



SunLine Transit Agency/
 SunLine Services Group
 December 1, 2021
 12:00 p.m.

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

VIA VIDEOCONFERENCE

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

INSTRUCTIONS FOR ELECTRONIC PARTICIPATION

Join Zoom Meeting - from PC, Laptop or Phone

<https://us02web.zoom.us/j/89658143665>

Meeting ID: 896 5814 3665

Teleconference Dial In
 888-475-4499 (Toll Free)
 Conference Number: 896 5814 3665

One tap mobile
 +16699009128,,89658143665#

Phone controls for participants:

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

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

For members of the public wishing to submit comment in connection with the Board Meeting: public comment requests may be submitted via email to the Clerk of the Board at clerkoftheboard@sunline.org prior to November 30, 2021 at 5:00 p.m. with your name, telephone number and subject of your public comment (agenda item or non-agenda item). Members of the public may make public comments through their telephone or Zoom connection when recognized by the Chair. Those who have submitted a request to speak by the deadline above will be recognized first, then anyone else who wishes to speak will be provided an opportunity to make public comment. If you send written comments, your comments will be made part of the official record of the proceedings and read into the record if they are received by the deadline above.

ITEM

RECOMMENDATION

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

In compliance with the Americans with Disabilities Act, Government Code Section 54954.2, and the Federal Transit Administration Title VI, please contact the Clerk of the Board at (760) 343-3456 if special assistance is needed to participate in a Board meeting, including accessibility and translation services. Notification of at least 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 –
OCTOBER 27, 2021 JOINT BOARD MEETING**

**APPROVE
(PAGE 5-11)**

7. PUBLIC COMMENTS

RECEIVE COMMENTS

NON AGENDA ITEMS

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

8. BOARD MEMBER COMMENTS

RECEIVE COMMENTS

9. CONSENT CALENDAR

RECEIVE & FILE

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

- 9a) Checks \$1,000 and Over Report for September 2021 (PAGE 12-15)
- 9b) Credit Card Statement for September 2021 (PAGE 16-23)
- 9c) Monthly Budget Variance Report for September 2021 (PAGE 24-28)

<u>ITEM</u>	<u>RECOMMENDATION</u>
9d) Contracts Signed in Excess of \$25,000 for October 2021	(PAGE 29-30)
9e) Union & Non-Union Pension Investment Asset Summary September 2021	(PAGE 31-40)
9f) Ridership Report for October 2021	(PAGE 41-45)
9g) SunDial Operational Notes for October 2021	(PAGE 46-48)
9h) Metrics for October 2021	(PAGE 49-67)
9i) Quarterly Performance Summary for 3 rd Quarter Calendar Year 2021	(PAGE 68-72)
9j) Board Member Attendance for October 2021	(PAGE 73-74)
9k) SSG/SRA Checks \$1,000 and Over Report for September 2021	(PAGE 75-76)
9l) SSG Monthly Budget Variance Report for September 2021	(PAGE 77-79)
9m) Taxi Trip Data – October 2021	(PAGE 80-81)
10. ADOPTION OF RESOLUTION TO CONTINUE TELECONFERENCE MEETINGS (Staff: Eric Vail, General Counsel and Lauren Skiver, CEO/General Manager)	APPROVE (PAGE 82-87)
11. REVIEW DECLARATION OF EMERGENCY BY THE BOARD OF DIRECTORS (Staff: Eric Vail, General Counsel and Lauren Skiver, CEO/General Manager)	APPROVE (PAGE 88-92)
12. RATIFICATION OF FEDERAL EMERGENCY FUNDING CLAIMS (Russell Betts, Chair of Finance/Audit Committee; Staff: Luis Garcia, Chief Financial Officer)	RECEIVE & FILE (PAGE 93-94)
13. APPROVE GRANT FOR SUNLINE WEST COAST CENTER OF EXCELLENCE IN ZERO EMISSION TECHNOLOGY & RENEWABLE ENERGY (Russell Betts, Chair of Finance/Audit Committee; Staff: Rudy Le Flore, Chief Project Consultant)	APPROVE (PAGE 95)
14. FUNDING FOR OVER-THE-ROAD COMMUTER BUSES (Russell Betts, Chair of Finance/Audit Committee; Staff: Rudy Le Flore, Chief Project Consultant)	APPROVE (PAGE 96)

ITEM

RECOMMENDATION

15. FY20/21 SERVICE STANDARDS PERFORMANCE REPORT

(Raymond Gregory, Chair of Strategic Planning & Operations Committee;
Staff: Jeff Guidry, Transit Planning Manager)

APPROVE
(PAGE 97-117)

16. TAXICAB SERVICE IMPROVEMENT AND DRIVER RECRUITMENT COLLABORATION

(Staff: Michal Brock, Taxi Administrator)

INFORMATION
(PAGE 118)

17. GENERAL COUNSEL’S REPORT

18. CEO/GENERAL MANAGER’S REPORT

19. CLOSED SESSION

a) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code section 54956.9(d)(1)
Two (2) Matters:

Alma Crutchfield v. SunLine Transit Agency
Tort Claim filed against SunLine

Denise Bellamy v. Sunline Transit Agency
Tort Claim filed against SunLine

20. NEXT MEETING DATE

January 26, 2022 at 12 p.m.

21. ADJOURN

MINUTES

Joint SunLine Transit Agency/SunLine Services Group Board of Directors Meeting October 27, 2021

A joint regular meeting of the SunLine Transit Agency and SunLine Services Group Board of Directors was held at 12:01 p.m. on Wednesday, October 27, 2021 via Zoom videoconference, pursuant to California Government Code section 54953(e).

1. CALL TO ORDER

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

2. FLAG SALUTE

Board Vice-Chair Middleton 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
Raymond Gregory, 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
Robert Radi, SunLine Agency Board Member, City of La Quinta
Kathleen Kelly, SunLine Agency Board Member, City of Palm Desert
Charles Townsend, SunLine Agency Board Member, City of Rancho Mirage
Supervisor V. Manuel Perez, SunLine Agency Board Member, County of Riverside

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

Members Absent:

Donna Griffith, SunLine Agency Board Member, City of Indian Wells

4. ADOPTION OF RESOLUTION TO CONTINUE TELECONFERENCE MEETINGS

An oral report was provided by Eric Vail, General Counsel. Board Member Betts moved to approve the Adoption of Resolution to Continue Teleconference Meetings. The motion was seconded by Board Member Townsend. The motion was approved by a unanimous vote of 8 yes; 0 no; 0 abstain

5. PRESENTATIONS

No separate presentations apart from agendized items.

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
OCTOBER 27, 2021**

6. FINALIZATION OF AGENDA

A change was made to the order of the meeting business by moving up Closed Session after current Item 9 – Board Member Comments. Closed Session became new item 10. The order of closed session items was changed as well – letter b was heard first in that discussion.

Eric Vail, General Counsel provided clarification needed on this change.

**Board Member Delgado joined the meeting at 12:05 pm.*

7. APPROVAL OF MINUTES FOR JOINT STA/SSG SEPTEMBER 29, 2021 BOARD MEETING

Board Member Kelly moved to approve the minutes of the September 29, 2021 Board meeting. The motion was seconded by Board Member Gregory. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

8. PUBLIC COMMENTS

Eight (8) public comments on non-agenda items were made by:

- Anthony Garcia
- Marcus Staley
- Dave Robin
- Cecelia Garcia
- Jorge Ornelas
- Luis Martinez
- Stephan Navarrete
- Eugene Wilson

9. BOARD MEMBER COMMENTS

Board Member Comments were made by:

- Supervisor V. Manuel Perez, County of Riverside
- Board Member Betts, City of Desert Hot Springs
- Board Vice-Chair Middleton, City of Palm Springs

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
OCTOBER 27, 2021**

10. CLOSED SESSION

a) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

Two (2) Matters:

Vanessa Tello v. SunLine Transit Agency
Tort Claim filed against SunLine

Javier Francisco Rendon (deceased) v. SunLine Transit Agency
Workers Compensation Appeals Board, Case No. ADJ 15111949

b) CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code section 54957.6

Agency designated representatives: Lauren Skiver, CEO/GM SunLine, Eric Vail, General Counsel

Employee organizations: Teamsters Local 1932 and Amalgamated Transit Union Local 1277

a) There was no reportable action taken.

b) There was no reportable action taken.

11. CONSENT CALENDAR

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

12. FISCAL YEAR 2021 AUDIT REPORTS

Finance/Audit Committee Chair Betts reported that this item was brought to the committee and they unanimously approved the item. An oral report was provided by Luis Garcia, Chief Financial Officer. SunLine Transit Agency Board Member Betts moved to approve the Fiscal Year 2021 Audit Reports. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

13. PURCHASE OF MCI BUS

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

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
OCTOBER 27, 2021**

**14. SUNRIDE MICROTRANSIT PILOT PROGRAM (PHASE III) –
TRANSPORTATION PROVIDERS**

Finance/Audit Committee Chair Betts reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Betts moved to approve the SunRide Microtransit Pilot Program (Phase III) – Transportation Providers. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

15. CONTRACT FOR MICROTRANSIT SERVICE PLANNING AND SOFTWARE

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

Board Member Comments were made by:

- Board Member Gregory, City of Cathedral City

Staff Comments were made by:

- Michal Brock, Taxi Administrator

SunLine Transit Agency Board Member Betts moved to approve the Contract for Microtransit Service Planning and Software. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

**16. AWARD OF CONTRACT RENEWAL FOR MICROSOFT FOR ENTERPRISE
AGREEMENT**

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

Board Member Comments were made by:

- Board Chair Miller, City of Indio

SunLine Transit Agency Board Member Betts moved to approve the Award of Contract Renewal for Microsoft for Enterprise Agreement. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
OCTOBER 27, 2021**

17. FORMAL SELECTION OF PENSION COMMITTEE MEMBERS

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

Board Member Comments were made by:

- Board Chair Miller, City of Indio

Staff Comments were made by:

- Lauren Skiver, CEO/General Manager
- Luis Garcia, Chief Financial Officer

SunLine Transit Agency Board Member Betts moved to approve the Formal Selection of Pension Committee Members. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

18. RATIFICATION OF FEDERAL EMERGENCY FUNDING CLAIMS

Finance/Audit Committee Chair Betts reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Betts moved to approve the Ratification of Federal Emergency Funding Claims. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

19. CONTRACT FOR LEGISLATIVE SERVICES

Board Operations Committee Vice-Chair Townsend reported that this item was brought to the committee and they unanimously approved the item. An oral report was provided by Nicholas Robles, Chief of Public Affairs.

Board Member Comments were made by:

- Supervisor V. Manuel Perez, County of Riverside
- Board Member Betts, City of Desert Hot Springs

Supervisor V. Manuel Perez made an alternate motion to amend the Contract for Legislative Services, to have the top lobbyist work with SunLine. The motion was seconded by Board Member Betts. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
OCTOBER 27, 2021**

20. APPROVAL OF BOARD MEETING DATES FOR CALENDAR YEAR 2022

Board Chair Miller reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Townsend moved to amend the April Board meeting date to April 22, 2022 in observance of Earth Day and approve the Board Meeting Dates for Calendar Year 2022. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

21. RESOLUTION NO. 092 – ADOPTING FINES RELATING TO VIOLATIONS OF THE TAXI ORDINANCE AND REGULATIONS

Board Chair Miller reported that this item was brought to the committee and they unanimously approved the item. An oral report was provided by Michal Brock, Taxi Administrator. SunLine Transit Agency Board Member Townsend moved to approve the Resolution No. 092 – Adopting Fines Relating to Violations of the Taxi Ordinance and Regulations. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

22. INCREASE IN TAXICAB COMPLAINTS

Board Chair Miller reported that this information item was brought to the committee and gave a brief overview. An oral report was provided by Michal Brock, Taxi Administrator.

Staff Comments were made by:

- Lauren Skiver, CEO/General Manager

Board Member Comments were made by:

- Board Chair Miller, City of Indio
- Board Vice-Chair Middleton, City of Palm Springs

23. GENERAL COUNSEL’S REPORT

General Counsel, Eric Vail, had no updates to report.

24. CEO/GENERAL MANAGER’S REPORT

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

Board Member Comments were made by:

- Board Chair Miller, City of Indio

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
OCTOBER 27, 2021**

25. NEXT MEETING DATE

December 1, 2021 at 12 p.m.

26. ADJOURN

The SunLine Services Group and SunLine Transit Agency meeting concurrently adjourned at 1:48 p.m.

Respectfully Submitted,

Carmen Cubero
Assistant Clerk of the Board

A recording of the October 27, 2021 Board proceedings is available [here](#).

SunLine Transit Agency**CONSENT CALENDAR**

DATE: December 1, 2021

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Checks \$1,000 and Over Report September 2021

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 September which required signature from the Chair or Vice Chair.

Vendor	Check #	Amount
<i>CREATIVE BUS SALES, INC.</i>	<i>687409</i>	<i>\$152,283.42</i>

Recommendation:

Receive and file.

**SunLine Transit Agency
Checks \$1,000 and Over
September 2021**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
CALPERS	Group Health Ins Premiums	687400	09/29/2021	354,421.36
PERMA - INSURANCE	General Liability & Workers Comp Premium	687263	09/08/2021	189,366.58
PERMA - INSURANCE	General Liability & Workers Comp Premium	687317	09/15/2021	189,331.73
CREATIVE BUS SALES, INC.	WIP- FY2020 Replacement & Exp of Paratransit Buses	687409	09/29/2021	152,283.42
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	687330	09/15/2021	117,255.66
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	687464	09/29/2021	116,587.83
ELEMENT MARKETS RENEWABLE ENERGY, LLC	Utilities	687415	09/29/2021	88,246.51
IMPERIAL IRRIGATION DIST	Utilities	687360	09/22/2021	71,280.31
SO CAL GAS CO.	Utilities	687372	09/22/2021	59,248.37
GUARDIAN LIFE INSURANCE COMPANY THE	Employee Benefits/ LTD/STD/LIFE Ins Prem	687429	09/29/2021	47,121.58
IMPERIAL IRRIGATION DIST	Utilities	687246	09/08/2021	32,590.95
COACHELLA VALLEY TAXI	SunRide Ride Share Expense	687252	09/08/2021	30,138.84
KNOLL, INC.	WIP- Operations Facility	687361	09/22/2021	29,443.96
ROBERT HALF	Temporary Help	687451	09/29/2021	27,630.63
MICHELIN NORTH AMERICA, INC.	Lease Tire Services	687441	09/29/2021	24,304.17
WSP USA INC.	TDM & Vanpool Program	687382	09/22/2021	22,448.33
YELLOW CAB OF THE DESERT	SunRide Ride Share Expense	687285	09/08/2021	21,818.20
THE LEFLORE GROUP LLC	Projects Consultant	687268	09/08/2021	17,442.00
CPAC INC.COM	WIP-Information Technology Projects	687354	09/22/2021	17,066.45
VASQUEZ AND COMPANY LLP	Audit Services	687466	09/29/2021	16,507.50
SONSRAY FLEET SERVICES	Inventory Repair Parts	687328	09/15/2021	14,832.15
OLD GREEN HOUSE LLC	Aug 2021 Contract# 22-003	687322	09/15/2021	14,775.00
THE LEFLORE GROUP LLC	Projects Consultant	687453	09/29/2021	14,229.00
BATTERY RUSH	Bus Stop Supplies	687395	09/29/2021	13,363.80
BURKE, WILLIAMS & SORENSEN, LLP	Legal Service	687397	09/29/2021	13,060.33
NFI PARTS	Inventory Repair Parts	687388	09/29/2021	12,546.98
UNITED PAVING CO.	WIP- Operations Facility	687374	09/22/2021	12,154.00
IMPERIAL IRRIGATION DIST	Utilities	687307	09/15/2021	12,073.52
TEC EQUIPMENT, INC.	Inventory Repair Parts	687461	09/29/2021	11,886.42
VERIZON WIRELESS	Wireless Telephone Service	687282	09/08/2021	11,816.53
NAPA AUTO PARTS	Inventory Repair Parts	687443	09/29/2021	9,940.17
ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS	WIP-SOCAL Gas/Hydrogen Demonstration Project	687384	09/22/2021	9,787.50
BALLARD POWER SYSTEMS	Inventory Repair Parts	687226	09/08/2021	8,560.74
NFI PARTS	Inventory Repair Parts	687218	09/08/2021	7,022.50
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	687454	09/29/2021	6,908.59
GILLIG LLC	Inventory Repair Parts	687427	09/29/2021	6,869.41
NFI PARTS	Inventory Repair Parts	687290	09/15/2021	6,862.61
ADVANCED WEB OFFSET, INC.	Printing Expense	687288	09/15/2021	6,718.21
COACHELLA VALLEY TAXI	SunRide Ride Share Expense	687362	09/22/2021	6,523.20

**SunLine Transit Agency
Checks \$1,000 and Over
September 2021**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
AMALGAMATED TRANSIT UNION	Union Dues	687222	09/08/2021	6,255.35
YELLOW CAB OF THE DESERT	SunRide Ride Share Expense	687383	09/22/2021	6,222.20
AMALGAMATED TRANSIT UNION	Union Dues	687391	09/29/2021	6,164.54
LUMINATOR TECHNOLOGY GROUP, INC.	WIP-DAR Bus Graphics, Decals & Equip	687439	09/29/2021	6,006.88
MEYERS FOZI & DWORK, LLP	Insurance Loss	687311	09/15/2021	5,749.00
GENFARE	Printing Fare Media	687426	09/29/2021	5,717.46
DESERT AIR CONDITIONING, INC.	Fixed Asset- A/C Compressor installed	687412	09/29/2021	5,573.00
TPX COMMUNICATIONS	Communication	687379	09/22/2021	4,846.31
FLEET REFINISHING	Accident Repair Bus #583	687421	09/29/2021	4,747.12
ROBERT HALF	Temporary Help	687266	09/08/2021	4,705.33
HOME DEPOT CREDIT SERVICES	Facility Maintenance Supplies	687304	09/15/2021	4,181.31
PRUDENTIAL OVERALL SUPPLY	Uniforms	687319	09/15/2021	4,088.09
ANDREA CARTER & ASSOCIATES	Consultant for Marketing & Communication Services	687392	09/29/2021	4,050.00
BAE SYSTEMS CONTROLS, INC.	Inventory Repair Parts	687225	09/08/2021	3,989.00
ACCOUNTEMPS	Temporary Help	687216	09/08/2021	3,896.94
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	687343	09/22/2021	3,864.84
KELLERMEYER BERGENSONS SERVICES, LLC	Janitorial Services	687435	09/29/2021	3,825.00
HD INDUSTRIES	ZF Testman Software	687359	09/22/2021	3,674.71
FRANKLIN TRUCK PARTS, INC.	Inventory Repair Parts	687423	09/29/2021	3,299.21
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	687448	09/29/2021	3,141.90
PROMELI VIDEOWORKS	OPS Facility Building Video	687352	09/22/2021	3,097.52
SC FUELS	Lubricants- Oil	687457	09/29/2021	3,002.22
TIME WARNER CABLE	Utilities	687327	09/15/2021	2,969.98
WELTYS ENTERPRISES, INC.	Covid- Signs	687332	09/15/2021	2,945.52
CITY CAB	Taxi Voucher Program	687456	09/29/2021	2,811.36
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	687399	09/29/2021	2,809.31
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	687229	09/08/2021	2,809.31
ACCOUNTEMPS	Temporary Help	687385	09/29/2021	2,774.85
US BANK VOYAGER FLEET SYSTEMS	Unleaded/Diesel Fuel Service	687279	09/08/2021	2,637.35
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	687217	09/08/2021	2,584.05
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	687298	09/15/2021	2,552.08
JOSEPH LYNN FRIEND	IT Consulting Services	687250	09/08/2021	2,528.75
VALLEY OFFICE EQUIPMENT, INC.	Copier Service	687281	09/08/2021	2,483.92
HD INDUSTRIES	Lubricants- Oil	687430	09/29/2021	2,477.17
NFI PARTS	Fixed Asset- Misc Equip	687220	09/08/2021	2,472.39
LIVECHAT, INC.	Annual Membership	687253	09/08/2021	2,453.44
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	687238	09/08/2021	2,410.59
IMPERIAL IRRIGATION DIST	Utilities	687431	09/29/2021	2,372.45
JESSE FRESCAS JR.	WIP- Coachella Transit Hub	687308	09/15/2021	2,240.00

**SunLine Transit Agency
Checks \$1,000 and Over
September 2021**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
URRUTIA MARKS ARCHITECTS	WIP- Zero Emission Maintenance Facility	687364	09/22/2021	2,200.00
COMPLETE COACH WORKS	WIP- Driver door barriers	687337	09/16/2021	2,190.00
PLAZA TOWING, INC.	Towing Services	687370	09/22/2021	2,095.00
SIGN A RAMA	Years of Service Plaques	687272	09/08/2021	2,084.96
PLAZA TOWING, INC.	Towing Services	687318	09/15/2021	1,895.00
MANERI SIGN CO INC.	SunRide Expenses	687310	09/15/2021	1,866.82
TRANSIT RESOURCES, INC.	Inventory Repair Parts	687329	09/15/2021	1,865.61
AIR & LUBE SYSTEMS INC.	Repair on Shop Compressor	687221	09/08/2021	1,842.72
YELLOW CAB OF THE DESERT	Taxi Voucher Program	687334	09/15/2021	1,834.50
TRAPEZE SOFTWARE GROUP INC.	Consulting Services	687463	09/29/2021	1,750.00
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	687386	09/29/2021	1,707.72
DESERT URGENT CARE	Medical Exams	687432	09/29/2021	1,675.00
SAFETY-KLEEN CORPORATION	Haz Waste removal	687324	09/15/2021	1,530.76
FRONTIER COMMUNICATIONS	Communication	687300	09/15/2021	1,525.00
GENFARE	Printing Fare Media	687301	09/15/2021	1,488.61
MILE3 WEB DEVELOPMENT	Website Maintenance	687312	09/15/2021	1,470.00
SUNLINE REGULATORY ADMINI	Reimbursement to SRA	687341	09/16/2021	1,416.66
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	687348	09/22/2021	1,403.16
ALEJANDRO URESTE	Reimburse Emp for Shoe/Tool Allowance	687390	09/29/2021	1,400.00
FIESTA FORD, INC.	Repair Parts	687419	09/29/2021	1,388.93
NFI PARTS	Inventory Repair Parts	687344	09/22/2021	1,384.84
PLAZA TOWING, INC.	Towing Services	687264	09/08/2021	1,380.00
OMNITRACS, LLC	General Services	687260	09/08/2021	1,380.00
PLAZA TOWING, INC.	Towing Services	687449	09/29/2021	1,360.00
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	687336	09/16/2021	1,348.20
OFFICE DEPOT	Office Supplies	687256	09/08/2021	1,342.10
BROADLUX, INC.	Monthly Contracted Service	687227	09/08/2021	1,242.00
LA PRENSA HISPANA INC.	Advertising- Human Trafficking	687437	09/29/2021	1,200.00
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	687349	09/22/2021	1,155.74
FULTON DISTRIBUTING	Covid Supplies	687358	09/22/2021	1,094.12
C V WATER DISTRICT	Utilities	687353	09/22/2021	1,038.19
SC FUELS	Lubricants- Oil	687325	09/15/2021	1,014.87
SAFETY-KLEEN CORPORATION	Haz Waste removal	687270	09/08/2021	1,003.96
JUAN SORIA	Reimburse Emp for Tool Allowance	687251	09/08/2021	1,000.00
JORGE GARCIA	Reimburse Emp for Tool Allowance	687249	09/08/2021	1,000.00
FERNANDO CASTRO	Reimburse Emp for Tool Allowance	687418	09/29/2021	1,000.00
ESTEBAN HUIZAR	Reimburse Emp for Tool Allowance	687240	09/08/2021	1,000.00
QUADIENT FINANCE USA, INC.	Postage	687321	09/15/2021	1,000.00
CESAR ACEVEDO	Reimburse Emp for Tool Allowance	687405	09/29/2021	1,000.00
Total Checks Over \$1,000	\$2,025,469.96			
Total Checks Under \$1,000	\$32,314.84			
Total Checks	\$2,057,784.80			

SunLine Transit Agency**CONSENT CALENDAR**

DATE: December 1, 2021

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Credit Card Statement for September 2021

Summary:

The attached report summarizes the Agency's credit card expenses for September 2021. Credit card transactions through the CEO/General Manager credit card align with a statement closing date of October 3, 2021. The report also summarizes transactions for the credit cards utilized for Accounts Payable and Procurement which align with a statement closing date of September 30, 2021 for the reporting period.

Recommendation:

Receive and file.

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 10/03/21

Name on Card: Lauren Skiver

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1	9/2/2021	9/5/2021	Hyatt Centric	Lodging for 3 Nights in Long Beach, CA; ACT Expo in Long Beach, Lauren Skiver, CEO/General Manager		\$634.53
2	9/2/2021	9/5/2021	Hyatt Centric	Lodging for 3 Nights and Food in Long Beach, CA; ACT Expo in Long Beach, Frank Rytych, Deputy Chief of Zero Emission Technology		\$647.77
3	9/2/2021	9/5/2021	Hyatt Centric	Lodging for 3 Nights in Long Beach, CA; ACT Expo in Long Beach, Shawn Craycraft, Superintendent of Zero Emission Technology		\$634.53
4	9/9/2021	9/10/2021	EZCater/Luna Grill	Luna Grill Catering Order; ATU Leadership and SunLine Meeting		\$157.14
5	9/15/2021	9/17/2021	Hilton Hotels	Lodging for 2 Nights in Grand Junction, CO; CASTA Conference in Grand Junction, Lauren Skiver, CEO/General Manager		\$371.30
6	9/15/2021	9/17/2021	Hilton Hotels	Lodging for 2 Nights in Grand Junction, CO; CASTA Conference in Grand Junction, Michael Hayes, Maintenance Program Specialist Supervisor		\$481.24
7	9/16/2021	9/19/2021	Southwest Airlines	Southwest Airlines Flight from Denver, CO to Palm Springs, CA for Travel from CASTA Conference in Colorado; Michael Hayes, Maintenance Program Specialist Supervisor		\$289.98
8	9/17/2021	9/19/2021	LAZ Parking/Parkonect	Parking for 2 days in Denver, CO; ZEB Conference in Colorado - Lauren Skiver, CEO/General Manager		\$40.00
9	9/17/2021	9/19/2021	LAX Parking	LAX Parking for 5 days; Travel to CASTA and ZEB Conferences in Colorado - Lauren Skiver, CEO/General Manager		\$200.00
10	9/17/2021	9/19/2021	Hilton Hotels	Lodging for 2 Nights in Denver, CO; ZEB Conference in Denver, Lauren Skiver, CEO/General Manager		\$451.42
11	9/17/2021	9/19/2021	Dollar Car Rental	Dollar Car Rental for 4 days; CASTA and ZEB Conferences in Colorado - Lauren Skiver, CEO/General Manager		\$563.37
12	9/21/2021	9/22/2021	CTA	California Transit Association Conference November 2-4, 2021 - Registration; Lauren Skiver, CEO/General Manager		\$375.00
13	9/21/2021	9/22/2021	CTA	California Transit Association Conference November 2-4, 2021 - Registration; Nicholas Robles, Chief of Public Affairs		\$375.00

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
14	9/21/2021	9/23/2021	Southwest Airlines	Southwest Airlines Roundtrip Flight from Palm Springs, CA to Sacramento, CA for Travel to and from CTA Conference in Sacramento; Nicholas Robles, Chief of Public Affairs		\$207.96
15	9/28/2021	9/30/2021	Casuelas Café	Retirement Lunch for Peter Gregor, Chief Safety Officer		\$236.81
Credits and Charges:					\$0.00	\$5,666.05



SUB ACCOUNT MEMO STATEMENT

Prepared For	SUNLINE TRANSIT LAURA SKIVER
Sub Account Number	[REDACTED]
Statement Closing Date	10/03/21
Next Statement Date	11/03/21

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	+	\$5,666.05
Cash Advances	+	\$0.00
Credits	-	\$0.00
Statement Total		\$5,666.05

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
09/02	09/05	24943007NM0SNZ6B9	HYATT CENTRIC PIKE LNG B 5624361047 CA		634.53
09/02	09/05	24943007NM0SRAMN7	HYATT CENTRIC PIKE LNG B 5624361047 CA		647.77
09/02	09/05	24943007NM0SRM3NL	HYATT CENTRIC PIKE LNG B 5624361047 CA		634.53
09/09	09/10	24492157WLVT3NVE	EZCATERLUNA GRILL 8004881803 MA		157.14
09/15	09/17	2475542837LHS71J0	HILTON HOTELS 970-2561000 CO		481.24
09/15	09/17	2475542837LHS71Q2	HILTON HOTELS 970-2561000 CO		371.30
09/16	09/19	2469216842XVfyann	SOUTHWES 5261432319756800-435-9792 TX		289.98
		09/17/21	HAYES/MICHAEL FRANK		
		1 WN S	DENVER PALM SPRINGS		
09/17	09/19	2405522858AW9QL26	LAZ PARKING 760138 DENVER CO		40.00
09/17	09/19	2475542857LJE00GL	LAX AIRPORT LOT P 7 LOS ANGELES CA		200.00
09/17	09/19	2475542857LJGZLBH	HILTON HOTELS DENVER CO		451.42
09/17	09/19	249413584HV1QJRDH	DOLLAR #0053012 DENVER CO		563.37
09/21	09/22	2444500888PSPPZJX	FSP*CTA 916-446-4656 CA		375.00
09/21	09/22	2444500888PSPPZM6	FSP*CTA 916-446-4656 CA		375.00
09/21	09/23	2469216892XMFSY7P	SOUTHWES 5261434119476800-435-9792 TX		207.96
		11/01/21	ROBLES/NICHOLAS		
		1 WN V	PALM SPRINGS SACRAMENTO		
		2 WN P	SACRAMENTO PALM SPRINGS		
09/28	09/30	24622758GEJE09VG1	CASUELAS CAFE PALM DESERT CA		236.81
10/03	10/03	000000000000COMPC	TOTAL PURCHASES \$5,666.05		
			TOTAL \$5,666.05		

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

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 74203
32505 HARRY OLIVER TRL
THOUSAND PALMS CA 92276-3501 S309

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 09/30/2021

Name on Card: Liz Granillo (Accounts Payable Card)

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1	8/30/2021	9/1/2021	IID	Utilities Acct # 50677437 - Water c/o Div 24 (Facilities Indio/Coachella)		\$ 392.66
2	9/2/2021	9/2/2021	Az Chpt Natl Safety	NSC First Aid,CPR & AED Student Workbook		\$ 951.35
3	9/2/2021	9/2/2021	Az Chpt Natl Safety	NSC First Aid,CPR & AED Student Workbook		\$ 78.80
4	9/3/2021	9/6/2021	Amazon	Alexa for Business Account		\$ 6.40
5	9/4/2021	9/6/2021	Dropbox	Dropbox Business Advance Plan 1 License HR		\$ 2,016.00
Credits and Charges					\$ -	\$ 3,445.21



Statement Expenses

10/01/2021 09:21 AM PT
Requested By: AMADEO, ISABELLA

Cardholder Summary			
Cardholder Name:	GRANILLO, LIZ	Start Date:	09/01/2021
Card Number:	xxxx-xxxx-xxx	End Date:	09/30/2021
Status:	Open	Reminder Period:	10/01/2021 through 10/05/2021
Charges:	3,445.21 USD	Grace Period:	10/06/2021 through 10/07/2021
Out-of-pocket:	0.00 USD	Approval Period:	10/08/2021 through 10/11/2021
Total Amount:	3,445.21 USD		

Charges

Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
08/30/2021	09/01/2021	No	Spi Imperial Irrigati 800-303-7756,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	No	No	392.66 USD / 392.66
FUND 00		DIVISION						
09/02/2021	09/02/2021	No	Az Chpt Natl Safety Co 602-264-2394,AZ	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	No	No	951.35 USD / 951.35
FUND 00		DIVISION						
09/02/2021	09/02/2021	No	Az Chpt Natl Safety Co 602-264-2394,AZ	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	No	No	78.80 USD / 78.80
FUND 00		DIVISION						
09/03/2021	09/06/2021	No	Amazon Web Services Aws.amazon.co,WA	5039903800 - OTHER SERVICES	Finance(FIN)	No	No	6.40 USD / 6.40
FUND 00		DIVISION						
09/04/2021	09/06/2021	No	Dropbox 81yrsvlnh493 Dropbox.com,CA	5030300011 - COMPUTER/NETWORK SOFTWARE AGMT	Finance(FIN)	No	No	2,016.00 USD /2,016.00
FUND 00		DIVISION						

Total Charges: 3,445.21 USD

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

---End of Report---

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 09/30/2021

Name on Card: Walter Watcher (Procurement Card)

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1	9/2/2021	9/6/2021	C & J Bus Repair	MCI A/C Belt		\$ 132.02
2	9/5/2021	9/6/2021	Amazon	Industry standard color charts to ensure consistency in branding		\$ 174.54
3	9/16/2021	9/17/2021	Docusign	Refund - License Renewal for SSG-Taxi Docusign	\$ (594.41)	
4	9/29/2021	9/29/2021	Amazon	For Maintenance-Micro USB Cable, 3 Pck 6Ft Andro		\$ 25.83
Credits and Charges					\$ (594.41)	\$ 332.39



Statement Expenses

10/01/2021 09:22 AM PT
Requested By: AMADEO, ISABELLA

Cardholder Summary			
Cardholder Name:	WATCHER, WALTER	Start Date:	09/01/2021
Card Number:	xxxx-xxxx-xxxx	End Date:	09/30/2021
Status:	Open	Reminder Period:	10/01/2021 through 10/05/2021
Charges:	(262.02) USD	Grace Period:	10/06/2021 through 10/07/2021
Out-of-pocket:	0.00 USD	Approval Period:	10/08/2021 through 10/11/2021
Total Amount:	(262.02) USD		

Charges

Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
09/02/2021	09/06/2021	No	C&j Bus Repair 952-881-0034,MN	5049900022 - REPAIR PARTS- SUPPORT VEHICLES	Finance(FIN)	No	No	132.02 USD / 132.02
FUND 00		DIVISION						
09/05/2021	09/06/2021	No	Amzn Mktp Us 254yx7uj0 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	No	No	174.54 USD / 174.54
FUND 00		DIVISION						
09/16/2021	09/17/2021	No	Docusign Seattle,WA	5039903800 - OTHER SERVICES	Finance(FIN)	No	No	(594.41) USD / (594.41)
FUND 00		DIVISION						
09/29/2021	09/29/2021	No	Amzn Mktp Us 2c7hx9b91 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	No	No	25.83 USD / 25.83
FUND 00		DIVISION						

Total Charges: (262.02) USD

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

---End of Report---

SunLine Transit Agency**CONSENT CALENDAR**

DATE: December 1, 2021 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Monthly Budget Variance Report for September 2021

Summary:

The budget variance report compares revenues and expenses to the respective line item budgets. The report identifies current monthly revenues and expenses as well as fiscal year to date (FYTD) values. The budgetary figures are represented as a straight line budget. Accordingly, the current monthly budget values are calculated by taking 1/12th of the annual budget and the FYTD budget values for the month of September 2021 are equal to 3/12^{ths} of the yearly budget.

Year to Date Summary

- As of September 30, 2021, the Agency's FYTD revenues are \$638,245 or 83.6% above the FYTD budget due to large amounts of emission credit and CNG fueling revenue.
- As of September 30, 2021, the Agency's FYTD expenditures are \$538,696 or 5.3% below the FYTD budget.

Monthly Spotlight

- The category of "other expenses" for the month of September is over the monthly budget value. The unfavorable variance for the month is attributed to non-reoccurring monthly costs such as audit expenses and financial consulting services. Temporary help services across the Agency have also increased due to vacancies in administrative positions.

Recommendation:

Receive and file.

SunLine Transit Agency
Budget Variance Report
September 2021

Description	FY22 Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY22 FYTD Budget	Positive (Negative)	Percentage Remaining
Operating Revenues:								
Passenger Revenue	938,400	128,369	78,200	50,169	365,540	234,600	130,940	61.0%
Other Revenue	2,114,326	343,769	176,194	167,575	1,035,887	528,582	507,305	51.0%
Total Operating Revenue	3,052,726	472,138	254,394	217,744	1,401,426	763,182	638,245	54.1%
Operating Expenses:								
Operator & Mechanic Salaries & Wages	9,997,674	809,893	833,140	23,247	2,337,343	2,499,419	162,076	76.6%
Operator & Mechanic Overtime	720,900	105,101	60,075	(45,026)	245,311	180,225	(65,086)	66.0%
Administration Salaries & Wages	6,384,693	486,254	532,058	45,804	1,483,770	1,596,173	112,403	76.8%
Administration Overtime	119,516	5,601	9,960	4,358	17,814	29,879	12,065	85.1%
Fringe Benefits	10,504,975	803,725	875,415	71,690	2,364,050	2,626,244	262,194	77.5%
Communications	250,000	21,611	20,833	(778)	62,394	62,500	106	75.0%
Legal Services	575,000	20,934	47,917	26,983	52,335	143,750	91,415	90.9%
Computer/Network Software Agreement	600,000	50,941	50,000	(941)	140,955	150,000	9,045	76.5%
Uniforms	103,966	2,728	8,664	5,936	8,803	25,992	17,188	91.5%
Contracted Services	698,728	38,183	58,227	20,044	118,797	174,682	55,885	83.0%
Equipment Repairs	8,500	5,240	708	(4,531)	7,089	2,125	(4,964)	16.6%
Security Services	160,000	7,834	13,333	5,499	31,030	40,000	8,970	80.6%
Fuel - CNG	1,516,432	141,279	126,369	(14,910)	427,255	379,108	(48,147)	71.8%
Fuel - Hydrogen	845,934	97,667	70,495	(27,172)	272,997	211,484	(61,513)	67.7%
Tires	236,183	16,161	19,682	3,521	46,432	59,046	12,614	80.3%
Office Supplies	70,392	4,738	5,866	1,128	11,601	17,598	5,997	83.5%
Travel/Training	97,980	4,635	8,165	3,530	6,276	24,495	18,219	93.6%
Repair Parts	1,494,101	110,929	124,508	13,579	324,748	373,525	48,777	78.3%
Facility Maintenance	41,300	4,170	3,442	(728)	13,394	10,325	(3,069)	67.6%
Electricity - CNG & Hydrogen	1,230,000	112,857	102,500	(10,357)	311,769	307,500	(4,269)	74.7%
Natural Gas	1,175,000	152,232	97,917	(54,315)	438,505	293,750	(144,755)	62.7%
Water and Gas	10,575	716	881	165	2,305	2,644	339	78.2%
Insurance Losses	1,950,000	65,373	162,500	97,127	294,778	487,500	192,722	84.9%
Insurance Premium - Property	50,000	6,579	4,167	(2,412)	19,736	12,500	(7,236)	60.5%
Repair Claims	50,000	1,580	4,167	2,586	11,492	12,500	1,008	77.0%
Fuel Taxes	94,400	12,971	7,867	(5,105)	35,368	23,600	(11,768)	62.5%
Other Expenses	4,504,392	554,758	375,366	(179,392)	1,326,102	1,126,098	(200,004)	70.6%
Self Consumed Fuel	(2,487,067)	(238,946)	(207,256)	31,690	(700,251)	(621,767)	78,485	71.8%
Total Operating Expenses (Before Depreciation)	41,003,574	3,405,745	3,416,965	11,220	9,712,197	10,250,894	538,696	76.3%
Operating Expenses in Excess of Operating Revenue		\$ (2,933,607)			\$ (8,310,771)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	7,262,861	561,420	605,238	43,818	1,590,478	1,815,715	225,238	78.1%
State - LTF, LCTOP	7,135,429	551,570	594,619	43,049	1,562,572	1,783,857	221,286	78.1%
Federal	23,552,558	1,820,617	1,962,713	142,097	5,157,722	5,888,140	730,418	78.1%
Total Subsidies	37,950,848	2,933,607	3,162,571	228,964	8,310,771	9,487,712	1,176,941	78.1%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

SunLine Transit Agency
Budget Variance Report
September 2021

Description	FY22 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY22 FYTD Budget	Positive (Negative)	Percentage Remaining
Operating Expenses:								
Wages & Benefits	27,727,758	2,210,574	2,310,647	100,073	6,448,287	6,931,940	483,652	76.7%
Services	4,010,568	336,460	334,214	(2,246)	900,251	1,002,642	102,391	77.6%
Fuels & Lubricants	2,525,519	262,024	210,460	(51,564)	745,872	631,380	(114,492)	70.5%
Tires	236,183	16,161	19,682	3,521	46,432	59,046	12,614	80.3%
Materials and Supplies	1,915,838	156,871	159,653	2,782	458,484	478,960	20,476	76.1%
Utilities	2,699,927	294,394	224,994	(69,400)	839,394	674,982	(164,412)	68.9%
Casualty & Liability	3,305,200	187,336	275,433	88,097	674,162	826,300	152,138	79.6%
Taxes and Fees	94,400	12,971	7,867	(5,105)	35,368	23,600	(11,768)	62.5%
Miscellaneous Expenses	975,248	167,900	81,271	(86,630)	264,198	243,812	(20,386)	72.9%
Self Consumed Fuel	(2,487,067)	(238,946)	(207,256)	31,690	(700,251)	(621,767)	78,485	71.8%
Total Operating Expenses (Before Depreciation)	41,003,574	3,405,745	3,416,965	11,220	9,712,197	10,250,894	538,696	76.3%
Revenues:								
Passenger Revenue	938,400	128,369	78,200	50,169	365,540	234,600	130,940	61.0%
Other Revenue	2,114,326	343,769	176,194	167,575	1,035,887	528,582	507,305	51.0%
Total Operating Revenue	3,052,726	472,138	254,394	217,744	1,401,426	763,182	638,245	54.1%
Net Operating Gain (Loss)		\$ (2,933,607)			\$ (8,310,771)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	7,262,861	561,420	605,238	43,818	1,590,478	1,815,715	225,238	78.1%
State - LTF, LCTOP	7,135,429	551,570	594,619	43,049	1,562,572	1,783,857	221,286	78.1%
Federal - CMAQ,5307,5309,5310,5311,5311(f),5312	23,552,558	1,820,617	1,962,713	142,097	5,157,722	5,888,140	730,418	78.1%
Total Subsidies	37,950,848	2,933,607	3,162,571	228,964	8,310,771	9,487,712	1,176,941	78.1%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

Budget Variance Analysis - SunLine Transit Agency

Passenger Revenue

- The positive variance in passenger fares is attributed to conservative budget estimates due to unknown ridership impacts due to COVID-19.
- As of September, ridership was at 1.2% below FY21 FYTD totals.
- Total system ridership was 6,350 trips below FY21 FYTD amounts.

Ridership

	FY21-September	FY22-September	Variance	%Δ
Fixed Route	166,293	175,075	8,782	5.3%
Paratransit	5,491	8,262	2,771	50.5%
SolVan	1,307	1,492	185	14.2%
SunRide	-	412	412	-
System Total	173,091	185,241	12,150	7.0%

Ridership

	FYTD-FY21	FYTD-FY22	Variance	%Δ
Fixed Route	501,778	484,867	(16,911)	-3.4%
Paratransit	15,250	23,888	8,638	56.6%
SolVan	3,724	4,373	649	17.4%
SunRide	-	1,274	1,274	-
System Total	520,752	514,402	(6,350)	-1.2%

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.
- Savings in fringe benefits will be reduced in the second half of FY22 due to planned cost increases in calendar year 2022.

Communications

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

Legal Services

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

Computer/Network Software Agreement

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

Uniforms

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

Contracted Services

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

Equipment Repairs

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

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 FY22.

Fuel - Hydrogen

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

Tires

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

Office Supplies

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

Travel/Training

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

Repair Parts

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

Facility Maintenance

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

Electricity - CNG & Hydrogen

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

Natural Gas

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

Water and Gas

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

Insurance Losses

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

Insurance Premium - Property

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

Repair Claims

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

Fuel Taxes

- Outside fuel sales are currently \$122,476 above FY21 FYTD amounts.
- For September, sales increased by \$2,377 from the previous month.
- The negative variance in fuel taxes is due to larger outside fleet fuel sales which are offset by an increase in revenue.

Outside Fueling Revenue

	Revenue	Variance FY21 vs. FY22	Variance Previous Month	%Δ FY21 vs FY22	%Δ Previous Month
September FY21	\$ 63,399				
September FY22	\$ 108,991	\$ 45,592	\$ 2,377	71.91%	2.23%
August FY22	\$ 106,614				
FYTD September FY21	\$ 195,536				
FYTD September FY22	\$ 318,012	\$ 122,476		62.64%	

Other Expenses

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

Self-Consumed Fuel

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

SunLine Transit Agency
CONSENT CALENDAR

DATE: December 1, 2021 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Contracts Signed between \$25,000 and \$100,000 for October 2021

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 October 2021, there were two (2) agreements executed between \$25,000 and \$100,000.
- Contracts executed:

Vendor	Purpose	Amount
Decals By Design	Clean Air Bus Wraps (Reimbursed by SCAG)	\$28,507.88
Agreement Dynamics	Negotiation Mediator Services	\$40,270.00

Recommendation:

Receive and file.

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

Oct 2021

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Decals By Design	Clean Air Bus Wraps	Clean Air Bus Wraps (Reimbursed by SCAG)	FY22	\$ 28,507.88	\$ 28,507.88	RFQ
Agreement Dynamics	Labor Negotiations	Negotiation Mediator Services	FY22	\$ 41,050.00	\$ 40,270.00	Single Source

SunLine Transit Agency
CONSENT CALENDAR

DATE: December 1, 2021 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Union & Non-Union Pension Investment Asset Summary September 2021

Summary:

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

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

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

Union

Asset Class		Actual	Range
Growth Assets			
	Domestic Equity	35.5%	16% - 56%
	International Equity	18.6%	0% - 39%
	Other	5.8%	0% - 20%
Income Assets			
	Fixed Income	33.7%	25% - 65%
	Other	3.3%	0% - 20%
Real Return Assets		2.3%	0% - 20%
Cash Equivalents		0.8%	0% - 20%

Non-Union

Asset Class		Actual	Range
Growth Assets			
	Domestic Equity	35.4%	16% - 56%
	International Equity	18.6%	0% - 39%
	Other	5.8%	0% - 20%
Income Assets			
	Fixed Income	33.7%	25% - 65%
	Other	3.3%	0% - 20%
Real Return Assets		2.3%	0% - 20%
Cash Equivalents		0.9%	0% - 20%

For the month of September, the market value of assets decreased by \$1,180,076 and \$1,195,098 for the union and non-union plans, respectively. The decrease in the value of assets is due to poor market performance for the month of September. The Dow Jones Industrial Average has since recovered and the losses in September have been regained.

Month to Month Asset Comparison

Month	Market Value – Union	Market Value – Non-Union
August 2021	\$40,614,570	\$40,711,961
September 2021	\$39,434,494	\$39,516,863
Increase (Decrease)	(\$1,180,076)	(\$1,195,098)

Recommendation:

Receive and file.



Detail of Securities Held & Market Analytics

For the Month Ending September 30, 2021

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
Exchange-Traded Fund - Bond									
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	965.00	61.01	58,874.65	60.06	57,957.90	(916.75)	0.15
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,146.00	61.13	70,054.98	60.06	68,828.76	(1,226.22)	0.17
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	6,684.00	57.68	385,539.80	60.06	401,441.04	15,901.24	1.02
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,389.00	60.31	144,080.59	60.06	143,483.34	(597.25)	0.36
ISHARES J.P. MORGAN USD EMERGING MARKETS	464288281	EMB	1,800.00	108.05	194,488.74	110.06	198,108.00	3,619.26	0.50
ISHARES J.P. MORGAN USD EMERGING MARKETS	464288281	EMB	743.00	112.00	83,216.00	110.06	81,774.58	(1,441.42)	0.21
ISHARES J.P. MORGAN USD EMERGING MARKETS	464288281	EMB	1,046.00	108.22	113,197.81	110.06	115,122.76	1,924.95	0.30
ISHARES J.P. MORGAN USD EMERGING MARKETS	464288281	EMB	177.00	113.00	20,001.00	110.06	19,480.62	(520.38)	0.05
Security Type Sub-Total			14,950.00		1,069,453.57	680.48	1,086,197.00	16,743.43	2.76
Exchange-Traded Fund - Equity									
ISHARES CORE S&P MIDCAP ETF	464287507	IJH	2,656.00	276.40	734,118.40	263.07	698,713.92	(35,404.48)	1.77
SPDR BLOOMBERG BARCLAYS CONVERTIBLE SECU	78464A359	CWB	4,584.00	86.67	397,294.82	85.35	391,244.40	(6,050.42)	0.99
SPDR BLOOMBERG BARCLAYS CONVERTIBLE SECU	78464A359	CWB	8,574.00	88.58	759,484.06	85.35	731,790.90	(27,693.16)	1.86
VANGUARD TOTAL INTL STOCK	921909768	VXUS	35,037.00	52.12	1,826,128.44	63.26	2,216,440.62	390,312.18	5.62
VANGUARD TOTAL INTL STOCK	921909768	VXUS	553.00	64.35	35,585.55	63.26	34,982.78	(602.77)	0.09
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	51,880.00	169.04	8,769,795.20	222.06	11,520,472.80	2,750,677.60	29.21
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	1,546.00	226.21	349,720.35	222.06	343,304.76	(6,415.59)	0.87
Security Type Sub-Total			104,830.00		12,872,126.82	1,004.41	15,936,950.18	3,064,823.36	40.41
Money Market Mutual Fund									
FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	315,884.86	1.00	315,884.86	1.00	315,884.86	0.00	0.80
Security Type Sub-Total			315,884.86		315,884.86	1.00	315,884.86	0.00	0.80



Detail of Securities Held & Market Analytics

For the Month Ending September 30, 2021

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Mutual Fund - Bond									
BAIRD CORE PLUS BOND - INST	057071870	BCOIX	292,876.81	11.66	3,416,256.72	11.83	3,464,732.61	48,475.89	8.79
DOUBLELINE CORE FIXED INCOME I	258620301	DBLFX	154,891.06	10.84	1,678,807.80	11.07	1,714,644.07	35,836.27	4.35
ISHARES PREFERRED&INCOME SECURITIES ETF	464288687	PFF	33,195.00	39.18	1,300,688.76	38.81	1,288,297.95	(12,390.81)	3.27
MAINSTAY MACKAY HIGH YIELD CORP BD R6	56063N881	MHYSX	62,516.36	5.65	353,490.64	5.66	353,842.62	351.98	0.90
PRUDENTIAL TOTAL RETRN BND-Q	74440B884	PTRQX	300,460.85	14.76	4,433,387.11	14.59	4,383,723.84	(49,663.27)	11.12
VOYA INTERMEDIATE BOND R6	92913L569	IIBZX	219,932.51	10.64	2,341,023.15	10.33	2,271,902.87	(69,120.28)	5.76
Security Type Sub-Total			1,063,872.60		13,523,654.18	92.29	13,477,143.96	(46,510.22)	34.19
Mutual Fund - Equity									
ARTISAN INTL SMALL-MID	04314H576	APHJX	17,922.59	19.31	346,085.20	21.47	384,797.99	38,712.79	0.98
HARDING LOEVNER INTERNATIONAL EQUITY POR	412295107	HLMIX	65,442.85	24.21	1,584,604.64	29.49	1,929,909.54	345,304.90	4.89
HRTFRD SCHR EM MRKT EQ-SDR	41665H789	SEMTX	22,963.37	17.48	401,491.17	19.95	458,119.23	56,628.06	1.16
JENSEN QUALITY GROWTH-Y	476313408	JENYX	23,047.67	48.30	1,113,140.91	62.31	1,436,100.54	322,959.63	3.64
JOHCM INTERNATIONAL SELECT I	46653M849	JOHIX	56,732.52	22.18	1,258,044.09	31.08	1,763,246.72	505,202.63	4.47
VANGUARD TOT INST ST IDX - ADM	921909818	VTIAX	0.00	33.33	0.03	34.00	0.03	0.00	0.00
VIRTUS KAR INTL SMALL CAP	92828W551	VRISX	21,734.41	21.99	477,927.62	24.89	540,969.40	63,041.78	1.37
Security Type Sub-Total			207,843.41		5,181,293.66	223.19	6,513,143.45	1,331,849.79	16.51
Mutual Fund - Other									
COHEN & STEERS INST REALTY SHARES	19247U106	CSRIX	10,977.15	43.85	481,311.03	52.53	576,629.90	95,318.87	1.46
PIMCO COMMODITY REAL RETURN STRATEGY	722005667	PCRIX	143,266.55	6.73	963,478.49	6.39	915,473.29	(48,005.20)	2.32
PRINCIPAL RE SECURITIES INST FUND	74253Q580	PIREX	18,639.14	26.16	487,667.73	31.38	584,896.32	97,228.59	1.48
Security Type Sub-Total			172,882.85		1,932,457.25	90.30	2,076,999.51	144,542.26	5.26
Separate Account									
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	28,175.00	1.00	28,175.00	100.00	28,175.00	0.00	0.07
Security Type Sub-Total			28,175.00		28,175.00	100.00	28,175.00	0.00	0.07



Detail of Securities Held & Market Analytics

For the Month Ending **September 30, 2021**

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]									
Security Type/Description				Average	Original	Market	Market	Unreal G/L	
Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Cost/Share	Cost	Price	Value	on Cost	Percentage
Managed Account Sub-Total			1,908,438.72		34,923,045.34	2,191.67	39,434,493.96	4,511,448.62	100.00
Securities Sub-Total			\$1,908,438.72		\$34,923,045.34	\$2,191.67	\$39,434,493.96	\$4,511,448.62	100.00%
Accrued Interest							\$0.00		
Total Investments							\$39,434,493.96		



Portfolio Summary and Statistics

For the Month Ending **September 30, 2021**

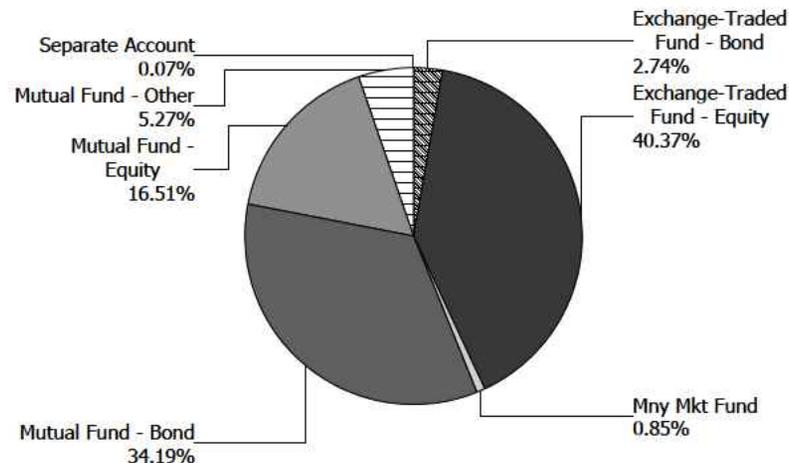
SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]

Account Summary

Description	Par Value	Market Value	Percent
Separate Account	28,175.00	28,175.00	0.07
Mutual Fund - Other	173,232.00	2,081,203.68	5.27
Mutual Fund - Equity	208,242.94	6,525,942.96	16.51
Mutual Fund - Bond	1,066,419.08	13,509,877.48	34.19
Money Market Mutual Fund	334,390.01	334,390.01	0.85
Exchange-Traded Fund - Equity	105,010.00	15,953,308.27	40.37
Exchange-Traded Fund - Bond	14,922.00	1,083,965.32	2.74
Managed Account Sub-Total	1,930,391.03	39,516,862.72	100.00%
Accrued Interest		0.00	
Total Portfolio	1,930,391.03	39,516,862.72	

Unsettled Trades **0.00** **0.00**

Sector Allocation





Detail of Securities Held & Market Analytics

For the Month Ending September 30, 2021

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Bond									
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,113.00	61.13	68,037.69	60.06	66,846.78	(1,190.91)	0.17
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	6,667.00	57.68	384,559.22	60.06	400,420.02	15,860.80	1.02
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,405.00	60.31	145,045.55	60.06	144,444.30	(601.25)	0.37
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	982.00	61.01	59,911.82	60.06	58,978.92	(932.90)	0.15
ISHARES J.P. MORGAN USD EMERGING MARKETS	464288281	EMB	625.00	112.00	70,000.00	110.06	68,787.50	(1,212.50)	0.17
ISHARES J.P. MORGAN USD EMERGING MARKETS	464288281	EMB	1,317.00	108.22	142,525.35	110.06	144,949.02	2,423.67	0.37
ISHARES J.P. MORGAN USD EMERGING MARKETS	464288281	EMB	1,813.00	108.05	195,893.38	110.06	199,538.78	3,645.40	0.50
Security Type Sub-Total			14,922.00		1,065,973.01	570.42	1,083,965.32	17,992.31	2.75
Exchange-Traded Fund - Equity									
ISHARES CORE S&P MIDCAP ETF	464287507	IJH	2,662.00	276.40	735,776.80	263.07	700,292.34	(35,484.46)	1.77
SPDR BLOOMBERG BARCLAYS CONVERTIBLE SECU	78464A359	CWB	8,595.00	88.58	761,344.24	85.35	733,583.25	(27,760.99)	1.86
SPDR BLOOMBERG BARCLAYS CONVERTIBLE SECU	78464A359	CWB	4,590.00	86.67	397,814.84	85.35	391,756.50	(6,058.34)	0.99
VANGUARD TOTAL INTL STOCK	921909768	VXUS	35,085.00	52.12	1,828,630.20	63.26	2,219,477.10	390,846.90	5.62
VANGUARD TOTAL INTL STOCK	921909768	VXUS	632.00	64.35	40,669.20	63.26	39,980.32	(688.88)	0.10
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	1,551.00	226.21	350,851.40	222.06	344,415.06	(6,436.34)	0.87
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	51,895.00	169.04	8,772,330.80	222.06	11,523,803.70	2,751,472.90	29.16
Security Type Sub-Total			105,010.00		12,887,417.48	1,004.41	15,953,308.27	3,065,890.79	40.37
Money Market Mutual Fund									
FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	334,390.01	1.00	334,390.01	1.00	334,390.01	0.00	0.85
Security Type Sub-Total			334,390.01		334,390.01	1.00	334,390.01	0.00	0.85
Mutual Fund - Bond									



Detail of Securities Held & Market Analytics

For the Month Ending September 30, 2021

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
Mutual Fund - Bond									
BAIRD CORE PLUS BOND - INST	057071870	BCOIX	293,431.96	11.67	3,424,230.43	11.83	3,471,300.12	47,069.69	8.78
DOUBLELINE CORE FIXED INCOME I	258620301	DBLFX	155,116.14	10.84	1,681,239.05	11.07	1,717,135.62	35,896.57	4.35
ISHARES PREFERRED&INCOME SECURITIES ETF	464288687	PFF	33,264.00	39.18	1,303,392.40	38.81	1,290,975.84	(12,416.56)	3.27
MAINSTAY MACKAY HIGH YIELD CORP BD R6	56063N881	MHYSX	62,679.24	5.65	354,410.95	5.66	354,764.51	353.56	0.90
PRUDENTIAL TOTAL RETRN BND-Q	74440B884	PTRQX	301,452.55	14.76	4,450,197.69	14.59	4,398,192.68	(52,005.01)	11.13
VOYA INTERMEDIATE BOND R6	92913L569	IIBZX	220,475.19	10.65	2,347,092.89	10.33	2,277,508.71	(69,584.18)	5.76
Security Type Sub-Total			1,066,419.08		13,560,563.41	92.29	13,509,877.48	(50,685.93)	34.19
Mutual Fund - Equity									
ARTISAN INTL SMALL-MID	04314H576	APHIX	17,955.81	19.31	346,726.76	21.47	385,511.32	38,784.56	0.98
HARDING LOEVNER INTERNATIONAL EQUITY POR	412295107	HL MIX	65,571.66	24.21	1,587,792.69	29.49	1,933,708.13	345,915.44	4.89
HRTFRD SCHR EM MRKT EQ-SDR	41665H789	SEMTX	23,006.27	17.48	402,253.72	19.95	458,975.03	56,721.31	1.16
JENSEN QUALITY GROWTH-Y	476313408	JENYX	23,099.57	48.30	1,115,707.36	62.31	1,439,334.19	323,626.83	3.64
JOHCM INTERNATIONAL SELECT I	46653M849	JOHIX	56,836.91	22.15	1,259,146.36	31.08	1,766,491.24	507,344.88	4.47
VANGUARD TOTAL STOCK MARKET INDEX	922908801	VIT SX	0.00	75.00	0.03	108.10	0.04	0.01	0.00
VIRTUS KAR INTL SMALL CAP	92828W551	VRISX	21,772.72	21.99	478,771.00	24.89	541,923.01	63,152.01	1.37
Security Type Sub-Total			208,242.94		5,190,397.92	297.29	6,525,942.96	1,335,545.04	16.51
Mutual Fund - Other									
COHEN & STEERS INST REALTY SHARES	19247U106	CSRIX	10,998.82	43.85	482,261.41	52.53	577,768.20	95,506.79	1.46
PIMCO COMMODITY REAL RETURN STRATEGY	722005667	PCR IX	143,555.09	6.73	965,509.35	6.39	917,317.02	(48,192.33)	2.32
PRINCIPAL RE SECURITIES INST FUND	74253Q580	PIREX	18,678.09	26.16	488,686.64	31.38	586,118.46	97,431.82	1.48
Security Type Sub-Total			173,232.00		1,936,457.40	90.30	2,081,203.68	144,746.28	5.26
Separate Account									
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	28,175.00	1.00	28,175.00	100.00	28,175.00	0.00	0.07
Security Type Sub-Total			28,175.00		28,175.00	100.00	28,175.00	0.00	0.07



Detail of Securities Held & Market Analytics

For the Month Ending **September 30, 2021**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]										
Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Managed Account Sub-Total				1,930,391.03		35,003,374.23	2,155.71	39,516,862.72	4,513,488.49	100.00
Securities Sub-Total				\$1,930,391.03		\$35,003,374.23	\$2,155.71	\$39,516,862.72	\$4,513,488.49	100.00%
Accrued Interest								\$0.00		
Total Investments								\$39,516,862.72		

SunLine Transit Agency
CONSENT CALENDAR

DATE: December 1, 2021

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Ridership Report for October 2021

Summary:

	Monthly Ridership		Monthly Variance	
	Oct-20	Oct-21	Net	Percent
Fixed Route	185,159	187,878	2,719	1.5%
SolVan	1,384	1,277	-107	-7.7%
SunRide	0	406	406	100.0%
Taxi Voucher*	439	320	-119	-37.2%
SunDial	6,098	8,878	2,780	45.6%
Total	193,080	198,759	5,679	2.9%

*Taxi Voucher rides are included for the system total, however, they are not NTD reportable. The decrease in rides for SolVan is explained by one (1) vanpool vehicle terminating the program during the month of October 2021.

October 2021 Fiscal Year To Date Ridership	
Fiscal Year 2021	714,975
Fiscal Year 2022	714,389
Ridership Decrease	(937)

Fiscal year to date system ridership decreased by 937 rides or 0.1% compared to the previous fiscal year. The baseline of the attached COVID-19 Recovery charts is calendar year 2019, this allows a comparison of three (3) years.

Recommendation:

Receive and file.



SunLine Transit Agency Monthly Ridership Report October 2021

Fixed Route	Description	Oct 2021	Oct 2020	FY 2022 YTD	FY 2021 YTD	Monthly KPI		Bikes		Wheelchairs	
						Passengers/ Rev. Hours	Passengers/ Rev. Miles	Monthly	FYTD	Monthly	FYTD
Route 1	Coachella - Hwy 111 - Palm Springs	73,408	-	277,812	-	11.9	0.8	3,424	13,706	709	2,861
Route 2	Desert Hot Springs - Palm Springs - Cathedral City	53,248	-	191,750	-	15.4	1.1	1,935	7,548	534	1,955
Route 3	Desert Hot Springs - Desert Edge	5,104	-	17,824	-	10.1	0.6	97	317	62	260
Route 4	Westfield Palm Desert - Palm Springs	16,288	-	60,088	-	7.5	0.5	556	2,452	78	430
Route 5	Desert Hot Springs - CSUSB - Palm Desert	858	-	1,695	-	4.2	0.2	42	51	1	33
Route 6	Coachella - Fred Waring - Westfield Palm Desert	6,336	-	22,216	-	4.4	0.4	172	808	44	155
Route 7	Bermuda Dunes - Indian Wells - La Quinta	5,855	-	20,238	-	8.6	0.6	260	1,195	49	230
Route 8	North Indio - Coachella - Thermal/Mecca	10,745	-	38,815	-	6.2	0.4	309	1,111	96	246
Route 9	North Shore - Mecca - Oasis	5,659	-	16,981	-	4.5	0.2	90	324	64	131
Route 10	Indio - CSUSB - San Bernardino - Metrolink	2,548	-	6,328	-	9.9	0.1	31	53	1	7
Route 200 SB	Palm Springs High School AM Tripper	351	-	906	-	25.9	1.2	-	-	-	2
Route 400 SB	Raymond Cree / Palm Springs HS Tripper	225	-	539	-	14.1	0.9	2	2	-	2
Route 401 SB/NB	Vista Chino / Sunrise PM Tripper	99	-	206	-	8.0	0.6	-	-	-	-
Route 402 NB	Palm Canyon / Stevens AM Tripper	64	-	159	-	8.8	0.6	-	4	-	-
Route 403 NB	Vista Chino / Sunrise PM Tripper	90	-	256	-	37.1	1.3	-	2	-	-
Route 500 SB	Westfield Palm Desert PM Tripper	290	-	531	-	24.4	1.6	17	28	-	1
Route 501 NB	Palm Desert High School AM Tripper	-	-	95	-	13.1	0.9	-	20	-	-
Route 700 SB/NB	Harris / Washington - Calle Madrid / Ave Vallejo AM Tripper	460	-	1,077	-	20.5	1.3	1	6	1	4
Route 701 SB/NB	Harris / Washington - Calle Madrid / Ave Vallejo PM Tripper	985	-	2,306	-	44.7	3.0	11	20	-	1
Route 800 NB	Shadow Hills High School AM Tripper	2,133	-	5,198	-	83.2	4.1	12	12	-	-
Route 801 SB	Jackson / 44th PM Tripper	2,237	-	5,197	-	144.4	8.5	1	1	11	11
Route 802 SB	Hwy 111 / Golf Center Pkwy PM Tripper	802	-	1,885	-	39.3	2.0	1	1	-	-
Route 803 NB	Shadow Hills High School AM Tripper	93	-	643	-	59.6	2.9	-	1	-	1
Fixed Route Total		187,878	185,159	672,745	686,937	10.3	0.7	6,961	27,662	1,650	6,330
SolVan		1,277	1,384	5,650	5,108						
SunRide		406	-	1,680	-						
Taxi Voucher		320	439	1,197	1,582						
SunDial		8,878	6,098	32,766	21,348	1.7	0.1				
System Total		198,759	193,080	714,038	714,975	8.1	0.5				
		Oct-21	Oct-20								
	Weekdays:	21	22								
	Saturdays:	5	5								
	Sundays:	5	4								
	Total Days:	31	31								

Haul Pass COD contributed with 1,585 rides, CSUSB with 1,783 rides, High School Haul Pass with 12,265 rides.
Mobile Ticketing contributed with 22,623 rides, the total for October 2021 includes 341 paratransit mobile tickets.



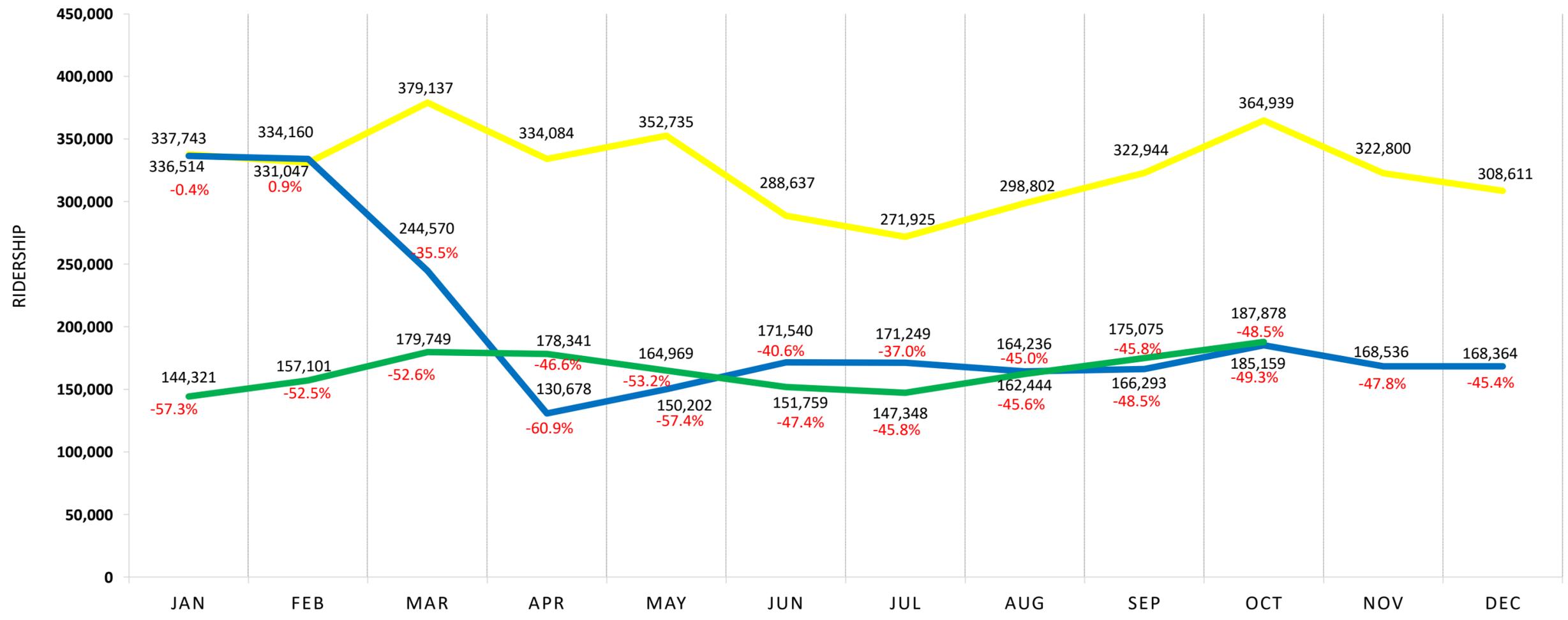
SunLine Transit Agency Monthly Ridership Report October 2021

Fixed Route	Description	Oct 2021	Oct 2020	FY 2022 YTD	FY 2021 YTD	Monthly KPI		Bikes		Wheelchairs	
						Passengers/ Rev. Hours	Passengers/ Rev. Miles	Monthly	FYTD	Monthly	FYTD
Former Route 14	DHS/PS	-	27,503	-	105,936	-	-	-	-	-	-
Former Route 15	DHS	-	4,407	-	17,628	-	-	-	-	-	-
Former Route 20	DHS/PD	-	-	-	-	-	-	-	-	-	-
Former Route 21	PD	-	-	-	-	-	-	-	-	-	-
Former Route 24	PS	-	7,891	-	32,174	-	-	-	-	-	-
Former Route 30	CC/PS	-	27,426	-	105,309	-	-	-	-	-	-
Former Route 32	PD/RM/TP/CC/PS	-	11,321	-	39,178	-	-	-	-	-	-
Former Route BUZZ	PS/BUZZ	-	-	-	-	-	-	-	-	-	-
Former Route 54	Indio/LQ/IW/PD	-	-	-	-	-	-	-	-	-	-
Former Route 90	LQ/BD	-	5,709	-	17,520	-	-	-	-	-	-
Former Route 70	Indio	-	6,982	-	24,257	-	-	-	-	-	-
Former Route 80	Indio	-	3,104	-	11,106	-	-	-	-	-	-
Former Route 81	Coachella/Indio	-	3,194	-	12,490	-	-	-	-	-	-
Former Route 91	I/Cch/Th/Mec/Oas	-	5,792	-	21,390	-	-	-	-	-	-
Former Route 95	I/Cch/Th/Mec/NS	-	1,254	-	4,473	-	-	-	-	-	-
Former Route 111	PS to Indio	-	80,576	-	295,476	-	-	-	-	-	-
Former Route 220	PD to Riverside	-	-	-	-	-	-	-	-	-	-
Fixed Route Total		187,878	185,159	672,745	686,937	10.3	0.7	6,961	27,662	1,650	6,330
SolVan		1,277	1,384	5,650	5,108						
SunRide		406	-	1,680	-						
Taxi Voucher		320	439	1,197	1,582						
SunDial		8,878	6,098	32,766	21,348	1.7	0.1				
System Total		198,759	193,080	714,038	714,975	8.1	0.5				
		Oct-21	Oct-20								
	Weekdays:	21	22								
	Saturdays:	5	5								
	Sundays:	5	4								
	Total Days:	31	31								

Haul Pass COD contributed with 1,585 rides, CSUSB with 1,783 rides, High School Haul Pass with 12,265 rides.
Mobile Ticketing contributed with 22,623 rides, the total for October 2021 includes 341 paratransit mobile tickets.

Fixed Route Ridership COVID-19 Recovery

— 2019
 — 2020
 — 2021
 %VAR. 2019 vs 2020
 %VAR. 2019 vs 2021



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

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

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. 2020 and 2021 are referring to the baseline of 2019.

Ridership:

FY 2019 Actual = 4,039,450

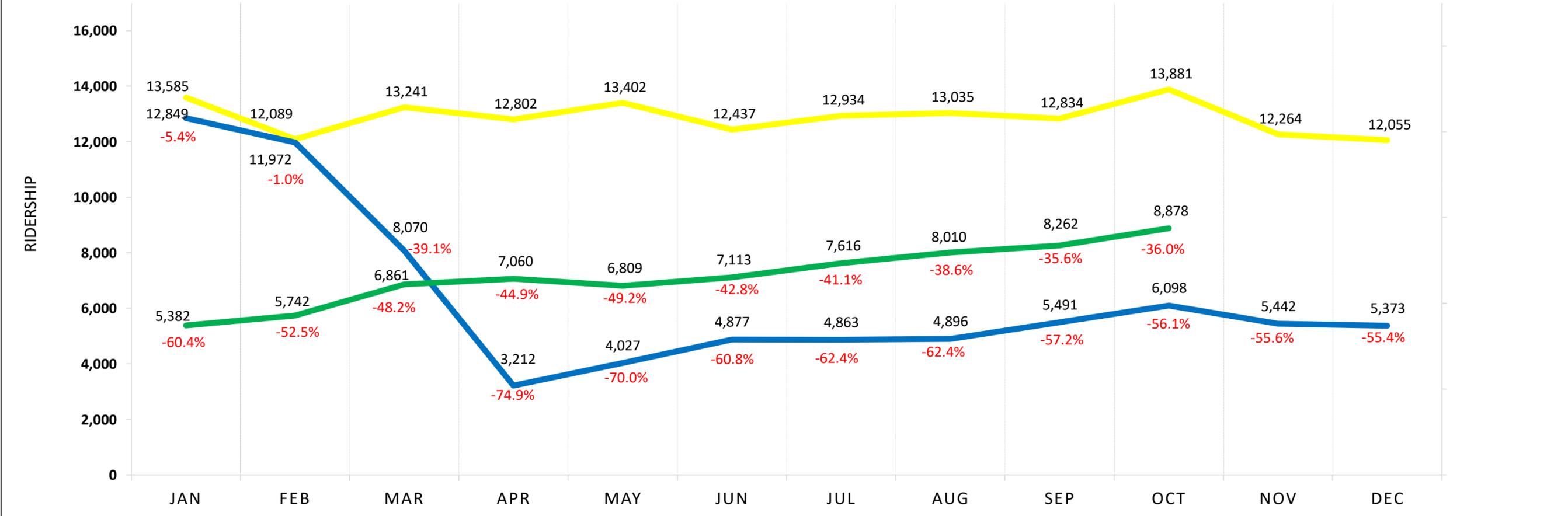
FY 2020 Actual = 3,379,520

FY 2021 Actual = 2,000,077

FY 2022 SRTP Predicted = 1,755,235

Paratransit Ridership COVID-19 Recovery

2019 2020 2021 %VAR. 2019 vs 2020 %VAR. 2019 vs 2021



Paratransit ridership continues to increase since the easing of COVID-19 restrictions, increased vaccination rates, the opening of businesses, schools, and entertainment venues. Variances are in red close to their corresponding ridership number. 2020 and 2021 are referring to the baseline of 2019.

SunLine Transit Agency
CONSENT CALENDAR

DATE: December 1, 2021

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: SunDial Operational Notes for October 2021

Summary:

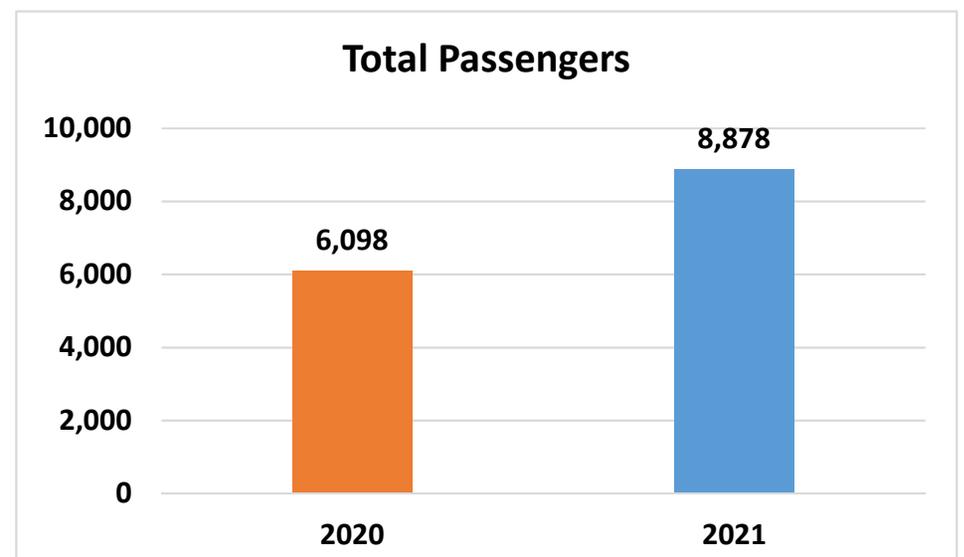
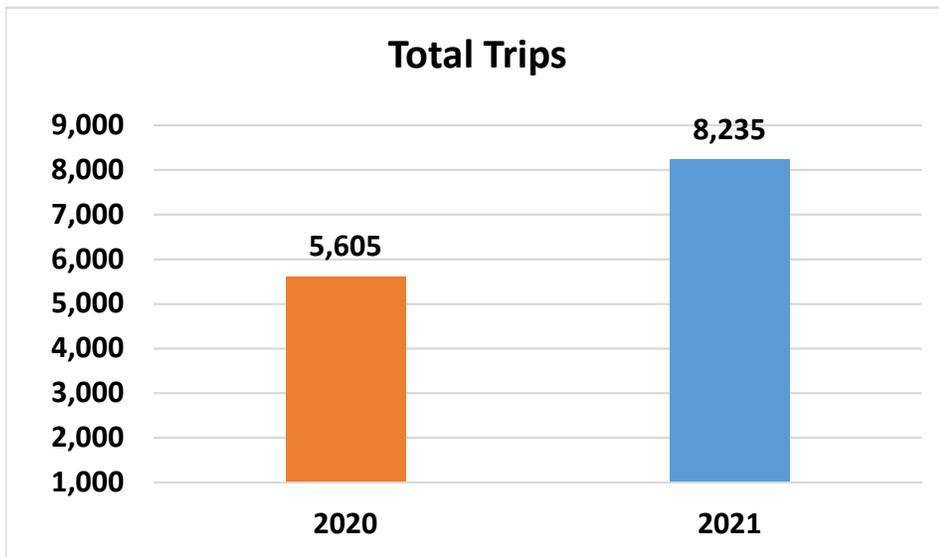
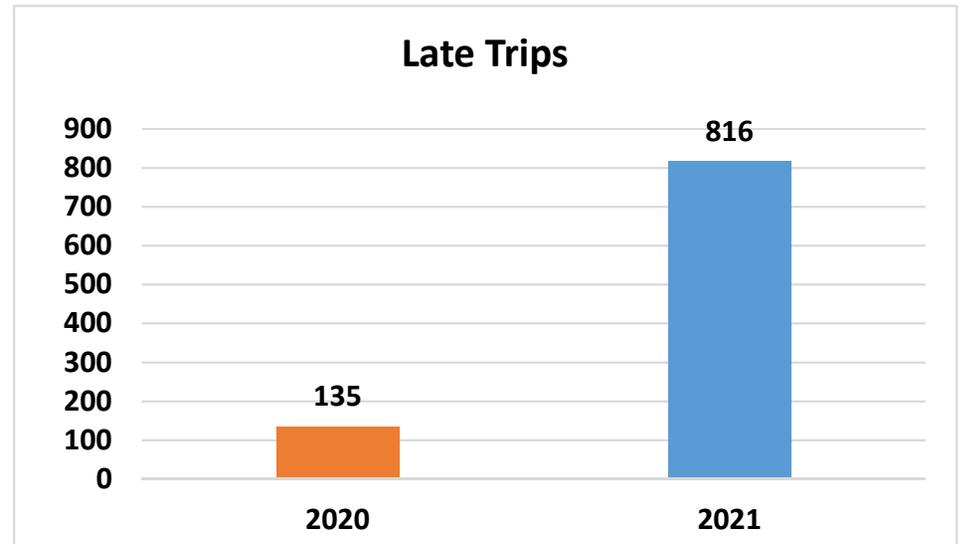
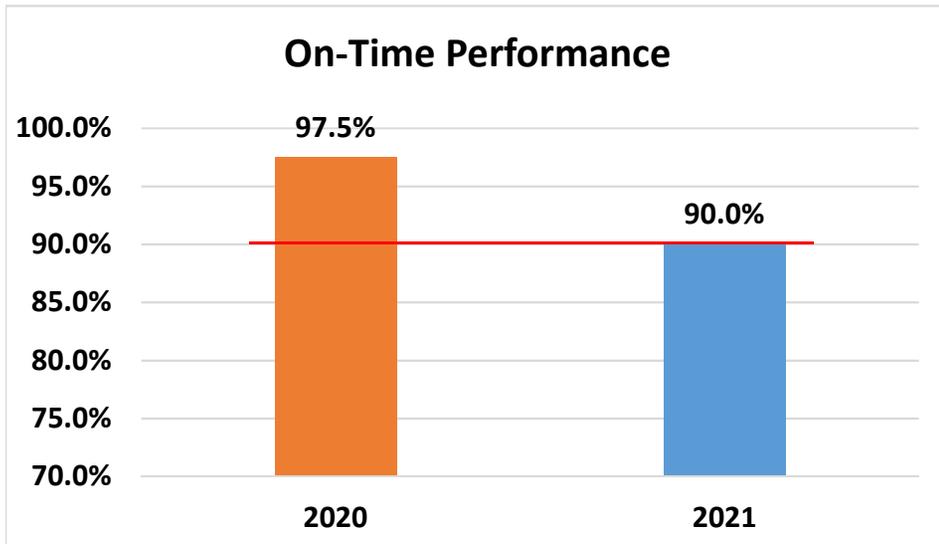
The attached report summarizes SunDial's operation for October 2021. This report identifies that the on-time performance for October has met the Agency's internal 90% goal. There was an increase of late trips compared to October 2020, due to a 46.9% increase in total trips or 2,630 and a 45.5% increase in total passengers or 2,780. The total miles increased by 4,817 and the mobility device boardings increased by 390. Road Supervisors performed 49 onboard inspections and 42 safety evaluations which include pre-trip inspections and trailing evaluations.

Recommendation:

Receive and file.

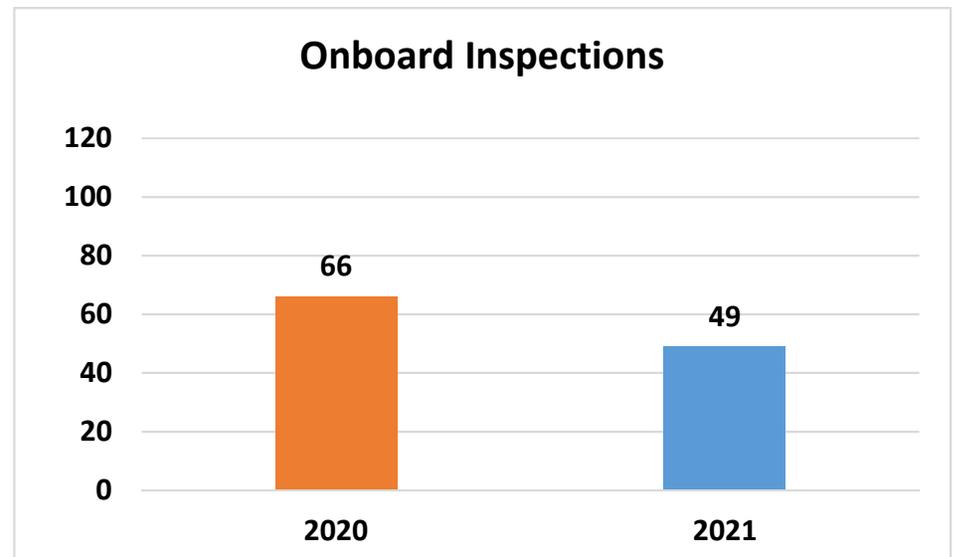
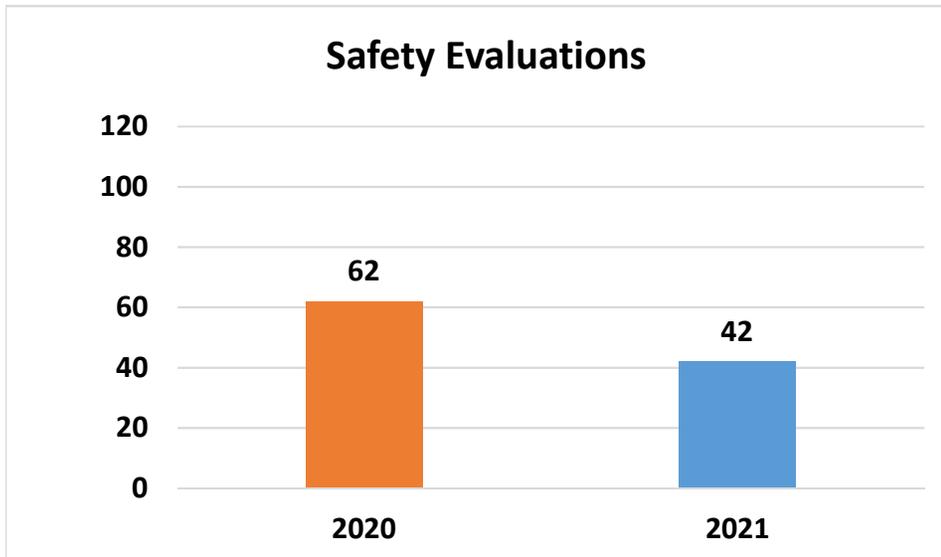
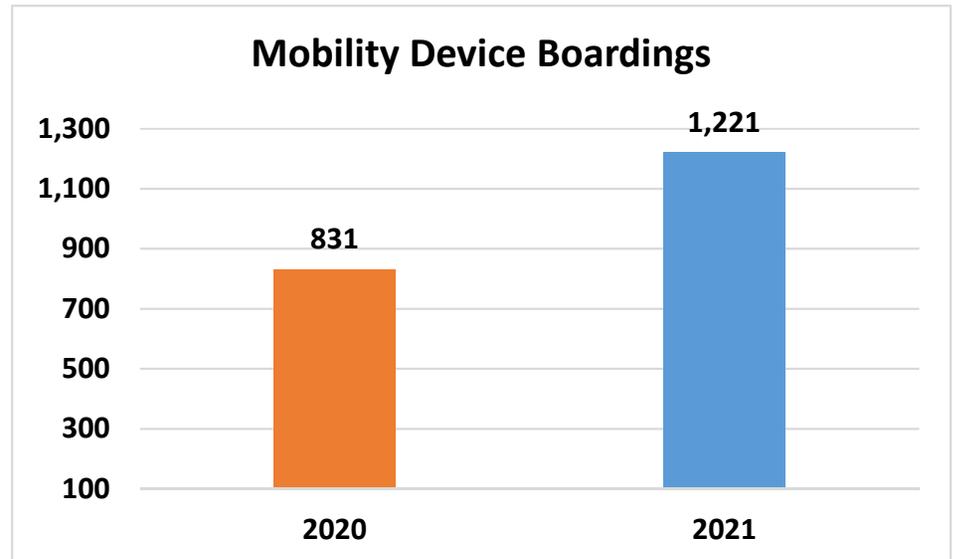
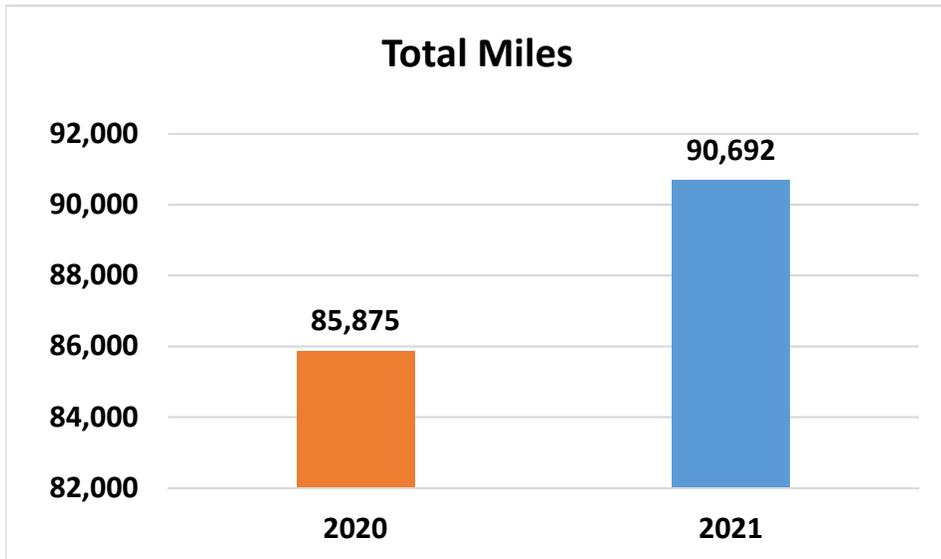
SunDial Operational Charts

October 2020 vs. October 2021



SunDial Operational Charts

October 2020 vs. October 2021



SunLine Transit Agency
CONSENT CALENDAR

DATE: December 1, 2021 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Metrics for October 2021

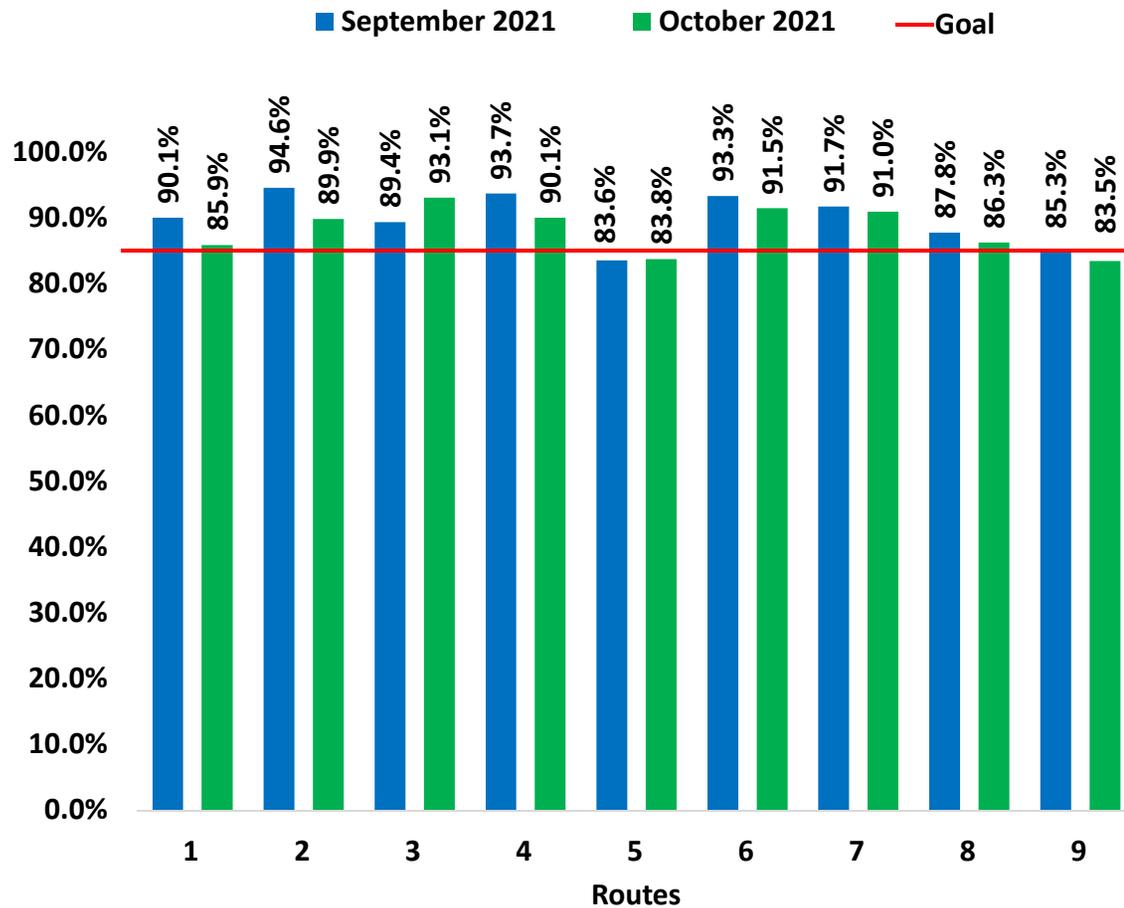
Summary:

The metrics packet includes data highlighting on-time performance, early departures, late departures, late cancellations, operator absences, fixed route customer feedback, paratransit customer feedback, 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. Additional ridership data for the mobile ticketing usage of the Token Transit application and the Haul Pass programs with College of the Desert (COD), California State University San Bernardino (CSUSB) Palm Desert Campus and High School, is included.

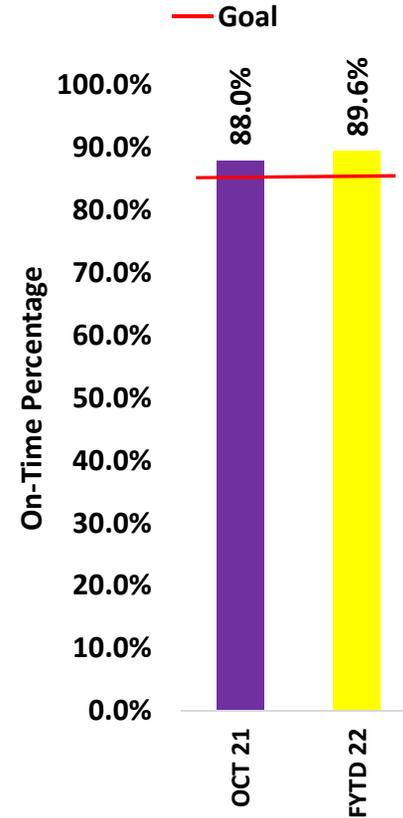
Recommendation:

Receive and file.

On-Time Performance Percentage by Route



On-Time Performance System-Wide



Note: Route 5 resumed service at the start of September service change. Staff is taking appropriate actions concerning the late departures on Routes 5 and 9.

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

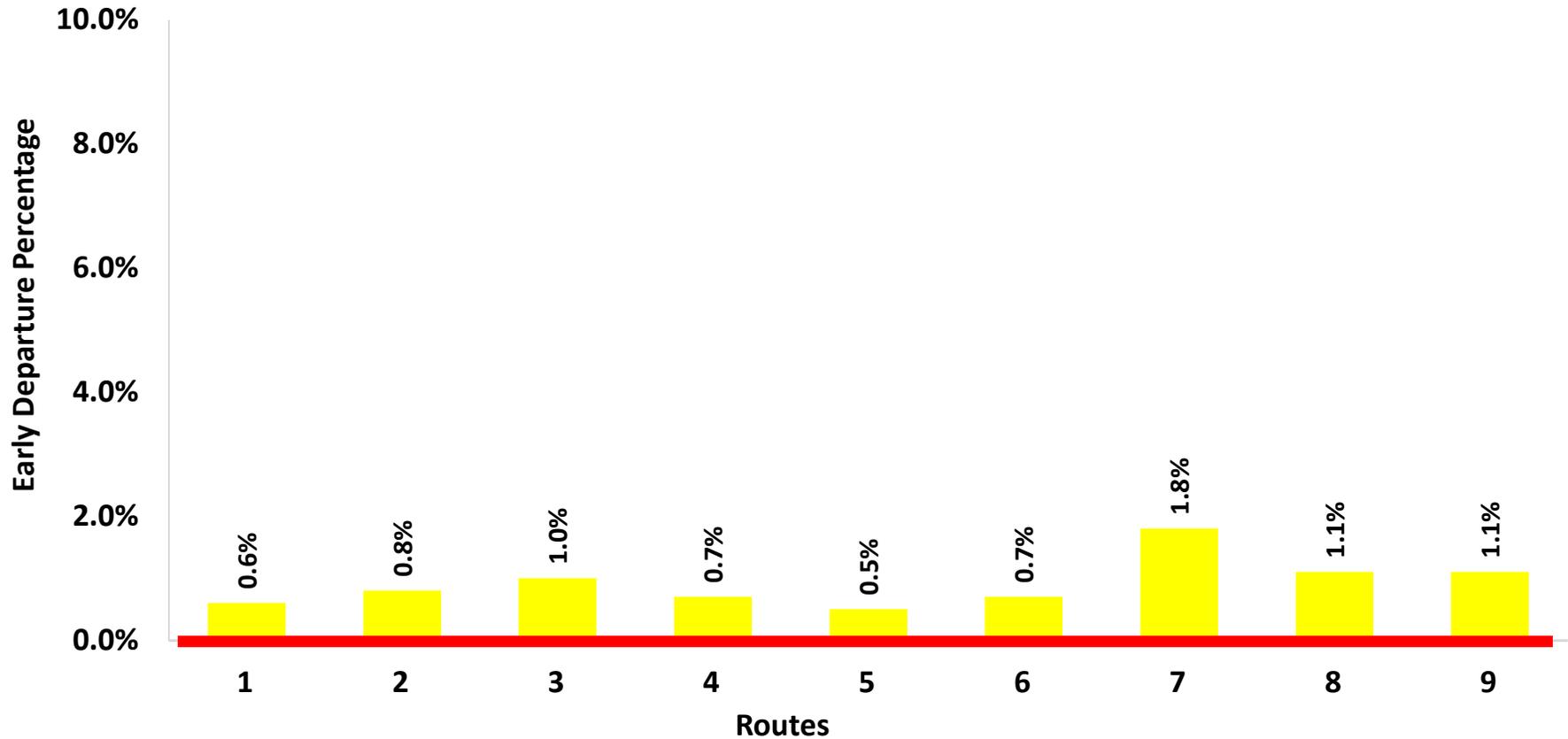
Goal: Minimum target for On-Time performance is 85%.

Exceptions: Detours, train stuck on tracks, passenger problems, information technology system issues.

Early Departures by Route FYTD

October 2021

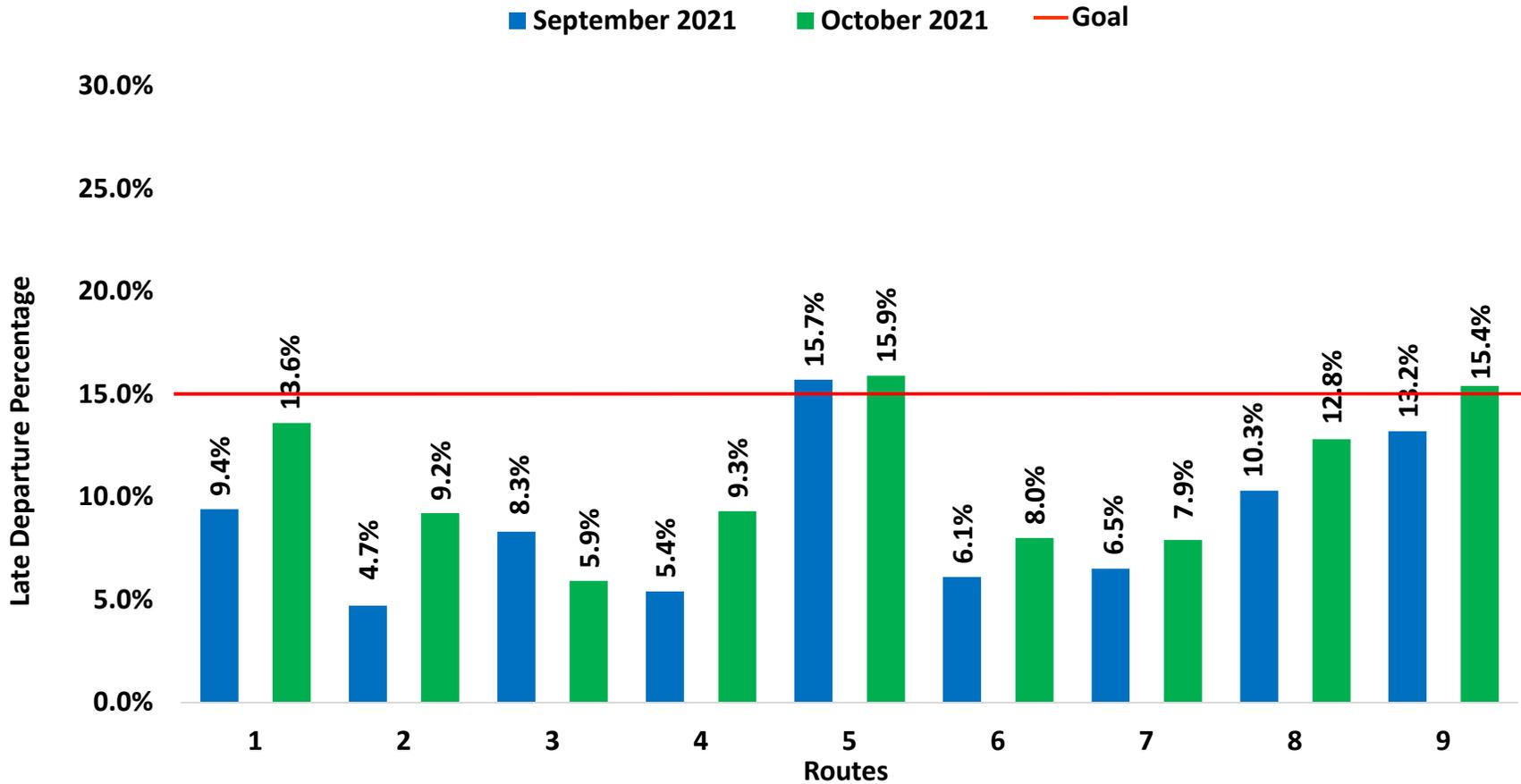
FY22 Goal



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

Goal: To reduce early departures to 0% for each route.

Late Departure Percentage by Route

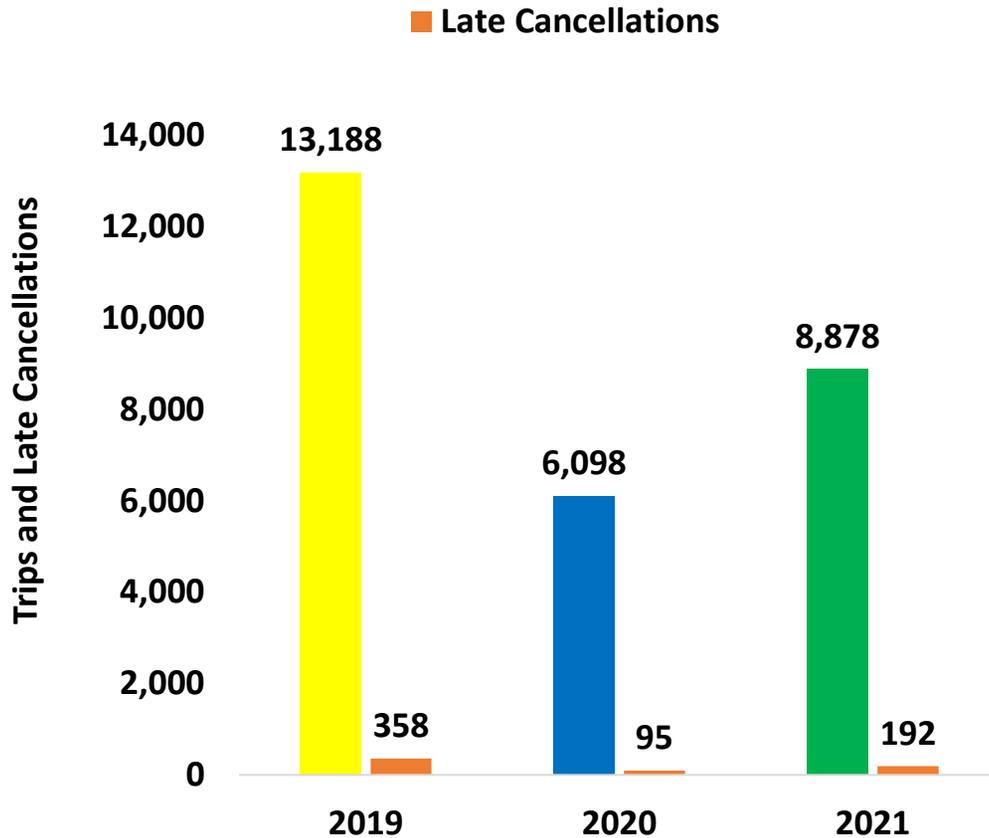


Note: Route 5 resumed service at the start of September service change. Staff is taking appropriate actions concerning the late departures on Routes 5 and 9.

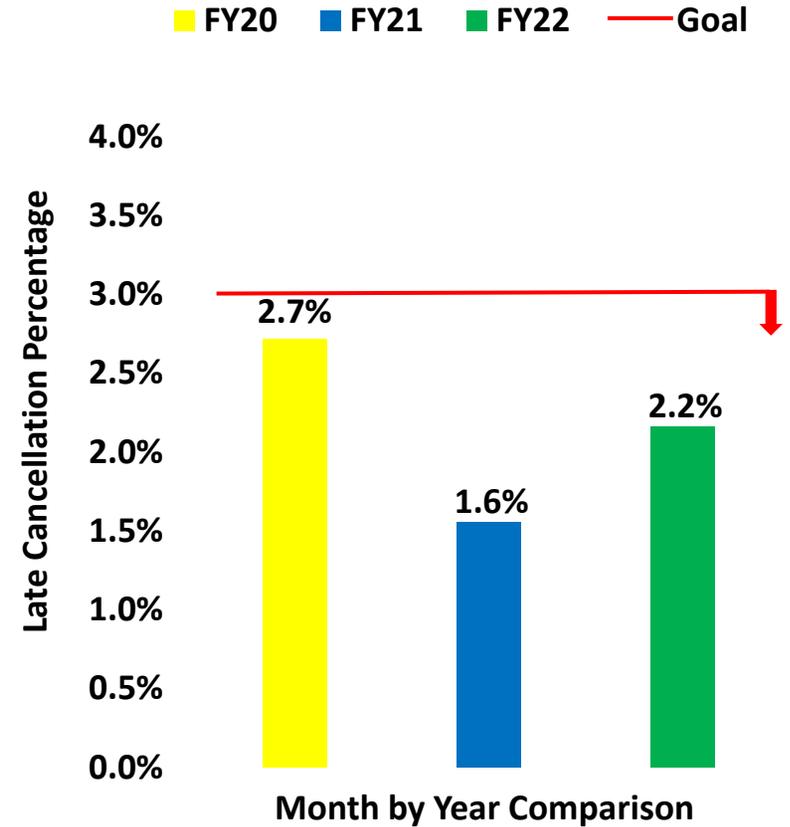
Late Definition: When a bus leaves a time point after the scheduled departure time and the route is running late with a departure greater than 5 minutes.

Goal: To ensure late departures remain below 15%.

Total Trips vs. Late Cancellations October



Late Cancellation Percentage



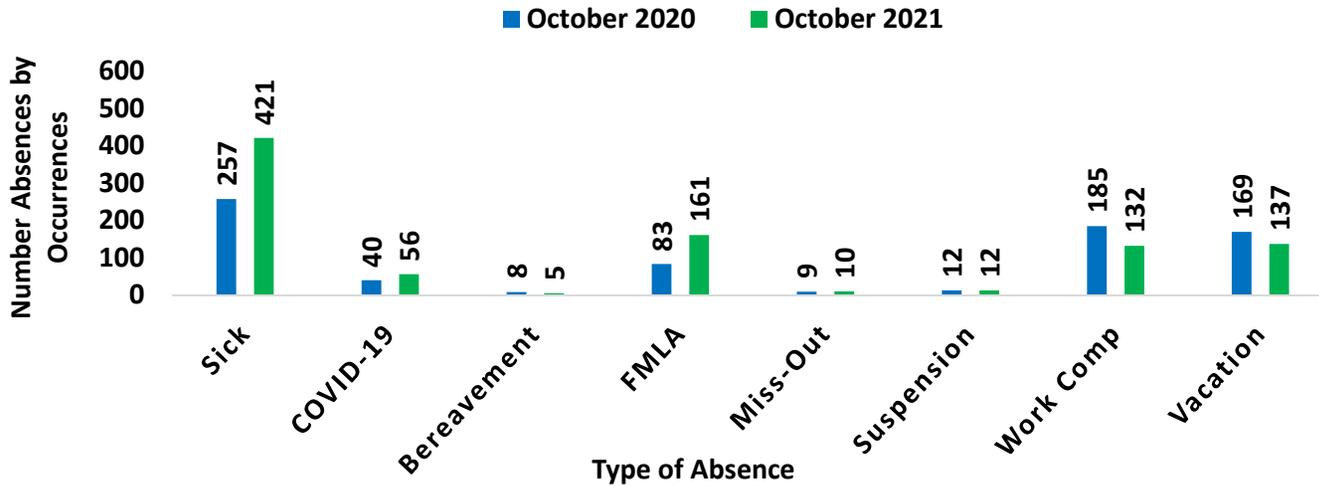
Trip: A one-way trip booked by the rider. A round trip is counted as two (2) trips.

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

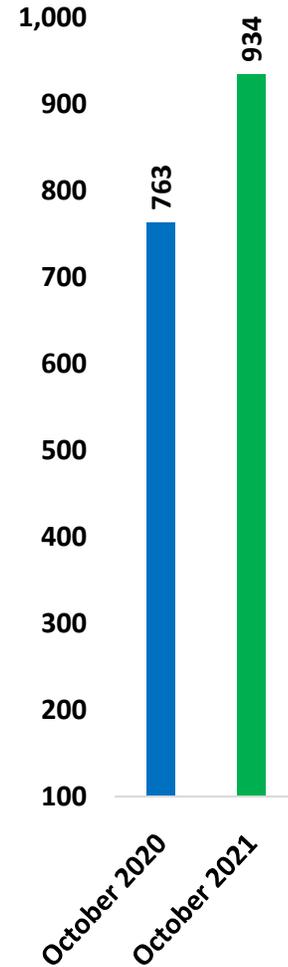
Goal for Late Cancellations: 3% or below.

Total Trips: Total one-way trips completed.

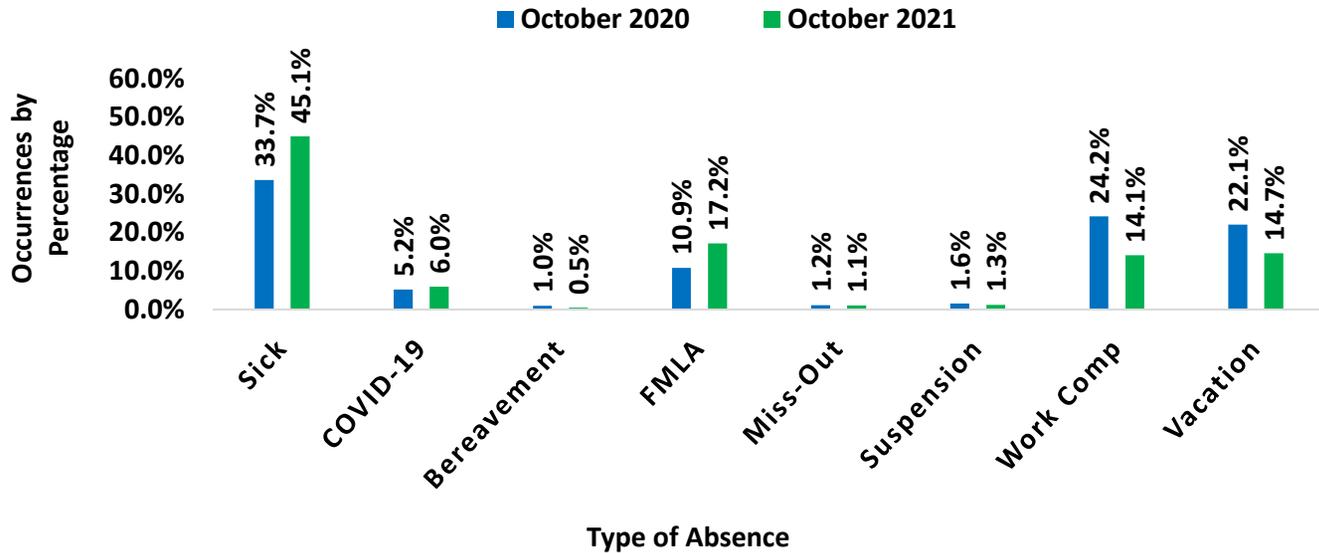
Operator Absence by Type



Total Absence Occurrences

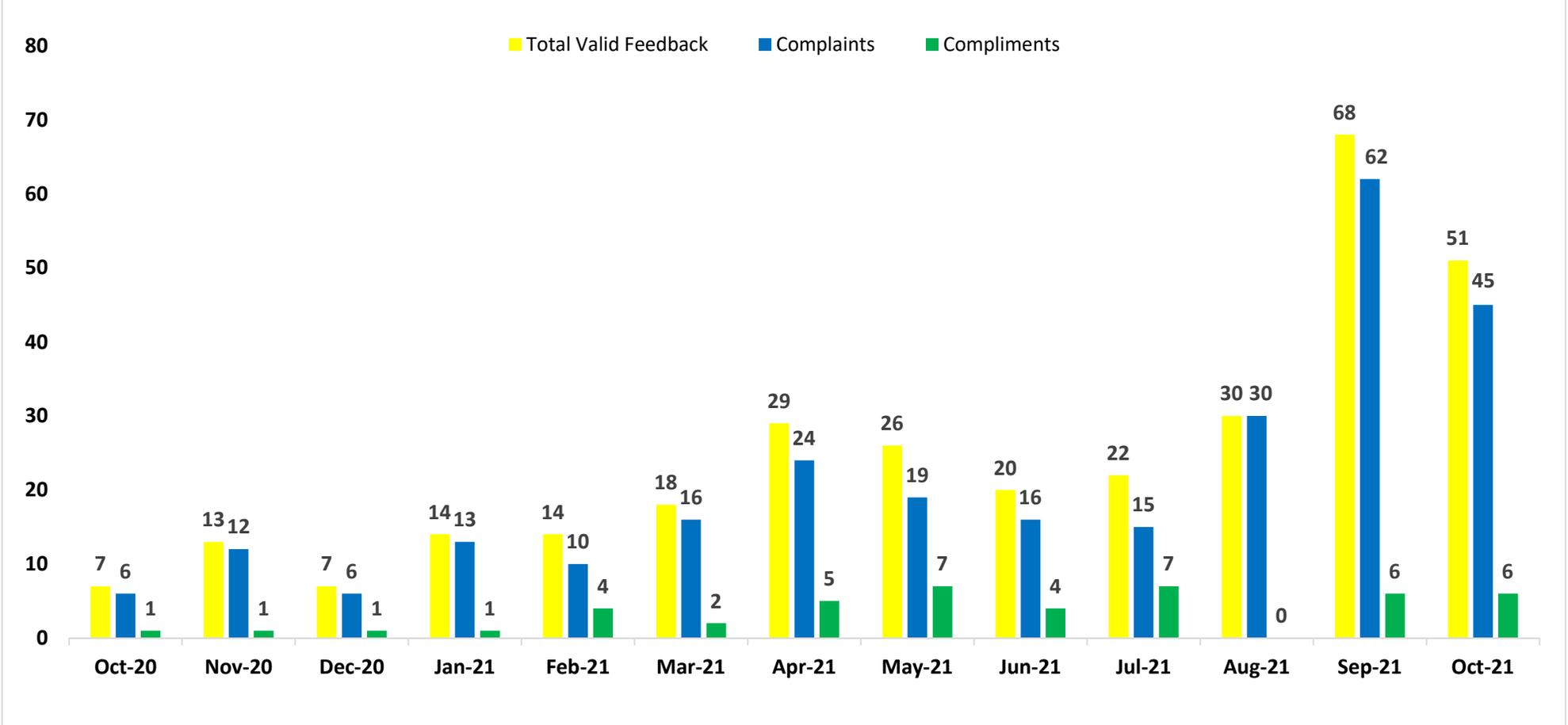


Operator Absence Type by Percentage



This chart includes unplanned/unscheduled and COVID-19 absences for Fixed Route drivers. SunLine continues to monitor all driver absences and have seen an increase in workforce absences for October 2021 when compared to October 2020.

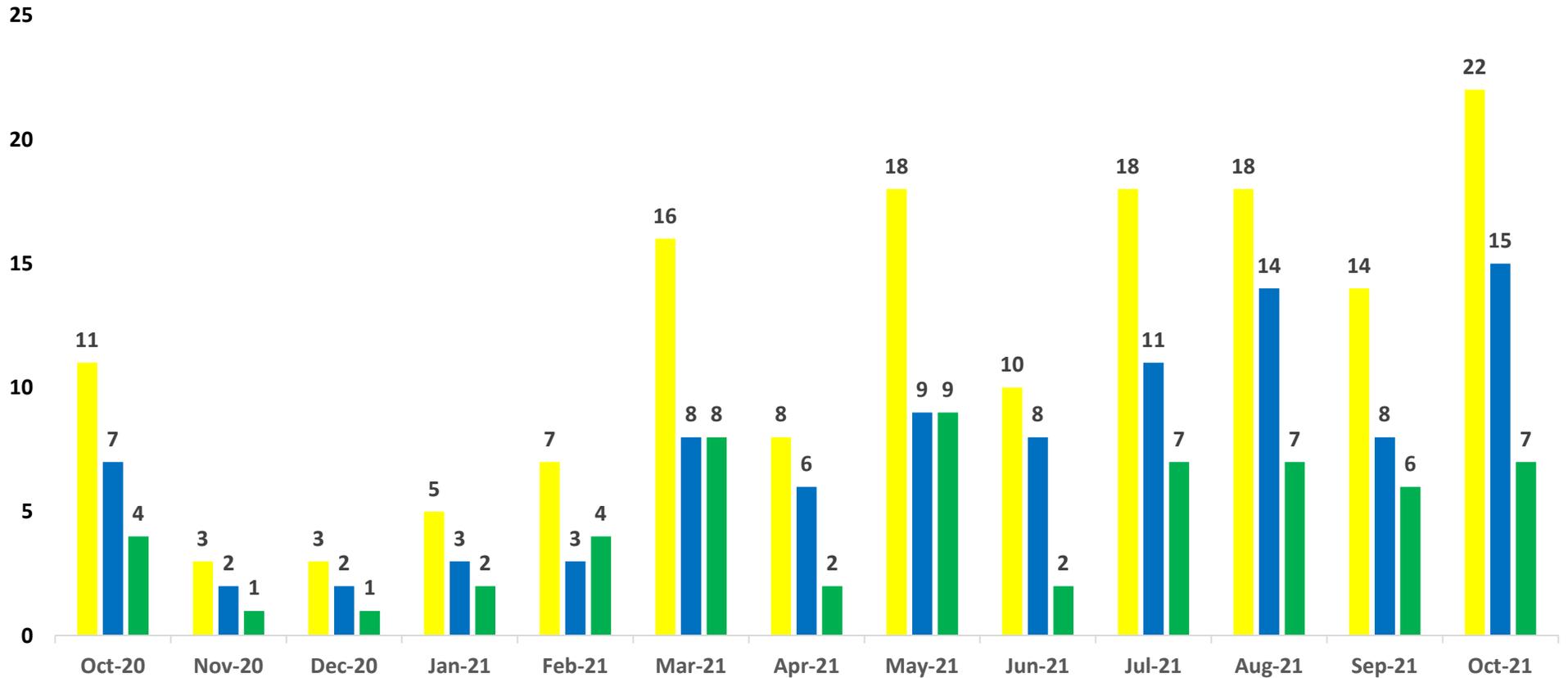
Fixed Route Customer Feedback October 2020 through October 2021



Valid fixed route feedback comprised of compliments and complaints for October 2020 through October 2021

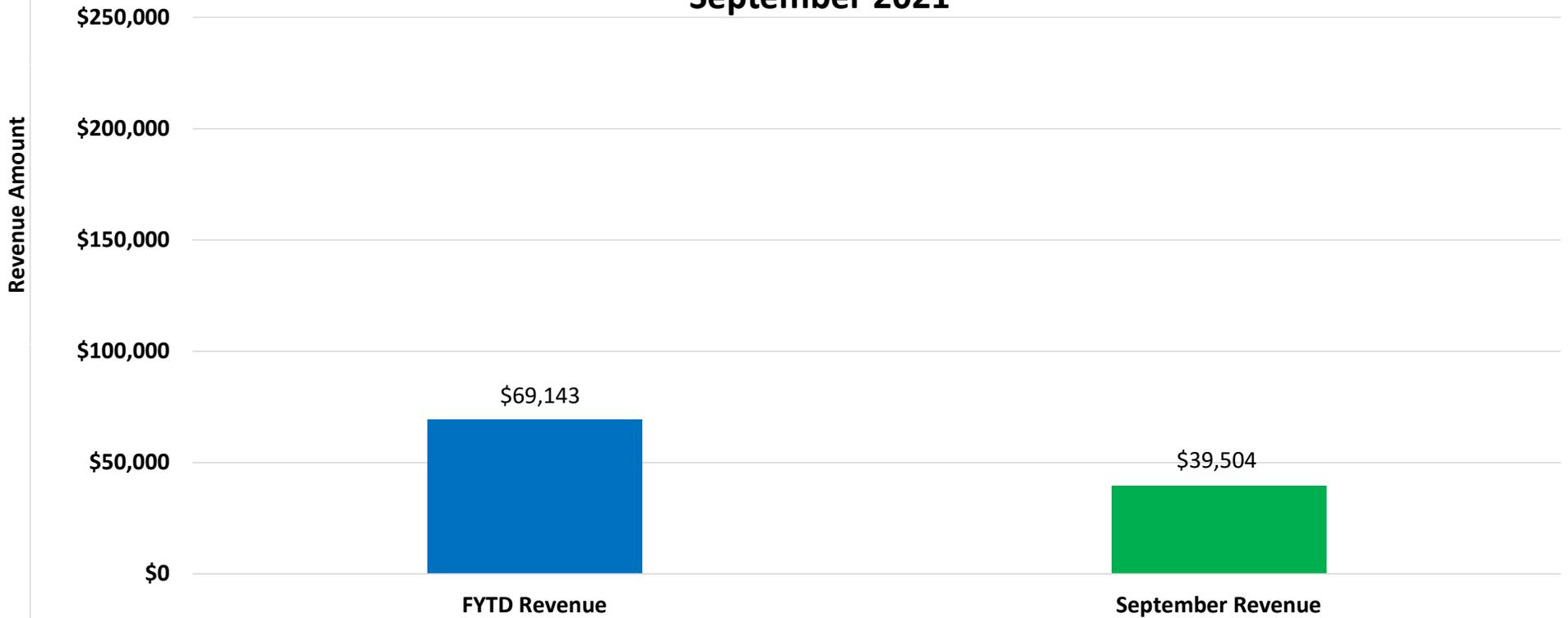
Paratransit Customer Feedback October 2020 through October 2021

■ Total Valid Feedback
 ■ Complaints
 ■ Compliments



Valid paratransit feedback comprised of compliments and complaints for October 2020 through October 2021

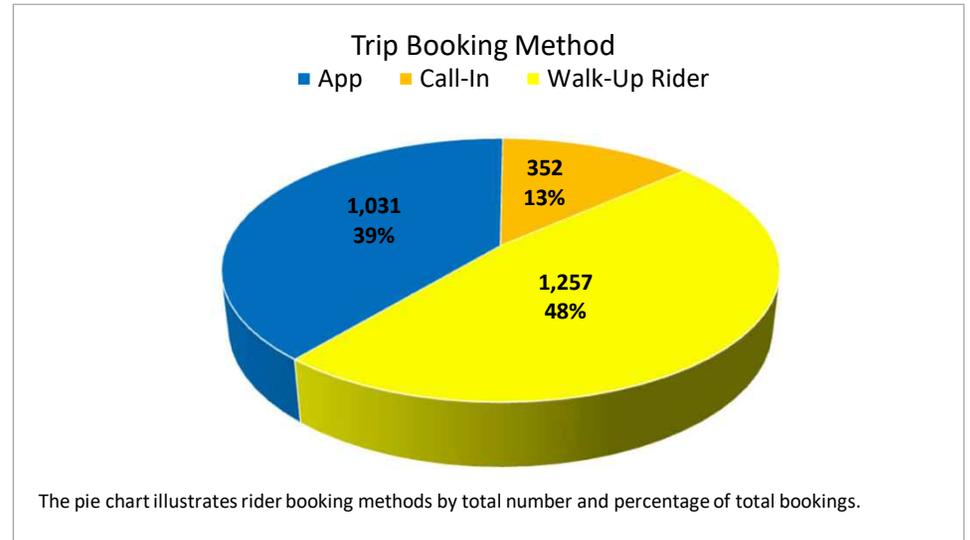
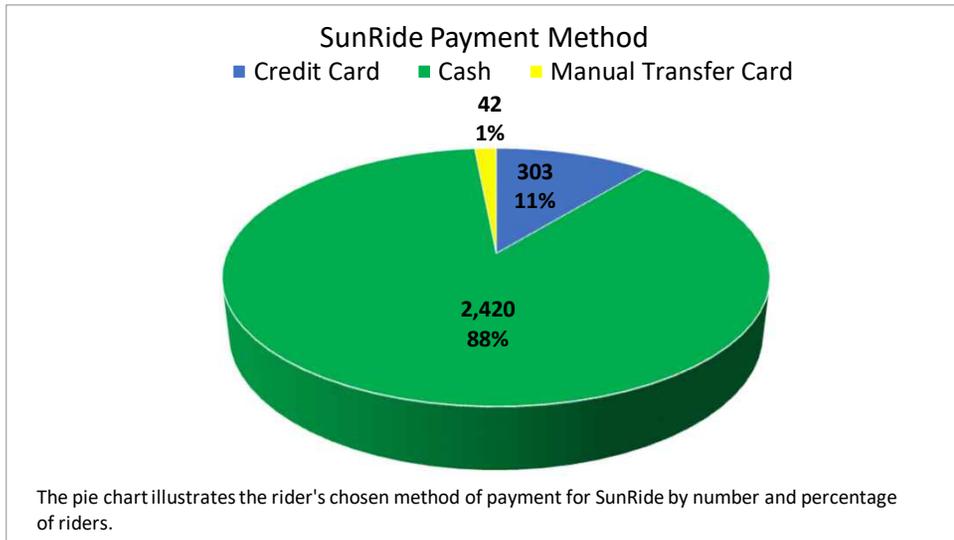
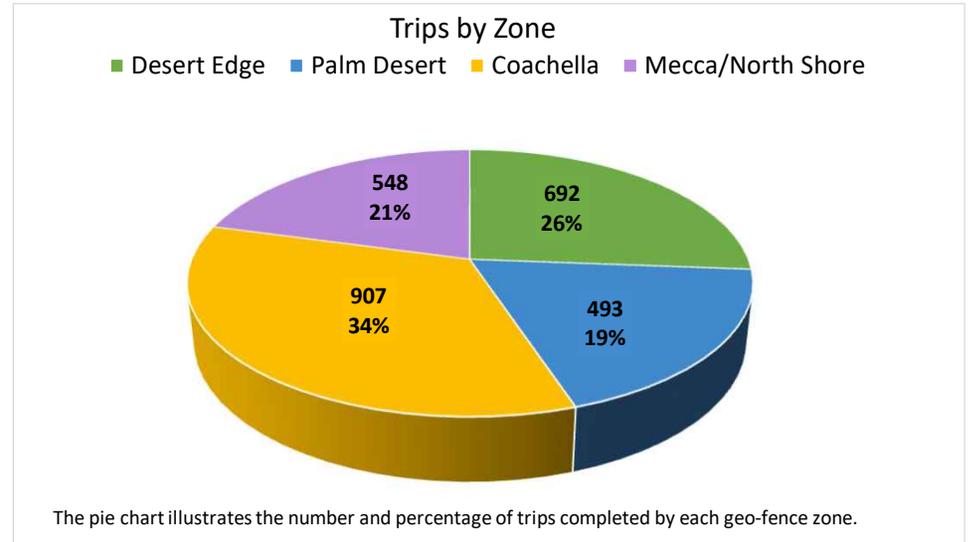
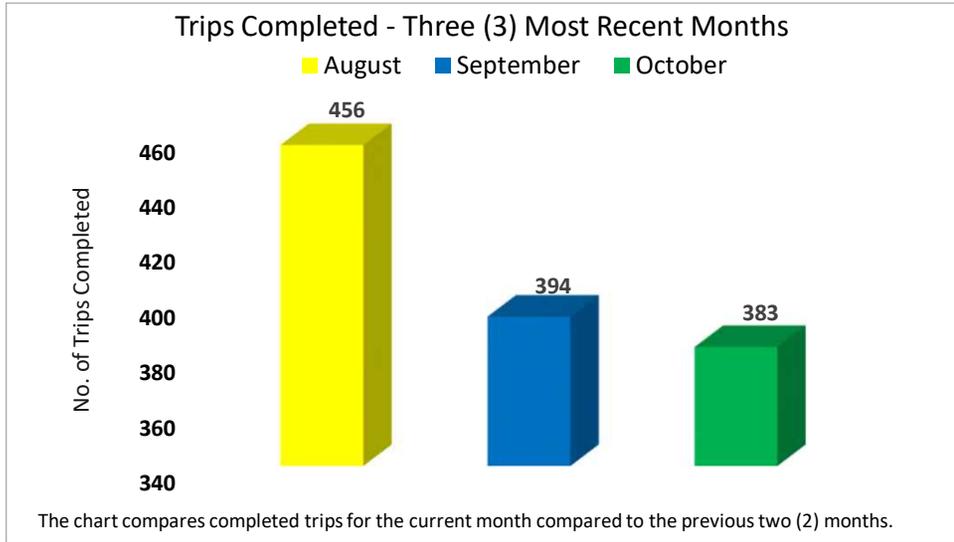
Advertising Revenue FYTD Budget vs FYTD Agency Revenue September 2021



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

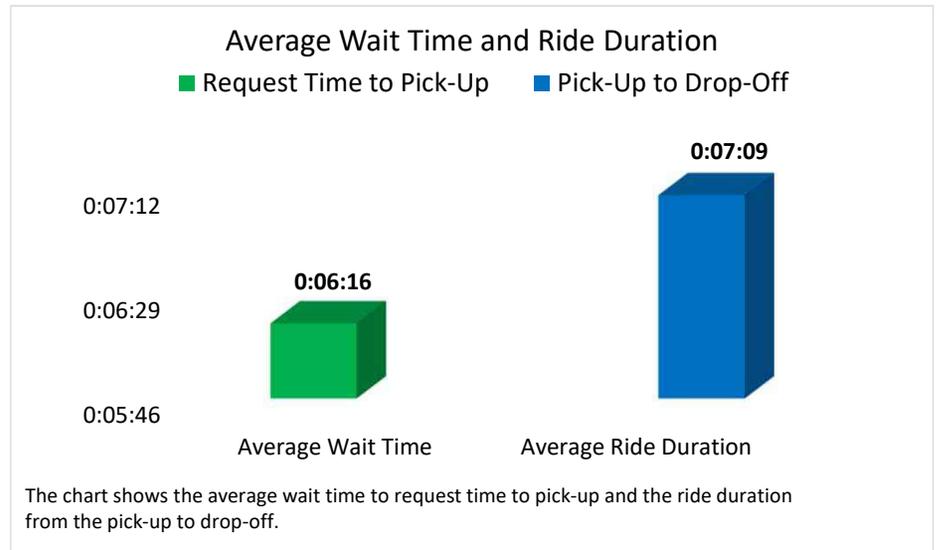
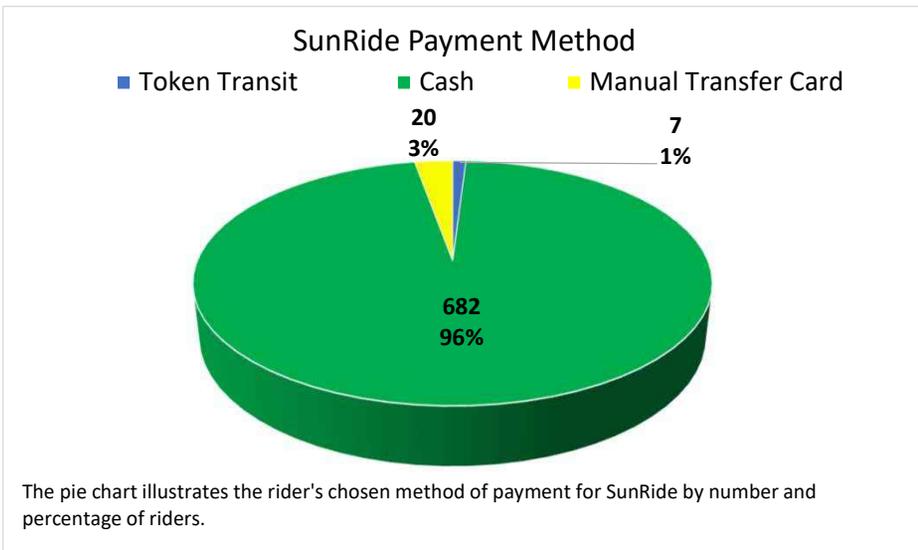
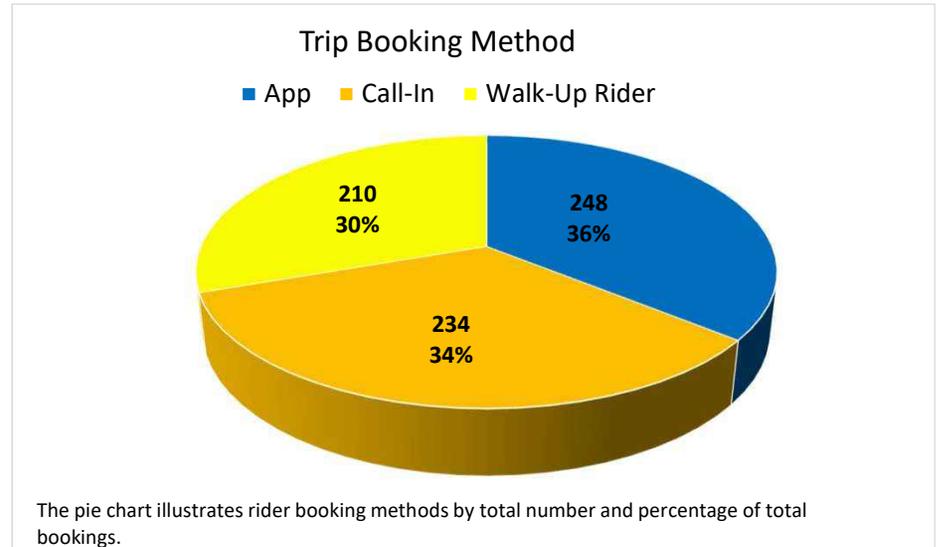
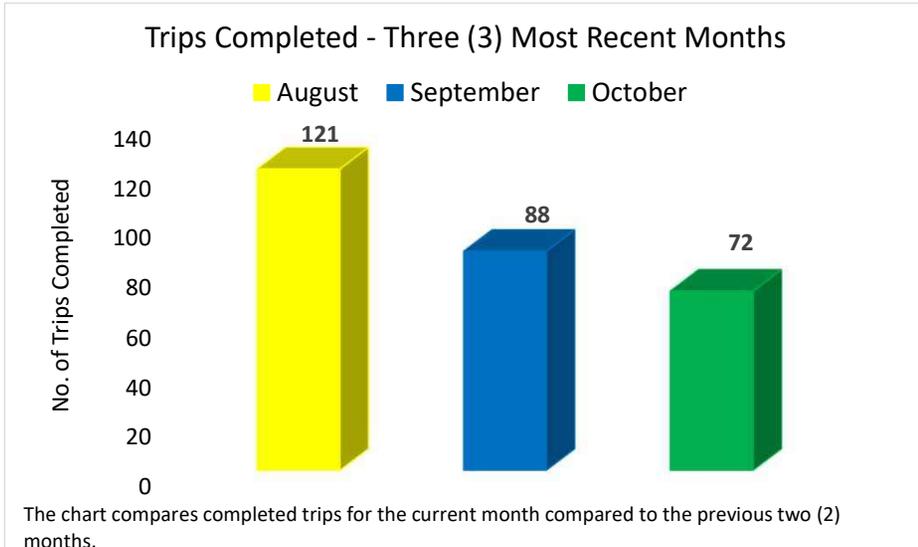
SunRide System-Wide Metrics January 2021 through October 2021

Total Completed Trips: 2,640



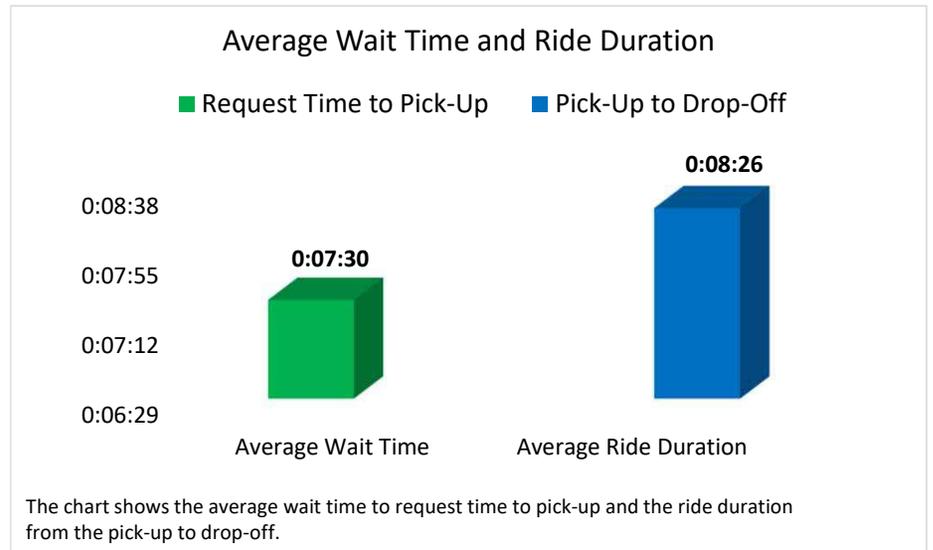
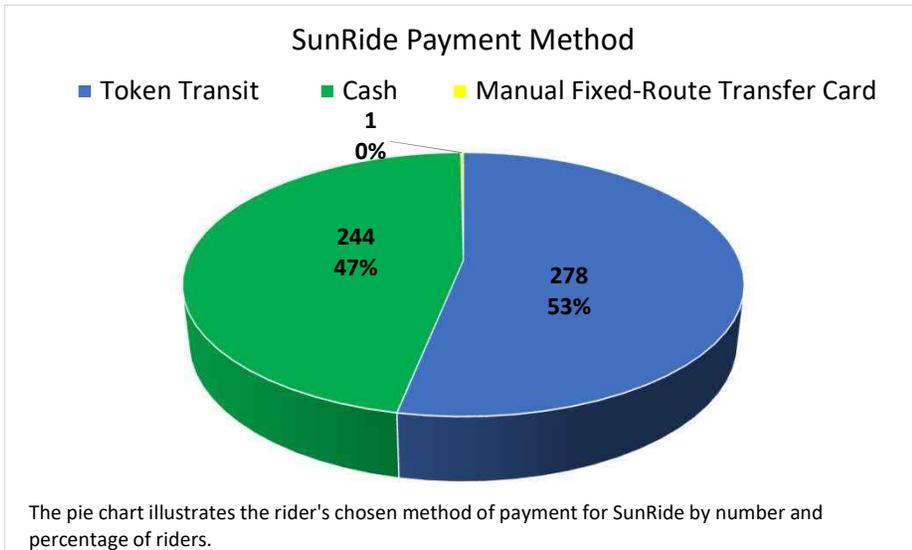
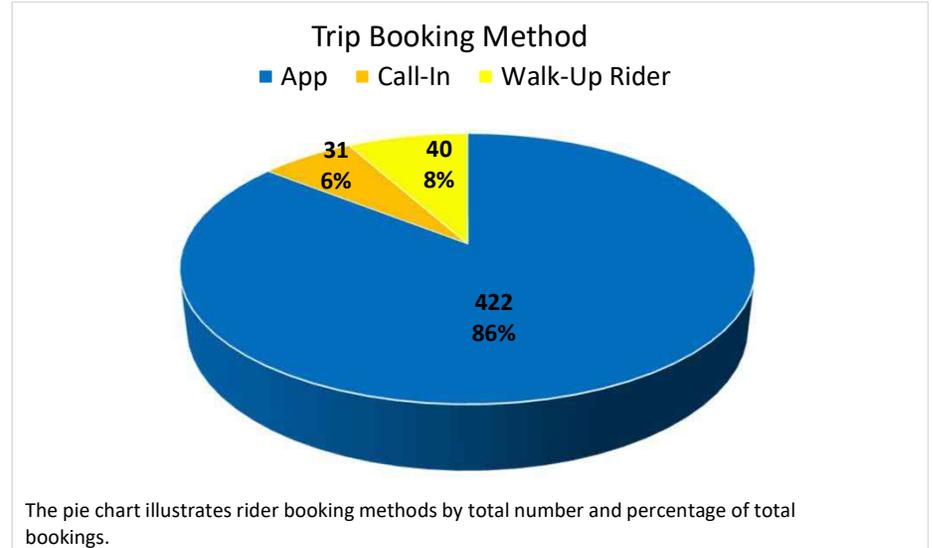
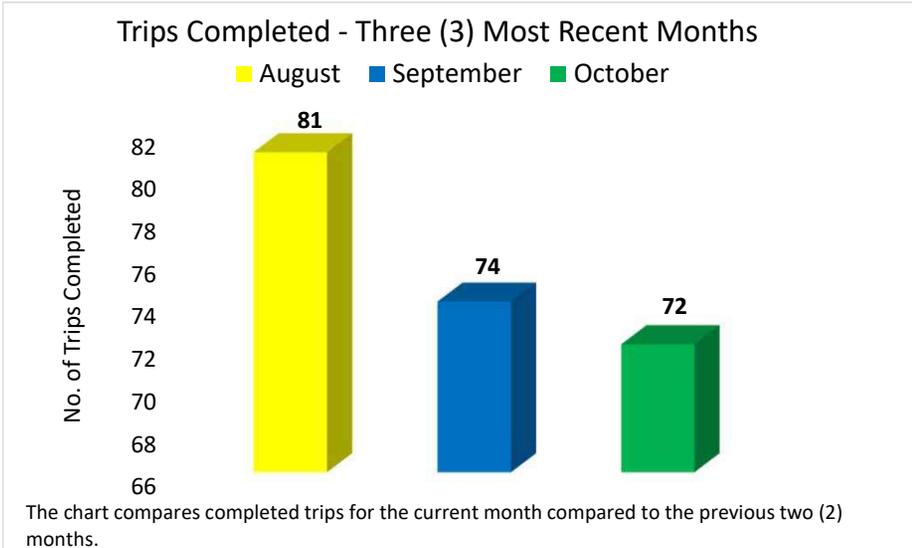
Desert Hot Springs/Desert Edge Geo-Fence Metrics January 2021 through October 2021

Total Completed Trips: 692



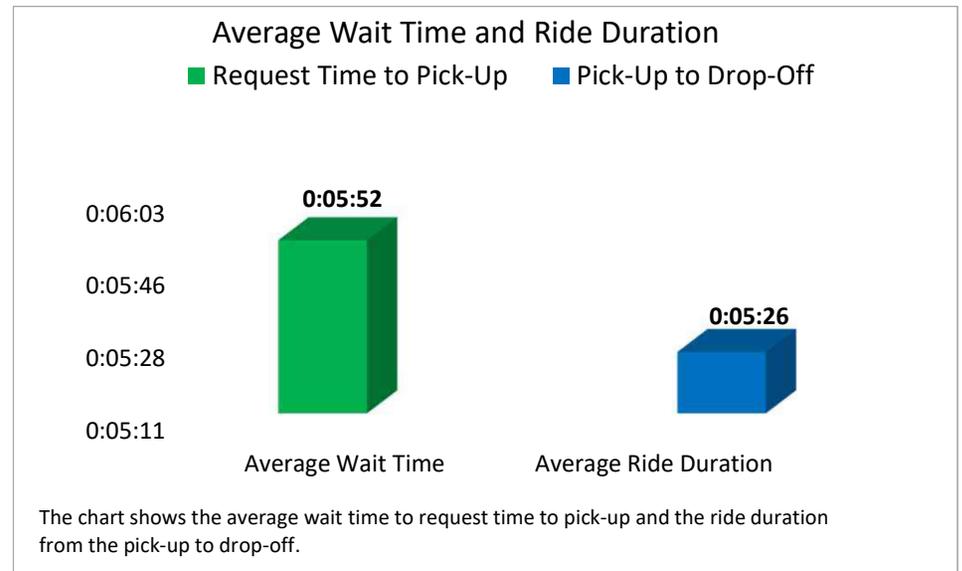
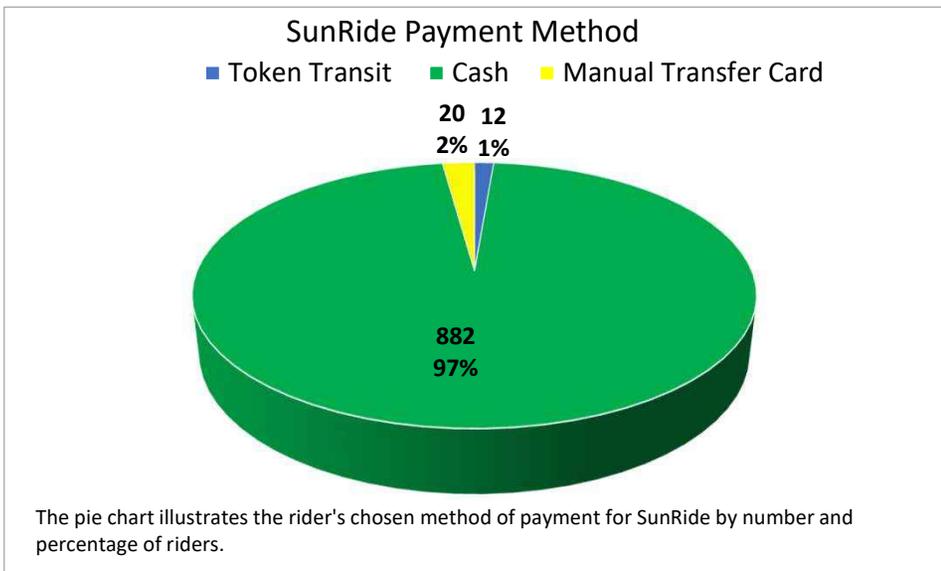
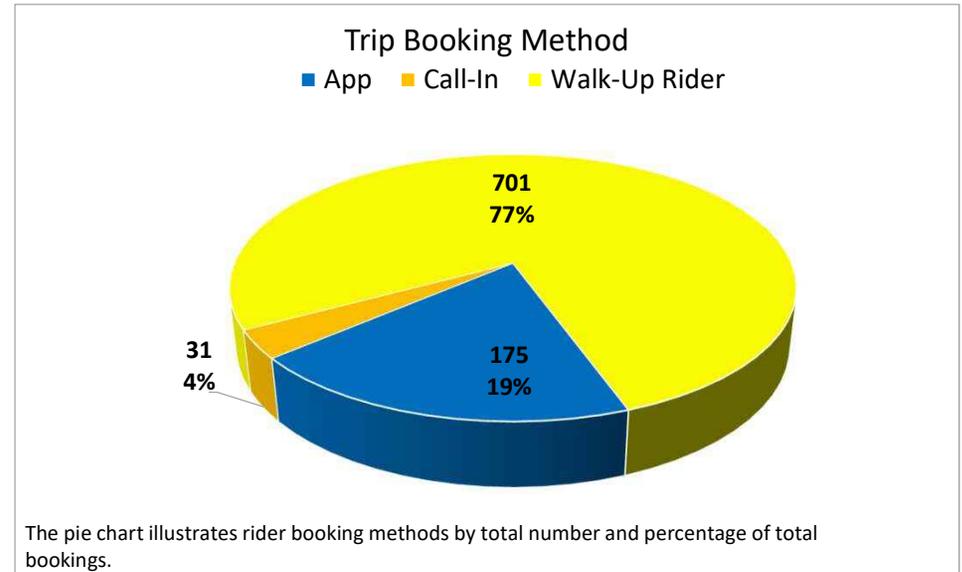
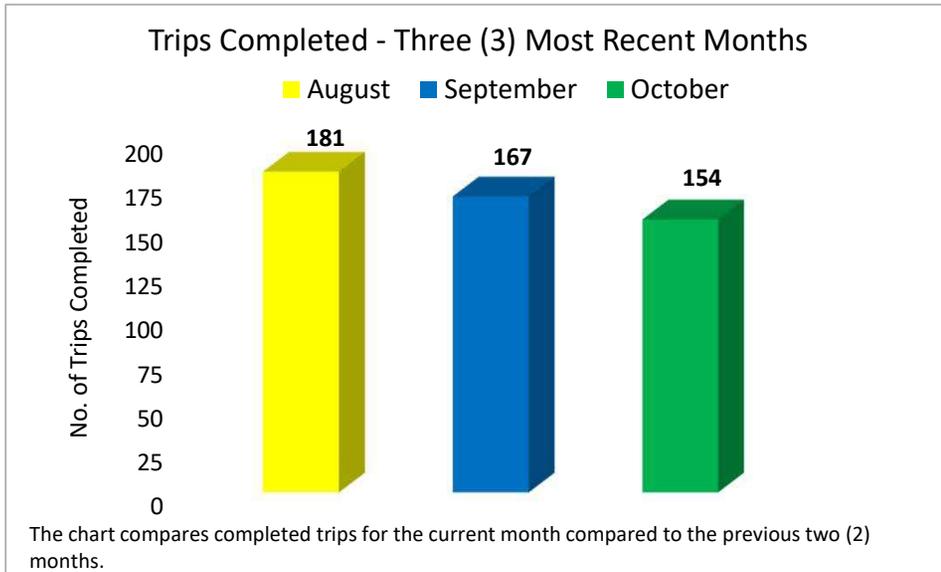
Palm Desert Geo-Fence Metrics January 2021 through October 2021

Total Completed Trips: 493



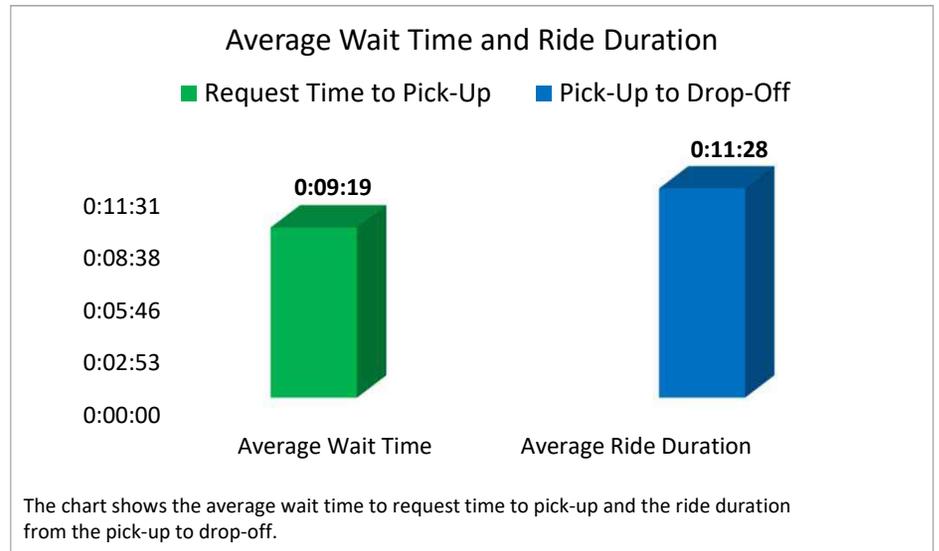
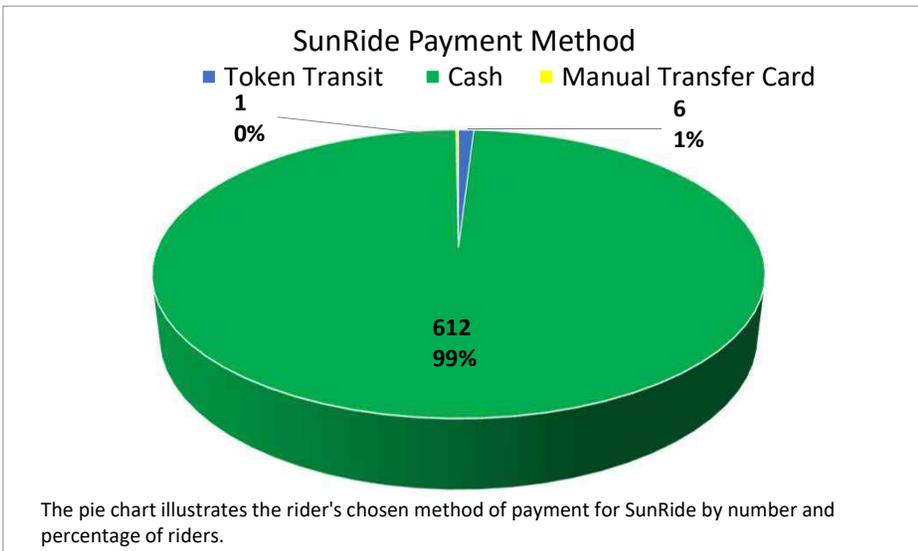
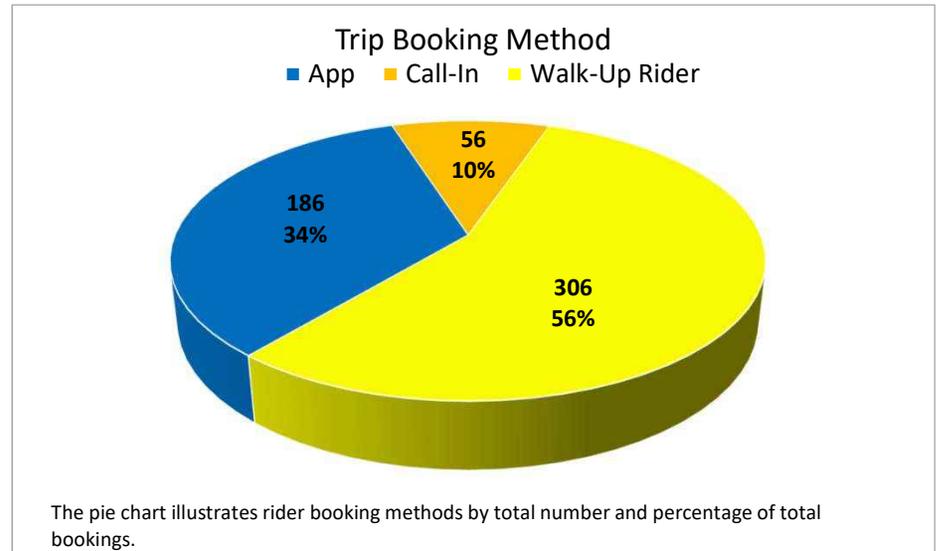
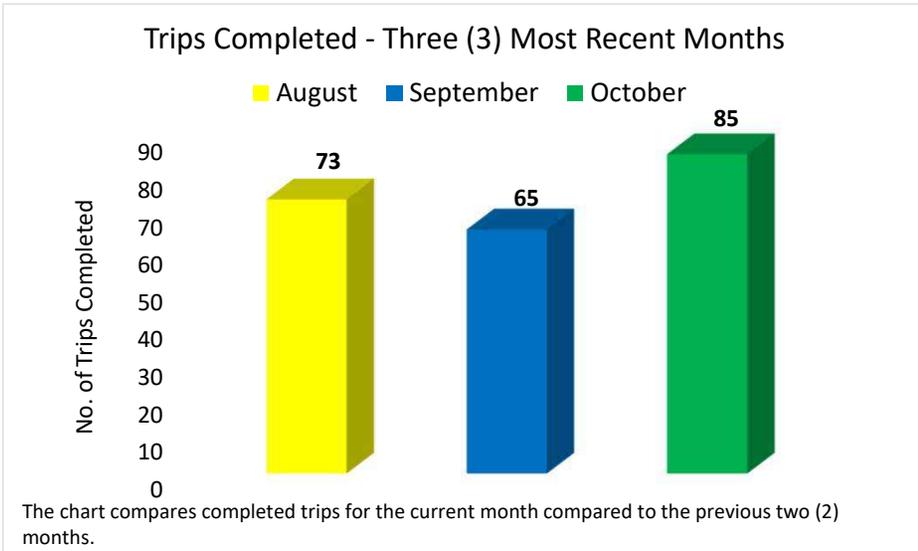
Coachella Geo-Fence Metrics January 2021 through October 2021

Total Completed Trips: 907

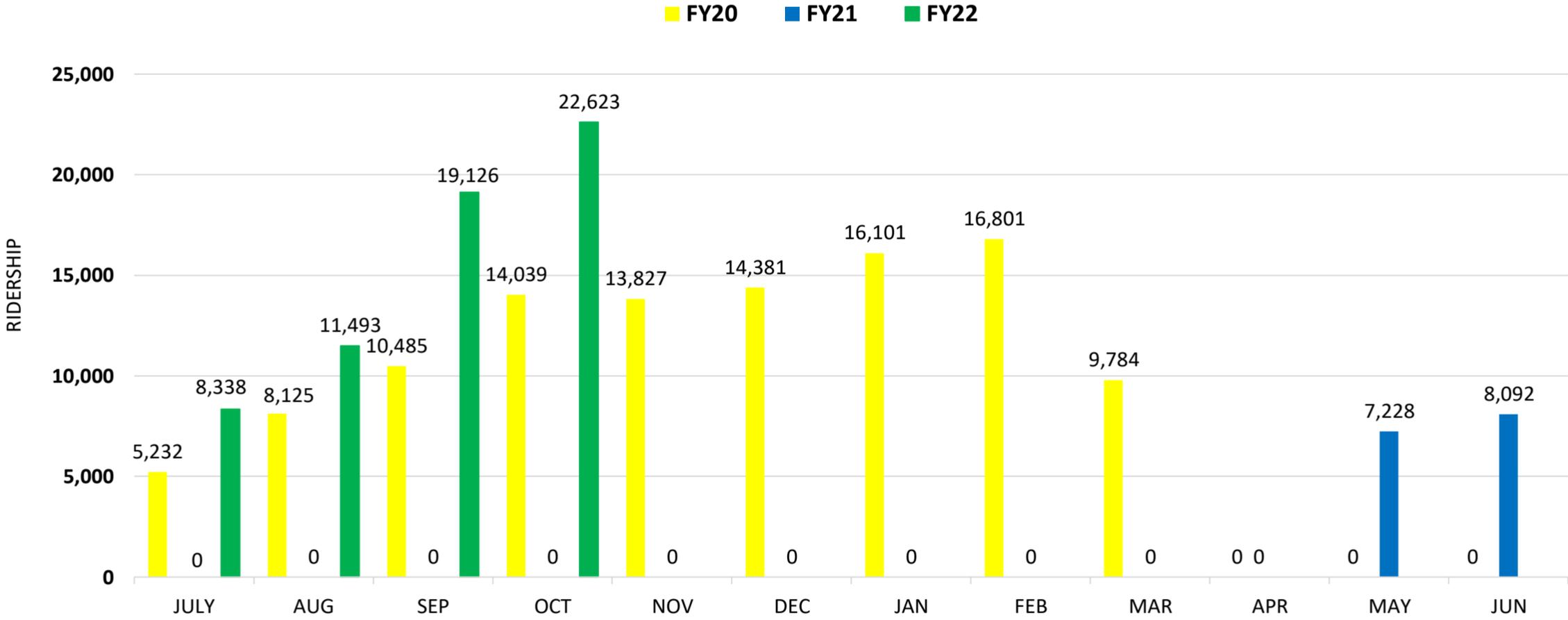


Mecca/North Shore Geo-Fence Metrics January 2021 through October 2021

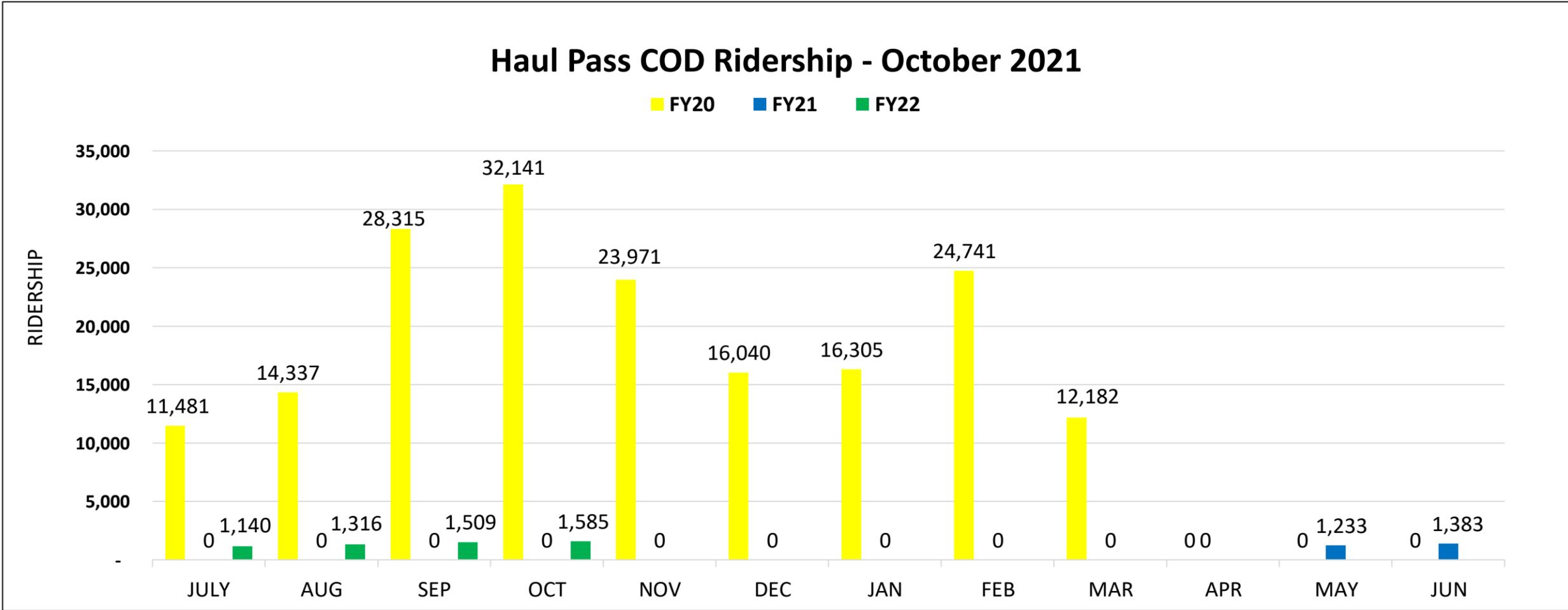
Total Completed Trips: 548



Mobile Ticketing Ridership - October 2021

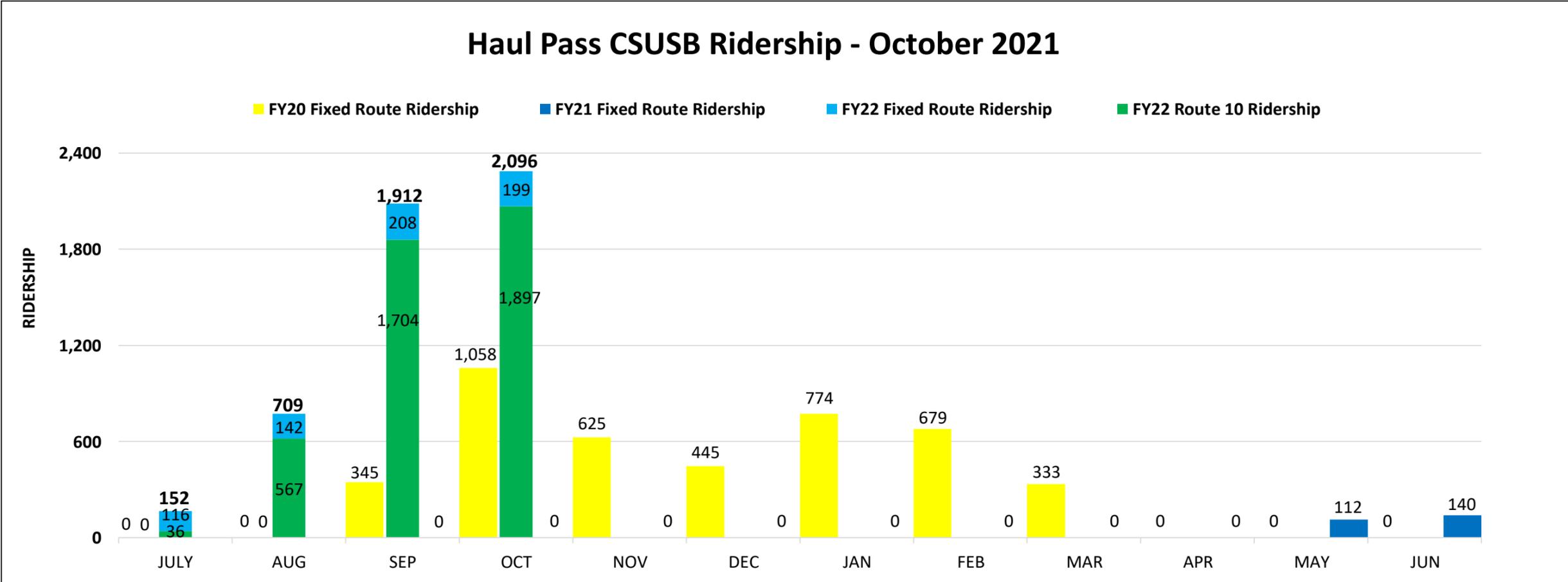


This chart represents all monthly mobile ticketing usage based on the Token Transit app data.
 The total for October 2021 includes 341 paratransit mobile tickets. A total of 1,249 unique users used mobile ticketing in the month of October.
 On Sunday, May 2, 2021, SunLine resumed fare collection. May 2021 was the first month to have data available for FY21.
 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 program.
 Haul Pass COD contributed with 1,585 rides from 121 unique riders.
 On Sunday, May 2, 2021, SunLine resumed fare collection. May 2021 was the first month to have data available for FY21.
 On October 17, 2021, SunLine commenced operations under Level 2.

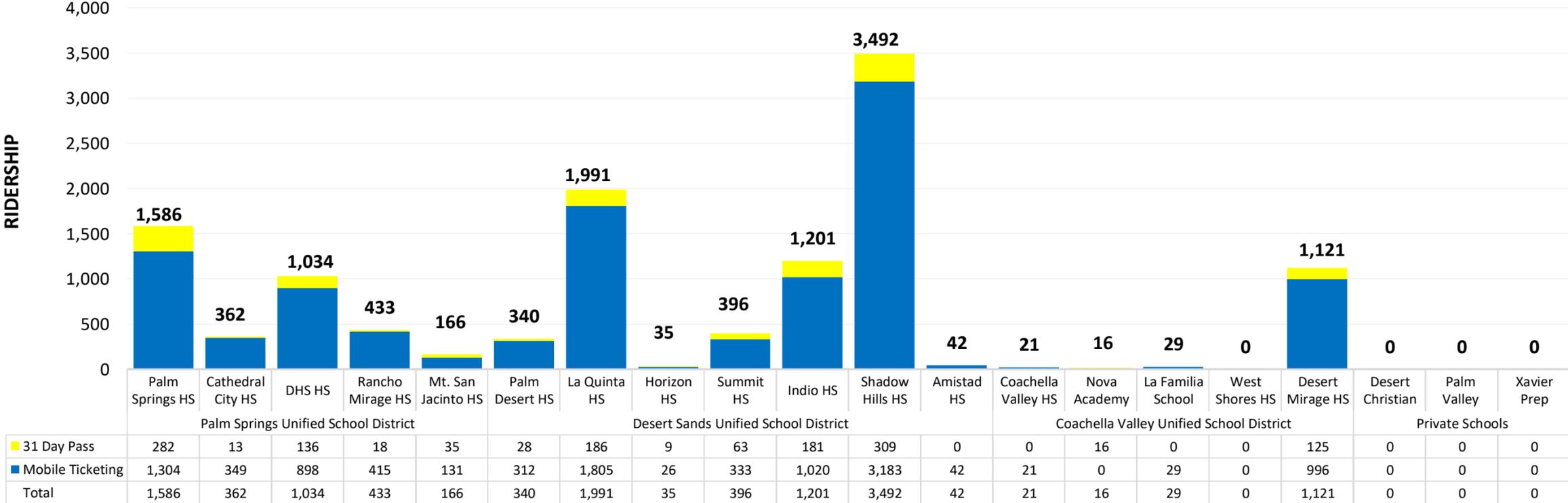
Haul Pass CSUSB Ridership - October 2021



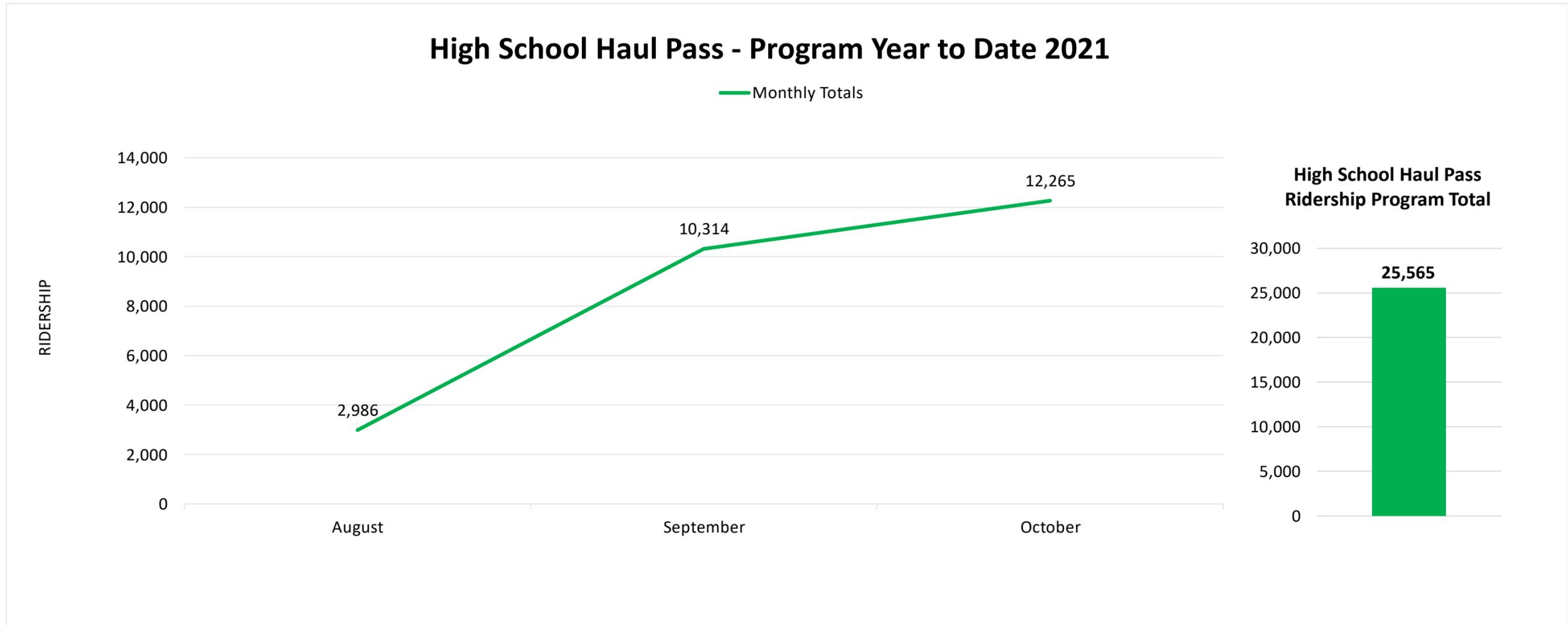
The Haul Pass CSUSB program was introduced in September 2019.
 This chart represents monthly ridership on the Haul Pass CSUSB program.
 Haul Pass CSUSB contributed with 2,096 rides from 168 unique riders and a total of 1,897 rides from the Route 10.
 On Sunday, May 2, 2021, SunLine resumed fare collection. May 2021 was the first month to have data available for FY21.
 On October 17, 2021, SunLine commenced operations under Level 2.

High School Haul Pass - October 2021

■ 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 program.
 The total active users as of October 2021 are 1,413 using the High School Haul Pass Program.



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

SunLine Transit Agency**CONSENT CALENDAR**

DATE: December 1, 2021 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Quarterly Performance Summary for Q3 of Calendar Year 2021

Summary:

The following quarterly reports demonstrate the performance of the bargaining and non-bargaining pension plans for the third quarter of calendar year 2021. The report shows market value, asset allocation percentage and performance compared to benchmarks. The bargaining and non-bargaining pension assets were both down 0.44% for the third quarter of calendar year 2021. However, the plans returned 7.38% and 7.39% year to date for the bargaining and non-bargaining pension plans, respectively.

Recommendation:

Receive and file.

Asset Allocation & Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
Total Fund	39,434,494	100.00	-0.44	7.38	18.29	11.32	N/A	10.71	07/01/2017
<i>Blended Benchmark</i>			-0.01	8.18	17.94	12.15	N/A	11.63	07/01/2017
<i>PFM Blended Benchmark</i>			-0.56	6.12	16.21	10.40	N/A	9.71	07/01/2017
Domestic Equity	13,998,592	35.50	-0.20	N/A	N/A	N/A	N/A	7.43	04/01/2021
<i>Russell 3000 Index</i>			-0.10	14.99	31.88	16.00	16.85	8.13	04/01/2021
Vanguard Total Stock Market ETF	11,863,778	30.08	-0.06	15.18	32.09	16.04	16.87	45.82	04/01/2020
<i>Russell 3000 Index</i>			-0.10	14.99	31.88	16.00	16.85	45.63	04/01/2020
Jensen Quality Growth Fund	1,436,101	3.64	2.17	13.29	26.24	16.07	17.36	18.18	04/01/2019
<i>S&P 500</i>			0.58	15.92	30.00	15.99	16.90	20.32	04/01/2019
iShares Core S&P Mid-Cap ETF	698,714	1.77	-1.79	15.47	43.59	11.02	12.90	N/A	10/01/2021
<i>S&P MidCap 400</i>			-1.76	15.52	43.68	11.08	12.97	N/A	10/01/2021
International Equity	7,328,466	18.58	-2.95	N/A	N/A	N/A	N/A	2.04	04/01/2021
<i>MSCI AC World ex USA (Net)</i>			-2.99	5.90	23.92	8.03	8.94	2.32	04/01/2021
Vanguard Total International Stock ETF	2,251,423	5.71	-2.97	6.46	24.48	8.37	9.05	34.82	04/01/2020
<i>MSCI AC World ex USA (Net)</i>			-2.99	5.90	23.92	8.03	8.94	32.71	04/01/2020
J. O. Hambro International Select	1,763,247	4.47	-1.33	2.71	16.24	11.49	10.88	11.70	07/01/2017
<i>MSCI AC World ex USA (Net)</i>			-2.99	5.90	23.92	8.03	8.94	7.54	07/01/2017
Harding Loevner International Equity	1,929,910	4.89	-2.38	3.76	20.50	9.93	10.78	24.04	07/01/2020
<i>MSCI AC World ex USA (Net)</i>			-2.99	5.90	23.92	8.03	8.94	24.62	07/01/2020
Artisan International Small-Mid	384,798	0.98	-1.33	4.53	23.30	15.92	13.97	4.53	01/01/2021
<i>MSCI AC World ex USA Smid Cap Index (Net)</i>			-0.94	9.48	28.94	8.88	9.40	9.48	01/01/2021
Virtus KAR International Small-Cap	540,969	1.37	-1.19	6.32	30.82	14.79	15.82	6.32	01/01/2021
<i>MSCI AC World ex USA Small Cap (Net)</i>			0.00	12.23	33.06	10.33	10.28	12.23	01/01/2021
Hartford Schrodgers Emerging Markets Equity	458,119	1.16	-8.06	-2.06	18.89	10.59	10.93	5.65	03/01/2018
<i>MSCI EM (net)</i>			-8.09	-1.25	18.20	8.58	9.23	3.82	03/01/2018
Other Growth	2,284,562	5.79	1.76	N/A	N/A	N/A	N/A	13.87	04/01/2021
<i>MSCI US REIT Index</i>			0.98	23.00	37.16	10.10	6.84	13.09	04/01/2021
Cohen & Steers Inst Realty Shares	576,630	1.46	1.07	22.86	33.48	14.13	9.65	13.18	04/01/2021
Principal RE Securities Inst Fund	584,896	1.48	1.47	21.73	32.85	13.01	9.23	13.79	04/01/2021
<i>MSCI US REIT Index</i>			0.98	23.00	37.16	10.10	6.84	13.09	04/01/2021
SPDR Blmbg Barclays Convert Secs ETF	1,123,035	2.85	-1.46	4.11	26.66	20.86	17.40	N/A	10/01/2021
<i>Bloomberg Liquid US Convertibles Index</i>			-1.33	4.81	27.78	21.72	18.13	N/A	10/01/2021

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 & Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
Fixed Income	13,275,043	33.66	0.02	-0.96	1.20	5.51	N/A	3.97	07/01/2017
<i>Blmbg. U.S. Aggregate</i>			0.05	-1.56	-0.90	5.35	2.94	3.66	07/01/2017
Baird Core Plus	3,464,733	8.79	0.13	-0.90	0.53	6.21	3.83	4.39	07/01/2017
<i>Blmbg. U.S. Aggregate</i>			0.05	-1.56	-0.90	5.35	2.94	3.66	07/01/2017
DoubleLine Core Fixed Income	1,714,644	4.35	0.14	-0.11	1.61	4.65	3.08	3.26	09/01/2017
PGIM Total Return Bond Fund	4,383,724	11.12	-0.01	-1.45	0.90	6.27	4.02	4.26	09/01/2017
<i>Blmbg. U.S. Aggregate</i>			0.05	-1.56	-0.90	5.35	2.94	3.47	09/01/2017
Voya Intermediate Bond	2,271,903	5.76	0.18	-0.90	0.91	6.09	3.78	4.08	01/01/2020
<i>Blmbg. U.S. Aggregate</i>			0.05	-1.56	-0.90	5.35	2.94	3.29	01/01/2020
iShares Intermediate-Term Corporate Bond ETF	671,711	1.70	0.09	-1.08	1.33	7.54	4.60	4.81	10/01/2019
<i>ICE BofAML U.S. Corporate 5-10 Year Index</i>			-0.01	-0.98	1.51	7.69	4.64	5.01	10/01/2019
iShares JP Morgan USD Emerging Mkts Bond ETF	414,486	1.05	-0.95	-2.15	3.69	5.45	3.39	4.90	07/01/2020
<i>JPM EMBI Global Diversified</i>			-0.70	-1.36	4.36	5.65	3.89	5.38	07/01/2020
MainStay MacKay High Yield Corp Bond Fund	353,843	0.90	0.99	5.04	10.29	6.45	5.98	2.16	06/01/2021
<i>ICE BofAML High Yield Master II</i>			0.94	4.67	11.46	6.62	6.35	2.32	06/01/2021
Other Income	1,316,473	3.34	N/A	N/A	N/A	N/A	N/A	-1.29	09/01/2021
iShares Preferred and Income Securities ETF	1,288,298	3.27	0.03	4.33	12.20	7.04	5.25	-0.74	09/01/2021
<i>ICE Exchange-Listed Preferred & Hybrid Securities</i>			0.23	4.88	12.72	8.49	N/A	-0.72	09/01/2021
A TEL Private Debt Partners II	28,175	0.07	N/A	N/A	N/A	N/A	N/A	N/A	10/01/2021
<i>CPI + 11%</i>			3.84	13.34	16.97	14.13	13.88	N/A	10/01/2021
Real Return	915,473	2.32	4.35	N/A	N/A	N/A	N/A	7.14	06/01/2021
<i>Bloomberg Commodity Index Total Return</i>			6.59	29.13	42.29	6.86	4.54	8.56	06/01/2021
PIMCO Commodity Real Return Strategy	915,473	2.32	7.26	33.84	50.62	10.07	6.54	8.95	06/01/2021
<i>Bloomberg Commodity Index Total Return</i>			6.59	29.13	42.29	6.86	4.54	8.56	06/01/2021
Cash Equivalent	315,885	0.80	0.01	0.02	0.03	1.00	N/A	1.09	07/01/2017
First American Prime Obligation - Z	315,885	0.80	0.01	0.04	0.03	1.13	1.17	1.26	07/01/2017

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 & Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
Total Fund - Non-Bargaining	39,516,863	100.00	-0.44	7.39	18.32	11.32	N/A	10.70	07/01/2017
<i>Blended Benchmark</i>			-0.01	8.18	17.94	12.15	N/A	11.63	07/01/2017
<i>PFM Blended Benchmark</i>			-0.56	6.12	16.21	10.40	N/A	9.71	07/01/2017
Domestic Equity	14,007,845	35.45	-0.20	N/A	N/A	N/A	N/A	7.43	04/01/2021
<i>Russell 3000 Index</i>			-0.10	14.99	31.88	16.00	16.85	8.13	04/01/2021
Vanguard Total Stock Market ETF	11,868,219	30.03	-0.06	15.18	32.09	16.04	16.87	45.82	04/01/2020
<i>Russell 3000 Index</i>			-0.10	14.99	31.88	16.00	16.85	45.63	04/01/2020
Jensen Quality Growth Fund	1,439,334	3.64	2.17	13.29	26.24	16.07	17.36	18.18	04/01/2019
<i>S&P 500</i>			0.58	15.92	30.00	15.99	16.90	20.32	04/01/2019
iShares Core S&P Mid-Cap ETF	700,292	1.77	-1.79	15.47	43.59	11.02	12.90	N/A	10/01/2021
<i>S&P MidCap 400</i>			-1.76	15.52	43.68	11.08	12.97	N/A	10/01/2021
International Equity	7,346,066	18.59	-2.95	N/A	N/A	N/A	N/A	2.04	04/01/2021
<i>MSCI AC World ex USA (Net)</i>			-2.99	5.90	23.92	8.03	8.94	2.32	04/01/2021
Vanguard Total International Stock ETF	2,259,457	5.72	-2.97	6.46	24.48	8.37	9.05	34.82	04/01/2020
<i>MSCI AC World ex USA (Net)</i>			-2.99	5.90	23.92	8.03	8.94	32.71	04/01/2020
J. O. Hambro International Select	1,766,491	4.47	-1.33	2.71	16.24	11.49	10.88	11.70	07/01/2017
<i>MSCI AC World ex USA (Net)</i>			-2.99	5.90	23.92	8.03	8.94	7.54	07/01/2017
Harding Loevner International Equity	1,933,708	4.89	-2.38	3.76	20.50	9.93	10.78	24.04	07/01/2020
<i>MSCI AC World ex USA (Net)</i>			-2.99	5.90	23.92	8.03	8.94	24.62	07/01/2020
Artisan International Small-Mid	385,511	0.98	-1.33	4.53	23.30	15.92	13.97	4.53	01/01/2021
<i>MSCI AC World ex USA Smid Cap Index (Net)</i>			-0.94	9.48	28.94	8.88	9.40	9.48	01/01/2021
Virtus KAR International Small-Cap	541,923	1.37	-1.19	6.32	30.82	14.79	15.82	6.32	01/01/2021
<i>MSCI AC World ex USA Small Cap (Net)</i>			0.00	12.23	33.06	10.33	10.28	12.23	01/01/2021
Hartford Schrodgers Emerging Markets Equity	458,975	1.16	-8.06	-2.06	18.89	10.59	10.93	5.65	03/01/2018
<i>MSCI EM (net)</i>			-8.09	-1.25	18.20	8.58	9.23	3.82	03/01/2018
Other Growth	2,289,226	5.79	1.77	N/A	N/A	N/A	N/A	13.87	04/01/2021
<i>MSCI US REIT Index</i>			0.98	23.00	37.16	10.10	6.84	13.09	04/01/2021
Cohen & Steers Inst Realty Shares	577,768	1.46	1.07	22.86	33.48	14.13	9.65	12.14	03/01/2000
Principal RE Securities Inst Fund	586,118	1.48	1.47	21.73	32.85	13.01	9.23	11.87	04/01/2001
<i>MSCI US REIT Index</i>			0.98	23.00	37.16	10.10	6.84	13.09	04/01/2021
SPDR Blmbg Barclays Convert Secs ETF	1,125,340	2.85	-1.46	4.11	26.66	20.86	17.40	N/A	10/01/2021
<i>Bloomberg Liquid US Convertibles Index</i>			-1.33	4.81	27.78	21.72	18.13	N/A	10/01/2021

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 & Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
Fixed Income	13,302,867	33.66	0.02	-0.96	1.19	5.51	N/A	3.97	07/01/2017
<i>Blmbg. U.S. Aggregate</i>			0.05	-1.56	-0.90	5.35	2.94	3.66	07/01/2017
Baird Core Plus	3,471,300	8.78	0.13	-0.90	0.53	6.21	3.83	4.39	07/01/2017
<i>Blmbg. U.S. Aggregate</i>			0.05	-1.56	-0.90	5.35	2.94	3.66	07/01/2017
DoubleLine Core Fixed Income	1,717,136	4.35	0.14	-0.11	1.61	4.65	3.08	3.26	09/01/2017
PGIM Total Return Bond Fund	4,398,193	11.13	-0.01	-1.45	0.90	6.27	4.02	4.26	09/01/2017
<i>Blmbg. U.S. Aggregate</i>			0.05	-1.56	-0.90	5.35	2.94	3.47	09/01/2017
Voya Intermediate Bond	2,277,509	5.76	0.18	-0.90	0.91	6.09	3.78	4.08	01/01/2020
<i>Blmbg. U.S. Aggregate</i>			0.05	-1.56	-0.90	5.35	2.94	3.29	01/01/2020
iShares Intermediate-Term Corporate Bond ETF	670,690	1.70	0.09	-1.08	1.33	7.54	4.60	4.81	10/01/2019
<i>ICE BofAML U.S. Corporate 5-10 Year Index</i>			-0.01	-0.98	1.51	7.69	4.64	5.01	10/01/2019
iShares JP Morgan USD Emerging Mkts Bond ETF	413,275	1.05	-0.95	-2.15	3.69	5.45	3.39	4.90	07/01/2020
<i>JPM EMBI Global Diversified</i>			-0.70	-1.36	4.36	5.65	3.89	5.38	07/01/2020
MainStay MacKay High Yield Corp Bond Fund	354,765	0.90	0.99	5.04	10.29	6.45	5.98	2.16	06/01/2021
<i>ICE BofAML High Yield Master II</i>			0.94	4.67	11.46	6.62	6.35	2.32	06/01/2021
Other Income	1,319,151	3.34	N/A	N/A	N/A	N/A	N/A	-1.29	09/01/2021
iShares Preferred and Income Securities ETF	1,290,976	3.27	0.03	4.33	12.20	7.04	5.25	-0.74	09/01/2021
<i>ICE Exchange-Listed Preferred & Hybrid Securities</i>			0.23	4.88	12.72	8.49	N/A	-0.72	09/01/2021
A TEL Private Debt Partners II	28,175	0.07	N/A	N/A	N/A	N/A	N/A	N/A	10/01/2021
<i>CPI + 11%</i>			3.84	13.34	16.97	14.13	13.88	N/A	10/01/2021
Real Return	917,317	2.32	4.35	N/A	N/A	N/A	N/A	7.13	06/01/2021
<i>Bloomberg Commodity Index Total Return</i>			6.59	29.13	42.29	6.86	4.54	8.56	06/01/2021
PIMCO Commodity Real Return Strategy	917,317	2.32	7.26	33.84	50.62	10.07	6.54	8.95	06/01/2021
<i>Bloomberg Commodity Index Total Return</i>			6.59	29.13	42.29	6.86	4.54	8.56	06/01/2021
Cash Equivalent	334,390	0.85	0.01	0.02	0.03	1.00	N/A	1.09	07/01/2017
First American Prime Obligation - Z	334,390	0.85	0.01	0.04	0.03	1.13	1.17	1.26	07/01/2017

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.



SunLine Transit Agency

CONSENT CALENDAR

DATE: December 1, 2021

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Board Member Attendance for October 2021

Summary:

The attached report summarizes the Board of Directors' attendance for fiscal year to date October 2021.

Recommendation:

Receive and file.

FY 21/22	Board Member Matrix Attendance													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Meetings	Total Attended
Desert Hot Springs	X		X	X									10	3
Palm Desert	X		X	X									10	3
Palm Springs	X		X	X									10	3
Cathedral City	X		X	X									10	3
Rancho Mirage	X		X	X									10	3
Indian Wells	X		X										10	2
La Quinta	X		X	X									10	3
Indio	X		X	X									10	3
Coachella	X		X	X									10	3
County of Riverside	X		X	X									10	3

X - ATTENDED (Primary/Alternate)

DARK –

SunLine Services Group
CONSENT CALENDAR

DATE: December 1, 2021

RECEIVE & FILE

TO: Board of Directors

RE: Checks \$1,000 and Over Report for September 2021

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
September 2021**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
SUNLINE TRANSIT AGENCY	Payroll Liabilities 09/17/21	90970	09/29/2021	5,239.02
SUNLINE TRANSIT AGENCY	Payroll Liabilities 09/03/21	90965	09/08/2021	5,165.97
SUNLINE TRANSIT AGENCY	SRA Overhead Allocations Sept 2021	90969	09/16/2021	2,461.67
Total Checks Over \$1,000	\$12,866.66			
Total Checks Under \$1,000	\$2,304.92			
Total Checks	\$15,171.58			

SunLine Services Group
CONSENT CALENDAR

DATE: December 1, 2021 **RECEIVE & FILE**
TO: Board of Directors
RE: Monthly Budget Variance Report for September 2021

Summary:

The budget variance report compares revenues and expenses to the respective line item budgets. The report identifies current monthly revenues and expenses as well as fiscal year to date (FYTD) values. The budgetary figures are represented as a straight line budget. Accordingly, the current monthly budget values are calculated by taking 1/12th of the annual budget and the FYTD budget values for the month of September 2021 are equal to 3/12^{ths} of the yearly budget.

Year to Date Summary

- As of September 30, 2021, the organization's revenues are \$8,699 or 19.86% above the FYTD budget.
- As of September 30, 2021, expenditures are \$8,613 or 19.67% below the FYTD budget.
- The net FYTD operating gain (loss) after expenses is \$17,312.

Recommendation:

Receive and file.

SunLine Regulatory Administration
Budget Variance Report
September 2021

Description	FY22 Total Budget	Current Month			Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY22 FYTD Budget	Positive (Negative)	Percentage Remaining
Revenues:								
Revenue Fines	1,500	100	125	(25)	400	375	25	73.3%
New Driver Permit Revenue	750	75	63	13	225	188	38	70.0%
Taxi Business Permit	96,000	10,667	8,000	2,667	24,000	24,000	0	75.0%
Driver Transfer Revenue	250	25	21	4	500	63	438	-100.0%
Driver Renewal Revenue	1,000	325	83	242	550	250	300	45.0%
Driver Permit Reinstatement/Replacement	50	-	4	(4)	-	13	(13)	100.0%
Vehicle Permit Revenue	73,620	14,229	6,135	8,094	25,181	18,405	6,776	65.8%
Other Revenue	500	1,635	42	1,593	1,635	125	1,510	-227.0%
Operator Application Fee	1,500	-	125	(125)	-	375	(375)	100.0%
Total Revenue	175,170	27,056	14,598	12,458	52,491	43,793	8,699	70.0%
Expenses:								
Salaries and Wages	54,367	5,106	4,531	(576)	13,223	13,592	369	75.7%
Fringe Benefits	46,865	4,938	3,905	(1,033)	17,427	11,716	(5,711)	62.8%
Services	52,015	(2)	4,335	4,336	1,189	13,004	11,814	97.7%
Supplies and Materials	4,193	58	349	292	459	1,048	589	89.0%
Utilities	5,416	451	451	0	1,354	1,354	0	75.0%
Casualty and Liability	5,489	457	457	(0)	1,372	1,372	(0)	75.0%
Taxes and Fees	100	-	8	8	-	25	25	100.0%
Miscellaneous	6,725	64	560	496	155	1,681	1,526	97.7%
Total Expenses	175,170	11,073	14,598	3,525	35,179	43,793	8,613	79.9%
Total Operating Surplus (Deficit)	\$ -	\$ 15,983			\$ 17,312			

Budget Variance Analysis - SunLine Regulatory Administration

Revenue

- The positive variance in revenue is primarily attributed to late fees assessed to a taxi operator and an increase in permitted vehicles.
- As of FYTD22, there is an increase of 7,571 taxi trips compared to FYTD21.

Taxi Trips

	FY21-September	FY22-September	Variance	%Δ
Trips	8,244	10,748	2,504	30.4%

Taxi Trips

	FYTD-FY21	FYTD-FY22	Variance	%Δ
Trips	22,215	29,786	7,571	34.1%

Salaries and Wages

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

Fringe Benefits

- The unfavorable amount in fringe benefit expenses is attributed to lower YTD expense allocations to STA.

Services

- The positive balance in services is primarily attributed to legal and audit fees not yet incurred.

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

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

Miscellaneous

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

SunLine Services Group
CONSENT CALENDAR

DATE: December 1, 2021

RECEIVE & FILE

TO: Board of Directors

RE: Taxi Trip Data – October 2021

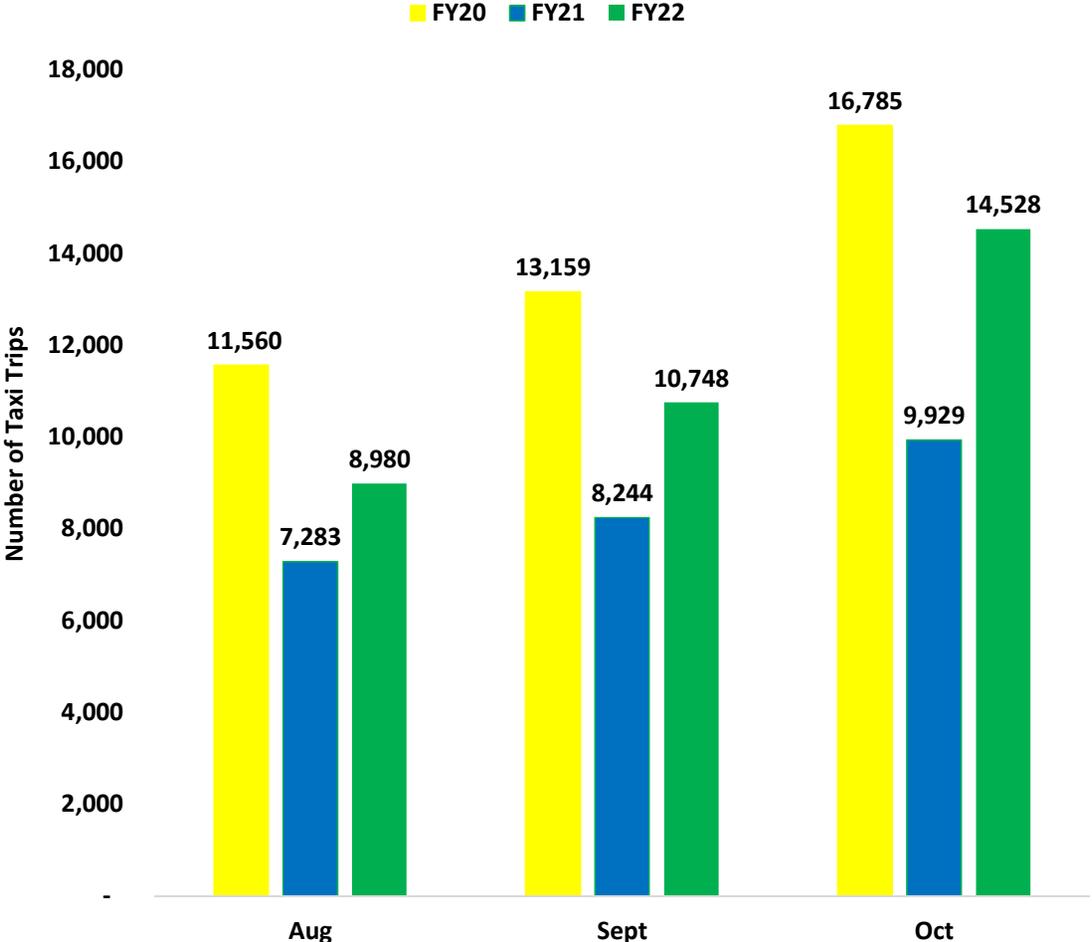
Summary:

The attached chart summarizes the total number of taxi trips generated in the Coachella Valley for the previous three (3) month period and total taxi trips for the current fiscal year to date (FYTD) compared to the last two (2) fiscal years. There were 4,599 more taxi trips in October 2021 compared to October 2020. The increase in trips for October 2021 is mainly attributed to an increase in demand due to relaxed COVID-19 travel restrictions. There were 12,170 more taxi trips for FYTD22 compared to FYTD21.

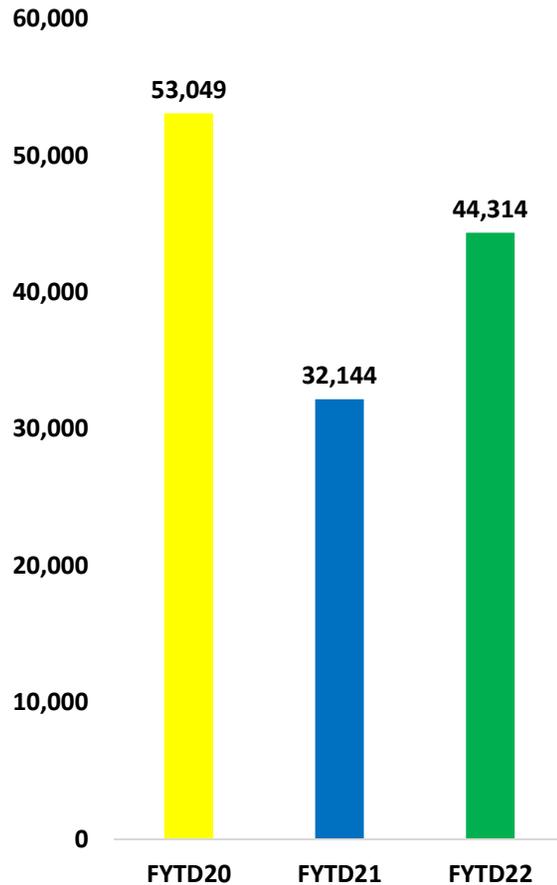
Recommendation:

Receive and file.

Taxi Trip Three (3) Month Comparison as of October 2021



FYTD No. of Taxi Trips



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

**SunLine Transit Agency
SunLine Services Group**

DATE: December 1, 2021 **ACTION**

TO: Board of Directors

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

RE: Adoption of Resolution to Continue Teleconference Meetings

Recommendation

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

Background

At the March 25, 2020 Board of Directors meeting, in response to the COVID-19 health emergency that federal, state and local governments are all addressing, SunLine Transit Agency and SunLine Services Group proclaimed an emergency situation as outlined in Resolution No. 0775. Over the last eighteen months, the Board has continuously evaluated the resolution and made decisions regarding the need to extend the declaration. The Board's last action extended the declaration through December 1, 2021.

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 proposed resolution makes the finding that the state of emergency continues to directly impact the ability of the members to meet safely in person. Though more than 30 days have passed since the October 27, 2021 Board meeting, no teleconference Board or Committee meetings have occurred after November 27, 2021 (30 days after the resolution was adopted).

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:

- [Attachment 10a](#) – Resolution No. 0788

RESOLUTION NO.0788

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 November 22, 2021, data from CDPH shows that Riverside County has a daily new COVID-19 case rate of 13.9 cases per 100,000 in population and a COVID-19 test positivity rate of 4.4%. This is significantly higher than statewide data of 10.8 new cases per 100,000 in population and a 1.9% test positivity rate. Given the higher prevalence of COVID-19 in Riverside County than in other parts of the State, requiring in person attendance to participate Board and Committee meetings would present imminent risks to the health or safety of attendees. 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 1st day of December, 2021.

ATTEST:

Edith Hernandez
Clerk of the Board
SunLine Transit Agency
SunLine Services Group

Glenn Miller
Chairperson of the Board
SunLine Transit Agency
SunLine Services Group

APPROVED AS TO FORM:

Eric S. Vail
General Counsel

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

I, Edith Hernandez, Clerk of the Board of SunLine Transit Agency and SunLine Services Group, hereby certify that Resolution No _____ was adopted by the Board of Directors of the SunLine Transit Agency and SunLine Services Group at a regular meeting held on the 1st day of December, 2021, 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

**SunLine Transit Agency
SunLine Services Group**

DATE: December 1, 2021 **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 months, the Board has continuously evaluated the resolution and made decisions regarding the need to extend the declaration. The Board's last action extended the declaration through December 1, 2021.

Staff's recommendation is to continue the declaration of emergency through the January Board meeting, January 26, 2022, and reevaluate at that time.

Financial Impact

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

Attachment:

- [Item 11a](#) – 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.

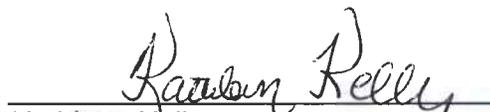
Section 3. That SunLine will utilize, to the extent reasonably feasible and appropriate, the ability to conduct its Board of Director meetings, and all committee meetings via teleconferencing and other electronic means to permit Board Members and members of the public to adopt social distancing to the 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 25th DAY OF March, 2020

ATTEST:

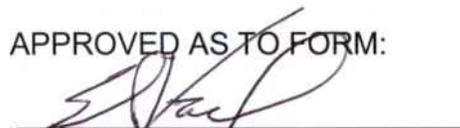


Brittney B. Sowell
Clerk of the Board
SunLine Transit Agency
SunLine Services Group



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

APPROVED AS TO FORM:



General Counsel
Eric Vail

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

I, BRITTNEY B. SOWELL, Clerk of the Board of Directors of the SunLine Transit Agency, do hereby certify that Resolution No. 0775 was adopted at a regular meeting of the Board of Directors held on the 25th day of March, 2020, by the following vote:

AYES: 10

NOES: 0

ABSENT: 0

ABSTAIN: 0

IN WITNESS WHEREOF, I have hereunto set my hand this 25th day of March, 2020.



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

SunLine Transit Agency

DATE: December 1, 2021 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Luis Garcia, Chief Financial Officer

RE: Ratification Federal Emergency Funding Claims

Recommendation

Recommend that the Board of Directors ratify the claim of Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) funding in the amount of \$1,200,000 for operating assistance.

Background

In FY21, the Board approved three (3) resolutions granting the Agency the ability to spend federal emergency funding made available through the Coronavirus Aid, Relief, and Economic Security Act (CARES), CRRSAA, American Rescue Plan Act (ARPA) and Federal Emergency Management Agency (FEMA). The resolutions require that the Board ratify the expenditure of emergency funds at the next regular SunLine Board meeting following the submission of a claim against those funds. Since the last Board meeting, the Agency made one (1) claim of CRRSAA funding for a total amount of \$1,200,000 to cover eligible operating costs in lieu of CARES Act funding which has been fully reimbursed. The reimbursement of CRRSAA operating funds aligns with the financial plan presented to the Board of Directors and the FY22 budget. The Agency will leverage the emergency funding in order to minimize the usage of Local Transportation Funds (LTF) and build reserves in state funding for FY23 and beyond. The chart below illustrates a running total of emergency funding that has been claimed.

Total Federal Emergency Funding Claims							
Date	Amount	Funding Type	Approved /Pending	Date	Amount	Funding Type	Approved/ Pending
8/3/2020	\$ 2,024,513	CARES Act	Approved	2/24/2021	\$ 3,000,000	CARES Act	Approved
10/21/2020	\$ 1,975,487	CARES Act	Approved	4/23/2021	\$ 4,000,000	CARES Act	Approved
12/11/2020	\$ 1,000,000	CARES Act	Approved	7/6/2021	\$ 3,208,971	CARES Act	Approved
12/21/2020	\$ 48,769	CARES Act	Approved	9/9/2021	\$ 1,000,000	CRRSAA	Approved
1/4/2021	\$ 6,290	CARES Act	Approved	9/17/2021	\$ 1,000,000	CRRSAA	Approved
2/17/2021	\$ 91,275	CARES Act	Approved	9/20/2021	\$ 500,000	CRRSAA	Approved
2/22/2021	\$ 4,634	CARES Act	Approved	10/14/2021	\$ 1,200,000	CRRSAA	Pending
				Total	\$ 19,059,939		

Financial Impact

The \$1,200,000 in operating assistance allows the Agency to leverage emergency assistance and build its operating reserves in LTF.

SunLine Transit Agency

DATE: December 1, 2021 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Rudy Le Flore, Chief Project Consultant

RE: Approve Grant for SunLine West Coast Center of Excellence in Zero Emission Technology & Renewable Energy

Recommendation

Recommend that the Board of Directors authorize the CEO/General Manager to negotiate and execute an agreement with CALSTART to receive approximately \$250,000 for the development of training for the SunLine West Coast Center of Excellence in Zero Emission Technology & Renewable Energy (CoE).

Background

In November 2016, SunLine received funding from the Federal Transit Administration to develop training for the CoE. This funding was utilized to develop training focused on the deployment of zero emissions technologies. This training has proven necessary to reduce the overall costs of operating and maintaining zero emissions technologies. SunLine has since established a certifying Original Equipment Manufacturer (OEM) Board to standardize the training.

Through this grant, training will be offered in Northern and Southern California. The training is also being modified to embrace high school students as well as include school bus fleet operators.

SunLine's management team conducted several meaningful meetings with the California Air Resources Board (CARB) regarding the utility of SunLine's CoE and the training. After several attempts, CARB was able to offer funding from Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project to further the CoE's training objectives.

CALSTART is a manager of Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project funds for CARB. These grant funds will be allocated from CARB through CALSTART for SunLine's use.

Financial Impact

These funds will be programmed for use in the FY22 and FY23 operating budgets.

SunLine Transit Agency

DATE: December 1, 2021 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Rudy Le Flore, Chief Project Consultant

RE: Funding for Over-the-Road Commuter Buses

Recommendation

Recommend that the Board of Directors authorize the CEO/General Manager to negotiate and execute an agreement to receive funding from the California State Transportation Agency (CalSTA) and/or the California Department of Transportation for an Over-the-Road Bus Demonstration Project.

Background

In November 2021, SunLine presented a proposal for discussion with Caltrans and CalSTA. This proposal included the demonstration of hydrogen powered over-the-road public transportation vehicles. This proposal was well received by both agencies and resulted in a verbal indication that funding may be forthcoming this calendar year. It is anticipated that there will be no program match funding required.

This report is to allow the CEO/General Manager to execute and agreement during the anticipated award period, which was verbally indicated by the funder as being prior to the end of the calendar year 2021.

Staff anticipates the funding to be in excess of \$4,000,000 and will bring an information item to the Board of Directors once more details of this funding opportunity are known.

Financial Impact

These funds, once received, will be programmed for use in future fiscal years capital and operating budgets.

SunLine Transit Agency

DATE: December 1, 2021 **ACTION**

TO: Strategic Planning & Operations Committee
Board of Directors

FROM: Jeff Guidry, Transit Planning Manager

RE: FY21 Service Standards Performance Report

Recommendation

In accordance with Federal Transit Administration (FTA) guidelines, staff recommends that the Board of Directors approve the annual monitoring results in the attached report.

Background

According to SunLine Transit Agency's Service Standards Policy, this report is presented to the Board of Directors annually in December. This report includes service standard design, performance, and quality metrics for SunLine's services for FY21. The Service Standards Policy and metrics are intended to:

- Promote continuous improvement of transit service
- Provide regular updates on service performance
- Meet FTA requirements for monitoring compliance with Title VI of the Civil Rights Act
- Avoid uninformed decision making regarding the provisions of service

The COVID-19 pandemic has continued to greatly impact SunLine. Due to national, state and local emergency orders, SunLine made numerous changes to protect the health and safety of staff, coach operators and the riding public.

SunLine's Refueled initiative was implemented on January 3, 2021, which included consolidation of the fixed route system and introduction of four SunRide microtransit zones. Due to the adverse impacts of the COVID-19 pandemic, the 10 Commuter Link to San Bernardino was introduced in July 2021 (FY22) and the start of Route 1X express service was delayed until the transit market recovers.

Under FTA Title VI regulations, FTA requires that all transit providers include in their service standards policy the following for each mode:

- Vehicle headway
- On-time performance standard
- Service availability
- Vehicle load standard

The following are key data points from this year's report:

- SunLine operated on a reduced Level 3 service for the entirety of FY21
- Fare collection and front door boarding resumed on May 2, 2021
- School tripper service resumed late March 2021
- System ridership has decreased 40.6% over FY20
- Fixed Route ridership has decreased 40.8% over FY20
- Paratransit ridership has decreased 41.8% over FY20
- On-time performance for FY21 exceeded the service standard goal at 91.3%
- Paratransit has met and exceeded all major service standard goals for FY21

Financial Impact

There is no financial impact related to this report.

Attachment:

- [Attachment 15a](#) – Service Standards Performance Report Fiscal Year 2021



SERVICE STANDARDS PERFORMANCE REPORT FISCAL YEAR 2021

In June 2019, the Board of Directors approved the revised SunLine Transit Agency (SunLine) Service Standards Policy to provide the agency staff direction in the planning, operation, and management of transit service in the Coachella Valley.

This report is the annual summary of results for service standards design, performance, and quality metrics for service in Fiscal Year 2021 (FY21). The service standards policy and metrics are intended to:

- Promote continuous improvement of transit service
- Provide regular updates on service performance
- Meet federal requirements for monitoring Title VI
- Avoid uninformed decision making regarding the provision of service

SunLine's Refueled initiative was implemented on January 3, 2021 as a consolidation of our fixed route system and introduction of four SunRide microtransit zones. Due to COVID-19 concerns, the planned launch of the Commuter Link Route 10 to San Bernardino and Route 1X express did not commence during this fiscal year.

COVID-19 Impact

The COVID-19 pandemic greatly impacted SunLine. Due to national, state and local emergency orders, SunLine made numerous changes to protect the health and safety of our staff, operators and our riders.

On March 18, 2020, SunLine instituted rear door boarding and free fare for our riders to reduce contact with the operators and limit time spent at the farebox. On March 21, 2020, SunLine service was reduced to Level 3 (Sunday Service) due to local and state stay-at-home orders and a dramatic reduction in ridership. At this time, SunLine began operating a "ghost" or trailing bus. This second bus was added to select routes in tandem with the scheduled bus to assist with social distancing guidelines. Route timetables remained in accordance with our Sunday service.

Level 3 service was continued from March 21, 2020 through September 4, 2021. The implementation of Refueled on January 3, 2021 was done at a Level 3 service. The return of in-person learning at local schools began in late March 2021 and SunLine responded by reintroducing tripper bus service for local schools. Front door boarding and fare collection resumed May 2, 2021.

Service Design

SunLine operated 12 fixed routes in the Coachella Valley from 7/1/2020 – 1/2/2021. Due to Level 3 service, Routes 20, 21, and 54 did not operate during this fiscal year. Beginning with Refueled on January 3, 2021, SunLine operated 8 fixed routes on Level 3 service with route 5 not in operation. The transit routes and the cities or communities they serve are listed in Table 1 below:

Table 1a – Summary of Fixed Route Transit Services for FY21 – Former Routes

Route	Cities/Communities Served – Former Routes 7/1/2020 – 1/2/2021
14	Desert Hot Springs and Palm Springs
15	Desert Hot Springs and Desert Edge
20	Desert Hot Springs, Rancho Mirage and Palm Desert – Did not operate during Level 3 Service
21	Palm Desert – Did not operate during Level 3 Service
24	Palm Springs
30	Palm Springs and Cathedral City
32	Palm Springs, Cathedral City, Rancho Mirage, Palm Desert and Thousand Palms
54	Palm Desert, Indian Wells, La Quinta and Indio – Did not operate during Level 3 Service
70	La Quinta, Palm Desert, Indian Wells and Bermuda Dunes
80	Indio
81	Indio
90	Indio and Coachella
91	Indio, Coachella, Thermal, Mecca and Oasis
95	Indio, Coachella, Mecca and North Shore
111	Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, La Quinta, Indio and Coachella
220	Palm Desert, Cabazon/Morongo Casino, Beaumont, Moreno Valley and Riverside - Did not operate during Level 3 Service
BUZZ	Palms Springs - Did not operate during Level 3 Service

Table 1b – Summary of Fixed Route Transit Services for FY21 – Refueled Routes

Route	Cities/Communities Served – Refueled Routes 1/3/2021 – 6/30/2021
1	Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, La Quinta, Indio and Coachella
2	Desert Hot Springs, Palm Springs and Cathedral City
3	Desert Hot Springs and Desert Edge
4	Palm Springs, Cathedral City, Rancho Mirage, Thousand Palms and Palm Desert
5	Desert Hot Springs and Palm Desert - Did not operate during Level 3 Service
6	Palm Desert, Indian Wells, La Quinta, Indio and Coachella
7	La Quinta, Palm Desert, Indian Wells, and Bermuda Dunes
8	Indio, Coachella, Thermal and Mecca
9	Mecca and North Shore
10	Indio, Palm Desert, Beaumont and CSUSB San Bernardino - Did not operate during Level 3 Service

Service Frequency and Service Span Standards

Service frequency and span of service can be revised where sustainable (i.e. where demand warrants increased frequency, performance measures can still be met, and when funding can sustain the frequency and span of service).

New routes may be implemented based on a weekday only service typically between the hours of 6:00 A.M. – 7:00 P.M. usually when there is a peak demand. During the implementation of new service a trial period is allocated from 12 to 18 months as an opportunity to provide for service adjustments before deciding to either retain, expand, or eliminate service. Listed below in Table 2 are the minimum service frequencies and spans:

Table 2 - Service Frequency Standards

Frequency and Span by	Frequency of Service		Span of Service	
	Weekday	Weekend	Weekday	Weekend
Trunk Bus Routes	20 Minutes peak 30 Minutes off-peak	30 minutes	5:00 A.M. - 11:00 P.M.	5:00 A.M. - 11:00 P.M.
Local Bus Routes	30 Minutes peak 60 Minutes off-peak	60 Minutes	5:00 A.M. - 7:00 P.M.	9:00 A.M. - 6:00 P.M.
Market-Based Services	Based on Demand	Based on Demand	Based on Demand	Based on Demand

Table 3 - Service Frequencies for FY21

Former Routes 7/1/2020 - 1/2/2021					
Route	Weekday Frequency			Weekend Frequency	
	Peak	Midday	Evening	Day	Evening
14	20	20	30	40	40
15	60	60	60	60	60
20	60	-	60	-	-
21	-	60	-	-	-
24	40	40	40	60	60
30	20	20	30	40	40
32	50	50	50	60	60
54	45	45	45	-	-
70	45	45	45	90	90
80	30	30	30	60	60
81	60	60	60	60	60
90	60	60	60	60	60
91	60	60	60	60	60
95	180	180	180	180	180
111	20	20	30	20	30
BUZZ	-	20	20	20	20
220	Select Trips	Select Trips	Select Trips	-	-

Refueled Routes 1/3/2021 - 6/30/2021			
Route	Weekday Frequency		Weekend Frequency
	Peak	All Day	All Day
1	20	20	20
2	20	20	40
3	60	60	60
4	40	40	60
5	60	60	-
6	45	45	60
7	45	45	90
8	40	40	60
9	60	60	60
10	Select Trips	Select Trips	-

Table 4 - Service Spans for FY21

Former Routes 7/1/2020 - 1/2/2021				
Route	Weekday Span		Weekend Span	
	Start	Finish	Start	Finish
14	4:53 A.M.	11:20 P.M.	5:48 A.M.	10:41 P.M.
15	4:54 A.M.	8:49 P.M.	6:49 A.M.	7:44 P.M.
20	6:32 A.M.	7:55 P.M.	-	-
21	11:00 A.M.	3:50 P.M.	-	-
24	6:10 A.M.	8:25 P.M.	6:18 A.M.	7:38 P.M.
30	5:40 A.M.	10:44 P.M.	6:15 A.M.	9:41 P.M.
32	5:05 A.M.	10:40 P.M.	6:54 A.M.	10:48 P.M.
54	5:55 A.M.	7:55 P.M.	-	-
70	5:15 A.M.	8:45 P.M.	5:15 A.M.	9:28 P.M.
80	6:00 A.M.	8:45 P.M.	6:00 A.M.	8:45 P.M.
81	5:25 A.M.	8:15 P.M.	5:25 A.M.	8:15 P.M.
90	5:00 A.M.	9:52 P.M.	5:00 A.M.	8:52 P.M.
91	4:48 A.M.	10:20 P.M.	5:30 A.M.	10:40 P.M.
95	4:15 A.M.	10:00 P.M.	4:15 A.M.	10:00 P.M.
111	5:00 A.M.	11:05 P.M.	5:30 A.M.	11:05 P.M.
BUZZ	12:00 P.M.	10:10 P.M.	12:00 P.M.	10:10 P.M.
220	5:45 A.M.	9:31 P.M.	-	-

Refueled Routes 1/3/2021 - 6/30/2021				
Route	Weekday Span		Weekend Span	
	Start	Finish	Start	Finish
1	5:00 A.M.	11:12 P.M.	5:00 A.M.	11:12 P.M.
2	5:00 A.M.	11:23 P.M.	5:00 A.M.	10:54 P.M.
3	5:00 A.M.	8:46 P.M.	6:45 A.M.	8:40 P.M.
4	5:00 A.M.	11:13 P.M.	6:10 A.M.	9:50 P.M.
5	6:10 A.M.	6:51 P.M.	-	-
6	5:50 A.M.	8:45 P.M.	6:00 A.M.	9:18 P.M.
7	5:15 A.M.	8:51 P.M.	5:10 A.M.	9:20 P.M.
8	5:30 A.M.	10:42 P.M.	5:35 A.M.	10:59 P.M.
9	5:45 A.M.	10:34 P.M.	5:40 A.M.	10:29 P.M.
10	5:20 A.M.	8:00 P.M.	-	-

System Ridership

Ridership system-wide in FY21 for SunBus, SunDial and SolVan was a total of 2,088,316 boardings, a decrease of 40.6% compared to FY20:

- SunBus ridership totaled 2,000,077, a decrease of 1,379,443 rides (-40.8%), in comparison to FY20
- SunDial ridership totaled 71,129, a decrease of 50,997 rides (-41.8%), in comparison to FY20
- SolVan ridership totaled 16,028, an increase of 405 rides (+2.6%), in comparison to FY20
- SunRide ridership totaled 1,082 in the first 6 months of the program

The effects of the COVID-19 pandemic were initially seen in March 2020 with a drop in ridership of 35.5% compared to 2019 and peaking in April 2020 with a 62.9% drop in ridership compared to the same time last year (Figure 1 & 2). Fixed route ridership was consistent throughout this fiscal year, finishing with a 50.5% drop in ridership compared to pre-COVID FY19.

SunLine is taking action to continue to increase ridership. SunLine’s Refueled initiative launched in January 2021 with a consolidation of our fixed route system and SunRide microtransit zones. The route 10 Commuter Link began in July 2021 and Route 1X is pending for future implementation.

The Haul Pass program was implemented in August 2018, which offers free rides to College of the Desert (COD) and Cal State San Bernardino (CSUSB) students and is subsidized by the respective colleges. However, with COVID-19 and the implementation of online learning and free fares from March 2020-May 2021, ridership increases due to Haul Pass were not expected this fiscal year. Coming in FY22, Haul Pass will be expanded to local high school students.

Figure 1 - 5 Year Fixed Route Ridership Comparison

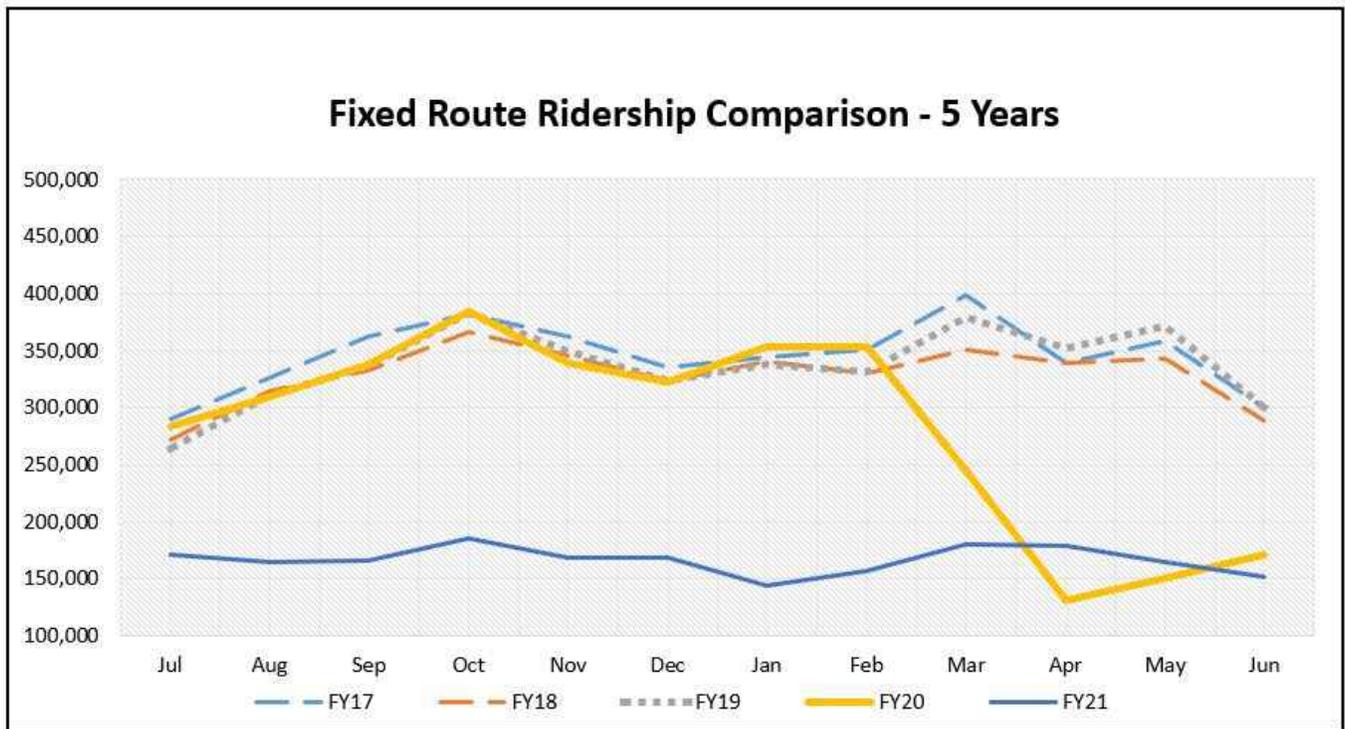
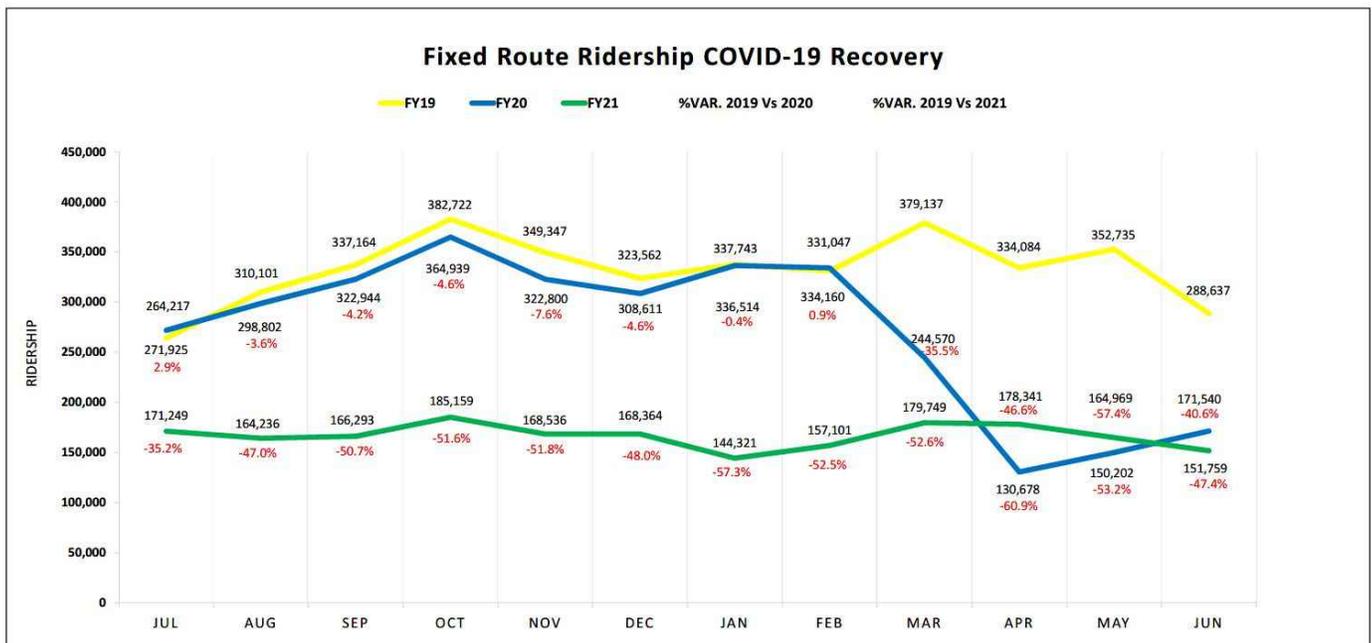


Figure 2 – COVID-19 Impact on Fixed Route Ridership

For the full fiscal year, SunLine operated at a reduced level of service (Level-3) in response to the COVID-19 pandemic. Below is our COVID-19 recovery chart detailing changes in ridership for the last 3 fiscal years.



Service Productivity and Effectiveness

This section reviews service productivity and effectiveness of routes through Key Performance Indicators (KPI's) established in the Service Standards Policy.

Passengers Per Revenue Hour (PPRH) and **Passengers Per Revenue Trip (PPRT)** are KPI's that measure service effectiveness, or productivity, based on ridership (passenger boardings) generated for each hour of revenue service for local and trunk routes and boardings per trip for market based services operated. Minimum performance benchmarks are based on route performance and standards set by peer agencies.

Table 5 - Passengers Per Revenue Hour/Trip Standards (PPRH/PPRT)

Former Routes 7/1/2020 - 1/2/2021		
Service Tiers	Routes in Service Type	PPRH Standard
Trunk Routes	Routes 14, 30 and 111	20
Local Routes	Routes 15, 20, 21, 24, 32, 54, 70, 80, 81, 90, 91, 95 & BUZZ	10

Service Tiers	Routes in Service Type	PPRT Standard
Market-Based Services	Commuter Link 220	10

Refueled Routes 1/3/2021 - 6/30/2021		
Service Tiers	Routes in Service Type	PPRH Standard
Trunk Routes	Routes 1 & 2	20
Local Routes	Routes 3, 4, 5, 6, 7, 8 & 9	10

Service Tiers	Routes in Service Type	PPRT Standard
Market-Based Services	10 Commuter Link	10

Current Performance FY21

Figure 3a – Former Local Routes Average PPRH

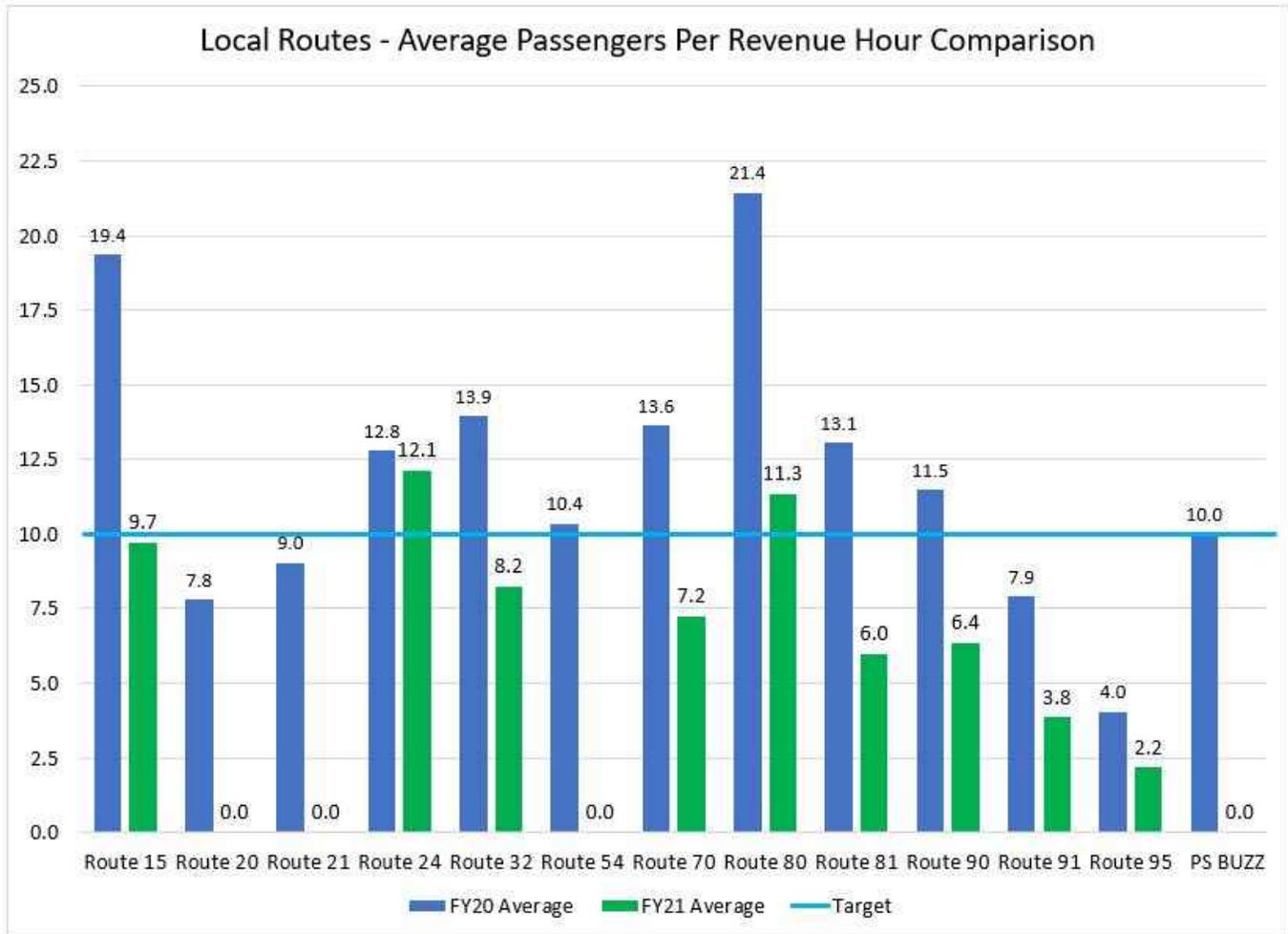


Figure 3a indicates that 2 out of 9 local routes are meeting their performance standards:

- For FY21, routes 24 & 80 met the PPRH goal of 10 passengers per revenue hour
- For FY21, routes 15, 32, 70, 81, 90, 91 & 95 failed to meet the target of 10 PPRH
- Routes 20, 21 & 54 did not operate this fiscal year

Figure 3b – Refueled Local Routes Average PPRH

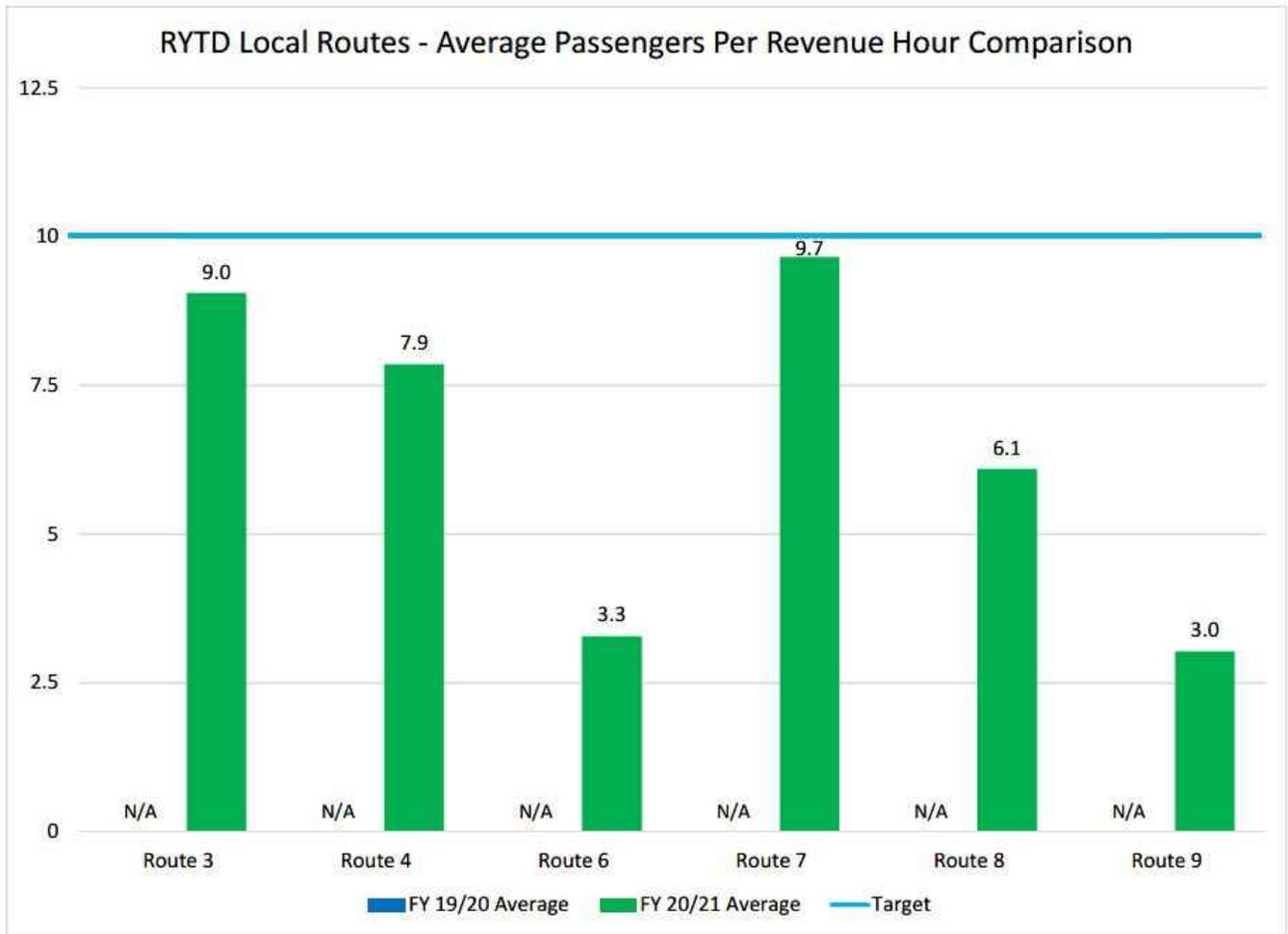


Figure 3b indicates that none of the six (6) Refueled local routes met their performance standards goal:

- Route 5 did not operate this fiscal year

Figure 4a – Former Trunk Routes Average PPRH

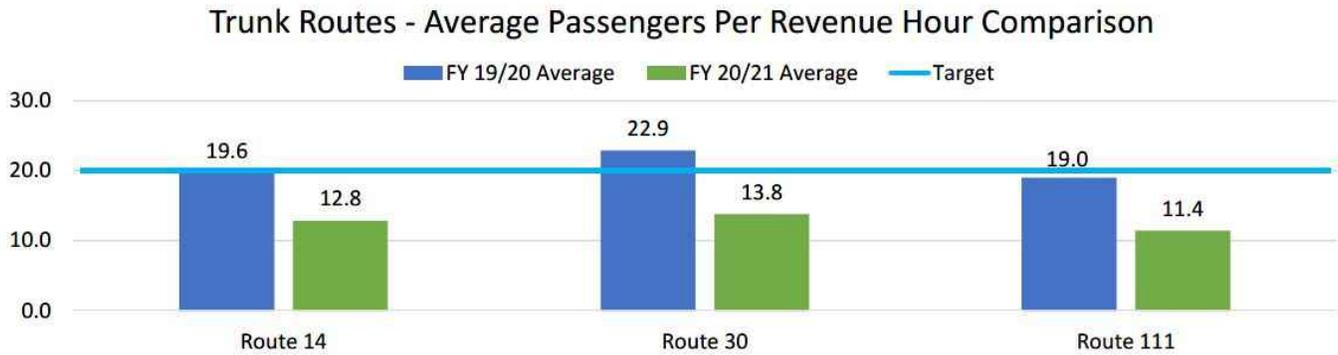


Figure 4a indicates that none of the three (3) trunk routes met their performance standards:

- The addition of trailing buses concentrated on the trunk routes helped maintain health and safety protocols through social distancing and also resulted in an increase in revenue hours. The provision of this additional service paired with a decrease in ridership directly impacted the PPRH for Routes 14, 30 and 111 in FY21.

Figure 4b – Refueled Trunk Routes Average PPRH

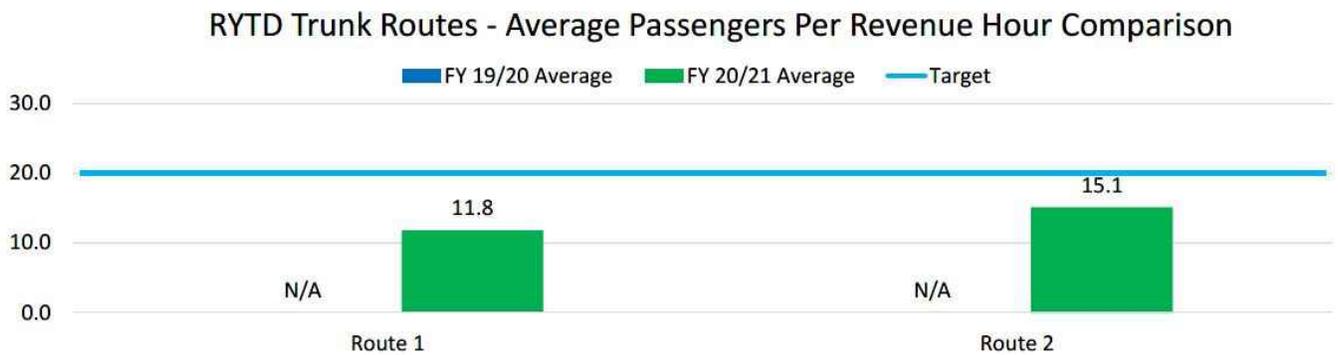
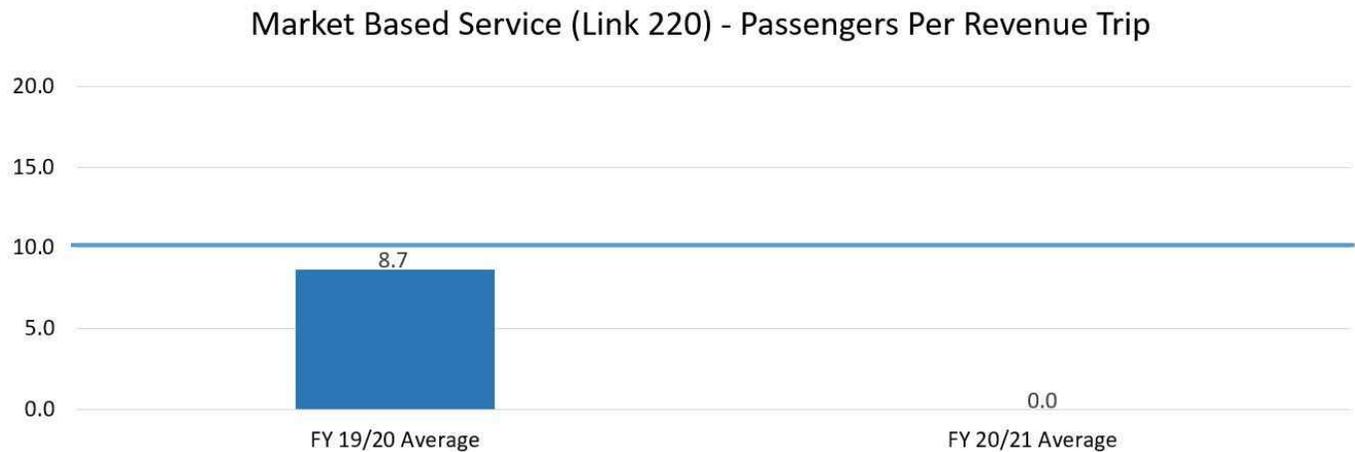


Figure 4b indicates that neither of the two (2) Refueled trunk routes met their performance standards.

Figure 5 - Market Based Service Average PPRT



Commuter Link 220 did not operate in FY21. This route has been replaced with the 10 Commuter Link which debuted in FY22. We expect to see an increase in ridership related to CSUSB students as in class learning resumed in 2021.

Service Quality Standards

Service quality standards are proposed to be measured using the following operational and passenger experience metrics:

- Service Scheduled Speed (service quality)
- On-time Performance (service reliability)
- Percent Service Completed (service reliability)
- Miles Between Service Interruption (service reliability)
- Load Standards (service comfort)
- Average Fleet Age (service comfort)
- Bus Deployment Standards
- Warrants Standards

Each suggested metric is discussed in more detail below.

Service Scheduled Speed: Measures route scheduled service speed. The measure is calculated by dividing revenue miles by revenue hours for each route. This KPI monitors services needed to maintain reasonable speed to retain and grow ridership.

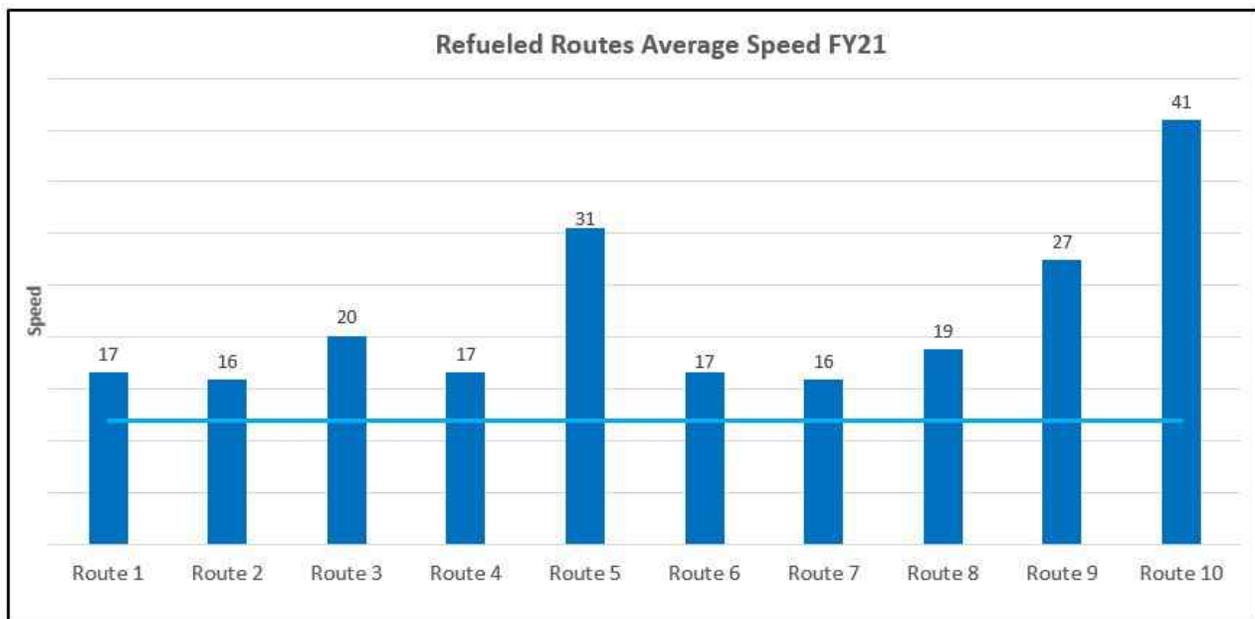
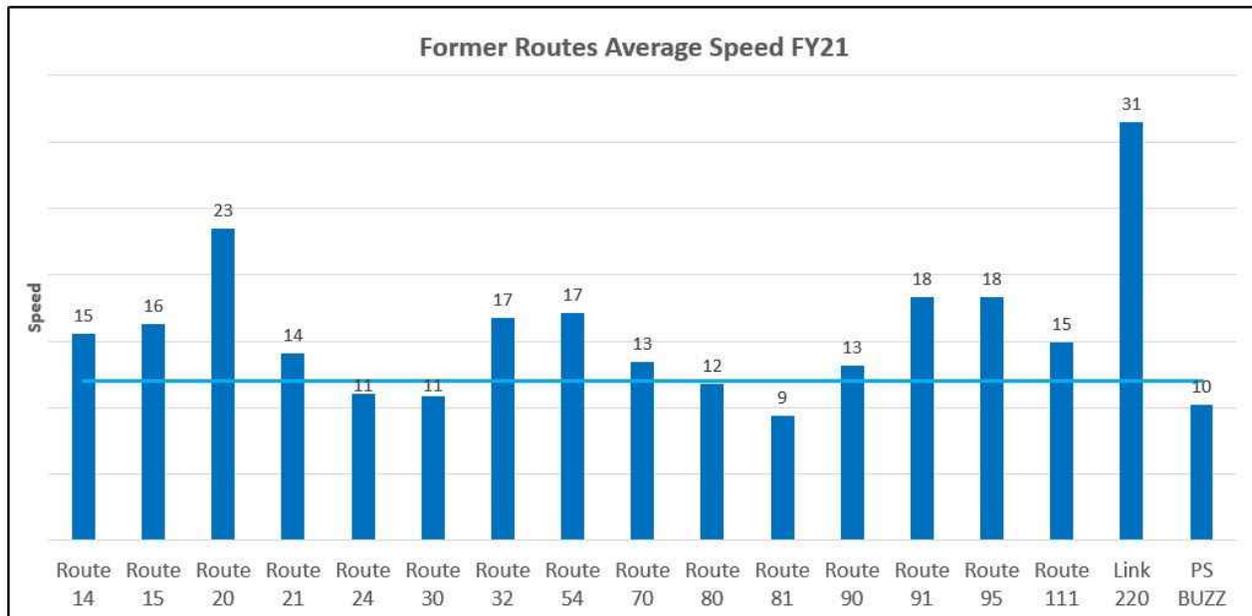
The target performance scheduled speed is 12.5 MPH for SunLine’s transit system as shown below.

Table 6 - Service Scheduled Speed Standard FY21

Service Mode	Service Speed - Weekdays	Service Speed - Weekends
Fixed Route Bus	12.5 MPH	12.5 MPH

SunLine system is currently scheduled at an average of 18 MPH, above the target, for scheduled speed.

Figure 6 - Fixed Route Averaged Speed FY21



On-Time Performance: This KPI measures service reliability as defined by adherence to the published service schedule. “On-time” is when a trip departs a time-point within a range of zero minutes early to five minutes late. In order for SunLine to achieve targeted on-time performance, service running times need to be calibrated regularly based on existing conditions. SunLine has a relatively uncongested operating environment, which helps support a high KPI for on-time performance.

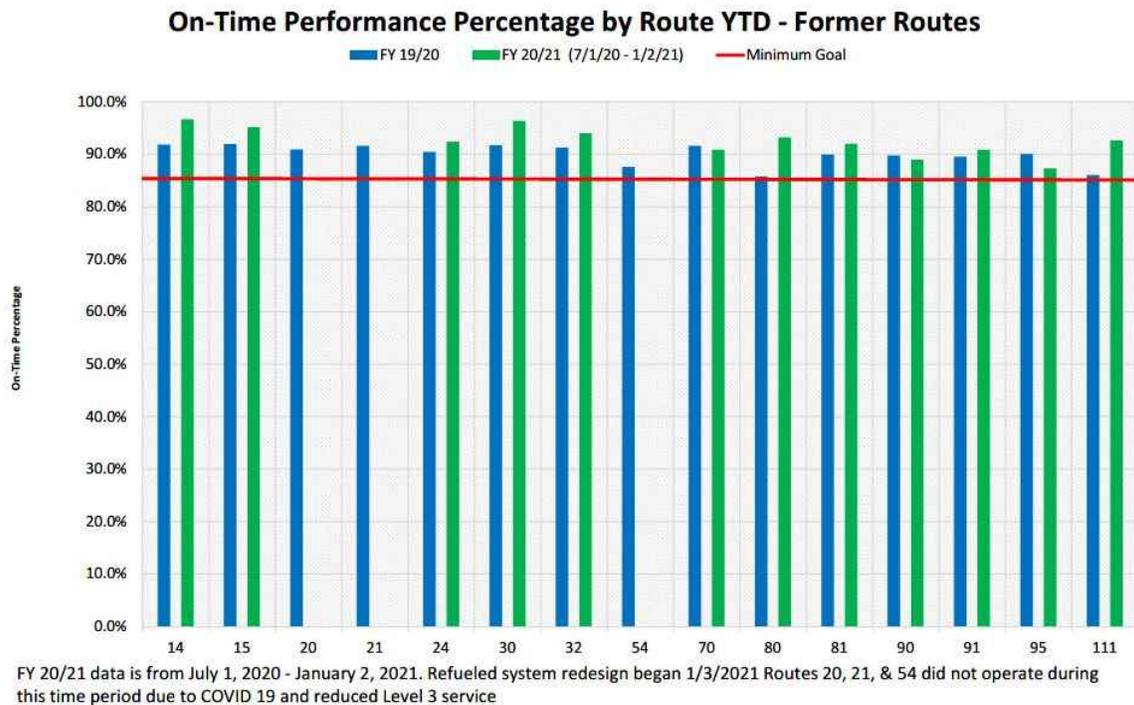
On-time performance standards for fixed routes are at a target of 85%.

Table 7 - On-Time Performance Standard FY21

Service Mode	On-Time Performance Standards
Fixed Route Bus	85% (Excepting Major Detours)

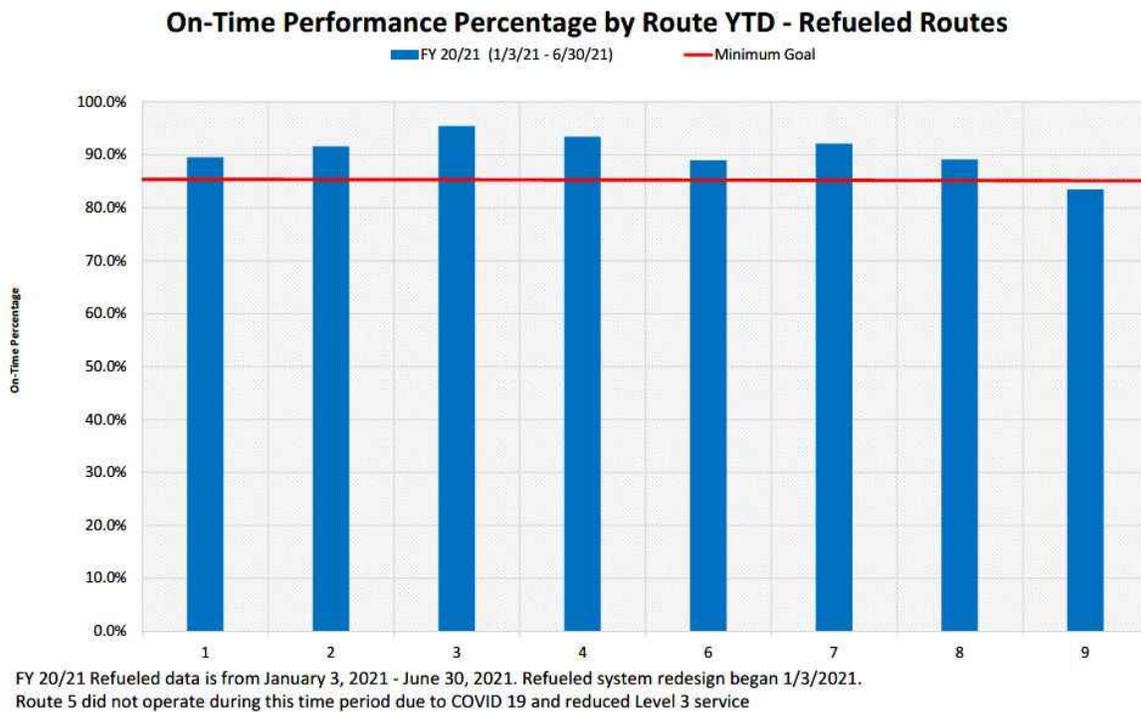
SunLine’s system-wide on-time performance is at 93.5% for July 1, 2020 – January 2, 2021. This exceeds the goal for FY21. All routes operated above the minimum on-time performance standards captured in Figure 7a.

Figure 7a - On-Time Performance By Route FY21 – Former Routes



SunLine’s system-wide on-time performance is at 91.3% for January 3, 2021 – June 30, 2021. This exceeds the goal for FY21. All routes operated above the minimum on-time performance standards are captured in Figure 7b below except route 9 at 84.5%.

Figure 7b - On-Time Performance By Route FY21 – Refueled Routes



Percent Service Completed: Tracking began in September 2017 and the initial intention was to report percentage of trips completed, however, due to limitations in our Avail ITS system we are reporting percentage of revenue mileage completed for FY21. This was calculated by comparing revenue miles completed vs. revenue miles scheduled after removing shadow (“ghost”) bus service. Reduced Level 3 service was in operation for the entire fiscal year, therefore, the level of service completed is being compared to that reduced service to determine percentage completed.

This KPI measures service reliability as defined by the percentage of miles completed daily. There are three components necessary to successfully complete scheduled service:

- Daily availability of operators to meet service demands
- Daily availability of fleet vehicles to meet service demands
- Miles between service interruptions

The set standard for service completed is 99% by service mode seen in Table 8. The percent of service completed for FY21 was 99.4% of our approved Level 3 service, exceeding our minimum service standard.

Table 8 - Service Completed Standard for FY21

Percentage of Service Completed Service Mode	Service Completed Minimum Standard
Fixed Route Bus	99%

Miles between Service Interruptions: This KPI measures service reliability as defined by revenue miles between service interruptions, regardless of cause. To meet this target, both avoidance of service interruptions through early identification (e.g. planning for detours, proper fleet maintenance) and timely response to service interruptions that do occur with trips filled promptly, are necessary. The set minimum target between service interruptions (road calls) is 5,000 miles as seen below.

Table 9 - Miles Between Service Interruptions Standard for FY21

Miles between Service Interruptions Service Mode	Target Minimum Miles between Service Interruptions (Road Calls)
Fixed Route Bus	5,000

The standard of 5,000 miles was exceeded throughout the review period. Miles between Service Interruptions for FY21 are noted in Table 10 below.

Table 10 - Miles Between Service Interruptions Standard for FY21

FY21	Fixed Route Miles between Service Interruptions
July	5,584
August	3,839
September	6,211
October	6,896
November	7,319
December	10,489
January	9,344
February	6,988
March	6,557
April	6,917
May	8,000
June	6,676

Load Standards: This service quality KPI establishes load standards for various vehicle types, and is measured for each trip operated. While it may be acceptable for some riders to stand for short distances or time periods (e.g. under 2 miles or 10 minutes) during peak periods, it is accepted that seating should be available for all riders during normal off-peak conditions.

Table 11 - Load Standards for FY21

Load Standards Service Period	Maximum Consistent Load Factor
Peak	Average over 133% of seated load = 50 passengers
Off Peak	Average over 100% of seated load = 38 passengers

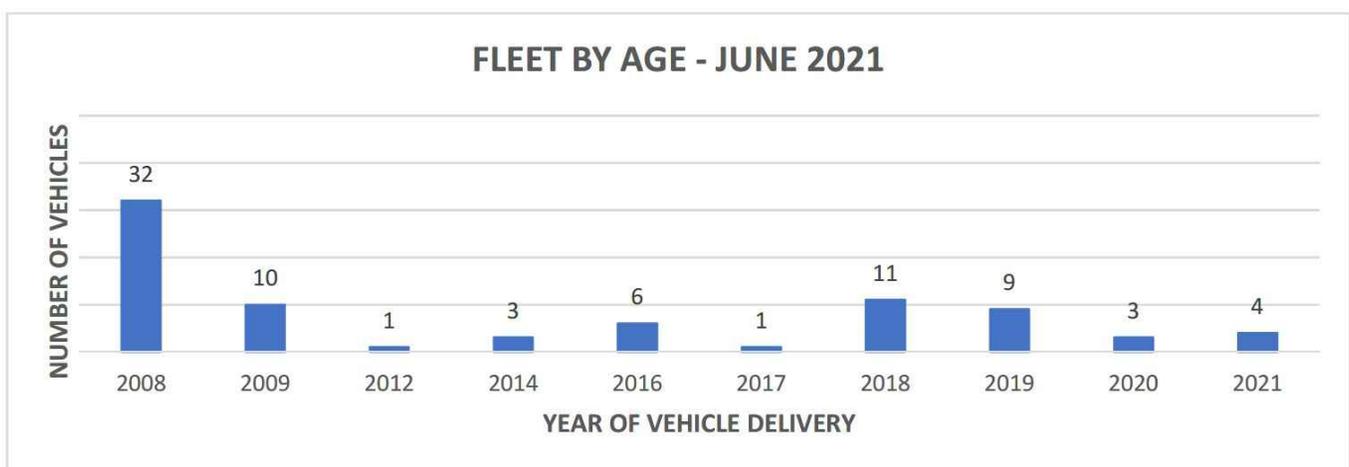
Average Fleet Age: The age of the vehicle fleet affects performance and reliability of transit services and attraction of customers. Adhering to the average fleet age requirement will ensure a consistently safe, reliable and comfortable passenger experience.

Table 12 - Average Fleet Age Standard for FY21

Vehicle Average Age	Average Fleet Age
Standard Transit Bus	No greater than 10 years
Heavy Duty Bus	Minimum of 12 years

In accordance with FTA regulations, our fixed route fleet falls under the heavy duty bus category which has a minimum fleet age of 12 years. SunLine’s fixed route average fleet age is 8.2 years. SunLine continues to replace buses in the fleet that have met their useful life. Figure 8 below shows the fleet age as of June 2021.

Figure 8 - Fleet Age for FY21



Bus Deployment Policy: Bus deployment specifies the kind of vehicle that should be used to operate individual routes. The type of vehicle deployed on a route depends primarily on ridership demand and trip loads.

Table 13 - Bus Deployment Standard for FY21

Bus Deployment	Vehicle Type
Trunk Bus Routes	40' Buses
Local Bus Routes	32' or 40' Buses - Based on ridership demand
Market-Based Services	MCI Coach

SunLine will review the Bus Deployment Policy every two years beginning in 2018, and make necessary adjustments as the fleet is updated to ensure compliance with the Title VI requirements.

Warrants Standards

The Warrants Standards provide guidelines for the introduction of new services. It is a tool for judging when new service or service extensions are appropriate. A new fixed route or route extension could be introduced when the ridership forecasts based on population, school enrollment, or job density are sufficient to achieve minimum passengers per revenue hour standards by service type. Future reporting for this KPI will be presented in the FY22 annual report.

Paratransit Service Standards (SunDial)

The Federal Transit Administration provides guidelines to assist agencies in maintaining a high standard of complementary paratransit service for ADA passengers. Key metrics include:

Eligibility

- Any person with a disability who is unable to board, ride, or disembark from an accessible vehicle without the assistance of another person
- Any person with a disability who has a specific impairment related condition that prevents the person from traveling to or from a boarding/disembarking location
- Certification based on individuals’ functional ability to ride the fixed route system
- Visitors qualified elsewhere in the USA may use SunDial ADA for up to 21 days per year and must then qualify locally
- Maximum 21-day response to application and an appeals process exists
- There is no limit to the number of trips a person can make. Reservations can be made up to seven (7) days in advance

- A no show policy exists for passengers who do not appear for their rides, with possible exclusion from SunDial service for a period of time in extreme cases

SunLine’s Eligibility Department processed 100% of completed applications within the 21-day target.

Access

- The Agency must serve any origin and destination request that are both within 0.75 miles of a fixed route corridor (excluding Commuter bus service) at the times and days of service when the fixed route is operating. Next day service via reservation during regular business hours must be provided
- The reservations call center accepts client reservations seven days per week between 8:00 a.m. and 5:00 p.m. for next day services

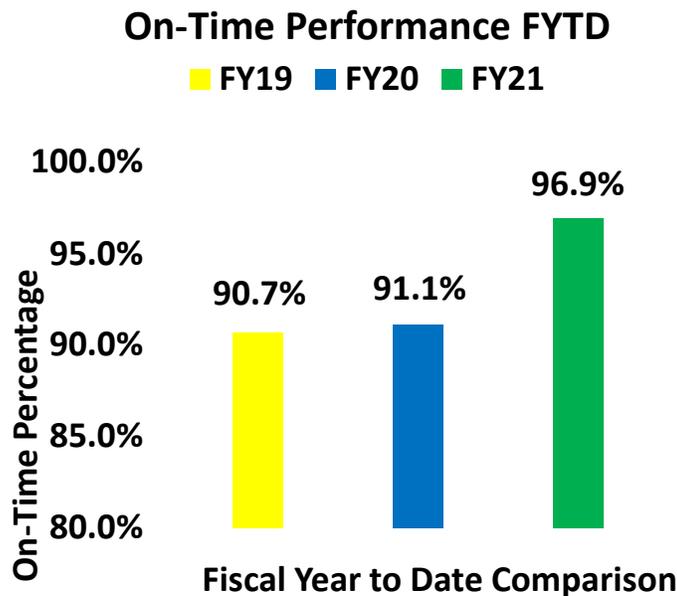
Travel Time

- Trip pick up time must be scheduled within one hour before or after the requested pick-up time. Trip length should be comparable to the time it would take to make the same trip by the fixed-route service

On-time performance

- Trip pick up should consistently occur within a 30 minute window from the scheduled pick up time
- On-time performance is in accordance with FTA Circular 4710.1 to perform equivalent to SunLine’s fixed route service. Paratransit continues to meet and exceed this goal

Figure 9 – SunDial On-Time Performance for FY21



Capacity

- Subscription service is provided as a proportion of our total complementary paratransit service as long as it does not interfere with our capacity for demand trips
- No more than 50% of the number of trips can be subscription. Going above this level could cause capacity constraint to serve our non-subscription riders
- Staff ensures subscription trips are balanced with non-subscription trips to ensure adequate levels of service are provided on a daily basis

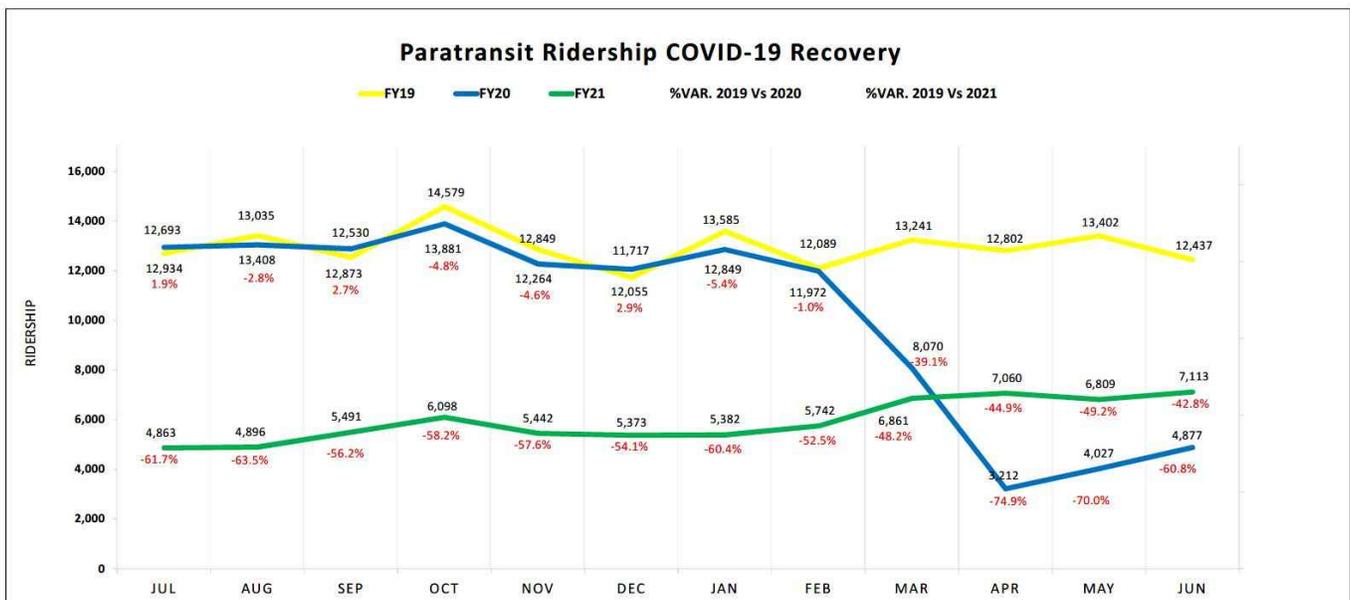
Fares

- Fares charged may not exceed twice the non-discounted fare for the fixed-route network at the time of the trip
- No fare is to be charged to personal care attendants where they are required
- Companions pay the same ADA fare
- SunDial fares are based on travel within one city or multiple cities. Within one city the fare is \$1.50 per trip; travel within multiple cities is \$2.00 per trip

Ridership

The effects of the COVID-19 pandemic were initially seen in March 2020 with a drop in ridership of 39.1% compared to 2019 and peaking in April with a 74.9% drop in ridership compared to the same time in 2019. Since then there has been a steady increase in the ridership through FY21 (Figure 10).

Figure 10 – Paratransit Ridership COVID-19 Impact for FY21



SunLine Services Group

DATE: December 1, 2021 **INFORMATION**
TO: Board of Directors
FROM: Michal Brock, Taxi Administrator
RE: Taxicab Service Improvement and Driver Recruitment Collaboration

Background

SunLine Regulatory Administration (SRA) staff and taxicab business owners met up to twice per week throughout November 2021. These meetings were held to address the increase in complaints involving a lack of available taxicab service and excessive wait times brought to the attention of the SunLine Services Group Board of Directors.

The taxi business owners expressed that they would prefer the opportunity to internally work on service improvements before implementing stricter regulations. Accordingly, the taxi businesses have agreed to partner with SRA by reporting unnecessary driver trip refusals to assist SRA in enforcing Ordinance 2.020(K) Driver Standards and Appearance, which states:

“No Driver shall refuse a dispatch call or other request for Taxicab service to transport any passengers who present themselves in a sober and orderly manner and for a lawful purpose.”

The industry has increased the active fleet size from an average of 39 active taxicabs to an average of 66 active taxicabs since August 2021 and has gained 18 active drivers. However, it is recognized that more drivers and taxicabs are needed to serve the valley satisfactorily.

SRA is also working with the taxicab businesses to establish parameters that each company will use to add or remove in-service taxicabs based on industry demand while improving their individual driver recruitment plans. Staff is exploring more rigorous regulation and considering the potential benefits of an updated taxi study to address these service challenges. Staff will continue to regularly meet with the local taxicab industry to monitor service their internal improvements and discuss making adjustments as necessary. Updates on the progress of these improvements will be provided to the Taxi Committee periodically.