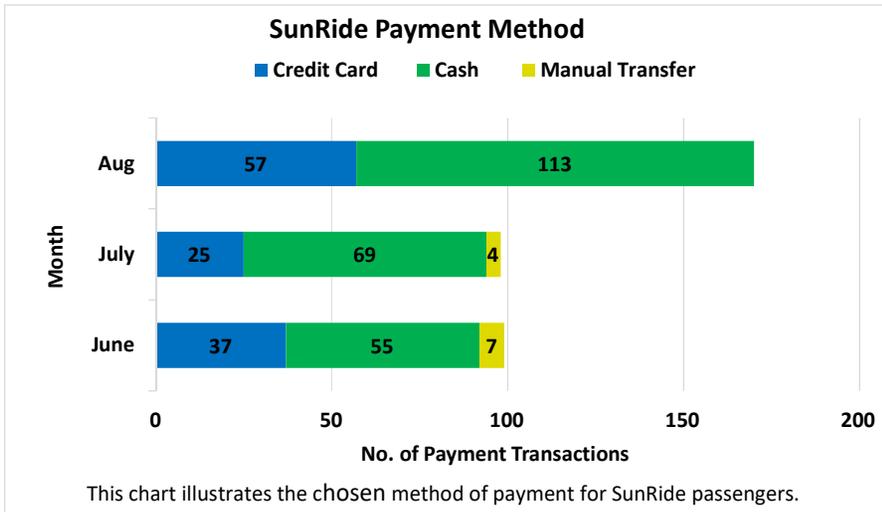
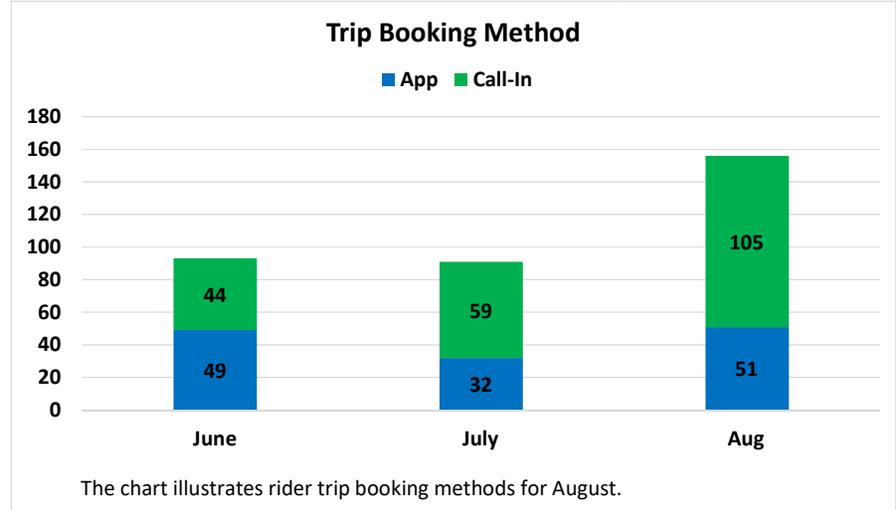
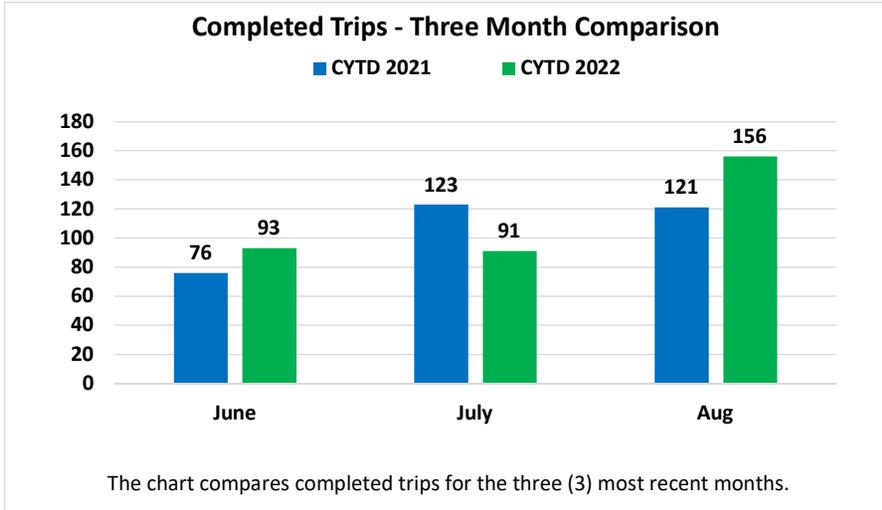
**Customer Satisfaction Rating**  
Avg. rider trip rating 4.8  
Goal: 4.5



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

**Total Completed Trips: 711**

**Total Number of Passengers: 787**



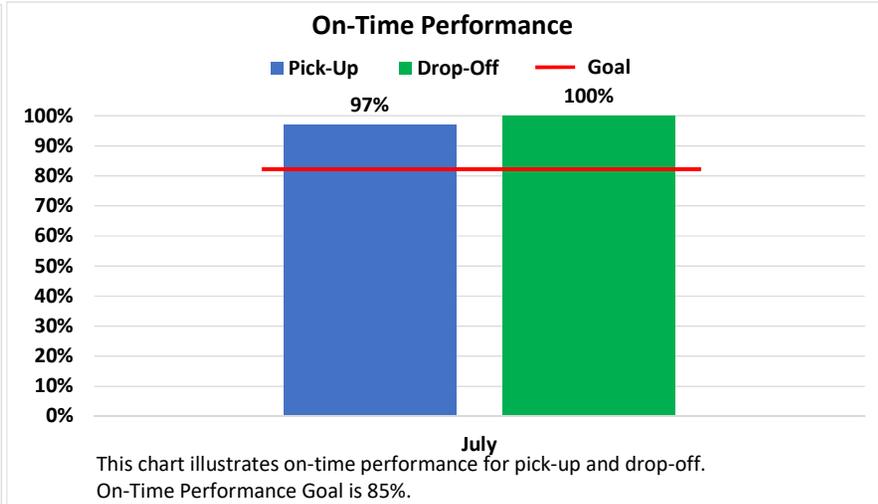
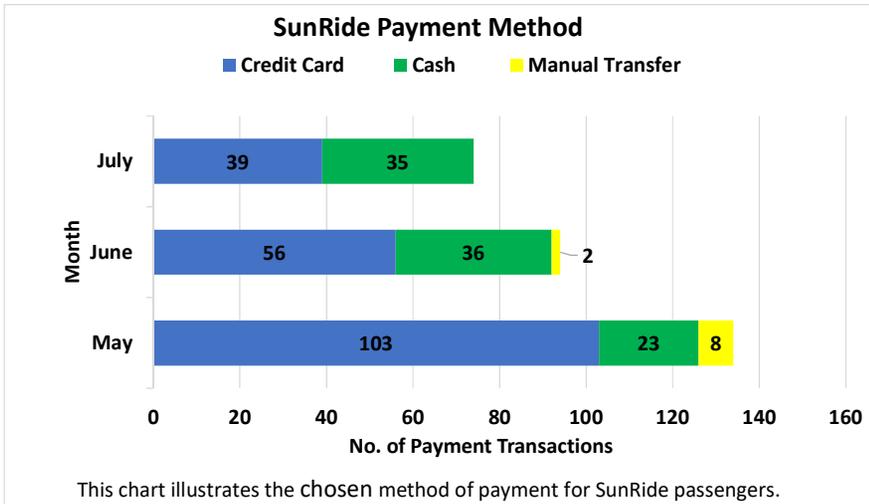
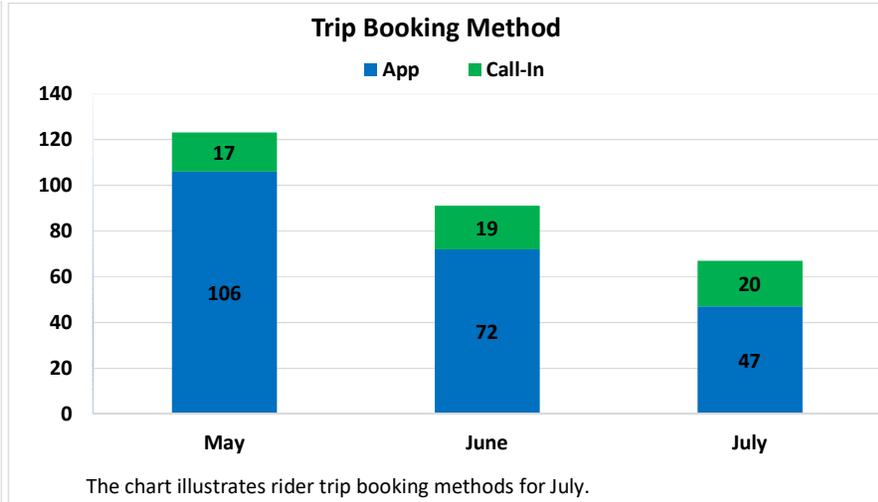
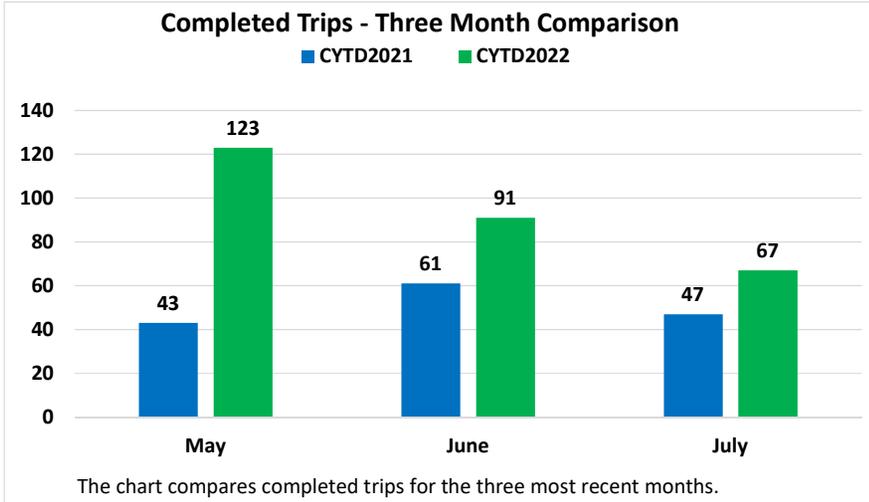
**Customer Satisfaction Rating**  
Avg. rider trip rating 4.8  
Goal: 4.5



## Palm Desert Geo-Fence Metrics CYTD 2022

**Total Completed Trips: 676**

**Total Number of Passengers: 714**



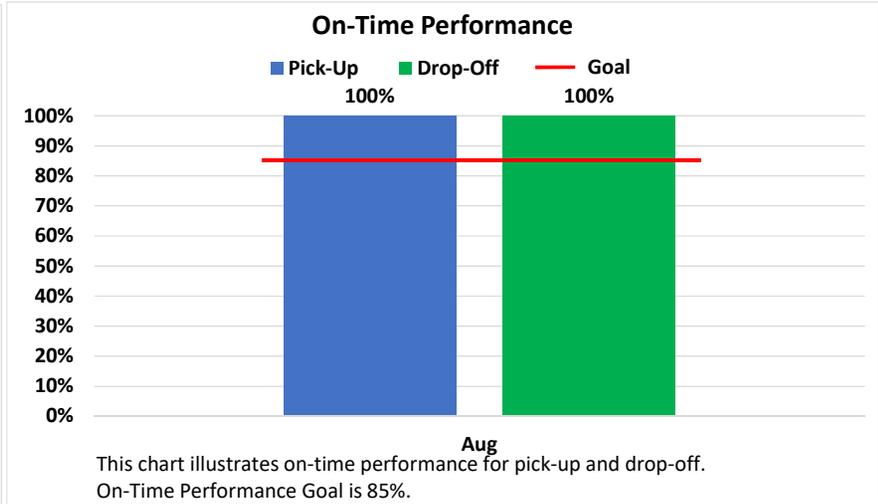
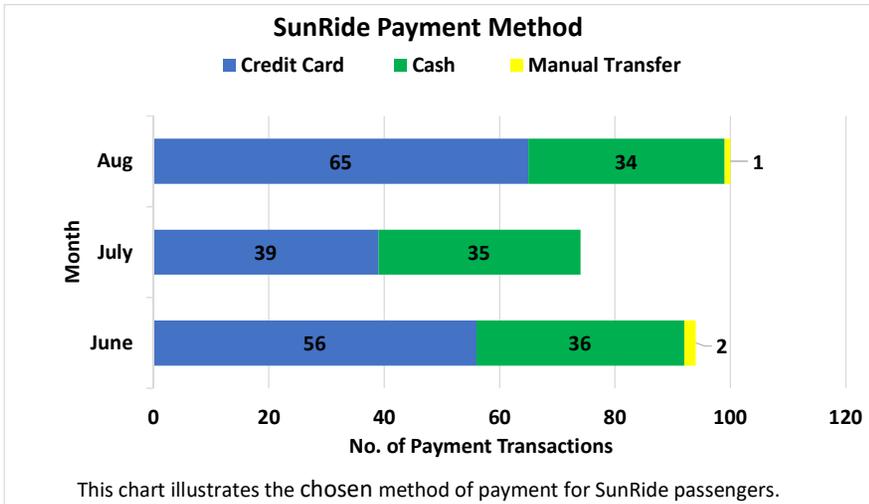
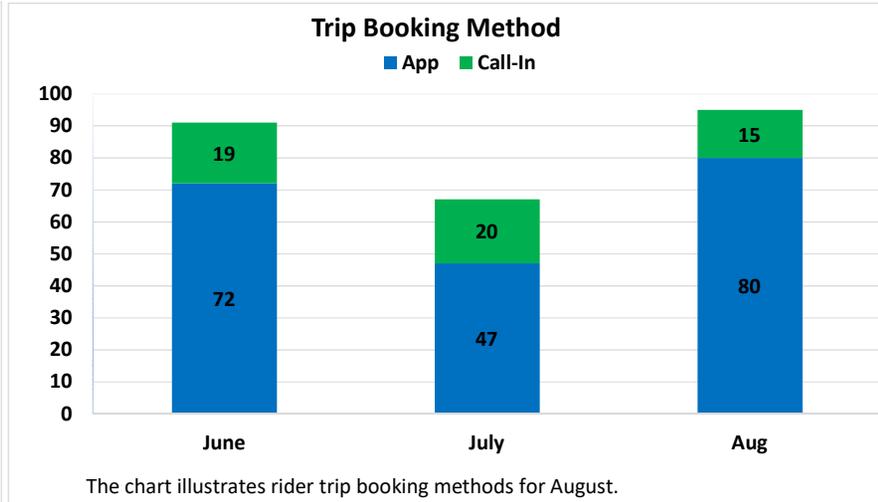
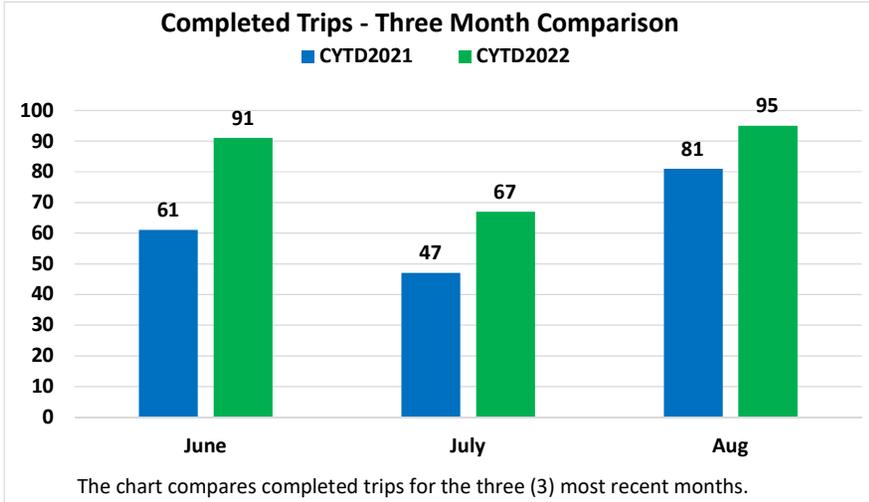
**Customer Satisfaction Rating**  
Avg. rider trip rating: 5.0  
Goal: 4.5



## Palm Desert Geo-Fence Metrics CYTD 2022

**Total Completed Trips: 771**

**Total Number of Passengers: 814**



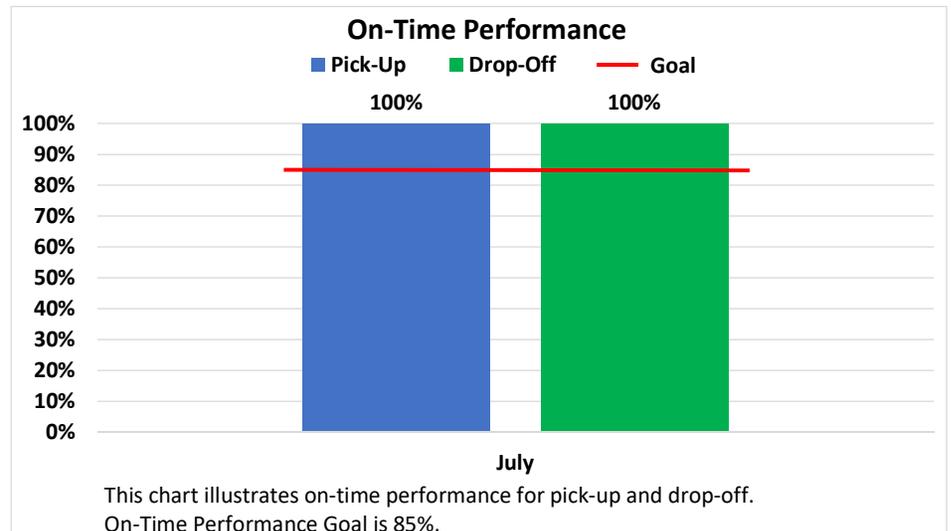
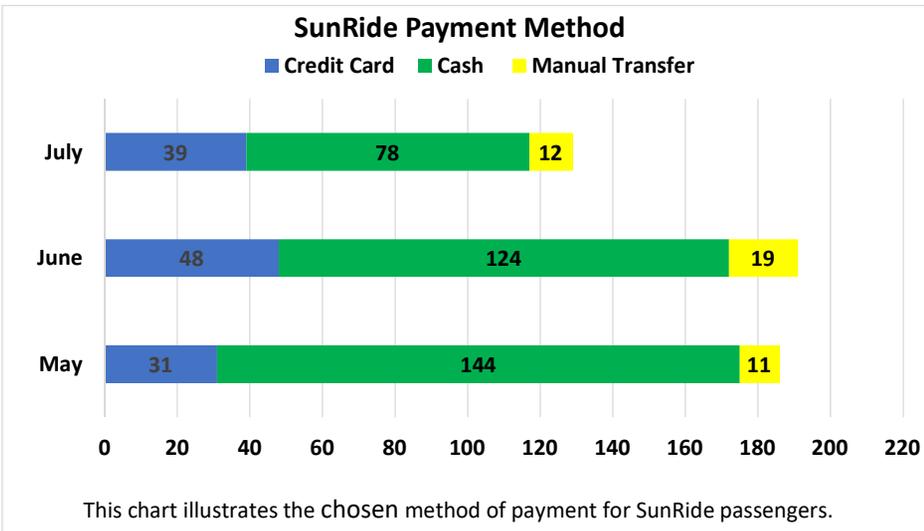
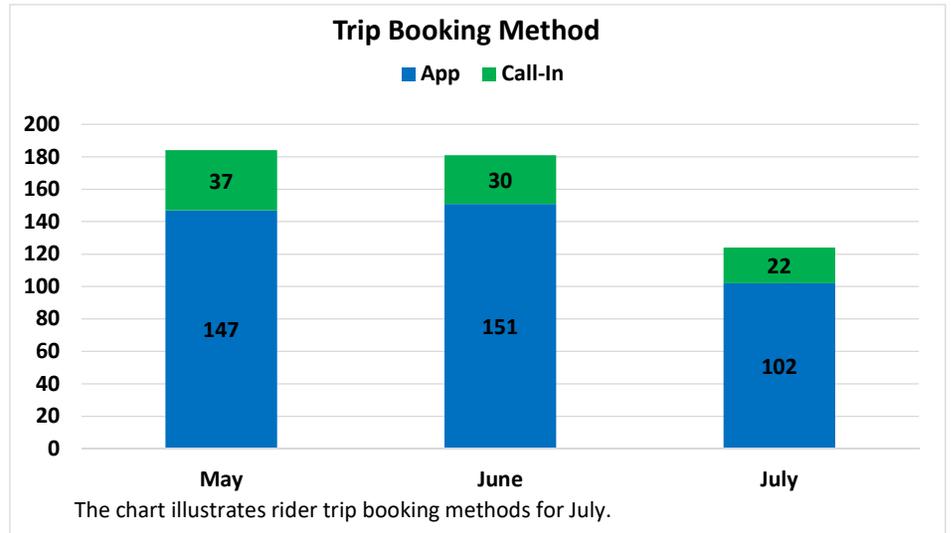
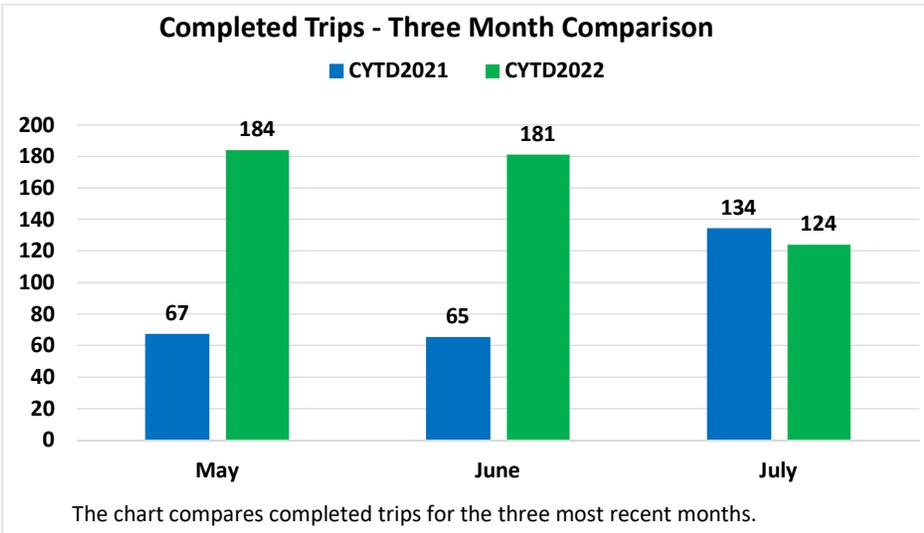
**Customer Satisfaction Rating**  
Avg. rider trip rating: 4.9  
Goal: 4.5



## Coachella Geo-Fence Metrics CYTD 2022

**Total Completed Trips: 1,055**

**Total Number of Passengers: 1,089**



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

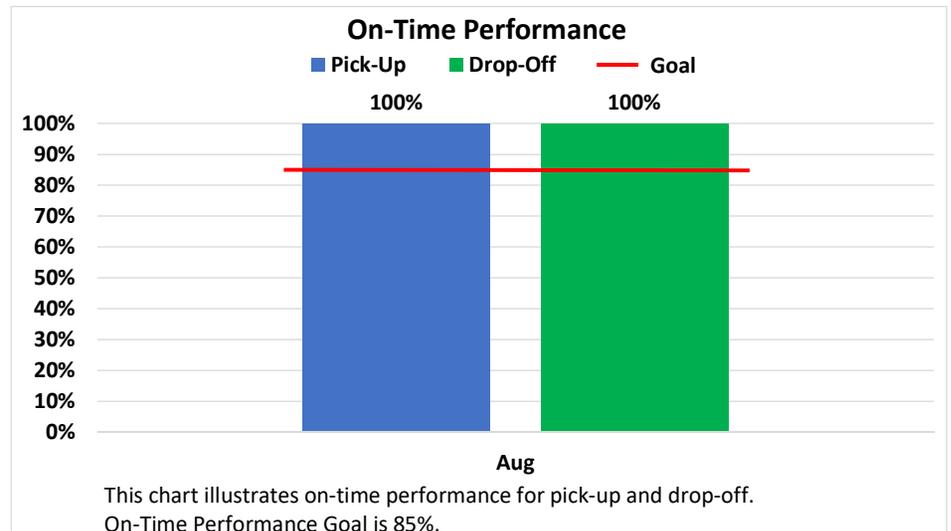
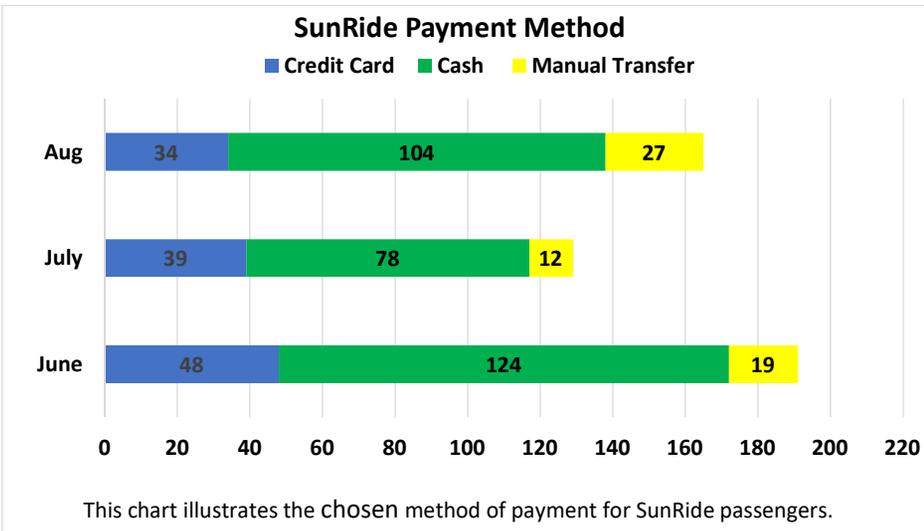
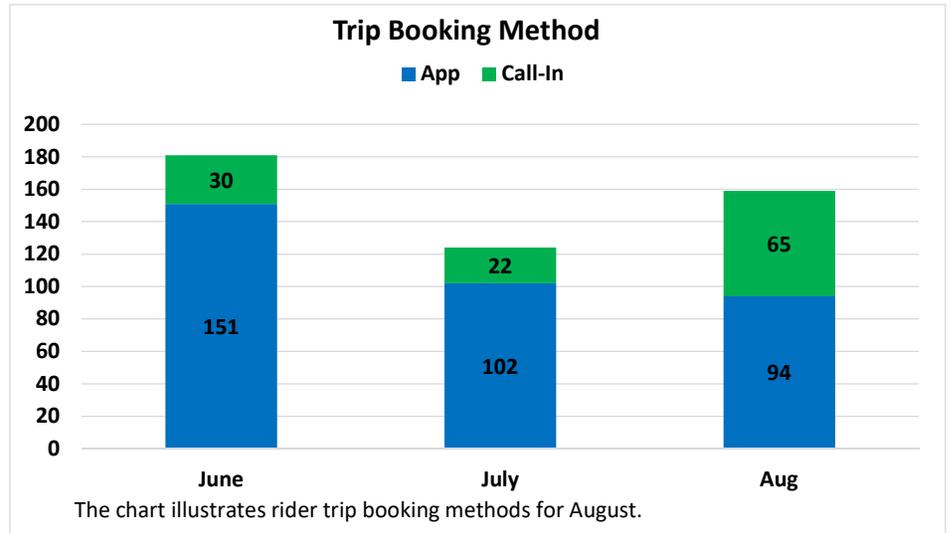
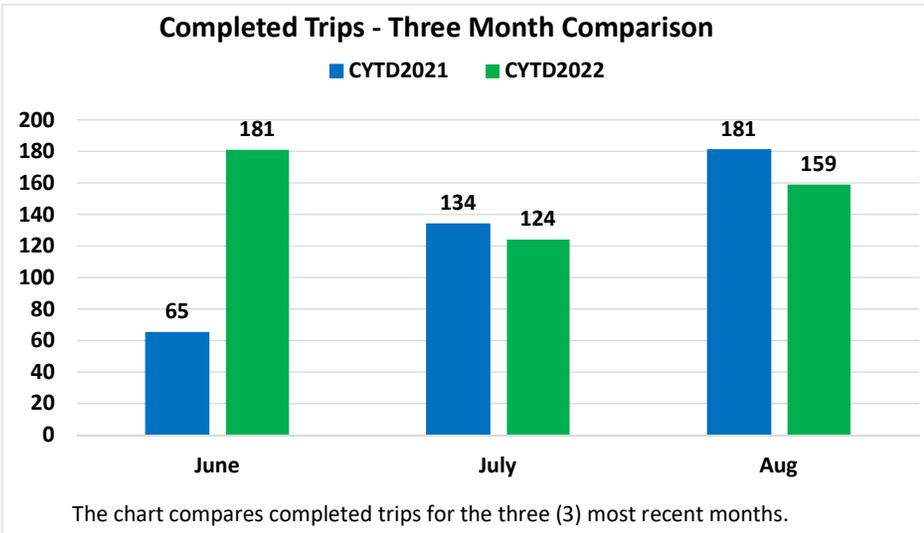


**EXCEEDS GOAL!**

## Coachella Geo-Fence Metrics CYTD 2022

**Total Completed Trips: 1,214**

**Total Number of Passengers: 1,254**



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

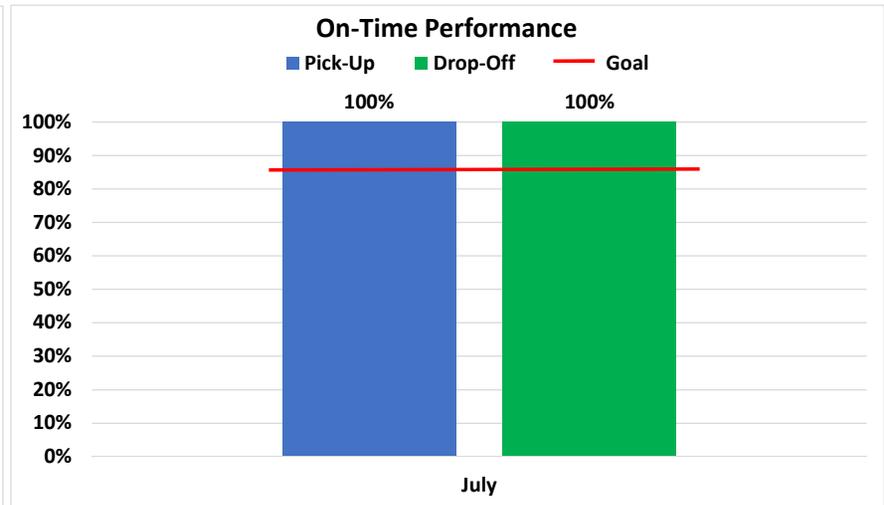
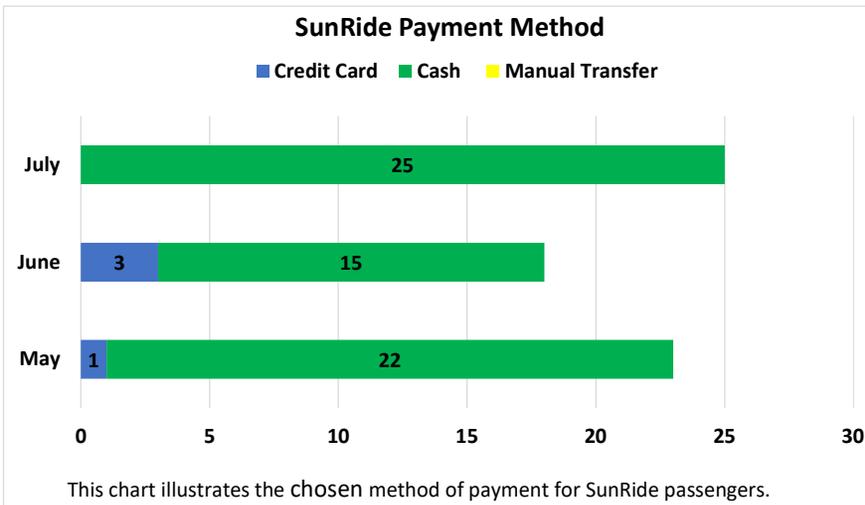
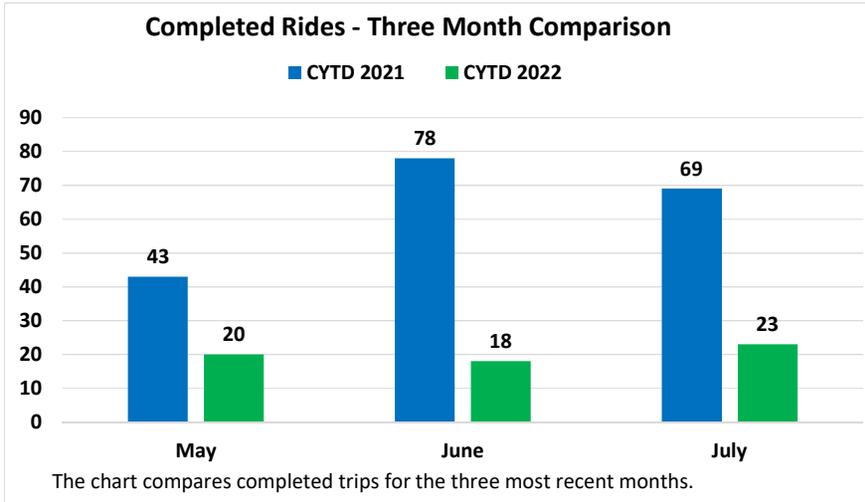


**EXCEEDS GOAL!**

## Mecca/North Shore Geo-Fence Metrics CYTD 2022

**Total Completed Trips: 166**

**Total Number of Passengers: 193**



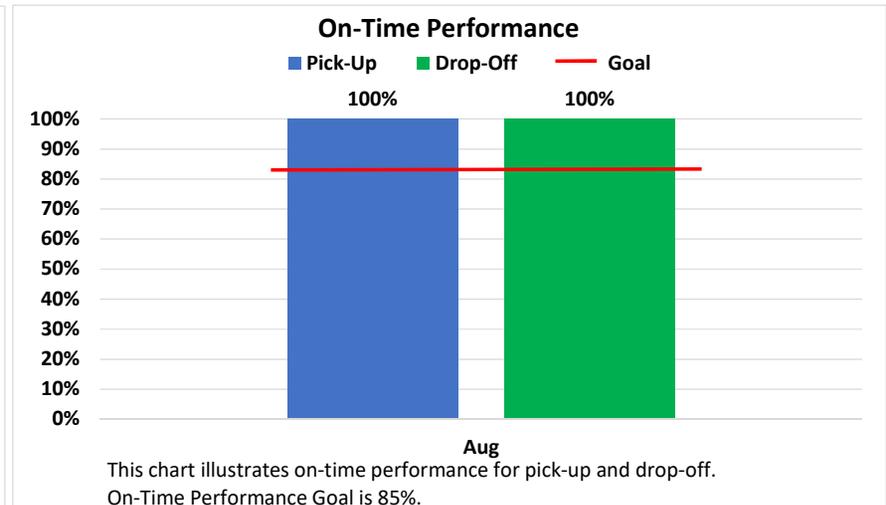
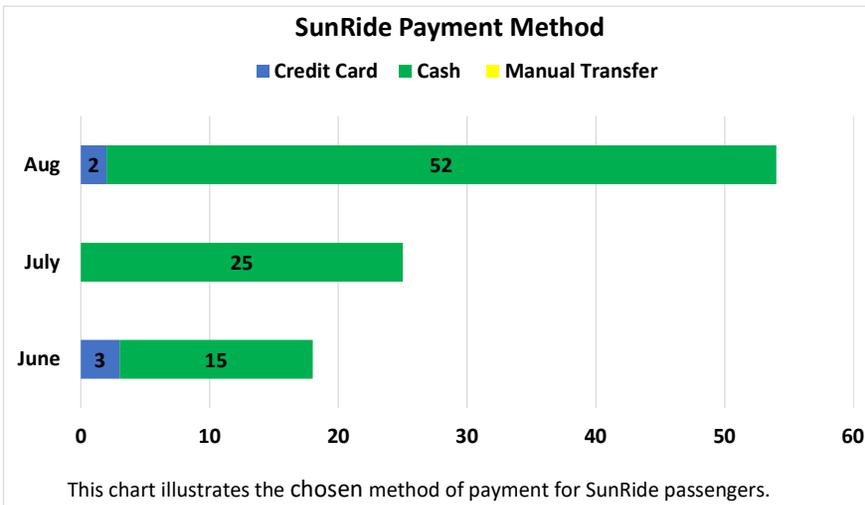
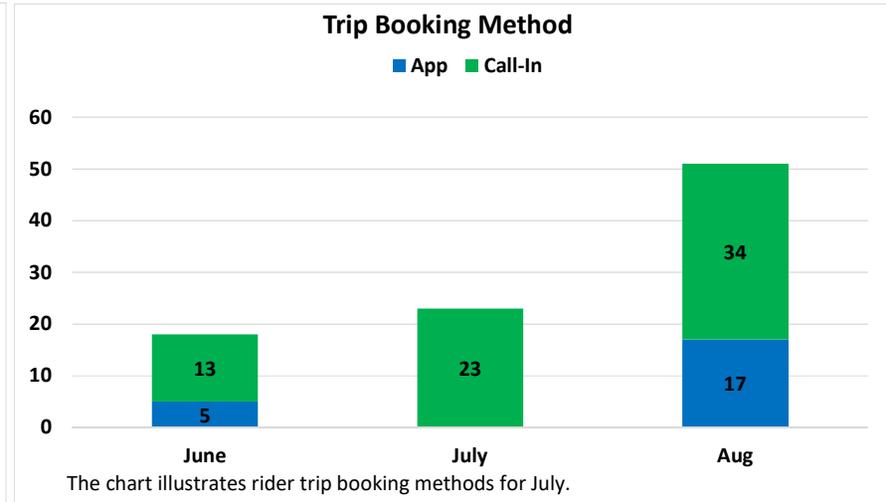
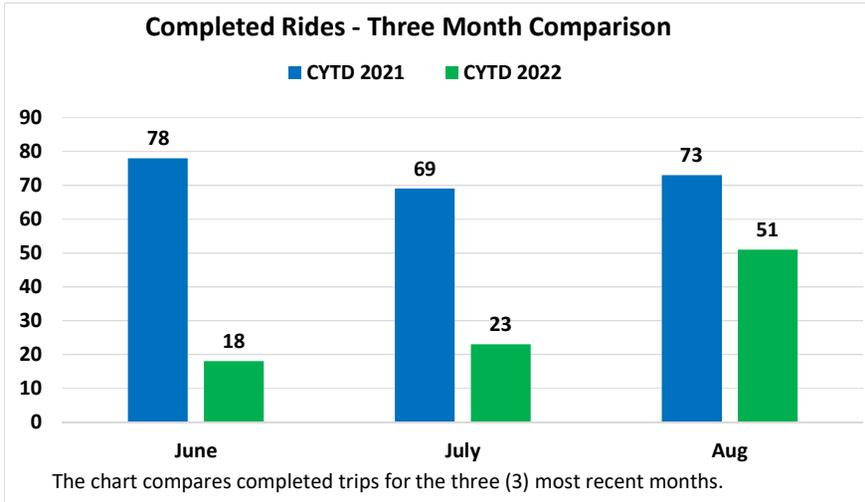
**Customer Satisfaction Rating**  
Avg. rider trip rating: 4.5  
Goal: 4.5



## Mecca/North Shore Geo-Fence Metrics CYTD 2022

**Total Completed Trips: 217**

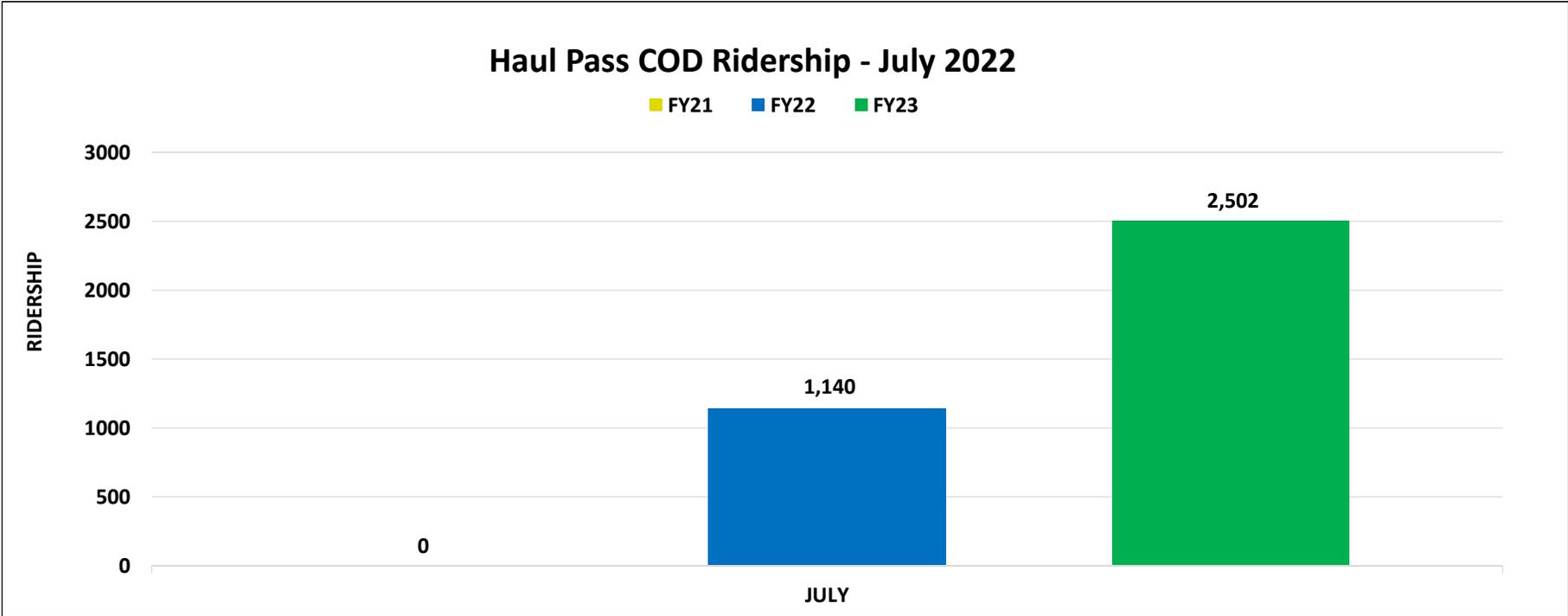
**Total Number of Passengers: 247**



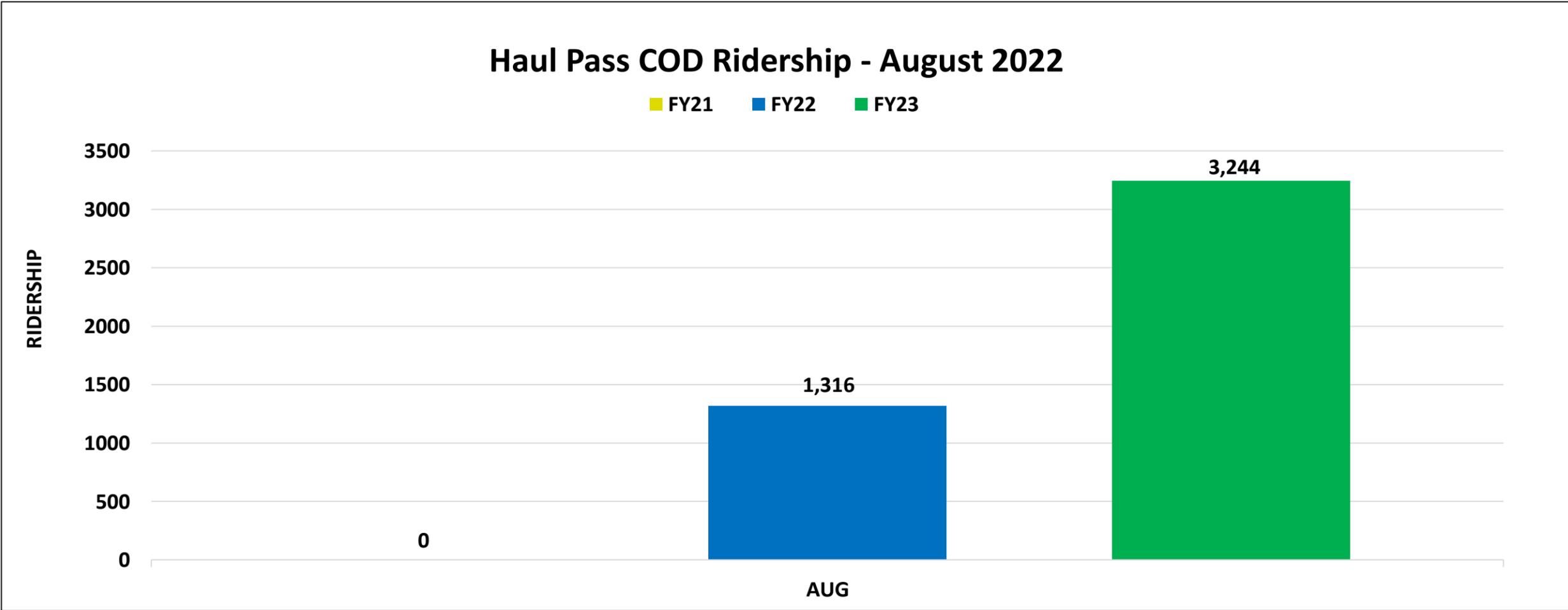
**Customer Satisfaction Rating**  
Avg. rider trip rating: 4.7  
Goal: 4.5



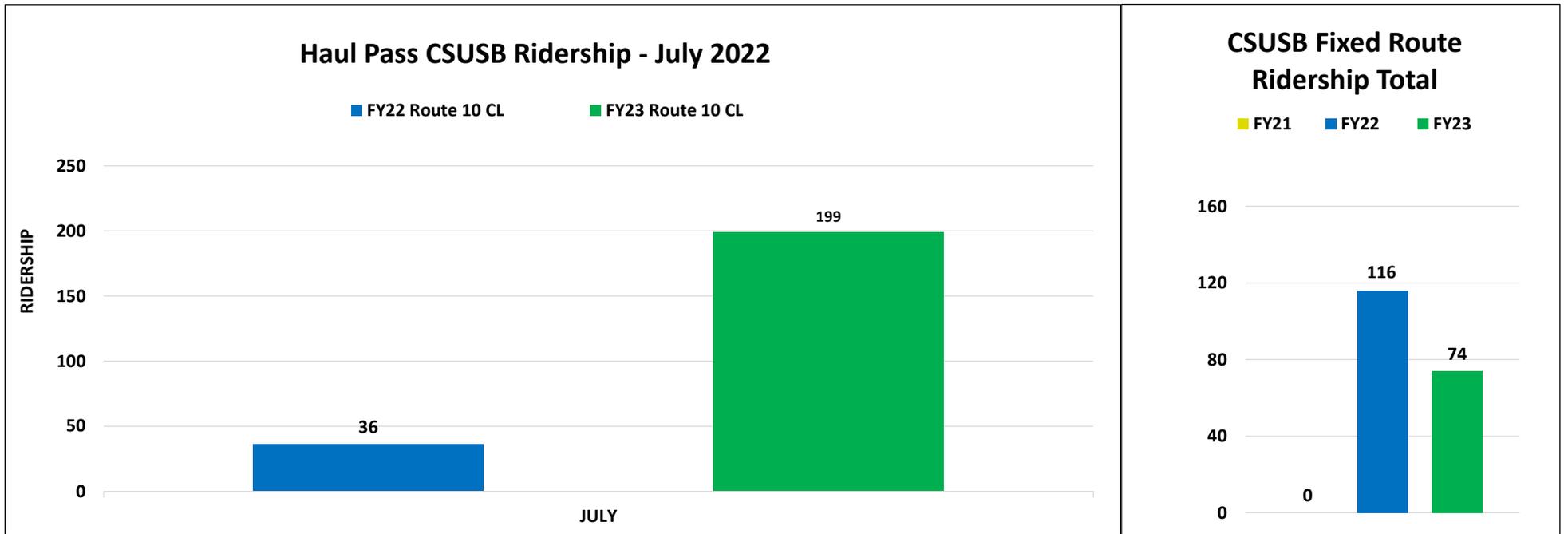
**EXCEEDS GOAL!**



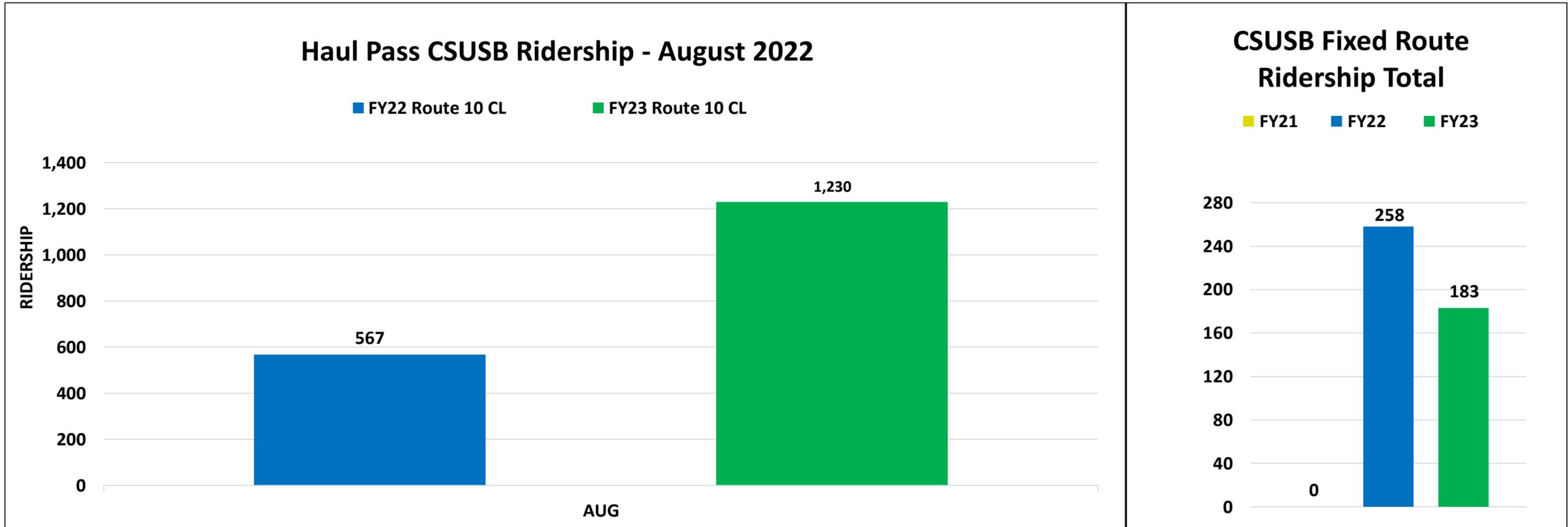
The Haul Pass program was introduced in August 2018.  
 This chart represents monthly ridership on the Haul Pass COD.  
 Haul Pass COD contributed with 2,502 rides from 154 unique riders.  
 In May 2021, SunLine resumed fare collection.  
 On October 17, 2021, SunLine commenced operations under Level 2.



The Haul Pass program was introduced in August 2018.  
 This chart represents monthly ridership on the Haul Pass COD.  
 Haul Pass COD contributed with 3,244 rides from 260 unique riders.  
 In May 2021, SunLine resumed fare collection.  
 On October 17, 2021, SunLine commenced operations under Level 2.



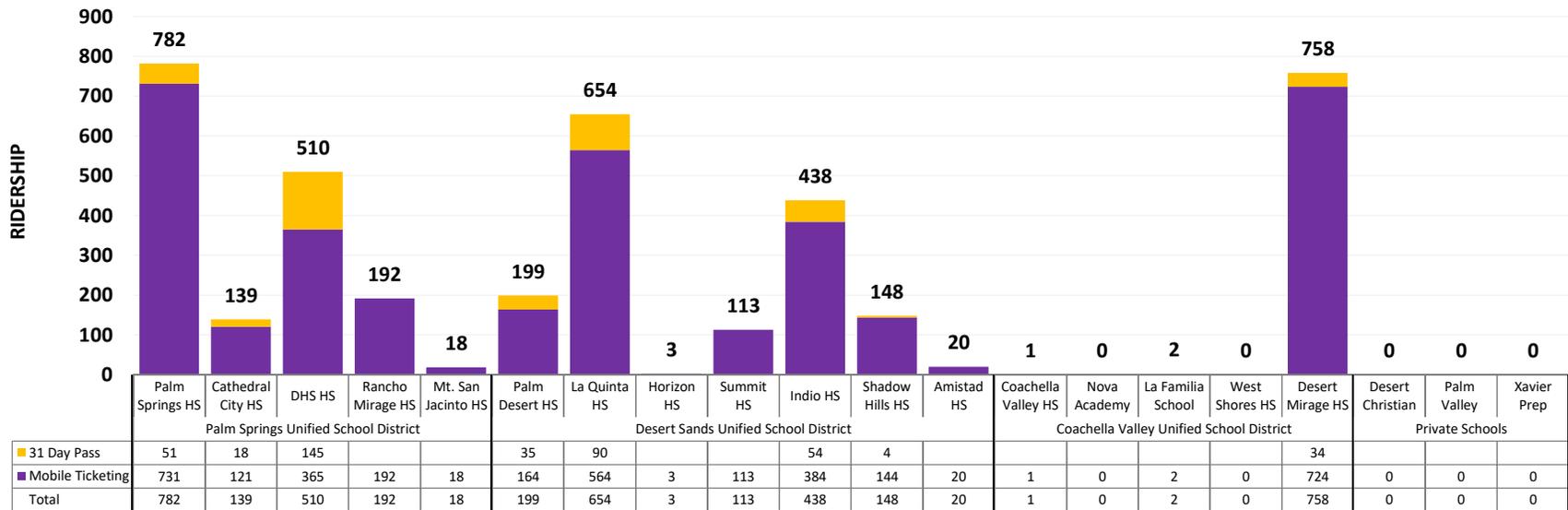
The Haul Pass CSUSB program was introduced in September 2019. This chart represents monthly ridership on the Haul Pass CSUSB. CSUSB contributed 273 rides from 34 unique users. From that total 199 rides were used on Route 10, and 74 rides on the fixed route system. In May 2021, SunLine resumed fare collection. On October 17, 2021, SunLine commenced operations under Level 2.



The Haul Pass CSUSB program was introduced in September 2019.  
 This chart represents monthly ridership on the Haul Pass CSUSB.  
 CSUSB contributed 1,339 rides from 205 unique users. From that total 1,230 rides were used on Route 10, and 109 rides on the fixed route system.  
 In May 2021, SunLine resumed fare collection.  
 On October 17, 2021, SunLine commenced operations under Level 2.

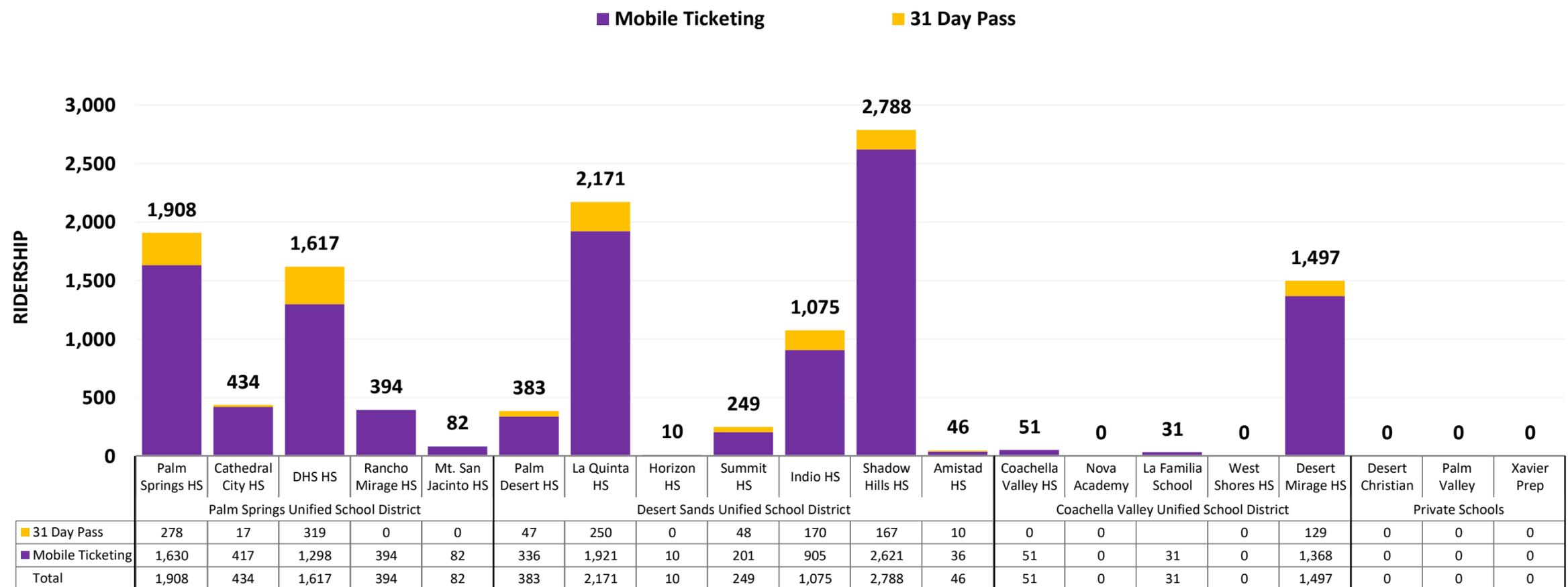
## High School Haul Pass - July 2022

■ Mobile Ticketing      ■ 31 Day Pass

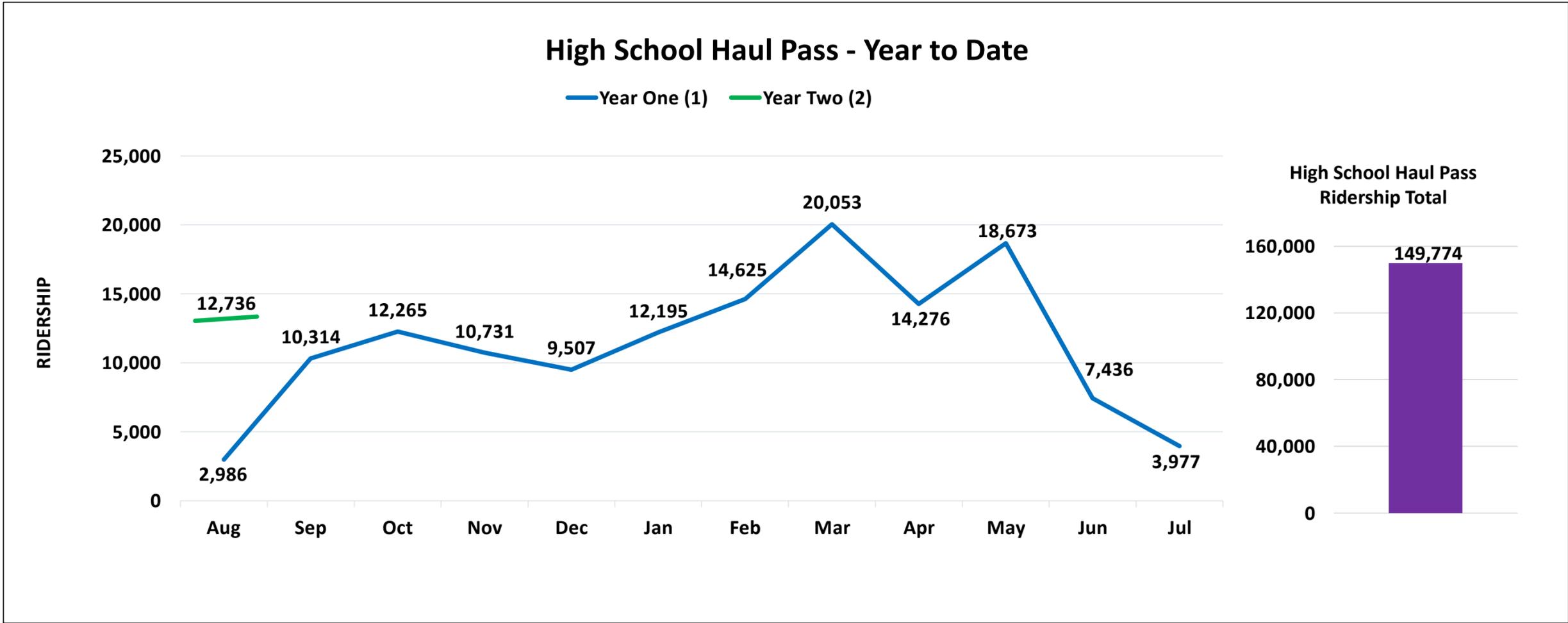


The High School Haul Pass program was introduced in August 2021.  
 This chart represents monthly ridership by school for the High School Haul Pass.  
 The total active users as of July 2022 are 2,473 using the High School Haul Pass.

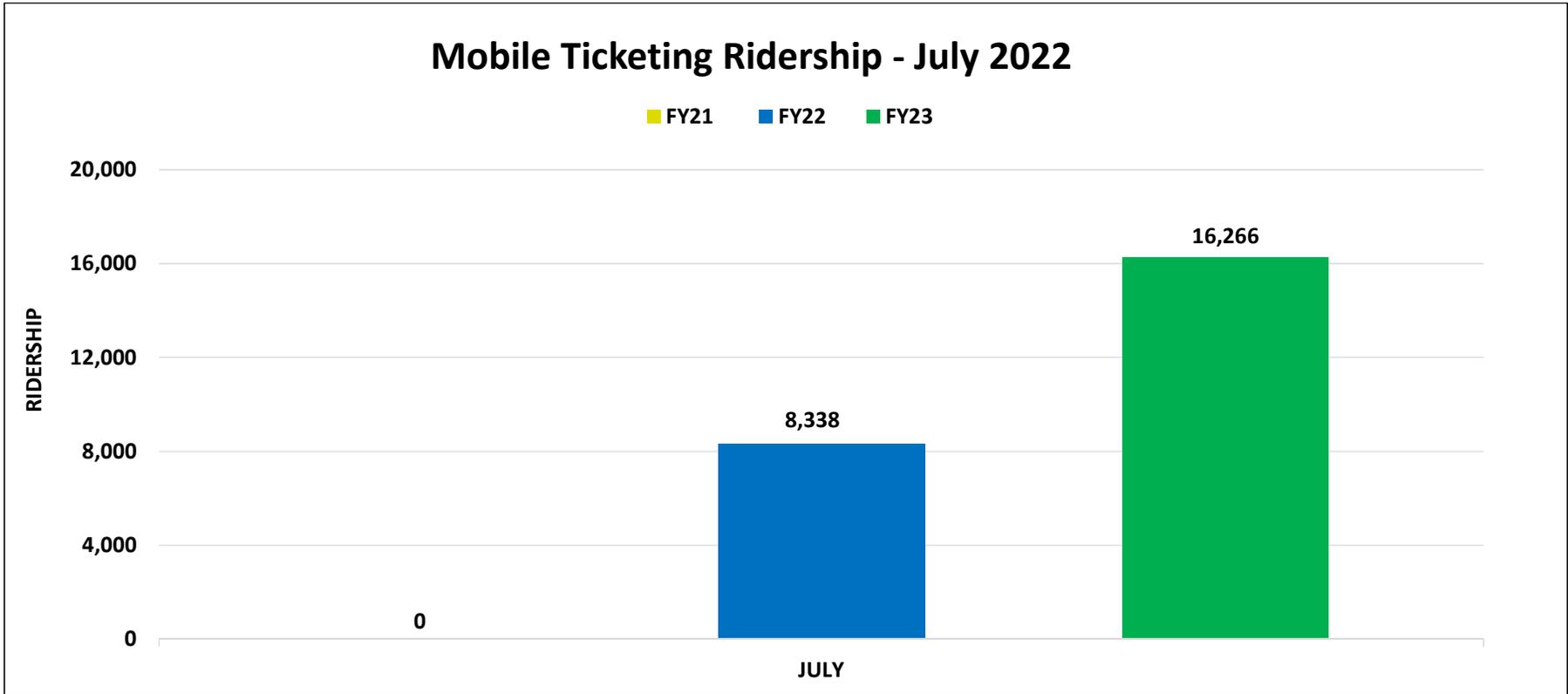
## High School Haul Pass - August 2022



The High School Haul Pass program was introduced in August 2021.  
 This chart represents monthly ridership by school for the High School Haul Pass.  
 The total active users as of August 2022 are 2,694 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.



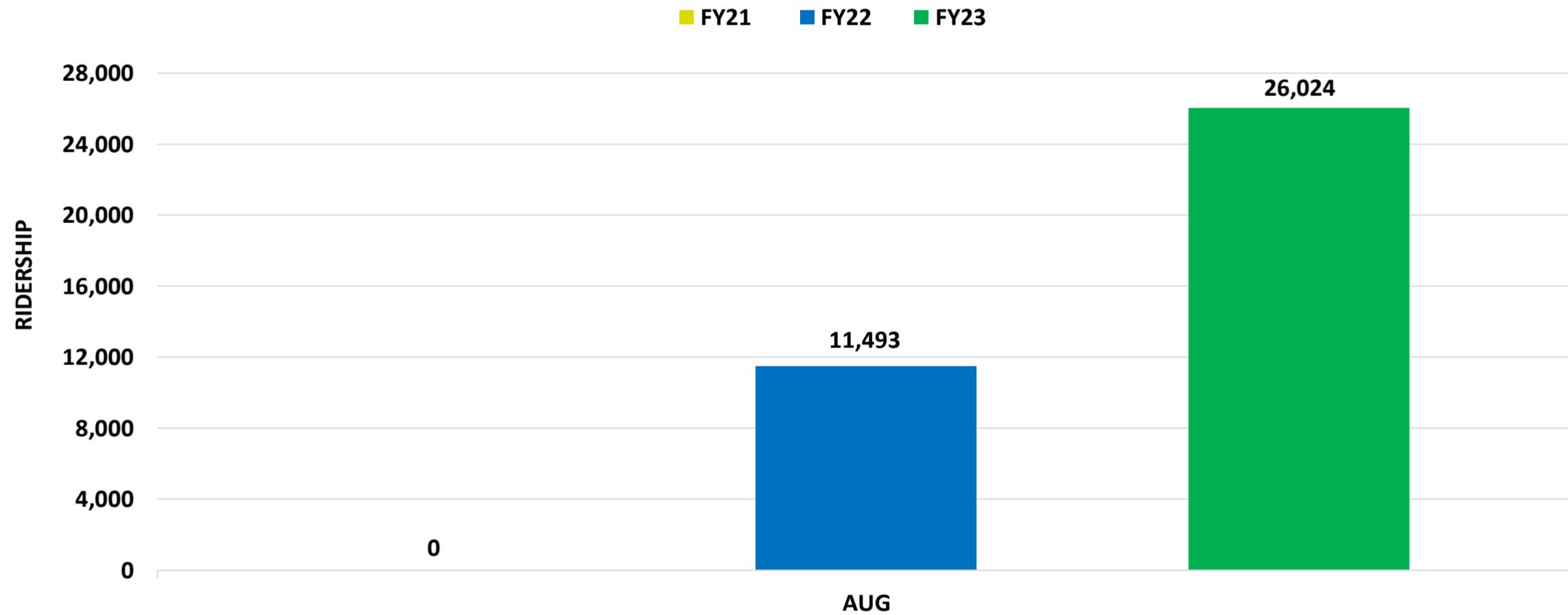
This chart represents all monthly mobile ticketing usage based on the Token Transit app data.

The total for July 2022 includes 160 paratransit mobile tickets. A total of 1,101 unique users used mobile ticketing in the month of July.

In May 2021, SunLine resumed fare collection.

On October 17, 2021, SunLine commenced operations under Level 2.

## Mobile Ticketing Ridership - August 2022



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

The total for August 2022 includes 200 paratransit mobile tickets. A total of 1,732 unique users used mobile ticketing in the month of August.

In May 2021, SunLine resumed fare collection.

On October 17, 2021, SunLine commenced operations under Level 2.

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

DATE: September 28, 2022 **RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Quarterly Performance Summary for Q2 of Calendar Year 2022

Summary:

The following quarterly reports demonstrate the performance of the bargaining and non-bargaining pension plans for the second quarter of calendar year 2022. The report shows market value, asset allocation percentage and performance compared to benchmarks. The bargaining and non-bargaining pension assets posted negative returns of -11.09% and -11.08% in the second quarter of calendar year 2022, respectively. The pension plans utilize a conservative 6% return assumption. Expected returns for pension plans typically focus on long term performance. Over a 30-year timeframe, asset returns are expected to exceed and fall below the 6% assumption.

Recommendation:

Receive and file.

## Asset Allocation &amp; Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
<b>Total Fund</b>	<b>34,721,279</b>	<b>100.00</b>	<b>-11.09</b>	<b>-16.56</b>	<b>-13.17</b>	<b>5.27</b>	<b>6.09</b>	<b>6.09</b>	<b>07/01/2017</b>
<i>PFM Blended Benchmark</i>			<i>-10.82</i>	<i>-15.77</i>	<i>-13.15</i>	<i>4.06</i>	<i>5.30</i>	<i>5.30</i>	<i>07/01/2017</i>
<b>Domestic Equity</b>	<b>10,849,079</b>	<b>31.25</b>	<b>-16.20</b>	<b>-21.00</b>	<b>-13.55</b>	<b>N/A</b>	<b>N/A</b>	<b>-5.59</b>	<b>04/01/2021</b>
<i>Russell 3000 Index</i>			<i>-16.70</i>	<i>-21.10</i>	<i>-13.87</i>	<i>9.77</i>	<i>10.60</i>	<i>-5.45</i>	<i>04/01/2021</i>
Vanguard Total Stock Market ETF	7,093,810	20.43	-16.85	-21.38	-14.24	9.62	10.52	20.14	04/01/2020
<i>Russell 3000 Index</i>			<i>-16.70</i>	<i>-21.10</i>	<i>-13.87</i>	<i>9.77</i>	<i>10.60</i>	<i>20.29</i>	<i>04/01/2020</i>
Invesco S&P 500 Equal Weight ETF	1,101,089	3.17	-14.39	-16.75	-9.55	9.56	9.67	-12.20	03/01/2022
<i>S&amp;P 500</i>			<i>-16.10</i>	<i>-19.96</i>	<i>-10.62</i>	<i>10.60</i>	<i>11.31</i>	<i>-12.99</i>	<i>03/01/2022</i>
Jensen Quality Growth Fund	1,106,247	3.19	-12.44	-19.05	-4.86	11.30	12.76	11.25	04/01/2019
<i>S&amp;P 500</i>			<i>-16.10</i>	<i>-19.96</i>	<i>-10.62</i>	<i>10.60</i>	<i>11.31</i>	<i>11.18</i>	<i>04/01/2019</i>
iShares Core S&P Mid-Cap ETF	770,766	2.22	-15.42	-19.56	-14.70	6.81	6.97	-13.14	10/01/2021
<i>S&amp;P MidCap 400</i>			<i>-15.42</i>	<i>-19.54</i>	<i>-14.64</i>	<i>6.87</i>	<i>7.02</i>	<i>-13.11</i>	<i>10/01/2021</i>
iShares Core S&P Small-Cap ETF	777,168	2.24	-14.13	-18.98	-16.90	7.24	7.17	-12.62	02/01/2022
<i>S&amp;P SmallCap 600</i>			<i>-14.11</i>	<i>-18.94</i>	<i>-16.81</i>	<i>7.30</i>	<i>7.20</i>	<i>-12.59</i>	<i>02/01/2022</i>
<b>International Equity</b>	<b>4,559,489</b>	<b>13.13</b>	<b>-16.09</b>	<b>-25.29</b>	<b>-25.33</b>	<b>N/A</b>	<b>N/A</b>	<b>-17.60</b>	<b>04/01/2021</b>
<i>MSCI AC World ex USA (Net)</i>			<i>-13.73</i>	<i>-18.42</i>	<i>-19.42</i>	<i>1.35</i>	<i>2.50</i>	<i>-12.20</i>	<i>04/01/2021</i>
Vanguard Total International Stock ETF	2,042,311	5.88	-12.87	-18.15	-18.89	2.05	2.75	12.68	04/01/2020
<i>MSCI AC World ex USA (Net)</i>			<i>-13.73</i>	<i>-18.42</i>	<i>-19.42</i>	<i>1.35</i>	<i>2.50</i>	<i>11.20</i>	<i>04/01/2020</i>
J. O. Hambro International Select	804,697	2.32	-20.53	-31.89	-28.55	-0.11	3.00	3.00	07/01/2017
<i>MSCI AC World ex USA (Net)</i>			<i>-13.73</i>	<i>-18.42</i>	<i>-19.42</i>	<i>1.35</i>	<i>2.50</i>	<i>2.50</i>	<i>07/01/2017</i>
Harding Loevner International Equity	814,546	2.35	-14.83	-24.18	-22.60	2.07	3.39	1.88	07/01/2020
<i>MSCI AC World ex USA (Net)</i>			<i>-13.73</i>	<i>-18.42</i>	<i>-19.42</i>	<i>1.35</i>	<i>2.50</i>	<i>4.58</i>	<i>07/01/2020</i>
Vanguard FTSE Developed Markets ETF	421,586	1.21	-14.08	-19.26	-18.11	2.12	2.70	-13.78	03/01/2022
<i>MSCI EAFE (net)</i>			<i>-14.51</i>	<i>-19.57</i>	<i>-17.77</i>	<i>1.07</i>	<i>2.20</i>	<i>-13.96</i>	<i>03/01/2022</i>
Hartford Schroders Emerging Markets Equity	476,348	1.37	-12.06	-19.75	-28.41	0.75	2.71	-1.22	03/01/2018
<i>MSCI EM (net)</i>			<i>-11.45</i>	<i>-17.63</i>	<i>-25.28</i>	<i>0.57</i>	<i>2.18</i>	<i>-1.66</i>	<i>03/01/2018</i>
<b>Other Growth</b>	<b>1,371,189</b>	<b>3.95</b>	<b>-14.56</b>	<b>-19.11</b>	<b>-10.64</b>	<b>N/A</b>	<b>N/A</b>	<b>-0.01</b>	<b>04/01/2021</b>
<i>MSCI US REIT Index</i>			<i>-16.95</i>	<i>-20.32</i>	<i>-6.41</i>	<i>4.03</i>	<i>5.30</i>	<i>3.83</i>	<i>04/01/2021</i>
Cohen & Steers Inst Realty Shares	696,420	2.01	-13.41	-18.56	-4.56	7.45	8.28	5.46	04/01/2021
Principal RE Securities Inst Fund	674,768	1.94	-15.71	-20.08	-6.98	5.36	7.30	3.43	04/01/2021
<i>MSCI US REIT Index</i>			<i>-16.95</i>	<i>-20.32</i>	<i>-6.41</i>	<i>4.03</i>	<i>5.30</i>	<i>3.83</i>	<i>04/01/2021</i>

Returns are net of mutual fund fees.

Returns are expressed as percentages.

\*Asset class level returns may vary from individual underlying manager returns due to cash flows.

## Asset Allocation &amp; Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
<b>Fixed Income</b>	<b>12,422,610</b>	<b>35.78</b>	<b>-5.99</b>	<b>-11.49</b>	<b>-11.47</b>	<b>-1.21</b>	<b>0.87</b>	<b>0.87</b>	<b>07/01/2017</b>
<i>Blmbg. U.S. Aggregate</i>			-4.69	-10.35	-10.29	-0.94	0.88	0.88	07/01/2017
Baird Core Plus	2,743,269	7.90	-5.22	-11.04	-11.03	-0.49	1.29	1.29	07/01/2017
<i>Blmbg. U.S. Aggregate</i>			-4.69	-10.35	-10.29	-0.94	0.88	0.88	07/01/2017
DoubleLine Core Fixed Income	1,984,697	5.72	-5.50	-10.11	-10.18	-1.24	0.74	0.46	09/01/2017
PGIM Total Return Bond Fund	2,738,450	7.89	-6.71	-12.78	-12.53	-1.34	1.08	0.76	09/01/2017
<i>Blmbg. U.S. Aggregate</i>			-4.69	-10.35	-10.29	-0.94	0.88	0.63	09/01/2017
Voya Intermediate Bond	1,992,677	5.74	-5.69	-11.61	-11.54	-0.86	1.11	-2.15	01/01/2020
<i>Blmbg. U.S. Aggregate</i>			-4.69	-10.35	-10.29	-0.94	0.88	-2.08	01/01/2020
iShares MBS ETF	1,168,515	3.37	-3.92	-8.73	-9.07	-1.48	0.29	N/A	07/01/2022
<i>Blmbg. U.S. Mortgage Backed Securities</i>			-4.01	-8.78	-9.03	-1.44	0.36	N/A	07/01/2022
iShares Intermediate-Term Corporate Bond ETF	433,193	1.25	-6.29	-12.86	-13.29	-0.81	1.54	-1.79	10/01/2019
<i>ICE BofAML U.S. Corporate 5-10 Year Index</i>			-6.15	-12.94	-13.33	-0.66	1.58	-1.63	10/01/2019
MFS Emerging Markets Debt	1,184	0.00	-11.55	-18.57	-19.80	-3.89	-0.66	-18.57	01/01/2022
<i>JPM EMBI Global Diversified</i>			-11.43	-20.31	-21.22	-5.22	-1.19	-20.31	01/01/2022
Pacific Funds Floating Rate Income	1,044,354	3.01	-4.82	-4.80	-3.20	1.28	2.39	-5.19	02/01/2022
<i>Credit Suisse Leveraged Loan Index</i>			-4.35	-4.45	-2.68	2.03	2.97	-4.79	02/01/2022
MainStay MacKay High Yield Corp Bond Fund	316,271	0.91	-7.93	-10.88	-9.73	0.98	2.57	-8.05	06/01/2021
<i>ICE BofAML High Yield Master II</i>			-9.99	-14.05	-12.69	-0.05	1.95	-10.66	06/01/2021
<b>Other Income</b>	<b>1,093,865</b>	<b>3.15</b>	<b>-8.66</b>	<b>-15.10</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>-13.56</b>	<b>09/01/2021</b>
iShares Preferred and Income Securities ETF	787,739	2.27	-8.75	-15.08	-12.81	1.06	1.67	-13.48	09/01/2021
<i>ICE Exchange-Listed Preferred &amp; Hybrid Securities</i>			-8.56	-14.88	-12.36	1.75	N/A	-13.19	09/01/2021
ATEL Private Debt Partners II[CE]	138,228	0.40	0.00	1.80	N/A	N/A	N/A	3.25	10/01/2021
<i>Cliffwater Direct Lending Index</i>			0.00	1.76	6.93	7.88	8.20	4.14	10/01/2021
NB Secondary Opportunities Fund V Offshore[CE]	167,898	0.48	0.00	N/A	N/A	N/A	N/A	0.00	04/01/2022
<i>CA US Private Equity Index</i>			0.00	-0.73	11.19	21.87	18.80	0.00	04/01/2022

Returns are net of mutual fund fees.

Returns are expressed as percentages.

\*Asset class level returns may vary from individual underlying manager returns due to cash flows.

## Asset Allocation &amp; Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
<b>Real Return</b>	<b>2,091,813</b>	<b>6.02</b>	<b>-4.50</b>	<b>17.59</b>	<b>22.37</b>	<b>N/A</b>	<b>N/A</b>	<b>23.45</b>	<b>06/01/2021</b>
<i>Bloomberg Commodity Index Total Return</i>			-5.66	18.44	24.27	14.34	8.39	24.30	06/01/2021
Invesco Opt Yield Diversified Commodity	1,049,188	3.02	2.19	28.48	38.32	19.65	13.40	2.19	04/01/2022
<i>Bloomberg Commodity Index Total Return</i>			-5.66	18.44	24.27	14.34	8.39	-5.66	04/01/2022
PIMCO Commodity Real Return Strategy	1,042,625	3.00	-7.56	14.95	22.96	16.88	10.25	22.79	06/01/2021
<i>Bloomberg Commodity Index Total Return</i>			-5.66	18.44	24.27	14.34	8.39	24.30	06/01/2021
<b>Cash Equivalent</b>	<b>2,333,234</b>	<b>6.72</b>	<b>0.14</b>	<b>0.15</b>	<b>0.16</b>	<b>0.49</b>	<b>0.96</b>	<b>0.96</b>	<b>07/01/2017</b>
First American Prime Obligation - Z	2,333,234	6.72	0.17	0.18	0.20	0.58	1.11	1.11	07/01/2017

\*[Current Estimate] At any point in time the valuation for private equity and other illiquid asset classes may be different from market prices due to an inherent lag effect in the industry. The reporting lag inherent in this process means that there can be a valuation lag of a quarter or, in some cases, even longer. For such illiquid asset classes shown herein, performance is calculated for the relevant period(s) using a roll-forward valuation approach whereby the last reported valuation is adjusted for cash flows to provide an initial estimated valuation, typically resulting in a zero return for the lagging period. Performance is adjusted and finalized when the updated valuation is reported. Returns are gross of management fees. The roll-forward valuation methodology described is consistent with guidance provided within the CFA Institute's Global Investment Performance Standards (GIPS). Performance is calculated using the Modified-Dietz time weighted methodology to maintain consistency with the other returns in this exhibit. For since inception IRR performance, please refer to the fund-specific overview page.

Returns are net of mutual fund fees.

Returns are expressed as percentages.

\*Asset class level returns may vary from individual underlying manager returns due to cash flows.

## Asset Allocation &amp; Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
<b>Total Fund - Non-Bargaining</b>	<b>34,775,535</b>	<b>100.00</b>	<b>-11.08</b>	<b>-16.56</b>	<b>-13.17</b>	<b>5.27</b>	<b>6.09</b>	<b>6.09</b>	<b>07/01/2017</b>
<i>PFM Blended Benchmark</i>			<i>-10.82</i>	<i>-15.77</i>	<i>-13.15</i>	<i>4.06</i>	<i>5.30</i>	<i>5.30</i>	<i>07/01/2017</i>
<b>Domestic Equity</b>	<b>10,861,850</b>	<b>31.23</b>	<b>-16.20</b>	<b>-21.00</b>	<b>-13.54</b>	<b>N/A</b>	<b>N/A</b>	<b>-5.59</b>	<b>04/01/2021</b>
<i>Russell 3000 Index</i>			<i>-16.70</i>	<i>-21.10</i>	<i>-13.87</i>	<i>9.77</i>	<i>10.60</i>	<i>-5.45</i>	<i>04/01/2021</i>
Vanguard Total Stock Market ETF	7,102,486	20.42	-16.85	-21.38	-14.24	9.62	10.52	20.14	04/01/2020
<i>Russell 3000 Index</i>			<i>-16.70</i>	<i>-21.10</i>	<i>-13.87</i>	<i>9.77</i>	<i>10.60</i>	<i>20.29</i>	<i>04/01/2020</i>
Invesco S&P 500 Equal Weight ETF	1,102,834	3.17	-14.39	-16.75	-9.55	9.56	9.67	-12.20	03/01/2022
<i>S&amp;P 500</i>			<i>-16.10</i>	<i>-19.96</i>	<i>-10.62</i>	<i>10.60</i>	<i>11.31</i>	<i>-12.99</i>	<i>03/01/2022</i>
Jensen Quality Growth Fund	1,106,038	3.18	-12.44	-19.05	-4.86	11.30	12.76	11.25	04/01/2019
<i>S&amp;P 500</i>			<i>-16.10</i>	<i>-19.96</i>	<i>-10.62</i>	<i>10.60</i>	<i>11.31</i>	<i>11.18</i>	<i>04/01/2019</i>
iShares Core S&P Mid-Cap ETF	772,123	2.22	-15.42	-19.56	-14.70	6.81	6.97	-13.14	10/01/2021
<i>S&amp;P MidCap 400</i>			<i>-15.42</i>	<i>-19.54</i>	<i>-14.64</i>	<i>6.87</i>	<i>7.02</i>	<i>-13.11</i>	<i>10/01/2021</i>
iShares Core S&P Small-Cap ETF	778,369	2.24	-14.13	-18.98	-16.90	7.24	7.17	-12.62	02/01/2022
<i>S&amp;P SmallCap 600</i>			<i>-14.11</i>	<i>-18.94</i>	<i>-16.81</i>	<i>7.30</i>	<i>7.20</i>	<i>-12.59</i>	<i>02/01/2022</i>
<b>International Equity</b>	<b>4,578,473</b>	<b>13.17</b>	<b>-16.08</b>	<b>-25.29</b>	<b>-25.32</b>	<b>N/A</b>	<b>N/A</b>	<b>-17.59</b>	<b>04/01/2021</b>
<i>MSCI AC World ex USA (Net)</i>			<i>-13.73</i>	<i>-18.42</i>	<i>-19.42</i>	<i>1.35</i>	<i>2.50</i>	<i>-12.20</i>	<i>04/01/2021</i>
Vanguard Total International Stock ETF	2,058,207	5.92	-12.87	-18.15	-18.89	2.05	2.75	12.68	04/01/2020
<i>MSCI AC World ex USA (Net)</i>			<i>-13.73</i>	<i>-18.42</i>	<i>-19.42</i>	<i>1.35</i>	<i>2.50</i>	<i>11.20</i>	<i>04/01/2020</i>
J. O. Hambro International Select	805,957	2.32	-20.53	-31.89	-28.55	-0.11	3.00	3.00	07/01/2017
<i>MSCI AC World ex USA (Net)</i>			<i>-13.73</i>	<i>-18.42</i>	<i>-19.42</i>	<i>1.35</i>	<i>2.50</i>	<i>2.50</i>	<i>07/01/2017</i>
Harding Loevner International Equity	815,779	2.35	-14.83	-24.18	-22.60	2.07	3.39	1.88	07/01/2020
<i>MSCI AC World ex USA (Net)</i>			<i>-13.73</i>	<i>-18.42</i>	<i>-19.42</i>	<i>1.35</i>	<i>2.50</i>	<i>4.58</i>	<i>07/01/2020</i>
Vanguard FTSE Developed Markets ETF	421,546	1.21	-14.08	-19.26	-18.11	2.12	2.70	-13.78	03/01/2022
<i>MSCI EAFE (net)</i>			<i>-14.51</i>	<i>-19.57</i>	<i>-17.77</i>	<i>1.07</i>	<i>2.20</i>	<i>-13.96</i>	<i>03/01/2022</i>
Hartford Schroders Emerging Markets Equity	476,984	1.37	-12.06	-19.75	-28.41	0.75	2.71	-1.22	03/01/2018
<i>MSCI EM (net)</i>			<i>-11.45</i>	<i>-17.63</i>	<i>-25.28</i>	<i>0.57</i>	<i>2.18</i>	<i>-1.66</i>	<i>03/01/2018</i>
<b>Other Growth</b>	<b>1,371,163</b>	<b>3.94</b>	<b>-14.56</b>	<b>-19.11</b>	<b>-10.63</b>	<b>N/A</b>	<b>N/A</b>	<b>0.00</b>	<b>04/01/2021</b>
<i>MSCI US REIT Index</i>			<i>-16.95</i>	<i>-20.32</i>	<i>-6.41</i>	<i>4.03</i>	<i>5.30</i>	<i>3.83</i>	<i>04/01/2021</i>
Cohen & Steers Inst Realty Shares	696,413	2.00	-13.41	-18.56	-4.56	7.45	8.28	5.46	04/01/2021
Principal RE Securities Inst Fund	674,751	1.94	-15.71	-20.08	-6.98	5.36	7.30	3.43	04/01/2021
<i>MSCI US REIT Index</i>			<i>-16.95</i>	<i>-20.32</i>	<i>-6.41</i>	<i>4.03</i>	<i>5.30</i>	<i>3.83</i>	<i>04/01/2021</i>

Returns are net of mutual fund fees.

Returns are expressed as percentages.

\*Asset class level returns may vary from individual underlying manager returns due to cash flows.

## Asset Allocation &amp; Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
<b>Fixed Income</b>	<b>12,434,718</b>	<b>35.76</b>	<b>-5.99</b>	<b>-11.48</b>	<b>-11.47</b>	<b>-1.21</b>	<b>0.87</b>	<b>0.87</b>	<b>07/01/2017</b>
<i>Blmbg. U.S. Aggregate</i>			-4.69	-10.35	-10.29	-0.94	0.88	0.88	07/01/2017
Baird Core Plus	2,747,475	7.90	-5.22	-11.04	-11.03	-0.49	1.29	1.29	07/01/2017
<i>Blmbg. U.S. Aggregate</i>			-4.69	-10.35	-10.29	-0.94	0.88	0.88	07/01/2017
DoubleLine Core Fixed Income	1,987,710	5.72	-5.50	-10.11	-10.18	-1.24	0.74	0.46	09/01/2017
PGIM Total Return Bond Fund	2,742,657	7.89	-6.71	-12.78	-12.53	-1.34	1.08	0.76	09/01/2017
<i>Blmbg. U.S. Aggregate</i>			-4.69	-10.35	-10.29	-0.94	0.88	0.63	09/01/2017
Voya Intermediate Bond	1,995,752	5.74	-5.69	-11.61	-11.54	-0.86	1.11	-2.15	01/01/2020
<i>Blmbg. U.S. Aggregate</i>			-4.69	-10.35	-10.29	-0.94	0.88	-2.08	01/01/2020
iShares MBS ETF	1,163,348	3.35	-3.92	-8.73	-9.07	-1.48	0.29	N/A	07/01/2022
<i>Blmbg. U.S. Mortgage Backed Securities</i>			-4.01	-8.78	-9.03	-1.44	0.36	N/A	07/01/2022
iShares Intermediate-Term Corporate Bond ETF	433,908	1.25	-6.29	-12.86	-13.29	-0.81	1.54	-1.79	10/01/2019
<i>ICE BofAML U.S. Corporate 5-10 Year Index</i>			-6.15	-12.94	-13.33	-0.66	1.58	-1.63	10/01/2019
MFS Emerging Markets Debt	1,184	0.00	-11.55	-18.57	-19.80	-3.89	-0.66	4.82	06/01/2006
<i>JPM EMBI Global Diversified</i>			-11.43	-20.31	-21.22	-5.22	-1.19	7.47	01/01/1994
Pacific Funds Floating Rate Income	1,045,589	3.01	-4.82	-4.80	-3.20	1.28	2.39	-5.19	02/01/2022
<i>Credit Suisse Leveraged Loan Index</i>			-4.35	-4.45	-2.68	2.03	2.97	-4.79	02/01/2022
MainStay MacKay High Yield Corp Bond Fund	317,095	0.91	-7.93	-10.88	-9.73	0.98	2.57	-8.05	06/01/2021
<i>ICE BofAML High Yield Master II</i>			-9.99	-14.05	-12.69	-0.05	1.95	-10.66	06/01/2021
<b>Other Income</b>	<b>1,094,523</b>	<b>3.15</b>	<b>-8.66</b>	<b>-15.10</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>-13.56</b>	<b>09/01/2021</b>
iShares Preferred and Income Securities ETF	788,397	2.27	-8.75	-15.08	-12.81	1.06	1.67	-13.48	09/01/2021
<i>ICE Exchange-Listed Preferred &amp; Hybrid Securities</i>			-8.56	-14.88	-12.36	1.75	N/A	-13.19	09/01/2021
ATEL Private Debt Partners II[CE]	138,228	0.40	0.00	1.80	N/A	N/A	N/A	3.25	10/01/2021
<i>Cliffwater Direct Lending Index</i>			0.00	1.76	6.93	7.88	8.20	4.14	10/01/2021
NB Secondary Opportunities Fund V Offshore[CE]	167,898	0.48	0.00	N/A	N/A	N/A	N/A	0.00	04/01/2022
<i>CA US Private Equity Index</i>			0.00	-0.73	11.19	21.87	18.80	0.00	04/01/2022
<b>Real Return</b>	<b>2,094,971</b>	<b>6.02</b>	<b>-4.50</b>	<b>17.58</b>	<b>22.37</b>	<b>N/A</b>	<b>N/A</b>	<b>23.45</b>	<b>06/01/2021</b>
<i>Bloomberg Commodity Index Total Return</i>			-5.66	18.44	24.27	14.34	8.39	24.30	06/01/2021
Invesco Opt Yield Diversified Commodity	1,050,758	3.02	2.19	28.48	38.32	19.65	13.40	2.19	04/01/2022
<i>Bloomberg Commodity Index Total Return</i>			-5.66	18.44	24.27	14.34	8.39	-5.66	04/01/2022
PIMCO Commodity Real Return Strategy	1,044,213	3.00	-7.56	14.95	22.96	16.88	10.25	22.79	06/01/2021
<i>Bloomberg Commodity Index Total Return</i>			-5.66	18.44	24.27	14.34	8.39	24.30	06/01/2021

Returns are net of mutual fund fees.

Returns are expressed as percentages.

\*Asset class level returns may vary from individual underlying manager returns due to cash flows.

## Asset Allocation &amp; Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
Cash Equivalent	2,339,838	6.73	0.14	0.15	0.16	0.49	0.96	0.96	07/01/2017
First American Prime Obligation - Z	2,339,838	6.73	0.17	0.18	0.20	0.58	1.11	1.11	07/01/2017

\*[Current Estimate] At any point in time the valuation for private equity and other illiquid asset classes may be different from market prices due to an inherent lag effect in the industry. The reporting lag inherent in this process means that there can be a valuation lag of a quarter or, in some cases, even longer. For such illiquid asset classes shown herein, performance is calculated for the relevant period(s) using a roll-forward valuation approach whereby the last reported valuation is adjusted for cash flows to provide an initial estimated valuation, typically resulting in a zero return for the lagging period. Performance is adjusted and finalized when the updated valuation is reported. Returns are gross of management fees. The roll-forward valuation methodology described is consistent with guidance provided within the CFA Institute's Global Investment Performance Standards (GIPS). Performance is calculated using the Modified-Dietz time weighted methodology to maintain consistency with the other returns in this exhibit. For since inception IRR performance, please refer to the fund-specific overview page.

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**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: September 28, 2022

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Board Member Attendance for July 2022

Summary:

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

Recommendation:

Receive and file.

FY 22/23	Board Member Matrix Attendance													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Meetings	Total Attended
Desert Hot Springs	X												10	1
Palm Desert	X												10	1
Palm Springs	X												10	1
Cathedral City	X												10	1
Rancho Mirage	X												10	1
Indian Wells	X												10	1
La Quinta	X												10	1
Indio	X												10	1
Coachella	X												10	1
County of Riverside	X												10	1

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

**DARK –**

**SunLine Services Group**

**CONSENT CALENDAR**

DATE: September 28, 2022

**RECEIVE & FILE**

TO: Taxi Committee  
Board of Directors

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

Summary:

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

Recommendation:

Receive and file.

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

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
ROBERT HALF	Temporary Help	91079	06/29/2022	3,439.80
SUNLINE TRANSIT AGENCY	Payroll Liabilities 05/27/2022	91066	06/08/2022	2,467.73
SUNLINE TRANSIT AGENCY	Payroll Liabilities 05/13/2022	91067	06/08/2022	2,467.73
SUNLINE TRANSIT AGENCY	Payroll Liabilities 06/10/2022	91072	06/16/2022	2,467.73
SUNLINE TRANSIT AGENCY	Payroll Liabilities 06/24/2022	91080	06/29/2022	2,467.73
SUNLINE TRANSIT AGENCY	Overhead Allocations June 2022	91065	06/03/2022	2,461.59
BURKE, WILLIAMS & SORENSEN, LLP	Legal Service	91069	06/16/2022	1,690.50
<b>Total Checks Over \$1,000</b>	\$17,462.81			
<b>Total Checks Under \$1,000</b>	\$3,401.70			
<b>Total Checks</b>	\$20,864.51			

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

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
ROBERT HALF	Temporary Help	91084	07/14/2022	3,024.00
SUNLINE TRANSIT AGENCY	Payroll Liabilities 07/08/2022	91085	07/14/2022	2,472.53
ROBERT HALF	Temporary Help	91090	07/20/2022	1,209.60
<b>Total Checks Over \$1,000</b>	\$6,706.13			
<b>Total Checks Under \$1,000</b>	\$1,632.30			
<b>Total Checks</b>	\$8,338.43			

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

DATE: September 28, 2022

**RECEIVE & FILE**

TO: Taxi Committee  
Board of Directors

RE: Monthly Budget Variance Report for June & July 2022

Summary:

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

Year to Date Summary

FY2022

- As of June 30, 2022, the organization's unaudited revenues are \$29,371 or 16.8% above the FYTD budget. The positive revenue balance is primarily due to higher vehicle permit revenue relating to more taxi vehicles in service.
- As of June 30, 2022, unaudited expenditures are \$40,351 or 23.0% below the FYTD budget.
- The net FY22 unaudited operating gain (loss) after expenses is \$69,721.

FY2023

- As of July 31, 2022, the organization's revenues are \$1,396 or 8.9% below the FYTD budget.
- As of July 31, 2022, expenditures are \$3,641 or 23.3% below the FYTD budget.
- The net FYTD operating gain (loss) after expenses is \$2,245.

Recommendation:

Receive and file.

SunLine Regulatory Administration  
Budget Variance Report  
June 2022

Description	FY22 Total Budget	Current Month			Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY22 FYTD Budget	Positive (Negative)	Percentage Remaining
<b>Revenues:</b>								
Revenue Fines	1,500	250	125	125	5,100	1,500	3,600	-240.0%
New Driver Permit Revenue	750		63	(63)	1,050	750	300	-40.0%
Taxi Business Permit	96,000	8,000	8,000	0	97,526	96,000	1,526	-1.6%
Driver Transfer Revenue	250		21	(21)	625	250	375	-150.0%
Driver Renewal Revenue	1,000	75	83	(8)	2,025	1,000	1,025	-102.5%
Driver Permit Reinstatement/Replacement	50	-	4	(4)	10	50	(40)	80.0%
Vehicle Permit Revenue	73,620	5,509	6,135	(626)	96,560	73,620	22,940	-31.2%
Other Revenue	500	-	42	(42)	1,645	500	1,145	-229.0%
Operator Application Fee	1,500	-	125	(125)	-	1,500	(1,500)	100.0%
<b>Total Revenue</b>	<b>175,170</b>	<b>13,834</b>	<b>14,598</b>	<b>(764)</b>	<b>204,541</b>	<b>175,170</b>	<b>29,371</b>	<b>-16.8%</b>
<b>Expenses:</b>								
Salaries and Wages	54,367	1,126	4,531	3,405	37,875	54,367	16,492	30.3%
Fringe Benefits	46,865	2,041	3,905	1,864	53,561	46,865	(6,696)	-14.3%
Services	52,015	6,711	4,335	(2,376)	27,427	52,015	24,588	47.3%
Supplies and Materials	4,193	542	349	(193)	2,964	4,193	1,229	29.3%
Utilities	5,416	451	451	0	5,416	5,416	0	0.0%
Casualty and Liability	5,489	457	457	(0)	5,489	5,489	0	0.0%
Taxes and Fees	100	-	8	8	-	100	100	100.0%
Miscellaneous	6,725	-	560	560	2,087	6,725	4,638	69.0%
<b>Total Expenses</b>	<b>175,170</b>	<b>11,328</b>	<b>14,598</b>	<b>3,269</b>	<b>134,819</b>	<b>175,170</b>	<b>40,351</b>	<b>23.0%</b>
<b>Total Operating Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ 2,506</b>			<b>\$ 69,721</b>			

**Budget Variance Analysis - SunLine Regulatory Administration**

**Revenue**

- The positive variance in revenue is primarily attributed to an increase in permitted vehicles.
- As of FYTD22, there is an increase of 29,477 taxi trips compared to FYTD21.

**Taxi Trips**

	FY21-June	FY22-June	Variance	%Δ
Trips	10,836	7,007	(3,829)	-35.3%

**Taxi Trips**

	FYTD-FY21	FYTD-FY22	Variance	%Δ
Trips	115,971	145,448	29,477	25.4%

**Salaries and Wages**

- The positive variance in Salaries and Wages is attributed to vacant positions.

**Fringe Benefits**

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

**Services**

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

**Supplies and Materials**

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

**Utilities**

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

**Casualty and Liability**

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

**Taxes and Fees**

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

**Miscellaneous**

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

SunLine Regulatory Administration  
Budget Variance Report  
July 2022

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	250	125	125	250	125	125	83.3%
New Driver Permit Revenue	750	75	63	13	75	63	13	90.0%
Taxi Business Permit	96,000	8,000	8,000	0	8,000	8,000	0	91.7%
Driver Transfer Revenue	250	-	21	(21)	-	21	(21)	100.0%
Driver Renewal Revenue	1,500	75	125	(50)	75	125	(50)	95.0%
Driver Permit Reinstatement/Replacement	50	-	4	(4)	-	4	(4)	100.0%
Vehicle Permit Revenue	85,000	5,804	7,083	(1,279)	5,804	7,083	(1,279)	93.2%
Other Revenue	650	-	54	(54)	-	54	(54)	100.0%
Operator Application Fee	1,500	-	125	(125)	-	125	(125)	100.0%
<b>Total Revenue</b>	<b>187,200</b>	<b>14,204</b>	<b>15,600</b>	<b>(1,396)</b>	<b>14,204</b>	<b>15,600</b>	<b>(1,396)</b>	<b>-8.9%</b>
<b>Expenses:</b>								
Salaries and Wages	89,364	3,354	7,447	4,093	3,354	7,447	4,093	96.2%
Fringe Benefits	32,076	(724)	2,673	3,397	(724)	2,673	3,397	102.3%
Services	27,015	6,189	2,251	(3,938)	6,189	2,251	(3,938)	77.1%
Supplies and Materials	4,193	2,144	349	(1,795)	2,144	349	(1,795)	48.9%
Utilities	22,138	469	1,845	1,376	469	1,845	1,376	97.9%
Casualty and Liability	5,589	466	466	-	466	466	-	91.7%
Taxes and Fees	100	-	8	8	-	8	8	100.0%
Miscellaneous	6,725	61	560	499	61	560	499	99.1%
<b>Total Expenses</b>	<b>187,200</b>	<b>11,959</b>	<b>15,600</b>	<b>3,641</b>	<b>11,959</b>	<b>15,600</b>	<b>3,641</b>	<b>23.3%</b>
<b>Total Operating Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ 2,245</b>			<b>\$ 2,245</b>			

**Budget Variance Analysis - SunLine Regulatory Administration**

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**Revenue**

- The negative variance in revenue is largely due to the seasonal decline during the summer months.
- As of FYTD23, there is a decrease of 3,464 taxi trips compared to FYTD22.

**Taxi Trips**

	FY22-July	FY23-July	Variance	%Δ
Trips	10,058	6,594	(3,464)	-34.4%

**Taxi Trips**

	FYTD-FY21	FYTD-FY22	Variance	%Δ
Trips	10,058	6,594	(3,464)	-34.4%

**Salaries and Wages**

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

**Fringe Benefits**

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

**Services**

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

**Supplies and Materials**

- The unfavorable variance in supplies and materials is due to higher CNG costs and timing of supplies.

**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.

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

DATE: September 28, 2022

**RECEIVE & FILE**

TO: Taxi Committee  
Board of Directors

RE: Taxi Trip Data – July and August 2022

Summary:

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

For the month of July there were 3,464 fewer taxi trips in July 2022 serviced by 5 more cabs compared to July 2021 (56 cabs in 2022 compared to 51 cabs in 2021). For August, there were 2,388 fewer taxi trips in August 2022 serviced by 4 more cabs compared to August 2021 (52 cabs in 2022 compared to 48 cabs in 2021).

The decrease in trips for July and August 2022 is attributed to the decline in ridership associated with the summer months, and accentuated by snowbirds who returned home this year who were unable to last year due to COVID-19 restrictions.

There were 5,852 fewer taxi trips for FYTD23 compared to FYTD22.

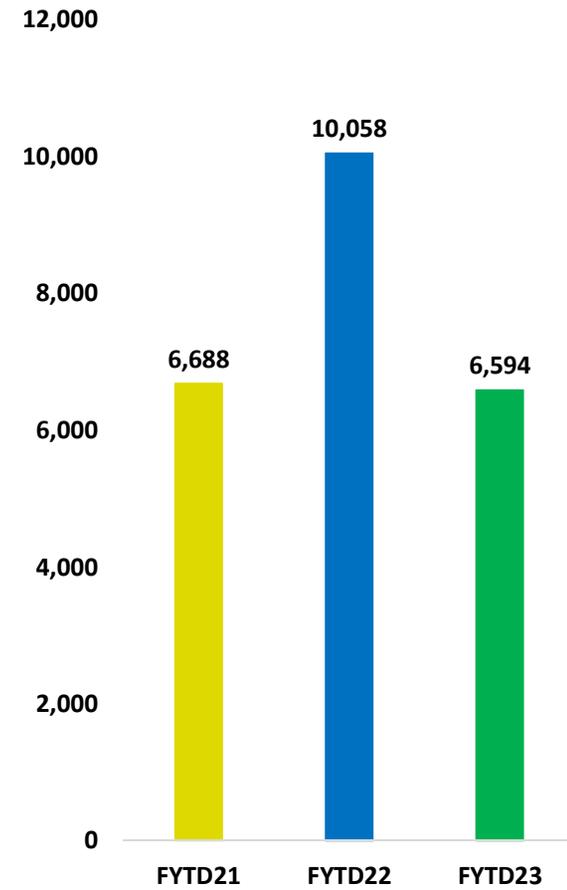
Recommendation:

Receive and file.

### Taxi Trip Three (3) Month Comparison as of July 2022

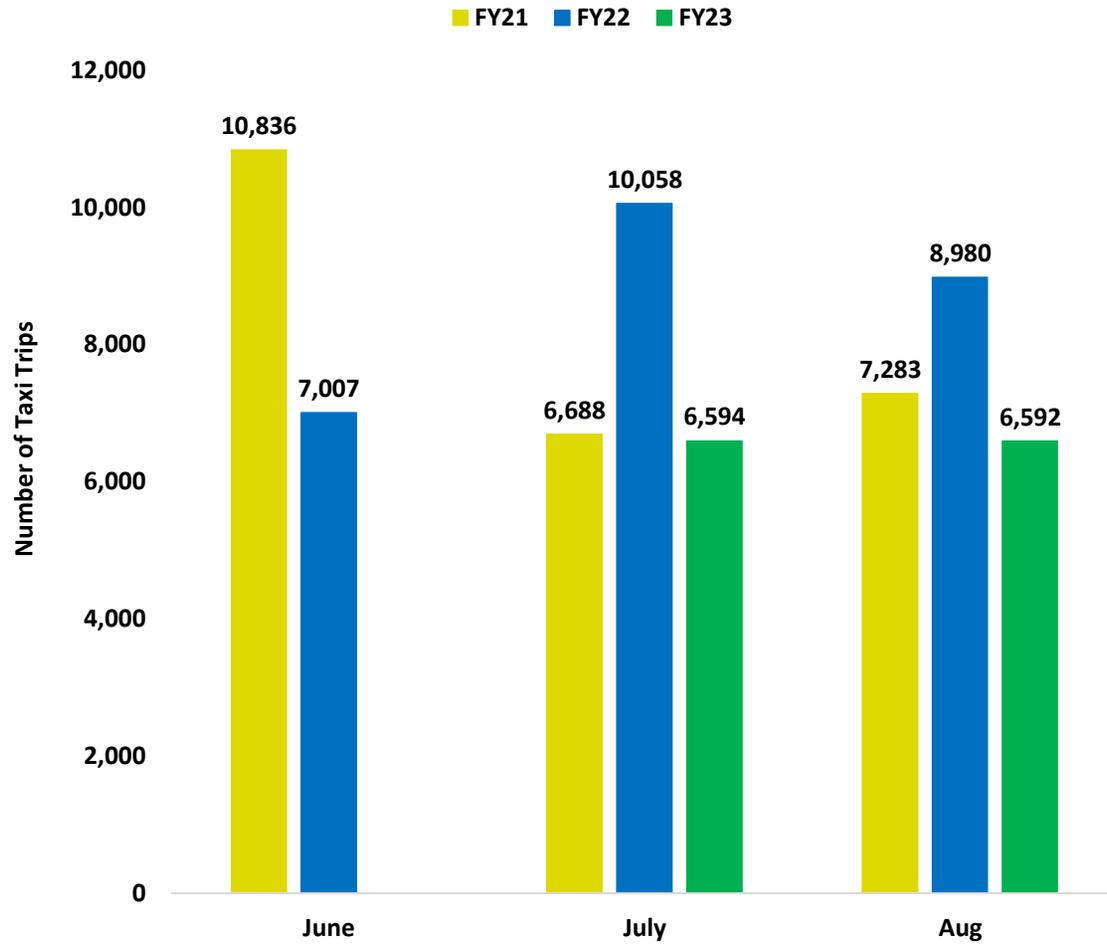


### FYTD No. of Taxi Trips

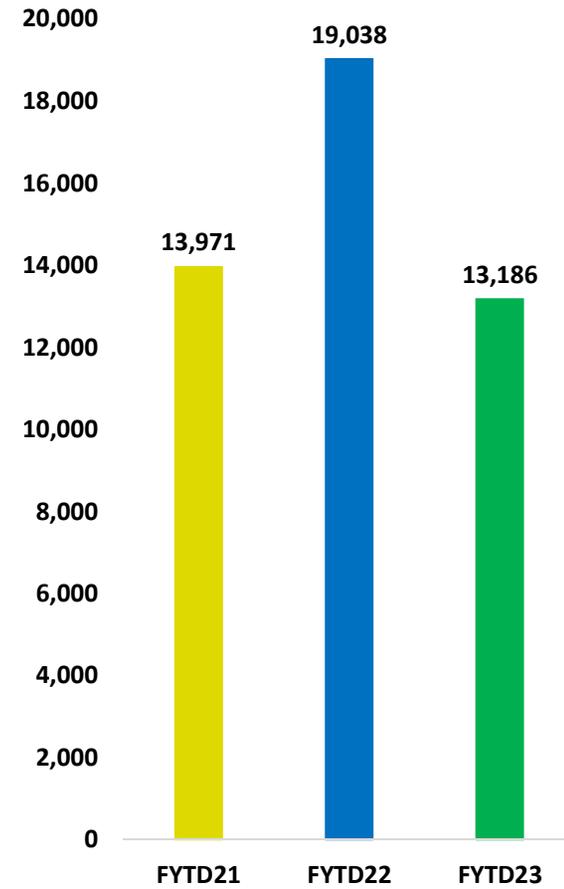


The chart compares the three (3) most recent months and measures the total number of taxi trips taken year to date for FY21, FY22 and FY23.

### Taxi Trip Three (3) Month Comparison as of August 2022



### FYTD No. of Taxi Trips



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

**SunLine Transit Agency  
SunLine Services Group**

**CONSENT CALENDAR**

DATE:	September 28, 2022	<b>ACTION</b>
TO:	Board of Directors	
FROM:	Eric Vail, General Counsel Lauren Skiver, CEO/General Manager	
RE:	Adoption of Resolution to Continue Teleconference Meetings	

Recommendation:

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

Background:

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

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

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

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

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

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

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

Financial Impact:

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

Attachment:

- [Item 9Na](#) – Resolution No. 0799

**RESOLUTION NO. 0799**

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

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

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

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

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

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

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

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

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

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

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

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

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

SECTION 2. The SunLine Transit Agency continues to follow safety measures in response to COVID-19 as ordered or recommended by the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and/or County of Riverside, as applicable. Based upon that guidance, in person attendance indoors at public meetings continues to present an imminent risk to the health and safety of attendees and those attendees have close contact with after attending a meeting in person. The Board of Directors desire to ensure that all persons desiring to attend public meetings may do so in a manner that protects the health and safety of the attendees, their families and other close contacts. As of September 9, 2022 (the most recent data available as of the drafting of this resolution) the statewide case rate was 15.8 new cases per day per 100,000 in population. While case rates are currently trending downwards, they are still higher than the post-omicron surge low in March 2022 of approximately 5 cases per 100,000 in population. Furthermore, there are still members of the community to whom COVID-19 presents significant health risks, including the immunocompromised, the elderly, and those with underlying medical concerns. Teleconferencing will provide increased meaningful participation options for both members of the legislative body and members of the public in a manner that protects the health and safety of the attendees, their families and other close contacts.

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

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

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

**PASSED, APPROVED AND ADOPTED**, at a meeting of the Board of Directors of SunLine Transit Agency and SunLine Services Group on this 28th day of September, 2022.

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Glenn Miller  
Chairperson of the Board

ATTEST:

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Edith Hernandez  
Clerk of the Board

APPROVED AS TO FORM:

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Eric S. Vail  
General Counsel

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

I, Edith Hernandez, Clerk of the Board of SunLine Transit Agency and SunLine Services Group, hereby certify that Resolution No \_\_\_\_\_ was adopted by the Board of Directors of the SunLine Transit Agency and SunLine Services Group at a regular meeting held on the 28th day of September, 2022, and that the same was adopted by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

\_\_\_\_\_  
EDITH HERNANDEZ  
CLERK OF THE BOARD

**SunLine Transit Agency  
SunLine Services Group**

**CONSENT CALENDAR**

DATE: September 28, 2022 **ACTION**

TO: Board of Directors

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

RE: Review Declaration of Emergency by the Board of Directors

Recommendation

Recommend that the Board of Directors review the declaration of emergency set forth in Board approved Resolution No. 0775 and make no changes at this time.

Background

At the March 25, 2020 Board of Directors meeting, in response to the COVID-19 health emergency that federal, state and local governments are all addressing, SunLine Transit Agency and SunLine Services Group proclaimed an emergency situation as outlined in Resolution No. 0775 (attached). Over the last twenty-eight months, the Board has continuously evaluated the resolution and made decisions regarding the need to extend the declaration. The Board last reviewed the emergency declaration at its May 25, 2022 meeting and made no changes.

Staff's recommendation is to continue the declaration of emergency through the December Board meeting, December 7, 2022, and reevaluate at that time.

Financial Impact

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

Attachment:

- [Item 90a](#) – Resolution No. 0775

## **SUNLINE TRANSIT AGENCY**

### **RESOLUTION NO. 0775**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

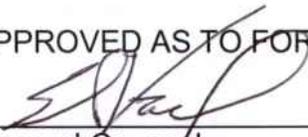
ADOPTED THIS 25<sup>th</sup> DAY OF March, 2020

ATTEST:

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

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

APPROVED AS TO FORM:

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



## SunLine Transit Agency

**DATE:** September 28, 2022 **ACTION**

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

**FROM:** Walter Watcher, Procurement Officer

**RE:** Contract Extension for Renewable Natural Gas & Management of  
Federal/State Fuel Credits

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### **Recommendation**

Recommend that the Board of Directors authorize the CEO/General Manager to negotiate and extend the term of the current revenue agreement with Anew Climate, LLC (Anew), formerly Element Markets Renewable Energy, LLC for a period of three (3) years.

The cost associated with this contract accounts for normal operating costs to fuel the vehicles. However, because this contract allows for the generation of emission credits, the Agency is able to generate an estimated \$3.3 million in revenues over three (3) years.

### **Background**

On September 27, 2017, the Board of Directors approved an agreement with Element Markets. As mentioned above, Element Markets Renewable Energy, LLC has since been reorganized under Anew. SunLine contracted with Anew for the supply of renewable natural gas and brokering of fuel credits in 2017. Since that time SunLine has earned over \$4.6 million in fuel credits revenue under the existing contract term, approximately \$900,000 per year.

Under normal circumstances SunLine would issue a solicitation for these services rather than extend this contract. However, SunLine's Liquid Hydrogen Station project that is planned to begin operation by March 2024, will provide a completely new fueling and charging profile. Staff believes that SunLine will benefit from waiting until the project is completed, whereupon SunLine will be in a better position to issue a request for proposals and evaluate the benefits of a new partner for SunLine's fuel credits revenue program.

Anew has proposed to offer SunLine current market prices similar to other larger entities such as Southern California Gas Company. This assures SunLine that it receives a fair and reasonable price for its fueling credits.

**Financial Impact**

The financial impact of the three (3) year agreement would be a gross revenue of approximately \$3.3 million which is included in the current budget and will be included in future operating budgets.

## SunLine Transit Agency

**DATE:** September 28, 2022 **ACTION**

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

**FROM:** Walter Watcher, Procurement Officer

**RE:** Refurbish CNG Buses

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### **Recommendation**

Recommend that the Board of Directors delegate authority to the CEO/General Manager to directly negotiate and execute a contract with Complete Coach Works (CCW) to refurbish 12 New Flyer model year 2008, 40-foot low floor CNG buses, for a total cost not to exceed \$4,370,846.16 including tax, upon approval as to form by General Counsel.

### **Background**

In partnership with CCW, SunLine applied for and was awarded a competitive federal Bus and Bus Facilities Grant in March 2022 for the refurbishment of 10 buses. However, Maintenance staff has identified two (2) additional buses that have met their useful life that need to be refurbished; therefore this proposed contract award is for 12 buses. Through the use of prior year's unspent bus refurbishment funds and the savings resulting from anticipated fluctuations in bus specific refurbishment needs, staff is able to allocate funding for the entire 12 buses.

While SunLine has been awarded the Bus and Bus Facilities Grant as mentioned, the grant has not been fully executed. However, the Federal Transit Administration (FTA) allows agencies to incur costs prior to the execution of a grant under pre-award authority. Staff will coordinate schedule of the work with CCW to align with funding availability. In addition, all the other funds that staff has allocated for this project are available for reimbursement.

Staff recommends the refurbishment of the CNG buses to extend their useful life through 2028. This extension will allow SunLine time to obtain zero emission replacement buses and align with the Board approved Innovative Clean Transit plan. This project category has been included in the Agency's Board approved Short Range Transit Plans.

**Financial Impact**

The financial impact of \$4,370,846.16 will be funded as follows:

<b>Approved FY</b>	<b>Funding Source</b>	<b>Funding Amount</b>
FY14	5307	\$ 23,918.00
FY14	STA	\$ 5,853.00
FY18	5307	\$ 200,000.00
FY18	STA	\$ 50,000.00
FY23	5339(b) - Bus and Bus Facilities Grant	\$ 3,230,818.55
FY23	State of Good Repair	\$ 56,708.12
FY22	State of Good Repair (FY22)	\$ 391,010.52
FY22	STA (FY22)	\$ 86,909.81
FY23	State of Good Repair	\$ 325,628.15
<b>Total</b>		<b>\$ 4,370,846.16</b>

**SunLine Transit Agency**

**DATE:** September 28, 2022 **ACTION**

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

**FROM:** Luis Garcia, Controller/Assistant Chief Financial Officer

**RE:** Revisions to Check Policy No. B-030403

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**Recommendation**

Recommend that the Board of Directors approve the revisions to Check Policy No. B-030403.

**Background**

The Board originally adopted Check Policy No. B-030403 in October 2006 and most recently revised it in February 2022. This proposed revision updates the list of positions designated as having check signing responsibilities. Staff's recommendation is to include the Chief of Staff and the Chief of Human Relations and remove the Chief Performance Officer as authorized signers. The need for two (2) wet signatures on all checks requires the presence and coordination of certain employees to ensure payroll and accounts payable checks are processed in a timely fashion. The addition of the proposed positions would alleviate scheduling restrictions.

**Financial Impact**

There is no financial impact associated with the requested revisions.

**Attachments:**

- [Item 12a](#) – Redlined Copy of Checks Policy No. B-030403
- [Item 12b](#) – Checks Policy No. B-030403 (Redlined Changes Accepted)

**SunLine Transit Agency  
Checks Policy  
Policy No: B-030403**

**Revised: 09/28/2022  
Adopted: 10/25/2006**

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## **CHECKS POLICY**

### **PURPOSE**

The purpose of this document is to outline the policy and procedures on checks for SunLine Transit Agency (hereafter referred to as "SunLine").

### **POLICY**

It is the policy of SunLine to use checks as its principal means of disbursement. Checks minimize the amount of cash on hand; require expenditure preauthorization and justification; and are easier to record than credit transactions. Weak or nonexistent internal controls, however, could result in check fraud losses for SunLine since the Uniform Commercial Code has shifted a greater proportion of such losses to the check issuer.

#### **1. Scope**

The provisions of this policy shall apply to all checks that SunLine originates or receives.

#### **2. Objectives**

SunLine's objectives shall be to minimize the risk of:

- a.** Theft by third parties after checks have been ordered or mailed in payment of bills.
- b.** Forgery of check signatures by public officials or employees, or by third parties who have intercepted checks in the mail.
- c.** Embezzlement by public officials or employees through the improper use of checks.
- d.** Fraud by public officials or employees through the misrepresentation or omission of a material fact concerning checks.

### **PROCEDURE**

#### **1. Segregation of Duties**

The duties of public officials and employees with respect to check custody, preparation, and execution shall be segregated so that embezzlement will not be facilitated by a concentration of responsibilities in one person (e.g., cash handling and financial statement preparation). Individuals, independent of one another, shall therefore discharge the following duties:

- a. **Check Stock Custody.** The Chief Financial Officer, Controller/Assistant Chief Financial Officer, Accounting and Financial Reporting Manager, and Technical Accountant/Accounting Coordinator shall have exclusive custody to the safe combination. The key to the locked unit in which the check stock is kept should be held in the safe. Only the Accounting Technician, Accounts Payable, and the Payroll Accountant shall be allowed to use the key.
- b. **Check Preparation.** The Accounting Technician, Accounts Payable, and the Payroll Accountant shall have exclusive responsibility for preparing all checks.
- c. **Check Signing.** The Chairperson, Vice-Chairperson, CEO/General Manager, Chief Financial Officer, Chief of Staff, Chief of Human Relations, Chief Transportation Officer, ~~Chief Performance Officer,~~ Chief Safety Officer and Controller/Assistant Chief Financial Officer shall have exclusive responsibility for signing all checks.
- d. **Batches Reviewed and Posted.** Either the Chief Financial Officer, Controller/Assistant Chief Financial Officer, Accounting and Financial Reporting Manager or Technical Accountant/Accounting Coordinator shall review and post all accounting batches.
- e. **Bank Statement Reconciliation.** The Technical Accountant/Accounting Coordinator or Accounting Technician, Fixed Assets, shall have exclusive responsibility for reconciling SunLine's bank statements to its general ledger on a monthly basis.
- f. **Mail.** The Receptionist shall have exclusive responsibility for receiving, opening, and reviewing all incoming checks and for distributing receipts for checks.
- g. **Stop Payments.** The Accounting and Financial Reporting Manager or Technical Accountant/Accounting Coordinator shall have exclusive responsibility for placing stop payments on outstanding checks.
- h. **Vendor Verification.** No check will be issued to any vendor until their Federal ID# and mailing address have been verified.

If any of the above-referenced Finance Department employees are unavailable, then the CEO/General Manager may assign those responsibilities to other Finance Department employees.

## 2. Control Reports

A criminal typically attempts to conceal embezzlement by increasing or decreasing reported monthly expenditures, or by doing both. SunLine shall address this risk by requiring that the Chief Financial Officer, Controller/Assistant Chief Financial Officer, Accounting and Financial Reporting Manager or Technical Accountant/Accounting Coordinator prepare and review SunLine's monthly statements of financial position; statements of revenues and expenditures; check registers; and bank reconciliations. The Finance/Audit Committee shall receive a copy of the Checks Over \$1,000 report and each statement of revenues and expenditures on a monthly basis.

### **3. Procurement**

SunLine's check stock shall be pre-numbered and shall have the following security features:

- a. Artificial watermarks on both sides of the check that cannot be scanned or photocopied.
- b. The word "VOID" will appear on the check if it is scanned or photocopied.
- c. Chemical-reactive paper that voids the check if an ink eradicator is applied.
- d. Microprinting that prevents details from being matched if the check is scanned or photocopied.
- e. Warning banners that advise tellers to inspect a check before accepting it, and that may deter criminal experimenting.

The Chief Financial Officer, Controller/Assistant Chief Financial Officer, Accounting and Financial Reporting Manager or Technical Accountant/Accounting Coordinator shall be responsible, upon receipt of new check stock, for its immediate review in order to verify consecutive check numbering, and the accuracy of account information. If either individual is unavailable, then the Chief of Staff shall perform these duties.

### **4. Custody**

The Chief Financial Officer shall designate a locked unit for the storage of all check stock. The Chief Financial Officer, Controller/Assistant Chief Financial Officer, Accounting and Financial Reporting Manager and Technical Accountant/Accounting Coordinator shall have exclusive custody of the safe combination in which the key to that unit is held. The Chief Financial Officer, Controller/Assistant Chief Financial Officer, Accounting and Financial Reporting Manager or Technical Accountant/Accounting Coordinator shall release it only to the Accounting Technician, Accounts Payable, and Payroll Accountant.

The Accounting Technician, Accounts Payable, and the Payroll Accountant who prepare the checks shall maintain a log that lists the checks that have been issued. The Accounting and Financial Reporting Manager or Technical Accountant/Accounting

Coordinator shall review the log on a quarterly basis in order to verify that all checks have been properly accounted for.

## **5. Request for Payment**

The Accounting Technician, Accounts Payable, shall prepare and submit to the Chief Financial Officer, Controller/Assistant Chief Financial Officer, Accounting Manager or Senior Accountant, a transaction report that lists all check payees, prior to requesting the key to the locked unit in which the check stock is kept. The transaction report shall also itemize, describe, and justify all proposed expenditures by check.

All check payments shall be supported by purchase orders; sales receipts; time cards; personal action forms; and any other necessary supporting documentation. Only original invoices (no photocopies unless unable to receive original) totaling the amount of the disbursement shall be attached to the request for payment prior to execution.

All requests for payment, and all attached invoices shall be stamped "PAID" in order to avoid duplicate payments.

## **6. Signature Authority**

Only the Chairperson, Vice-Chairperson, CEO/General Manager, Chief Financial Officer, Chief of Staff, Chief of Human Relations, Chief Transportation Officer, ~~Chief Performance Officer~~, Chief Safety Officer and Controller/Assistant Chief Financial Officer shall have check-signing authority on SunLine's behalf. A dual-signature requirement shall be in effect at all times. Blank checks are never to be signed.

Checks between \$25,000 and \$50,000 must be signed by the CEO/General Manager and the Chief Financial Officer or Controller/Assistant Chief Financial Officer. Along with another authorized signatory, the Chairperson or Vice Chairperson must sign all checks over \$50,000 with an original signature. Appendix A of this policy identifies vendors which are exempt from the additional requirements for payments above \$25,000. The list in Appendix A includes reoccurring weekly, bi-weekly, monthly or quarterly vendors, which are reviewed and approved by the Finance/Audit Committee as necessary.

All checks shall require two original signatures. Payroll checks may be signed as follows: original of Chairperson, Vice-Chairperson, CEO/General Manager, Chief Financial Officer, Chief of Staff, Chief of Human Relations, Chief Transportation Officer, ~~Chief Performance Officer~~, Chief Safety Officer or Controller/Assistant Chief Financial Officer. All other Board Members and employees are prohibited from having check-signing authority. Exceptions can be approved by the CEO/General Manager.

## **7. Mailing**

Checks should always be mailed directly to the vendor or payee by the Receptionist. They shall not be returned to the requesting department, division, or individual, in order to

minimize the likelihood that such checks will be altered or given by someone other than the intended payee.

## **8. Manually-Issued Checks**

SunLine may issue manual checks that are subsequently entered into SunLine's computerized accounting system. In order to minimize the potential for forgery, all manual checks shall be approved by the Chief Financial Officer or Controller/Assistant Chief Financial Officer.

## **9. Cancelled Checks**

SunLine shall request that its commercial bank return all of SunLine's cancelled checks, or a disk with a copy of each check on both sides, on a monthly basis, by mail, so that SunLine will possess the requisite financial records for its annual financial audit.

## **10. Reconciled Bank Accounts**

The Technical Accountant/Accounting Coordinator or Accounting Technician, Fixed Assets, shall promptly reconcile all bank statements within 30 days of statement mailing. The Technical Accountant/Accounting Coordinator or Accounting Technician, Fixed Assets, shall immediately report any discrepancy to the Chief Financial Officer, Controller/Assistant Chief Financial Officer or Accounting and Financial Reporting Manager, and shall provide a supporting reconciliation report. The Chief Financial Officer, Controller/Assistant Chief Financial Officer or Accounting and Financial Manager shall perform a final review of the bank reconciliation, and shall approve the bank reconciliation by initialing it.

## **11. Voided Checks**

All checks that are spoiled or mutilated or that have been defectively prepared shall be voided by:

- a. Stamping or by writing, in ink, the word "VOID" in the check amount field, and in the vendor name/address field; and
- b. Removing the signature blocks from the check.

The check shall also be voided on SunLine's computerized accounting system.

## **12. Stop Payments**

When one of SunLine's checks is lost in the mail or otherwise cannot be accounted for, the Senior Accountant shall immediately contact the bank upon which the check is drawn, and place a stop payment on the check. The check shall also be voided on SunLine's computerized accounting system.

### **13. Destruction of Obsolete Check Stock**

Upon notification of obsolete check stock by the Chief Financial Officer, Controller/Assistant Chief Financial Officer, Accounting and Financial Reporting Manager or Technical Accountant/Accounting Coordinator, checks shall be destroyed within 48 hours and never discarded intact. Check stock shall be deemed to be obsolete when an address change occurs or a bank account is closed. The Accounting and Financial Reporting Manager or Technical Accountant/Accounting Coordinator, with the approval of the Chief Financial Officer or Controller/Assistant Chief Financial Officer, shall shred all obsolete check stock and personally attest in writing to the check destruction. Alternatively, the Chief Financial Officer, Controller/Assistant Chief Financial Officer, Accounting and Financial Reporting Manager or Technical Accountant/Accounting Coordinator may retain a commercial shred company with bonded employees for that purpose.

### **14. Disciplinary Action**

SunLine employees who violate the provisions of this policy shall be subject to disciplinary action, up to and including termination of employment.

## Appendix A

The following vendors are exempt from the additional requirements for payments above \$25,000. Revisions to this Appendix shall be approved by the Finance/Audit Committee.

- U.S. Bank – Pension fund payments
- CalPers – Health Care Vendor
- Southern California Gas – Natural Gas
- Guardian – Benefit Insurance Provider
- PERMA – Insurance Vendor
- Imperial Irrigation - Electricity
- Element Markets, LLC – Natural Gas
- Michelin North America---Tire Leasing
- \*BAE – Pass-through

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\* Pass through accounts will be identified for Board approval to be included in the list of exclusions from the dollar amount limitations.

**SunLine Transit Agency  
Checks Policy  
Policy No: B-030403**

**Revised: 09/28/2022  
Adopted: 10/25/2006**

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## **CHECKS POLICY**

### **PURPOSE**

The purpose of this document is to outline the policy and procedures on checks for SunLine Transit Agency (hereafter referred to as "SunLine").

### **POLICY**

It is the policy of SunLine to use checks as its principal means of disbursement. Checks minimize the amount of cash on hand; require expenditure preauthorization and justification; and are easier to record than credit transactions. Weak or nonexistent internal controls, however, could result in check fraud losses for SunLine since the Uniform Commercial Code has shifted a greater proportion of such losses to the check issuer.

#### **1. Scope**

The provisions of this policy shall apply to all checks that SunLine originates or receives.

#### **2. Objectives**

SunLine's objectives shall be to minimize the risk of:

- a.** Theft by third parties after checks have been ordered or mailed in payment of bills.
- b.** Forgery of check signatures by public officials or employees, or by third parties who have intercepted checks in the mail.
- c.** Embezzlement by public officials or employees through the improper use of checks.
- d.** Fraud by public officials or employees through the misrepresentation or omission of a material fact concerning checks.

### **PROCEDURE**

#### **1. Segregation of Duties**

The duties of public officials and employees with respect to check custody, preparation, and execution shall be segregated so that embezzlement will not be facilitated by a concentration of responsibilities in one person (e.g., cash handling and financial statement preparation). Individuals, independent of one another, shall therefore discharge the following duties:

- a. **Check Stock Custody.** The Chief Financial Officer, Controller/Assistant Chief Financial Officer, Accounting and Financial Reporting Manager, and Technical Accountant/Accounting Coordinator shall have exclusive custody to the safe combination. The key to the locked unit in which the check stock is kept should be held in the safe. Only the Accounting Technician, Accounts Payable, and the Payroll Accountant shall be allowed to use the key.
- b. **Check Preparation.** The Accounting Technician, Accounts Payable, and the Payroll Accountant shall have exclusive responsibility for preparing all checks.
- c. **Check Signing.** The Chairperson, Vice-Chairperson, CEO/General Manager, Chief Financial Officer, Chief of Staff, Chief of Human Relations, Chief Transportation Officer, Chief Safety Officer and Controller/Assistant Chief Financial Officer shall have exclusive responsibility for signing all checks.
- d. **Batches Reviewed and Posted.** Either the Chief Financial Officer, Controller/Assistant Chief Financial Officer, Accounting and Financial Reporting Manager or Technical Accountant/Accounting Coordinator shall review and post all accounting batches.
- e. **Bank Statement Reconciliation.** The Technical Accountant/Accounting Coordinator or Accounting Technician, Fixed Assets, shall have exclusive responsibility for reconciling SunLine's bank statements to its general ledger on a monthly basis.
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If any of the above-referenced Finance Department employees are unavailable, then the CEO/General Manager may assign those responsibilities to other Finance Department employees.

## 2. Control Reports

A criminal typically attempts to conceal embezzlement by increasing or decreasing reported monthly expenditures, or by doing both. SunLine shall address this risk by requiring that the Chief Financial Officer, Controller/Assistant Chief Financial Officer, Accounting and Financial Reporting Manager or Technical Accountant/Accounting Coordinator prepare and review SunLine's monthly statements of financial position; statements of revenues and expenditures; check registers; and bank reconciliations. The Finance/Audit Committee shall receive a copy of the Checks Over \$1,000 report and each statement of revenues and expenditures on a monthly basis.

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All checks shall require two original signatures. Payroll checks may be signed as follows: original of Chairperson, Vice-Chairperson, CEO/General Manager, Chief Financial Officer, Chief of Staff, Chief of Human Relations, Chief Transportation Officer, Chief Safety Officer or Controller/Assistant Chief Financial Officer. All other Board Members and employees are prohibited from having check-signing authority. Exceptions can be approved by the CEO/General Manager.

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### **14. Disciplinary Action**

SunLine employees who violate the provisions of this policy shall be subject to disciplinary action, up to and including termination of employment.

## Appendix A

The following vendors are exempt from the additional requirements for payments above \$25,000. Revisions to this Appendix shall be approved by the Finance/Audit Committee.

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- Imperial Irrigation - Electricity
- Element Markets, LLC – Natural Gas
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- \*BAE – Pass-through

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\* Pass through accounts will be identified for Board approval to be included in the list of exclusions from the dollar amount limitations.

**SunLine Transit Agency**

**DATE:** September 28, 2022 **ACTION**

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

**FROM:** Luis Garcia, Controller/Assistant Chief Financial Officer  
Gloria Salazar, Finance Consultant

**RE:** Revisions to Procurement Policy No. B-160501

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**Recommendation**

Recommend that the Board of Directors approve the revisions to Procurement Policy No. B-160501.

**Background**

On July 27, 2022, staff introduced the proposed policy revisions to the Finance/Audit Committee as well as the Board Operations Committee. During the committee meetings, staff discussed the need and purpose of the proposed policy and answered any questions.

On December 3, 2008, the SunLine Board of Directors approved an increase in the CEO/General Manager's purchasing authority from \$25,000 to \$100,000 for items included in an approved budget or plan. The rationale for this increase was to maintain consistency with the Federal Transit Administration (FTA) designations of procurement process requirements. A second reason was to maintain efficiency in the procurement process based on the risks associated with procurements at certain dollar values.

Staff is proposing that the CEO/General Manager's authority be increased to be commensurate with the increased thresholds included in FTA regulations. The federal regulations contain the following thresholds:

1. Micro Purchases at a value of \$10,000 or less.
2. Small Purchases at a value of more than \$10,000 and less than \$250,000.
3. Formal Purchases/Simplified Acquisition Threshold is at a value of \$250,000 or greater.

Additionally, the proposed revisions tie the CEO/General Manager's signature authority for contracts to the Simplified Acquisition Threshold as established in the federal regulations. Consequently, the CEO/General Manager's signing authority will be raised from the current limit of \$100,000 to \$250,000 for items identified in an approved budget

or plan. The CEO/General Manager's authority for change orders and amendments will be raised to \$50,000 with an aggregate threshold of \$250,000.

The construction individual change order threshold will be changed from \$100,000 to \$150,000 and will still require the Chairman or Vice-Chairman of the Board of Directors to approve the changes in advance of execution by the CEO/General Manager.

#### PURCHASING LIMIT COMPARISON

<b>Agency</b>	<b>Purchasing Limit</b>
Federal Transit Administration	\$250,000 Small Purchase Limit
Foothill Transit	\$250,000 CEO/GM Contract Authority
North County Transit District	\$200,000 CEO/GM Contract Authority

#### SUMMARY OF PROPOSED CHANGES

<b>Provision</b>	<b>Now</b>	<b>Proposed</b>
<b>CEO/General Manager Contract Authority for:</b>		
Purchases not itemized in an approved plan or budget	\$ 25,000	\$ 100,000
Items itemized in an approved plan or budget	\$ 100,000	\$ 250,000
Change Orders and Amendments	\$ 25,000	\$ 50,000
Construction Change Orders with approval from Chair or Vice Chair	\$ 100,000	\$ 150,000
The aggregate value of amendments and change orders on any contract	\$ 100,000	\$ 250,000
Purchasing authority in the event of an emergency	\$ 100,000	\$ 250,000
Providing a list of executed contracts to the Board of Directors	\$25,000 - \$100,000	\$ 50,000 - \$250,000

### **Financial Impact**

Approval of the proposed policy revisions will facilitate SunLine's purchasing requirements and improve efficiency.

Attachments:

- [Item 13a](#) – Procurement Policy Revision Presentation
- [Item 13b](#) – Redlined Copy of Procurement Policy B-160501
- [Item 13c](#) – Procurement Policy B-160501 (Redlined Changes Accepted)



# Procurement Policy Revision

September 28, 2022

**Gloria Salazar**, Finance Consultant

**Luis Garcia**, Controller/Assistant Chief Financial Officer

# Action Item

- Proposed limits align with Federal Transit Administration (FTA) and other peer transit agencies
- Increase CEO/General Manager contract authority
  - Modify Chapter 2 of Procurement Policy B-160501
- Board of Directors authorizes approval levels

# Background

- Current limits align with previous FTA small purchase thresholds
  - Proposed change updates limits to be consistent with new FTA small purchase threshold
- Presented to the Board Operations Committee and Finance/Audit Committee on July 27, 2022
- No concerns received

# Comparison to FTA and Other Transit Agencies

- Proposed CEO/General Manager Authority
  - \$250,000
- Comparison

Agency	Purchasing Limit
Federal Transit Administration	\$250,000 Small Purchase Limit
Foothill Transit	\$250,000 CEO/GM Contract Authority
North County Transit District	\$200,000 CEO/GM Contract Authority

# Assurances



- Increases efficiency with Agency's large capital projects
- Updates policy to align with federal simplified acquisition thresholds
- Supported by existing effective internal controls
- Maintains compliance

**Thank  
You**





## Purchasing Policies and Procedures

Updated: September 28, 2022  
Supersedes Policy Dated ~~August~~ 30, August 2019  
Supersedes Policy Dated 24, April 2019  
Supersedes Policy Dated 27, March 2019  
Supersedes Policy Dated 26, September 2001  
Supersedes Contract Policy Dated 25, February 2004  
Supersedes Policy Dated 31, May 2013

<p><b>SunLine Transit Agency</b></p> <p><b>PROCUREMENT POLICIES &amp; PROCEDURES</b></p>	<p><b>CHAPTER NO. 2</b></p> <p><b>PROCUREMENT INTEGRITY AND CONTROL</b></p> <p><b>PAGE 1 OF 5</b></p>
	<p><b>RELEASE DATE: APRIL 24, 2019</b></p>
	<p><b>SUPERSEDES: MAR. 27, 2019</b>  <b>SUPERSEDES: MAR. 23, 2011</b>  <b>SUPERSEDES: MAR. 24, 2010</b>  <b>SUPERSEDES: FEB. 25, 2009</b>  <b>SUPERSEDES: DEC. 03, 2008</b>  <b>SUPERSEDES: SEPT. 26, 2001</b>  <b>SUPERSEDES: APR. 27, 2011</b></p>

**200 CONTRACT POLICY**

1.1 Purpose

The purpose of this document is to outline the policy for SunLine Transit Agency (“SunLine”) to establish authorization levels and procedures for entering into purchase orders, contracts, agreements and memorandums of understanding (“contracts”). For purposes of this Policy, the term “contract” is broadly defined to include any arrangement under which SunLine is providing money, goods or services to another entity or individual in exchange for something in return.

1.2 Policy

This policy is intended to establish guidelines that apply when SunLine enters into contracts and accepts grant funding for transit, and a variety of projects, that may include services, equipment, travel, products and/or the use of subcontractors and consultants. While this document is meant to set policy on the processing of all contracts, it is not intended to be inflexible.

The following three categories define the approval process that applies to all contracts, depending upon the financial amount involved and the urgency of the matter.

The CEO/General Manager is the designated "Contracting Officer" for SunLine Transit Agency. The CEO/General Manager may delegate certain contracting authority to subordinate staff within the limitations of this policy. The persons delegated authority by the CEO/General Manager may exercise Contracting Officer authority on behalf of the CEO/General Manager. The CEO/General Manager has organizationally established a staff position to insure compliance with these procedures and to exercise certain authority expressed in these policies.

Where certain duties are assigned herein to the Contracting Officer, this assignment shall be to the head of SunLine's Procurement Department. All delegations of Contracting Officer authority shall be in writing.

#### 1.2.1 CEO/GENERAL MANAGER AUTHORIZATION

- a) The CEO/General Manager is authorized to enter into contracts on behalf of SunLine in an amount not to exceed ~~\$25400,000~~, without obtaining prior authorization from the Finance Committee or SunLine's Board of Directors. The ~~\$25400,000~~ threshold applies to the purchase of items listed in a board approved plan or board approved budget. For goods or services not itemized in a board approved plan or board approved budget, the CEO/General Manager's authority is an amount not to exceed ~~\$10025,000~~.
- b) The CEO/General Manager is authorized to enter into a contract or to obligate SunLine in excess of ~~\$25400,000~~ only in the event of an emergency relating to transit operations or involving a safety issue. The CEO/General Manager shall make every reasonable effort to contact the Chairperson of the Board or the Finance/Audit Committee prior to entering into such an obligation, but his/her inability to do so shall not impede his/her authority to sign documents necessary to respond to the emergency or safety issue. Any such contracts or obligations shall be brought to the Board at its next regular meeting for discussion and ratification.
- c) A list of contracts, change orders and amendments entered into with a value ~~of \$25,000 to \$100,000~~ over \$250,000 shall be provided to the Finance/Audit Committee and the SunLine Board of Directors at the next available regularly scheduled meeting (normally monthly).

- d) The CEO/General Manager may designate the Chief Financial Officer to execute contracts on his/her behalf on a contract-by-contract basis.

#### 1.2.2 BOARD AUTHORIZATION

- a) Staff shall present all contracts, amendments or modifications requiring Board approval to the Finance/Audit Committee and SunLine Board of Directors at the regularly scheduled meetings for review and \_\_\_\_\_ approval to delegate authority to the CEO/General Manager to negotiate and execute the contract, amendment, or modification, subject to review and approval by legal counsel.
- b) All contracts shall be accompanied by a staff report that fully discusses the scope of the contract, its purposes and benefits, and sufficient financial detail that identifies all funding requirements and financial implications of the contract.
- c) In the event that a contract, an amendment, or a modification is presented to SunLine for signature that does not allow for the timely process that is required under this policy, the following procedures shall apply. The CEO/General Manager (or his/her designee) may contact the Chairperson of the Board of Directors and/or the Chairperson of the Finance/Audit Committee and present the issues involved and the urgency of the matter. These individuals may request a special meeting of the Finance/Audit Committee to review the subject contract and the Finance/Audit Committee may approve the signing of the contract, after legal counsel's review and approval, under special circumstances. If a contract is signed under these conditions, it shall be presented to the SunLine Board of Directors at its next regularly scheduled meeting with an explanation of the special circumstances.

#### 1.2.3 AMENDMENTS, CHANGE ORDERS, MODIFICATIONS AND RECURRING CONTRACTS

- a) The CEO/General Manager (or his/her designee) may execute amendments or modifications to existing contracts without prior approval of the Board if the amendment is less than \$250,000. In no event shall the aggregate value of amendments or modifications to an existing contract exceed the \$~~25400~~250,000 threshold without Board approval.
- b) However, the CEO/General Manager is authorized to execute construction change orders in an amount between \$250,000 and

\$~~2150~~0,000 for any one transaction. The Chairman or Vice-Chairman of the Board of Directors shall approve the changes in advance of execution by the CEO/General Manager. For construction change orders authorized under this section, the CEO/General Manager shall present these changes as an Information Item at the first Board Meeting following approval of the change order.

### 1.3 Procedures

- a) Once approval is obtained for a given transaction, all contracts shall be executed by the CEO/General Manager, with the power of re-delegation. The use of a digital signature, as defined in Government Code §16.5 et seq., is allowed on purchase orders.
- b) SunLine staff shall provide the original of every signed contract or agreement, amendment or modification thereof, to the Procurement staff for SunLine's records.

## **201 SUNLINE CONTROLS AND LIMITATIONS**

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Items not specifically itemized in an approved budget or included in a board approved plan requires the Board of Directors' approval for procurement actions in excess of \$~~10025~~,000.

## **202 POLICY AND PROCEDURES AMENDMENTS AND DEVIATIONS**

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not prohibited by law or governing Federal regulations. However, when it is known that a deviation will be required on a permanent basis, a revision to this Manual should be made. All deviations require review by the SunLine Counsel for legal sufficiency.

### **203 PURCHASE REQUISITION APPROVAL**

Purchase requisitions will require the electronic approval of the Supervisor/Superintendent (if applicable) and the department Chief (or designee) before the Requisition will be approved. Requisitions over \$1,000 will also require the electronic approval of the Finance Department.

Should a purchase requisition be submitted for an operational expense which will incur expenses in two (2) or more consecutive fiscal years, a paper requisition shall be routed for physical signatures in lieu of electronic approval as detailed above. The procurement staff will enter the purchase requisition into the Agency's financial system to document the respective portion for the appropriate fiscal year.

Purchase Requisitions are not required for medical, legal and insurance expenses, payroll, petty cash and travel, utility payments, postage, temporary help, conferences and subscription renewals.

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Vendors shall be told to include the Purchase Order number on all correspondence, including packages, invoices, credit memos, etc.



## Purchasing Policies and Procedures

Updated: September 28, 2022  
Supersedes Policy Dated 30, August 2019  
Supersedes Policy Dated 24, April 2019  
Supersedes Policy Dated 27, March 2019  
Supersedes Policy Dated 26, September 2001  
Supersedes Contract Policy Dated 25, February 2004  
Supersedes Policy Dated 31, May 2013

<p><b>SunLine Transit Agency</b></p> <p><b>PROCUREMENT POLICIES &amp; PROCEDURES</b></p>	<p><b>CHAPTER NO. 2</b></p> <p><b>PROCUREMENT INTEGRITY AND CONTROL</b></p> <p><b>PAGE 1 OF 5</b></p>
	<p><b>RELEASE DATE: APRIL 24, 2019</b></p>
	<p><b>SUPERSEDES: MAR. 27, 2019</b>  <b>SUPERSEDES: MAR. 23, 2011</b>  <b>SUPERSEDES: MAR. 24, 2010</b>  <b>SUPERSEDES: FEB. 25, 2009</b>  <b>SUPERSEDES: DEC. 03, 2008</b>  <b>SUPERSEDES: SEPT. 26, 2001</b>  <b>SUPERSEDES: APR. 27, 2011</b></p>

**200 CONTRACT POLICY**

1.1 Purpose

The purpose of this document is to outline the policy for SunLine Transit Agency (“SunLine”) to establish authorization levels and procedures for entering into purchase orders, contracts, agreements and memorandums of understanding (“contracts”). For purposes of this Policy, the term “contract” is broadly defined to include any arrangement under which SunLine is providing money, goods or services to another entity or individual in exchange for something in return.

1.2 Policy

This policy is intended to establish guidelines that apply when SunLine enters into contracts and accepts grant funding for transit, and a variety of projects, that may include services, equipment, travel, products and/or the use of subcontractors and consultants. While this document is meant to set policy on the processing of all contracts, it is not intended to be inflexible.

The following three categories define the approval process that applies to all contracts, depending upon the financial amount involved and the urgency of the matter.

The CEO/General Manager is the designated "Contracting Officer" for SunLine Transit Agency. The CEO/General Manager may delegate certain contracting authority to subordinate staff within the limitations of this policy. The persons delegated authority by the CEO/General Manager may exercise Contracting Officer authority on behalf of the CEO/General Manager. The CEO/General Manager has organizationally established a staff position to insure compliance with these procedures and to exercise certain authority expressed in these policies.

Where certain duties are assigned herein to the Contracting Officer, this assignment shall be to the head of SunLine's Procurement Department. All delegations of Contracting Officer authority shall be in writing.

#### 1.2.1 CEO/GENERAL MANAGER AUTHORIZATION

- a) The CEO/General Manager is authorized to enter into contracts on behalf of SunLine in an amount not to exceed \$250,000, without obtaining prior authorization from the Finance Committee or SunLine's Board of Directors. The \$250,000 threshold applies to the purchase of items listed in a board approved plan or board approved budget. For goods or services not itemized in a board approved plan or board approved budget, the CEO/General Manager's authority is an amount not to exceed \$100,000.
- b) The CEO/General Manager is authorized to enter into a contract or to obligate SunLine in excess of \$250,000 only in the event of an emergency relating to transit operations or involving a safety issue. The CEO/General Manager shall make every reasonable effort to contact the Chairperson of the Board or the Finance/Audit Committee prior to entering into such an obligation, but his/her inability to do so shall not impede his/her authority to sign documents necessary to respond to the emergency or safety issue. Any such contracts or obligations shall be brought to the Board at its next regular meeting for discussion and ratification.
- c) A list of contracts, change orders and amendments entered into with a value over \$250,000 shall be provided to the Finance/Audit Committee and the SunLine Board of Directors at the next available regularly scheduled meeting (normally monthly).

- d) The CEO/General Manager may designate the Chief Financial Officer to execute contracts on his/her behalf on a contract-by-contract basis.

#### 1.2.2 BOARD AUTHORIZATION

- a) Staff shall present all contracts, amendments or modifications requiring Board approval to the Finance/Audit Committee and SunLine Board of Directors at the regularly scheduled meetings for review and approval to delegate authority to the CEO/General Manager to negotiate and execute the contract, amendment, or modification, subject to review and approval by legal counsel.
- b) All contracts shall be accompanied by a staff report that fully discusses the scope of the contract, its purposes and benefits, and sufficient financial detail that identifies all funding requirements and financial implications of the contract.
- c) In the event that a contract, an amendment, or a modification is presented to SunLine for signature that does not allow for the timely process that is required under this policy, the following procedures shall apply. The CEO/General Manager (or his/her designee) may contact the Chairperson of the Board of Directors and/or the Chairperson of the Finance/Audit Committee and present the issues involved and the urgency of the matter. These individuals may request a special meeting of the Finance/Audit Committee to review the subject contract and the Finance/Audit Committee may approve the signing of the contract, after legal counsel's review and approval, under special circumstances. If a contract is signed under these conditions, it shall be presented to the SunLine Board of Directors at its next regularly scheduled meeting with an explanation of the special circumstances.

#### 1.2.3 AMENDMENTS, CHANGE ORDERS, MODIFICATIONS AND RECURRING CONTRACTS

- a) The CEO/General Manager (or his/her designee) may execute amendments or modifications to existing contracts without prior approval of the Board if the amendment is less than \$50,000. In no event shall the aggregate value of amendments or modifications to an existing contract exceed the \$250,000 threshold without Board approval.
- b) However, the CEO/General Manager is authorized to execute construction change orders in an amount between \$50,000 and

\$250,000 for any one transaction. The Chairman or Vice-Chairman of the Board of Directors shall approve the changes in advance of execution by the CEO/General Manager. For construction change orders authorized under this section, the CEO/General Manager shall present these changes as an Information Item at the first Board Meeting following approval of the change order.

### 1.3 Procedures

- a) Once approval is obtained for a given transaction, all contracts shall be executed by the CEO/General Manager, with the power of re-delegation. The use of a digital signature, as defined in Government Code §16.5 et seq., is allowed on purchase orders.
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## SunLine Transit Agency

**DATE:** September 28, 2022 **ACTION**

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

**FROM:** Luis Garcia, Controller/Assistant Chief Financial Officer  
Gloria Salazar, Finance Consultant

**RE:** Approval of Revolving Fund and State of Good Repair Fund Policy  
No. B-180122

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### **Recommendation**

Recommend that the Board of Directors approve the proposed Revolving Fund and State of Good Repair Fund Policy No. B-180122.

### **Background**

On July 27, 2022, staff introduced the proposed policy to the Finance/Audit Committee as well as the Board Operations Committee. During the committee meetings, staff discussed the need and purpose of the proposed policy and answered any questions. The policy was well received and no issues were identified. Accordingly, staff is seeking approval for the establishment of two (2) Board restricted funds to improve the liquidity and financial condition of SunLine. The two (2) Board restricted funds are as follows:

- a) Establish a Revolving Fund up to \$2,000,000 to help advance projects and pay for operating and capital expenses with committed and allocated funding that have been delayed. The Revolving Fund will be replenished upon receipt of the appropriate reimbursement, and;
- b) Establish a State of Good Repair Fund that is annually funded up to a maximum of \$25,000,000. When the cap is reached, staff may recommend revisiting the adequacy of the maximum limit with the Board of Directors.

Most of SunLine's funding sources are received on a reimbursement basis. This means that SunLine must advance use of funds for both operating and capital expenses and then submit reimbursement requests to the appropriate funding agency. There have been situations when staff had to defer activities because of lack of cash on hand. This results in delays to project schedules which may impair total project funding. While other local, state, and federal funding sources will not permit application of funds for setting up a Revolving Fund to help regulate SunLine's cash flow, SunLine has specific funds

from the following sources that the SunLine Board of Directors has authority to allocate:

- a) Advertising Revenue
- b) Bus Stop Maintenance Fees
- c) SRA Overhead Revenues
- d) Outside Fuel Sales
- e) Sale of Fuel Credits

The proposed policy will establish a Revolving Fund for up to \$2,000,000 that staff can use for expenditures that have approved allocated funding, including projects with pre-award authority, subject to replenishment upon receipt of reimbursement from the appropriate funding agencies. This fund will help to protect SunLine's ability to meet its liabilities and advance projects that have approved funding.

In addition, the State of Good Repair Fund will put SunLine in a more competitive position when it is time to replace its assets. The State of Good Repair Fund will be funded on an annual basis and will help assist in the replacement of a variety of assets such as buses, fueling infrastructure, buildings, and bus stops. The State of Good Repair Fund will also assist in meeting the State's requirement in the Innovative Clean Transit (ICT) regulation which requires all public transit agencies to transition to a 100% zero emission bus fleet by 2040. Having available local match for state and federal grants make grant applications more competitive. In addition, during unforeseen circumstances, including failure to receive competitive grants and unforeseen shortfall in revenues, it is prudent to have funds readily available for asset replacement, expansion, major repair and/or overhaul to avoid any disruption to SunLine's operation. This action supports the Board's commitment of keeping SunLine's assets in a state of good repair and is also consistent with SunLine's Transit Asset Management Plan.

Expenditures exceeding \$10,000 using the State of Good Repair Fund will need Board approval. Emergencies, such as fueling infrastructure repairs, may be approved by the CEO/General Manager without Board approval. Emergency use of the State of Good Repair Fund will require an information item be brought to the Board of Directors at the next possible Board meeting.

### **Financial Impact**

Approval of the proposed policy will improve SunLine's financial position by leveraging the Agency's diverse revenue generating activities.

Attachments:

- [Item 14a](#) – Revolving Fund And State of Good Repair Presentation
- [Item 14b](#) – Revolving Fund And State of Good Repair Fund Policy No. B-180122



# Revolving Fund and State of Good Repair Fund Policy

September 28, 2022

**Gloria Salazar**, Finance Consultant

**Luis Garcia**, Controller/Assistant Chief Financial Officer

# Action Item

- Establish two funds: Revolving Fund and State of Good Repair Fund
- Funding Sources
  - Unrestricted revenues generated by SunLine (Board has full authority and jurisdiction over)
  - Not covered by state, federal, and local regulations

# Background

- Previously discussed by an Ad Hoc Committee (~3 years ago)
  - Future-proof SunLine
- Presented to the Board Operations Committee and Finance/Audit Committee on July 27, 2022
- Discussed with SunLine's General Counsel
- No comments/questions received

# Benefits

- Protects SunLine's core business: transit services
- Supports current and future infrastructure and capital assets
- Addresses unforeseen events
- May use as leverage for funding opportunities
- Maintains compliance
- Preserves the culture of SunLine – “operate like a business”

**Thank  
You**



**SunLine Transit Agency  
Revolving Fund and State of  
Good Repair Fund Policy  
Policy No: B-180122**

**Adopted: September 28, 2022**

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## **REVOLVING FUND AND STATE OF GOOD REPAIR FUND POLICY**

### **PURPOSE**

The purpose of this policy is to allocate specific funding sources for restricted use, establish a Revolving Fund, and establish a State of Good Repair Fund to support SunLine's strategic financial planning, Innovative Clean Transportation (ICT) Plan, and Transit Asset Management (TAM) Plan.

This Policy document will lay out the appropriate procedures, including approval.

### **POLICY**

The Finance Department is responsible for adhering to the procedures and approval process as described in this Policy. Any deviation from this Policy requires approval by a majority vote of SunLine's Board of Directors.

#### Policy Statements

- 1) The Board is establishing a Revolving Fund up to \$2,000,000;
- 2) The Board is establishing a State of Good Repair Fund to be funded annually up to a maximum of \$25,000,000. At the time that the cap is reached, staff may recommend revisiting the adequacy of the maximum limit with the Board of Directors, and;
- 3) The Board is committing and allocating restricted use of the following revenues to fund the Revolving Fund and State of Good Repair Fund:
  - a. Advertising Revenue
  - b. Bus Stop Maintenance Fees
  - c. SRA Overhead Revenues
  - d. Outside Fuel Sales
  - e. Sale of Fuel Credit

Any revenues earned on the disposal of surplus property which have financial restrictions from the funding agency, will not be allocable to the two (2) funds.

## **PROCEDURE**

### **Revolving Fund**

- a) Finance will establish a Revolving Fund for \$2 million.
- b) Finance will establish a separate account code to ensure appropriate accounting.
- c) Finance may use this Revolving Fund as part of its cash flow management, for operating and capital expenses that have approved funding.
- d) Finance will replenish this Fund as soon as the appropriate reimbursement is received.
- e) Finance will prepare a semi-annual report of activities of this Fund to the Finance/Audit Committee of the Board of Directors.
- f) If there is a need to increase the Revolving Fund, the Finance Department, with the approval of the CEO/General Manager, may present a request to the Board of Directors.

### **State of Good Repair Fund**

- a) Once the Revolving Fund (\$2,000,000) is established, Finance will establish a State of Good Repair Fund using whatever is left of the restricted funds stated above. Thereafter, these revenues will be used to fund the State of Good Repair Fund.
- b) Finance will credit funds to the State of Good Repair Fund as soon as revenues are received from the funding sources committed by the Board as stated above, up to the annual depreciation expense, whichever is less.
- c) Expenditures exceeding \$10,000 using the State of Good Repair Fund will need Board approval by a majority vote. Emergency use of the State of Good Repair Fund may be approved by the CEO/General Manager without Board approval. Emergency use will require an information item be brought to the Board of Directors at the next scheduled Board meeting.
- d) Use of State of Good Repair Fund is limited to the following:
  - a. Match for other funding sources, if there are no other funds are available, asset replacement, expansion, acquisition, and major overhaul. This includes formula and discretionary grants;
  - b. 100% use of this funding for the same purpose as (a); and/or
  - c. Any unforeseen and urgent situations that may need immediate funding, provided it is approved by the Board.
- e) Staff will prepare a semi-annual report of activities of this Fund to the Finance/Audit Committee.

### **Changes/Waivers to the Policy**

Staff may review this Policy, as deemed necessary. The majority vote of the Board of Directors may amend, revise, terminate, or temporarily waive the provisions of this Policy.