



SunLine Transit Agency/
 SunLine Services Group
 February 23, 2022
 12:00 p.m.

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

VIA VIDEOCONFERENCE

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

INSTRUCTIONS FOR ELECTRONIC PARTICIPATION

Join Zoom Meeting - from PC, Laptop or Phone

<https://us02web.zoom.us/j/84354359956>

Meeting ID: 843 5435 9956

Teleconference Dial In
 888-475-4499 (Toll Free)
 Conference Number: 843 5435 9956

One tap mobile
 +16699009128,,84354359956#

Phone controls for participants:

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

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

For members of the public wishing to submit comment in connection with the Board Meeting: public comment requests may be submitted via email to the Clerk of the Board at clerkoftheboard@sunline.org prior to February 22, 2022 at 5:00 p.m. with your name, telephone number and subject of your public comment (agenda item or non-agenda item). Members of the public may make public comments through their telephone or Zoom connection when recognized by the Chair. Those who have submitted a request to speak by the deadline above will be recognized first, then anyone else who wishes to speak will be provided an opportunity to make public comment. If you send written comments, your comments will be made part of the official record of the proceedings and read into the record if they are received by the deadline above.

ITEM

RECOMMENDATION

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

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

ITEM

RECOMMENDATION

1. **CALL TO ORDER**

2. **FLAG SALUTE**

3. **ROLL CALL**

4. **PRESENTATIONS**

5. **FINALIZATION OF AGENDA**

6. **APPROVAL OF MINUTES**

APPROVE

a) **January 26, 2022 Joint Board Meeting**

(PAGE 5-8)

7. **PUBLIC COMMENTS**

RECEIVE COMMENTS

NON AGENDA ITEMS

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

8. **BOARD MEMBER COMMENTS**

RECEIVE COMMENTS

9. **CONSENT CALENDAR**

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

ITEM

RECOMMENDATION

RECEIVE & FILE

- 9a) Checks \$1,000 and Over Report for December 2021 (PAGE 9-13)
- 9b) Credit Card Statement for December 2021 (PAGE 14-20)
- 9c) Monthly Budget Variance Report for December 2021 (PAGE 21-25)
- 9d) Contracts Signed in Excess of \$25,000 for
January 2022 (PAGE 26-27)
- 9e) Union & Non-Union Pension Investment Asset
Summary December 2021 (PAGE 28-37)
- 9f) Ridership Report for January 2022 (PAGE 38-41)
- 9g) SunDial Operational Notes for January 2022 (PAGE 42-44)
- 9h) Metrics for January 2022 (PAGE 45-64)
- 9i) Quarterly Capital Project Update for 4th Quarter
of Calendar Year 2021 (PAGE 65-69)
- 9j) Board Member Attendance for January 2022 (PAGE 70-71)
- 9k) SSG/SRA Checks \$1,000 and Over Report for
December 2021 (PAGE 72-73)
- 9l) SSG Monthly Budget Variance Report for
December 2021 (PAGE 74-76)
- 9m) Taxi Trip Data – January 2022 (PAGE 77-78)
- 9n) Ratification of Provisional Appointments to the
Projects Ad Hoc Committee (PAGE 79)

APPROVE

- 9o) Adoption of Resolution to Continue Teleconference
Meetings (PAGE 80-85)

- 10. **ADOPTION OF RESOLUTION NO. 0791 – AMENDING
RESOLUTION NUMBER 0778, 0785, AND 0787** (PAGE 86-89)
(Russell Betts, Chair of Finance/Audit Committee;
Staff: David Medrano, Chief Financial Officer)

- 11. **REVISIONS TO BOARD APPROVED POLICIES
REGARDING TITLE CHANGES** (PAGE 90-118)
(Charles Townsend, Chair of Board Operations Committee;
Staff: Brittney Sowell, Chief of Staff)

- 12. **GENERAL COUNSEL’S REPORT**

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

ITEM

RECOMMENDATION

14. CLOSED SESSION

a) **CONFERENCE WITH LABOR NEGOTIATORS**

Pursuant to Government Code section 54957.6

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

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

15. NEXT MEETING DATE

March 23, 2022 at 12 p.m.

16. ADJOURN

MINUTES

Joint SunLine Transit Agency/SunLine Services Group Board of Directors Meeting January 26, 2022

A joint regular meeting of the SunLine Transit Agency and SunLine Services Group Board of Directors was held at 12:00 p.m. on Wednesday, January 26, 2022 via Zoom videoconference, pursuant to California Government Code section 54953(e).

1. CALL TO ORDER

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

2. FLAG SALUTE

Board Member Reed led the pledge of allegiance.

3. ROLL CALL

Members Present:

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

4. PRESENTATIONS

a) SunRide Service Change Updates

A presentation was provided by Michal Brock, Taxi Administrator reporting on the SunRide Service Changes.

Board Member comments were made by:

- Board Member Betts, City of Desert Hot Springs

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
JANUARY 26, 2022**

5. FINALIZATION OF AGENDA

No changes to the agenda.

6. APPROVAL OF MINUTES

a) December 1, 2021 Special Board Meeting

b) December 1, 2021 Joint Board Meeting

Board Vice-Chair Middleton moved to approve the minutes of the December 1, 2021 Special Board meeting and Joint STA/SSG Board meeting. The motion was seconded by Board Member Kelly. The motion was approved by a unanimous vote of 8 yes; 0 no; 2 abstain

7. PUBLIC COMMENTS

Five (5) public comments were made by Farhad Shatavy, Ceasar Vasquez, Marcus Staley, Lucas Rodas and Anthony Garcia and one (1) written comment from Amy Gunderloy was read in to the record.

8. BOARD MEMBER COMMENTS

Board Member Comments were made by:

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

9. CONSENT CALENDAR

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

10. RATIFICATION OF PROVISIONAL COMMITTEE APPOINTMENTS

CEO/General Manager, Lauren Skiver, gave an oral report on this item. SunLine Transit Agency Board Member Kelly moved to approve the Ratification of Provisional Committee Appointments. The motion was seconded by Board Member Alternate Peña. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
JANUARY 26, 2022**

11. ADOPTION OF RESOLUTION TO CONTINUE TELECONFERENCE MEETINGS

An oral report was provided by Eric Vail, General Counsel. SunLine Transit Agency Board Member Reed moved to approve the Adoption of Resolution to Continue Teleconference Meetings and a recommendation to move this item to the Consent Calendar. The motion was seconded by Board Member Betts. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

12. REVIEW DECLARATION OF EMERGENCY BY THE BOARD OF DIRECTORS

An oral report was provided by Eric Vail, General Counsel. SunLine Transit Agency Board Member Reed moved to approve the Continued Declaration of Emergency by the Board of Directors through March 2022 and a recommendation to move this item to the Consent Calendar. The motion was seconded by Board Member Betts. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

13. 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 10 yes; 0 no; 0 abstain

14. APPROVAL OF ADDITIONAL FUNDING FOR FY22 OPERATING BUDGET

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 Additional Funding for FY22 Operating Budget. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

15. APPROVAL OF JANITORIAL SERVICES CONTRACT

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 Janitorial Services Contract. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

16. THOUSAND PALMS LAND ACQUISITION

An oral report was provided by Rudy Le Flore, Chief Project Consultant on this information item.

Board Member Comments were made by:

- Board Member Ross, City of Cathedral City

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
JANUARY 26, 2022**

17. SUNLINE TRANSIT AGENCY WINS CALTRANS AWARD

An oral report was provided by Nicholas Robles, Chief of Public Affairs on this information item.

18. GENERAL COUNSEL'S REPORT

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

19. CEO/GENERAL MANAGER'S REPORT

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

20. CLOSED SESSION

No closed session.

21. NEXT MEETING DATE

March 23, 2022 at 12 p.m.

22. ADJOURN

The SunLine Services Group and SunLine Transit Agency meeting concurrently adjourned at 12:42 p.m.

Respectfully Submitted,

Edith Hernandez
Clerk of the Board

A recording of the January 26, 2022 Board proceedings is available [here](#).

SunLine Transit Agency**CONSENT CALENDAR**

DATE: February 23, 2022

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Checks \$1,000 and Over Report for December 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 over \$50,000 in the month of December which required signature from the Chair or Vice Chair.

Vendor	Check #	Amount
<i>NEW FLYER OF AMERICA, INC.</i>	<i>688004</i>	<i>\$1,190,984.29</i>
<i>NEW FLYER OF AMERICA, INC.</i>	<i>688003</i>	<i>\$1,190,984.29</i>
<i>NEW FLYER OF AMERICA, INC.</i>	<i>688002</i>	<i>\$1,190,984.29</i>
<i>NEW FLYER OF AMERICA, INC.</i>	<i>688001</i>	<i>\$1,190,984.29</i>
<i>NEW FLYER OF AMERICA, INC.</i>	<i>688000</i>	<i>\$1,190,984.29</i>
<i>CANNONDESIGN BUILDERS, INC.</i>	<i>688036</i>	<i>\$89,719.44</i>
<i>ND CONSTRUCTION COMPANY, INC.</i>	<i>688243</i>	<i>\$55,527.50</i>
<i>DOWNTOWN FORD SALES</i>	<i>688038</i>	<i>\$51,852.70</i>
<i>DOWNTOWN FORD SALES</i>	<i>688039</i>	<i>\$51,852.70</i>

Recommendation:

Receive and file.

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
NEW FLYER OF AMERICA INC.	WIP- Purchase 5 th of 5 New Flyer FC Buses	688004	12/03/2021	1,190,984.29
NEW FLYER OF AMERICA INC.	WIP- Purchase 4 th of 5 New Flyer FC Buses	688003	12/03/2021	1,190,984.29
NEW FLYER OF AMERICA INC.	WIP- Purchase 3 rd of 5 New Flyer FC Buses	688002	12/03/2021	1,190,984.29
NEW FLYER OF AMERICA INC.	WIP- Purchase 2 nd of 5 New Flyer FC Buses	688001	12/03/2021	1,190,984.29
NEW FLYER OF AMERICA INC.	WIP- Purchase 1 st of 5 New Flyer FC Buses	688000	12/03/2021	1,190,984.29
CALPERS	Group Health Ins Premiums	688216	12/29/2021	372,252.10
CALPERS	Group Health Ins Premiums	688035	12/07/2021	347,096.90
PERMA - INSURANCE	General Liability & Workers Comp Premium	688045	12/07/2021	189,289.07
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	688263	12/29/2021	116,007.62
IMPERIAL IRRIGATION DIST	Utilities	688137	12/17/2021	115,776.61
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	688028	12/03/2021	115,269.84
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	688191	12/17/2021	114,013.25
CANNONDESIGN BUILDERS, INC.	WIP- Operations Facility	688036	12/07/2021	89,719.44
ND CONSTRUCTION COMPANY, INC.	WIP- East Valley Refueled Bus Stops Project	688243	12/29/2021	55,527.50
DOWNTOWN FORD SALES	WIP- Purchase Administrative Vehicles	688038	12/07/2021	51,852.70
DOWNTOWN FORD SALES	WIP- Purchase Administrative Vehicles	688039	12/07/2021	51,852.70
SO CAL GAS CO.	Utilities	688182	12/17/2021	46,065.86
ND CONSTRUCTION COMPANY, INC.	WIP- East Valley Refueled Bus Stops Project	688242	12/29/2021	45,120.25
MUTUAL OF OMAHA INSURANCE COMPANY	Supplement Benefits LTD/STD/LIFE Ins Prem	688157	12/17/2021	30,561.64
MICHELIN NORTH AMERICA, INC.	Lease Tires Services	688071	12/10/2021	25,106.28
WSP USA INC.	TDM & Vanpool Program	688197	12/17/2021	24,423.93
BURKE, WILLIAMS & SORENSEN, LLP	Legal Service	688210	12/29/2021	20,308.73
ROBERT HALF	Temporary Help	688255	12/29/2021	18,980.58
NFI PARTS	Inventory Repair Parts	688049	12/10/2021	16,072.28
NFI PARTS	Inventory Repair Parts	688203	12/29/2021	15,220.65
ROBERT HALF	Temporary Help	688046	12/07/2021	14,549.63
UNUM	Group Dental & Vision Premiums	688259	12/29/2021	13,503.59
OLD GREEN HOUSE LLC	Planning Consultant	688023	12/03/2021	12,825.00
RECARO NORTH AMERICA, INC.	Repair Parts- Fixed Route	688020	12/03/2021	12,458.50
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	688198	12/17/2021	11,743.94
VERIZON WIRELESS	Wireless Telephone Service	688194	12/17/2021	11,023.92
KELLERMEYER BERGENSONS SERVICES, LLC	Janitorial Services	688069	12/10/2021	10,685.86
ROBERT HALF	Temporary Help	688081	12/10/2021	9,773.57
NAPA AUTO PARTS	Inventory Repair Parts	688158	12/17/2021	9,428.81
COACHELLA VALLEY TAXI	SunRide Ride Share Expenses	688151	12/17/2021	9,245.32
ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS	WIP-Facility Master Plan Update: Phase I	688097	12/10/2021	8,325.00
ROBERT HALF	Temporary Help	688173	12/17/2021	8,210.70
ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS	General Consultant	688199	12/17/2021	8,175.00
MOTOR COACH INDUSTRIES, INC.	Bus lease	688073	12/10/2021	8,081.25

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
ADMIRAL SECURITY SERVICES, INC.	Security Guard Service	688048	12/10/2021	7,819.56
ASPEN REFRIGERANTS, INC.	Freon Coolant	688052	12/10/2021	6,656.78
AMALGAMATED TRANSIT UNION	Union Dues	688006	12/03/2021	5,909.88
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	688257	12/29/2021	5,757.36
AMALGAMATED TRANSIT UNION	Union Dues	688206	12/29/2021	5,697.99
AMALGAMATED TRANSIT UNION	Union Dues	688102	12/17/2021	5,667.72
SONSRAY FLEET SERVICES	Inventory Repair Parts	688088	12/10/2021	5,379.88
MURCHISON & CUMMING, LLP	Insurance Loss	688074	12/10/2021	5,228.50
EV CHARGE SOLUTIONS	WIP-Five Replacement Zero Emission Relief Car	688156	12/17/2021	5,213.71
REVIEWSNAP	Membership & Subscriptions	688105	12/17/2021	5,051.00
GRAINGER	WIP- Misc Maintenance Equipment Project	688132	12/17/2021	4,992.40
FORENSIC DRUG TESTING SERVICES	Alcohol & Drug Testing	688062	12/10/2021	4,778.75
US BANK VOYAGER FLEET SYSTEMS	Unleaded/Diesel Fuel	688092	12/10/2021	4,769.48
JACKSON LEWIS P.C.	Insurance Loss	688068	12/10/2021	4,470.75
SOCALGAS	Utilities	688183	12/17/2021	4,466.13
YELLOW CAB OF THE DESERT	Taxi Voucher Program	688267	12/29/2021	4,320.54
SAN BERNARDINO & RIVERSIDE COUNTIES FIRE	Inventory Repair Parts	688061	12/10/2021	4,093.65
PRUDENTIAL OVERALL SUPPLY	Uniforms	688080	12/10/2021	4,028.03
CURTIS-ROSENTHAL, INC.	Consulting-General	688055	12/10/2021	4,000.00
CITY CAB	Taxi Voucher Program	688258	12/29/2021	3,855.04
TPX COMMUNICATIONS	Communication Service	688262	12/29/2021	3,852.74
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	688059	12/10/2021	3,461.03
TIME WARNER CABLE	Utilities	688187	12/17/2021	3,255.12
JESSE FRESCAS JR.	Public Works Technical Support	688138	12/17/2021	3,200.00
DESERT URGENT CARE	Medical Exam & Testing	688231	12/29/2021	3,185.00
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	688032	12/03/2021	3,070.60
JOSEPH MICHAEL REDMOND	Contracted Services	688141	12/17/2021	3,060.00
BALLARD POWER SYSTEMS	Repair Parts- Fixed Route	688007	12/03/2021	3,049.33
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	688078	12/10/2021	3,049.01
CTE	Membership & Subscriptions	688009	12/03/2021	3,000.00
ANDREA CARTER & ASSOCIATES	Marketing & Communication Services	688208	12/29/2021	2,800.00
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	688008	12/03/2021	2,740.08
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	688110	12/17/2021	2,740.08
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	688215	12/29/2021	2,740.08
AIRWAVE COMMUNICATIONS	WIP- Purchase of 5 New Flyer FC Buses	688005	12/03/2021	2,737.46
BORDIN SEMMER LLP	Insurance Loss	688033	12/07/2021	2,703.35
BROADLUX, INC.	Contract Services-General	688053	12/10/2021	2,651.57
TRAPEZE SOFTWARE GROUP INC.	Consulting	688089	12/10/2021	2,625.00
ADMIRAL SECURITY SERVICES, INC.	Security Guard Service	688202	12/29/2021	2,606.52

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
FORENSIC DRUG TESTING SERVICES	Alcohol & Drug Testing	688125	12/17/2021	2,467.50
GRAINGER	Inventory Repair Parts	688065	12/10/2021	2,417.70
SAFETY-KLEEN CORPORATION	Contracted Svc-Haz Waste Removal	688083	12/10/2021	2,301.39
ALPHA MEDIA LLC	Advertising Human Trafficking Campaign	688101	12/17/2021	2,275.00
DECALS BY DESIGN, INC.	Repair Parts- Fixed Route	688056	12/10/2021	2,250.00
GLOBAL EQUIPMENT CO. INC.	WIP- Operations Facility	688228	12/29/2021	2,195.73
ROBERT HALF	Temporary Help	688022	12/03/2021	2,174.72
MEYERS FOZI & DWORK, LLP	Insurance Loss	688070	12/10/2021	2,033.80
HOME DEPOT CREDIT SERVICES	Facility Maintenance Supplies	688134	12/17/2021	2,028.38
MARKS ARCHITECTS, INC.	WIP-Zero Emission Maintenance Facility	688238	12/29/2021	1,966.25
FRANKLIN TRUCK PARTS, INC.	Inventory Repair Parts	688127	12/17/2021	1,833.99
SC FUELS	Lubricants- Oil	688178	12/17/2021	1,808.60
VALLEY OFFICE EQUIPMENT, INC.	Copier Service	688093	12/10/2021	1,806.03
WE THE CREATIVE	Consulting-General	688142	12/17/2021	1,750.04
PARKHOUSE TIRE, INC.	Inventory Repair Parts	688166	12/17/2021	1,698.71
IMPERIAL IRRIGATION DIST	Utilities	688230	12/29/2021	1,678.19
NICE AMERICA RESEARCH	Fuel- Hydrogen	688075	12/10/2021	1,603.64
SC FUELS	Lubricants- Oil)	688025	12/03/2021	1,554.77
RESONATE AND THRIVE ASSOCIATES, LLC	Consulting-General	688154	12/17/2021	1,525.00
FRONTIER COMMUNICATIONS	Utilities- OPS Bldg	688128	12/17/2021	1,525.00
POSITIVE PROMOTIONS, INC.	Sunline Event	688252	12/29/2021	1,521.08
DECALS BY DESIGN, INC.	Advertising	688117	12/17/2021	1,499.44
MILE3 WEB DEVELOPMENT	Website Maintenance	688155	12/17/2021	1,470.00
NICHOLAS ROBLES	Reimbursement Expense	688161	12/17/2021	1,444.95
OMNITRACS, LLC	General Service	688015	12/03/2021	1,380.00
SONSRAY FLEET SERVICES	Inventory Repair Parts	688188	12/17/2021	1,355.46
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	688108	12/17/2021	1,309.98
JACKSON LEWIS P.C.	Insurance Loss	688234	12/29/2021	1,293.00
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	688109	12/17/2021	1,279.15
BROADLUX, INC.	Contract Services-General	688107	12/17/2021	1,242.00
INSIGHT PUBLIC SECTOR, INC.	WIP- Misc Maintenance Equipment Project	688233	12/29/2021	1,214.62
C V WATER DISTRICT	Utilities	688219	12/29/2021	1,160.76
CALACT	Membership & Subscriptions	688214	12/29/2021	1,110.00
QUICK FIX AUTO GLASS	Outside Repair- Fixed Route	688051	12/10/2021	1,100.00
OFFICE DEPOT	Office Supplies	688246	12/29/2021	1,055.48
AIR & LUBE SYSTEMS INC.	Shop Supplies Misc	688050	12/10/2021	1,055.26
SEFAC USA, INC.	Equipt Repairs-Shop Equipment	688180	12/17/2021	1,050.51
QUADIENT FINANCE USA, INC.	Postage	688169	12/17/2021	1,039.00
SCR TTC	Membership & Subscriptions	688179	12/17/2021	1,000.00

Totals continued on the next page.

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

Total Checks Over \$1,000	\$8,184,628.72
Total Checks Under \$1,000	\$41,247.69
Total Checks	\$8,225,876.41

SunLine Transit Agency
CONSENT CALENDAR

DATE: February 23, 2022

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Credit Card Statement for December 2021

Summary:

The attached report summarizes the Agency's credit card expenses for December 2021. Credit card transactions through the CEO/General Manager credit card align with the statement closing date of January 3, 2022. The report also summarizes transactions for the credit card utilized for Procurement which aligns with the statement closing date of December 31, 2021, for the reporting period.

Recommendation:

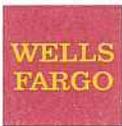
Receive and file.

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 1/03/22

Name on Card: Lauren Skiver

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1	12/4/2021	12/4/2021	Red Robin	Red Robin Catering Order; ATU and SunLine Negotiations Meeting		\$327.25
2	12/15/2021	12/15/2021	El Pollo Loco	El Polo Loco Catering Order; ATU and SunLine Negotiations Meeting		\$77.34
3	12/18/2021	12/18/2021	Royal Florist and Gifts	Floral Arrangement for West Coast Center of Excellence's Partner Professor, John Frala		\$68.97
Credits and Charges:					\$0.00	\$473.56



CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	01/03/22
Days in Billing Cycle	31
Next Statement Date	02/03/22

Credit Line	\$40,000
Available Credit	\$39,526

For Customer Service Call:
800-231-5511

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

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

Payment Information

New Balance	\$473.56
Current Payment Due (Minimum Payment)	\$473.56
Current Payment Due Date	01/28/22

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

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

Account Summary

Previous Balance		\$7,141.25
Credits	-	\$0.00
Payments	-	\$7,141.25
Purchases & Other Charges	+	\$473.56
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$473.56

Wells Fargo Cash Back SM Program Summary

Previous Cash Back Balance		\$0.00
Cash Earned this Month		\$7.10
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$0.00
Cash Back Balance	=	\$7.10
Cash Awarded this Period		\$0.00
Year to Date Cash Back Awarded		\$0.00

Cash Back Notice

Your next cash back reward is scheduled for 03/2022. Use your Business Card for all of your business expenses plus everyday purchases and get 1.5% Cash Back.

See reverse side for important information.



DETACH HERE

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

Make checks payable to: Wells Fargo

Account Number	[REDACTED]
New Balance	\$473.56
Total Amount Due (Minimum Payment)	\$473.56
Current Payment Due Date	01/28/22

Print address or phone changes:

Work ()

Amount Enclosed:



ELITE CARD PAYMENT CENTER YTG

 PO BOX 77066 29

 MINNEAPOLIS MN 55480-7766

SUNLINE TRANSIT

 LUIS GARCIA

 32505 HARRY OLIVER TRL

 THOUSAND PALMS CA 92276-3501

52901
MSP 257



Rate Information

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

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

Important Information

\$0 - \$473.56 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 01/28/22. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

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

Summary of Sub Account Usage

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	[REDACTED]	40,000	\$473.56

Transaction Details

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

Trans	Post	Reference Number	Description	Credits	Charges
12/28	12/28	F326800BA00CHGDDA	AUTOMATIC PAYMENT - THANK YOU	7,141.25	
			TOTAL [REDACTED] \$7,141.25-		

Transaction Summary For LAURA SKIVER
 Sub Account Number Ending In [REDACTED]

12/04	12/04	2444500AJEJ72YF4K	RED ROBIN NO 253 760-324-8310 CA		327.25
12/15	12/15	2401339AY01HQE3M3	6031 EL POLLO LOCO 760-3285135 CA		77.34
12/18	12/18	2475542B07YPMBBT1	ROYAL FLORIST AND GIFTS I909-7180688 CA		68.97
			TOTAL \$473.56		
			LAURA SKIVER / Sub Acct Ending In [REDACTED]		

Wells Fargo News

The Business Elite Online Reporting® service that is currently housed on a third-party site has moved to Wells Fargo Online Banking. All previously saved reports on the third-party site must be downloaded and saved by 1/31/2022. Effective February 1, 2022 the reporting service will only be available through Wells Fargo Online Banking and you will no longer have access to reports that were saved on the previous site.

To access Business Elite card reports, sign on to Wells Fargo Business Online:

- Then select "Accounts"
- Under "Manage Cards", select "Business Credit Card Center"
- Then go to "Spending Reports"

Visit the Business Credit Card Center and start simplifying your expense tracking today.

Take advantage of the features that come with Online Banking:

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

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

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

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 12/31/2021

Name on Card: Walter Watcher (Procurement Card)

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1	11/30/2021	12/1/2021	DocuSign	SunLine Regulatory Administration DocuSign Account Refund from August 2021	\$ (180.16)	
2	12/1/2021	12/2/2021	Amazon	Replacement Threaded Hose Nozzles		\$ 49.74
3	12/2/2021	12/2/2021	Tech on Time	Server Battery		\$ 163.64
4	12/2/2021	12/3/2021	Amazon	Alexa for Business Account		\$ 6.40
5	12/8/2021	12/9/2021	Amazon	Valve for Fuel Cell Bus		\$ 27.07
6	12/9/2021	12/10/2021	National Safety Council	First Aid Safety Instructor Credential Renewal		\$ 80.00
7	12/9/2021	12/10/2021	RDO Equipment	Radiator Cap for Fixed Route Bus		\$ 25.92
8	12/9/2021	12/10/2021	Amazon	Fuse for Fuel Cell Bus		\$ 182.07
9	12/13/2021	12/14/2021	Castañeda's Mexican Food	2021 Holiday Grab and Go Breakfast for all Employees		\$ 2,114.59
10	12/15/2021	12/15/2021	Amazon	Binder Dividers		\$ 148.42
11	12/24/2021	12/27/2021	Amazon	Remote Control Cable Lock		\$ 21.50
Credits and Charges					\$ (180.16)	\$ 2,819.35



Statement Expenses

01/03/2022 12:03 PM PT
Requested By: AMADEO, ISABELLA

Cardholder Summary			
Cardholder Name:	WATCHER, WALTER	Start Date:	12/01/2021
Card Number:	xxxx-xxxx-xxx	End Date:	12/31/2021
Status:	Open	Reminder Period:	01/01/2022 through 01/05/2022
Charges:	2,639.19 USD	Grace Period:	01/06/2022 through 01/07/2022
Out-of-pocket:	0.00 USD	Approval Period:	01/08/2022 through 01/11/2022
Total Amount:	2,639.19 USD		

Charges

Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
11/30/2021	12/01/2021	No	Docusign Seattle,WA	5039903800 - OTHER SERVICES	Finance(FIN)	No	No	(180.16) USD / (180.16)
FUND 00		DIVISION						
12/01/2021	12/02/2021	No	Amzn Mktp Us Eu0f77av3 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	No	No	49.74 USD / 49.74
FUND 00		DIVISION						
12/02/2021	12/02/2021	No	Amzn Mktp Us 6q0pg2iy3 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	No	No	163.64 USD / 163.64
FUND 00		DIVISION						
12/02/2021	12/03/2021	No	Amazon Web Services Aws.amazon.co,WA	5039903800 - OTHER SERVICES	Finance(FIN)	No	No	6.40 USD / 6.40
FUND 00		DIVISION						
12/08/2021	12/09/2021	No	Amzn Mktp Us Fx8dl6t43 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	No	No	27.07 USD / 27.07
FUND 00		DIVISION						
12/09/2021	12/10/2021	No	National Safety Council 800-621-7615,IL	5090200001 - TRAINING/ WORKSHOP	Finance(FIN)	No	No	80.00 USD / 80.00
FUND 00		DIVISION						
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted	Amount / Original

Commercial Card Expense Reporting

								‡	Currency	
12/09/2021	12/10/2021	No	Rdoag Ind 010445 Indio,CA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	No	No	25.92 USD / 25.92		
FUND 00		DIVISION								
8.										
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency		
12/09/2021	12/10/2021	No	Amzn Mktp Us Nu4d013o3 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	No	No	182.07 USD / 182.07		
FUND 00		DIVISION								
9.										
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency		
12/13/2021	12/14/2021	No	Castanedas Dinah Shore Palm Desert,CA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	No	No	2,114.59 USD / 2,114.59		
FUND 00		DIVISION								
10.										
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency		
12/15/2021	12/15/2021	No	Amazon.com 6q0dh1cy3 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	No	No	148.42 USD / 148.42		
FUND 00		DIVISION								
11.										
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency		
12/24/2021	12/27/2021	No	Amzn Mktp Us 1j9a69f33 Am Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	No	No	21.50 USD / 21.50		
FUND 00		DIVISION								

Total Charges: 2,639.19 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: February 23, 2022 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Monthly Budget Variance Report for December 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. The FYTD budget values for the month of December 2021 are equal to 6/12^{ths} of the yearly budget.

Year to Date Summary

- As of December 31, 2021, the Agency's FYTD revenues are \$1,254,623 or 82.20% above the FYTD budget due to large amounts of emission credit and CNG fueling revenue.
- As of December 31, 2021, the Agency's FYTD expenditures are \$1,179,591 or 5.75% below the FYTD budget.

Monthly Spotlight

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

Recommendation:

Receive and file.

SunLine Transit Agency
Budget Variance Report
December 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 Revenues:								
Passenger Revenue	938,400	126,889	78,200	48,689	755,656	469,200	286,456	19.5%
Other Revenue	2,114,326	209,827	176,194	33,633	2,025,331	1,057,163	968,168	4.2%
Total Operating Revenue	3,052,726	336,715	254,394	82,322	2,780,986	1,526,363	1,254,623	8.9%
Operating Expenses:								
Operator & Mechanic Salaries & Wages	9,997,674	762,543	833,140	70,597	4,637,704	4,998,837	361,133	53.6%
Operator & Mechanic Overtime	720,900	53,412	60,075	6,663	467,646	360,450	(107,196)	35.1%
Administration Salaries & Wages	6,384,693	436,061	532,058	95,996	2,874,882	3,192,347	317,465	55.0%
Administration Overtime	119,516	4,866	9,960	5,094	32,877	59,758	26,881	72.5%
Fringe Benefits	10,504,975	806,478	875,415	68,937	4,705,033	5,252,488	547,454	55.2%
Communications	250,000	20,196	20,833	637	123,381	125,000	1,619	50.6%
Legal Services	575,000	38,764	47,917	9,153	169,190	287,500	118,310	70.6%
Computer/Network Software Agreement	600,000	41,765	50,000	8,235	285,971	300,000	14,029	52.3%
Uniforms	103,966	19,266	8,664	(10,602)	34,140	51,983	17,843	67.2%
Contracted Services	698,728	32,392	58,227	25,835	233,610	349,364	115,754	66.6%
Equipment Repairs	8,500	(110)	708	818	8,090	4,250	(3,840)	4.8%
Security Services	160,000	11,610	13,333	1,723	62,638	80,000	17,362	60.9%
Fuel - CNG	1,516,432	138,597	126,369	(12,227)	873,784	758,216	(115,568)	42.4%
Fuel - Hydrogen	845,934	94,216	70,495	(23,721)	533,780	422,967	(110,813)	36.9%
Tires	236,183	15,900	19,682	3,782	97,254	118,092	20,838	58.8%
Office Supplies	70,392	4,076	5,866	1,790	23,367	35,196	11,829	66.8%
Travel/Training	97,980	9,772	8,165	(1,607)	40,843	48,990	8,147	58.3%
Repair Parts	1,494,101	88,842	124,508	35,667	572,440	747,051	174,611	61.7%
Facility Maintenance	41,300	6,667	3,442	(3,226)	25,483	20,650	(4,833)	38.3%
Electricity - CNG & Hydrogen	1,230,000	84,288	102,500	18,212	586,106	615,000	28,894	52.3%
Natural Gas	1,175,000	128,014	97,917	(30,097)	877,001	587,500	(289,501)	25.4%
Water and Gas	10,575	931	881	(50)	4,760	5,288	528	55.0%
Insurance Losses	1,950,000	72,413	162,500	90,087	670,636	975,000	304,364	65.6%
Insurance Premium - Property	50,000	6,579	4,167	(2,412)	39,471	25,000	(14,471)	21.1%
Repair Claims	50,000	1,884	4,167	2,283	13,376	25,000	11,624	73.2%
Fuel Taxes	94,400	7,208	7,867	659	58,846	47,200	(11,646)	37.7%
Other Expenses	4,504,392	511,020	375,366	(135,654)	2,647,067	2,252,196	(394,871)	41.2%
Self Consumed Fuel	(2,487,067)	(211,964)	(207,256)	4,709	(1,377,179)	(1,243,534)	133,645	44.6%
Total Operating Expenses (Before Depreciation)	41,003,574	3,185,684	3,416,965	231,280	19,322,196	20,501,787	1,179,591	52.9%
Operating Expenses in Excess of Operating Revenue		\$ (2,848,969)			\$ (16,541,209)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	7,262,861	545,223	605,238	60,016	3,165,582	3,631,431	465,849	56.4%
State - LTF, LCTOP	7,135,429	535,656	594,619	58,963	3,110,039	3,567,715	457,675	56.4%
Federal	23,552,558	1,768,090	1,962,713	194,624	10,265,589	11,776,279	1,510,690	56.4%
Total Subsidies	37,950,848	2,848,969	3,162,571	313,602	16,541,209	18,975,424	2,434,215	56.4%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

*Item identified on monthly spotlight.

SunLine Transit Agency
Budget Variance Report
December 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	2,063,359	2,310,647	247,287	12,718,142	13,863,879	1,145,737	54.1%
Services	4,010,568	369,043	334,214	(34,829)	1,950,315	2,005,284	54,969	51.4%
Fuels & Lubricants	2,525,519	246,973	210,460	(36,513)	1,493,958	1,262,760	(231,199)	40.8%
Tires	236,183	15,900	19,682	3,782	97,254	118,092	20,838	58.8%
Materials and Supplies	1,915,838	143,859	159,653	15,794	802,777	957,919	155,142	58.1%
Utilities	2,699,927	243,579	224,994	(18,585)	1,639,253	1,349,964	(289,290)	39.3%
Casualty & Liability	3,305,200	194,637	275,433	80,797	1,412,967	1,652,600	239,633	57.3%
Taxes and Fees	94,400	7,208	7,867	659	58,846	47,200	(11,646)	37.7%
Miscellaneous Expenses	975,248	113,090	81,271	(31,820)	525,863	487,624	(38,239)	46.1%
Self Consumed Fuel	(2,487,067)	(211,964)	(207,256)	4,709	(1,377,179)	(1,243,534)	133,645	44.6%
Total Operating Expenses (Before Depreciation)	41,003,574	3,185,684	3,416,965	231,280	19,322,196	20,501,787	1,179,591	52.9%
Revenues:								
Passenger Revenue	938,400	126,889	78,200	48,689	755,656	469,200	286,456	19.5%
Other Revenue	2,114,326	209,827	176,194	33,633	2,025,331	1,057,163	968,168	4.2%
Total Operating Revenue	3,052,726	336,715	254,394	82,322	2,780,986	1,526,363	1,254,623	8.9%
Net Operating Gain (Loss)		\$ (2,848,969)			\$ (16,541,209)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	7,262,861	545,223	605,238	60,016	3,165,582	3,631,431	465,849	56.4%
State - LTF, LCTOP	7,135,429	535,656	594,619	58,963	3,110,039	3,567,715	457,675	56.4%
Federal - CMAQ,5307,5309,5310,5311,5311(f),5312	23,552,558	1,768,090	1,962,713	194,624	10,265,589	11,776,279	1,510,690	56.4%
Total Subsidies	37,950,848	2,848,969	3,162,571	313,602	16,541,209	18,975,424	2,434,215	56.4%
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 December, ridership was at 2.0% above FY21 FYTD totals.
- Total system ridership was 21,162 trips above FY21 FYTD amounts.

Ridership

	FY21-December	FY22-December	Variance	%Δ
Fixed Route	168,364	173,621	5,257	3.1%
Paratransit	5,373	8,659	3,286	61.2%
SolVan	1,406	1,336	(70)	-5.0%
SunRide	-	514	514	-
System Total	175,143	184,130	8,987	5.1%

Ridership

	FYTD-FY21	FYTD-FY22	Variance	%Δ
Fixed Route	1,023,837	1,024,046	209	0.0%
Paratransit	32,163	50,046	17,883	55.6%
SolVan	7,852	8,229	377	4.8%
SunRide	-	2,693	2,693	-
System Total	1,063,852	1,085,014	21,162	2.0%

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

- Savings in security services are attributed to fewer than anticipated extended hours of security services.

Fuel - CNG

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

Fuel - Hydrogen

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

Tires

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

Office Supplies

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

Travel/Training

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

Repair Parts

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

Facility Maintenance

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

Electricity - CNG & Hydrogen

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

Natural Gas

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

Water and Gas

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

Insurance Losses

- Insurance loss experience has not exceeded YTD budgeted expectations.

Insurance Premium - Property

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

Repair Claims

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

Fuel Taxes

- Outside fuel sales are currently \$223,427 above FY21 FYTD amounts.
- For December, sales decreased by \$7,795 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
December FY21	\$ 49,504				
December FY22	\$ 66,448	\$ 16,944	\$ (7,795)	34.23%	-10.50%
November FY22	\$ 74,243				
FYTD December FY21	\$ 351,392				
FYTD December FY22	\$ 574,819	\$ 223,427		63.58%	

Other Expenses

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

Self-Consumed Fuel

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

SunLine Transit Agency
CONSENT CALENDAR

DATE: February 23, 2022 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

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

Summary:

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

- For the month of January 2022, there was one (1) purchase order executed between \$25,000 and \$100,000:

Vendor	Purpose	Amount
HDR Engineering	Progress Study of the SunLine Refueled Initiative	\$90,000.00

Recommendation:

Receive and file.

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

January 2022

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
HDR Engineering	Before and After Study	Progress Study of the SunLine Refueled Initiative	FY22	\$ 99,500.00	\$ 90,000.00	Executed Agreement

SunLine Transit Agency
CONSENT CALENDAR

DATE: February 23, 2022 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Union & Non-Union Pension Investment Asset Summary December 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 December, SunLine's investments fell within the approved range of investment type for the union and non-union assets.

Union

Asset Class		Actual	Range
Growth Assets			
	Domestic Equity	37.3%	16% - 56%
	International Equity	19.4%	0% - 39%
	Other	5.0%	0% - 20%
Income Assets			
	Fixed Income	32.4%	25% - 65%
	Other	2.6%	0% - 20%
Real Return Assets		2.2%	0% - 20%
Cash Equivalents		1.2%	0% - 20%

Non-Union

Asset Class		Actual	Range
Growth Assets			
	Domestic Equity	37.3%	16% - 56%
	International Equity	19.4%	0% - 39%
	Other	5.0%	0% - 20%
Income Assets			
	Fixed Income	32.5%	25% - 65%
	Other	2.6%	0% - 20%
Real Return Assets		2.2%	0% - 20%
Cash Equivalents		1.0%	0% - 20%

For the month of December, the market value of assets increased by \$1,133,506 and \$1,101,021 for the union and non-union plans, respectively.

Month to Month Asset Comparison

Month	Market Value – Union	Market Value – Non-Union
November 2021	\$40,227,089	\$40,268,258
December 2021	\$41,360,595	\$41,369,279
Increase (Decrease)	\$1,133,506	\$1,101,021

Recommendation:

Receive and file.

Detail of Securities Held & Market Analytics

For the Month Ending **December 31, 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
Exchange-Traded Fund - Bond									
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	965.00	61.01	58,874.65	59.27	57,195.55	(1,679.10)	0.14
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	6,684.00	57.68	385,539.80	59.27	396,160.68	10,620.88	0.96
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,389.00	60.31	144,080.59	59.27	141,596.03	(2,484.56)	0.34
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,146.00	61.13	70,054.98	59.27	67,923.42	(2,131.56)	0.16
ISHARES PREFERRED&INCOME SECURITIES ETF	464288687	PFF	10,074.00	39.10	393,892.39	39.43	397,217.82	3,325.43	0.96
ISHARES PREFERRED&INCOME SECURITIES ETF	464288687	PFF	13,884.00	39.22	544,524.93	39.43	547,446.12	2,921.19	1.32
Security Type Sub-Total			35,142.00		1,596,967.34	315.94	1,607,539.62	10,572.28	3.88

Exchange-Traded Fund - Equity									
ISHARES CORE S&P MIDCAP ETF	464287507	IJH	2,656.00	276.40	734,118.40	283.08	751,860.48	17,742.08	1.82
SPDR BLOOMBERG CONVERTIBLE SECURITIES ET	78464A359	CWB	3,981.00	88.58	352,636.58	82.96	330,263.76	(22,372.82)	0.80
SPDR BLOOMBERG CONVERTIBLE SECURITIES ET	78464A359	CWB	4,584.00	86.67	397,294.82	82.96	380,288.64	(17,006.18)	0.92
VANGUARD TOTAL INTL STOCK	921909768	VXUS	6,979.00	65.37	456,217.23	63.57	443,655.03	(12,562.20)	1.07
VANGUARD TOTAL INTL STOCK	921909768	VXUS	35,037.00	52.12	1,826,128.44	63.57	2,227,302.09	401,173.65	5.39
VANGUARD TOTAL INTL STOCK	921909768	VXUS	553.00	64.35	35,585.55	63.57	35,154.21	(431.34)	0.09
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	51,880.00	169.04	8,769,795.20	241.44	12,525,907.20	3,756,112.00	30.28
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	433.00	233.92	101,287.36	241.44	104,543.52	3,256.16	0.25
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	1,546.00	226.21	349,720.35	241.44	373,266.24	23,545.89	0.90
Security Type Sub-Total			107,649.00		13,022,783.93	1,364.03	17,172,241.17	4,149,457.24	41.52

Money Market Mutual Fund									
FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	490,642.28	1.00	490,642.28	1.00	490,642.28	0.00	1.19

Security Type Sub-Total			490,642.28		490,642.28	1.00	490,642.28	0.00	1.19
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Mutual Fund - Bond									
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Detail of Securities Held & Market Analytics

For the Month Ending December 31, 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	305,080.12	11.67	3,560,069.14	11.67	3,560,284.96	215.82	8.61
DOUBLELINE CORE FIXED INCOME I		258620301	DBLFX	160,753.24	10.85	1,743,490.72	10.94	1,758,640.46	15,149.74	4.25
MAINSTAY MACKAY HIGH YIELD CORP BD R6		56063N881	MHYSX	63,372.15	5.65	358,257.17	5.60	354,884.07	(3,373.10)	0.86
PRUDENTIAL TOTAL RETRN BND-Q		74440B884	PTRQX	303,453.57	14.75	4,476,839.92	14.49	4,397,042.24	(79,797.68)	10.63
VOYA INTERMEDIATE BOND R6		92913L569	IIBZX	221,224.24	10.64	2,354,302.12	10.26	2,269,760.74	(84,541.38)	5.49
Security Type Sub-Total				1,053,883.33		12,492,959.07	52.96	12,340,612.47	(152,346.60)	29.84
Mutual Fund - Equity										
ARTISAN INTL SMALL-MID		04314H576	APHJX	18,427.07	19.35	356,568.28	20.77	382,730.21	26,161.93	0.93
HARDING LOEVNER INTERNATIONAL EQUITY POR		412295107	HLMIX	69,223.48	24.54	1,698,907.07	30.07	2,081,550.11	382,643.04	5.03
HRTFRD SCHR EM MRKT EQ-SDR		41665H789	SEMTX	23,285.38	17.50	407,583.63	19.09	444,517.94	36,934.31	1.07
JENSEN QUALITY GROWTH-Y		476313408	JENYX	24,501.56	49.36	1,209,402.78	67.45	1,652,630.26	443,227.48	4.00
JOHCM INTERNATIONAL SELECT I		46653M849	JOHIX	62,347.11	22.83	1,423,674.52	30.07	1,874,777.63	451,103.11	4.53
MFS EMERGING MARKETS DEBT R6		552746364	MEDHX	28,376.51	14.40	408,623.68	14.41	408,905.48	281.80	0.99
VANGUARD TOT INST ST IDX - ADM		921909818	VTIAX	0.00	33.33	0.03	34.20	0.03	0.00	0.00
VIRTUS KAR INTL SMALL MID CAP R6		92828W551	VRISX	23,625.50	22.02	520,136.77	22.79	538,425.10	18,288.33	1.30
Security Type Sub-Total				249,786.61		6,024,896.76	238.85	7,383,536.76	1,358,640.00	17.85
Mutual Fund - Other										
COHEN & STEERS INST REALTY SHARES		19247U106	CSRIX	11,298.47	44.19	499,291.61	59.18	668,643.16	169,351.55	1.62
PIMCO COMMODITY REAL RETURN STRATEGY		722005667	PCRIX	143,780.34	6.72	966,756.43	6.35	913,005.15	(53,751.28)	2.21
PRINCIPAL RE SECURITIES INST FUND		74253Q580	PIREX	19,230.28	26.39	507,537.20	34.89	670,944.62	163,407.42	1.62
Security Type Sub-Total				174,309.09		1,973,585.24	100.42	2,252,592.93	279,007.69	5.45
Separate Account										
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	22,050.00	1.00	22,050.00	100.00	22,050.00	0.00	0.05
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	26,454.62	1.00	26,454.62	100.00	26,454.62	0.00	0.07
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	34,300.00	1.00	34,300.00	100.00	34,300.00	0.00	0.08

Detail of Securities Held & Market Analytics

For the Month Ending **December 31, 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
Separate Account									
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	30,625.00	1.00	30,625.00	100.00	30,625.00	0.00	0.07
Security Type Sub-Total			113,429.62		113,429.62	400.00	113,429.62	0.00	0.27
Managed Account Sub-Total			2,224,841.93		35,715,264.24	2,473.20	41,360,594.85	5,645,330.61	100.00
Securities Sub-Total			\$2,224,841.93		\$35,715,264.24	\$2,473.20	\$41,360,594.85	\$5,645,330.61	100.00%
Accrued Interest							\$0.00		
Total Investments							\$41,360,594.85		

Detail of Securities Held & Market Analytics

For the Month Ending **December 31, 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	59.27	65,967.51	(2,070.18)	0.16
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	6,667.00	57.68	384,559.22	59.27	395,153.09	10,593.87	0.96
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	982.00	61.01	59,911.82	59.27	58,203.14	(1,708.68)	0.14
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,405.00	60.31	145,045.55	59.27	142,544.35	(2,501.20)	0.34
ISHARES PREFERRED&INCOME SECURITIES ETF	464288687	PFF	10,095.00	39.10	394,713.49	39.43	398,045.85	3,332.36	0.96
ISHARES PREFERRED&INCOME SECURITIES ETF	464288687	PFF	13,883.00	39.22	544,485.71	39.43	547,406.69	2,920.98	1.32
Security Type Sub-Total			35,145.00		1,596,753.48	315.94	1,607,320.63	10,567.15	3.88

Exchange-Traded Fund - Equity									
ISHARES CORE S&P MIDCAP ETF	464287507	IJH	2,662.00	276.40	735,776.80	283.08	753,558.96	17,782.16	1.83
SPDR BLOOMBERG CONVERTIBLE SECURITIES ET	78464A359	CWB	3,981.00	88.58	352,636.58	82.96	330,263.76	(22,372.82)	0.80
SPDR BLOOMBERG CONVERTIBLE SECURITIES ET	78464A359	CWB	4,590.00	86.67	397,814.84	82.96	380,786.40	(17,028.44)	0.92
VANGUARD TOTAL INTL STOCK	921909768	VXUS	6,883.00	65.37	449,941.71	63.57	437,552.31	(12,389.40)	1.06
VANGUARD TOTAL INTL STOCK	921909768	VXUS	35,085.00	52.12	1,828,630.20	63.57	2,230,353.45	401,723.25	5.39
VANGUARD TOTAL INTL STOCK	921909768	VXUS	632.00	64.35	40,669.20	63.57	40,176.24	(492.96)	0.10
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	1,551.00	226.21	350,851.40	241.44	374,473.44	23,622.04	0.91
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	433.00	233.92	101,287.36	241.44	104,543.52	3,256.16	0.25
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	51,895.00	169.04	8,772,330.80	241.44	12,529,528.80	3,757,198.00	30.29
Security Type Sub-Total			107,712.00		13,029,938.89	1,364.03	17,181,236.88	4,151,297.99	41.55

Money Market Mutual Fund									
FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	433,390.81	1.00	433,390.81	1.00	433,390.81	0.00	1.05

Security Type Sub-Total			433,390.81		433,390.81	1.00	433,390.81	0.00	1.05
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Mutual Fund - Bond

Detail of Securities Held & Market Analytics

For the Month Ending December 31, 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
Mutual Fund - Bond										
BAIRD CORE PLUS BOND - INST		057071870	BCOIX	305,385.76	11.67	3,565,093.20	11.67	3,563,851.87	(1,241.33)	8.61
DOUBLELINE CORE FIXED INCOME I		258620301	DBLFX	162,439.09	10.85	1,762,062.65	10.94	1,777,083.70	15,021.05	4.30
MAINSTAY MACKAY HIGH YIELD CORP BD R6		56063N881	MHYSX	63,537.26	5.65	359,189.89	5.60	355,808.66	(3,381.23)	0.86
PRUDENTIAL TOTAL RETRN BND-Q		74440B884	PTRQX	304,455.15	14.76	4,493,793.94	14.49	4,411,555.06	(82,238.88)	10.66
VOYA INTERMEDIATE BOND R6		92913L569	IIBZX	221,770.11	10.64	2,360,404.67	10.26	2,275,361.33	(85,043.34)	5.50
Security Type Sub-Total				1,057,587.38		12,540,544.35	52.96	12,383,660.62	(156,883.73)	29.93
Mutual Fund - Equity										
ARTISAN INTL SMALL-MID		04314H576	APHJX	18,461.23	19.35	357,229.27	20.77	383,439.72	26,210.45	0.93
HARDING LOEVNER INTERNATIONAL EQUITY POR		412295107	HLMIX	69,260.02	24.53	1,699,221.72	30.07	2,082,648.68	383,426.96	5.03
HRTFRD SCHR EM MRKT EQ-SDR		41665H789	SEMTX	23,328.88	17.50	408,357.56	19.09	445,348.32	36,990.76	1.08
JENSEN QUALITY GROWTH-Y		476313408	JENYX	24,556.73	49.36	1,212,185.98	67.45	1,656,351.49	444,165.51	4.00
JOHCM INTERNATIONAL SELECT I		46653M849	JOHIX	62,461.83	22.82	1,425,081.56	30.07	1,878,227.36	453,145.80	4.54
MFS EMERGING MARKETS DEBT R6		552746364	MEDHX	28,292.59	14.40	407,415.29	14.41	407,696.27	280.98	0.99
VANGUARD TOTAL STOCK MARKET INDEX		922908801	VITSX	0.00	75.00	0.03	117.58	0.05	0.02	0.00
VIRTUS KAR INTL SMALL MID CAP R6		92828W551	VRISX	23,667.15	22.02	521,054.57	22.79	539,374.24	18,319.67	1.30
Security Type Sub-Total				250,028.43		6,030,545.98	322.23	7,393,086.13	1,362,540.15	17.87
Mutual Fund - Other										
COHEN & STEERS INST REALTY SHARES		19247U106	CSRIX	11,320.77	44.19	500,277.48	59.18	669,963.09	169,685.61	1.62
PIMCO COMMODITY REAL RETURN STRATEGY		722005667	PCRIX	144,069.91	6.72	968,793.89	6.35	914,843.91	(53,949.98)	2.21
PRINCIPAL RE SECURITIES INST FUND		74253Q580	PIREX	19,270.47	26.39	508,597.63	34.89	672,346.59	163,748.96	1.63
Security Type Sub-Total				174,661.14		1,977,669.00	100.42	2,257,153.59	279,484.59	5.46
Separate Account										
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	30,625.00	1.00	30,625.00	100.00	30,625.00	0.00	0.07
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	26,454.62	1.00	26,454.62	100.00	26,454.62	0.00	0.06
ATEL PRIVATE DEBT PARTNERS II		ATEL00020	SA407	34,300.00	1.00	34,300.00	100.00	34,300.00	0.00	0.08

Detail of Securities Held & Market Analytics

For the Month Ending **December 31, 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	
Separate Account										
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	22,050.00	1.00	22,050.00	100.00	22,050.00	0.00	0.05	
Security Type Sub-Total			113,429.62		113,429.62	400.00	113,429.62	0.00	0.26	
Managed Account Sub-Total			2,171,954.38		35,722,272.13	2,556.58	41,369,278.28	5,647,006.15	100.00	
Securities Sub-Total			\$2,171,954.38		\$35,722,272.13	\$2,556.58	\$41,369,278.28	\$5,647,006.15	100.00%	
Accrued Interest							\$0.00			
Total Investments							\$41,369,278.28			

SunLine Transit Agency
CONSENT CALENDAR

DATE: February 23, 2022

TO: Finance/Audit Committee
Board of Directors

RE: Ridership Report January 2022

RECEIVE & FILE

Summary:

	Monthly Ridership		Monthly Variance	
	Jan-21	Jan-22	Net	Percent
Fixed Route	144,321	175,966	31,645	21.9%
SolVan	1,420	1,272	-148	-10.4%
SunRide	26	316	290	91.8%
Taxi Voucher*	325	242	-83	-34.3%
SunDial	5,382	7,505	2,123	39.4%
Total	151,474	185,301	33,827	22.3%

*Taxi Voucher rides are included for the system total, however, they are not NTD reportable. January 2021 fixed route ridership was calculated starting January 3rd to maintain data integrity of the Refueled initiative.

January 2022 Fiscal Year To Date Ridership	
Fiscal Year 2021	1,217,587
Fiscal Year 2022	1,272,040
Ridership Decrease	54,453

Fiscal year to date system ridership is up by 54,453 rides or 4.5% compared to the previous fiscal year. The baseline of the attached COVID-19 Recovery charts is calendar year 2020, this allows a comparison of three (3) years.

Recommendation:

Receive and file.

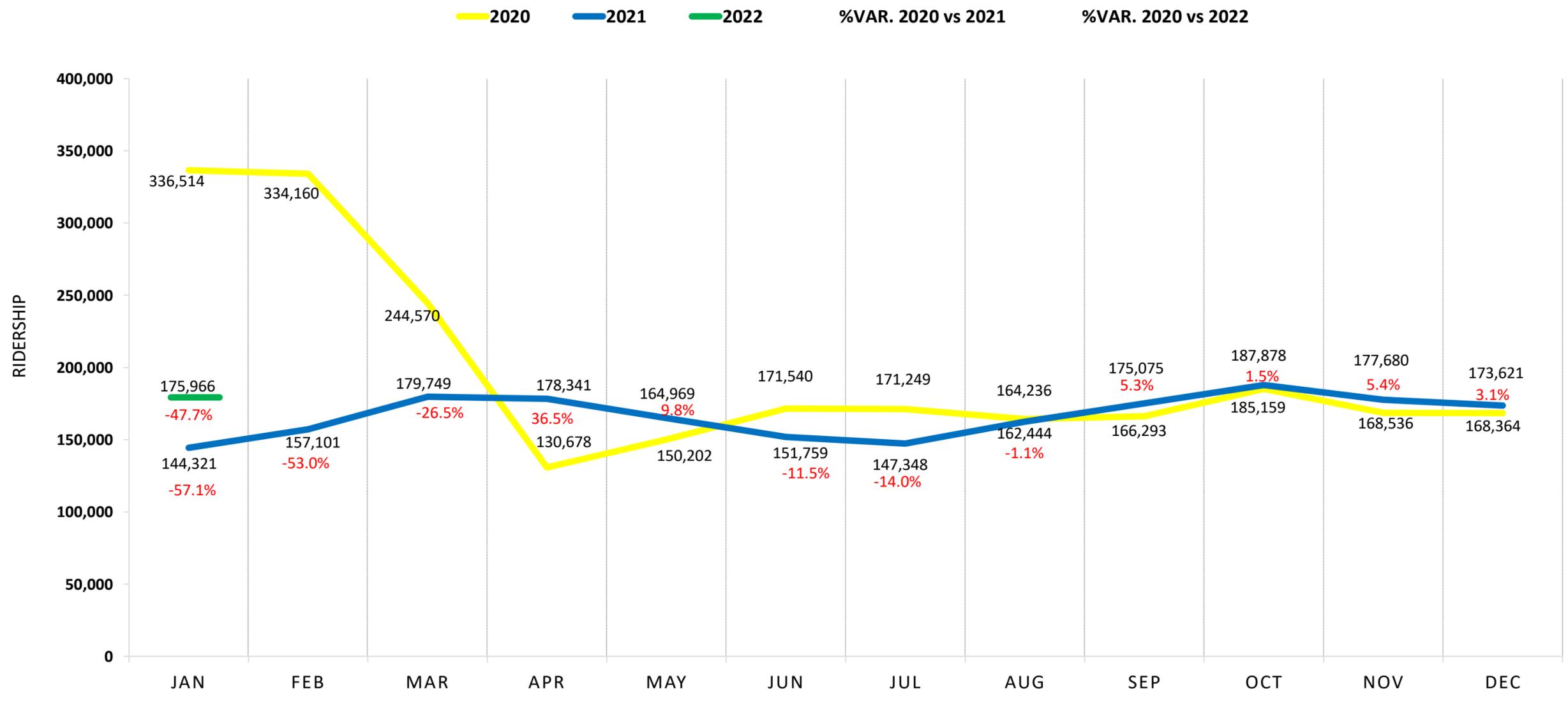


SunLine Transit Agency Monthly Ridership Report January 2022

Fixed Route	Description	Jan 2022	Jan 2021	FY 2022	FY 2021	Monthly KPI		Bikes		Wheelchairs	
				YTD	YTD	Passengers/ Rev. Hours	Passengers/ Rev. Miles	Monthly	FYTD	Monthly	FYTD
Route 1	Coachella - Hwy 111 - Palm Springs	73,509	68,461	495,777	68,461	12.3	0.8	3,272	23,391	717	4,739
Route 2	Desert Hot Springs - Palm Springs - Cathedral City	46,518	42,069	332,880	42,069	16.8	1.2	1,480	12,253	478	3,257
Route 3	Desert Hot Springs - Desert Edge	5,061	3,475	32,478	3,475	10.8	0.7	95	575	44	391
Route 4	Westfield Palm Desert - Palm Springs	15,070	13,249	105,024	13,249	8.0	0.6	672	3,970	132	755
Route 5*	Desert Hot Springs - CSUSB - Palm Desert	1,109	-	5,248	-	4.7	0.2	62	234	10	51
Route 6	Coachella - Fred Waring - Westfield Palm Desert	6,474	3,358	40,876	3,358	4.7	0.4	223	1,347	54	270
Route 7	Bermuda Dunes - Indian Wells - La Quinta	5,446	3,893	36,482	3,893	9.6	0.7	272	2,026	46	364
Route 8	North Indio - Coachella - Thermal/Mecca	10,387	7,374	69,797	7,374	6.6	0.4	222	1,886	60	455
Route 9	North Shore - Mecca - Oasis	5,239	2,442	34,116	2,442	5.2	0.2	36	457	39	364
Route 10*	Indio - CSUSB - San Bernardino - Metrolink	514	-	10,040	-	8.8	0.1	6	94	9	27
Route 200 SB*	Palm Springs High School AM Tripper	299	-	1,806	-	30.0	1.4	-	1	-	3
Route 400 SB*	Raymond Cree / Palm Springs HS Tripper	118	-	970	-	15.0	1.0	-	3	-	4
Route 401 SB/NB*	Vista Chino / Sunrise PM Tripper	-	-	206	-	8.0	0.6	-	-	-	-
Route 402 NB*	Palm Canyon / Stevens AM Tripper	19	-	262	-	8.7	0.6	-	4	-	-
Route 403 NB*	Vista Chino / Sunrise PM Tripper	112	-	615	-	27.7	1.0	-	2	-	-
Route 500 SB*	Westfield Palm Desert PM Tripper	333	-	1,285	-	31.0	2.0	30	72	-	3
Route 501 NB*	Palm Desert High School AM Tripper	-	-	95	-	13.1	0.9	1	24	-	2
Route 700 SB/NB*	Harris / Washington - Calle Madrid / Ave Vallejo AM Tripper	363	-	2,064	-	20.9	1.3	10	26	-	5
Route 701 SB/NB*	Harris / Washington - Calle Madrid / Ave Vallejo PM Tripper	964	-	4,665	-	46.6	3.1	1	35	-	2
Route 800 NB*	Shadow Hills High School AM Tripper	1,967	-	11,023	-	99.8	4.9	4	18	1	4
Route 801 SB*	Jackson / 44th PM Tripper	2,339	-	11,292	-	134.4	7.9	-	1	-	16
Route 802 SB*	Hwy 111 / Golf Center Pkwy PM Tripper	42	-	2,006	-	20.9	1.1	-	1	-	-
Route 803 NB*	Shadow Hills High School AM Tripper	83	-	1,005	-	17.1	0.8	-	1	-	1
Fixed Route Total		175,966	144,321	1,200,012	1,168,158	10.8	0.7	6,387	46,422	1,590	10,713
SolVan		1,272	1,420	9,501	9,272						
SunRide		316	26	3,009	26						
Taxi Voucher		242	325	1,967	2,586						
SunDial		7,505	5,382	57,551	37,545	1.8	0.1				
System Total		185,301	151,474	1,272,040	1,217,587	8.5	0.5				
		Jan-22	Jan-21								
	Weekdays:	21	21								
	Saturdays:	5	5								
	Sundays:	5	5								
	Total Days:	31	31								

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

Fixed Route Ridership COVID-19 Recovery



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

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

January 2020 and February 2020 show pre-pandemic COVID-19 ridership numbers.

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

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

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

Ridership:

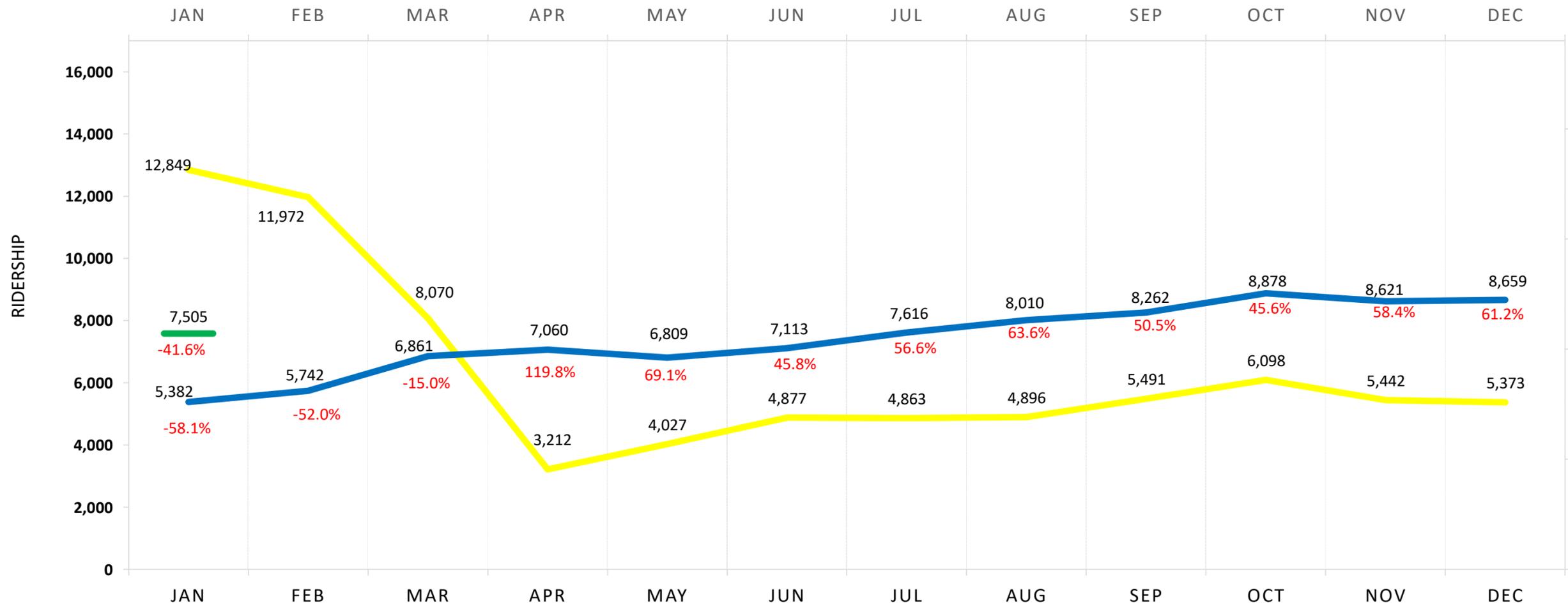
FY 2020 Actual = 3,379,520

FY 2021 Actual = 2,000,077

FY 2022 SRTP Predicted = 1,755,235

Paratransit Ridership COVID-19 Recovery

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



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

SunLine Transit Agency
CONSENT CALENDAR

DATE: February 23, 2022

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: SunDial Operational Notes for January 2022

Summary:

The attached report summarizes SunDial's operation for January 2022. This report identifies that the on-time performance for January exceeded the Agency's internal 85% goal by 4.5%. The total miles increased by 5,542 and mobility device boardings increased by 402. Road Supervisors performed 60 onboard inspections and 59 safety evaluations which include pre-trip inspections and trailing evaluations.

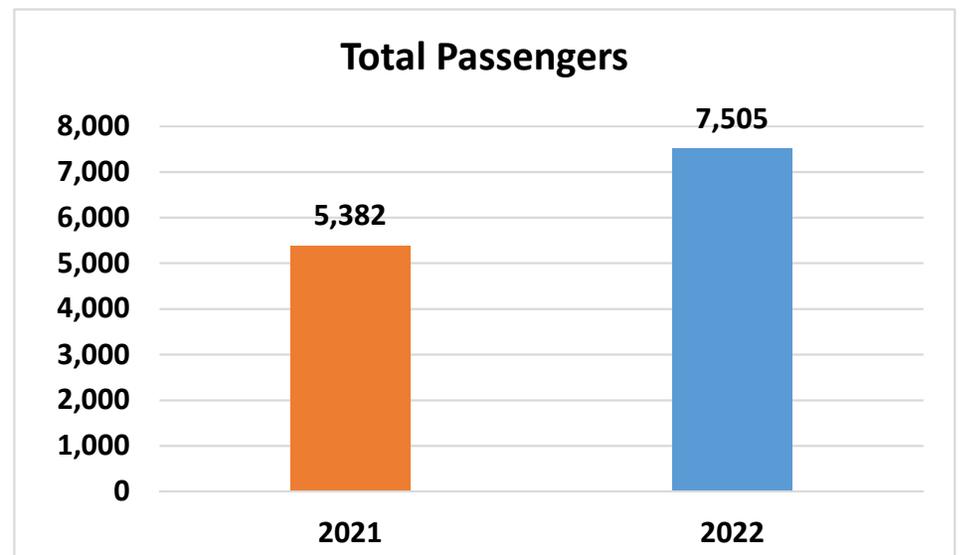
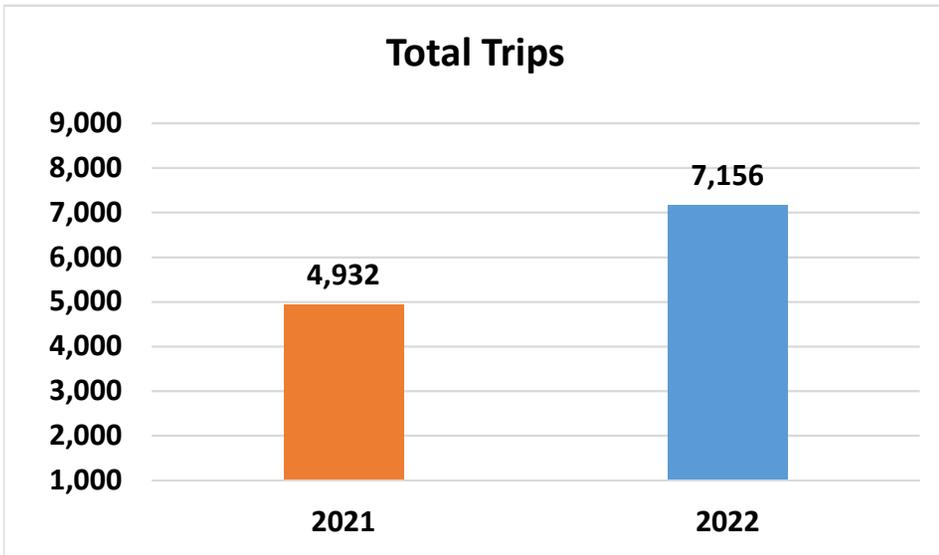
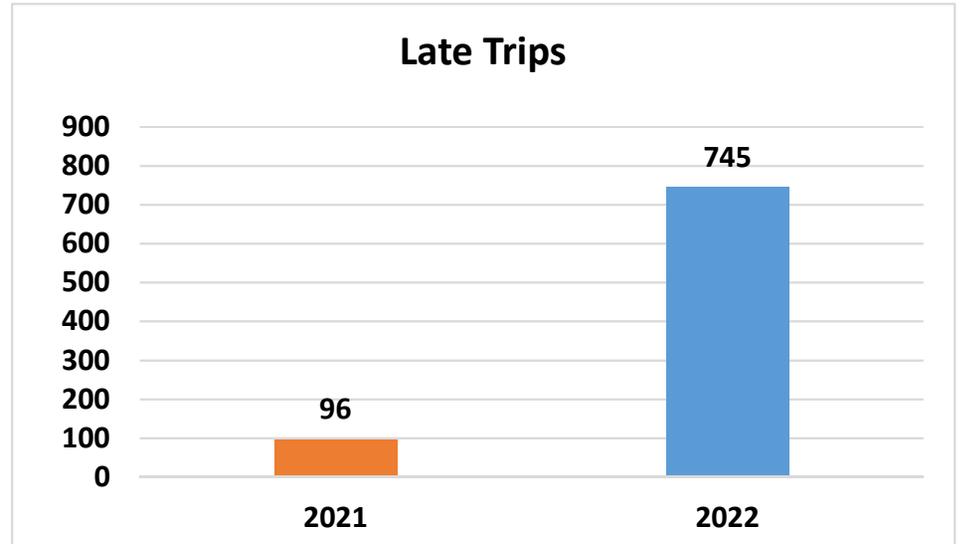
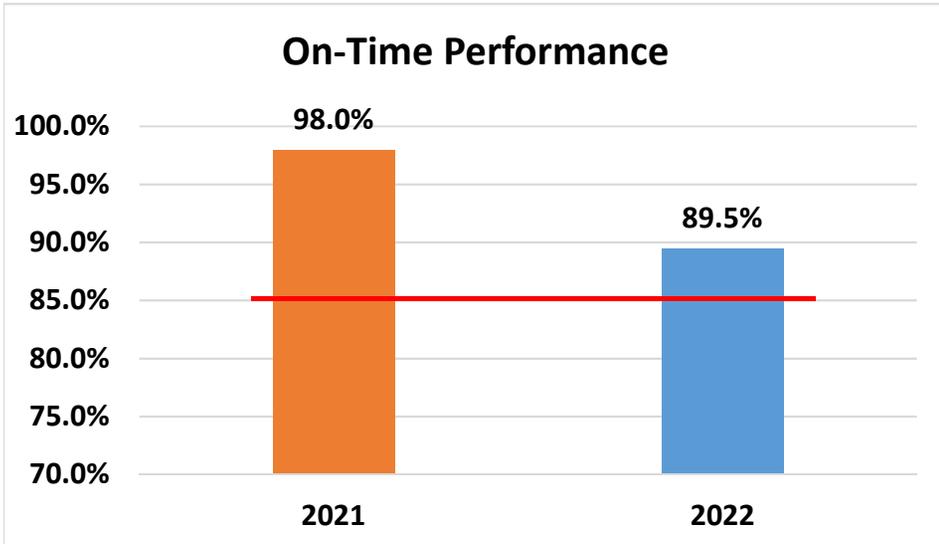
The definition of a late trip is when the vehicle arrives outside of the scheduled 30 minute pick-up window. There was an increase of late trips compared to January 2021, due to a 45% increase in total trips 2,224 and a 39.4% increase in total passengers 2,123 along with a shortage in workforce.

Recommendation:

Receive and file.

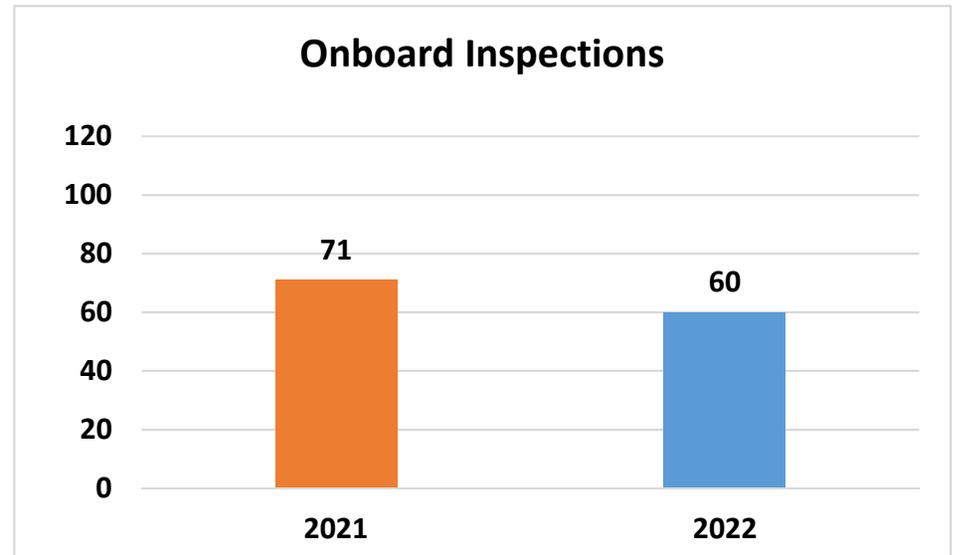
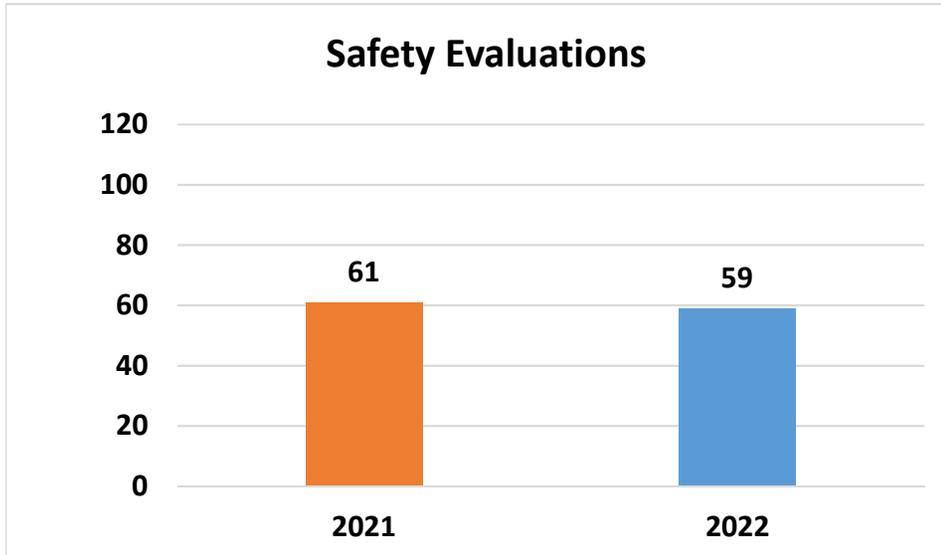
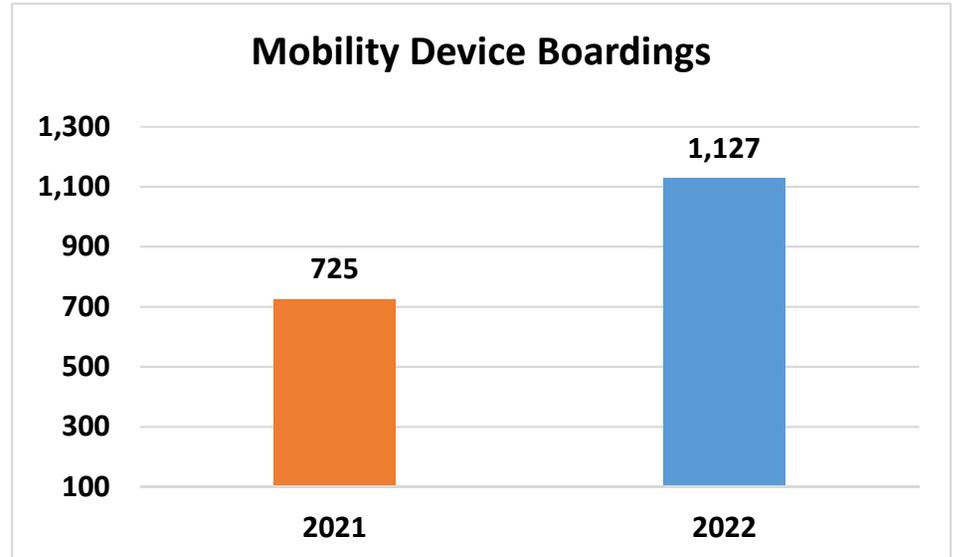
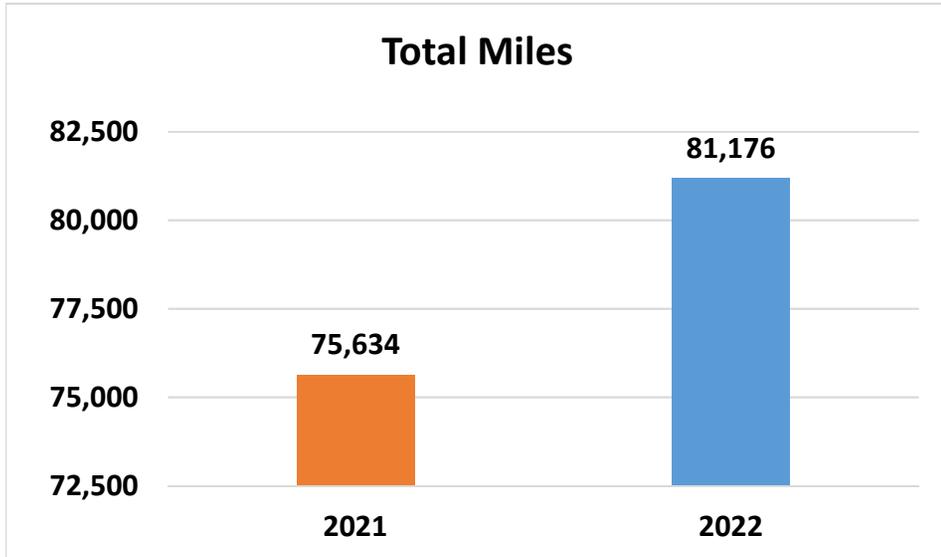
SunDial Operational Charts

January 2021 vs. January 2022



SunDial Operational Charts

January 2021 vs. January 2022



SunLine Transit Agency
CONSENT CALENDAR

DATE: February 23, 2022

TO: Finance/Audit Committee
Board of Directors

RE: Metrics for January 2022

RECEIVE & FILE

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. Included in this packet is ridership data for the mobile ticketing usage of the Token Transit application and the Haul Pass programs with the various High Schools in the Coachella Valley, College of the Desert (COD) and California State University San Bernardino (CSUSB) Palm Desert Campus.

SunRide

- New metric formatting change due to new technology platform.
- Walk-up rider booking method is eliminated with new technology platform that began January 10, 2022.
- January 2022 decline in completed trips
 - Short-term decline in completed trips expected as riders transition and familiarize themselves with the new technology platform.
 - Mecca/North Shore geo-fence saw slow adoption of new SunRide app due to difference in customer technology access and fluency.
 - In-person SunRide outreach events stalled in December and January following a surge of positive COVID-19 cases due to the Omicron variant.
 - In-person outreach in all zones resumed in February, allowing SunLine the opportunity to further assist riders in technology platform transition and community binding.
- SunRide On-Time Performance soared above goals in 7 of 8 data points while simultaneously exceeding customer satisfaction goals by 30% or higher in every geo-fence area.

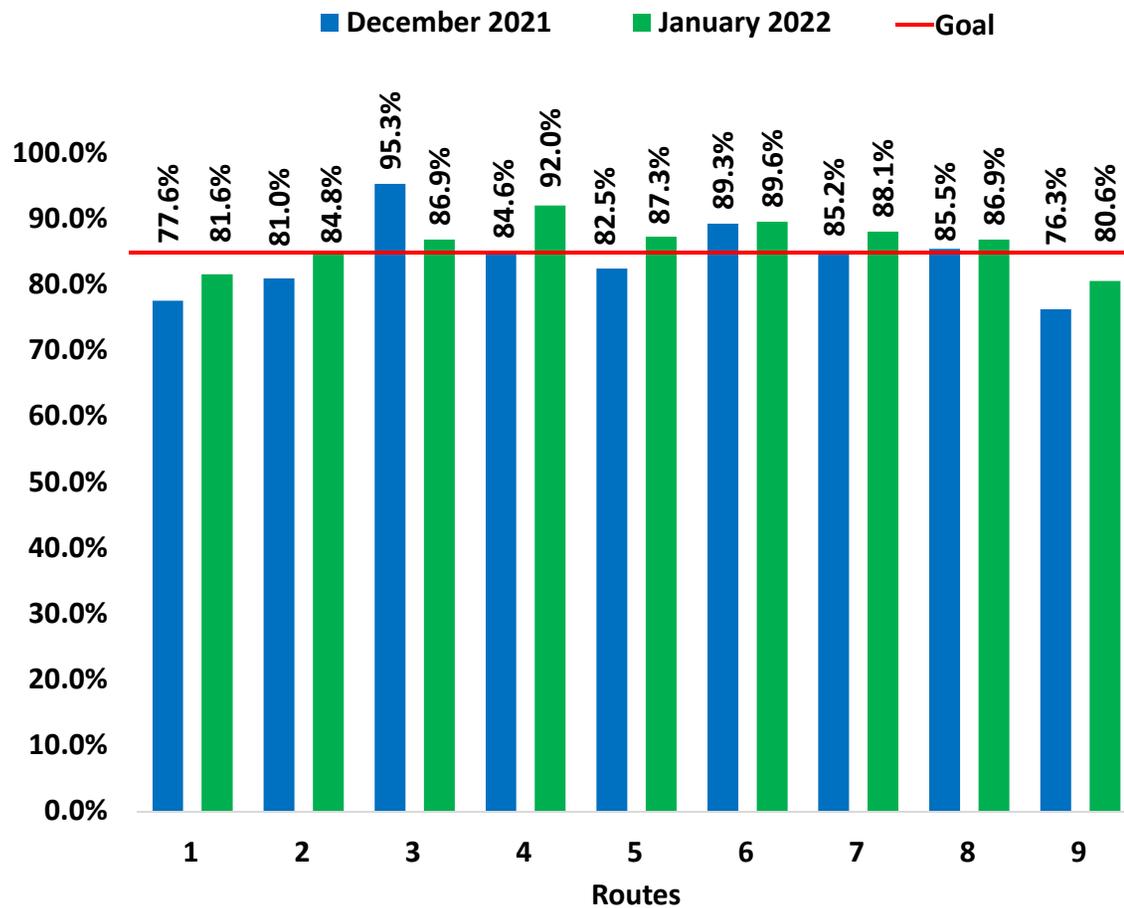
Fixed Route

- Fixed route on-time performance had an increase from December 2021 to January 2022.
- Routes 1, 2 and 9 did not meet the 85% goal for January 2022 due to construction, heavy traffic and passenger problems.
- Decrease in Haul Pass CSUSB was anticipated since there were no in-person classes for January 2022. In-person classes will resume on Tuesday, February 22, 2022.

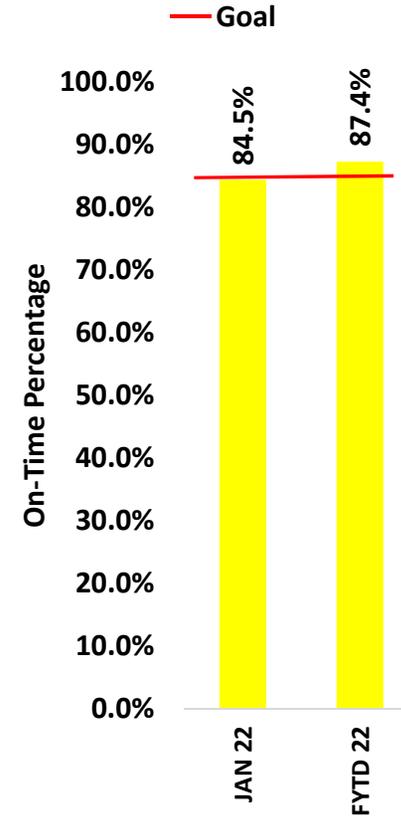
Recommendation:

Receive and file.

On-Time Performance Percentage by Route



On-Time Performance System-Wide



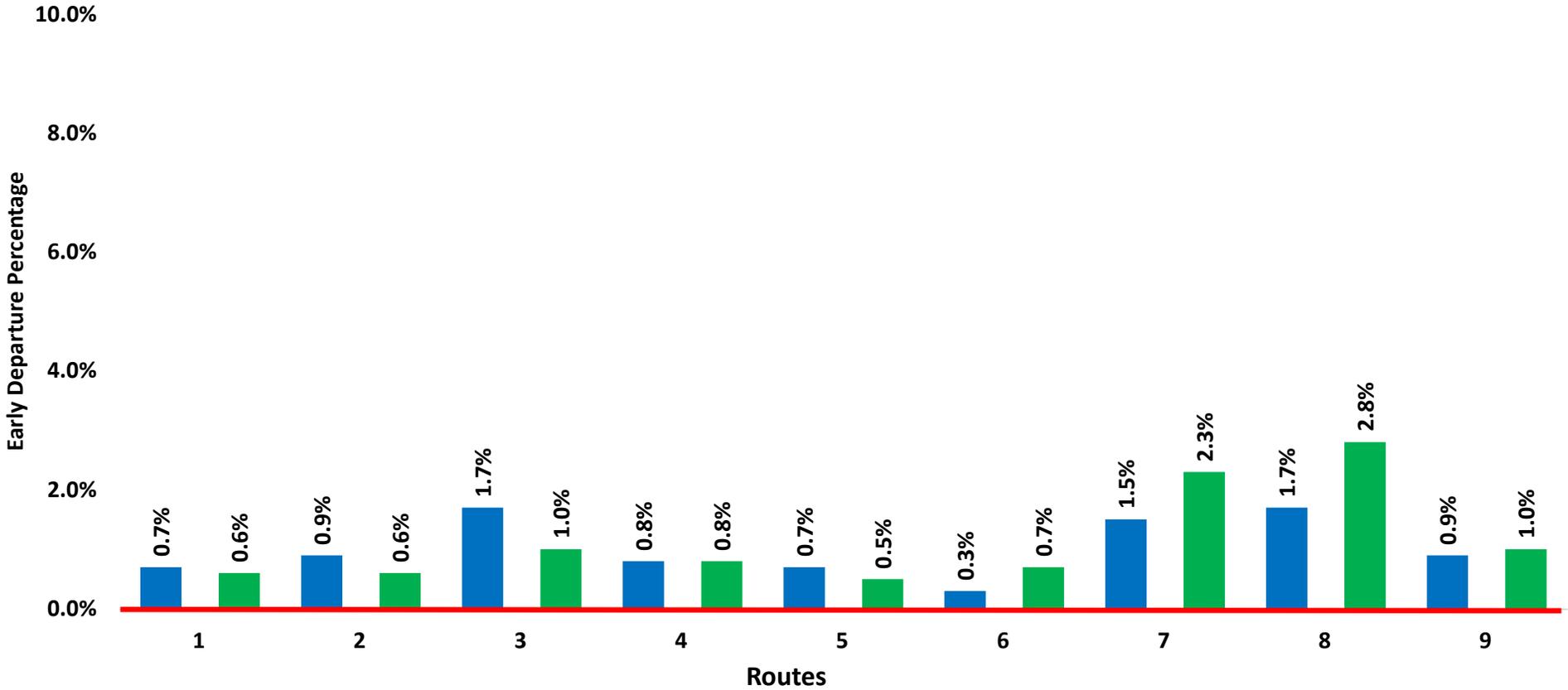
Definition: "On-Time" - When a trip departs a time point within a range of zero minutes early to five minutes late.

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

Exceptions: Construction, heavy traffic and passenger problems.

Early Departure Percentage by Route

■ December 2021 ■ January 2022

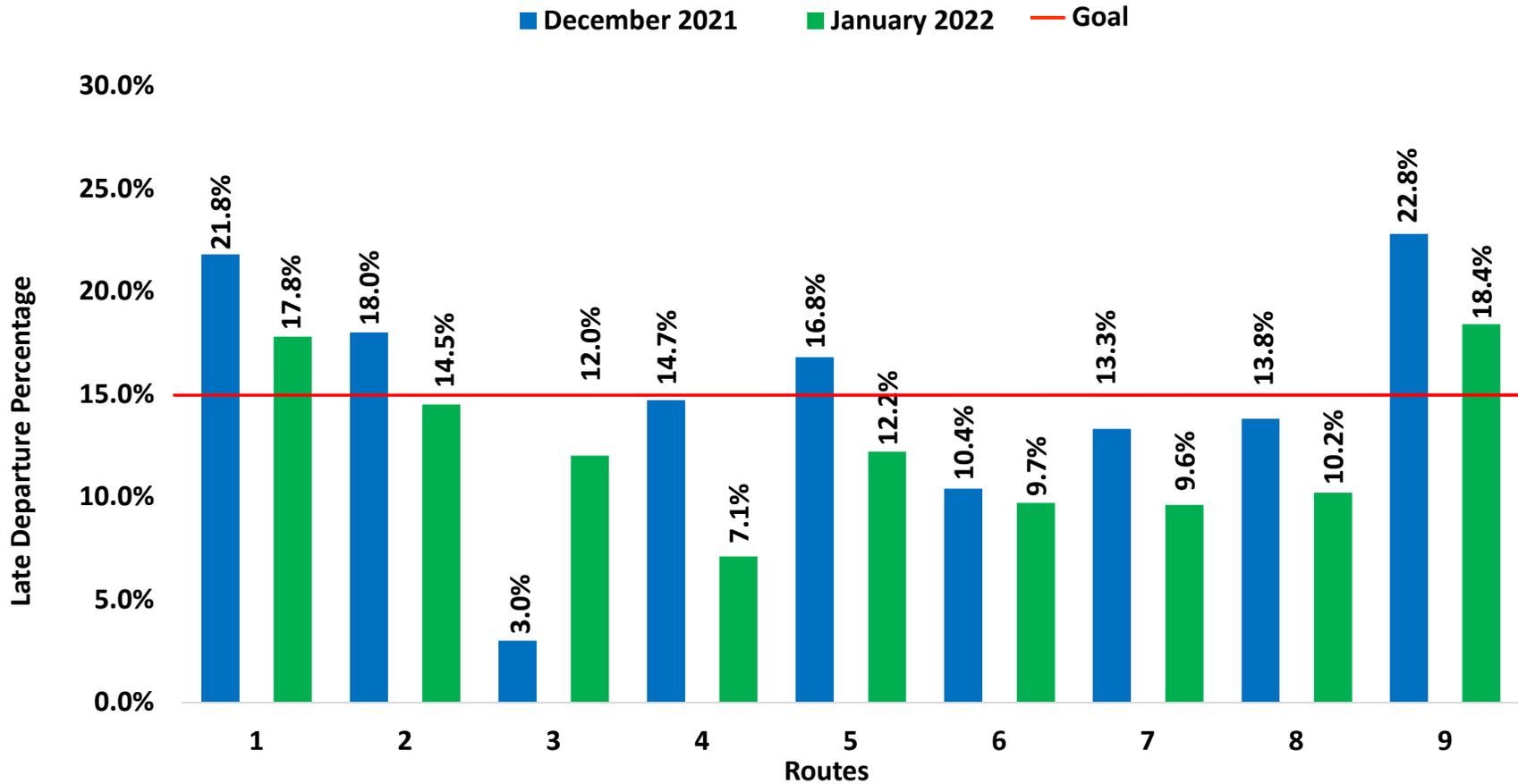


Definition: When a bus leaves a time point ahead of the scheduled departure time.

Goal: To reduce early departures to 0%.

Note: We are focused on improving early pulls on Route 7 and Route 8, we have supervisor checking at timepoints.

Late Departure Percentage by Route

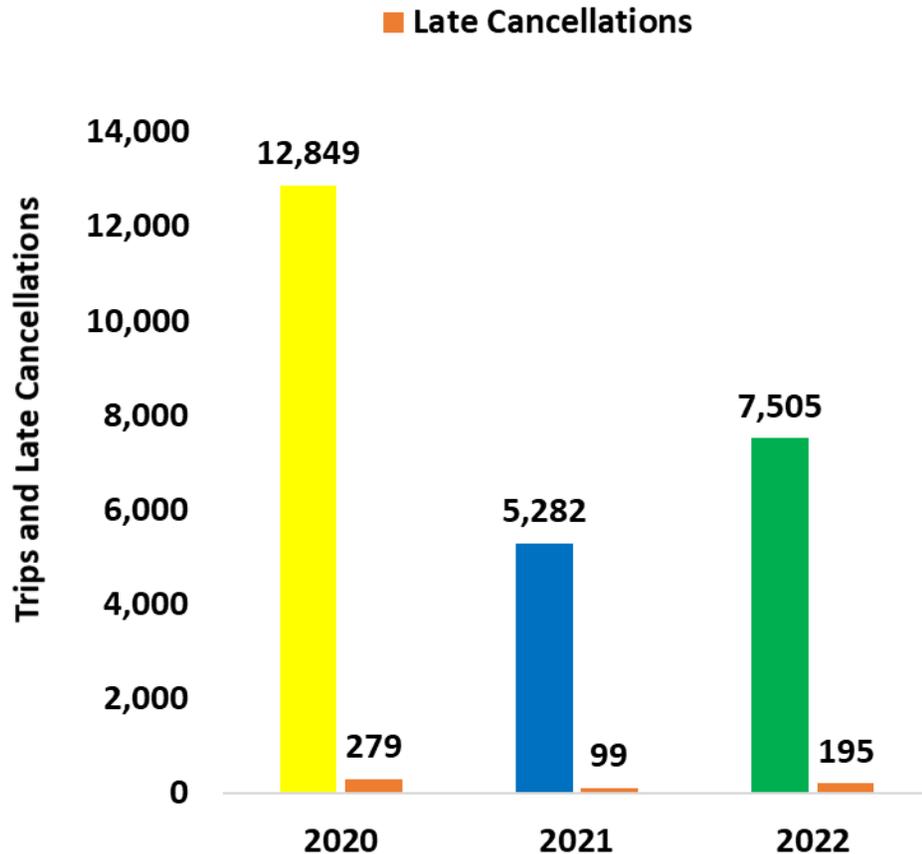


Late Definition: When a bus leaves a time point after the scheduled departure time and the route is running late with a departure greater than 5 minutes.

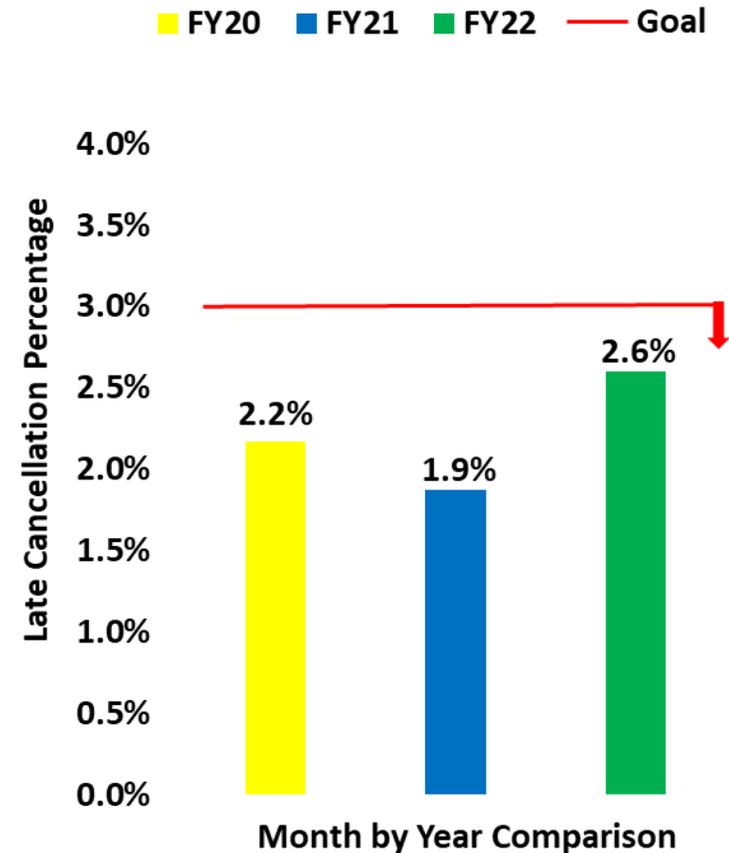
Goal: To ensure late departures remain below 15%.

Note: Construction, heavy traffic and passenger problems.

Total Trips vs. Late Cancellations January



Late Cancellation Percentage



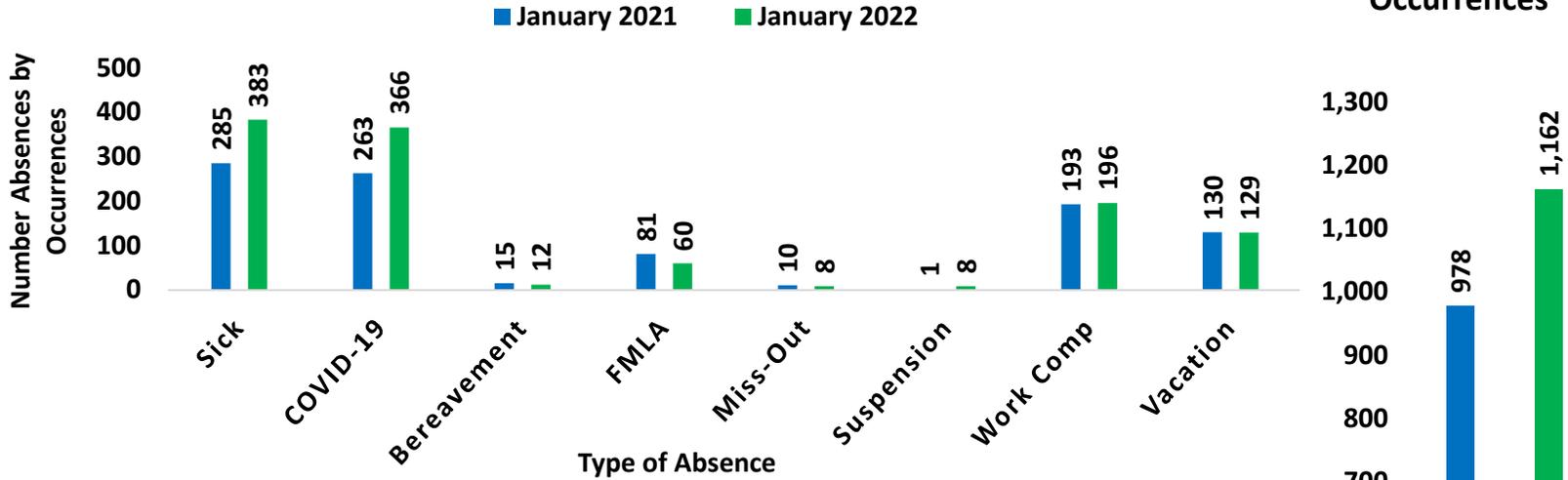
Trip: A one-way trip booked by the rider. A round trip is counted as two (2) trips.

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

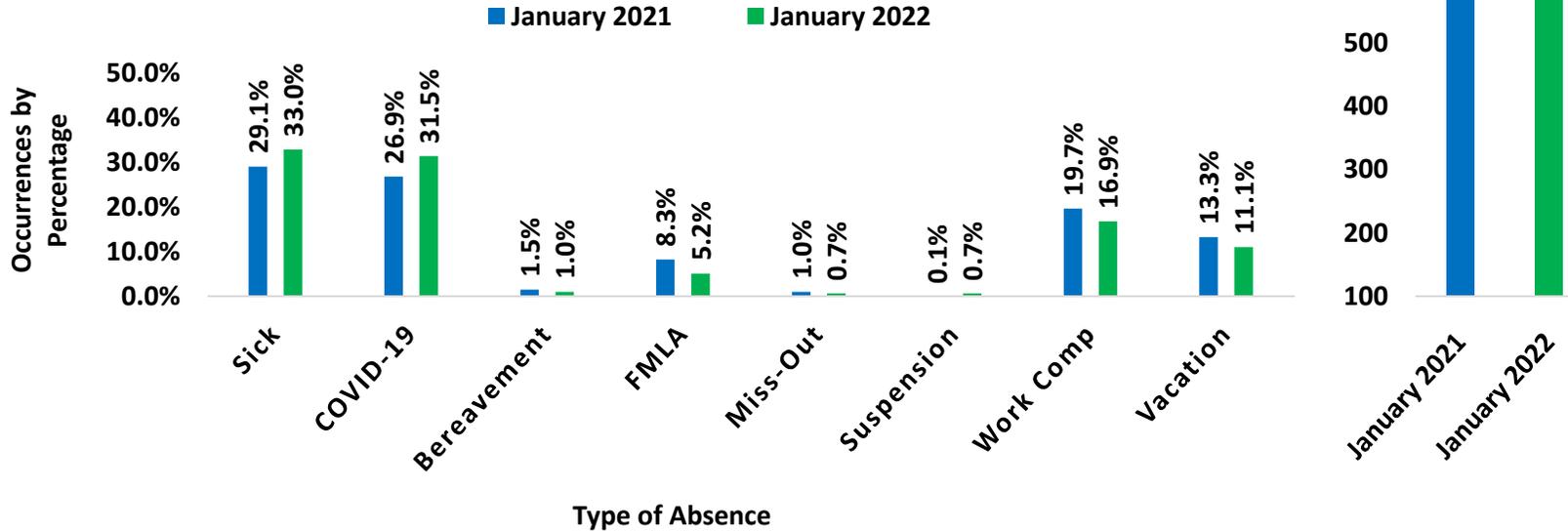
Goal for Late Cancellations: 3% or below.

Total Trips: Total one-way trips completed.

Operator Absence by Type

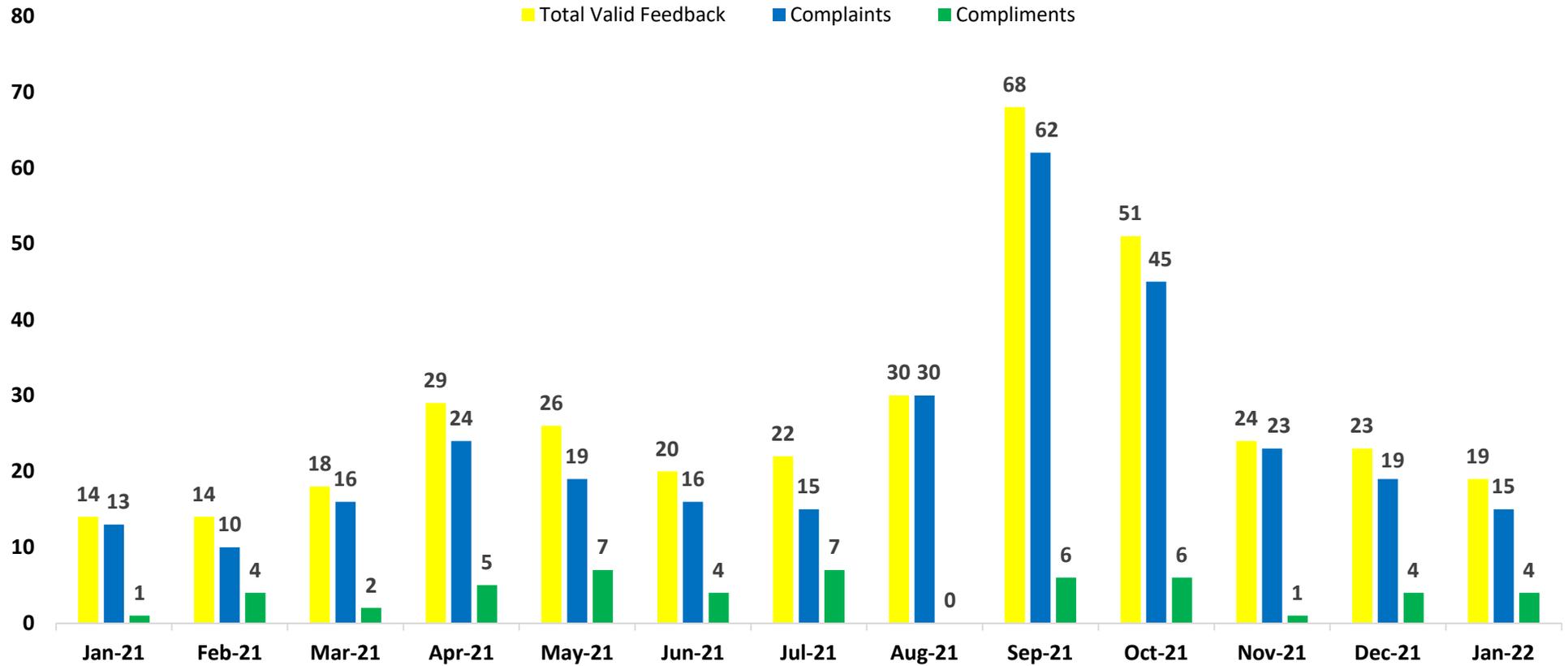


Operator Absence Type by Percentage



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 January 2021 when compared to January 2022.

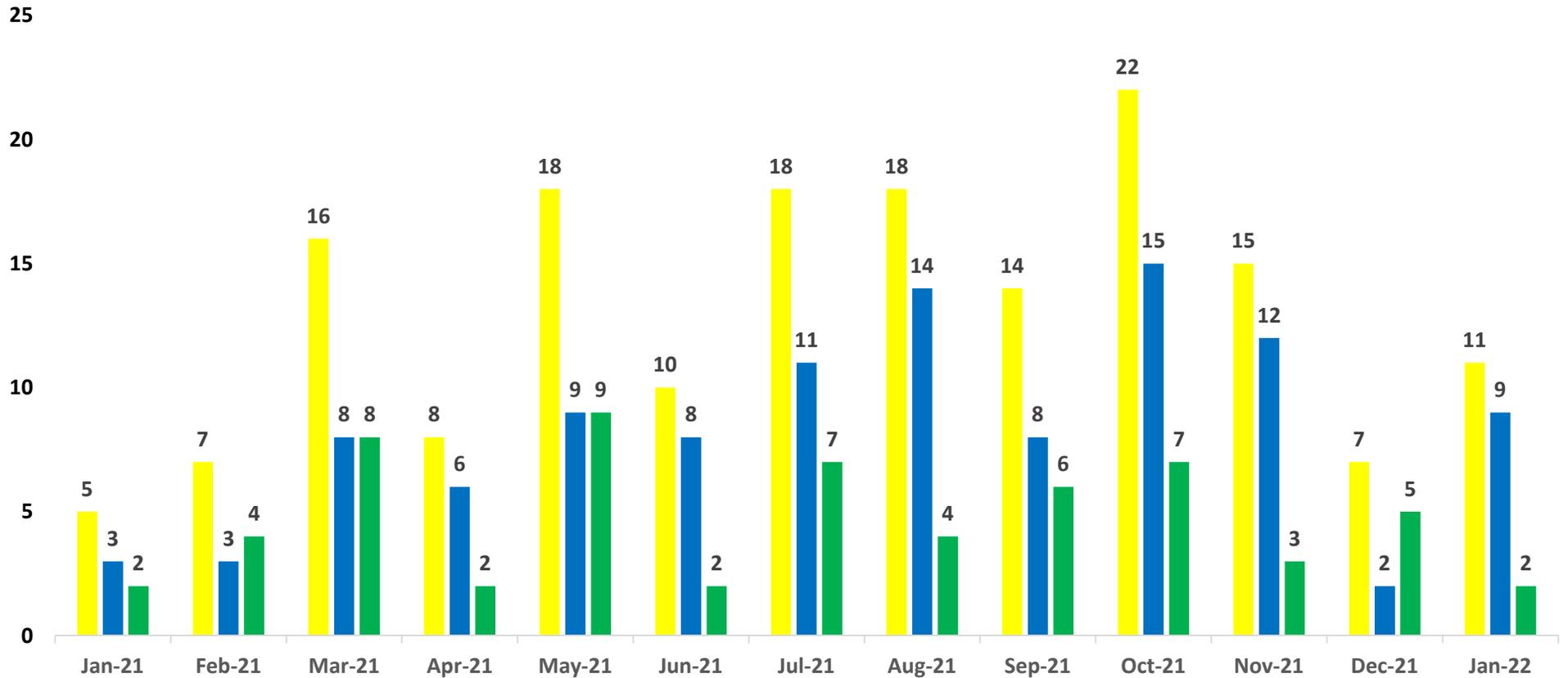
Fixed Route Customer Feedback January 2021 through January 2022



Valid fixed route feedback comprised of compliments and complaints for January 2021 through January 2022

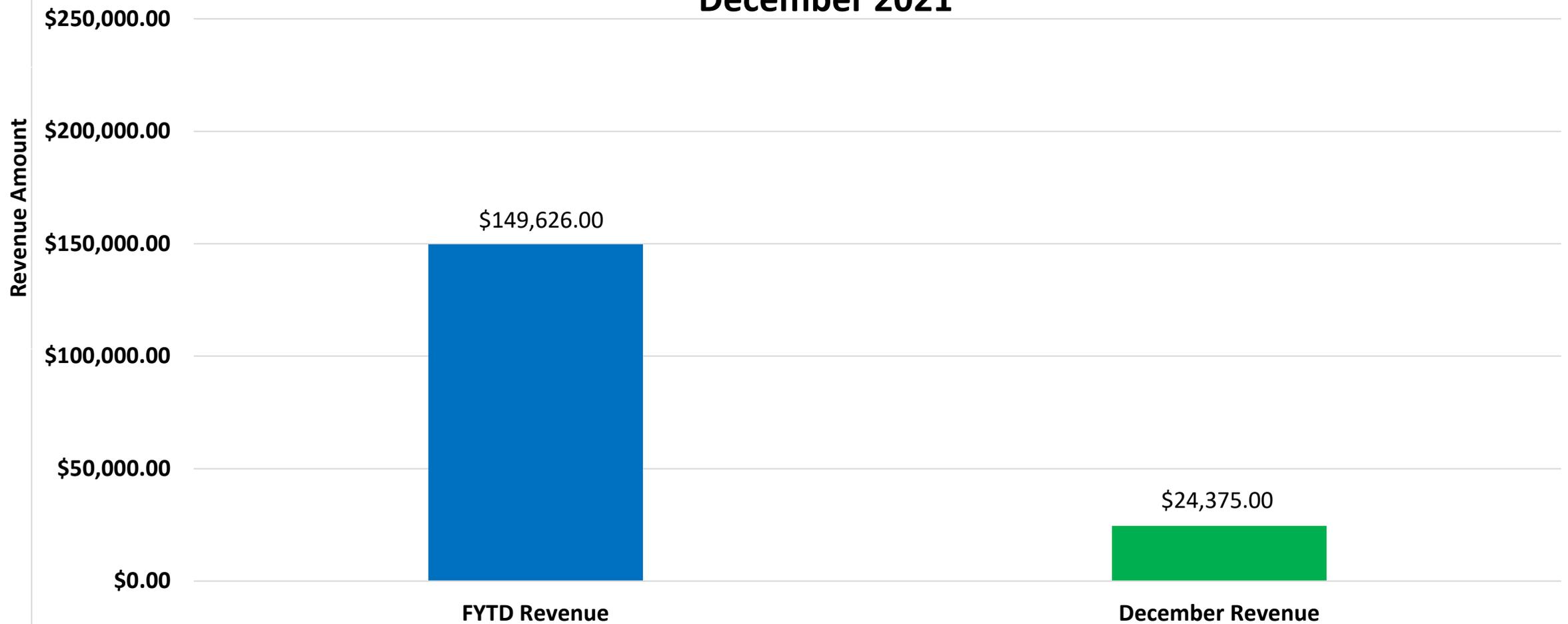
Paratransit Customer Feedback January 2021 through January 2022

Total Valid Feedback Complaints Compliments



Valid paratransit feedback comprised of compliments and complaints for January 2021 through January 2022

Advertising Revenue FYTD Budget vs FYTD Agency Revenue December 2021

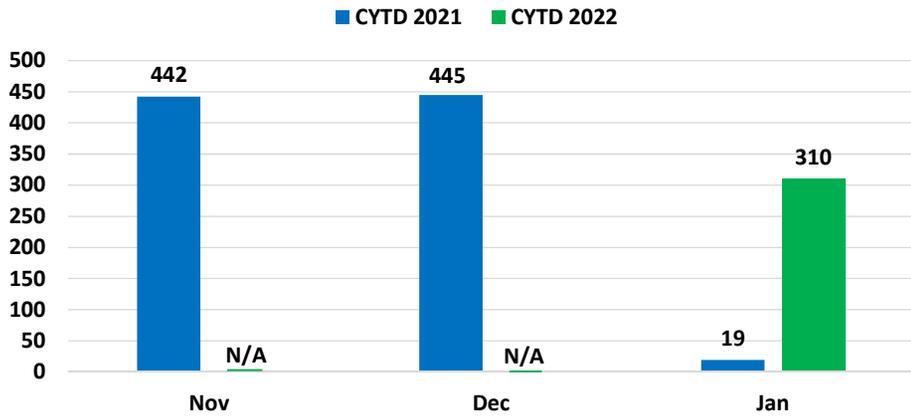


Advertising revenue tracks revenue of invoiced contracts for bus shelter and bus wrap advertising. The graph tracks FYTD revenue accrued with the monthly revenue accrued. The annual budget amount for FY22 is \$250,000. (*Advertising revenues follow Finance Department reporting from the previous two (2)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

SunRide System-Wide Metrics CYTD 2022

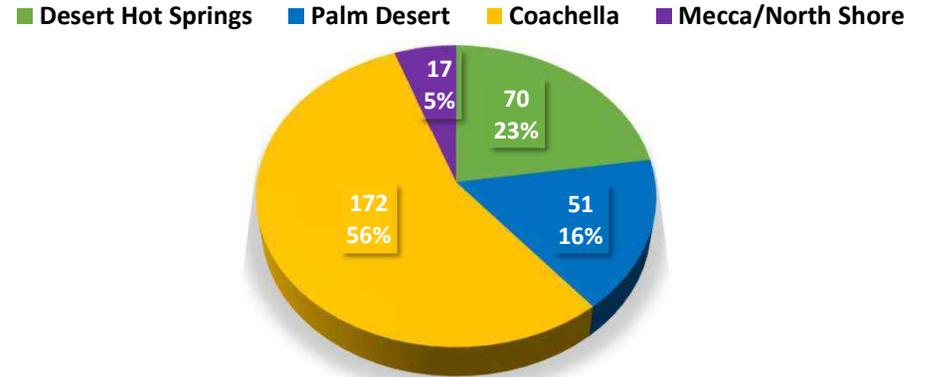
Total Completed Trips: 310

Completed Rides - Three Month Comparison



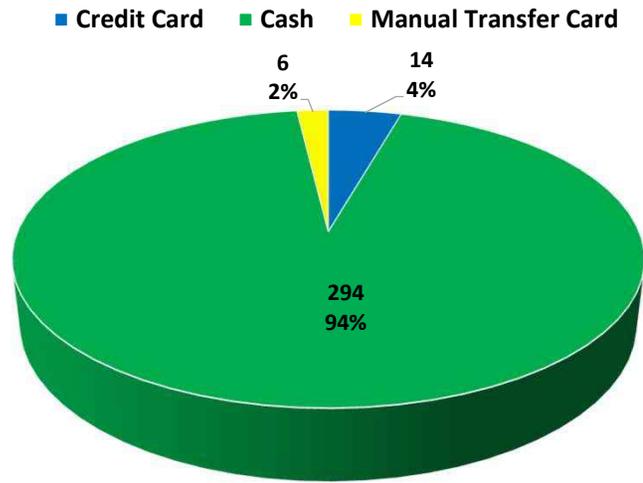
The chart compares completed trips for the current month compared to the previous two (2) months.

Trips by Zone CYTD 2022



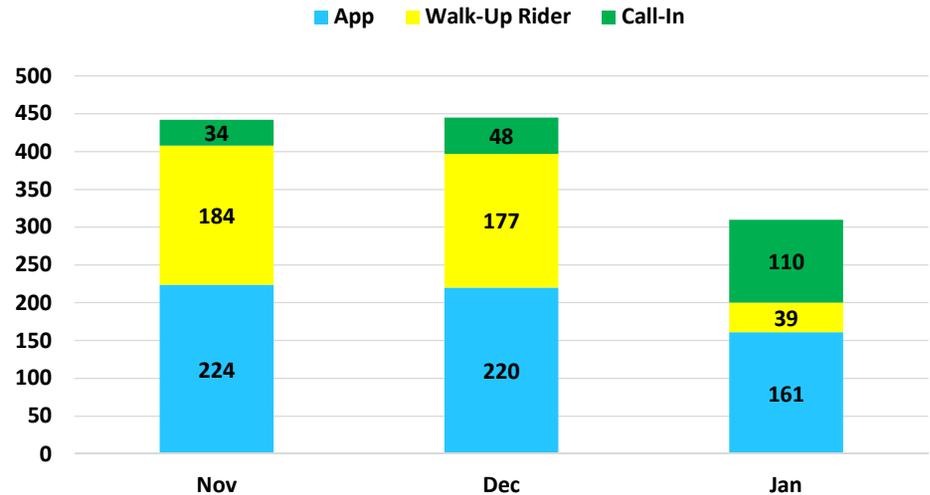
The pie chart illustrates the number and percentage of trips completed by each geo-fence zone for CYTD 2022.

SunRide Payment Method



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

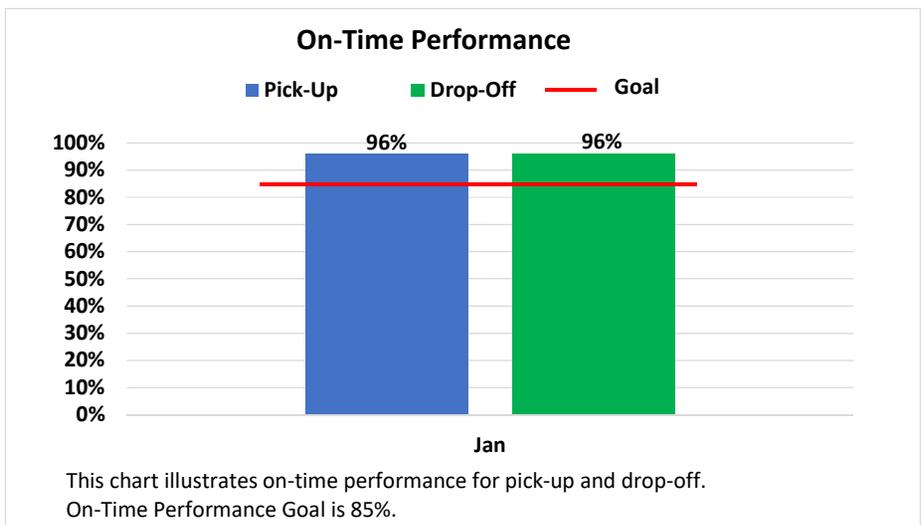
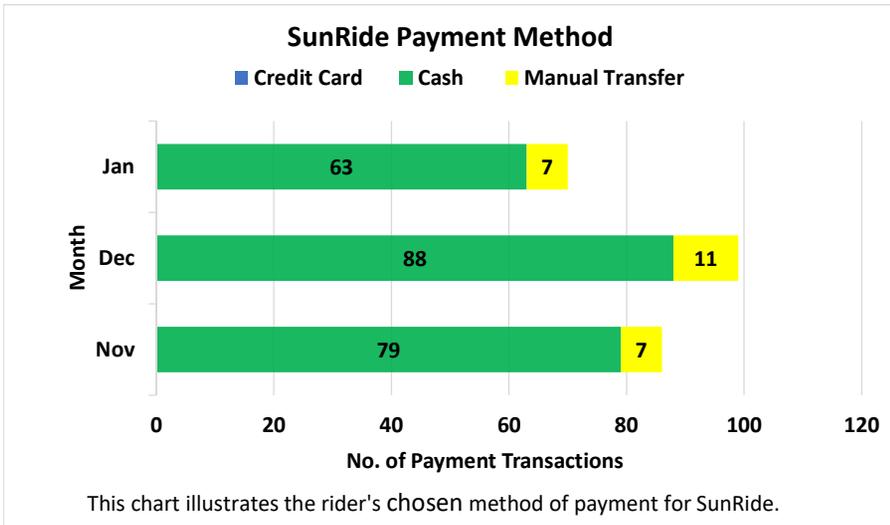
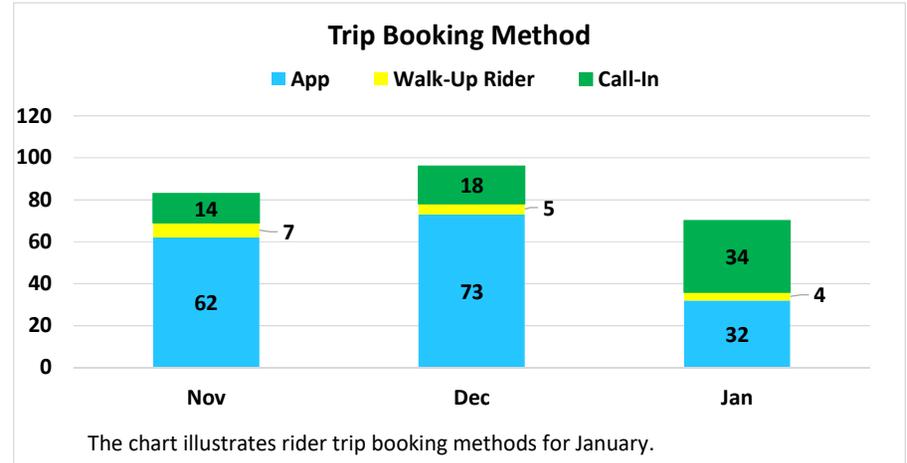
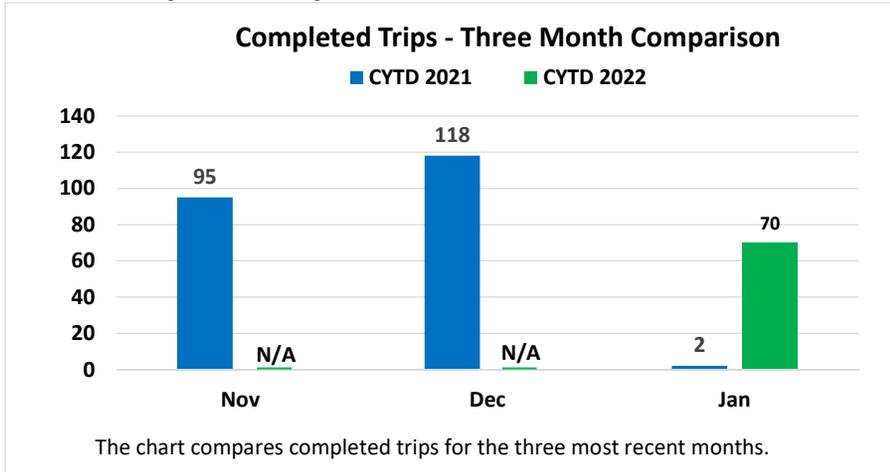
Trip Booking Method



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

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

Total Completed Trips: 70

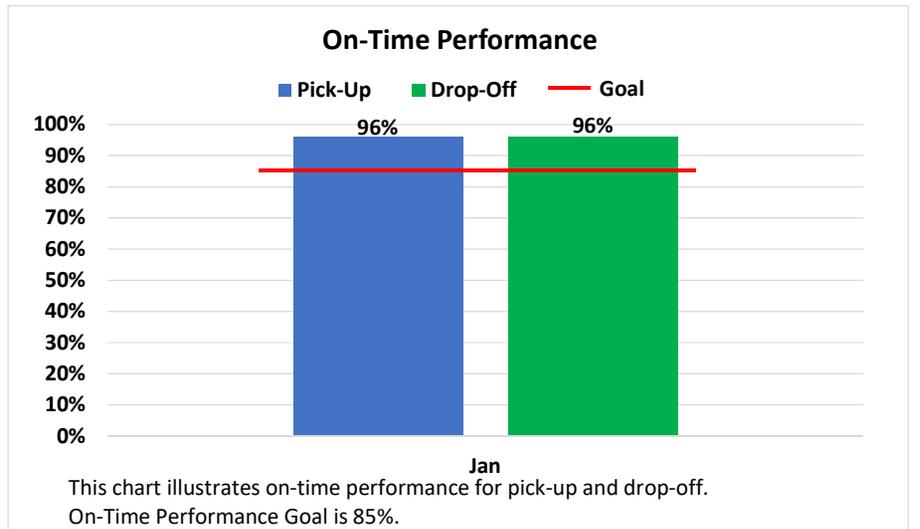
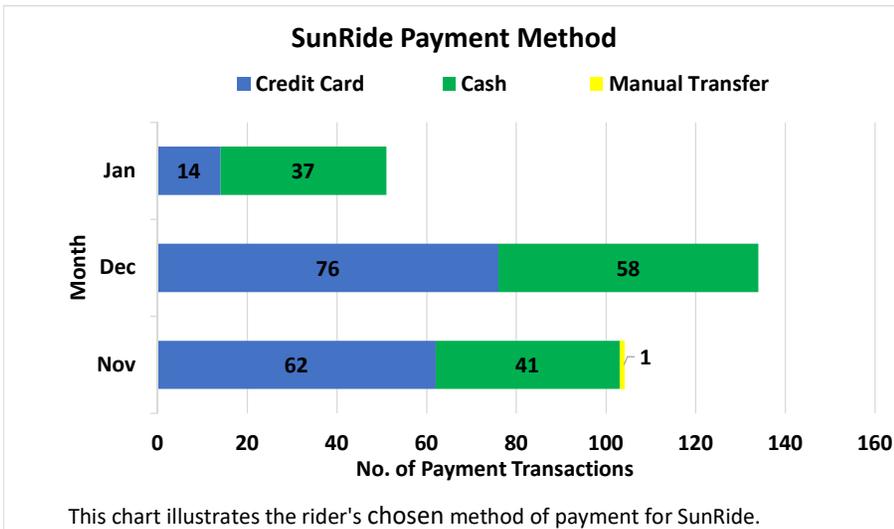
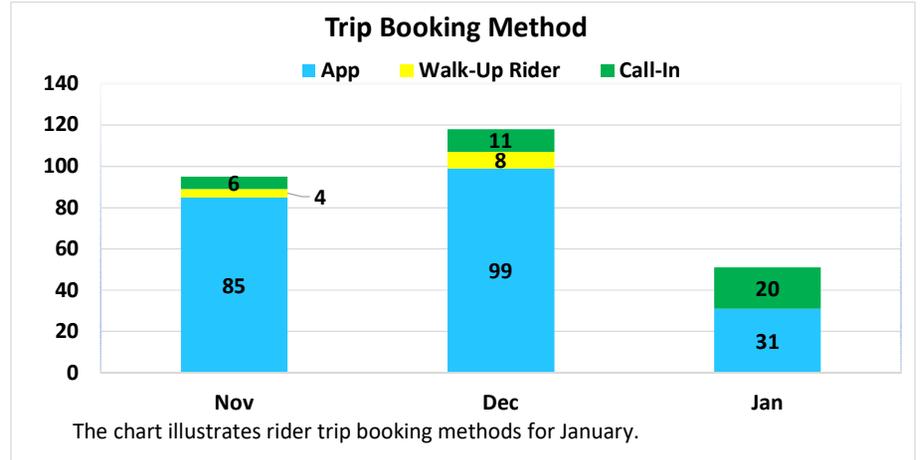
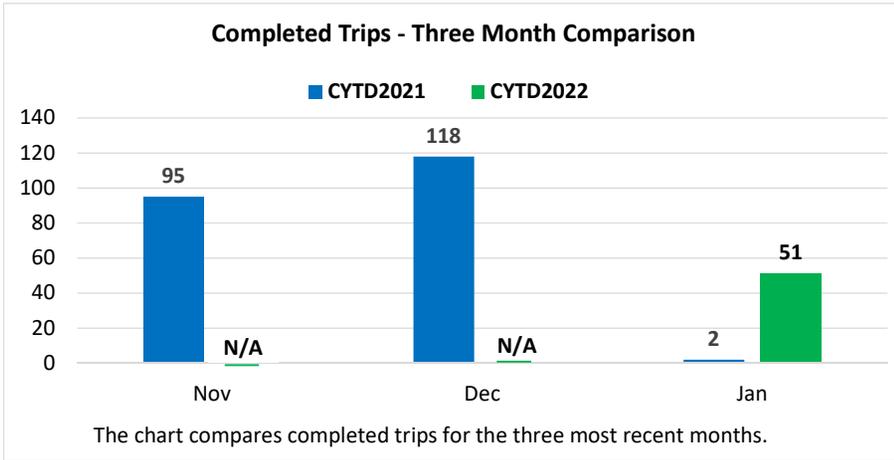


Customer Satisfaction Rating
Avg. rider trip rating 5.0
Goal: 4.5



Palm Desert Geo-Fence Metrics CYTD 2022

Total Completed Trips: 51

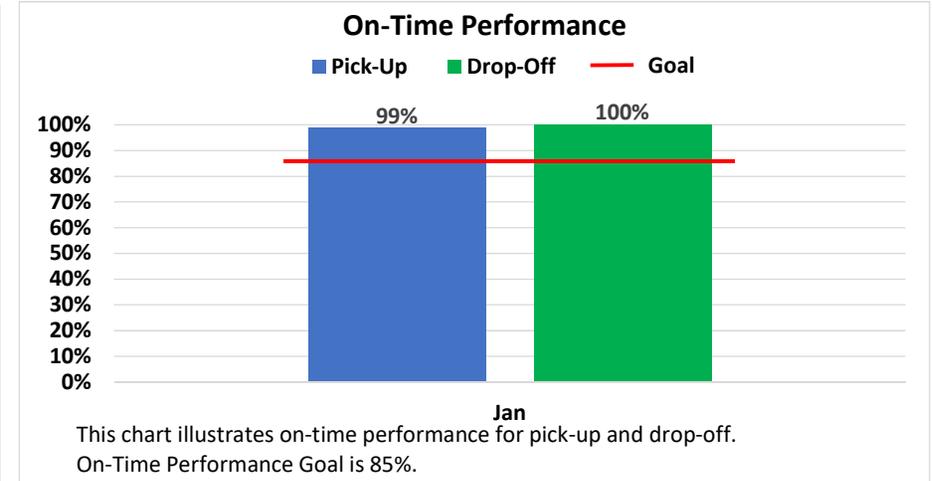
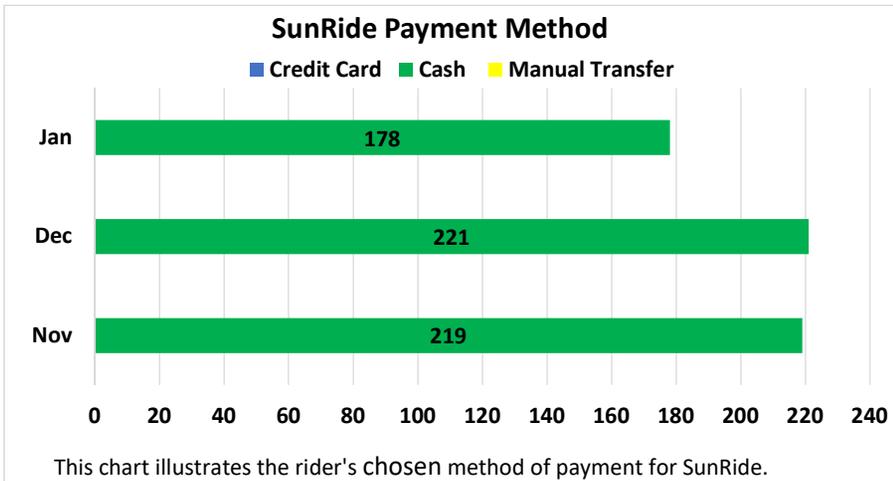
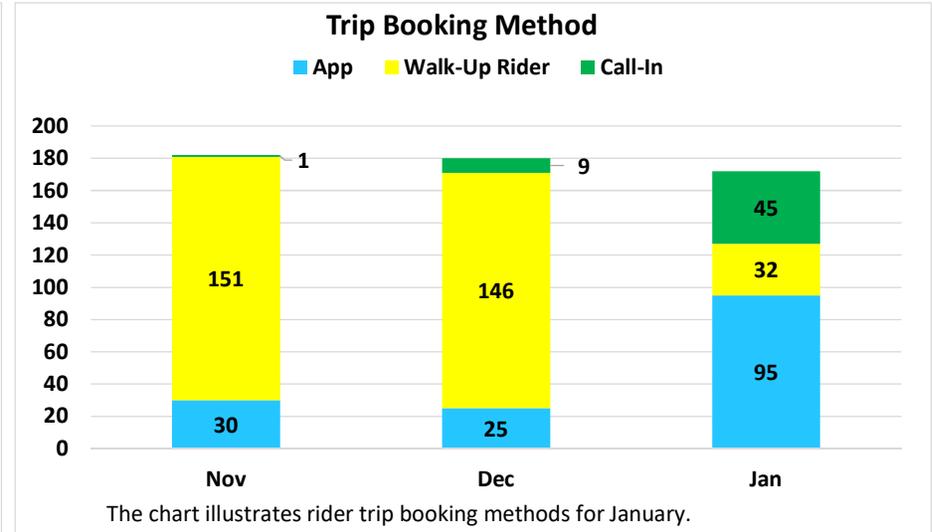
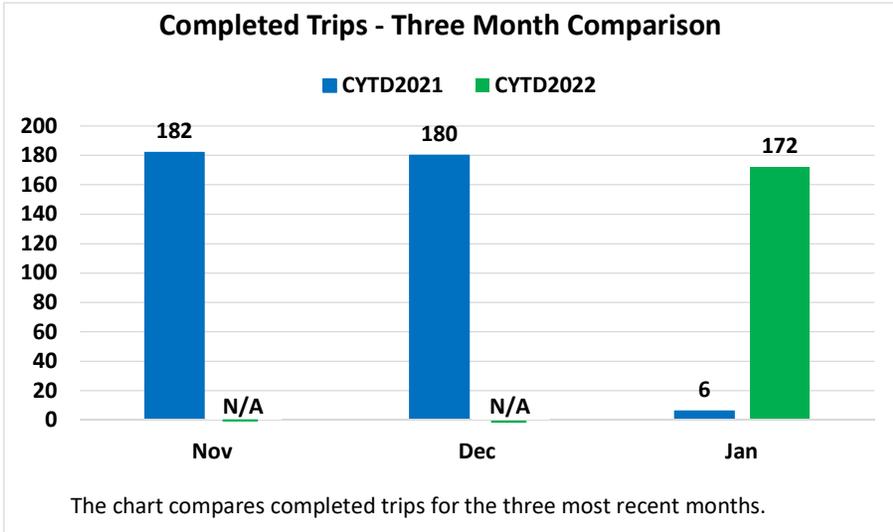


Customer Satisfaction Rating
Avg. rider trip rating: 4.9
Goal: 4.5



Coachella Geo-Fence Metrics CYTD 2022

Total Completed Trips: 172

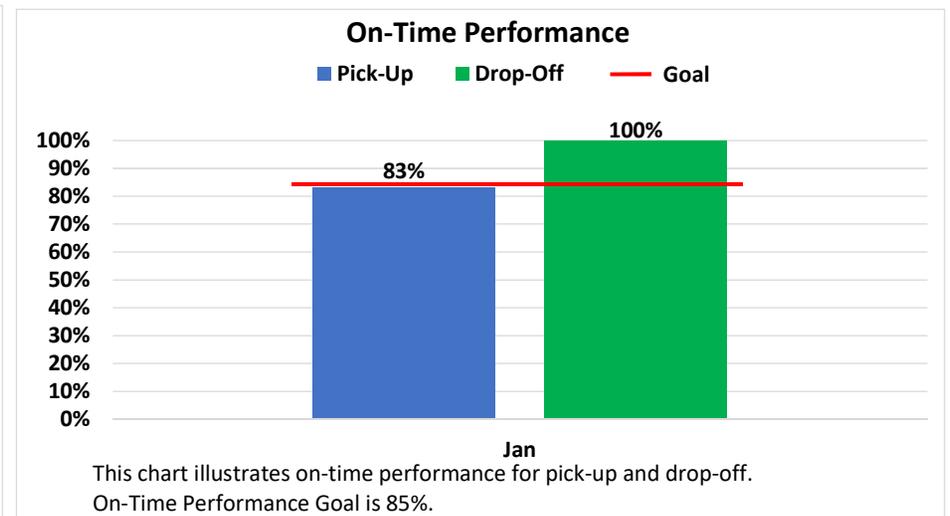
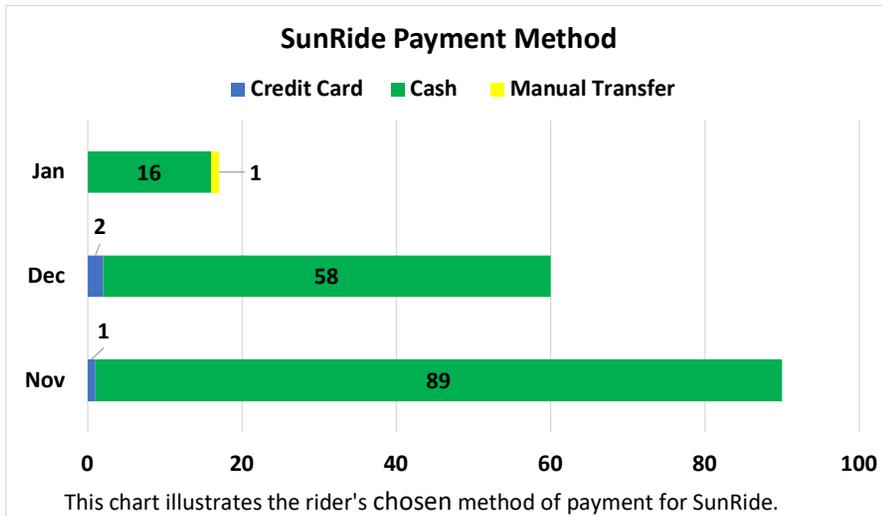
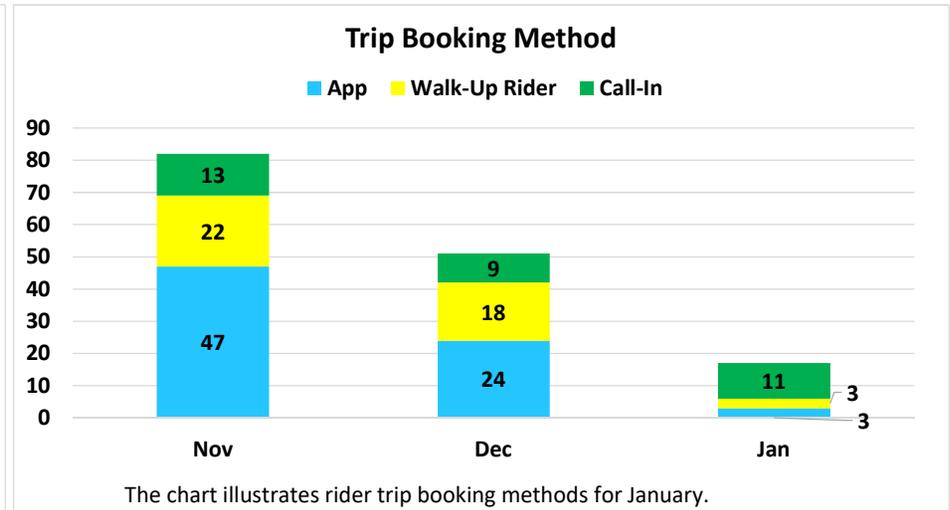
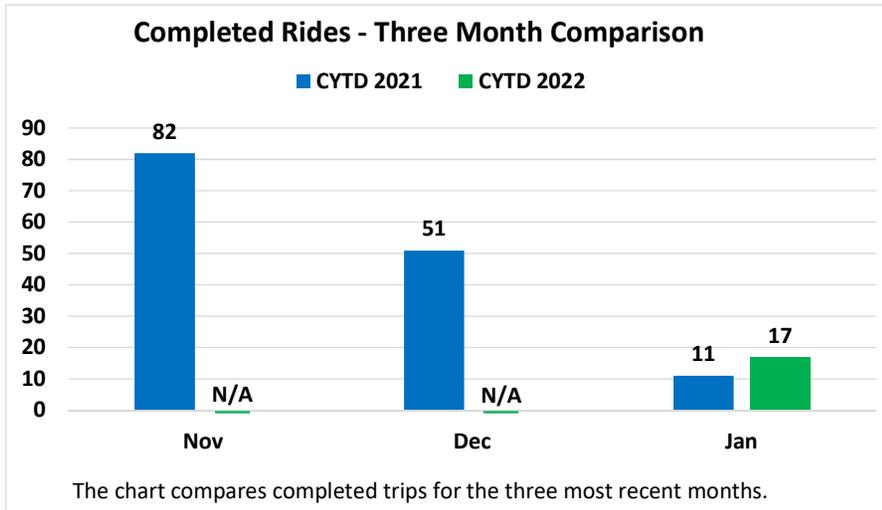


Customer Satisfaction Rating
Avg. rider trip rating: 4.8
Goal: 4.5



Mecca/North Shore Geo-Fence Metrics CYTD 2022

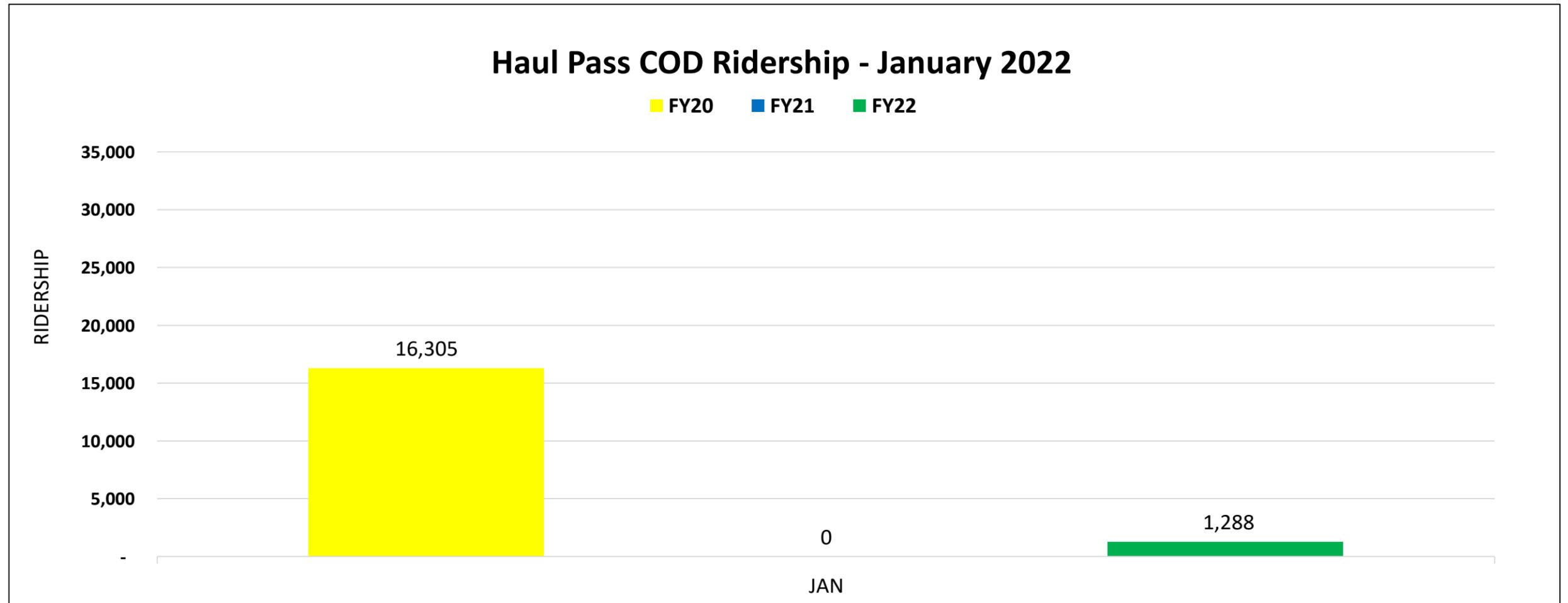
Total Completed Trips: 17



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



Haul Pass COD Ridership - January 2022



The Haul Pass program was introduced in August 2018.

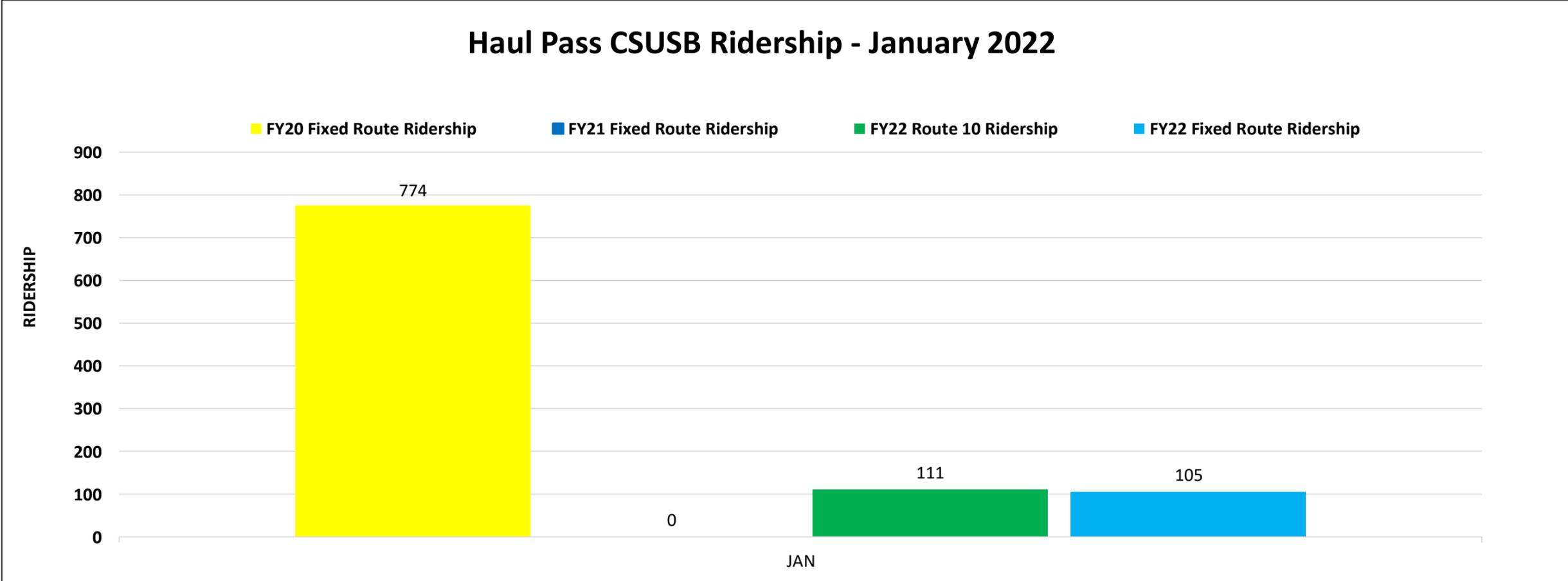
This chart represents monthly ridership on the Haul Pass COD program.

Haul Pass COD contributed with 1,288 rides from 101 unique riders.

On Sunday, May 2, 2021, SunLine resumed fare collection. May 2021 was the first month to have data available for FY21.

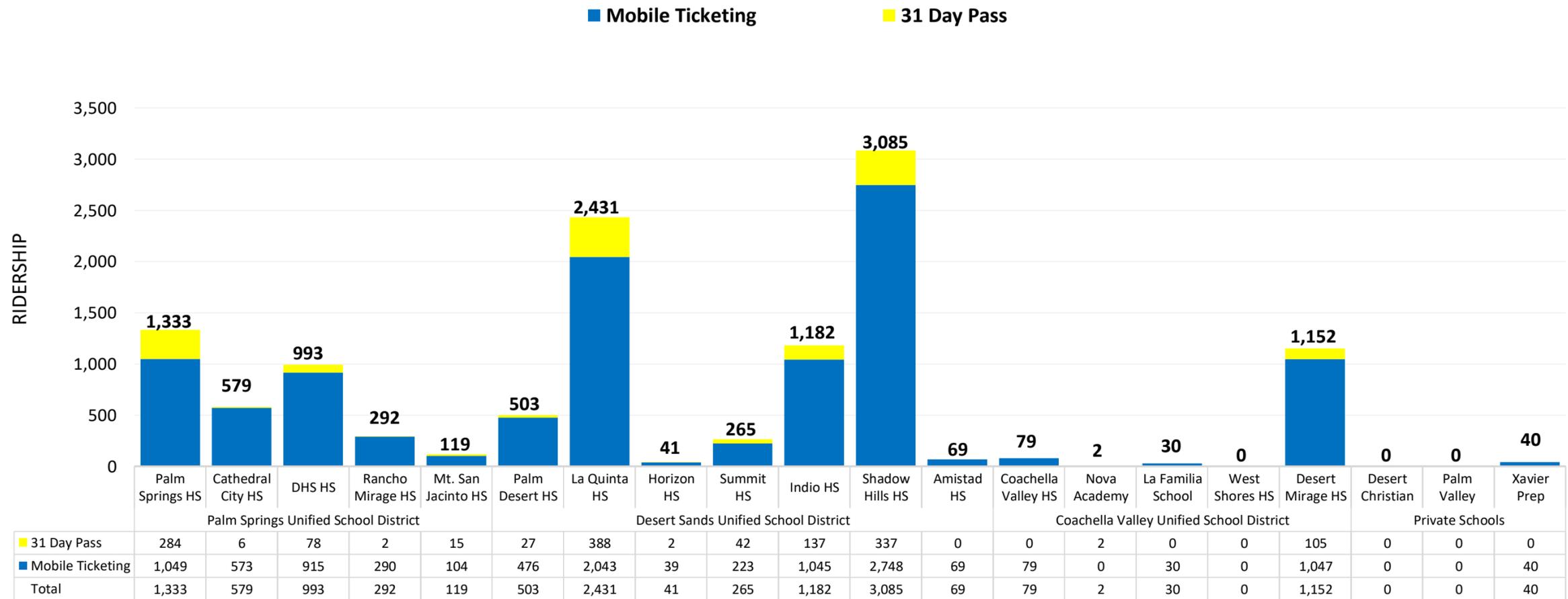
On October 17, 2021, SunLine commenced operations under Level 2.

Haul Pass CSUSB Ridership - January 2022



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 216 rides from 38 unique riders and a total of 216 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.
 Ridership for Haul Pass CSUSB decrease was anticipated since there were no in-person classes for January 2022.

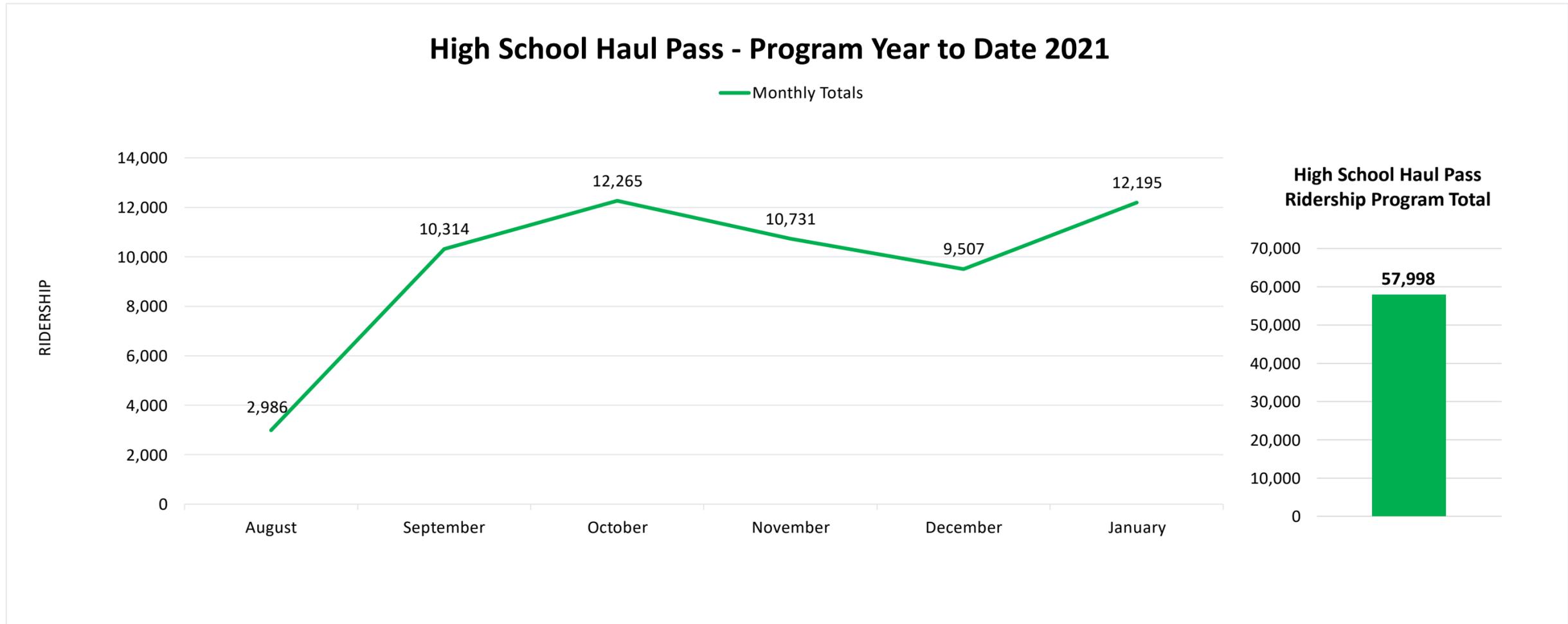
High School Haul Pass - January 2022



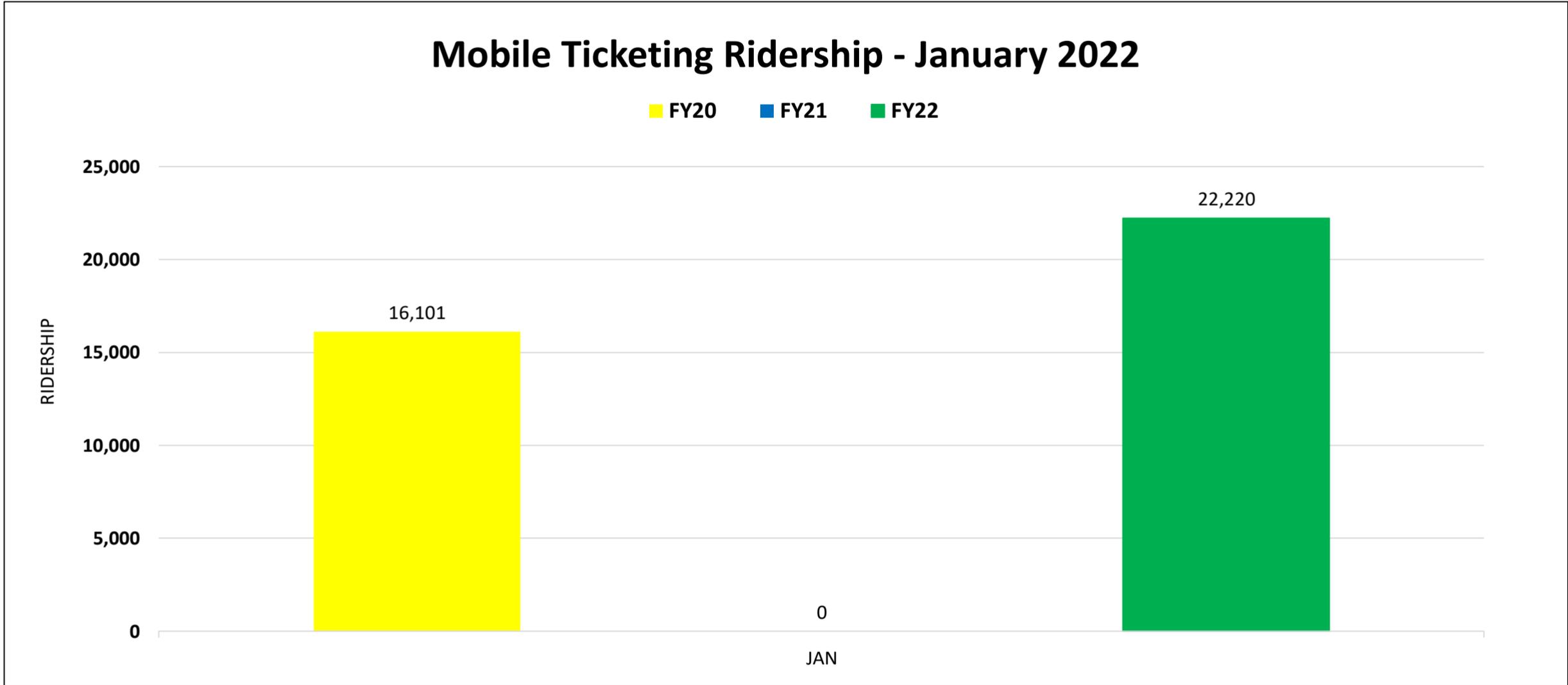
The High School Haul Pass program was introduced in August 2021.

This chart represents monthly ridership by school for the High School Haul Pass program.

The total active users as of January 2022 are 1,631 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.



This chart represents all monthly mobile ticketing usage based on the Token Transit app data. The total for January 2022 includes 200 paratransit mobile tickets. A total of 1,422 unique users used mobile ticketing in the month of January. 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.

SunLine Transit Agency
CONSENT CALENDAR

DATE: February 23, 2022 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Quarterly Performance Summary for the Fourth Quarter of Calendar Year
2021

Summary:

The following quarterly reports demonstrate the performance of the bargaining and non-bargaining pension plans for the fourth 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 both returned 4.53% in the fourth quarter of calendar year 2021.

Recommendation:

Receive and file.

Asset Allocation & Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	2021	1 Year	3 Years	5 Years	Since Inception	Inception Date
Total Fund	41,360,595	100.00	4.53	12.24	12.24	16.46	N/A	11.17	07/01/2017
<i>PFM Blended Benchmark</i>			3.69	10.04	10.04	14.66	N/A	10.03	07/01/2017
Domestic Equity	15,408,208	37.25	9.66	N/A	N/A	N/A	N/A	17.81	04/01/2021
<i>Russell 3000 Index</i>			9.28	25.66	25.66	25.79	17.97	18.16	04/01/2021
Vanguard Total Stock Market ETF	13,003,717	31.44	9.15	25.72	25.72	25.76	17.98	45.26	04/01/2020
<i>Russell 3000 Index</i>			9.28	25.66	25.66	25.79	17.97	45.19	04/01/2020
Jensen Quality Growth Fund	1,652,630	4.00	15.05	30.33	30.33	25.98	20.41	22.49	04/01/2019
<i>S&P 500</i>			11.03	28.71	28.71	26.07	18.47	22.90	04/01/2019
iShares Core S&P Mid-Cap ETF	751,860	1.82	7.98	24.68	24.68	21.34	13.03	7.98	10/01/2021
<i>S&P MidCap 400</i>			8.00	24.76	24.76	21.41	13.09	8.00	10/01/2021
International Equity	8,028,112	19.41	2.99	N/A	N/A	N/A	N/A	5.09	04/01/2021
<i>MSCI AC World ex USA (Net)</i>			1.82	7.82	7.82	13.18	9.61	4.18	04/01/2021
Vanguard Total International Stock ETF	2,706,111	6.54	2.13	8.73	8.73	13.74	9.94	30.75	04/01/2020
<i>MSCI AC World ex USA (Net)</i>			1.82	7.82	7.82	13.18	9.61	28.77	04/01/2020
J. O. Hambro International Select	1,874,778	4.53	6.33	9.21	9.21	19.03	13.71	12.54	07/01/2017
<i>MSCI AC World ex USA (Net)</i>			1.82	7.82	7.82	13.18	9.61	7.54	07/01/2017
Harding Loevner International Equity	2,081,550	5.03	4.58	8.51	8.51	17.81	12.82	23.29	07/01/2020
<i>MSCI AC World ex USA (Net)</i>			1.82	7.82	7.82	13.18	9.61	21.58	07/01/2020
Artisan International Small-Mid	382,730	0.93	-0.54	3.97	3.97	23.73	16.07	3.97	01/01/2021
Virtus KAR International Small-Mid Cap	538,425	1.30	-0.47	5.82	5.82	18.91	15.09	5.82	01/01/2021
<i>MSCI AC World ex USA Smid Cap Index (Net)</i>			0.62	10.16	10.16	14.72	10.30	10.16	01/01/2021
Hartford Schroders Emerging Markets Equity	444,518	1.07	-2.97	-4.97	-4.97	12.91	11.42	4.45	03/01/2018
<i>MSCI EM (net)</i>			-1.31	-2.54	-2.54	10.94	9.87	3.21	03/01/2018
Other Growth	2,050,140	4.96	8.56	N/A	N/A	N/A	N/A	23.62	04/01/2021
<i>MSCI US REIT Index</i>			16.32	43.06	43.06	18.50	10.78	31.54	04/01/2021
Cohen & Steers Inst Realty Shares	668,643	1.62	15.96	42.47	42.47	22.68	13.75	31.24	04/01/2021
Principal RE Securities Inst Fund	670,945	1.62	14.71	39.64	39.64	21.01	13.08	30.53	04/01/2021
<i>MSCI US REIT Index</i>			16.32	43.06	43.06	18.50	10.78	31.54	04/01/2021
SPDR Blmbg Convert Secs ETF	710,552	1.72	-1.78	2.26	2.26	24.28	16.86	-1.78	10/01/2021
<i>Bloomberg Liquid US Convertibles Index</i>			-1.65	3.07	3.07	25.03	17.63	-1.65	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. Page 66 of 118

Asset Allocation & Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	2021	1 Year	3 Years	5 Years	Since Inception	Inception Date
Fixed Income	13,412,394	32.43	0.00	-0.96	-0.96	5.33	N/A	3.74	07/01/2017
<i>Blmbg. U.S. Aggregate</i>			<i>0.01</i>	<i>-1.55</i>	<i>-1.55</i>	<i>4.79</i>	<i>3.57</i>	<i>3.45</i>	<i>07/01/2017</i>
Baird Core Plus	3,560,285	8.61	-0.12	-1.02	-1.02	5.85	4.30	4.11	07/01/2017
<i>Blmbg. U.S. Aggregate</i>			<i>0.01</i>	<i>-1.55</i>	<i>-1.55</i>	<i>4.79</i>	<i>3.57</i>	<i>3.45</i>	<i>07/01/2017</i>
DoubleLine Core Fixed Income	1,758,640	4.25	-0.23	-0.34	-0.34	4.36	3.53	3.02	09/01/2017
PGIM Total Return Bond Fund	4,397,042	10.63	0.30	-1.15	-1.15	5.90	4.72	4.08	09/01/2017
<i>Blmbg. U.S. Aggregate</i>			<i>0.01</i>	<i>-1.55</i>	<i>-1.55</i>	<i>4.79</i>	<i>3.57</i>	<i>3.27</i>	<i>09/01/2017</i>
Voya Intermediate Bond	2,269,761	5.49	-0.09	-0.99	-0.99	5.65	4.28	3.51	01/01/2020
<i>Blmbg. U.S. Aggregate</i>			<i>0.01</i>	<i>-1.55</i>	<i>-1.55</i>	<i>4.79</i>	<i>3.57</i>	<i>2.88</i>	<i>01/01/2020</i>
iShares Intermediate-Term Corporate Bond ETF	662,876	1.60	-0.58	-1.65	-1.65	7.23	4.89	3.99	10/01/2019
<i>ICE BofAML U.S. Corporate 5-10 Year Index</i>			<i>-0.43</i>	<i>-1.41</i>	<i>-1.41</i>	<i>7.41</i>	<i>5.23</i>	<i>4.24</i>	<i>10/01/2019</i>
MainStay MacKay High Yield Corp Bond Fund	354,884	0.86	0.29	5.35	5.35	7.82	5.72	2.46	06/01/2021
<i>ICE BofAML High Yield Master II</i>			<i>0.64</i>	<i>5.35</i>	<i>5.35</i>	<i>8.57</i>	<i>6.09</i>	<i>2.97</i>	<i>06/01/2021</i>
MFS Emerging Markets Debt	408,905	0.99	-0.93	-2.30	-2.30	6.44	4.68	N/A	01/01/2022
<i>JPM EMBI Global Diversified</i>			<i>-0.44</i>	<i>-1.80</i>	<i>-1.80</i>	<i>5.94</i>	<i>4.65</i>	<i>N/A</i>	<i>01/01/2022</i>
Other Income	1,058,094	2.56	3.14	N/A	N/A	N/A	N/A	1.81	09/01/2021
iShares Preferred and Income Securities ETF	944,664	2.28	2.64	7.09	7.09	10.15	6.63	1.88	09/01/2021
<i>ICE Exchange-Listed Preferred & Hybrid Securities</i>			<i>2.73</i>	<i>7.75</i>	<i>7.75</i>	<i>11.49</i>	<i>N/A</i>	<i>1.99</i>	<i>09/01/2021</i>
ATEL Private Debt Partners II[CE]	113,430	0.27	0.00	N/A	N/A	N/A	N/A	0.00	10/01/2021
<i>CPI + 11%</i>			<i>4.91</i>	<i>18.91</i>	<i>18.91</i>	<i>14.92</i>	<i>14.24</i>	<i>4.91</i>	<i>10/01/2021</i>
Real Return	913,005	2.21	-0.27	N/A	N/A	N/A	N/A	6.85	06/01/2021
<i>Bloomberg Commodity Index Total Return</i>			<i>-1.56</i>	<i>27.11</i>	<i>27.11</i>	<i>9.86</i>	<i>3.66</i>	<i>6.86</i>	<i>06/01/2021</i>
PIMCO Commodity Real Return Strategy	913,005	2.21	-0.27	33.48	33.48	14.74	5.99	8.66	06/01/2021
<i>Bloomberg Commodity Index Total Return</i>			<i>-1.56</i>	<i>27.11</i>	<i>27.11</i>	<i>9.86</i>	<i>3.66</i>	<i>6.86</i>	<i>06/01/2021</i>
Cash Equivalent	490,642	1.19	0.01	0.02	0.02	0.82	N/A	1.03	07/01/2017
First American Prime Obligation - Z	490,642	1.19	0.01	0.05	0.05	0.94	1.15	1.19	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. Page 67 of 118

Asset Allocation & Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	2021	1 Year	3 Years	5 Years	Since Inception	Inception Date
Total Fund - Non-Bargaining	41,369,278	100.00	4.53	12.26	12.26	16.47	N/A	11.17	07/01/2017
<i>PFM Blended Benchmark</i>			3.69	10.04	10.04	14.66	N/A	10.03	07/01/2017
Domestic Equity	15,418,456	37.27	9.66	N/A	N/A	N/A	N/A	17.81	04/01/2021
<i>Russell 3000 Index</i>			9.28	25.66	25.66	25.79	17.97	18.16	04/01/2021
Vanguard Total Stock Market ETF	13,008,546	31.44	9.15	25.72	25.72	25.76	17.98	45.26	04/01/2020
<i>Russell 3000 Index</i>			9.28	25.66	25.66	25.79	17.97	45.19	04/01/2020
Jensen Quality Growth Fund	1,656,351	4.00	15.05	30.33	30.33	25.98	20.41	22.49	04/01/2019
<i>S&P 500</i>			11.03	28.71	28.71	26.07	18.47	22.90	04/01/2019
iShares Core S&P Mid-Cap ETF	753,559	1.82	7.98	24.68	24.68	21.34	13.03	7.98	10/01/2021
<i>S&P MidCap 400</i>			8.00	24.76	24.76	21.41	13.09	8.00	10/01/2021
International Equity	8,037,120	19.43	2.99	N/A	N/A	N/A	N/A	5.09	04/01/2021
<i>MSCI AC World ex USA (Net)</i>			1.82	7.82	7.82	13.18	9.61	4.18	04/01/2021
Vanguard Total International Stock ETF	2,708,082	6.55	2.13	8.73	8.73	13.74	9.94	30.75	04/01/2020
<i>MSCI AC World ex USA (Net)</i>			1.82	7.82	7.82	13.18	9.61	28.77	04/01/2020
J. O. Hambro International Select	1,878,227	4.54	6.33	9.21	9.21	19.03	13.71	12.54	07/01/2017
<i>MSCI AC World ex USA (Net)</i>			1.82	7.82	7.82	13.18	9.61	7.54	07/01/2017
Harding Loevner International Equity	2,082,649	5.03	4.58	8.51	8.51	17.81	12.82	23.29	07/01/2020
<i>MSCI AC World ex USA (Net)</i>			1.82	7.82	7.82	13.18	9.61	21.58	07/01/2020
Artisan International Small-Mid	383,440	0.93	-0.54	3.97	3.97	23.73	16.07	3.97	01/01/2021
Virtus KAR International Small-Mid Cap	539,374	1.30	-0.47	5.82	5.82	18.91	15.09	5.82	01/01/2021
<i>MSCI AC World ex USA Smid Cap Index (Net)</i>			0.62	10.16	10.16	14.72	10.30	10.16	01/01/2021
Hartford Schroders Emerging Markets Equity	445,348	1.08	-2.97	-4.97	-4.97	12.91	11.42	4.45	03/01/2018
<i>MSCI EM (net)</i>			-1.31	-2.54	-2.54	10.94	9.87	3.21	03/01/2018
Other Growth	2,053,360	4.96	8.57	N/A	N/A	N/A	N/A	23.63	04/01/2021
<i>MSCI US REIT Index</i>			16.32	43.06	43.06	18.50	10.78	31.54	04/01/2021
Cohen & Steers Inst Realty Shares	669,963	1.62	15.96	42.47	42.47	22.68	13.75	12.75	03/01/2000
Principal RE Securities Inst Fund	672,347	1.63	14.71	39.64	39.64	21.01	13.08	12.46	04/01/2001
<i>MSCI US REIT Index</i>			16.32	43.06	43.06	18.50	10.78	31.54	04/01/2021
SPDR Blmbg Convert Secs ETF	711,050	1.72	-1.78	2.26	2.26	24.28	16.86	-1.78	10/01/2021
<i>Bloomberg Liquid US Convertibles Index</i>			-1.65	3.07	3.07	25.03	17.63	-1.65	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. Page 68 of 118

Asset Allocation & Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	2021	1 Year	3 Years	5 Years	Since Inception	Inception Date
Fixed Income	13,453,225	32.52	0.00	-0.96	-0.96	5.33	N/A	3.74	07/01/2017
<i>Blmbg. U.S. Aggregate</i>			<i>0.01</i>	<i>-1.55</i>	<i>-1.55</i>	<i>4.79</i>	<i>3.57</i>	<i>3.45</i>	<i>07/01/2017</i>
Baird Core Plus	3,563,852	8.61	-0.12	-1.02	-1.02	5.85	4.30	4.11	07/01/2017
<i>Blmbg. U.S. Aggregate</i>			<i>0.01</i>	<i>-1.55</i>	<i>-1.55</i>	<i>4.79</i>	<i>3.57</i>	<i>3.45</i>	<i>07/01/2017</i>
DoubleLine Core Fixed Income	1,777,084	4.30	-0.23	-0.34	-0.34	4.36	3.53	3.02	09/01/2017
PGIM Total Return Bond Fund	4,411,555	10.66	0.30	-1.15	-1.15	5.90	4.72	4.08	09/01/2017
<i>Blmbg. U.S. Aggregate</i>			<i>0.01</i>	<i>-1.55</i>	<i>-1.55</i>	<i>4.79</i>	<i>3.57</i>	<i>3.27</i>	<i>09/01/2017</i>
Voya Intermediate Bond	2,275,361	5.50	-0.09	-0.99	-0.99	5.65	4.28	3.51	01/01/2020
<i>Blmbg. U.S. Aggregate</i>			<i>0.01</i>	<i>-1.55</i>	<i>-1.55</i>	<i>4.79</i>	<i>3.57</i>	<i>2.88</i>	<i>01/01/2020</i>
iShares Intermediate-Term Corporate Bond ETF	661,868	1.60	-0.58	-1.65	-1.65	7.23	4.89	3.99	10/01/2019
<i>ICE BofAML U.S. Corporate 5-10 Year Index</i>			<i>-0.43</i>	<i>-1.41</i>	<i>-1.41</i>	<i>7.41</i>	<i>5.23</i>	<i>4.24</i>	<i>10/01/2019</i>
MainStay MacKay High Yield Corp Bond Fund	355,809	0.86	0.29	5.35	5.35	7.82	5.72	2.46	06/01/2021
<i>ICE BofAML High Yield Master II</i>			<i>0.64</i>	<i>5.35</i>	<i>5.35</i>	<i>8.57</i>	<i>6.09</i>	<i>2.97</i>	<i>06/01/2021</i>
MFS Emerging Markets Debt	407,696	0.99	-0.93	-2.30	-2.30	6.44	4.68	6.37	06/01/2006
<i>JPM EMBI Global Diversified</i>			<i>-0.44</i>	<i>-1.80</i>	<i>-1.80</i>	<i>5.94</i>	<i>4.65</i>	<i>8.48</i>	<i>01/01/1994</i>
Other Income	1,058,882	2.56	3.14	N/A	N/A	N/A	N/A	1.81	09/01/2021
iShares Preferred and Income Securities ETF	945,453	2.29	2.64	7.09	7.09	10.15	6.63	1.88	09/01/2021
<i>ICE Exchange-Listed Preferred & Hybrid Securities</i>			<i>2.73</i>	<i>7.75</i>	<i>7.75</i>	<i>11.49</i>	<i>N/A</i>	<i>1.99</i>	<i>09/01/2021</i>
ATEL Private Debt Partners II[CE]	113,430	0.27	0.00	N/A	N/A	N/A	N/A	0.00	10/01/2021
<i>CPI + 11%</i>			<i>4.91</i>	<i>18.91</i>	<i>18.91</i>	<i>14.92</i>	<i>14.24</i>	<i>4.91</i>	<i>10/01/2021</i>
Real Return	914,844	2.21	-0.27	N/A	N/A	N/A	N/A	6.85	06/01/2021
<i>Bloomberg Commodity Index Total Return</i>			<i>-1.56</i>	<i>27.11</i>	<i>27.11</i>	<i>9.86</i>	<i>3.66</i>	<i>6.86</i>	<i>06/01/2021</i>
PIMCO Commodity Real Return Strategy	914,844	2.21	-0.27	33.48	33.48	14.74	5.99	8.66	06/01/2021
<i>Bloomberg Commodity Index Total Return</i>			<i>-1.56</i>	<i>27.11</i>	<i>27.11</i>	<i>9.86</i>	<i>3.66</i>	<i>6.86</i>	<i>06/01/2021</i>
Cash Equivalent	433,391	1.05	0.01	0.02	0.02	0.82	N/A	1.03	07/01/2017
First American Prime Obligation - Z	433,391	1.05	0.01	0.05	0.05	0.94	1.15	1.19	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. Page 69 of 118

SunLine Transit Agency

CONSENT CALENDAR

DATE: February 23, 2022

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Board Member Attendance for January 2022

Summary:

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

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		X	X						10	5
Palm Desert	X		X	X		X	X						10	5
Palm Springs	X		X	X		X	X						10	5
Cathedral City	X		X	X		X	X						10	5
Rancho Mirage	X		X	X		X	X						10	5
Indian Wells	X		X			X	X						10	4
La Quinta	X		X	X		X	X						10	5
Indio	X		X	X		X	X						10	5
Coachella	X		X	X		X	X						10	5
County of Riverside	X		X	X		X	X						10	5

X - ATTENDED (Primary/Alternate)

DARK –

SunLine Services Group

CONSENT CALENDAR

DATE: February 23, 2022

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
SUNLINE TRANSIT AGENCY	Payroll Liabilities 11/24/21	90993	12/07/2021	5,165.97
SUNLINE TRANSIT AGENCY	Payroll Liabilities 12/10/21	90999	12/17/2021	5,165.97
SUNLINE TRANSIT AGENCY	Payroll Liabilities 12/23/21	91002	12/29/2021	5,165.97
Total Checks Over \$1,000	\$15,497.91			
Total Checks Under \$1,000	\$4,586.58			
Total Checks	\$20,084.49			

SunLine Services Group
CONSENT CALENDAR

DATE: February 23, 2022

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Monthly Budget Variance Report for December 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. The FYTD budget values for the month of December 2021 are equal to 6/12^{ths} of the yearly budget.

Year to Date Summary

- As of December 31, 2021, the organization's revenues are \$22,158 or 25.30% above the FYTD budget.
- As of December 31, 2021, expenditures are \$18,059 or 20.62% below the FYTD budget.
- The net FYTD operating gain (loss) after expenses is \$40,216.

Recommendation:

Receive and file.

SunLine Regulatory Administration
Budget Variance Report
December 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	-	125	(125)	1,600	750	850	-6.7%
New Driver Permit Revenue	750	-	63	(63)	450	375	75	40.0%
Taxi Business Permit	96,000	8,001	8,000	1	48,002	48,000	2	50.0%
Driver Transfer Revenue	250	-	21	(21)	500	125	375	-100.0%
Driver Renewal Revenue	1,000	125	83	42	1,125	500	625	-12.5%
Driver Permit Reinstatement/Replacement	50	-	4	(4)	10	25	(15)	80.0%
Vehicle Permit Revenue	73,620	10,092	6,135	3,957	56,410	36,810	19,600	23.4%
Other Revenue	500	10	42	(32)	1,645	250	1,395	-229.0%
Operator Application Fee	1,500	-	125	(125)	-	750	(750)	100.0%
Total Revenue	175,170	18,228	14,598	3,630	109,743	87,585	22,158	37.4%
Expenses:								
Salaries and Wages	54,367	4,242	4,531	288	26,270	27,184	913	51.7%
Fringe Benefits	46,865	4,919	3,905	(1,013)	32,913	23,433	(9,480)	29.8%
Services	52,015	(102)	4,335	4,436	1,961	26,008	24,047	96.2%
Supplies and Materials	4,193	64	349	286	1,182	2,097	914	71.8%
Utilities	5,416	451	451	-	2,708	2,708	-	50.0%
Casualty and Liability	5,489	457	457	-	2,745	2,745	-	50.0%
Taxes and Fees	100	-	8	8	-	50	50	100.0%
Miscellaneous	6,725	1,374	560	(814)	1,748	3,363	1,615	74.0%
Total Expenses	175,170	11,406	14,598	3,192	69,526	87,585	18,059	60.3%
Total Operating Surplus (Deficit)	\$ -	\$ 6,822			\$ 40,216			

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 21,069 taxi trips compared to FYTD21.

Taxi Trips

	FY21-December	FY22-December	Variance	%Δ
Trips	7,272	12,187	4,915	67.6%

Taxi Trips

	FYTD-FY21	FYTD-FY22	Variance	%Δ
Trips	47,999	69,068	21,069	43.9%

Salaries and Wages

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

Fringe Benefits

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

Services

- The positive balance in services is primarily attributed to 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

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

SunLine Services Group**CONSENT CALENDAR**

DATE: February 23, 2022

RECEIVE & FILETO: Taxi Committee
Board of Directors

RE: Taxi Trip Data – January 2022

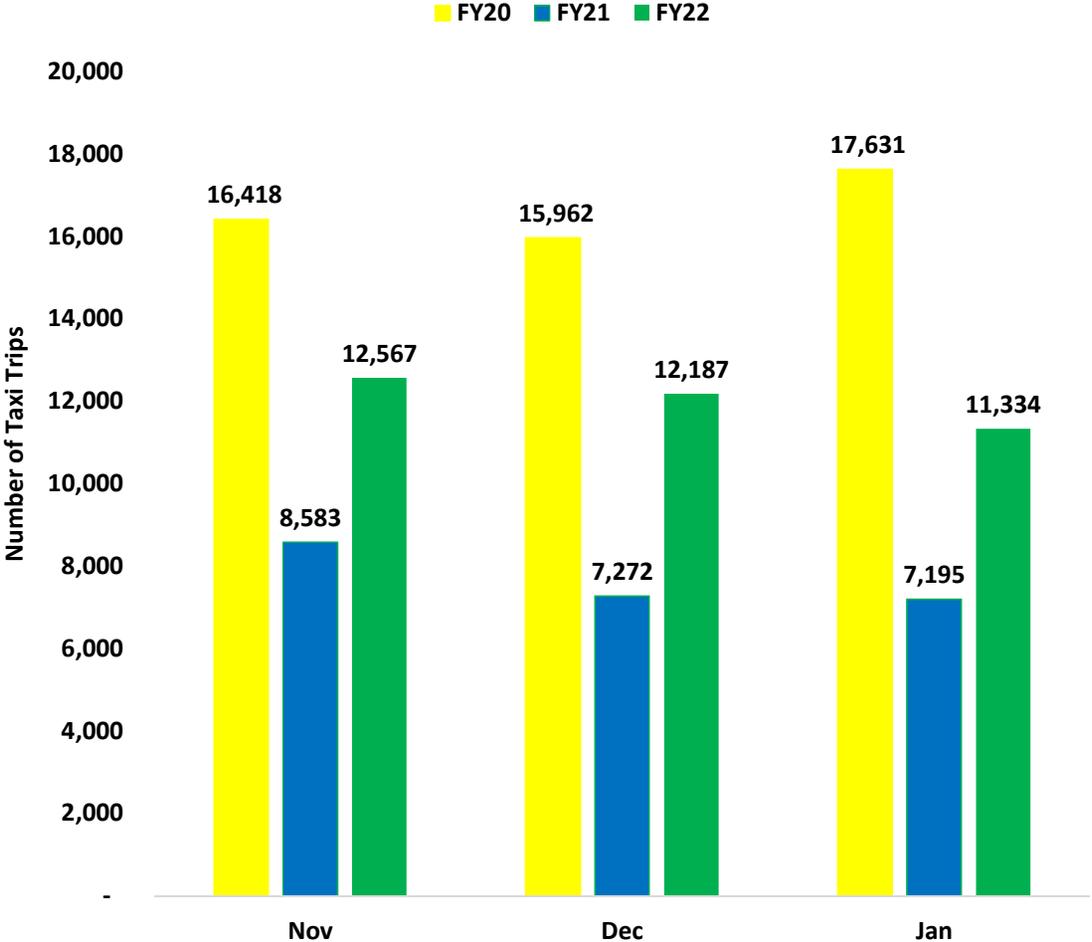
Summary:

The attached charts summarize the total number of taxi trips generated in the Coachella Valley for the previous three (3) month period and total taxi trips for the current fiscal year to date (FYTD) compared to the last two (2) fiscal years. There were 4,139 more taxi trips in January 2022 compared to January 2021. The increase in trips for January 2022 is mainly attributed to an increase in demand following relaxed COVID-19 travel restrictions. There were 25,208 more taxi trips for FYTD22 compared to FYTD21.

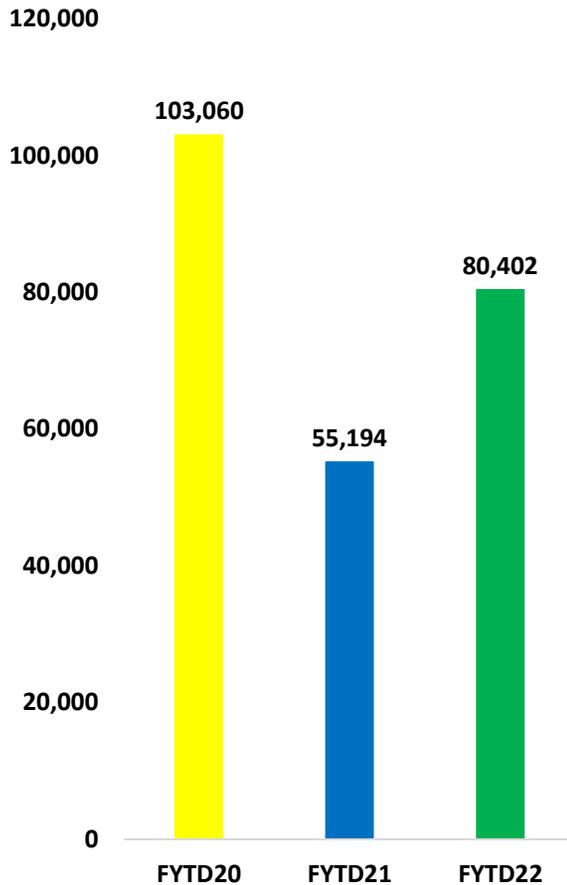
Recommendation:

Receive and file.

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



FYTD No. of Taxi Trips



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

SunLine Transit Agency
CONSENT CALENDAR

DATE: February 23, 2022 **RECEIVE & FILE**
TO: Board of Directors
RE: Ratification of Provisional Appointments to the Projects Ad Hoc Committee

Summary:

The Chairperson made provisional appointments to a new Projects Ad Hoc Committee: Glenn Miller, City of Indio; Robert Radi, City of La Quinta; Kathleen Kelly, City of Palm Desert and Lisa Middleton, City of Palm Springs. This receive and file item will ratify the provisional appointments.

Recommendation:

Receive and file.

**SunLine Transit Agency
SunLine Services Group**

CONSENT CALENDAR

DATE: February 23, 2022 **ACTION**

TO: Board of Directors

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

RE: Adoption of Resolution to Continue Teleconference Meetings

Recommendation:

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

Background:

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

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

agenda at that location, and allowing members of the public to attend the meeting from the teleconference location.

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

- a) State or local officials are imposing or recommending measures to promote social distancing, or
- b) “As a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.”

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

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

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

Financial Impact:

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

Attachment:

- [Item 90a](#) – Resolution No. 0790

RESOLUTION NO. 0790

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 February 11, 2022, data from CDPH shows that Riverside County has a daily new COVID-19 case rate of 60.3 case per 100,000 in population and a COVID-19 test positivity rate of 14.1%. Statewide, the daily case rate is 68.2 new cases per 100,000 in population and a 8.3% test positivity rate. While these statistics have improved from last month, the Centers for Disease Control still considers COVID-19 community transmission to be high in California, including Riverside County. Given the current prevalence of COVID-19 statewide and locally, 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 23rd day of February, 2022.

Glenn Miller
Chairperson of the Board

ATTEST:

Edith Hernandez
Clerk of the Board

APPROVED AS TO FORM:

Eric S. Vail
General Counsel

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

I, Edith Hernandez, Clerk of the Board of Sunline Transit Agency and Sunline Services Group, hereby certify that Resolution No _____ was adopted by the Board of Directors of the Sunline Transit Agency and Sunline Services Group at a regular meeting held on the 23rd day of February, 2022, and that the same was adopted by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

EDITH HERNANDEZ
CLERK OF THE BOARD

SunLine Transit Agency

DATE: February 23, 2022 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: David Medrano, Chief Financial Officer

RE: Adoption of Resolution No. 0791 – Amending Resolution Numbers 0778, 0785, and 0787

Recommendation

Recommend that the Board of Directors approve the attached Resolution No. 0791 amending certain provisions of Resolution Numbers 0778, 0785 and 0787, previously adopted by the Board in regards to federal emergency funding.

Background

In 2020 and 2021, the Board of Directors adopted a series of resolutions authorizing the CEO/General Manager to expend emergency funds through the Coronavirus Aid, Relief, and Economic Security (CARES) Act, the Federal Emergency Management Agency (FEMA), the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA), and the American Rescue Plan Act of 2021 (ARPA) to respond to the COVID-19 pandemic.

When SunLine Transit Agency staff first brought forward the Resolutions for approval, the emergency funding wasn't included as part of the Agency's Board approved annual operating budget. In FY22, the Agency fully reimbursed its share of CARES Act funding and identified CRRSSA and ARPA funds as part of the Board approved budget. Therefore, certain provisions included in Resolutions Numbers 0778, 0785 and 0787 are no longer needed. Resolution No. 0791 amends the documents to delete Section 3 in its entirety which required expenditures of funds to be brought to the SunLine Board for ratification at the next regular Board meeting following the submission of a claim against the respective funds.

Financial Impact

The amendment to the resolutions will not impact the Agency's ability to utilize federal funding as outlined in the Board approved operating budget.

Attachment:

- [Item 10a](#) – Resolution No. 0791

SUNLINE TRANSIT AGENCY

RESOLUTION NO. 0791

A RESOLUTION OF THE BOARD OF DIRECTORS AMENDING RESOLUTION NUMBERS 0778, 0785, AND 0787

WHEREAS, on March 4, 2020, Governor Newsom of the State of California declared a State of Emergency in response to the COVID-19 pandemic. On March 13, 2020, the Board of Supervisors of the County of Riverside proclaimed the existence of a local health emergency. On March 13, 2020, the President of the United States declared a National Emergency due to the continued spread and the effects of COVID-19. On March 25, 2020, the Board of Directors of SunLine Services Group and SunLine Transit Agency, adopted a Joint Resolution Proclaiming a Local Emergency in response to the COVID-19 emergency. The declarations and proclamations of an emergency by the President of the United States, the Governor of California, and the County of Riverside and the SunLine Board remain in effect.

WHEREAS, on April 22, 2020, SunLine Board adopted Resolution No. 0778, a Resolution of the Board of Directors of SunLine Transit Agency authorizing the CEO/General Manager to Expend Emergency Funds. This Resolution authorized the CEO/General Manager to expend general funds that will be reimbursed to SunLine through the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"), and through the Federal Emergency Management Agency to respond to the COVID-19 pandemic.

WHEREAS, on January 27, 2021, SunLine Board adopted Resolution No. 0785, a Resolution of the Board of Directors of SunLine Transit Agency authorizing the CEO/General Manager to Expend Emergency Funds. This Resolution authorized the CEO/General Manager to expend general funds that will be reimbursed to SunLine through the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 ("CRRSAA") to respond to the COVID-19 pandemic.

WHEREAS, on April 22, 2021, SunLine Board adopted Resolution No. 0787, a Resolution of the Board of Directors of SunLine Transit Agency authorizing the CEO/General Manager to Expend Emergency Funds. This Resolution authorized the CEO/General Manager to expend general funds that will be reimbursed to SunLine through the American Rescue Plan Act of 2021 ("ARPA") to respond to the COVID-19 pandemic.

WHEREAS, when SunLine Transit Agency staff first brought forward the Resolutions for approval, the emergency funding wasn't included as part of the Agency's Board approved annual operating budget. In FY22, CRRSSA and ARPA funds were identified as part of the budget and therefore certain provisions included in Resolutions Numbers 0778, 0785 and 0787 are no longer needed.

NOW THEREFORE, BE IT RESOLVED by SunLine Board of Directors (“SunLine Board”) that:

A. Resolution Number 0778 shall be amended to delete Section 3 in its entirety, which reads: “The CEO/General Manager shall notify the members of the Finance Committee at the earliest feasible time after the submission of a claim for reimbursement against CARES Act funds or FEMA Funds made or authorized by the CEO/General Manager describing the necessity and use of the funds. All expenditures of CARES Act Funds or FEMA Funds made under this Resolution shall be brought to SunLine Board for ratification at the next regular SunLine Board meeting following the submission of a claim against those funds.”

B. Resolution Number 0785 shall be amended to delete Section 3 in its entirety, which reads: “The CEO/General Manager shall notify the members of the Finance/Audit Committee at the earliest feasible time after the submission of a claim for reimbursement against CRRSAA funds made or authorized by the CEO/General Manager, describing the necessity and use of the funds. All expenditures of CRRSAA funds made under this Resolution shall be brought to SunLine Board for ratification at the next regular SunLine Board meeting following the submission of a claim against those funds.”

C. Resolution Number 0787 shall be amended to delete Section 3 in its entirety, which reads: “The CEO/General Manager shall notify the members of the Finance Committee at the earliest feasible time after the submission of a claim for reimbursement against ARPA funds made or authorized by the CEO/General Manager, describing the necessity and use of the funds. All expenditures of ARPA funds made under this Resolution shall be brought to SunLine Board for ratification at the next regular SunLine Board meeting following the submission of a claim against those funds.”

This Resolution shall take effect immediately upon adoption by the Board of Directors of SunLine Transit Agency.

ADOPTED this 23rd day of February, 2022.

ATTEST:

Edith Hernandez
Clerk of the Board
SunLine Transit Agency

Glenn Miller
Chairperson of the Board
SunLine Transit Agency

APPROVED AS TO FORM:

Eric S. Vail
General Counsel
Burke, Williams & Sorensen, LLP

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

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

AYES:

NOES:

ABSENT:

ABSTAIN:

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

Edith Hernandez
Clerk of the Board
SunLine Transit Agency

SunLine Transit Agency

DATE: February 23, 2022 **ACTION**

TO: Board Operations Committee
Board of Directors

FROM: Brittney B. Sowell, Chief of Staff

RE: Revisions to Board Approved Policies Regarding Title Changes

Recommendation

Recommend that the Board of Directors approve revisions to a total of nine (9) Board approved policies regarding title changes for roles outlined within the documents.

Background

Over a period of time, SunLine Transit Agency has had changes to the roles/responsibilities and job titles of a number of positions. The Agency is requesting to update Board approved policies to ensure that the current work flow and controls are documented.

Changes presented as part of this amendment are solely focused on title changes for positions and Board Committee names. Attached to the Board report is a chart that provides the policy name, the current text found in the document and the requested amendment. In addition, redlined copies of the policies are included as attachments.

Revisions are being requested to the following policies:

- Accounts Payable Policy (No. B-010504)
- Accounts Receivable/Cash Receipts (No. B-010604)
- Bank Accounts Policy (No. B-020503)
- Budget Policy (No. B-020704)
- Checks Policy (No. B-030403)
- Contracts Policy (No. B-030604)
- Credit Card Policy (No. B-030503)
- Grants Management Policy (No. B-070404)
- Petty Cash Fund Procedures (No. B-160603)

Financial Impact

There is no financial impact associated with the requested revisions.

Attachments:

- [Item 11a](#) – Matrix of Policy Revisions
- [Item 11b](#) – Redlined Copy of Accounts Payable Policy No. B-010504
- [Item 11c](#) – Redlined Copy of Accounts Receivable/Cash Receipts Policy No. B-010604
- [Item 11d](#) – Redlined Copy of Bank Accounts Policy No. B-020503
- [Item 11e](#) – Redlined Copy of Budget Policy No. B-020704
- [Item 11f](#) – Redlined Copy of Checks Policy No. B-030403
- [Item 11g](#) – Redlined Copy of Contracts Policy No. B-030604
- [Item 11h](#) – Redlined Copy of Credit Card Policy No. B-030503
- [Item 11i](#) – Redlined Copy of Grants Management Policy No. B-070404
- [Item 11j](#) – Redlined Copy of Petty Cash Fund Procedures No. B-160603

Policy Number	Policy Name	Adopted	Last Revision Date	Current Title Indicated	Requested Amendment
B-010504	Accounts Payable Policy	8/4/2004	3/24/2010	Accounting Manager	Accounting and Financial Reporting Manager
				Director of Finance	Chief Financial Officer
				Director	Chief
B-010604	Accounts Receivable/Cash Receipts	8/4/2004	4/26/2017	Senior Accountant	Technical Accountant/Accounting Coordinator
B-020503	Bank Accounts Policy	9/24/2003		Senior Accountant	Technical Accountant/Accounting Coordinator
				General Manager	CEO/General Manager
B-020704	Budget Policy	8/4/2004	7/6/2005	Department Directors	Chiefs
				Director of Finance	Chief Financial Officer
				General Manager	CEO/General Manager
				Finance Committee	Finance/Audit Committee
B-030403	Checks Policy	10/25/2006	1/23/2019	Accounting Manager	Accounting and Financial Reporting Manager
				Senior Accountant	Technical Accountant/Accounting Coordinator
				Deputy Chief Financial Officer	Controller/Assistant Chief Financial Officer
				Chief Operations Officer	Chief Transportation Officer
B-030604	Contracts Policy	2/25/2004	3/26/2008	General Manager	CEO/General Manager
				Director	Chief
				Director of Administrative Services	Chief of Staff
				Finance Committee	Finance/Audit Committee
B-030503	Credit Card Policy	9/24/2003	1/23/2019	Senior Accountant	Technical Accountant/Accounting Coordinator
				Deputy Chief Financial Services	Chief Financial Officer
				CEO/GM	CEO/General Manager
				Accounting Manager	Accounting and Financial Reporting Manager
B-070404	Grants Management Policy	8/4/2004	2/25/2009	Planning Director	Deputy Chief Financial Officer
				General Manager	CEO/General Manager
				Finance Committee	Finance/Audit Committee
B-160603	Petty Cash Fund Procedures	1/28/2004	9/28/2011	Directors	Chiefs
				Director of Finance	Chief Financial Officer
				Director	Chief
				Senior Accountant	Technical Accountant/Accounting Coordinator

SunLine Transit Agency
Accounts Payable Policy
Policy No: B-010504

Revised: ~~03/24/2010~~02/23/2022
Adopted: 08/04/2004

ACCOUNTS PAYABLE POLICY

POLICY

SunLine Transit Agency (SunLine) will endeavor to process all vendor payments within thirty (30) days. The conduct of the Agency's employees are to be in compliance with the laws and regulations relating to such disbursement of funds, and in adherence with the Board's Ethics and Conflict of Interest policies and Accounts Payable procedures set forth herein.

PROCEDURE

1. Checks are issued once a week, authorized and signed in accordance with the Board's Check Policy.
2. All check numbers are logged and accounted for, under supervision of the Accounting ~~Manager~~and Financial Reporting Manager.
3. Checks are printed on pre-printed, pre-numbered safety paper, and custody of the checks is maintained in locked storage, with access keys held by the ~~Director of Finance~~Chief Financial Officer.
4. Personnel with system authorization to process accounts payable transactions may only print checks after proper review, authorization, and approval.
5. Personnel authorized to sign checks shall not be granted authorization to process accounts payable or to print checks. Signed checks shall not be returned to personnel assigned to print checks.
6. All invoices for payment must be reviewed and approved by a ~~Director~~Chief level and above or the designee of the department ordering the goods and services.
7. Each invoice is stamped with the date received. All necessary purchase orders, receiving documents, or purchase requisitions shall be attached to the invoice, prior to payment.
8. Checks still outstanding after ninety (90) days will be voided and a stop payment issued. A new check will be reissued after receipt of a lost check affidavit or upon request of the payee accompanied by the original check.

9. Lost checks will be replaced upon receipt of an affidavit of lost check, by the payee, and upon the Finance Department's confirmation that the check is still outstanding, with a stop payment issued before a new check is issued.

SunLine Transit Agency
Accounts Receivable/Cash
Receipts Policy
Policy No: B-010604

Revised: ~~04/26/2017~~02/23/2022
Adopted: 08/04/2004

ACCOUNTS RECEIVABLE/ CASH RECEIPTS POLICY

POLICY

SunLine Transit Agency (SunLine) will carefully monitor Accounts Receivable and will make all attempts to recover monies owed to SunLine - recognizing that these are public funds.

PROCEDURE

1. Accounts Receivable

- a. Invoices will be prepared by the Accounting Technician every week. All invoices – excluding advertising invoices – will be on net thirty (30) terms. All invoices will be supported by appropriate documentation. ***Customers requesting advertisement orders will need to provide payment upfront – before each advertising period (flight) begins***
- b. All outstanding Accounts Receivable invoices will be reviewed by the Accounting Technician with follow up, on a monthly basis to resolve outstanding balances.
- c. A monthly listing of aged Accounts Receivable will be provided to the ~~Senior Accountant~~Technical Accountant/Accounting Coordinator, with explanation for outstanding balances.

2. Cash Receipts

- a. SunLine will carefully monitor cash receipts procedures, to protect the integrity of incoming funds.
 - I. On a daily basis incoming checks, cash and/or credit card payments will be received by the Front Desk Receptionist, either by mail or at the counter from walk-up customers. Payments are entered into accounting software and will produce receipts that are attached with appropriate documentation and stored in a locked drawer.
 - II. At the end of each day the Accounting Technician will pick up all cash receipts with appropriate forms of payment and documentation and verify, sign and date the daily

cash log. The following day he/she will then verify the receipts against checks, cash, and credit card receipts submitted and balance the totals.

- III. All checks are copied and stamped "For Deposit Only" and processed through the desktop deposit machine located on the Accounting Technician's desk. A deposit slip is prepared for cash and coins which are then sealed in a WFB deposit bag and locked in the Finance safe until pick-up. Daily deposits will be given to a coin room employee to be included with other deposits from the Coin Room which are picked-up on Monday, Wednesday, and Friday of each week.
- IV. Motor bus fare receipts are deposited into the coin room vault each evening by Utility personnel. Fare boxes are sealed and opened only upon proper connection to the fare box vault. Employees have no physical contact with cash at this point. Each morning, the Coin Room Clerks remove all cash receipts from the vault, separating coin and currency. Coins are counted by machine, emptied into coin bags. Currency is counted by currency counting machines. This activity is monitored by cameras with terminals located in Safety, with the Accounting Technician and the ~~Senior Accountant~~Technical Accountant/Accounting Coordinator.
- V. The Coin Room Clerks prepare forms detailing the contents of each deposit, and a courier deposit slip is attached to the locked bag(s) which are then kept in the vault until pick-up. An Armored Truck Services' employee signs for the bag(s) upon pick-up and a copy of the deposit form is given to the Accounting Technician. Any discrepancies between actual deposits per the bank and deposit records per the Cash Room are monitored closely by the Accounting Technician and the ~~Senior Accountant~~Technical Accountant/Accounting Coordinator.

SunLine Transit Agency
Bank Accounts Policy P
olicy No: B-020503

Revised: 02/23/2022
Adopted: 09/24/2003

BANK ACCOUNTS POLICY

PURPOSE

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

POLICY

It is the policy of SunLine to establish bank accounts for the deposit and disbursement of public monies, and to maintain a complete set of bank contracts, including signature cards, for purposes of control, accountability, limitation, and authorization.

SunLine shall establish as few bank accounts as possible in order to minimize banking costs. All monthly bank statements shall be mailed directly to and processed by SunLine accounting function. Two signatures shall be required for each bank account and signers will be identified in a Board Resolution.

PROCEDURE

1. **Opening a Bank Account.** Upon SunLine staff recommendation and Board Resolution, new bank accounts may be opened as required. The Resolution will **identify two account signers**. If a new SunLine account is to be opened, then:
 - a. The Chief Financial Officer or ~~Senior Accountant~~ **Technical Accountant/Accounting Coordinator** shall request signature cards from the bank; prepare them; and send them to the authorized signers for completion.
 - b. After the authorized signers have completed the signature cards, they shall return them to the Chief Financial Officer for the "Signer of Contract" authorization.
 - c. The ~~Senior Accountant~~ **Technical Accountant/Accounting Coordinator** shall then return the original signature cards to the bank, along with the account contract(s).
 - d. The Chief Financial Officer shall retain and file a photocopy of each account contract and each signature card.
 - e. Any change of signer(s) may be accomplished by Board Resolution only.

- f. The Clerk of the Board shall have exclusive custody of SunLine's facsimile signature stamps.
- 2. **Line of Credit.** A line of credit may be established by staff recommendation and Board Resolution only. ***The Resolution will identify two account signers.***
- 3. **Closing a Bank Account.** Upon SunLine staff recommendation and Board Resolution, the Chief Financial Officer or, in the absence of the Chief Financial Officer, the ~~Senior Accountant~~Technical Accountant/Accounting Coordinator, shall be authorized to close a SunLine bank account.
 - a. The ~~Senior Accountant~~Technical Accountant/Accounting Coordinator shall draft a letter to the bank for signature by the Chief Financial officer or, in the Chief Financial Officer's absence, by the CEO/General Manager, approving the closure of the account on an effective date.
 - b. The Chief Financial Officer shall send the original, signed letter and Board Resolution to the bank.
 - c. SunLine accounting function shall confirm the closing of the bank account, and the termination of all related services upon receipt of the next monthly bank statement.
 - d. SunLine accounting function shall then notify the CEO/General Manager that the bank account has been closed, and retain a file on the closed bank account for the annual financial audit.
 - e. Any SunLine bank account closure transaction requires a Board Resolution.
 - f. Upon notification of obsolete checks by Chief Financial Officer or ~~Senior Accountant~~Technical Accountant/Accounting Coordinator, the accounts payable staff will destroy obsolete check stock within 48 hours and personally attest in writing to the check destruction. Checks s are never to be discarded intact.

SunLine Transit Agency
Budget Policy
Policy No: B-020704

Revised: ~~07/06/2005~~02/23/2022
Adopted: 08/04/2004

BUDGET POLICY

PURPOSE

SunLine Transit Agency (SunLine) shall prepare an annual operating and capital budget. The purpose of this policy is to outline the budget procedure.

The annual Short Range Transit Plan (SRTP) is developed based upon funding estimates and consumer price index (CPI) information provided by Riverside County Transportation Commission (RCTC). The annual report is a three-year planning document.

The allocation of funds from RCTC is based on the transit services and capital projects specified in the annual SRTP. Claims for funds may be claimed subsequent to approval of the allocation by the Commission, and include Local Transportation Funds (LTF), Measure A Specialized Transit Funds, and State Transit Assistance Funds (STA).

PROCEDURE

1. Department ~~directors~~Chiefs, the ~~Director of Finance~~Chief Financial Officer, and the CEO/General Manager formulate the Agency's capital budget for the coming year, based upon appropriate funding identified in the SRTP. An outline, description, and cost estimate for each capital item is included in the SRTP, as well as the Agency's fleet inventory and bus replacement program.
2. Staff presents an initial SRTP to RCTC staff for review and commentary, followed by submission to the Agency's Board of Directors, for their review and approval. Upon adoption, the document is submitted to RCTC for final approval. This establishes the transit services plan and funding levels for the coming fiscal year ending June 30.
3. Department ~~directors~~Chiefs develop operating budget requests within the parameters of funding set by the SRTP, based upon analysis of two prior years' and the current year's expenditures, plus anticipated needs for the coming year. Expenditure requests are submitted to the ~~Director of Finance~~Chief Financial Officer and CEO/General Manager, along with explanations for requests and variances.
4. The operating budget is submitted by the CEO/General Manager to the Board's Finance/Audit Committee. Upon recommendation of the Finance/Audit Committee, the operating budget is then submitted to the Board of Directors for approval.

5. Expenditures in excess of appropriated funds may not be made without requesting an SRTP amendment from RCTC. SunLine Transit Agency will carefully monitor appropriations for both operating and capital expenditures, to ensure that appropriated funding levels are not exceeded.

6. The CEO/General Manager may amend the Agency's budget by transferal of funds between line items and departments, up to 5% of the annual budget in any given year. However, the "bottom line" of the budget may not be increased or decreased without Board approval of an SRTP amendment. All such transfers must be reported to the Finance/Audit Committee at their next regular meeting.

SunLine Transit Agency
Checks Policy
Policy No: B-030403

Revised: ~~01/23/2019~~ 02/23/2022
Adopted: 10/25/2006

CHECKS POLICY

PURPOSE

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

POLICY

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

1. **Scope**

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

2. **Objectives**

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

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

PROCEDURE

1. **Segregation of Duties**

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

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

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

2. Control Reports

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

3. Procurement

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

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

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

4. Custody

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

The Accounting Technician, Accounts Payable, and the Payroll Accountant who prepare the checks shall maintain a log that lists the checks that have been issued. The Accounting and Financial Reporting Manager or ~~Senior Technical~~ Accountant/Accounting Coordinator shall review the log on a quarterly basis in order to verify that all checks have been properly accounted for.

5. Request for Payment

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

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

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

6. Signature Authority

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

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

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

7. Mailing

Checks should always be mailed directly to the vendor or payee by the Receptionist. They shall not be returned to the requesting department, division, or individual, in order to minimize the likelihood that such checks will be altered or given by someone other than the intended payee.

8. Manually-Issued Checks

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

9. Cancelled Checks

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

10. Reconciled Bank Accounts

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

11. Voided Checks

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

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

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

12. Stop Payments

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

13. Destruction of Obsolete Check Stock

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

14. Disciplinary Action

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

Appendix A

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

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

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

SunLine Transit Agency
Contract Policy
Policy No: B-030604

Revised: ~~03/26/2008~~02/23/2022
Adopted: 02/25/2004

CONTRACT POLICY

PURPOSE

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

POLICY

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

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

1. CEO/General Manager Authorization

- a. The CEO/General Manager is authorized to enter into contracts on behalf of SunLine in an amount not to exceed \$75,000. provided that the term is not greater than one (1) year, without obtaining prior authorization from the Finance/Audit Committee or SunLine's Board of Directors.
- b. The CEO/General Manager is authorized to enter into a contract or to obligate SunLine in excess of \$75,000 only in the event of an emergency relating to transit operations or involving a safety issue. The CEO/General Manager shall make every reasonable effort to contact the Chairperson of the Board or the Finance/Audit Committee prior to entering into such an obligation, but his/her inability to do so shall not impede his/her authority to sign documents necessary to respond to the emergency or safety issue. Any such contracts or obligations shall be brought to the Board at its next regular meeting for discussion and ratification.
- c. The aggregate amount of contracts or obligations included permitted this section shall not exceed \$100,000 in any fiscal year, without prior Board approval.

- d. The aggregate value of all contracts awarded to any one individual or entity under this section shall not exceed \$100,000 in any fiscal year, without prior Board approval.
- e. The CEO/General Manager may exercise his/her authority to execute contract amendments for existing contracts that do not exceed 25% of the original contract amount without prior Board approval, but in no event shall the amount of SunLine's financial obligation exceed \$75,000. In the event the amount of the amendment or modification exceeds \$75,000. General Counsel's or the Chairperson's approval of the amended contract must be received prior to signature.
- f. A list of any contracts entered into under this section shall be provided by the CEO/General Manager to the Finance/Audit Committee and the SunLine Board of Directors at the next available regularly scheduled meeting (normally monthly).
- g. The CEO/General Manager may designate the Chief Financial Officer or a Director-Chief to execute contracts on his/her behalf on a contract-by-contract basis.

2. Board Authorization

- a. SunLine staff will provide drafts of all contracts, amendments or modifications exceeding the value of \$10,000 to SunLine's General Counsel, to the ~~Director of Administrative Services~~Chief of Staff and to the Chief Financial Officer for review, modification and Administrative Approval. Staff shall provide such drafts with sufficient lead time to allow for appropriate review. Following Administrative Approval of the contract, staff shall present the contract to the Finance/Audit Committee and SunLine Board of Directors at the regularly scheduled meetings for review and approval prior to signature.
- b. All contracts shall be accompanied by a staff report that fully discusses the scope of the contract, its purposes and benefits, and sufficient financial detail that identifies all funding requirements and financial implications of the contract.
- c. In the event that a contract, an amendment, or a modification is presented to SunLine for signature that does not allow for the timely process that is required under this policy, the following procedures shall apply. After obtaining CEO/General Counsel's approval of the contract as set forth in section A II of this Policy, the CEO/General Manager (or his/her designee) may contact the Chairperson of the Board of Directors and the Chairperson of the Finance/Audit Committee and present the issues involved and the urgency of the matter. These individuals may request a special meeting of the Finance/Audit Committee to review the subject contract and the Finance/Audit Committee may approve the signing of the contract under special circumstances. If a contract is signed under these conditions, it shall be presented to the SunLine Board of Directors at its next regularly scheduled meeting with an explanation of the special circumstances.

3. Amendments, Modifications and Recurring Contracts

- a. The CEO/General Manager (or his/her designee) may execute amendments or modifications to existing contracts without prior approval if the document gives SunLine or a contractor an extension of time in which to complete work that is already covered by the contract at no additional cost to either party. Staff shall provide copies of these amendments and modifications to the Finance/Audit Committee and SunLine Board of Directors at their next regularly scheduled meeting.

PROCEDURE

1. SunLine staff shall provide the Contracts & Compliance Administrator with the original of every signed contract or agreement, amendment or modification thereof, for SunLine's records.

SunLine Transit Agency
Credit Card Policy
Policy No: B-030503

Revised: ~~01/23/2019~~ 02/23/2022
Adopted: 09/24/2003

CREDIT CARD POLICY

PURPOSE

The purpose of this document is to outline policies and procedures for SunLine Transit Agency's (hereinafter referred to as "SunLine") credit card usage.

POLICY

SunLine Policy is that credit cards shall be issued to a Board approved defined number of responsible employees and positions.

PROCEDURE

1. Scope

- a. Securing hotel rooms and airline tickets for approved SunLine staff travel in accordance with SunLine's Travel & Expense Reimbursement Policy No. B-200197.
- b. Purchases made by the CEO/General Manager for other normal uses of credit cards related to the duties of the position.
- c. For items purchased over the internet.
- d. Refueling of Agency vehicles.
- e. Small purchases of supplies related to Agency events, meetings and general office supplies for staff within approved budgets. Small purchases must not exceed \$500 per transaction.
- f. Payment of invoices related to normal Agency transactions through Accounts Payable.

2. Control

a. Reporting

- I. The Clerk of the Board will provide the Board of Directors with a copy of each monthly statement (account number redacted) in the published Board Agenda document.
- II. The ~~Deputy~~ Chief Financial Officer shall be designated as Program Administrator and is responsible for reviewing bi-weekly transactions and monthly reports to validate transactions in accordance with policy requirements.
- III. Final payable register must be reviewed and approved by the ~~Senior Accountant~~Technical Accountant/Accounting Coordinator, Accounting Manager and ~~Deputy~~ Chief Financial Officer prior to payment via credit card.

b. Cardholders

- I. One credit card shall be issued to the CEO/General Manager for the purchases related to Agency travel, meeting expenses and other normal uses of credit cards related to the duties of the CEO/General Manager.
- II. One credit card shall be issued to the ~~Deputy~~ Chief Financial Services for the purchases related to Agency travel, meeting expenses and for items related to the procurement of Agency goods or services in accordance with the Agency's procurement policy.
- III. One credit card shall be issued to the ~~Senior Accountant~~Technical Accountant/Accounting Coordinator for the purposes of issuance of payment to vendors. Invoice submittal and approvals shall follow established controls regarding signature review and approval prior to payment. The Accounting Technicians related to Accounts Payable shall be responsible for payments consistent with the Agency's accounts payable policy.

c. Limitations

- I. All cards, excluding cards for the CEO/General Manager and ~~Senior Accountant~~Technical Accountant/Accounting Coordinator shall be limited to monthly limits of \$4,000. The CEO/GM shall be limited to monthly transactions up to \$10,000. The credit card related to the process of Accounts Payable shall not be limited by month.
- II. The ~~Deputy~~ Chief Financial Officer shall have the authority to restrict or temporarily increase limits under special circumstances.

d. Responsibilities

- I. Credit cards shall be issued under the cardholder's name and each cardholder shall be responsible for all purchases made with their respective cards. Additionally, cardholders shall be responsible for ensuring accurate and timely submission of monthly reconciliation reports. Finally, cardholders shall be responsible for signing and acknowledging receipt of the Credit Card policy and all related responsibilities and consequences for misuse.
- II. The ~~Deputy~~ Chief Financial Officer shall be responsible for reviewing bi-weekly transactions, monthly reports and payable transactions.
- III. The Clerk of the Board shall be responsible for submission of reports associated with credit card transactions in the consent calendar for the Board of Directors.

3. Misusage and Employee Separation

- a. All transactions utilizing credit cards must be related to official Agency business. In the case that a personal transaction is charged, the cardholder is responsible for identification as such on monthly reconciliations and the Agency must be reimbursed through the software via ACH deduction from cardholder's bank.
- b. In the case of separation of a cardholder and the Agency, the ~~Deputy~~ Chief Financial Officer shall be responsible for cancellation of the credit card. The cardholder shall be responsible for returning credit card to Human Resources upon termination for destruction.
- c. In the case that a cardholder violate any of the items listed under this policy, the employee shall be subject to disciplinary action up to and including termination and/or criminal charges.

**SunLine Transit Agency
Grants Management Policy
Policy No: B-070404**

Revised: ~~02/25/2009~~02/23/2022
Adopted: 08/04/2004

GRANTS MANAGEMENT POLICY

PURPOSE

The purpose of this document is to outline a policy for SunLine Transit Agency (SunLine) to actively pursue grant-funding opportunities. For purposes of this Policy, the term "grant" is defined to include any funding opportunity available to SunLine provided by Federal/State government agencies or private agencies, consistent with the goals of SunLine.

POLICY

Grant management of grant projects funded from any source shall be conducted efficiently and effectively in accordance with all applicable laws, rules and regulations, and SunLine's Grant Administrative Procedures. The ~~Planning Director~~Deputy Chief Financial Officer or designee will take the lead to identify, submit, and monitor grants for SunLine as outlined below.

1. Identify Grant Opportunities

- a. Federal, State, and local grant and funding opportunities will be identified.
- b. Review procedures, requirements and deadlines on grant programs.

2. Grant Development

- a. Lead the development of potential projects and activities for grant programs.
- b. Coordinate development with other SunLine departments.
- c. Identify and confirm matching source of funds.

3. Grant Submittal

- a. Gather the necessary information and Board approvals for the submittal of the required information or application.
- b. ~~Planning Director~~Deputy Chief Financial Officer may delegate grant writing responsibilities and review grant application package.

- c. Submit grant application package before program deadline.
- d. Monitor grant and respond to questions from granting agency during application review period.

4. **Grant Approval**

- a. Notify appropriate departments, agencies or Board of results of grant application.
- b. Staff will annually submit resolutions and authorizations to the SunLine Board of Directors for approval. The annual authorization shall indicate the level of authority delegated to the CEO/General Manager for approval of Grants and Cooperative Agreements.
- c. Develop required agreement or other material necessary to secure grant funding. The ~~Planning Director~~Deputy Chief Financial Officer will report all grant activity to the Finance/Audit Committee at its next scheduled meeting.
- d. Amend the Regional and Federal Transportation Improvement Program to reflect grant funding and projects.
- e. Transfer administration of each project to the designated project manager for implementation of the project and overall management of the project.

5. **Grant Administration**

- a. Grant administration will be implemented in accordance with SunLine's Grant Administration Procedures.

6. **Reporting**

- a. Provide the Grant Tracking Report to the Board of Directors on a quarterly basis.

Update Milestone Progress Reports to the FTA each quarter for each active FTA grant, including current anticipated grant closeout schedules.

**SunLine Transit Agency
Petty Cash Fund Procedures
Policy No: B-160603**

Revised: ~~09/28/2011~~02/23/2022
Adopted: 01/28/2004

PETTY CASH FUND PROCEDURES

PURPOSE

Petty Cash Funds provide an efficient and cost-effective way to make prompt payments for minor SunLine Transit Agency (hereafter referred to as "SunLine") business expenses. SunLine's Petty Cash Funds were established by the ~~Director of Finance~~Chief Financial Officer to pay for emergency expenses and should never be used to circumvent the procurement process of the Agency.

POLICY

It is the policy of SunLine that Petty Cash Funds are used for expenditures that a reasonable and prudent person would consider as having a public purpose or being for the benefit of SunLine and not personal in nature. ~~Department Directors~~Chiefs should use good judgment when approving expenditures of public funds and avoid any transaction that may appear inappropriate. As indicated in the Purchasing manual, purchases up to \$150.00 may be made through petty cash.

PROCEDURE

For the fund, a Custodian and Alternate Custodian are selected by the ~~Director of Finance~~Chief Financial Officer. These individuals must have the knowledge and ability to be fund caretakers and be full time SunLine employees. The petty cash fund will consist of bill and coins amounting to \$1,000.00.

The Custodian is held accountable for all aspects of the fund including disbursements, replenishments, reconciliations, discrepancies, and safeguarding.

1. General

- a. The petty cash fund shall be accessible only to the Custodian or Alternate Custodian. The cash must be kept in a secure area such as a safe or a lockable drawer that must be kept locked at all times.
- b. Petty cash vouchers must be completed with the required information for all transactions and in ink or typed.

- c. The requesting department ~~Director~~ Chief must approve and review all petty cash vouchers for appropriateness of the expense prior to reimbursement by the Custodian.
- d. The Custodian shall reconcile the petty cash fund at least monthly or as needed, using the SunLine Petty Cash Reconciliation form, or whenever the Custodian is temporarily or permanently replaced.
- e. Periodic internal audits are performed by the ~~Director of Finance~~ Chief Financial Officer or designee.

2. Using a Petty Cash Voucher — A Petty Cash Voucher is used to record an expense and the reimbursement of that expense (a copy of the form is attached). Purchases must be approved (in writing or verbally) before the goods are bought. The Petty Cash Voucher, when completed in ink or typed, shall include all of the following information:

- a. Date, Payee and Amount
- b. Account Number
- c. Description and purpose of items purchased (if not listed on the vendor receipt)
- d. Signature/approval of department Director
- e. Signature of person receiving cash

A receipt or invoice, preferably an original, is required for reimbursement:

- a. Vendor name and date of purchase
- b. Quantity, price per item, sales tax and total price

3. Reconciliation of Petty Cash Funds.

- a. As payments by the Custodian deplete the amount of cash, receipts are added to account for the expenditures to keep the Petty Cash Fund "in balance". At any time, sum of the cash on hand plus the total receipts and replenishment requests in progress should equal the authorized amount of the petty cash fund.
 - b. The SunLine Petty Cash Reconciliation form shall be used (a copy of the form is attached).
- 4. Absence of the Custodian** – During a *planned* absence or vacation, both the Custodian and the Alternate Custodian must:
- a. Physically count the petty cash box and make sure the cash, receipts and replenishments in progress balance to the total of the Petty Cash Fund.
 - b. The Alternate Custodian then signs a copy of the reconciliation as a receipt.
 - c. The Custodian retains this receipt as proof that personal responsibility for the value of the fund has been transferred.

- d. When the Custodian returns, the same procedures are followed except that the Alternate Custodian retains the receipt.

If the absence of the Custodian is *unplanned* and of short duration, the Alternate Custodian shall:

- a. Before using the fund, physically count the cash in the box in the presence of the department ~~Director~~Chief. The ~~Director of Finance~~Chief Financial Officer verifies the fund balance and signs the documentation.
- b. Keep a running total of the cash on hand.
- c. Retain this documentation until the Custodian returns and verifies the fund.

5. Use of the Petty Cash Fund – Petty cash is used for small incidental business expenditures which would be impractical to process through the purchase order system. Should there be any questions regarding the appropriateness of a purchase, contact the ~~Director of Finance~~Chief Financial Officer.

6. Replenishing the Finance Petty Cash Fund

- a. The Accounts Payable Technician and the Custodian will audit the receipts and Petty Cash Reconciliation Forms. They will *both* verify that the documentation is in compliance with the Petty Cash Procedures and that the department accounts are appropriately charged.
- b. A Request for Cash shall be submitted to the ~~Director of Finance~~Chief Financial Officer with all the back up documentation for approval. There must be *two authorized bank signatures on the Request for Cash form*.
- c. The Request for Cash shall be faxed to the bank. The ~~Director of Finance~~Chief Financial Officer or designee will retrieve the cash and deliver it to the Finance Department. The cash must be *received and signed for* by **two** Finance employees. Those eligible to *receive and sign* for the Petty Cash Fund monies are: Accounts Payable Technician, Accountant, ~~Senior Accountant~~Technical Accountant/Accounting Coordinator, Accounting Manager, and ~~Director of Finance~~Chief Financial Officer.