SunLine Transit Agency/
SunLine Services Group
December 3, 2025
12:00 p.m.

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

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

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NOTICE TO THE PUBLIC

All items appearing on the agenda are subject to action by the Board of Directors. Staff recommendations are subject to action by the Board of Directors.

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

Upon request, SunLine will provide written agenda materials in appropriate alternative formats to individuals with disabilities. In addition, SunLine will arrange for disability-related modifications or accommodations, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please contact the Clerk of the Board at (760) 343-3456 or send a written request by emailing clerkoftheboard@sunline.org, including your name, mailing address, telephone number and brief description of the requested materials, preferred alternative format, and/or auxiliary aid or service at least three (3) days before the meeting.

Public comments may be received either in person or via email.

In Person: Anyone wishing to speak in person during the public comment period or on a particular item is required to fill out a Request to Speak Form. In order to be recognized, a Request to Speak Form must be submitted to the Clerk of the Board prior to the start of the public comment period or before the agenda item on which comment is to be provided is taken up by the Board. Comments are limited to a total of three (3) minutes per speaker. The Board and Committee Chairs have the discretion to manage the Public Comment process in a manner that achieves the purpose of public communication and ensures the orderly conduct of the meeting.

In Writing via Email: Written comment may be submitted by emailing clerkoftheboard@sunline.org. To comment by email, submit comments no later than 5:00 PM the day before the meeting. Email comments should include the commenter's name, the agenda item being commented on (if applicable), and comment. Any correspondence received before the deadline will be forwarded to the Board of Directors for consideration

ITEM **RECOMMENDATION**

before action is taken on the matter. Upon request, one (1) hard copy of the written comments will be available for public viewing. Written comments will be retained for the official records. Written comments will not be read aloud at Board or Committee meetings.

The Board has the discretion to manage the Public Comment process in a manner that achieves the purpose of public communication and assures the orderly conduct of the meeting

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ITEM **RECOMMENDATION**

1. CALL TO ORDER
Note: All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

2. FLAG SALUTE

3. ROLL CALL

4. FINALIZATION OF AGENDA

5. 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 comments are limited to a maximum of three (3) minutes.

6. PRESENTATIONS

a) Palm Desert Golf Cart Parade Recognition

b) Hydrogen/Zero Emission Training Presentation (PAGE 8-20)
(Presenter: Mike Hayes, Superintendent of Zero Emissions Technology)

7. BOARD MEMBER COMMENTS **RECEIVE COMMENTS**

8. 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**
	APPROVE
8a) Acceptance of Checks $1,000 and Over Report for September 2025	(PAGE 21-25)
8b) Acceptance of Credit Card Statement for September 2025	(PAGE 26-59)
8c) Acceptance of Monthly Budget Variance Report for August and September 2025	(PAGE 60-68)
8d) Acceptance of Contracts Signed between $25,000 and $250,000 for September 2025	(PAGE 69-70)
8e) Acceptance of Union & Non-Union Pension Investment Asset Summary for September 2025	(PAGE 71-82)
8f) Acceptance of Ridership Report for September 2025	(PAGE 83-86)
8g) Acceptance of SunDial Operational Notes for September 2025	(PAGE 87-89)
8h) Acceptance of Metrics for September 2025	(PAGE 90-109)
8i) Acceptance of Quarterly Performance Summary for Q2 of Calendar Year 2025	(PAGE 110-118)
8j) Acceptance of Board Member Attendance Report for October 2025	(PAGE 119-120)
8k) Approval of Joint Board Meeting Minutes for October 22, 2025	(PAGE 121-124)
8l) Acceptance of SSG/SRA Checks $1,000 and Over Report for September 2025	(PAGE 125-126)
8m) Acceptance of SSG Monthly Budget Variance Report for September 2025	(PAGE 127-129)
8n) Acceptance of Taxi Trip Data Report – September 2025	(PAGE 130-131)

9. FISCAL YEAR 2025 FINANCIAL AUDIT REPORTS — **RECEIVE & FILE** (PAGE 132-219)
(John Peña, Chair of Finance/Audit Committee/ Committee of the Whole;
Staff: Luis Garcia, Chief Financial Officer)

10. AMENDING AGREEMENT WITH TRAPEZE SOFTWARE GROUP INC. TO INCLUDE OPERATIONS WEB-BASED BIDDING AND EMPLOYEE SELF-SERVICE MODULES — **APPROVE** (PAGE 220-221)
(John Peña, Chair of Finance/Audit Committee/Committee of the Whole;
Staff: Dylan Narz, Deputy Chief of Transit Systems and Technology)

ITEM	**RECOMMENDATION**
11. PURCHASE OF EIGHT (8) REPLACEMENT FIXED ROUTE BUSES FOR A NOT-TO-EXCEED AMOUNT OF $12,877,020 (John Peña, Chair of Finance/Audit Committee/ Committee of the Whole; Staff: Walter Watcher, Chief of Capital Projects)	**APPROVE** (PAGE 222-223)
12. APPROVE REVISED AGENCY SAFETY PLAN (Nancy Ross, Chair of Board Operations Committee/ Committee of the Whole; Staff: Bryan Valenzuela, Chief Safety Officer)	**APPROVE** (PAGE 224-342)
13. 2026-2028 TITLE VI PROGRAM (Denise Delgado, Chair of Strategic Planning & Operational Committee/Committee of the Whole; Staff: Anna Dan, Assistant Transit Planner	**APPROVE** (PAGE 343-505)
14. LEGISLATIVE UPDATE FOR NOVEMBER 2025 (Staff: Edith Hernandez, Director of Board and External Affairs)	**INFORMATION** (PAGE 506-516)

15. CEO/GENERAL MANAGER'S REPORT

16. CLOSED SESSION

a) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Pursuant to Government Code §§ 54956.95 and 54956.9(d)(1)
Nick Howell v. SunLine Transit Agency, PERMA Claim # 23-173680

17. RECONVENE TO OPEN SESSION AND REPORT OUT FROM CLOSED SESSION

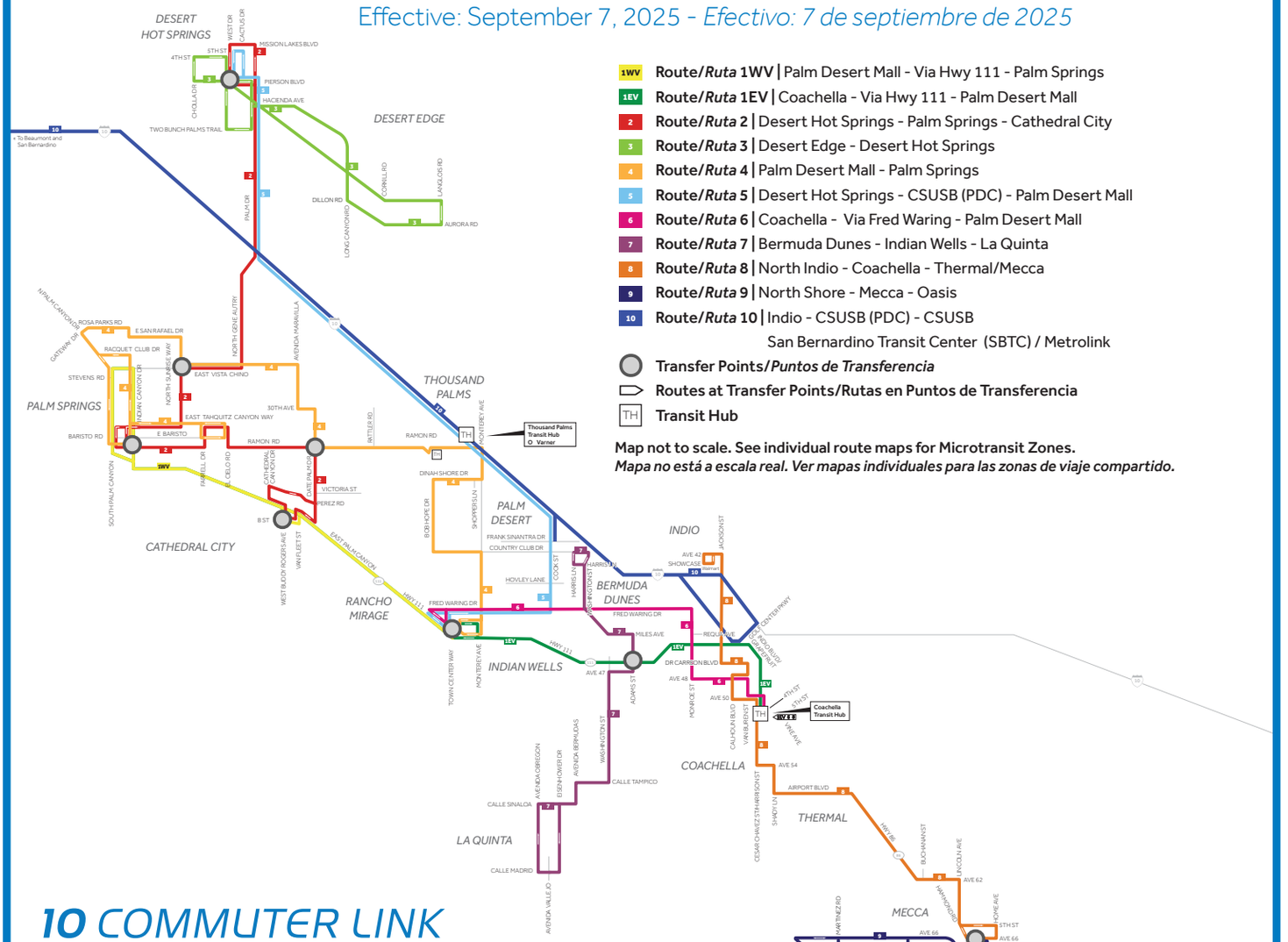
18. NEXT MEETING DATE

January 28, 2026 at 12 p.m.
Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

19. ADJOURN

SYSTEM MAP - MAPA DEL SISTEMA

Effective: September 7, 2025 - *Efectivo: 7 de septiembre de 2025*



- **1WV** **Route/*Ruta* 1WV |** Palm Desert Mall - Via Hwy 111 - Palm Springs
- **1EV** **Route/*Ruta* 1EV |** Coachella - Via Hwy 111 - Palm Desert Mall
- **2** **Route/*Ruta* 2 |** Desert Hot Springs - Palm Springs - Cathedral City
- **3** **Route/*Ruta* 3 |** Desert Edge - Desert Hot Springs
- **4** **Route/*Ruta* 4 |** Palm Desert Mall - Palm Springs
- **5** **Route/*Ruta* 5 |** Desert Hot Springs - CSUSB (PDC) - Palm Desert Mall
- **6** **Route/*Ruta* 6 |** Coachella - Via Fred Waring - Palm Desert Mall
- **7** **Route/*Ruta* 7 |** Bermuda Dunes - Indian Wells - La Quinta
- **8** **Route/*Ruta* 8 |** North Indio - Coachella - Thermal/Mecca
- **9** **Route/*Ruta* 9 |** North Shore - Mecca - Oasis
- **10** **Route/*Ruta* 10 |** Indio - CSUSB (PDC) - CSUSB San Bernardino Transit Center (SBTC) / Metrolink

Transfer Points/*Puntos de Transferencia*

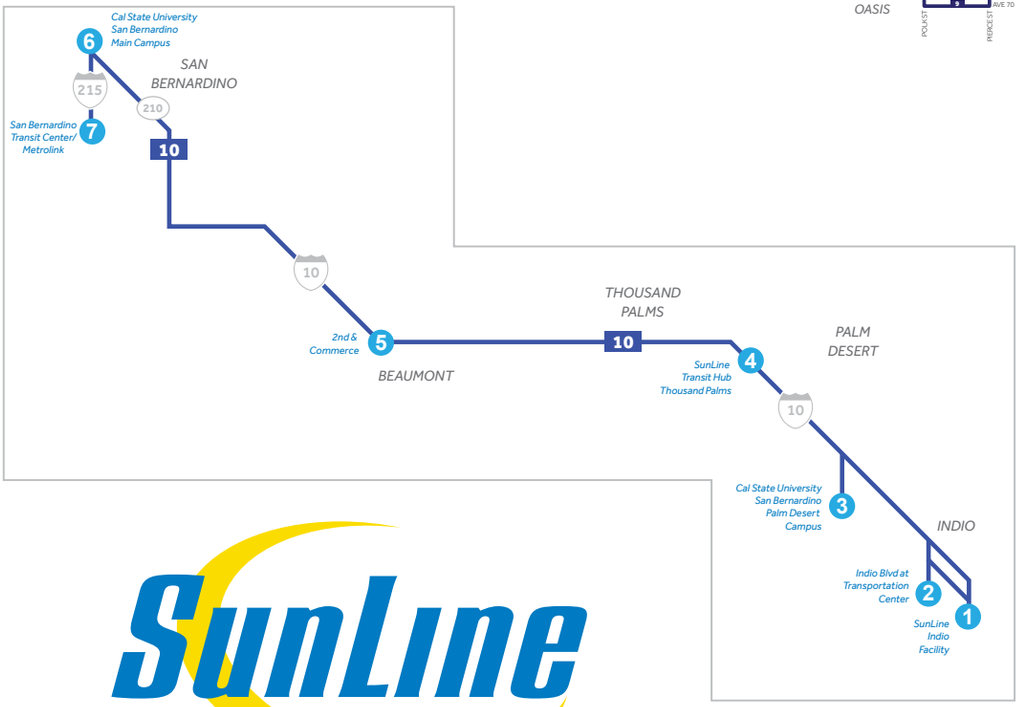
Routes at Transfer Points/Rutas en Puntos de Transferencia

Transit Hub

Map not to scale. See individual route maps for Microtransit Zones.
Mapa no está a escala real. Ver mapas individuales para las zonas de viaje compartido.

10 COMMUTER LINK

INDIO - CSUSB (PDC) - THOUSAND PALMS TRANSIT HUB - BEAUMONT
CSUSB - SAN BERNARDINO TRANSIT CENTER (SBTC)/METROLINK





SunLine TRANSIT AGENCY

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SunLine Transit Agency

ACRONYMS LIST OF TRANSPORTATION TERMS
Last Updated: 02/18/2025

#

5307	FTA Section 5307: Urbanized Area Formula Grants
5310	FTA Section 5310: Enhanced Mobility of Seniors & Individuals with Disabilities
5311	FTA Section 5311: Formula Grants for Rural Areas
5339	FTA Section 5339: Bus and Bus Facilities Formula Grants

A

A&E	Architect and Engineering
AC	Alternating Current
ATU	Amalgamated Transit Union
ADA	Americans with Disabilities Act
AHSC	Affordable Housing and Sustainable Communities
APC	Automated Passenger Counting
APTA	American Public Transit Association
ATP	Active Transportation Program
AVL	Automated Vehicle Location System
AFC	Automatic Fare Collection
AVA	Automatic Voice Annunciation
AV	Autonomous Vehicle

B

BAFO	Best and Final Offer
Bar	Metric Unit of Pressure (100 kPa)
BEB	Battery Electric Bus
BRT	Bus Rapid Transit
BUILD	Better Utilizing Investments to Leverage Development

C

CAD	Computer-Aided Dispatch
CalACT	California Association for Coordinated Transportation
CalOES	California Office of Emergency Services
CalSTA	California State Transportation Agency
Caltrans	California Department of Transportation
Cap-and-Trade	California's Cap-and-Trade Program
CARB	California Air Resources Board
CBA	Collective Bargaining Agreement
CEC	California Energy Commission
CEQA	California Environmental Quality Act
CFR	Code of Federal Regulations
CI	Carbon Intensity
CIG	Capital Investment Grants Program
CIP	Capital Improvement Program
CMAQ	Congestion Mitigation and Air Quality Improvement Program
CNG	Compressed Natural Gas
CO	Change Order
CO2	Carbon Dioxide
CVAG	Coachella Valley Association-Government
CTAA	Community Transportation Association of America
COA	Comprehensive Operational Analysis
COLA	Cost of Living Adjustment
COVID-19	Coronavirus
CRRSAA	Coronavirus Response and Relief Supplemental Appropriations Act
CSUSB	California State University, San Bernardino
CTA	California Transit Association
CTC	California Transportation Commission
CTSA	Consolidated Transportation Services Agency

D

DBE	Disadvantaged Business Enterprise
DC	Direct Current
DRS	Demand Response Service
DOT	Department of Transportation
DPSS	Department of Public Social Services

E

EA	Environmental Assessment
EAM	Enterprise Asset Management
EEO	Equal Employment Opportunity
EIR	Environmental Impact Report
EPA	Environmental Protection Agency
ERMA	Employee Risk Management Authority
ERP	Enterprise Resource Planning
ETO	Earned Time Off
EFP	Electronic Fare Payment
EV	Electric Vehicle

F

FCEB/FCB	Fuel Cell Electric Bus
FFY	Federal Fiscal Year
FHWA	Federal Highway Administration
FMCSA	Federal Motor Carrier Safety Administration
FTA	Federal Transit Administration
FTE	Full-Time Equivalent
FTIP	Federal Transportation Improvement Program
FM/LM	First Mile/Last Mile
FY	Fiscal Year

G, H, I, J, & K

GTFS	General Transit Feed Specifications
GTFS-RT	General Transit Feed Specifications Realtime
GFI	Gen-fare Industries Farebox
GGE	Gallons of Gas Equivalent
GHG	Greenhouse Gas
GPS	Global Positioning System
GTFS	General Transit Feed Specification
H2	Hydrogen
HOV	High-Occupancy Vehicle
ICT	Innovative Clean Transit
ITS	Intelligent Transport System
IFB	Invitation for Bid
IIJA	Infrastructure Investment and Jobs Act
ITS	Intelligent Transportation Systems
JPA	Joint Powers Authority
Kg	Kilogram
kPa	Kilopascal (1,000 Pa)
KPI	Key Performance Indicator
kW	Kilowatts (1,000 watts)
KwH	Kilowatt Hour

L

LCFS	Low Carbon Fuel Standard
LCTOP	Low Carbon Transit Operations Program
LH2	Liquid Hydrogen

Back to Top

LOI	Letter of Intent
LOS	Level of Service
LOU	Letter of Understanding
Low No	Low or No Carbon Emissions Program
LRTP	Long Range Transportation Plan
LTF	Local Transportation Fund
M, N, & O	
MCI	Motor Coach Industries
MCO	Motor Coach Operator
Measure A	Measure A Funding
MOD	Mobility on Demand
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
MSDS	Material Safety Data Sheet
mW	Megawatt (1,000,000 watts)
mWh	Megawatt Hour
NAAQS	National Ambient Air Quality Standards
NEPA	National Environmental Policy Act
NIMS	National Incident Management System
NOFA	Notice of Funding Availability
NOFO	Notice of Funding Opportunity
NTD	National Transit Database
NTP	Notice to Proceed
NTSB	National Transportation Safety Board
O&M	Operations and Maintenance
OSHA	Occupational Safety and Health Administration
OBC	On-Board Communication
OTP	On-Time Performance
P & Q	
Pa	Pascal
PPRH	Passenger Per Revenue Hour
PIS	Passenger Information System
PAC	Public Advisory Committee
PEM	Proton Exchange Membrane (H2)
PEPRA	Public Employer Pension Reform Act
PERMA	Public Entity Risk Management Authority
PLD	Paid Leave Day
PM	Preventative Maintenance
PNR	Park & Ride
PO	Purchase Order
PPE	Personal Protective Equipment
PPRH	Passengers per Revenue Hour
PSI	Pounds per Square Inch
PTASP	Public Transportation Agency Safety Plan
R & S	
RAISE	Rebuilding American Infrastructure with Sustainability and Equity
RCTC	Riverside County Transportation Commission
RFP	Request for Proposals
RFQ	Request for Quotation
RFS	Renewable Fuel Standard
RIN	Renewable Identification Number
RVH	Revenue Vehicle Hours
RVM	Revenue Vehicle Miles
SBTC	San Bernardino Transit Center
SCAG	Southern California Association of Governments
SGR	State of Good Repair
SMR	Steam Methane Reforming (H2)
SMS	Safety Management System
SOP	Standard Operating Procedure
SOW	Scope of Work
SRTP	Short Range Transit Plan
STA	State Transit Assistance Fund
STBG	Surface Transportation Block Grant Program
STIP	State Transportation Improvement Program
T	
TAC	Technical Advisory Committee
TAM	Transit Asset Management
TCP	Transit Capital Priorities
TDA	Transportation Development Act
TDM	Transportation Demand Management
TIP	Transportation Improvement Program
TIRCP	Transit and Intercity Rail Capital Program
TNC	Transportation Network Company
TOD	Transit-Oriented Development
TSI	Transportation Safety Institute
TSP	Transit Signal Priority
U, V, W, X, Y, Z	
USDOT	United States Department of Transportation
UPT	Unlinked Passenger Trips
VCR	Vehicle Condition Report
VMT	Vehicle Miles Traveled
VTO	Vacation Time Off
YTD	Year to Date
ZEB	Zero-Emission Bus

Back to Top

Hydrogen/ Zero Emission Training

SunLine TRANSIT AGENCY



Presented by:
Mike Hayes, Superintendent of Zero Emissions Technology

December 3, 2025

Back to Top

Zero Emission Training

- Progress
- Momentum
- Drive
- Impact



Back to Top

Introduction

Problem: Fuel Cell Bus Downtime

- Strategic Priority 1: Service Reliability
- Fuel Cell Bus downtime:
  - From October '24 to June '25, downtime ranged from 123 days to 157 days: average 140 days
  - Bus availability ranged from 24% of fleet to 55%: average 42% fleet availability
- Contributing cause: lack of expertise in fuel cell maintenance and repair
- SMART goal: develop/implement in-house zero emission training programs by June 30, 2026



Back to Top

Progress

SunLine identified four levels of training needed to improve fuel cell operation

- Fuel cell orientation
- Fuel cell preventative maintenance (PM) inspections
- Fuel cell troubleshooting and repair
- Fuel cell advanced diagnostics, repairs, and overhaul



Back to Top

Progress

1. Fuel cell orientation

- Introduction to fuel cell technology
- Includes an introduction to hydrogen fuel production
- Required training for all mechanics



Back to Top

Progress

2. Fuel cell PM inspections

- Hands-on class emphasizing proper care and preventive maintenance of the fuel cell modules
- Critical function to reduce downtime
- Required training for all mechanics



Back to Top

Progress

3. Fuel cell troubleshooting and repair

- Skills to achieve higher levels of knowledge and understanding of systems, components and functions
- Required training for all mechanics



Back to Top

Progress

4. Fuel cell advanced diagnostics and overhaul

- Specific training for fuel cell troubleshooting and repair
- Required for Advanced Technology Techs (ATT). Optional for qualified mechanics
- Emphasis on the most difficult repairs and overhaul
- Based on Original Equipment Manufacturer training



Back to Top

Momentum

- Hired a mechanic with specific knowledge and expertise with Ballard fuel cells
- Fuel cell orientation: In development, expected implementation by June 30, 2026
- Fuel cell PM inspections: 7/19 mechanics have been trained. Target: 100% to be trained by December 30, 2025
- Fuel cell basic troubleshooting: 7/19 mechanics have been trained. Target: 100% to be trained by March 30, 2026
- Fuel cell advanced diagnostics and overhaul: 2 ATT techs and 5 mechanics have completed this training.



Back to Top

Drive

What's next?

- Working with zero emissions experts to ensure professional up-to-date curriculum that meets industry standards
- Continuous evaluation of the training curriculum
- Optimize content to support SunLine's Strategic Priority and achieve its Service Reliability goals



Back to Top

Impact

Reduction in fleet downtime and corresponding increase in availability:

- From July '25 to November '25
  - Downtime fell from 123 days to 34 days
  - 72% decrease



Back to Top

Impact

Conclusion:

Increased training, while not the sole intervention in the Maintenance department, has had a significant impact on the department's abilility to diagnose problems and make repairs in a more timely manner.



Back to Top

Thank You!



Back to Top

SunLine Transit Agency

CONSENT CALENDAR

DATE: December 3, 2025 **APPROVE**

TO: Finance/Audit Committee/Committee of the Whole
Board of Directors

RE: Acceptance of Checks $1,000 and Over Report September 2025

Summary:

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

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

Vendor	***Check #***	***Amount***
Integrated Cryogenic Solutions, LLC	*701020*	*$349,104.90*
Noman Transit, LLC	*701021*	*$191,222.68*
Ballard Power Systems	*700961*	*$165,396.25*
CDW Government, Inc.	*700886*	*$94,642.85*
Everon, LLC	*700911*	*$84,507.66*
Helixstorm	*701019*	*$81,226.43*
Hanson Bridgett LLP	*700907*	*$74,997.80*
Ballard Power Systems	*700835*	*$59,387.49*
Dahl, Taylor and Associates, Inc.	*701018*	*$57,602.00*
California Transit Training Consortium	*700863*	*$53,471.42*

Recommendation:

Approve.

Back to Top

SunLine Transit Agency
Checks $1,000 and Over
September 2025

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
CALPERS	Group Health Premiums	701036	09/24/2025	473,623.38
INTEGRATED CRYOGENIC SOLUTIONS LLC	Fuel - Liquid Hydrogen	701020	09/23/2025	349,104.90
NOMAD TRANSIT, LLC	SunRide Ride Share Expenses	701021	09/23/2025	191,222.68
BALLARD POWER SYSTEMS	Inventory Repair Parts	700961	09/18/2025	165,396.25
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	701079	09/24/2025	95,860.72
CDW GOVERNMENT, INC	Computer/Network Software Agreement	700886	09/10/2025	94,642.85
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	700867	09/03/2025	91,577.40
IMPERIAL IRRIGATION DIST	Utilities	700909	09/10/2025	89,895.27
EVERON, LLC (90-0008456)	WIP-Surveillance Camera Replacement- Project Acct#2113-01	700911	09/10/2025	84,507.66
HELIXSTORM	WIP-Information Technology Project- Project Acct#2306-01	701019	09/23/2025	81,226.43
HANSON BRIDGETT LLP	Legal Service	700907	09/10/2025	74,997.80
BALLARD POWER SYSTEMS	Inventory Repair Parts	700835	09/03/2025	59,387.49
DAHL, TAYLOR AND ASSOCIATES, INC.	WIP- Indio CNG Station Upgrade- Project Acct#2210-00	701018	09/23/2025	57,602.00
CALIFORNIA TRANSIT TRAINING CONSORTIUM	Center of Excellence Workshop- CEC	700863	09/03/2025	53,471.42
METLIFE	Supplement Benefits LTD/STD/LIFE/Dental Ins Premium	701056	09/24/2025	48,527.89
SO CAL GAS CO.	Utilities	700939	09/10/2025	42,865.29
ANEW RNG, LLC	Utilities	701032	09/24/2025	41,170.60
MICHELIN NORTH AMERICA, INC.	Lease Tires Services	700993	09/18/2025	40,918.02
MICHELIN NORTH AMERICA, INC.	Lease Tires Services	701057	09/24/2025	34,669.83
INSIGHT STRATEGIES INC	Consulting	700910	09/10/2025	33,275.00
TODD VERWERS ARCHITECTS INC	WIP-Center of Excellence Facility- Project Acct#1808-03	701009	09/18/2025	30,089.87
HULA NETWORKS, INC.	WIP-Information Technology Project- Project Acct#2421-06	700908	09/10/2025	29,361.82
HANSON BRIDGETT LLP	Legal Service	700845	09/03/2025	24,909.61
HELIXSTORM	Contracted Services	700988	09/18/2025	23,470.10
VECTOR SOLUTIONS	Annual Membership Renewal	700931	09/10/2025	19,670.40
VERIZON WIRELESS	Wireless Telephone Service	700869	09/03/2025	19,594.89
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	700999	09/18/2025	17,618.11
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	700854	09/03/2025	17,261.83
SMITH GARSON, INC.	Consulting	700938	09/10/2025	16,000.00
JE STRATEGIES LLC	Consulting	700912	09/10/2025	15,000.00
PALM SPRINGS MOTORS, INC.	Paratransit Repair Parts	700923	09/10/2025	13,998.35
CENTER FOR TRANSPORTATION AND THE	WIP-Liquid Hydrogen Refueling- Project Acct#2211-02	701086	09/25/2025	13,508.64
TRUGUARD SECURITY SERVICES, INC	Security Guard Services	700947	09/10/2025	12,825.56
BROWN ARMSTRONG ACCOUNTANCY	Audit Services	701034	09/24/2025	12,625.75
NAPA AUTO PARTS	Inventory Repair Parts	701061	09/24/2025	12,309.65
TRAPEZE SOFTWARE GROUP INC.	Computer/Network Software Agreement	700946	09/10/2025	12,204.00
ATKINSON, ANDELSON, LOYA RUUD AND ROMO	Legal Service	700834	09/03/2025	10,638.71
PAUL ASSOCIATES	Printing Expense	701067	09/24/2025	10,267.86
DOVE PRINTING	Printing Expense	700991	09/18/2025	9,980.63

Back to Top

SunLine Transit Agency
Checks $1,000 and Over
September 2025

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
GILLIG LLC	Inventory Repair Parts	700906	09/10/2025	9,762.96
ROBERT HALF	Temporary Help	701072	09/24/2025	9,624.30
ROBERT HALF	Temporary Help	700932	09/10/2025	9,518.89
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	701074	09/24/2025	9,492.37
DYNAMIC BUILDING MAINTENANCE INC	Janitorial Services	700896	09/10/2025	9,349.00
ROBERT HALF	Temporary Help	700859	09/03/2025	9,255.51
AVAIL TECHNOLOGIES, INC.	Computer/Network Software Agreement	700879	09/10/2025	9,080.50
FIESTA FORD, INC.	Inventory Repair Parts	700981	09/18/2025	8,982.39
XOBEE NETWORKS, LLC	Computer/Network Software Agreement	700954	09/10/2025	8,621.25
SONSRAY FLEET SERVICES	Inventory Repair Parts	700865	09/03/2025	8,572.81
TPX COMMUNICATIONS	Communication Service	701011	09/18/2025	8,558.37
SHAW YODER ANTWIH SCHMELZER & LANGE, INC	Consulting	700936	09/10/2025	8,500.00
SHAW YODER ANTWIH SCHMELZER & LANGE, INC	Consulting	701003	09/18/2025	8,500.00
ROBERT HALF	Temporary Help	701001	09/18/2025	8,414.10
NFI PARTS	Inventory Repair Parts	701023	09/24/2025	8,158.02
SAFETY-KLEEN CORPORATION	Contract Svc-Haz Waste Removal	701075	09/24/2025	8,147.97
DAVID RZEPINSKI CONSULTING	Consulting	700841	09/03/2025	6,983.75
AMALGAMATED TRANSIT UNION	Union Dues	701028	09/24/2025	6,830.81
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	701002	09/18/2025	6,803.53
FIESTA FORD, INC.	Paratransit Repair Parts	700900	09/10/2025	6,659.30
TEAMVIEWER GERMANY GMBH	Computer/Network Software Agreement	700943	09/10/2025	6,620.00
TEC EQUIPMENT, INC.	Inventory Repair Parts	701007	09/18/2025	6,573.97
HD INDUSTRIES	Repair Parts-Fixed Route	700987	09/18/2025	6,365.94
BALLARD POWER SYSTEMS	Inventory Repair Parts	700880	09/10/2025	6,228.66
MODEL1 COMMERCIAL VEHICLES, INC.	Inventory Repair Parts	700840	09/03/2025	6,144.72
AMAZON CAPITAL SERVICES, INC	Office Supplies	700876	09/10/2025	6,106.08
BRYAN VALENZUELA	Reimbursement Expense	700882	09/10/2025	6,097.39
QUINCY COMPRESSOR LLC	WIP-Fixed Assets-Misc. Equipment- Project Acct#2502-04	700960	09/18/2025	6,020.77
AMETZA ARIZONA, LLC.	Lubricants- Oil	700833	09/03/2025	5,941.66
PLANETBIDS, INC.	Computer/Network Software Agreement	700925	09/10/2025	5,149.49
ALLIED REFRIGERATION, INC	Freon & Coolant	701026	09/24/2025	4,883.36
CONSERVE LANDCARE, LLC	Facility Maintenance	701041	09/24/2025	4,820.00
BROADLUX, INC.	Contract Services-General	700963	09/18/2025	4,728.00
GILLIG LLC	Repair Parts-Fixed Route	700986	09/18/2025	4,725.18
IMPERIAL IRRIGATION DIST	Utilities	701051	09/24/2025	4,518.82
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	701073	09/24/2025	4,360.69
ENTECH OIL INC	Lubricants- Oil	700842	09/03/2025	4,328.65
PRUDENTIAL OVERALL SUPPLY	Uniforms	700857	09/03/2025	4,260.52
GENFARE, LLC	Inventory Repair Parts	700985	09/18/2025	4,241.90

Back to Top

SunLine Transit Agency
Checks $1,000 and Over
September 2025

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Repair Parts-Fixed Route	700861	09/03/2025	4,193.44
BROADLUX, INC.	Contract Services-General	700881	09/10/2025	4,075.94
COUNTY OF RIVERSIDE	WIP-Center of Excellence Facility-Project Acct#1808-03	700839	09/03/2025	4,044.30
HYDROGEN FUEL CELL BUS COUNCIL DC	Membership & Subscriptions	701050	09/24/2025	4,000.00
NFI PARTS	Inventory Repair Parts	700829	09/03/2025	3,905.05
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	700860	09/03/2025	3,882.08
ANDREA CARTER & ASSOCIATES	Marketing & Communication Services	701031	09/24/2025	3,845.00
RIDE COACH AND BUS	Repair Parts-Fixed Route	700965	09/18/2025	3,764.93
SO CAL GAS CO.	Utilities	701004	09/18/2025	3,534.70
GARON WYATT INVESTIGATIVE SERVICES, LLC.	Insurance Loss	700904	09/10/2025	3,499.86
KNOWBE4, INC.	Computer/Network Software Agreement	700990	09/18/2025	3,478.14
OPW FUELING COMPONENTS	Inventory Repair Parts-SunFuels	700852	09/03/2025	3,391.68
CHARTER COMMUNICATIONS	Utilities	700941	09/10/2025	3,282.96
AMAZON CAPITAL SERVICES, INC	Facility Maintenance	701029	09/24/2025	3,231.01
US BANK VOYAGER FLEET SYSTEMS	Unleaded Fuel	700950	09/10/2025	3,196.09
FORENSIC DRUG TESTING SERVICES	Alcohol & Drug Testing	700901	09/10/2025	3,192.90
PRUDENTIAL OVERALL SUPPLY	Uniforms	700927	09/10/2025	3,106.62
MOHAWK MFG & SUPPLY CO	Inventory Repair Parts	700918	09/10/2025	3,098.07
INSIGHT STRATEGIES INC	Consulting	700989	09/18/2025	3,040.72
C V WATER DISTRICT	Utilities	701040	09/24/2025	2,875.66
FIESTA FORD, INC.	Inventory Repair Parts	700843	09/03/2025	2,832.87
COMPLETE COACH WORKS	Inventory Repair Parts	700838	09/03/2025	2,629.10
GRAINGER	Inventory Repair Parts	700951	09/10/2025	2,629.08
QUICK FIX AUTO GLASS	Repair Parts- Fuel Cell	700830	09/03/2025	2,615.00
PLAZA TOWING, INC.	Towing Services	700926	09/10/2025	2,550.00
MAGALDI & MAGALDI, INC.	Inventory Repair Parts	700992	09/18/2025	2,540.98
XOBEE NETWORKS, LLC	Computer/Network Software Agreement	701084	09/24/2025	2,516.25
FRONTIER COMMUNICATIONS	Utilities - OPS Bldg	700984	09/18/2025	2,500.00
RWC GROUP	Inventory Repair Parts	700983	09/18/2025	2,448.54
PLAZA TOWING, INC.	Towing Services	701000	09/18/2025	2,375.00
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	700883	09/10/2025	2,357.25
YELLOW CAB OF THE DESERT	Taxi Voucher Program	701085	09/24/2025	2,187.08
FLW, INC.	Inventory Repair Parts	701046	09/24/2025	2,045.47
VALLEY OFFICE EQUIPMENT, INC.	Copier Service	701082	09/24/2025	2,005.11
CINTAS CORPORATION NO.2	Emergency Preparedness Supplies	701038	09/24/2025	1,987.76
OMNITRACS, LLC	General Services	700851	09/03/2025	1,820.00
TULSA GAS TECHNOLOGIES, INC.	Inventory Repair Parts	700948	09/10/2025	1,809.33
MOHAWK MFG & SUPPLY CO	Inventory Repair Parts	701059	09/24/2025	1,763.87
ROBERTO VALADEZ	Reimbursement Expense	700933	09/10/2025	1,605.67

Back to Top

SunLine Transit Agency
Checks $1,000 and Over
September 2025

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
TOTAL CARE WORK INJURY CLINIC	Medical Exam & Testing	701017	09/18/2025	1,600.00
PLAZA TOWING, INC.	Towing Services	701070	09/24/2025	1,575.00
MOUSER ELECTRONICS, INC	Inventory Repair Parts	701060	09/24/2025	1,563.02
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	700884	09/10/2025	1,523.88
EVERSOFT, INC.	Contract Services - General	700897	09/10/2025	1,510.34
MILE3 WEB DEVELOPMENT	Website Maintenance	700916	09/10/2025	1,470.00
FASTENAL COMPANY	Shop Supplies	700973	09/18/2025	1,461.64
OPW FUELING COMPONENTS	Inventory Repair Parts-SunFuels	700998	09/18/2025	1,436.00
AMAZON CAPITAL SERVICES, INC	Employee Incentive Service	700957	09/18/2025	1,399.14
MODEL1 COMMERCIAL VEHICLES, INC.	Paratransit Repair Parts	700893	09/10/2025	1,380.82
FEDEX	Shipping Service	700978	09/18/2025	1,371.71
CRYSTAL CHRYSLER JEEP DODGE CENTER	Repair Parts-Support Vehicle	701012	09/18/2025	1,332.90
WELTYS ENTERPRISES, INC.	Printing Expense	700952	09/10/2025	1,323.42
COMPLETE COACH WORKS	Repair Parts-Fixed Route	700892	09/10/2025	1,314.55
CDW GOVERNMENT, INC	Computer Supplies	700836	09/03/2025	1,304.09
PACIFIC BRAKE & ALIGNMENT	Repair Parts-Fixed Route	700853	09/03/2025	1,170.00
CHRIS ALLEN VERES	Inventory Repair Parts	700888	09/10/2025	1,162.39
IMAGE 360 - PALM DESERT	Shop Supplies	701058	09/24/2025	1,161.65
ABSOLUTE SELF STORAGE	Storage Rental	701022	09/24/2025	1,152.00
INLAND LIGHTING SUPPLIES, INC.	Electrical Expenses	700846	09/03/2025	1,137.84
PALM SPRINGS MOTORS, INC.	Paratransit Repair Parts	701065	09/24/2025	1,126.10
PERMA - INSURANCE	Insurance-Supplemental	700924	09/10/2025	1,102.00
CESAR ACEVEDO	Reimbursement Expense	700887	09/10/2025	1,100.00
STEVE KELSO	Reimbursement Expense	700942	09/10/2025	1,100.00
MARIO LUNA	Reimbursement Expense	700914	09/10/2025	1,100.00
ALPHA MEDIA LLC	Advertising	700875	09/10/2025	1,050.00
SMITTY'S AUTO PAINT OF HEMET	Shop Supplies	701076	09/24/2025	1,007.06
QUADIENT FINANCE USA, INC.	Postage	700929	09/10/2025	1,000.00

Total Checks Over $1,000	$2,947,003.35
Total Checks Under $1,000	($1,068.41)
Total Checks	$2,945,934.94

Back to Top

SunLine Transit Agency

CONSENT CALENDAR

DATE: December 3, 2025 **APPROVE**

TO: Finance/Audit Committee/Committee of the Whole
Board of Directors

RE: Acceptance of Credit Card Statement for September 2025

Summary:

The attached report summarizes the Agency's credit card expenses for September 2025. The report summarizes transactions for the credit cards which align with the statement closing dates of September 30, 2025.

Recommendation:

Approve.

Back to Top

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 09/30/2025

Name on Card: Ray Stevens (Procurement Card)

	Trans. Date	Post. Date	Name	Detail-Description	Credits	Charges
1	08/28/25	9/1/2025	Gate Openers Unlimited	South Gate Vehicle Detector		$ 205.90
2	08/28/25	9/1/2025	American AL	Airline Credit (August - Richard Powers)	$ (41.01)	
3	08/29/25	9/1/2025	Canva.com	Canva Subscription Renewal		$ 119.99
4	09/02/25	9/2/2025	Microsoft	Microsoft Online Services		$ 3,696.00
5	09/02/25	9/3/2025	Latinos in Transit	Latinos in Transit Conference Eddie Castro - Registration Fee		$ 500.00
6	09/02/25	9/4/2025	Southwest AL	Latinos in Transit Conference Eddie Castro - Flight Expense		$ 128.15
7	09/02/25	9/4/2025	American AL	Latinos in Transit Conference Eddie Castro - Flight Expense		$ 203.18
8	09/02/25	9/4/2025	United AL	ABBG American Bus Benchmarking - Annual Mtg Isabel Vizcarra - Flight Expense		$ 261.18
9	09/02/25	9/4/2025	Delta AL	ABBG American Bus Benchmarking - Annual Mtg Isabel Vizcarra - Flight Expense		$ 179.19
10	09/03/25	9/3/2025	Expedia	ABBG American Bus Benchmarking - Annual Mtg Isabel Vizcarra - Expedia Fee		$ 7.26
11	09/03/25	9/3/2025	Expedia	Latinos in Transit Conference Eddie Castro - Lodging Expense		$ 1,220.93
12	09/04/25	9/5/2025	Apple	iCloud Storage for Israel Moreno		$ 2.99
13	09/04/25	9/5/2025	Lorman Bus Cntr	CA Public Contracting and Competitive Regulations Course for Ray Stevens - Registration Fee		$ 219.00
14	09/04/25	9/5/2025	Dropbox	Dropbox License Renewals for the Agency		$ 2,217.60
15	09/04/25	9/8/2025	WTS Intl.	Women's Transportation Seminar (WTS) International Membership Payment Fee- Mona Babauta		$ 1.00
16	09/04/25	9/8/2025	WTS Intl.	WTS International Membership - Mona Babauta		$ 129.00
17	09/04/25	9/8/2025	WTS Intl.	WTS International Membership Payment Fee - Edith Hernandez		$ 1.00
18	09/04/25	9/8/2025	WTS Intl.	WTS International Membership - Edith Hernandez		$ 129.00
19	09/05/25	9/8/2025	Enrollease	Benefit Enrollment and Payroll Integration Annual Fee		$ 496.50

Back to Top

	Trans. Date	Post. Date	Name	Detail-Description	Credits	Charges
20	09/06/25	9/8/2025	Historic Davenport	American Bus Benchmarking Group (ABBG) - Annual Mtg Isabel Vizcarra - Flight Expense		$ 735.20
21	09/08/25	9/9/2025	Castle Publications Lic	2025 Employment Discrimination and Employee Relations Law Seminar for Carissa Sanchez - Registration Fee		$ 459.00
22	09/10/25	9/11/2025	CALAct	CALACT 2025 Fall Conference and Expo Walter Watcher - Registration Fee		$ 730.00
23	09/10/25	9/11/2025	Sam's Club	Supplies for Open Enrollment		$ 276.27
24	09/11/25	9/12/2025	PDACC.org	Palm Deserst Chamber of Commerce Golf Cart Parade Entry Fee		$ 99.00
25	09/11/25	9/12/2025	Castle Publications Lic	2025 Employee Handbook and Personnel Policies Seminar for Carrissa Sanchez - Registration Fee		$ 459.00
26	09/11/25	9/15/2025	Sloan Valve	Faucet Supplies		$ 103.08
27	09/12/25	9/15/2025	Pryor Learning	Pryor Learning Solutions Annual Subscription Fee for SunLine University		$ 229.00
28	09/12/25	9/15/2025	Detail King	Facility Maintenance Equipment - Heated Carpet Extractor		$ 1,501.14
29	09/17/25	9/18/2025	Elavon Srv Fee Arbitration	PERB Arbitration List - Service Fee		$ 1.15
30	09/17/25	9/18/2025	PERB Arb	PERB Arbitration List Expense		$ 50.00
31	09/17/25	9/18/2025	STARLINK	STARLINK Subscription Fee		$ 165.00
32	09/17/25	9/18/2025	Elavon Srv Fee Arbitration	PERB Arbitration List - Service Fee		$ 1.15
33	09/17/25	9/18/2025	PERB Arb	PERB Arbitration List Expense		$ 50.00
34	09/17/25	9/18/2025	Elavon Srv Fee Arbitration	PERB Arbitration List - Service Fee		$ 1.15
35	09/17/25	9/18/2025	PERB Arb	PERB Arbitration List Expense		$ 50.00
36	09/18/25	9/19/2025	PayPal	Jarett Walker Network & Design Course Greg Wildman - Registration Fee		$ 495.00
37	09/18/25	9/19/2025	PayPal	Jarett Walker Network & Design Course Dioselyn A. Moreno - Registration Fee		$ 495.00
38	09/18/25	9/19/2025	Mpact Registration	2025 Mpact Conference Greg Wildman - Registration Fee		$ 775.00
39	09/18/25	9/19/2025	Sam's Club	Field Supervisors Supplies - Water		$ 287.04
40	09/18/25	9/19/2025	Mpact Registration	2025 Mpact Conference Anna Dan - Registration Fee		$ 645.00
41	09/18/25	9/19/2025	Control Parts	Contactor and Switch for Bus Wash		$ 742.80

Back to Top

	Trans. Date	Post. Date	Name	Detail-Description	Credits	Charges
42	09/18/25	9/22/2025	Alaska AL	2025 Mpact + Community and Jarett Walker Network & Design Course Greg Wildman - Flight Expense		$ 306.60
43	09/18/25	9/22/2025	Alaska AL	2025 Mpact Conference Anna Dan - Flight Expense		$ 316.60
44	09/19/25	9/22/2025	Alaska AL	Jarett Walker Network & Design Course Dioselyn A. Moreno - Flight Expense		$ 336.60
45	09/19/25	9/19/2025	Expedia	2025 Mpact + Community and Jarett Walker Network & Design Course Greg Wildman - Lodging Expense		$ 1,227.72
46	09/19/25	9/19/2025	Expedia	2025 Mpact Conference Anna Dan - Lodging Expense		$ 818.48
47	09/19/25	9/19/2025	Expedia	Jarett Walker Network & Design Course Dioselyn A. Moreno - Lodging Expense		$ 288.56
48	09/19/25	9/22/2025	Fsp*CTA	CTA 60th Annual Fall Conference & Expo Dylan Narz - Registration Fee		$ 625.00
49	09/19/25	9/22/2025	Fsp*CTA	CTA 60th Annual Fall Conference & Expo Isabel Vizcarra - Registration Fee		$ 625.00
50	09/19/25	9/22/2025	Expedia	CTA 60th Annual Fall Conference & Expo Dylan Narz - Lodging Expense		$ 610.53
51	09/19/25	9/22/2025	Fsp*CTA	CTA 60th Annual Fall Conference & Expo Tamara Miles - Registration Fee		$ 625.00
52	09/19/25	9/22/2025	Expedia	CTA 60th Annual Fall Conference & Expo Isabel Vizcarra - Lodging Expense		$ 610.53
53	09/22/25	9/23/2025	Control Parts	Auxiliary Contact for Bus Wash Pump		$ 133.40
54	09/23/25	9/24/2025	Fsp*CTA	CTA 60th Annual Fall Conference & Expo Edith Hernandez - Registration Fee		$ 625.00
55	09/23/25	9/24/2025	Expedia	CTA 60th Annual Fall Conference & Expo Edith Hernandez - Lodging Expense		$ 648.06
56	09/23/25	9/24/2025	Fsp*CTA	CTA 60th Annual Fall Conference & Expo Luis Garcia - Registration Fee		$ 625.00
57	09/23/25	9/24/2025	Fsp*CTA	CTA 60th Annual Fall Conference & Expo David Legarreta - Registration Fee		$ 625.00
58	09/23/25	9/24/2025	Expedia	California Transit Works (CTW) Coordinators Emmanuel Mora - Lodging Expense		$ 160.73
59	09/23/25	9/24/2025	Alaska AL	CTW Coordinators Emmanuel Mora - Flight Expense		$ 781.60

Back to Top

	Trans. Date	Post. Date	Name	Detail-Description	Credits	Charges
60	09/26/25	9/26/2025	Expedia	CTA 60th Annual Fall Conference & Expo Bryan Valenzuela - Lodging Expense		$ 653.16
61	09/26/25	9/29/2025	Holiday Inn Express	TSI Effectively Managing Transit Emergencies Eugene Wilson - Lodging Expense		$ 740.08
62	09/26/25	9/29/2025	Eb Indio	State of the City, City of Indio Isabel Vizcarra - Registration Fee		$ 85.00
63	09/26/25	9/29/2025	Holiday Inn Express	TSI Effectively Managing Transit Emergencies Craig Stodolka - Lodging Expense		$ 740.08
64	09/26/25	9/29/2025	Fsp*CTA	CTA 60th Annual Fall Conference & Expo Bryan Valenzuela - Registration Fee		$ 625.00
65	09/26/25	9/29/2025	Eb Indio	State of the City, City of Indio Bryan Valenzuela - Registration Fee		$ 85.00
66	09/26/25	9/29/2025	Eb Indio	State of the City, City of Indio Mark Perry - Registration Fee		$ 85.00
67	09/26/25	9/29/2025	Eb Indio	State of the City, City of Indio Tamara Miles - Registration Fee		$ 85.00
68	09/26/25	9/29/2025	Eb Indio	State of the City, City of Indio Edith Hernandez - Registration Fee		$ 85.00
69	09/26/25	9/29/2025	Eb Indio	State of the City, City of Indio Luis Garcia - Registration Fee		$ 85.00
70	09/29/25	9/30/2025	Indio Service Fee	Indio Hydrogen Station Project - Permit Service Fee		$ 29.34
71	09/29/25	9/30/2025	Indio Ca Misc	Indio Hydrogen Station Project - Permit		$ 978.10
72	09/29/25	9/30/2025	Expedia	Expedia Service Fee		$ 4.25
				Totals:	$ (41.01)	$ 32,337.27

Back to Top

WELLS FARGO

Reporting Period : 8/30/2025 - 9/30/2025

Statement Summary

Name	Ray Stevens	**Company**	Sunline Transit Agency
Account #	XXXX-XXXX-XXXX-[redacted]	**Currency**	US Dollar
Reporting Period	8/30/2025 - 9/30/2025		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
1	8/28/2025	9/1/2025	Gate Openers Unlimited 305-6965443, FL					205.90
	Purchase Gate Openers Unlimited			General Ledger Code: 5099900002				
	PR 23691 - South Gate Vehicle Detector for Facilities			Facilities Department - GL 00-23-5049900026				
2	8/28/2025	9/1/2025	American Ai 800-433-7300, TX					-41.01
	Credit Voucher American Ai			General Ledger Code: 5090200000				
	American Airlines Credit							
3	8/29/2025	9/1/2025	Canva* I04623-53544355 Canva.Com, DE					119.99
	Purchase Canva* I04623-53544355			General Ledger Code: 5030303260				
	PR 23676 - Canva Subscription Renewal for Marketing			Marketing Department - 00-31-5090100000				
4	9/2/2025	9/2/2025	Msft * E0800xbprn 800-6427676, WA					3,696.00
	Purchase Msft * E0800xbprn			General Ledger Code: 5030300011				
	PR 23740 - Microsoft Online Services			IT Department - 00-42-5030300011				
5	9/2/2025	9/3/2025	In *latinos In Transit 512-5677176, CA					500.00
	Purchase In *latinos In Transit			General Ledger Code: 5030400000				
	Approved Travel for Eddie Castro – Latinos in Transit - Registration Fee			Finance Department - 00-41-5090200000				

Back to Top

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
6	9/2/2025	9/4/2025	Southwes Southwest.Com, TX					128.15
	Purchase Southwes			General Ledger Code: 5090200000				
	Approved Travel for Eddie Castro – Latinos in Transit - Flight Charge			Finance Department - 00-41-5090200000				
7	9/2/2025	9/4/2025	American Air Fort Worth, TX					203.18
	Purchase American Air			General Ledger Code: 5090200000				
	Approved Travel for Eddie Castro – Latinos in Transit - Flight Charge			Finance Department - 00-41-5090200000				
8	9/2/2025	9/4/2025	United United.Com, TX					261.18
	Purchase United			General Ledger Code: 5090200000				
	Approved Travel for Isabel Vizcarra – ABBG American Bus Benchmarking Group Annual Meeting - Flight Charge			Operations Department - 00-11-5090200000				
9	9/2/2025	9/4/2025	Delta Air Seattle, WA					179.19
	Purchase Delta Air			General Ledger Code: 5090200000				
	Approved Travel for Isabel Vizcarra – ABBG American Bus Benchmarking Group Annual Meeting - Flight Charge			Operations Department - 00-11-5090200000				
10	9/3/2025	9/3/2025	Expedia 73229266951022 Expedia.Com, WA					7.26
	Purchase Expedia 73229266951022			General Ledger Code: 5090200000				
	Approved Travel for Isabel Vizcarra – ABBG American Bus Benchmarking Group Annual Meeting - Expedia Charge			Operations Department - 00-11-5090200000				
11	9/3/2025	9/3/2025	Expedia 73229226087845 Expedia.Com, WA					1,220.93
	Purchase Expedia 73229226087845			General Ledger Code: 5090200000				
	Approved Travel for Eddie Castro – Latinos in Transit - Lodging Charge			Finance Department - 00-41-5090200000				

Back to Top

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
12	9/4/2025	9/5/2025	Apple.Com/Bill 866-712-7753, CA					2.99
	Purchase Apple.Com/Bill			General Ledger Code: 5099900002				
	PR 23270 - iCloud Storage upgrade - for IT Phone for Israel Moreno			Finance Department - 00-42-5049900010				
13	9/4/2025	9/5/2025	Lorman Business Center Lorman.Com, WI					219.00
	Purchase Lorman Business Center			General Ledger Code: 5090200001				
	California Public Contracting Requirements and Competitive Bidding Regulations Course for Ray Stevens			Finance Department - 00-41-5090200000				
14	9/4/2025	9/5/2025	Dropbox*3hdj41f983zq Dropbox.Com, CA					2,217.60
	Purchase Dropbox*3hdj41f983zq			General Ledger Code: 5030300011				
	(11) Dropbox Licenses Renewal for the Agency							
15	9/4/2025	9/8/2025	Wts International 202-9555085, DC					1.00
	Purchase Wts International			General Ledger Code: 5090100000				
	WTS Membership for Mona Babauta			Executive Department - 00-40-5090100000				
16	9/4/2025	9/8/2025	Wts International 202-9555085, DC					129.00
	Purchase Wts International			General Ledger Code: 5090100000				
	WTS Membership for Mona Babauta			Executive Department - 00-40-5090100000				
17	9/4/2025	9/8/2025	Wts International 202-9555085, DC					1.00
	Purchase Wts International			General Ledger Code: 5090100000				
	WTS Membership for Edith Hernandez			Executive Department - 00-40-5090100000				

Back to Top

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
18	9/4/2025	9/8/2025	Wts International 202-9555085, DC					129.00
	Purchase Wts International			General Ledger Code: 5090100000				
	WTS Membership for Edith Hernandez			Executive Department - 00-40-5090100000				
19	9/5/2025	9/8/2025	Enrollease, Inc. Secure.Ease.C, CA					496.50
	Purchase Enrollease, Inc.			General Ledger Code: 5030300011				
	PR 23486 - Price per Employee - Integration with EASE & ADP			HR Department - 00-32-5030300001				
20	9/6/2025	9/8/2025	The Historic Davenport Spokane, WA					735.20
	Purchase The Historic Davenport			General Ledger Code: 5090200000				
	Approved Travel for Isabel Vizcarra – ABBG American Bus Benchmarking Group Annual Meeting - Lodging Charge			Operations Department - 00-11-5090200000				
21	9/8/2025	9/9/2025	Castle Publications Llc 213-455-7617, CA					459.00
	Purchase Castle Publications Llc			General Ledger Code: 5039900003				
	PR 23729 - 2025 Employment Discrimination and Employee Relations Law Seminar for Carissa Sanchez - Live broadcast			HR Department - 00-32-5090200000				
22	9/10/2025	9/11/2025	Calact 800-422-5228, CA					730.00
	Purchase Calact			General Ledger Code: 5090100000				
	Approve Travel for Walter Watcher – CALACT 2025 Fall Conference and Expo			Capital Projects - GL - 00-44-5090200000				
23	9/10/2025	9/11/2025	Samsclub #6609 Palm Desert, CA					276.27
	Purchase Samsclub #6609			General Ledger Code: 5099900002				
	PR 23730 - Beverage Supplies for Open Enrollment			HR Department - 00-32-5090201000				

Back to Top

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
24	9/11/2025	9/12/2025	Palm Desert Area Cham Pdacc.Org, CA					99.00
	Purchase Palm Desert Area Cham			General Ledger Code: 5090100000				
	PR 23737 - Golf Cart Parade Entry Fee			Marketing Department - 00-31-5030303270				
25	9/11/2025	9/12/2025	Castle Publications Llc 213-455-7617, CA					459.00
	Purchase Castle Publications Llc			General Ledger Code: 5039900003				
	PR 23751 - 2025 Employee Handbook and Pernnel Policies - Seminar for Carissa Sanchez			Marketing Department - 00-32-5049900000				
26	9/11/2025	9/15/2025	Sloan Valve 847-6714300, IL					103.08
	Purchase Sloan Valve			General Ledger Code: 5040300100				
	PR 23721 - Faucet Supply Lines			Facilities Department - 00-23-5040300100				
27	9/12/2025	9/15/2025	Pryor Learning Www.Pryor.Com, KS					229.00
	Purchase Pryor Learning			General Ledger Code: 5090200001				
	PR 23757 - 2025-2026 Pryor Learning Solutions Training			Strategic Alignment Department - 00-39-5099900001				
28	9/12/2025	9/15/2025	Sp Detail King Offica Detailking.Co, PA					1,501.14
	Purchase Sp Detail King Offica			General Ledger Code: 5049900022				
	PR 23715 - MYTEE HP60 Heated carpet extractor			Facilities Department - 00-22-5049900019				
29	9/17/2025	9/18/2025	Elavon Srv Fee Arbitratio 678-7315974, GA					1.15
	Purchase Elavon Srv Fee Arbitratio			General Ledger Code: 5099900002				
	PR 23788 - PERB Arbitration D. Aguilar			HR Department - 00-32-5030300002				

Back to Top

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
30	9/17/2025	9/18/2025	Perb Arb Full List 916-3272275, CA					50.00
	Purchase Perb Arb Full List			General Ledger Code: 5099900002				
	PR 23788 - PERB Arbitration D. Aguilar			HR Department - 00-32-5030300002				
31	9/17/2025	9/18/2025	Starlink Internet 310-6829683, CA					165.00
	Purchase Starlink Internet			General Ledger Code: 5030300011				
	PR 23477 - Starlink Mini - Subscription Fee for Bryan Valenzuela			Safety Department - 00-15-5049900009				
32	9/17/2025	9/18/2025	Elavon Srv Fee Arbitratio 678-7315974, GA					1.15
	Purchase Elavon Srv Fee Arbitratio			General Ledger Code: 5099900002				
	PR 23789 - PERB Arbitration M. Luna			HR Department - 00-32-5030300002				
33	9/17/2025	9/18/2025	Perb Arb Full List 916-3272275, CA					50.00
	Purchase Perb Arb Full List			General Ledger Code: 5099900002				
	PR 23789 - PERB Arbitration M. Luna			HR Department - 00-32-5030300002				
34	9/17/2025	9/18/2025	Elavon Srv Fee Arbitratio 678-7315974, GA					1.15
	Purchase Elavon Srv Fee Arbitratio			General Ledger Code: 5099900002				
	PR 23790 - PERB Arbitration C. Sosa			HR Department - 00-32-5030300002				
35	9/17/2025	9/18/2025	Perb Arb Full List 916-3272275, CA					50.00
	Purchase Perb Arb Full List			General Ledger Code: 5099900002				
	PR 23790 - PERB Arbitration C. Sosa			HR Department - 00-32-5030300002				

Back to Top

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
36	9/18/2025	9/19/2025	Paypal 402-935-7733, CA					495.00
	Purchase Paypal			General Ledger Code: 5049900010				
	Approved Travel for Greg Wildman – 2025 Mpact + Community and Jarett Walker Network & Design Course - Registration Fee			Strategic Alignment - 00-39-5090200000				
37	9/18/2025	9/19/2025	Paypal 402-935-7733, CA					495.00
	Purchase Paypal			General Ledger Code: 5049900010				
	Approved Travel for Dioselyn Ayala Moreno – Transit Network Design Course			Planning Department - 00-49-5090200000				
38	9/18/2025	9/19/2025	Mpact Registration Www.Mpactmobi, MN					775.00
	Purchase Mpact Registration			General Ledger Code: 5099900002				
	Approved Travel for Greg Wildman – 2025 Mpact + Community and Jarett Walker Network & Design Course - Registration Fee			Strategic Alignment - 00-39-5090200000				
39	9/18/2025	9/19/2025	Samsclub #6609 Palm Desert, CA					287.04
	Purchase Samsclub #6609			General Ledger Code: 5099900002				
	PR 23711 - Field Supervisors Supplies - Water Pallet			Operations Department - 00-11-5049900011				
40	9/18/2025	9/19/2025	Mpact Registration Www.Mpactmobi, MN					645.00
	Purchase Mpact Registration			General Ledger Code: 5099900002				
	Approved Travel for Anna Dan - 2025 Mpact Transit + Community Conference - Registration Fee			Planning Department - 00-49-5090200000				
41	9/18/2025	9/19/2025	Sp Control Parts Com Controlparts., PA					742.80
	Purchase Sp Control Parts Com			General Ledger Code: 5099900002				
	PR 23807 - Contactor and Switch for Bus Wash			Facilities Department - 00-23-5040300200				

Back to Top

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
42	9/18/2025	9/22/2025	Alaska Air Seattle, WA					306.60
	Purchase Alaska Air			General Ledger Code: 5090200000				
	Approved Travel for Greg Wildman – 2025 Mpact + Community and Jarett Walker Network & Design Course - Flight Charge			Strategic Alignment - 00-39-5090200000				
43	9/18/2025	9/22/2025	Alaska Air Seattle, WA					316.60
	Purchase Alaska Air			General Ledger Code: 5090200000				
	Approved Travel for Anna Dan - 2025 Mpact Transit + Community Conference - Flight Charge			Planning Department - 00-49-5090200000				
44	9/18/2025	9/22/2025	Alaska Air Seattle, WA					336.60
	Purchase Alaska Air			General Ledger Code: 5090200000				
	Approved Travel for Dioselyn Ayala Moreno – Transit Network Design Course - Flight Charge			Planning Department - 00-49-5090200000				
45	9/19/2025	9/19/2025	Expedia 73246047665619 Expedia.Com, WA					1,227.72
	Purchase Expedia 73246047665619			General Ledger Code: 5090200000				
	Approved Travel for Greg Wildman – 2025 Mpact + Community and Jarett Walker Network & Design Course - Lodging Charge			Strategic Alignment - 00-39-5090200000				
46	9/19/2025	9/19/2025	Expedia 73246065461649 Expedia.Com, WA					818.48
	Purchase Expedia 73246065461649			General Ledger Code: 5090200000				
	Approved Travel for Anna Dan - 2025 Mpact Transit + Community Conference - Lodging Charge			Planning Department - 00-49-5090200000				
47	9/19/2025	9/19/2025	Expedia 73246090060875 Expedia.Com, WA					288.56
	Purchase Expedia 73246090060875			General Ledger Code: 5090200000				
	Approved Travel for Dioselyn Ayala Moreno – Transit Network Design Course - Lodging Charge			Planning Department - 00-49-5090200000				

Back to Top

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
48	9/19/2025	9/22/2025	Fsp*cta 916-446-4656, CA					625.00
	Purchase Fsp*cta			General Ledger Code: 5090100000				
	Approved Travel for Dylan Narz – California Transit Association – 60th Annual Fall Conference & Expo - Conference Charge			Operations Department - 00-11-5090200000				
49	9/19/2025	9/22/2025	Fsp*cta 916-446-4656, CA					625.00
	Purchase Fsp*cta			General Ledger Code: 5090100000				
	Approved Travel for Isabel Vizcarra – California Transit Association – 60th Annual Fall Conference & Expo - Registration Fee			Operations Department - 00-11-5090200000				
50	9/19/2025	9/22/2025	Expedia 73246957901615 Expedia.Com, WA					610.53
	Purchase Expedia 73246957901615			General Ledger Code: 5090200000				
	Approved Travel for Dylan Narz – California Transit Association – 60th Annual Fall Conference & Expo - Lodging Charge			Operations Department - 00-11-5090200000				
51	9/19/2025	9/22/2025	Fsp*cta 916-446-4656, CA					625.00
	Purchase Fsp*cta			General Ledger Code: 5090100000				
	Approved Travel for Tamara Miles – CTA 60TH Annual Fall Conference & Expo			HR Department - 00-32-5090200000				
52	9/19/2025	9/22/2025	Expedia 73246955842823 Expedia.Com, WA					610.53
	Purchase Expedia 73246955842823			General Ledger Code: 5090200000				
	Approved Travel for Isabel Vizcarra – California Transit Association – 60th Annual Fall Conference & Expo - Lodging Charge			Operations Department - 00-11-5090200000				
53	9/22/2025	9/23/2025	Sp Control Parts Com Controlparts., PA					133.40
	Purchase Sp Control Parts Com			General Ledger Code: 5099900002				
	PR 23719 - Eaton Auxiliary Contact			Facilities Department - 00-23-5049900026				

Back to Top

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
54	9/23/2025	9/24/2025	Fsp*cta 916-446-4656, CA					625.00
	Purchase Fsp*cta			General Ledger Code: 5090100000				
	Approved Travel for Edith Hernandez – California Transit Association – 60th Annual Fall Conference & Expo - Registration Fee			Executive Office - 00-40-5090200000				
55	9/23/2025	9/24/2025	Expedia 73251224145612 Expedia.Com, WA					648.06
	Purchase Expedia 73251224145612			General Ledger Code: 5090200000				
	Approved Travel for Edith Hernandez – California Transit Association – 60th Annual Fall Conference & Expo - Lodging Charge			Executive Office - 00-40-5090200000				
56	9/23/2025	9/24/2025	Fsp*cta 916-446-4656, CA					625.00
	Purchase Fsp*cta			General Ledger Code: 5090100000				
	Approved Travel for Luis Garcia – California Transit Association – 60th Annual Fall Conference & Expo			Finance Department - 00-41-5090200000				
57	9/23/2025	9/24/2025	Fsp*cta 916-446-4656, CA					625.00
	Purchase Fsp*cta			General Ledger Code: 5090100000				
	Approved Travel for David Legarreta – California Transit Association – 60th Annual Fall Conference & Expo			Finance Department - 00-41-5090200000				
58	9/23/2025	9/24/2025	Expedia 73251022580419 Expedia.Com, WA					160.73
	Purchase Expedia 73251022580419			General Ledger Code: 5090200000				
	Approved Travel for Emmanuel Mora – CTW Coordinators in Person Meeting - Lodging Charge			Operations Department - 00-39-5090200001				
59	9/23/2025	9/25/2025	Alaska Air Seattle, WA					781.60
	Purchase Alaska Air			General Ledger Code: 5090200000				
	Approved Travel for Emmanuel Mora – CTW Coordinators in Person Meeting - Flight Charge			Operations Department - 00-39-5090200001				

Back to Top

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
60	9/26/2025	9/26/2025	Expedia 73253466535402 Expedia.Com, WA					653.16
	Purchase Expedia 73253466535402			General Ledger Code: 5090200000				
	Approved Travel for Bryan – California Transit Association – 60th Annual Fall Conference & Expo - Lodging Charge			Operation Department - 00-15-5090200000				
61	9/26/2025	9/29/2025	Holiday Inn Express Midt 2157359300, PA					740.08
	Purchase Holiday Inn Express Midt			General Ledger Code: 5090200000				
	Approved Travel for Eugene Wilson – TSI Effectively Managing Transit Emergencies			Safety Department - 00-15-5090200000				
62	9/26/2025	9/29/2025	Eb *indio State Of The 801-413-7200, CA					85.00
	Purchase Eb *indio State Of The			General Ledger Code: 5039903800				
	PR23855 - City of Indio - State of the City - Bryan Valenzuela			Safety Department - 00-15-5090100000				
63	9/26/2025	9/29/2025	Holiday Inn Express Midt 2157359300, PA					740.08
	Purchase Holiday Inn Express Midt			General Ledger Code: 5090200000				
	Approved Travel for Craig Stodolka– TSI Effectively Managing Transit Emergencies			Safety Department - 00-15-5090200000				
64	9/26/2025	9/29/2025	Fsp*cta 916-446-4656, CA					625.00
	Purchase Fsp*cta			General Ledger Code: 5090100000				
	Approved Travel for Bryan – California Transit Association – 60th Annual Fall Conference & Expo - Registration Fee			Operation Department - 00-15-5090200000				
65	9/26/2025	9/29/2025	Eb *indio State Of The 801-413-7200, CA					85.00
	Purchase Eb *indio State Of The			General Ledger Code: 5039903800				
	PR 23855 - City of Indio - State of the City - Edith Hernandez			Executive Department - 00-40-5090200000				

Back to Top

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
66	9/26/2025	9/29/2025	Eb *indio State Of The 801-413-7200, CA					85.00
	Purchase Eb *indio State Of The			General Ledger Code: 5039903800				
	PR 23855 - City of Indio - State of the City - Isabel Vizcarra			Operations Department - 00-11-5090200000				
67	9/26/2025	9/29/2025	Eb *indio State Of The 801-413-7200, CA					85.00
	Purchase Eb *indio State Of The			General Ledger Code: 5039903800				
	PR 23855 - City of Indio - State of the City - Luis Garcia			Finance Department - 00-41-5090200000				
68	9/26/2025	9/29/2025	Eb *indio State Of The 801-413-7200, CA					85.00
	Purchase Eb *indio State Of The			General Ledger Code: 5039903800				
	PR 23855 - City of Indio - State of the City - Mark Perry			Maintenance Department - 00-21-5090200000				
69	9/26/2025	9/29/2025	Eb *indio State Of The 801-413-7200, CA					85.00
	Purchase Eb *indio State Of The			General Ledger Code: 5039903800				
	PR 23855 - City of Indio - State of the City - Tamara Miles			HR Department - 00-32-5090100000				
70	9/29/2025	9/30/2025	Tyl*indio Serv Fee 972-713-3700, TX					29.34
	Purchase Tyl*indio Serv Fee			General Ledger Code: 5099900002				
71	9/29/2025	9/30/2025	Indioca*misc Gov 760-391-4115, CA					978.10
	Purchase Indioca*misc Gov			General Ledger Code: 5099900002				

Back to Top

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
72	9/30/2025	9/30/2025	Expedia 73257649918221 Expedia.Com, WA					4.25
	Purchase Expedia 73257649918221			General Ledger Code: 5090200000				

Transaction Count: 72

Total: 32,296.26

Employee Signature **Date**

Authorized Approver Signature **Date**

Back to Top

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 09/30/2025

Name on Card: Walter Watcher (Procurement Card)

	Trans. Date	Post. Date	Name	Detail-Description	Credits	Charges
1	09/03/25	9/4/2025	GoDaddy	Website Annual Fee		$ 799.99
				Totals:	$ -	$ 799.99

Back to Top

WELLS FARGO

Reporting Period : 8/30/2025 - 9/30/2025

Statement Summary

Name	Walter Watcher	**Company**	Sunline Transit Agency
Account #	XXXX-XXXX-XXXX-[redacted]	**Currency**	US Dollar
Reporting Period	8/30/2025 - 9/30/2025		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
1	9/3/2025	9/4/2025	Dnh*godaddy#3878252481 480-5058855, AZ					799.99
	Purchase Dnh*godaddy#3878252481			General Ledger Code: 5030300011 Fund: 00				

Transaction Count: 1

Total: 799.99

Employee Signature **Date**

Authorized Approver Signature **Date**

Back to Top

SunLine Transit Agency Visa Credit Card Statement
Closing Date: 09/30/2025
Name on Card: Mona Babauta

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1	9/2/2025	9/4/2025	United Airlines	2025 CALACT Conference - United Airlines Round Trip Flight From Palm Springs, CA to Reno, NV; Mona Babauta, CEO/GM		$456.94
2	9/3/2025	9/4/2025	Costco Wholesale	Costco Wholesale - Snacks for Haul Pass Outreach Event; Mona Babauta, CEO/GM		$158.91
3	9/3/2025	9/4/2025	California Association For Coordinated Transportation (CALACT)	CALACT - Registration for CALACT Conference; Mona Babauta, CEO/GM		$730.00
4	9/6/2025	9/8/2025	United Airlines	Legislative Advocacy Trip - United Airlines Round Trip Flight from Palm Springs, CA to Washington, D.C.; Mona Babauta, CEO/GM		$918.37
5	9/9/2025	9/10/2025	Mpact Transit	Mpact Conference- Registrations for Mpact Conference; Daniel Pitts, Board member; Nancy Ross, Board Member; Mona Babauta, CEO/GM; Vanessa Ordorica, Clerk of the Board		$2,895.00
6	9/9/2025	9/11/2025	Southwest Airlines	Mpact Conference - Round Trip Flight from Palm Springs, CA to Portland, OR for Mpact Conference;Mona Babauta, CEO/GM		$334.26
7	9/10/2025	9/12/2025	Alaska Airlines	Mpact Conference - Alaska Airlines Round Trip Flight from Palm Springs, CA to Portland, OR; Vanessa Ordorica, Clerk of the Board		$571.59
8	9/10/2025	9/12/2025	Alaska Airlines	Mpact Conference - Alaska Airlines Round Trip Flight from Palm Springs, CA to Portland, OR; Daniel Pitts, Board Member		$571.59
9	9/10/2025	9/12/2025	Alaska Airlines	Mpact Conference - Alaska Airlines Round Trip Flight from Palm Springs, CA to Portland, OR; Nancy Ross, Board Member		$571.59
10	9/12/2025	9/15/2025	Mobility 21	Mobility 21 Summit - Self Parking Fee; Mona Babauta, CEO/GM		$40.00
11	9/12/2025	9/15/2025	Renaissance Hotels	Greater Coachella Valley Chamber of Commerce - All Valley Mayors Luncheon Parking Fee; Mona Babauta, CEO/GM		$18.00
12	9/13/2025	9/15/2025	Courtyard By Marriott	APTA TRANSform Conference - Advance Deposit Hotel Accommodation While Attending APTA TRANSform Conference; Mona Babauta, CEO/GM		$419.24

Back to Top

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
13	9/14/2025	9/15/2025	Uber	APTA TRANSform Conference - Uber Trip Fare from Hotel to Conference; Mona Babauta, CEO/GM		$15.90
14	9/14/2025	9/15/2025	Creative Mobil	APTA TRANSform Conference - Taxi Ride From Boston Airport to Hotel; Mona Babauta, CEO/GM		$34.95
15	9/15/2025	9/15/2025	Uber	APTA TRANSform Conference - Uber Trip Fare; Mona Babauta, CEO/GM		$12.93
16	9/15/2025	9/15/2025	Uber	APTA TRANSform Conference - Uber Trip Tip from Hotel to Conference; Mona Babauta, CEO/GM		$3.00
17	9/15/2025	9/15/2025	Uber	APTA TRANSform Conference - Uber Trip Tip; Mona Babuta, CEO/GM		$3.00
18	9/15/2025	9/16/2025	Uber	APTA TRANSform Conference - Uber Trip Fare from Hotel to Conference; Mona Babauta, CEO/GM		$15.97
19	9/16/2025	9/16/2025	Uber	APTA TRANSform Conference - Uber Trip Tip from Conference to Hotel; Mona Babauta, CEO/GM		$5.00
20	9/16/2025	9/16/2025	Uber	APTA TRANSform Conference - Uber Trip Fare from Conference to Hotel; Mona Babauta, CEO/GM		$12.96
21	9/16/2025	9/16/2025	Uber	APTA TRANSform Conference - Uber Trip Tip from Hotel to Conference; Mona Babauta, CEO/GM		$2.00
22	9/16/2025	9/17/2025	Uber	APTA TRANSform Conference - Uber Trip Fare from Hotel to Conference; Mona Babauta, CEO/GM		$15.96
23	9/16/2025	9/17/2025	Uber	APTA TRANSform Conference - Uber Trip Tip from Hotel to Conference; Mona Babauta, CEO/GM		$3.00
24	9/16/2025	9/18/2025	Wusong Road	APTA TRANSForm - Team Dinner; Tamara Miles, Chief of Human Relations; Isabel Vizcarra, Chief of Transportation; Bryan Valenzuela, Chief Safety Officer; Mark Perry, Chief Maintenance Officer; Mona Babauta, CEO/GM		$283.05
25	9/17/2025	9/17/2025	Uber	APTA TRANSform Conference - Uber Trip Fare and Tip From Conference to Hotel; Mona Babauta, CEO/GM		$15.91

Back to Top

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
26	9/17/2025	9/17/2025	Uber	APTA Transform Conference - Uber Trip Tip to Team Dinner; Mona Babauta, CEO/GM		$8.24
27	9/17/2025	9/17/2025	Uber	APTA Transform Conference - Uber Trip Fare to Team Dinner; Mona Babauta, CEO/GM		$54.94
28	9/17/2025	9/17/2025	Uber	APTA TRANSform Conference - Uber Trip Fare with Tip; Mona Babauta, CEO/GM		$39.64
29	9/17/2025	9/19/2025	Courtyard By Marriott	APTA TRANSFom Conference - Courtyard By Marriott Hotel Accommodations; Mona Babauta, CEO/GM		$1,240.19
30	9/22/2025	9/24/2025	United Airlines	Legislative Advocacy Trip - United Airlines Seat Flight from Palm Springs, CA to Washington, D.C. for Board Member John Pena; Mona Babauta, CEO/GM		$45.14
31	9/22/2025	9/24/2025	United Airlines	Legislative Advocacy Trip - United Airlines Seat Flight from Palm Springs, CA to Los Angeles, CA for Board Member Nancy Ross; Mona Babauta, CEO/GM		$32.24
32	9/22/2025	9/24/2025	United Airlines	Legislative Advocacy Trip - United Airlines Seat Flight from Los Angeles, CA to Washington, D.C. for Board Member Nancy Ross; Mona Babauta, CEO/GM		$51.59
33	9/22/2025	9/24/2025	United Airlines	Legislative Advocacy Trip - United Airlines Seat Flight from Denver, CO to Palm Springs, CA for Board Member Nancy Ross; Mona Babauta, CEO/GM		$29.01
34	9/22/2025	9/24/2025	United Airlines	Legislative Advocacy Trip - United Airlines Seat Flight from Washington, D.C. to Denver, CO for Board Member Nancy Ross; Mona Babauta, CEO/GM		$38.69
35	9/22/2025	9/24/2025	United Airlines	Legislative Advocacy Trip - United Airlines Seat Flight from Los Angeles, CA to Washington, D.C. for Board Member John Pena; Mona Babauta, CEO/GM		$63.41
36	9/22/2025	9/24/2025	United Airlines	Legislative Advocacy Trip - United Airlines Round Trip Flight from Palm Springs, CA to Washington, D.C. for Board Member John Pena; Mona Babauta, CEO/GM		$1,096.75
37	9/22/2025	9/24/2025	United Airlines	Legislative Advocacy Trip - United Airlines Seat Flight from San Francisco, CA to Palm Springs, CA; Edith Hernandez, Director of Board and Legislative Affairs		$29.01
38	9/22/2025	9/24/2025	United Airlines	Legislative Advocacy Trip - United Airlines Round Trip Flight From Palm Springs, CA to Washington, D.C. for Board Member Nancy Ross; Mona Babauta, CEO/GM		$1,322.74

Back to Top

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
39	9/22/2025	9/24/2025	United Airlines	Legislative Advocacy Trip - United Airlines Seat Flight From Palm Springs CA to Washington, D.C for Board Member John Pena; Mona Babauta, CEO/GM		$32.24
40	9/22/2025	9/24/2025	United Airlines	Legislative Advocacy Trip - United Airlines Seat Flight From Washington, D.C. to Chicago, IL for Board Member John Pena; Mona Babauta, CEO/GM		$32.24
41	9/22/2025	9/24/2025	United Airlines	Legislative Advocacy Trip - United Airlines Seat Flight From Palm Springs, CA to Los Angeles, CA; Edith Hernandez, Director of Board and Legislative Affairs		$32.24
42	9/22/2025	9/24/2025	United Airlines	Legislative Advocacy Trip - United Airlines Roundtrip Flight From Palm Springs, CA to Washington, D.C.; Edith Hernandez, Director of Board and Legislative Affairs		$1,189.55
43	9/22/2025	9/24/2025	United Airlines	Legislative Advocacy Trip - United Airlines Seat Flight From Washington, D.C. to San Francisco, CA; Edith Hernandez, Director of Board and Legislative Affairs		$42.99
44	9/22/2025	9/24/2025	United Airlines	Legislative Advocacy Trip - United Airlines Seat Flight From Los Angeles, CA to Washington, D.C.; Edith Hernandez, Director of Board and Legislative Affairs		$51.59
45	9/24/2025	9/24/2025	Expedia	Legislative Advocacy Trip - The Phoenix Hotel Accommodations For Board Member John Pena; Mona Babauta, CEO/GM		$1,829.31
46	9/24/2025	9/24/2025	Expedia	Legislative Advocacy Trip - The Phoenix Hotel Accommodations; Luis Garcia, Chief Finance Officer; Edith Hernandez, Director of Board and Legislative Affairs		$2,359.70
47	9/24/2025	9/24/2025	Expedia	Legislative Advocacy Trip - The Phoenix Hotel Accommodations For Board Member Nancy Ross; Mona Babauta, CEO/GM		$1,829.31
48	9/24/2025	9/25/2025	EZCater	Aspen Mills - September 2025 Board Day Lunch; Vanessa Ordorica, Clerk of the Board		$541.58
49	9/24/2025	9/26/2025	United Airlines	Legislative Advocacy Trip - United Airlines Flight Seat From Washington D.C. to Denver, CO; Luis Garcia, Chief Financial Officer		$38.69
50	9/24/2025	9/26/2025	United Airlines	Legislative Advocacy Trip - United Airlines Flight Seat From Palm Springs, CA to Los Angeles, CA; Luis Garcia, Chief Financial Officer		$32.24
51	9/24/2025	9/26/2025	United Airlines	Legislative Advocacy Trip - United Airlines Round Trip Flight From Palm Springs, CA to Washington, D.C.; Luis Garcia, Chief Financial Officer		$1,392.73

Back to Top

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
52	9/26/2025	9/29/2025	Eventbrite	2025 Indio State of the City - Event Registration; Mona Babauta, CEO/GM		$85.00
				Credits and Charges:	$0.00	$21,650.12

Back to Top

WELLS FARGO

Reporting Period : 8/30/2025 - 9/30/2025

Statement Summary

Name	Mona Babauta	**Company**	Sunline Transit Agency
Account #	[redacted]	**Currency**	US Dollar
Reporting Period	8/30/2025 - 9/30/2025		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
1	9/2/2025	9/4/2025	United United.Com, TX					456.94
	Purchase United			General Ledger Code: 5090200000				
2	9/3/2025	9/4/2025	Costco Whse #0441 Palm Desert, CA					158.91
	Purchase Costco Whse #0441			General Ledger Code: 5099900002				
3	9/3/2025	9/4/2025	Calact 800-422-5228, CA					730.00
	Purchase Calact			General Ledger Code: 5090100000				
4	9/6/2025	9/8/2025	United United.Com, TX					918.37
	Purchase United			General Ledger Code: 5090200000				
5	9/9/2025	9/10/2025	Mpact Registration Www.Mpactmobi, MN					2,895.00
	Purchase Mpact Registration			General Ledger Code: 5099900002				

Back to Top

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
6	9/9/2025	9/11/2025	Southwes 800-435-9792, TX					334.26
	Purchase Southwes			General Ledger Code: 5090200000				
7	9/10/2025	9/12/2025	Alaska Air Seattle, WA					571.59
	Purchase Alaska Air			General Ledger Code: 5090200000				
8	9/10/2025	9/12/2025	Alaska Air Seattle, WA					571.59
	Purchase Alaska Air			General Ledger Code: 5090200000				
9	9/10/2025	9/12/2025	Alaska Air Seattle, WA					571.59
	Purchase Alaska Air			General Ledger Code: 5090200000				
10	9/12/2025	9/15/2025	Self Parking - Dlh Anaheim, CA					40.00
	Purchase Self Parking - Dlh			General Ledger Code: 5090200000				
11	9/12/2025	9/15/2025	Renaissance Hotels Pal Indian Wells, CA					18.00
	Purchase Renaissance Hotels Pal			General Ledger Code: 5090200000				

Back to Top

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
12	9/13/2025	9/15/2025	Courtyard By Marriott Boston, MA					419.24
	Purchase Courtyard By Marriott			General Ledger Code: 5090200000				
13	9/14/2025	9/15/2025	Uber *trip Help.Uber.Com, CA					15.90
	Purchase Uber *trip			General Ledger Code: 5090200000				
14	9/14/2025	9/15/2025	Creative Mobil10510014 Boston, MA					34.95
	Purchase Creative Mobil10510014			General Ledger Code: 5090200000				
15	9/15/2025	9/15/2025	Uber *trip Help.Uber.Com, CA					12.93
	Purchase Uber *trip			General Ledger Code: 5090200000				
16	9/15/2025	9/15/2025	Uber *trip Help.Uber.Com, CA					3.00
	Purchase Uber *trip			General Ledger Code: 5090200000				
17	9/15/2025	9/16/2025	Uber *trip Help.Uber.Com, CA					3.00
	Purchase Uber *trip			General Ledger Code: 5090200000				

Back to Top

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
18	9/15/2025	9/16/2025	Uber *trip Help.Uber.Com, CA					15.97
	Purchase Uber *trip			General Ledger Code: 5090200000				
19	9/16/2025	9/16/2025	Uber *trip Help.Uber.Com, CA					5.00
	Purchase Uber *trip			General Ledger Code: 5090200000				
20	9/16/2025	9/16/2025	Uber *trip Help.Uber.Com, CA					12.96
	Purchase Uber *trip			General Ledger Code: 5090200000				
21	9/16/2025	9/16/2025	Uber *trip Help.Uber.Com, CA					2.00
	Purchase Uber *trip			General Ledger Code: 5090200000				
22	9/16/2025	9/17/2025	Uber *trip Help.Uber.Com, CA					15.96
	Purchase Uber *trip			General Ledger Code: 5090200000				
23	9/16/2025	9/17/2025	Uber *trip Help.Uber.Com, CA					3.00
	Purchase Uber *trip			General Ledger Code: 5090200000				

Back to Top

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
24	9/16/2025	9/18/2025	Tst*wusong Road - Cambri Cambridge, MA					283.05
	Purchase Tst*wusong Road - Cambri			General Ledger Code: 5099900002				
25	9/17/2025	9/17/2025	Uber *trip Help.Uber.Com, CA					15.91
	Purchase Uber *trip			General Ledger Code: 5090200000				
26	9/17/2025	9/17/2025	Uber *trip Help.Uber.Com, CA					8.24
	Purchase Uber *trip			General Ledger Code: 5090200000				
27	9/17/2025	9/17/2025	Uber *trip Help.Uber.Com, CA					54.94
	Purchase Uber *trip			General Ledger Code: 5090200000				
28	9/17/2025	9/17/2025	Uber *trip Help.Uber.Com, CA					39.64
	Purchase Uber *trip			General Ledger Code: 5090200000				
29	9/17/2025	9/19/2025	Courtyard By Marriott Boston, MA					1,240.19
	Purchase Courtyard By Marriott			General Ledger Code: 5090200000				

Back to Top

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
30	9/22/2025	9/24/2025	United United.Com, TX					45.14
	Purchase United			General Ledger Code: 5090200000				
31	9/22/2025	9/24/2025	United United.Com, TX					32.24
	Purchase United			General Ledger Code: 5090200000				
32	9/22/2025	9/24/2025	United United.Com, TX					51.59
	Purchase United			General Ledger Code: 5090200000				
33	9/22/2025	9/24/2025	United United.Com, TX					29.01
	Purchase United			General Ledger Code: 5090200000				
34	9/22/2025	9/24/2025	United United.Com, TX					38.69
	Purchase United			General Ledger Code: 5090200000				
35	9/22/2025	9/24/2025	United United.Com, TX					63.41
	Purchase United			General Ledger Code: 5090200000				

Back to Top

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
36	9/22/2025	9/24/2025	United United.Com, TX					1,096.75
	Purchase United			General Ledger Code: 5090200000				
37	9/22/2025	9/24/2025	United United.Com, TX					29.01
	Purchase United			General Ledger Code: 5090200000				
38	9/22/2025	9/24/2025	United United.Com, TX					1,322.74
	Purchase United			General Ledger Code: 5090200000				
39	9/22/2025	9/24/2025	United United.Com, TX					32.24
	Purchase United			General Ledger Code: 5090200000				
40	9/22/2025	9/24/2025	United United.Com, TX					32.24
	Purchase United			General Ledger Code: 5090200000				
41	9/22/2025	9/24/2025	United United.Com, TX					32.24
	Purchase United			General Ledger Code: 5090200000				

Back to Top

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
42	9/22/2025	9/24/2025	United United.Com, TX					1,189.55
	Purchase United			General Ledger Code: 5090200000				
43	9/22/2025	9/24/2025	United United.Com, TX					42.99
	Purchase United			General Ledger Code: 5090200000				
44	9/22/2025	9/24/2025	United United.Com, TX					51.59
	Purchase United			General Ledger Code: 5090200000				
45	9/24/2025	9/24/2025	Expedia 73251253401260 Expedia.Com, WA					1,829.31
	Purchase Expedia 73251253401260			General Ledger Code: 5090200000				
46	9/24/2025	9/24/2025	Expedia 73251249383275 Expedia.Com, WA					2,359.70
	Purchase Expedia 73251249383275			General Ledger Code: 5090200000				
47	9/24/2025	9/24/2025	Expedia 73251256602450 Expedia.Com, WA					1,829.31
	Purchase Expedia 73251256602450			General Ledger Code: 5090200000				

Back to Top

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
48	9/24/2025	9/25/2025	Ezcater*aspen Mills Ba 800-488-1803, MA					541.58
	Purchase Ezcater*aspen Mills Ba			General Ledger Code: 5099900002				
49	9/24/2025	9/26/2025	United United.Com, TX					38.69
	Purchase United			General Ledger Code: 5090200000				
50	9/24/2025	9/26/2025	United United.Com, TX					32.24
	Purchase United			General Ledger Code: 5090200000				
51	9/24/2025	9/26/2025	United United.Com, TX					1,392.73
	Purchase United			General Ledger Code: 5090200000				
52	9/26/2025	9/29/2025	Eb *indio State Of The 801-413-7200, CA					85.00
	Purchase Eb *indio State Of The			General Ledger Code: 5039903800				

Transaction Count: 52

Total: 21,650.12

Employee Signature **Date**

Authorized Approver Signature **Date**

Back to Top

SunLine Transit Agency

CONSENT CALENDAR

DATE: December 3, 2025 **APPROVE**

TO: Finance/Audit Committee/Committee of the Whole
Board of Directors

RE: Acceptance of Monthly Budget Variance Report for August and September 2025

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 August 2025 are equal to 2/12^{ths} of the yearly budget. The FYTD budget values for the month of September 2025 are equal to 3/12^{ths} of the yearly budget.

Year to Date Summary

- As of August 31, 2025, the Agency's FYTD revenues are $214,612 or 25.37% below the FYTD budget.
- As of August 31, 2025, the Agency's FYTD expenditures are $1,009,551 or 11.99% above the FYTD budget.
- As of September 30, 2025, the Agency's FYTD revenues are $336,598 or 26.52% below the FYTD budget.
- As of September 30, 2025, the Agency's FYTD expenditures are $1,877,847 or 14.87% above the FYTD budget.

Recommendation:

Approve.

Back to Top

SunLine Transit Agency
Budget Variance Report
August 2025

Description	FY26 Total Budget	Current Month Actual	Current Month Budget	Current Month Positive (Negative)	Fiscal Year to Date FYTD Actual	Fiscal Year to Date FY26 FYTD Budget	Fiscal Year to Date Positive (Negative)	Fiscal Year to Date Percentage Remaining
Operating Revenues:								
Passenger Revenue	1,974,505	115,450	164,542	(49,092)	237,466	329,084	(91,618)	88.0%
Other Revenue	3,101,551	206,285	258,463	(52,177)	393,932	516,925	(122,993)	87.3%
Total Operating Revenue	**5,076,056**	**321,735**	**423,005**	**(101,269)**	**631,397**	**846,009**	**(214,612)**	**87.6%**
Operating Expenses:								
Operator & Mechanic Salaries & Wages	11,907,530	981,702	992,294	10,593	1,929,268	1,984,588	55,321	83.8%
Operator & Mechanic Overtime	1,368,406	139,243	114,034	(25,209)	306,198	228,068	(78,130)	77.6%
Administration Salaries & Wages	7,997,750	666,692	666,479	(212)	1,381,551	1,332,958	(48,593)	82.7%
Administration Overtime	260,573	29,652	21,714	(7,938)	76,216	43,429	(32,787)	70.8%
Fringe Benefits	11,663,261	604,021	971,938	367,917	1,935,259	1,943,877	8,618	83.4%
Communications	295,000	32,676	24,583	(8,093)	64,857	49,167	(15,690)	78.0%
Legal Services	1,135,000	181,846	94,583	(87,263)	291,897	189,167	(102,731)	74.3%
Computer/Network Software Agreement	1,000,000	114,129	83,333	(30,795)	208,070	166,667	(41,404)	79.2%
Uniforms	115,598	4,353	9,633	5,280	8,788	19,266	10,478	92.4%
Contracted Services	1,860,415	134,529	155,035	20,505	276,936	310,069	33,133	85.1%
Equipment Repairs	31,500	1,765	2,625	860	4,917	5,250	333	84.4%
Security Services	150,000	12,967	12,500	(467)	26,381	25,000	(1,381)	82.4%
Fuel - CNG	1,290,000	131,847	107,500	(24,347)	264,495	215,000	(49,495)	79.5%
Fuel - Hydrogen	2,094,676	316,141	174,556	(141,585)	610,731	349,113	(261,619)	70.8%
Tires	292,000	21,170	24,333	3,164	44,670	48,667	3,997	84.7%
Office Supplies	87,260	4,000	7,272	3,272	8,302	14,543	6,241	90.5%
Travel/Training	323,345	19,159	26,945	7,787	47,554	53,891	6,337	85.3%
Repair Parts	1,692,631	102,746	141,053	38,307	301,308	282,105	(19,203)	82.2%
Facility Maintenance	72,500	1,702	6,042	4,340	6,938	12,083	5,145	90.4%
Electricity - CNG & Hydrogen	652,000	66,264	54,333	(11,931)	128,803	108,667	(20,137)	80.2%
Natural Gas	1,483,750	97,416	123,646	26,230	198,702	247,292	48,590	86.6%
Water and Gas	16,000	955	1,333	378	1,828	2,667	838	88.6%
Insurance Losses	1,578,415	217,861	131,535	(86,326)	426,763	263,069	(163,694)	73.0%
Insurance Premium - Property	235,000	19,563	19,583	20	39,126	39,167	41	83.4%
Repair Claims	15,000	-	1,250	1,250	-	2,500	2,500	100.0%
Fuel Taxes	103,500	6,916	8,625	1,709	13,391	17,250	3,859	87.1%
Other Expenses	6,816,945	598,346	568,079	(30,267)	1,203,492	1,136,158	(67,335)	82.3%
Self Consumed Fuel	(4,038,056)	(187,988)	(336,505)	(148,516)	(380,227)	(673,009)	(292,783)	90.6%
Total Operating Expenses (Before Depreciation)	**50,500,000**	**4,319,673**	**4,208,333**	**(111,339)**	**9,426,217**	**8,416,667**	**(1,009,551)**	**81.3%**
Operating Expenses in Excess of Operating Revenue		**$ (3,997,937)**			**$ (8,794,820)**			
Subsidies:								
Local	7,000,000	616,097	583,333	(32,764)	1,355,315	1,166,667	(188,648)	80.6%
State	32,523,821	2,862,547	2,710,318	(152,229)	6,297,145	5,420,637	(876,508)	80.6%
Federal	5,900,123	519,293	491,677	(27,616)	1,142,360	983,354	(159,007)	80.6%
Total Subsidies	**45,423,944**	**3,997,937**	**3,785,329**	**(212,608)**	**8,794,820**	**7,570,657**	**(1,224,163)**	**80.6%**
Net Operating Gain (Loss) After Subsidies	**$ (0)**	**$ -**			**$ -**			

Back to Top

SunLine Transit Agency

Budget Variance Report

August 2025

Description	FY26 Total Budget	Current Month Actual	Current Month Budget	Current Month Positive (Negative)	Fiscal Year to Date FYTD Actual	Fiscal Year to Date FY26 FYTD Budget	Fiscal Year to Date Positive (Negative)	Fiscal Year to Date Percentage Remaining
Operating Expenses:								
Wages & Benefits	33,197,521	2,421,309	2,766,460	345,151	5,628,492	5,532,920	(95,572)	83.0%
Services	7,126,058	738,125	593,838	(144,287)	1,418,154	1,187,676	(230,477)	80.1%
Fuels & Lubricants	3,515,476	455,517	292,956	(162,561)	888,075	585,913	(302,162)	74.7%
Tires	292,000	21,170	24,333	3,164	44,670	48,667	3,997	84.7%
Materials and Supplies	2,331,591	134,394	194,299	59,905	368,831	388,599	19,767	84.2%
Utilities	2,573,750	199,396	214,479	15,083	395,368	428,958	33,591	84.6%
Casualty & Liability	4,333,415	458,161	361,118	(97,043)	909,260	722,236	(187,025)	79.0%
Taxes and Fees	103,500	6,916	8,625	1,709	13,391	17,250	3,859	87.1%
Miscellaneous Expenses	1,064,745	72,673	88,729	16,056	140,203	177,458	37,254	86.8%
Self Consumed Fuel	(4,038,056)	(187,988)	(336,505)	(148,516)	(380,227)	(673,009)	(292,783)	90.6%
Total Operating Expenses (Before Depreciation)	**50,500,000**	**4,319,673**	**4,208,333**	**(111,339)**	**9,426,217**	**8,416,667**	**(1,009,551)**	**81.3%**
Revenues:								
Passenger Revenue	1,974,505	115,450	164,542	(49,092)	237,466	329,084	(91,618)	88.0%
Other Revenue	3,101,551	206,285	258,463	(52,177)	393,932	516,925	(122,993)	87.3%
Total Operating Revenue	**5,076,056**	**321,735**	**423,005**	**(101,269)**	**631,397**	**846,009**	**(214,612)**	**87.6%**
Net Operating Gain (Loss)		**$ (3,997,937)**			**$ (8,794,820)**			
Subsidies:								
Local	7,000,000	616,097	583,333	(32,764)	1,355,315	1,166,667	(188,648)	80.6%
State	32,523,821	2,862,547	2,710,318	(152,229)	6,297,145	5,420,637	(876,508)	80.6%
Federal	5,900,123	519,293	491,677	(27,616)	1,142,360	983,354	(159,007)	80.6%
Total Subsidies	**45,423,944**	**3,997,937**	**3,785,329**	**(212,608)**	**8,794,820**	**7,570,657**	**(1,224,163)**	**80.6%**
Net Operating Gain (Loss) After Subsidies	**$ (0)**	**$ -**			**$ -**			

Back to Top

Passenger Revenue

- Passenger fare revenues are below budgetary figures due to a decrease in ridership compared to FY25.
- As of August, ridership was at 5.6% below FY25 FYTD totals.
- Total system ridership was 23,935 trips below FY25 FYTD amounts.

Ridership

	FY25-August	FY26-August	Variance	%Δ
Fixed Route	211,380	194,372	(17,008)	-8.0%
Paratransit	9,657	8,690	(967)	-10.0%
SunRide	2,067	1,675	(392)	-19.0%
System Total	223,104	204,737	(18,367)	-8.2%

Ridership

	FYTD-FY25	FYTD-FY26	Variance	%Δ
Fixed Route	403,908	382,617	(21,291)	-5.3%
Paratransit	19,150	17,357	(1,793)	-9.4%
SunRide	4,086	3,235	(851)	-20.8%
System Total	427,144	403,209	(23,935)	-5.6%

Other Revenue

- The unfavorable variance in other revenue is primarily due to a decrease in outside CNG fueling revenue and lower emission credit revenue as a result of low credit values.

Operator & Mechanic Salaries & Wages

- The favorable variance in operator and mechanic wages are due to vacancies.

Operator & Mechanic Overtime

- The unfavorable variance is primarily attributed to overtime for fixed route operators due to vacant positions.

Administration Salaries & Wages

- Administrative salary and wage expenses are within an acceptable range of the budget.

Administration Overtime

- The unfavorable variance is primarily attributed to overtime in the Maintenance department to account for vacant positions & premium pay for holidays worked.

Fringe Benefits

- Savings in fringe benefit expenditures appear over unfavorable for July due to a change in accruals. Expenses recorded for August will adjust year-to-date balances.

Communications

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

Legal Services

- The unfavorable variance in legal services is primarily due to greater utilization of legal services for the month of August.

Computer/Network Software Agreement

- Software agreement expenditures are dependent on annual renewals of software agreements. Many renewals are completed at the beginning of the fiscal year.

Uniforms

- Uniform expenses are below the budgeted amount due to less utilization of uniform allowance and vacant positions.

Contracted Services

- Savings in contract services costs are primarily attributed to budgeted operating and maintenance costs for the hydrogen stations that were not incurred until mid-way through the fiscal year

Equipment Repairs

- Equipment repair expenses are within an acceptable range of the budget.

Security Services

- Security services are within an acceptable range of the budget.

Fuel - CNG

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

Fuel - Hydrogen

- The unfavorable balance is due to a increase utilization of liquid hydrogen.

Tires

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

Office Supplies

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

Travel/Training

Back to Top

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

Repair Parts

- The unfavorable variance is primarily due to repairs related to fueling equipment and fixed route buses in the month of July.

Facility Maintenance

- Fuel maintenance expenses are within an acceptable range of the budget.

Electricity - CNG & Hydrogen

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

Natural Gas

- The positive variance is primarily attributed to lower usage of CNG fixed route vehicles over budgeted estimates for FY26.

Water and Gas

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

Insurance Losses

- The variance in insurance losses is primarily due to a quarterly reconciliation to estimated losses from the Agency's risk pool.

Insurance Premium - Property

- Insurance premium expenses are within an acceptable range of the budget.

Repair Claims

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

Fuel Taxes

- Fuel tax expenses are within an acceptable range of the budget.

Other Expenses

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

Self-Consumed Fuel

- The variance in primarily due to less than anticipated fuel utilized by the Agency.

Back to Top

SunLine Transit Agency
Budget Variance Report
September 2025

Description	FY26 Total Budget	Current Month Actual	Current Month Budget	Current Month Positive (Negative)	Fiscal Year to Date FYTD Actual	Fiscal Year to Date FY26 FYTD Budget	Fiscal Year to Date Positive (Negative)	Fiscal Year to Date Percentage Remaining
Operating Revenues:								
Passenger Revenue	1,974,505	144,862	164,542	(19,680)	382,328	493,626	(111,299)	80.6%
Other Revenue	3,101,551	156,156	258,463	(102,306)	550,088	775,388	(225,300)	82.3%
Total Operating Revenue	**5,076,056**	**301,018**	**423,005**	**(121,986)**	**932,416**	**1,269,014**	**(336,598)**	**81.6%**
Operating Expenses:								
Operator & Mechanic Salaries & Wages	11,907,530	938,907	992,294	53,387	2,868,175	2,976,883	108,708	75.9%
Operator & Mechanic Overtime	1,368,406	170,443	114,034	(56,410)	476,641	342,102	(134,540)	65.2%
Administration Salaries & Wages	7,997,750	691,458	666,479	(24,979)	2,073,010	1,999,438	(73,572)	74.1%
Administration Overtime	260,573	35,750	21,714	(14,035)	111,965	65,143	(46,822)	57.0%
Fringe Benefits	11,663,261	844,009	971,938	127,929	2,779,268	2,915,815	136,547	76.2%
Communications	295,000	33,548	24,583	(8,965)	98,405	73,750	(24,655)	66.6%
Legal Services	1,135,000	177,792	94,583	(83,208)	469,689	283,750	(185,939)	58.6%
Computer/Network Software Agreement	1,000,000	162,827	83,333	(79,494)	370,897	250,000	(120,897)	62.9%
Uniforms	115,598	15,487	9,633	(5,854)	24,275	28,899	4,624	79.0%
Contracted Services	1,860,415	137,424	155,035	17,611	414,360	465,104	50,744	77.7%
Equipment Repairs	31,500	335	2,625	2,290	5,252	7,875	2,623	83.3%
Security Services	150,000	13,044	12,500	(544)	39,425	37,500	(1,925)	73.7%
Fuel - CNG	1,290,000	114,344	107,500	(6,844)	378,839	322,500	(56,339)	70.6%
Fuel - Hydrogen	2,094,676	499,598	174,556	(325,042)	1,110,330	523,669	(586,661)	47.0%
Tires	292,000	25,801	24,333	(1,468)	70,471	73,000	2,529	75.9%
Office Supplies	87,260	6,968	7,272	303	15,271	21,815	6,544	82.5%
Travel/Training	323,345	39,757	26,945	(12,811)	87,311	80,836	(6,474)	73.0%
Repair Parts	1,692,631	322,755	141,053	(181,702)	624,063	423,158	(200,905)	63.1%
Facility Maintenance	72,500	8,413	6,042	(2,372)	15,352	18,125	2,773	78.8%
Electricity - CNG & Hydrogen	652,000	61,136	54,333	(6,802)	189,939	163,000	(26,939)	70.9%
Natural Gas	1,483,750	81,349	123,646	42,297	280,051	370,937	90,887	81.1%
Water and Gas	16,000	862	1,333	472	2,690	4,000	1,310	83.2%
Insurance Losses	1,578,415	207,340	131,535	(75,806)	634,103	394,604	(239,500)	59.8%
Insurance Premium - Property	235,000	19,563	19,583	20	58,689	58,750	61	75.0%
Repair Claims	15,000	-	1,250	1,250	-	3,750	3,750	100.0%
Fuel Taxes	103,500	4,211	8,625	4,414	17,602	25,875	8,273	83.0%
Other Expenses	6,816,945	630,078	568,079	(61,999)	1,833,570	1,704,236	(129,334)	73.1%
Self Consumed Fuel	(4,038,056)	(166,569)	(336,505)	(169,936)	(546,796)	(1,009,514)	(462,718)	86.5%
Total Operating Expenses (Before Depreciation)	**50,500,000**	**5,076,630**	**4,208,333**	**(868,296)**	**14,502,847**	**12,625,000**	**(1,877,847)**	**71.3%**
Operating Expenses in Excess of Operating Revenue		**$ (4,775,611)**			**$ (13,570,431)**			
Subsidies:								
Local	7,000,000	735,940	583,333	(152,606)	2,091,254	1,750,000	(341,254)	70.1%
State	32,523,821	3,419,367	2,710,318	(709,048)	9,716,512	8,130,955	(1,585,556)	70.1%
Federal	5,900,123	620,305	491,677	(128,628)	1,762,665	1,475,031	(287,635)	70.1%
Total Subsidies	**45,423,944**	**4,775,611**	**3,785,329**	**(990,283)**	**13,570,431**	**11,355,986**	**(2,214,445)**	**70.1%**
Net Operating Gain (Loss) After Subsidies	**$ (0)**	**$ -**			**$ -**			

Back to Top

SunLine Transit Agency
Budget Variance Report
September 2025

Description	FY26 Total Budget	Current Month Actual	Current Month Budget	Current Month Positive (Negative)	Fiscal Year to Date FYTD Actual	Fiscal Year to Date FY26 FYTD Budget	Fiscal Year to Date Positive (Negative)	Fiscal Year to Date Percentage Remaining
Operating Expenses:								
Wages & Benefits	33,197,521	2,680,568	2,766,460	85,892	8,309,059	8,299,380	(9,679)	75.0%
Services	7,126,058	817,026	593,838	(223,188)	2,235,180	1,781,514	(453,665)	68.6%
Fuels & Lubricants	3,515,476	623,720	292,956	(330,764)	1,511,795	878,869	(632,926)	57.0%
Tires	292,000	25,801	24,333	(1,468)	70,471	73,000	2,529	75.9%
Materials and Supplies	2,331,591	385,858	194,299	(191,558)	754,689	582,898	(171,791)	67.6%
Utilities	2,573,750	174,037	214,479	40,442	569,405	643,437	74,032	77.9%
Casualty & Liability	4,333,415	446,546	361,118	(85,429)	1,355,807	1,083,354	(272,453)	68.7%
Taxes and Fees	103,500	4,211	8,625	4,414	17,602	25,875	8,273	83.0%
Miscellaneous Expenses	1,064,745	85,432	88,729	3,297	225,635	266,186	40,552	78.8%
Self Consumed Fuel	(4,038,056)	(166,569)	(336,505)	(169,936)	(546,796)	(1,009,514)	(462,718)	86.5%
Total Operating Expenses (Before Depreciation)	**50,500,000**	**5,076,630**	**4,208,333**	**(868,296)**	**14,502,847**	**12,625,000**	**(1,877,847)**	**71.3%**
Revenues:								
Passenger Revenue	1,974,505	144,862	164,542	(19,680)	382,328	493,626	(111,299)	80.6%
Other Revenue	3,101,551	156,156	258,463	(102,306)	550,088	775,388	(225,300)	82.3%
Total Operating Revenue	**5,076,056**	**301,018**	**423,005**	**(121,986)**	**932,416**	**1,269,014**	**(336,598)**	**81.6%**
Net Operating Gain (Loss)		**$ (4,775,611)**			**$ (13,570,431)**			
Subsidies:								
Local	7,000,000	735,940	583,333	(152,606)	2,091,254	1,750,000	(341,254)	70.1%
State	32,523,821	3,419,367	2,710,318	(709,048)	9,716,512	8,130,955	(1,585,556)	70.1%
Federal	5,900,123	620,305	491,677	(128,628)	1,762,665	1,475,031	(287,635)	70.1%
Total Subsidies	**45,423,944**	**4,775,611**	**3,785,329**	**(990,283)**	**13,570,431**	**11,355,986**	**(2,214,445)**	**70.1%**
Net Operating Gain (Loss) After Subsidies	**$ (0)**	**$ -**			**$ -**			

Back to Top

Passenger Revenue

- Passenger fare revenues are below budgetary figures due to a decrease in ridership compared to FY25.
- As of September, ridership was at 4.0% below FY25 FYTD totals.
- Total system ridership was 26,392 trips below FY25 FYTD amounts.

Ridership

	FY25-September	FY26-September	Variance	%Δ
Fixed Route	226,763	225,182	(1,581)	-0.7%
Paratransit	9,204	8,612	(592)	-6.4%
SunRide	2,154	1,870	(284)	-13.2%
System Total	238,121	235,664	(2,457)	-1.0%

Ridership

	FYTD-FY25	FYTD-FY26	Variance	%Δ
Fixed Route	630,671	607,799	(22,872)	-3.6%
Paratransit	28,354	25,969	(2,385)	-8.4%
SunRide	6,240	5,105	(1,135)	-18.2%
System Total	665,265	638,873	(26,392)	-4.0%

Other Revenue

- The unfavorable variance in other revenue is primarily due to a decrease in outside CNG fueling revenue and lower emission credit revenue as a result of low credit values.

Operator & Mechanic Salaries & Wages

- The favorable variance in operator and mechanic wages are due to vacancies.

Operator & Mechanic Overtime

- The unfavorable variance is primarily attributed to overtime for fixed route operators due to vacant positions.

Administration Salaries & Wages

- Administrative salary and wage expenses are within an acceptable range of the budget.

Administration Overtime

- The unfavorable variance is primarily attributed to overtime in the Maintenance department to account for vacant positions & premium pay for holidays worked.

Fringe Benefits

- Savings in fringe benefit expenditures appear over unfavorable for July due to a change in accruals. Expenses recorded for August will adjust year-to-date balances.

Communications

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

Legal Services

- The unfavorable variance in legal services is primarily due to greater utilization of legal services for the month of August.

Computer/Network Software Agreement

- Software agreement expenditures are dependent on annual renewals of software agreements. Many renewals are completed at the beginning of the fiscal year.

Uniforms

- Uniform expenses are below the budgeted amount due to less utilization of uniform allowance and vacant positions.

Contracted Services

- Savings in contract services costs are primarily attributed to budgeted operating and maintenance costs for the hydrogen stations that were not incurred until mid-way through the fiscal year

Equipment Repairs

- Equipment repair expenses are within an acceptable range of the budget.

Security Services

- Security services are within an acceptable range of the budget.

Fuel - CNG

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

Fuel - Hydrogen

- The unfavorable balance is due to a increase utilization of liquid hydrogen.

Tires

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

Office Supplies

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

Travel/Training

Back to Top

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

Repair Parts

- The unfavorable variance is primarily due to repairs related to fueling equipment and fixed route buses in the month of July & September.

Facility Maintenance

- Fuel maintenance expenses are within an acceptable range of the budget.

Electricity - CNG & Hydrogen

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

Natural Gas

- The positive variance is primarily attributed to lower usage of CNG fixed route vehicles over budgeted estimates for FY26.

Water and Gas

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

Insurance Losses

- The variance in insurance losses is primarily due to a quarterly reconciliation to estimated losses from the Agency's risk pool.

Insurance Premium - Property

- Insurance premium expenses are within an acceptable range of the budget.

Repair Claims

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

Fuel Taxes

- Fuel tax expenses are within an acceptable range of the budget.

Other Expenses

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

Self-Consumed Fuel

- The variance in primarily due to less than anticipated fuel utilized by the Agency.

Back to Top

SunLine Transit Agency

CONSENT CALENDAR

DATE: December 3, 2025 **APPROVE**

TO: Finance/Audit Committee/Committee of the Whole
Board of Directors

RE: Acceptance of Contracts Signed between $25,000 and $250,000 for September 2025

Summary:

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

There was one Agreement (1) and two (2) Amendments executed in September 2025 between $25,000 and $250,000:

Vendor	Purpose	Amount
Transpo Group	Consultant	$237,620.00
All American Building	Roof Repair	$57,551.08
Stantec Consulting	Ventilation Design	$64,906.10

Recommendation:

Approve.

Back to Top

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

September 2025

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Transpo Group	Consultant	Transportation Planning	FY26 FY27 FY28	$237,620.00	$237,620.00	Agreement
All American Building	Evaporator Coolers	Roof Repair	FY26	$57,551.08	$57,551.08	Change Order
Stantec Consulting	On Call Engineering	Work Force Training Center Ventilation Design	FY26 FY27	$64,906.10	$64,906.10	Task Order

Back to Top

SunLine Transit Agency

CONSENT CALENDAR

DATE: December 3, 2025 **APPROVE**

TO: Finance/Audit Committee/Committee of the Whole
Board of Directors

RE: Acceptance of Union & Non-Union Pension Investment Asset Summary for September 2025

Summary:

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

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

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

Union

Asset Class		Actual	Range
Growth Assets			
	Domestic Equity	29.9%	16% – 56%
	International Equity	18.5%	0% - 39%
	Other	7.7%	0% – 20%
Income Assets			
	Fixed Income	38.8%	25% - 65%
	Other	4.4%	0% – 20%
Real Return Assets		0.0%	0% – 20%

Back to Top

Cash Equivalents	0.7%	0% – 20%

Non-Union

Asset Class		Actual	Range
Growth Assets			
	Domestic Equity	29.9%	16% – 56%
	International Equity	18.5%	0% - 39%
	Other	7.6%	0% – 20%
Income Assets			
	Fixed Income	38.6%	25% - 65%
	Other	4.3%	0% – 20%
Real Return Assets		0.0%	0% – 20%
Cash Equivalents		1.1%	0% – 20%

Components may not sum to 100.0% due to rounding.

For the month of September, the market value of assets increased by $908,609 and $934,556 for the union and non-union plans, respectively.

Month to Month Asset Comparison

Month	Market Value - Union	Market Value – Non-Union
August 2025	$46,685,009	$46,951,319
September 2025	$47,593,618	$47,885,875
Increase (Decrease)	$908,609	$934,556

Recommendation:

Approve.

Back to Top

pfm asset management

Portfolio Summary and Statistics

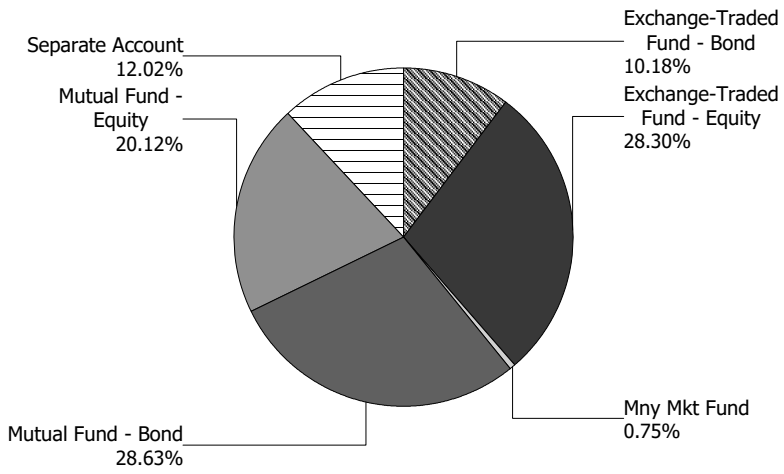
For the Month Ending **September 30, 2025**

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [redacted]

Account Summary

Description	Par Value	Market Value	Percent
Separate Account	4,370,432.73	5,719,610.69	12.02
Mutual Fund - Equity	304,942.65	9,576,739.22	20.12
Mutual Fund - Bond	1,329,127.74	13,621,472.87	28.63
Money Market Mutual Fund	358,568.68	358,568.68	0.75
Exchange-Traded Fund - Equity	511,391.00	13,470,038.94	28.30
Exchange-Traded Fund - Bond	48,351.00	4,847,187.75	10.18
Managed Account Sub-Total	**6,922,813.80**	**47,593,618.15**	**100.00%**
Accrued Interest		0.00	
Total Portfolio	**6,922,813.80**	**47,593,618.15**	
Unsettled Trades	**0.00**	**0.00**	

Sector Allocation



pfm asset management

Detail of Securities Held & Market Analytics

For the Month Ending **September 30, 2025**

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 CORE U.S. AGGREGATE	464287226	8278395	7,159.00	97.77	699,934.71	100.25	717,689.75	17,755.04	1.51
ISHARES CORE U.S. AGGREGATE	464287226	8278395	7,165.00	97.84	701,023.60	100.25	718,291.25	17,267.65	1.51
ISHARES CORE U.S. AGGREGATE	464287226	8278395	3,322.00	99.12	329,276.64	100.25	333,030.50	3,753.86	0.70
ISHARES CORE U.S. AGGREGATE	464287226	8278395	3,307.00	96.40	318,794.80	100.25	331,526.75	12,731.95	0.70
ISHARES CORE U.S. AGGREGATE	464287226	8278395	16,903.00	98.64	1,667,311.92	100.25	1,694,525.75	27,213.83	3.56
ISHARES CORE U.S. AGGREGATE	464287226	8278395	4,049.00	98.87	400,324.63	100.25	405,912.25	5,587.62	0.85
ISHARES CORE U.S. AGGREGATE	464287226	8278395	6,446.00	92.76	597,930.32	100.25	646,211.50	48,281.18	1.36
Security Type Sub-Total			**48,351.00**		**4,714,596.62**	**701.75**	**4,847,187.75**	**132,591.13**	**10.19**
Exchange-Traded Fund - Equity									
SCHWAB US LARGE-CAP ETF	808524201	17333747	39,046.00	22.81	890,639.26	26.34	1,028,471.64	137,832.38	2.16
SCHWAB US LARGE-CAP ETF	808524201	17333747	472,345.00	22.54	10,648,230.78	26.34	12,441,567.30	1,793,336.52	26.14
Security Type Sub-Total			**511,391.00**		**11,538,870.04**	**52.68**	**13,470,038.94**	**1,931,168.90**	**28.30**
Money Market Mutual Fund									
FIRST AM GOVT OBLIG-Z DTD 01/01/2010 0.000% --	31846V567	351477	358,568.68	1.00	358,568.68	100.00	358,568.68	0.00	0.75
Security Type Sub-Total			**358,568.68**		**358,568.68**	**100.00**	**358,568.68**	**0.00**	**0.75**
Mutual Fund - Bond									
BAIRD CORE PLUS BOND-INST	057071870	7001692	503,661.41	10.76	5,419,716.47	10.32	5,197,785.62	(221,930.85)	10.92
BBH LIMITED DURATION-I	05528X851	7344118	0.03	10.29	0.35	10.51	0.36	0.01	0.00
NUVEEN CORE BOND FUND-R6	87244W607	7580345	328,732.77	9.15	3,008,119.68	9.28	3,050,640.10	42,520.42	6.41
PGIM TOTAL RETURN BOND-R6	74440B884	168981	292,151.19	12.95	3,782,260.50	12.18	3,558,401.44	(223,859.06)	7.48
VOYA INTERMEDIATE BOND-R6	92913L569	IIBZX	204,582.34	9.57	1,958,697.15	8.87	1,814,645.35	(144,051.80)	3.81
Security Type Sub-Total			**1,329,127.74**		**14,168,794.15**	**51.16**	**13,621,472.87**	**(547,321.28)**	**28.62**
Mutual Fund - Equity									
COLUMBIA SMALL CAP GRW-INST3	19765Y340	195897	9,629.50	28.07	270,300.00	34.58	332,988.03	62,688.03	0.70

pfm asset management

Detail of Securities Held & Market Analytics

For the Month Ending **September 30, 2025**

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 - Equity									
FIDELITY EMRG MRKT INDX	316146331	26545809	101,271.38	11.46	1,160,570.00	13.40	1,357,036.47	196,466.47	2.85
FIDELITY INTL INDX	315911727	308475	51,836.95	56.10	2,908,009.98	59.98	3,109,180.49	201,170.51	6.53
GLDMN SCHS GQG PRT INTL-R6	38147N269	GSIYX	41,696.42	19.69	820,865.27	22.73	947,759.68	126,894.41	1.99
HRDNG LVNR INTL EQTY-INST	412295107	175052	0.00	25.00	0.02	30.14	0.02	0.00	0.00
JANUS HNDRSN OVERSEAS-N	47103D835	JANUS	26,230.28	51.01	1,337,939.98	55.35	1,451,845.74	113,905.76	3.05
MFS INTL DIVERSIFICAT-R6	552743544	9214518	69,416.52	26.25	1,822,169.99	28.20	1,957,545.73	135,375.74	4.11
UNDISC MGRS BEHAV VAL-R6	904504479	1428076	4,861.61	87.23	424,087.81	86.47	420,383.06	(3,704.75)	0.88
Security Type Sub-Total			**304,942.65**		**8,743,943.05**	**330.85**	**9,576,739.22**	**832,796.17**	**20.11**
Separate Account									
ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% --	ATEL00019	SA406	49,000.00	1.00	49,000.00	121.67	59,618.95	10,618.95	0.13
ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% --	ATEL00019	SA406	45,325.00	1.00	45,325.00	121.67	55,147.53	9,822.53	0.12
ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% --	ATEL00019	SA406	49,000.00	1.00	49,000.00	121.67	59,618.95	10,618.95	0.13
ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% --	ATEL00019	SA406	45,325.00	1.00	45,325.00	121.67	55,147.53	9,822.53	0.12
ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% --	ATEL00019	SA406	45,325.00	1.00	45,325.00	121.67	55,147.53	9,822.53	0.12
ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% --	ATEL00019	SA406	45,325.00	1.00	45,325.00	121.67	55,147.53	9,822.53	0.12
ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% --	ATEL00019	SA406	45,325.00	1.00	45,325.00	121.67	55,147.53	9,822.53	0.12
ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% --	ATEL00019	SA406	42,052.54	1.00	42,052.54	121.67	51,165.88	9,113.34	0.11
BLACKSTONE INFRASTRUCTURE PRTNRS F 2 L. DTD 10/01/2024 0.000% --	BKSTONE63	SA495	900,000.00	1.00	900,000.00	112.56	1,013,012.01	113,012.01	2.13
GOLUB CAPITAL XIV INT'L DTD 01/01/2010 0.000% --	GOLUB0090	F_GOLUB	1,060,115.00	1.00	1,060,115.00	130.63	1,384,860.56	324,745.56	2.91

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									
GOLUB CAPITAL XIV INT'L DTD 01/01/2010 0.000% --	GOLUB0090	F_GOLUB	180,000.00	1.00	180,000.00	130.63	235,139.49	55,139.49	0.49
NB SOF V DTD 01/01/2010 0.000% --	NBSOFV007	F_NBF	105,000.00	1.00	105,000.00	141.68	148,766.92	43,766.92	0.31
NB SOF V DTD 01/01/2010 0.000% --	NBSOFV007	F_NBF	147,000.00	1.00	147,000.00	141.68	208,273.68	61,273.68	0.44
NB SOF V DTD 01/01/2010 0.000% --	NBSOFV007	F_NBF	30,795.20	1.00	30,795.20	141.68	43,631.49	12,836.29	0.09
NB SOF V DTD 01/01/2010 0.000% --	NBSOFV007	F_NBF	309,750.00	1.00	309,750.00	141.68	438,862.41	129,112.41	0.92
NB SOF V DTD 01/01/2010 0.000% --	NBSOFV007	F_NBF	91,315.75	1.00	91,315.75	141.68	129,378.69	38,062.94	0.27
NB SOF V DTD 01/01/2010 0.000% --	NBSOFV007	F_NBF	180,319.43	1.00	180,319.43	141.68	255,481.58	75,162.15	0.54
NB SOF V DTD 01/01/2010 0.000% --	NBSOFV007	F_NBF	204,378.01	1.00	204,378.01	141.68	289,568.44	85,190.43	0.61
NB SOF V DTD 01/01/2010 0.000% --	NBSOFV007	F_NBF	58,570.33	1.00	58,570.33	141.68	82,984.07	24,413.74	0.16
NB SOF V DTD 01/01/2010 0.000% --	NBSOFV007	F_NBF	252,000.00	1.00	252,000.00	141.68	357,040.60	105,040.60	0.75
NB SOF V DTD 01/01/2010 0.000% --	NBSOFV007	F_NBF	130,837.59	1.00	130,837.59	141.68	185,374.33	54,536.74	0.39
NB SOF V DTD 01/01/2010 0.000% --	NBSOFV007	F_NBF	127,930.57	1.00	127,930.57	141.68	181,255.59	53,325.02	0.38
NB SOF V DTD 01/01/2010 0.000% --	NBSOFV007	F_NBF	145,309.38	1.00	145,309.38	141.68	205,878.37	60,568.99	0.43
NB SOF V DTD 01/01/2010 0.000% --	NBSOFV007	F_NBF	80,433.93	1.00	80,433.93	141.68	113,961.03	33,527.10	0.24
Security Type Sub-Total			**4,370,432.73**		**4,370,432.73**	**3,189.07**	**5,719,610.69**	**1,349,177.96**	**12.03**
Managed Account Sub-Total			**6,922,813.80**		**43,895,205.27**	**4,425.51**	**47,593,618.15**	**3,698,412.88**	**100.00**

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [redacted]

Securities Sub-Total	**$6,922,813.80**	**$43,895,205.27**	**$4,425.51**	**$47,593,618.15**	**$3,698,412.88**	**100.00%**
Accrued Interest				**$0.00**		
Total Investments				**$47,593,618.15**		

pfm asset management

Portfolio Summary and Statistics

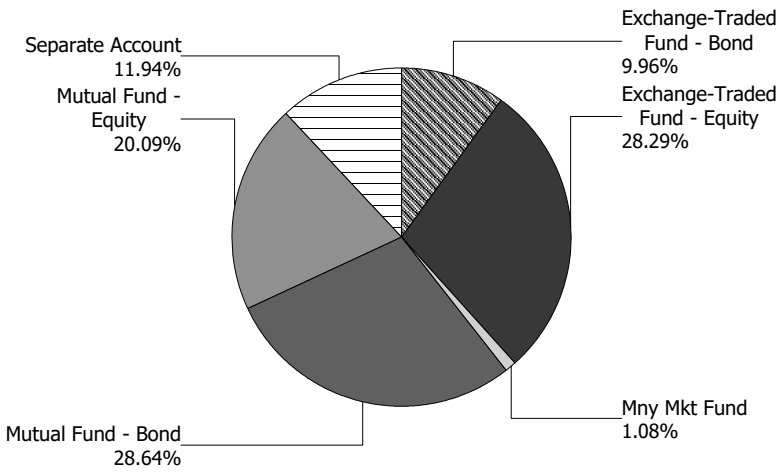
For the Month Ending **September 30, 2025**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAI - [redacted]

Account Summary

Description	Par Value	Market Value	Percent
Separate Account	4,370,432.73	5,719,610.54	11.94
Mutual Fund - Equity	306,474.08	9,619,161.00	20.09
Mutual Fund - Bond	1,337,913.31	13,717,232.95	28.64
Money Market Mutual Fund	515,193.58	515,193.58	1.08
Exchange-Traded Fund - Equity	514,221.00	13,544,581.14	28.29
Exchange-Traded Fund - Bond	47,582.00	4,770,095.50	9.96
Managed Account Sub-Total	**7,091,816.70**	**47,885,874.71**	**100.00%**
Accrued Interest		0.00	
Total Portfolio	**7,091,816.70**	**47,885,874.71**	
Unsettled Trades	**0.00**	**0.00**	

Sector Allocation



Detail of Securities Held & Market Analytics

For the Month Ending **September 30, 2025**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAI - [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 CORE U.S. AGGREGATE	464287226	8278395	4,049.00	98.87	400,324.63	100.25	405,912.25	5,587.62	0.85
ISHARES CORE U.S. AGGREGATE	464287226	8278395	6,136.00	97.77	599,916.11	100.25	615,134.00	15,217.89	1.28
ISHARES CORE U.S. AGGREGATE	464287226	8278395	3,372.00	99.12	334,232.64	100.25	338,043.00	3,810.36	0.71
ISHARES CORE U.S. AGGREGATE	464287226	8278395	3,317.00	96.40	319,758.80	100.25	332,529.25	12,770.45	0.69
ISHARES CORE U.S. AGGREGATE	464287226	8278395	17,290.00	98.64	1,705,485.60	100.25	1,733,322.50	27,836.90	3.62
ISHARES CORE U.S. AGGREGATE	464287226	8278395	6,272.00	92.76	581,790.09	100.25	628,768.00	46,977.91	1.31
ISHARES CORE U.S. AGGREGATE	464287226	8278395	7,146.00	97.84	699,164.64	100.25	716,386.50	17,221.86	1.49
Security Type Sub-Total			**47,582.00**		**4,640,672.51**	**701.75**	**4,770,095.50**	**129,422.99**	**9.95**
Exchange-Traded Fund - Equity									
SCHWAB US LARGE-CAP ETF	808524201	17333747	470,837.00	22.54	10,614,235.44	26.34	12,401,846.58	1,787,611.14	25.90
SCHWAB US LARGE-CAP ETF	808524201	17333747	43,384.00	22.81	989,589.04	26.34	1,142,734.56	153,145.52	2.39
Security Type Sub-Total			**514,221.00**		**11,603,824.48**	**52.68**	**13,544,581.14**	**1,940,756.66**	**28.29**
Money Market Mutual Fund									
FIRST AM GOVT OBLIG-Z DTD 01/01/2010 0.000% --	31846V567	351477	515,193.58	1.00	515,193.58	100.00	515,193.58	0.00	1.08
Security Type Sub-Total			**515,193.58**		**515,193.58**	**100.00**	**515,193.58**	**0.00**	**1.08**
Mutual Fund - Bond									
BAIRD CORE PLUS BOND-INST	057071870	7001692	507,162.63	10.73	5,443,197.56	10.32	5,233,918.43	(209,279.13)	10.93
BBH LIMITED DURATION-I	05528X851	7344118	0.03	10.29	0.35	10.51	0.36	0.01	0.00
NUVEEN CORE BOND FUND-R6	87244W607	7580345	328,732.77	9.15	3,008,119.68	9.28	3,050,640.10	42,520.42	6.37
PGIM TOTAL RETURN BOND-R6	74440B884	168981	296,004.68	12.92	3,825,178.09	12.18	3,605,337.04	(219,841.05)	7.53
VOYA INTERMEDIATE BOND-R6	92913L569	IIBZX	206,013.19	9.58	1,974,042.26	8.87	1,827,337.02	(146,705.24)	3.82
Security Type Sub-Total			**1,337,913.31**		**14,250,537.94**	**51.16**	**13,717,232.95**	**(533,304.99)**	**28.65**
Mutual Fund - Equity									
COLUMBIA SMALL CAP GRW-INST3	19765Y340	195897	9,529.75	28.07	267,500.00	34.58	329,538.65	62,038.65	0.69

pfm asset management

Detail of Securities Held & Market Analytics

For the Month Ending **September 30, 2025**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAI - [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 - Equity									
FIDELITY EMRG MRKT INDX	316146331	26545809	101,878.71	11.46	1,167,530.00	13.40	1,365,174.69	197,644.69	2.85
FIDELITY INTL INDX	315911727	308475	52,126.54	56.10	2,924,249.98	59.98	3,126,549.87	202,299.89	6.53
GLDMN SCHS GQG PRT INTL-R6	38147N269	GSIYX	41,945.91	19.71	826,665.01	22.73	953,430.58	126,765.57	1.99
HRTFRD SCHR EM MRKT EQ-SDR	41665H789	10575468	0.00	20.00	0.02	22.07	0.02	0.00	0.00
JANUS HNDRSN OVERSEAS-N	47103D835	JANUS	26,376.02	51.01	1,345,369.98	55.35	1,459,912.64	114,542.66	3.05
MFS INTL DIVERSIFICAT-R6	552743544	9214518	69,805.91	26.25	1,832,379.99	28.20	1,968,526.73	136,146.74	4.11
UNDISC MGRS BEHAV VAL-R6	904504479	1428076	4,811.24	87.23	419,694.20	86.47	416,027.82	(3,666.38)	0.87
Security Type Sub-Total			**306,474.08**		**8,783,389.18**	**322.78**	**9,619,161.00**	**835,771.82**	**20.09**
Separate Account									
ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% --	ATEL00020	SA407	45,325.00	1.00	45,325.00	121.67	55,147.51	9,822.51	0.12
ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% --	ATEL00020	SA407	45,325.00	1.00	45,325.00	121.67	55,147.51	9,822.51	0.12
ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% --	ATEL00020	SA407	45,325.00	1.00	45,325.00	121.67	55,147.51	9,822.51	0.12
ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% --	ATEL00020	SA407	49,000.00	1.00	49,000.00	121.67	59,618.93	10,618.93	0.12
ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% --	ATEL00020	SA407	45,325.00	1.00	45,325.00	121.67	55,147.51	9,822.51	0.12
ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% --	ATEL00020	SA407	42,052.54	1.00	42,052.54	121.67	51,165.87	9,113.33	0.11
ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% --	ATEL00020	SA407	49,000.00	1.00	49,000.00	121.67	59,618.93	10,618.93	0.12
ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% --	ATEL00020	SA407	45,325.00	1.00	45,325.00	121.67	55,147.51	9,822.51	0.12
BLACKSTONE INFRASTRUCTURE PRTNRS F 2 L. DTD 10/01/2024 0.000% --	BKSTONE64	SA496	900,000.00	1.00	900,000.00	112.56	1,013,012.01	113,012.01	2.12
GOLUB CAPITAL XIV INT'L DTD 01/01/2010 0.000% --	GOLUB0091	F_GOLUB	180,000.00	1.00	180,000.00	130.63	235,139.49	55,139.49	0.49

SUNLINE EMPLOYEES RETIREMENT NON-BARGAI - [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									
GOLUB CAPITAL XIV INT'L DTD 01/01/2010 0.000% --	GOLUB0091	F_GOLUB	1,060,115.00	1.00	1,060,115.00	130.63	1,384,860.56	324,745.56	2.89
NB SOF V DTD 01/01/2010 0.000% --	NBSOFV008	F_NBF	80,433.93	1.00	80,433.93	141.68	113,961.03	33,527.10	0.24
NB SOF V DTD 01/01/2010 0.000% --	NBSOFV008	F_NBF	58,570.33	1.00	58,570.33	141.68	82,984.07	24,413.74	0.17
NB SOF V DTD 01/01/2010 0.000% --	NBSOFV008	F_NBF	204,378.01	1.00	204,378.01	141.68	289,568.44	85,190.43	0.60
NB SOF V DTD 01/01/2010 0.000% --	NBSOFV008	F_NBF	91,315.75	1.00	91,315.75	141.68	129,378.69	38,062.94	0.27
NB SOF V DTD 01/01/2010 0.000% --	NBSOFV008	F_NBF	30,795.20	1.00	30,795.20	141.68	43,631.49	12,836.29	0.09
NB SOF V DTD 01/01/2010 0.000% --	NBSOFV008	F_NBF	147,000.00	1.00	147,000.00	141.68	208,273.68	61,273.68	0.43
NB SOF V DTD 01/01/2010 0.000% --	NBSOFV008	F_NBF	145,309.38	1.00	145,309.38	141.68	205,878.37	60,568.99	0.43
NB SOF V DTD 01/01/2010 0.000% --	NBSOFV008	F_NBF	130,837.59	1.00	130,837.59	141.68	185,374.33	54,536.74	0.39
NB SOF V DTD 01/01/2010 0.000% --	NBSOFV008	F_NBF	252,000.00	1.00	252,000.00	141.68	357,040.60	105,040.60	0.75
NB SOF V DTD 01/01/2010 0.000% --	NBSOFV008	F_NBF	180,319.43	1.00	180,319.43	141.68	255,481.58	75,162.15	0.53
NB SOF V DTD 01/01/2010 0.000% --	NBSOFV008	F_NBF	309,750.00	1.00	309,750.00	141.68	438,862.41	129,112.41	0.92
NB SOF V DTD 01/01/2010 0.000% --	NBSOFV008	F_NBF	127,930.57	1.00	127,930.57	141.68	181,255.59	53,325.02	0.38
NB SOF V DTD 01/01/2010 0.000% --	NBSOFV008	F_NBF	105,000.00	1.00	105,000.00	141.68	148,766.92	43,766.92	0.31
Security Type Sub-Total			**4,370,432.73**		**4,370,432.73**	**3,189.07**	**5,719,610.54**	**1,349,177.81**	**11.96**
Managed Account Sub-Total			**7,091,816.70**		**44,164,050.42**	**4,417.44**	**47,885,874.71**	**3,721,824.29**	**100.02**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAI - [redacted]

Securities Sub-Total	**$7,091,816.70**	**$44,164,050.42**	**$4,417.44**	**$47,885,874.71**	**$3,721,824.29**	**100.02%**
Accrued Interest				**$0.00**		
Total Investments				**$47,885,874.71**		

SunLine Transit Agency

CONSENT CALENDAR

DATE: December 3, 2025 **APPROVE**

TO: Finance/Audit Committee/Committee of the Whole
Board of Directors

RE: Acceptance of Ridership Report for September 2025

Summary:

Monthly Ridership			Monthly Variance	
	Sep-25	**Sep-24**	**Net**	**Percent**
Fixed Route	225,182	226,763	(1,581)	(0.7%)
SunRide	1,870	2,154	(284)	(13.2%)
Taxi Voucher*	121	110	(11)	10.0%
SunDial	8,612	9,204	(592)	(6.4%)
Total	**235,785**	**238,231**	**(2,446)**	**(1.0%)**

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

Yearly Ridership	
Fiscal Year 2026	639,256
Fiscal Year 2025	665,689
Ridership Increase	**(26,433)**

Fiscal year to date system ridership decreased by 26,433 rides or 3.97% compared to the previous fiscal year. The baseline of the attached COVID-19 Recovery chart is calendar year 2020, this allows a comparison of three (3) years.

Recommendation:

Approve.

Back to Top

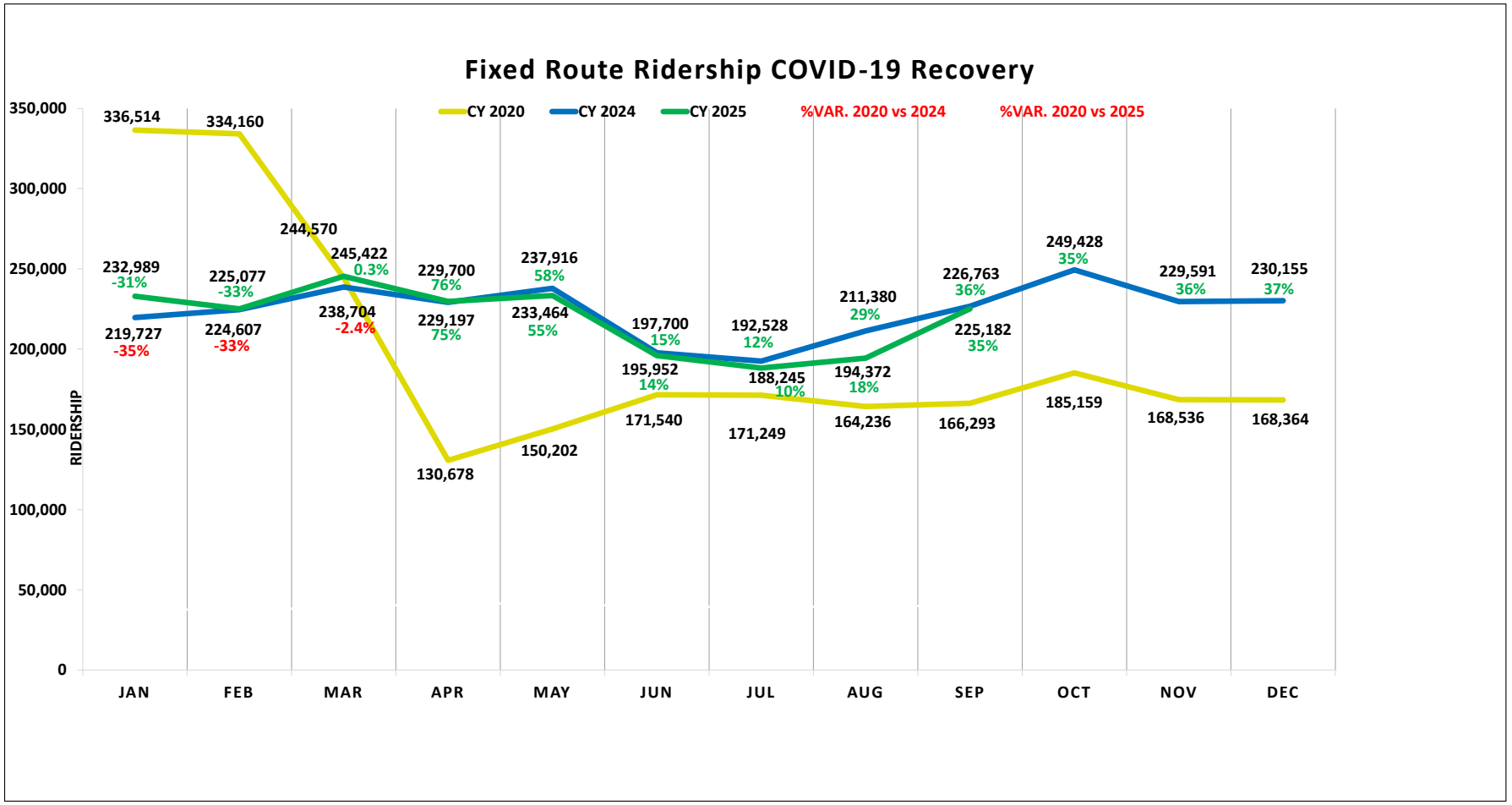
SunLine Transit Agency
Monthly Ridership Report
September 2025

Fixed Route		Sep 2025	Sep 2024	FY 2026 YTD	FY 2025 YTD	Monthly KPI Passengers/ Rev. Hours	Monthly KPI Passengers/ Rev. Miles	Bikes		Wheelchairs	
								Monthly	FYTD	Monthly	FYTD
Route 1EV	Coachella - Hwy 111 - Palm Desert Mall	43,816	49,322	118,067	140,626	16.0	1.3	1,695	4,943	316	750
Route 1WV	Palm Springs - Hwy 111 - Palm Desert Mall	40,725	38,155	115,361	108,817	15.6	1.3	1,285	3,407	189	637
Route 2	Desert Hot Springs - Palm Springs - Cathedral City	61,754	63,545	180,094	188,097	17.3	1.3	1,845	5,043	478	1,421
Route 3	Desert Hot Springs - Desert Edge	8,508	8,250	22,244	22,499	9.4	0.6	209	577	78	180
Route 4	Westfield Palm Desert - Palm Springs	20,440	20,199	57,645	55,588	10.9	0.7	491	1,582	114	393
Route 5	Desert Hot Springs - CSUSB - Palm Desert	3,186	2,850	7,869	7,017	5.6	0.3	84	252	20	52
Route 6	Coachella - Fred Waring - Westfield Palm Desert	5,621	4,487	13,556	12,119	8.5	0.6	174	451	36	86
Route 7	Bermuda Dunes - Indian Wells - La Quinta	7,516	7,408	18,823	18,619	7.8	0.6	308	924	20	50
Route 8	North Indio - Coachella -Thermal/Mecca	13,938	14,790	41,202	46,892	9.0	0.6	447	1,498	102	359
Route 9	North Shore - Mecca - Oasis	5,023	4,291	11,095	9,665	6.4	0.3	92	315	13	117
Route 10	Indio - CSUSB - San Bernardino - Metrolink	4,362	4,347	8,333	7,906	15.3	0.2	29	62	10	22
Route 200 SB	Palm Springs High School AM Tripper	157	184	420	350	15.4	0.7	1	2		1
Route 500 SB	Westfield Palm Desert PM Tripper	65	144	109	233	3.6	0.6	4	9	1	1
Route 700 SB/NB	Harris / Washington - Calle Madrid / Ave Vallejo AM Tripper	393	316	477	400	13.2	0.8		-		-
Route 701 SB/NB	Harris / Washington - Calle Madrid / Ave Vallejo PM Tripper	857	915	1,122	1,365	38.3	2.5	1	4		-
Route 800 NB	Shadow Hills High School AM Tripper	8,821	7,560	11,382	10,479	106.9	4.9	46	47	2	3
	Fixed Route Total	**225,182**	**226,763**	**607,799**	**630,671**			**6,711**	**19,116**	**1,379**	**4,072**
SunRide		1,870	2,154	5,105	6,240						
Taxi Voucher		121	110	383	424						
SunDial		8,612	9,204	25,969	28,354						
	System Total	**235,785**	**238,231**	**639,256**	**665,689**						

	Sep-25	Sep-24
Weekdays:	22	21
Saturdays:	4	4
Sundays:	4	5
Total Days:	**30**	**30**

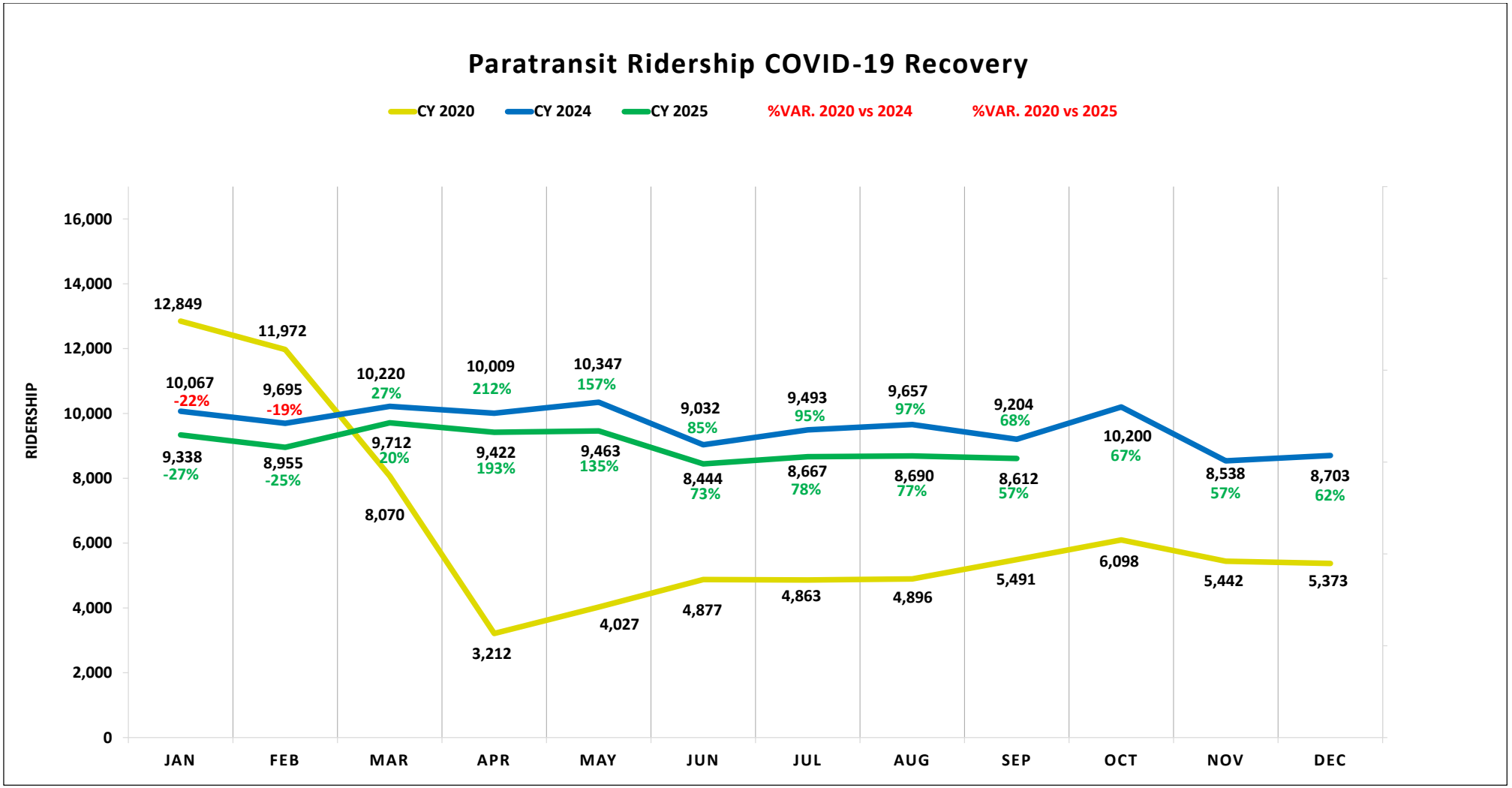
Haul Pass COD contributed with 9,960 rides, CSUSB with 3,445 rides.
Mobile Ticketing contributed with 49,556 rides, the total for September 2025 includes 112 paratransit mobile tickets.

Back to Top



The COVID-19 pandemic caused a major national and global disruption with closures of businesses, schools and entertainment venues due to the implementation of national and statewide public health policies. Variances are in red close to their corresponding ridership number. 2024 and 2025 are referring to the baseline of 2020.
CY 2020 will remain on the chart since it is the baseline needed to compare ridership recovery for CY 2024 & CY 2025. CY 2021 - CY 2023 have been removed to reflect the two (2) most recent years in recovery.

Back to Top



The COVID-19 pandemic caused a major national and global disruption with closures of businesses, schools and entertainment venues due to the implementation of national and statewide public health policies. Variances are in red close to their corresponding ridership number. 2024 and 2025 are referring to the baseline of 2020.

CY 2020 will remain on the chart since it is the baseline needed to compare ridership recovery for CY 2024 & CY 2025. CY 2021 - CY 2023 have been removed to reflect the two (2) most recent years in recovery.

Back to Top

SunLine Transit Agency

CONSENT CALENDAR

DATE: December 3, 2025 **APPROVE**

TO: Finance/Audit Committee/Committee of the Whole
Board of Directors

RE: Acceptance of SunDial Operational Notes for September 2025

Summary:

Due to ongoing bus technology upgrades, on-time performance (OTP) reporting will be temporarily paused to ensure data accuracy during system testing and calibration. Reporting will resume once the new system is fully implemented and validated.

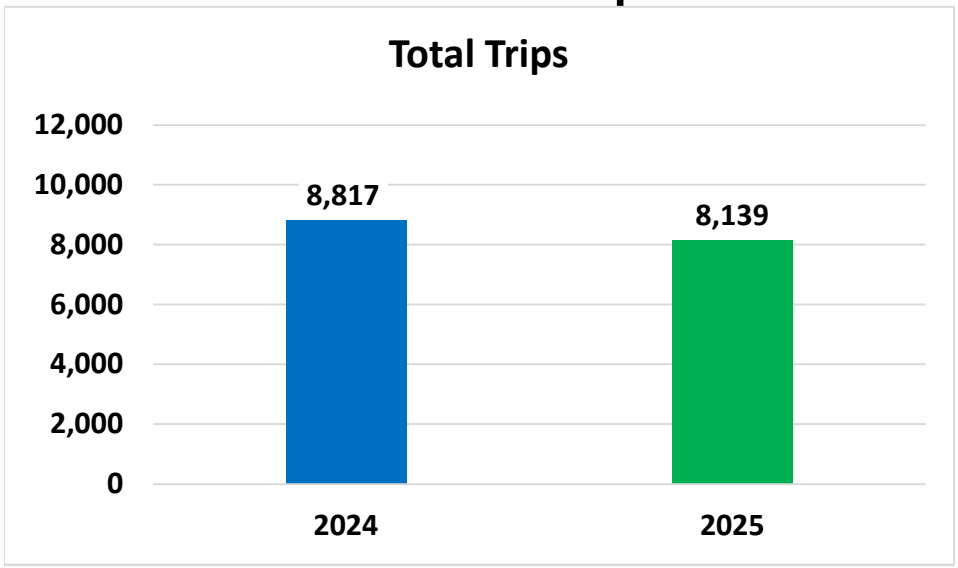
The total number of passengers for the month of September 2025 where 8,612, which is a decrease of 592 passengers or 6.4% when compared to September 2024. Mobility device boardings for September 2025 decreased by 223 or 22.7% when compared to September 2024. During this month, the field supervisors conducted a total of 64 onboard inspections and 66 safety evaluations, which included pre-trip inspections and trailing evaluations. The supervisors have exceeded their monthly on-board evaluations goal of 60 by 4, which is a decrease of 2.9% when compared to September 2024. Similarly, they also met the safety evaluation goal of 60, this reflects a 2.8% decline from September 2024.

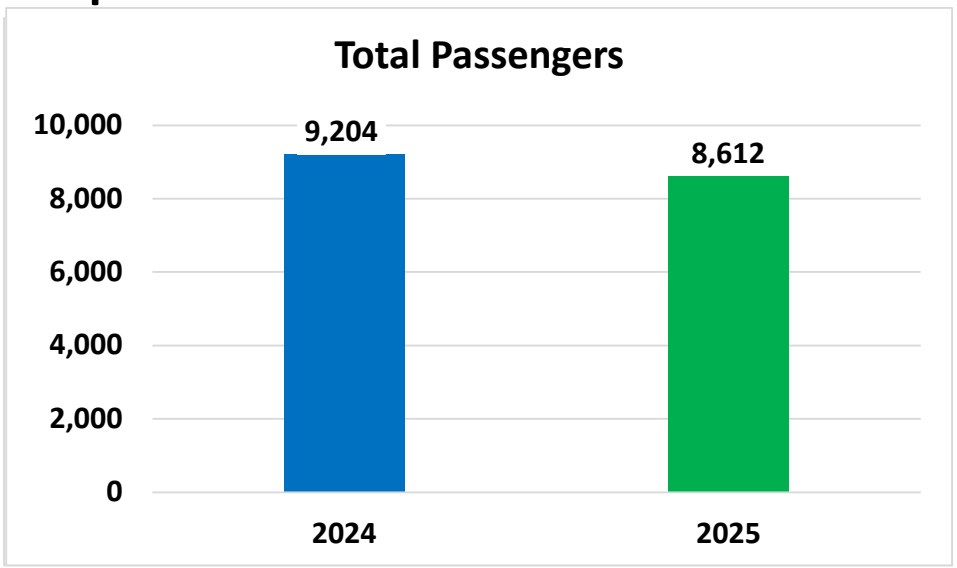
Recommendation:

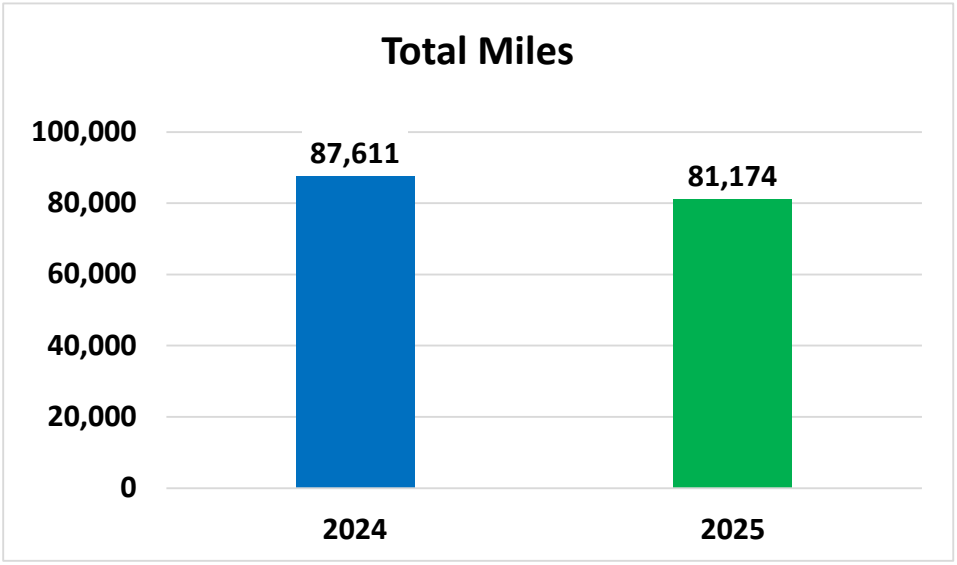
Approve.

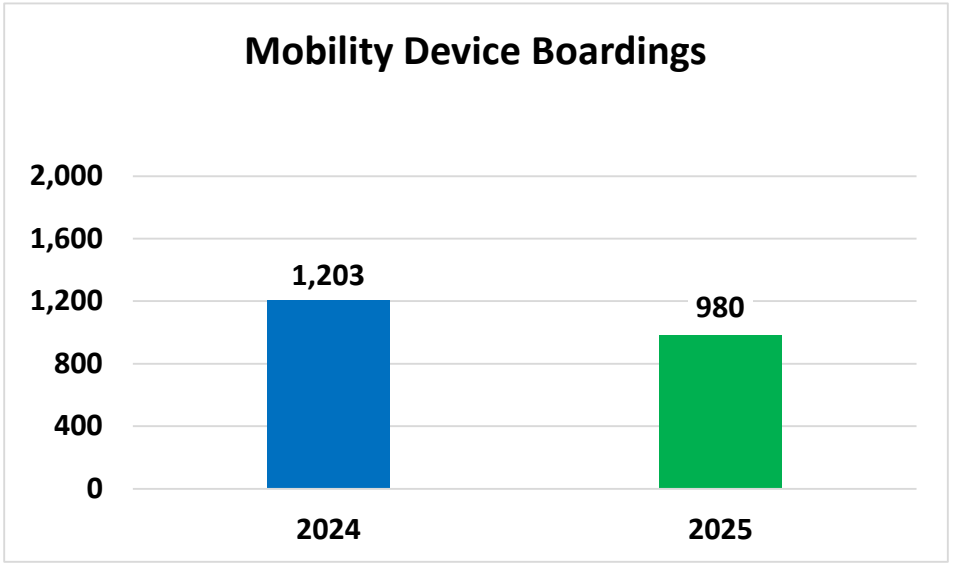
Back to Top

Paratransit Operational Charts
September 2024 vs. September 2025



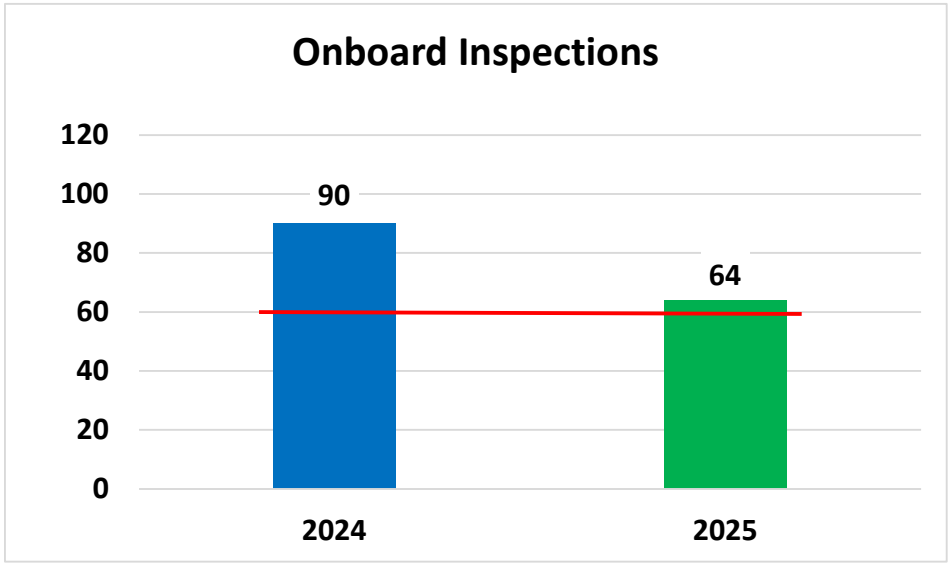


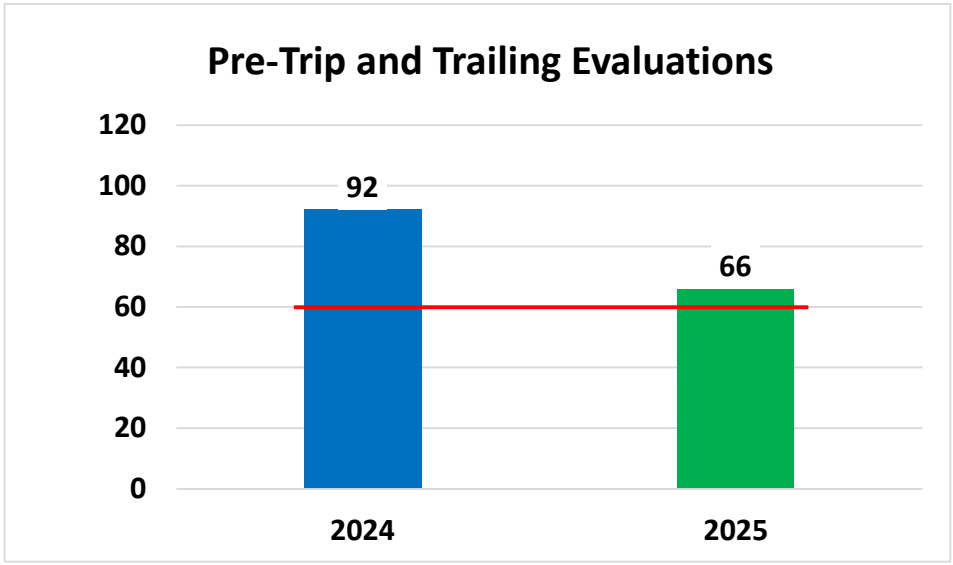




Back to Top

Paratransit Operational Charts
September 2024 vs. September 2025





Back to Top

SunLine Transit Agency

CONSENT CALENDAR

DATE: December 3, 2025 **APPROVE**

TO: Finance/Audit Committee/Committee of the Whole
Board of Directors

RE: Acceptance of Metrics for September 2025

Summary:

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

SunRide

Septemer Ridership Highlights:

- Total Ridership: 1,870 passengers – increase of 12% in ridership compared to 1,675 passengers in August 2025.
- Cathedral City: 92 passengers – decrease of 16% in ridership compared to 110 passengers in August 2025.
- Coachella: 130 passengers – decrease of 12% in ridership compared to 147 passengers in August 2025.
- Desert Hot Springs/Desert Edge: 326 passengers – decrease of 0.3% in ridership compared to 327 passengers in August 2025.
- Indio: 649 passengers – increase of 22% in ridership compared to 533 passengers in August 2025.
- La Quinta: 20 passengers – increase of 67% in ridership compared to 12 passengers in August 2025.
- Mecca/North Shore: 50 passengers – increase of 39% in ridership compared to 36 passengers in August 2025.
- Palm Desert: 456 passengers – increase of 23% in ridership compared to 372 passengers in August 2025.

Back to Top

- Palm Springs: 147 passengers – increase of 7% in ridership compared to 138 passengers in August 2025.

Fixed Route

Due to ongoing bus technology upgrades, on-time performance (OTP) reporting will be temporarily paused to ensure data accuracy during system testing and calibration. Reporting will resume once the new system is fully implemented and validated.

September 2025:

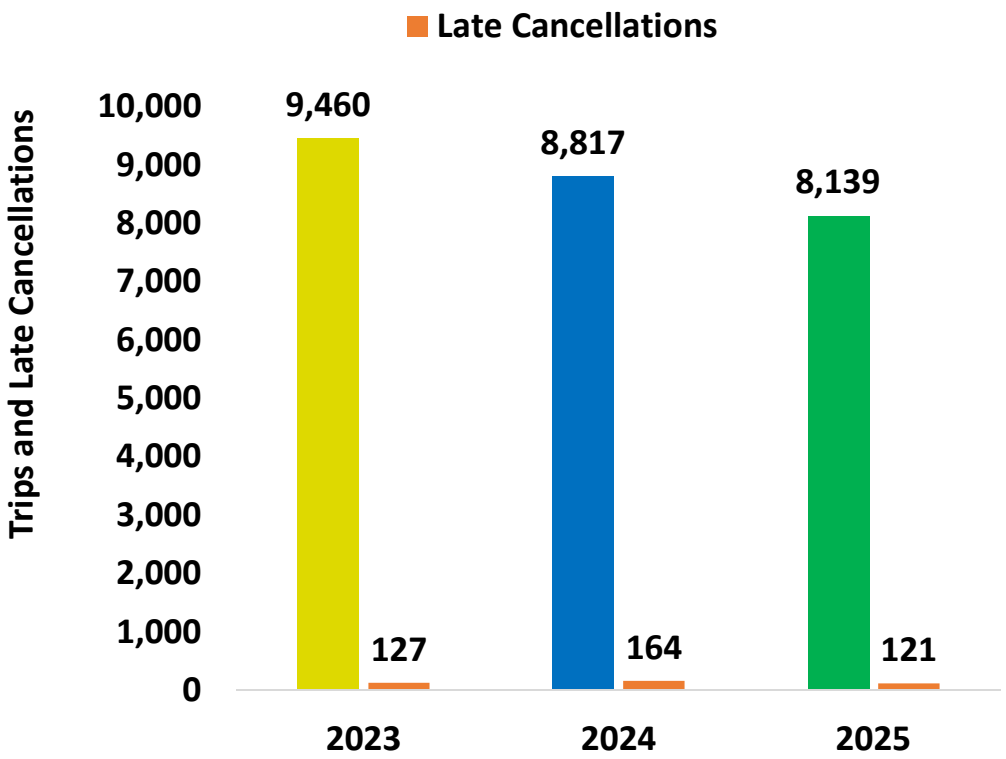
- 19% of fixed route operator workforce was absent when compared to September 2024 at 20%.
- The fixed route operator workforce had 133 operators, compared to 138 operators in September 2024.

Recommendation:

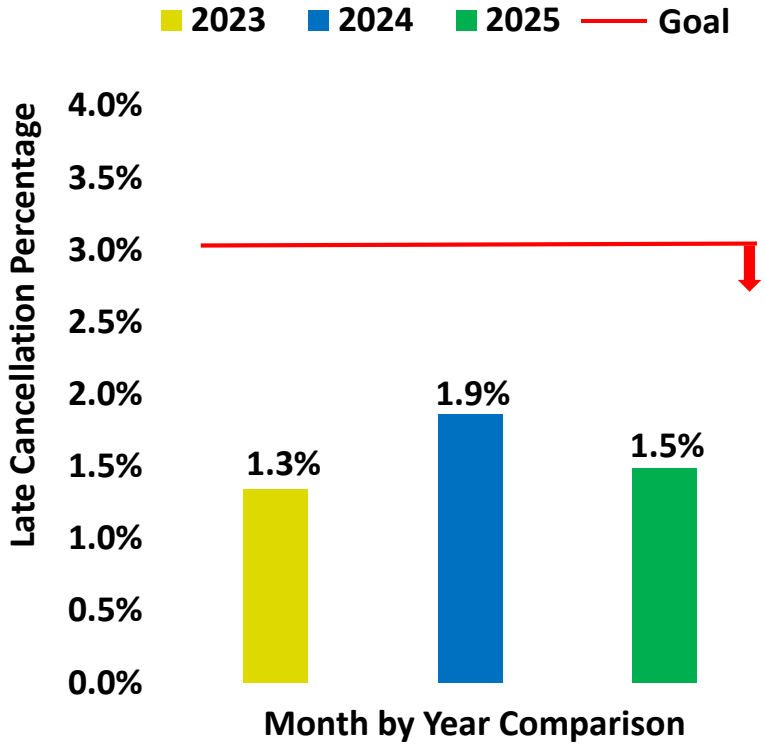
Approve.

Back to Top

Paratransit
Total Trips vs. Late Cancellations
September 2025

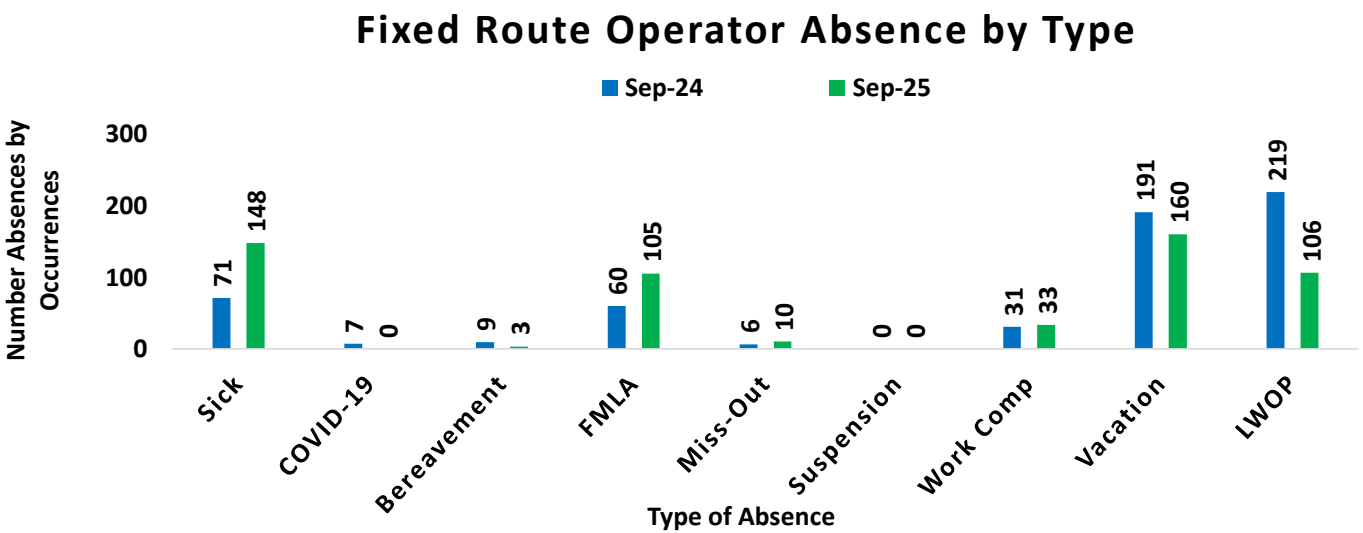


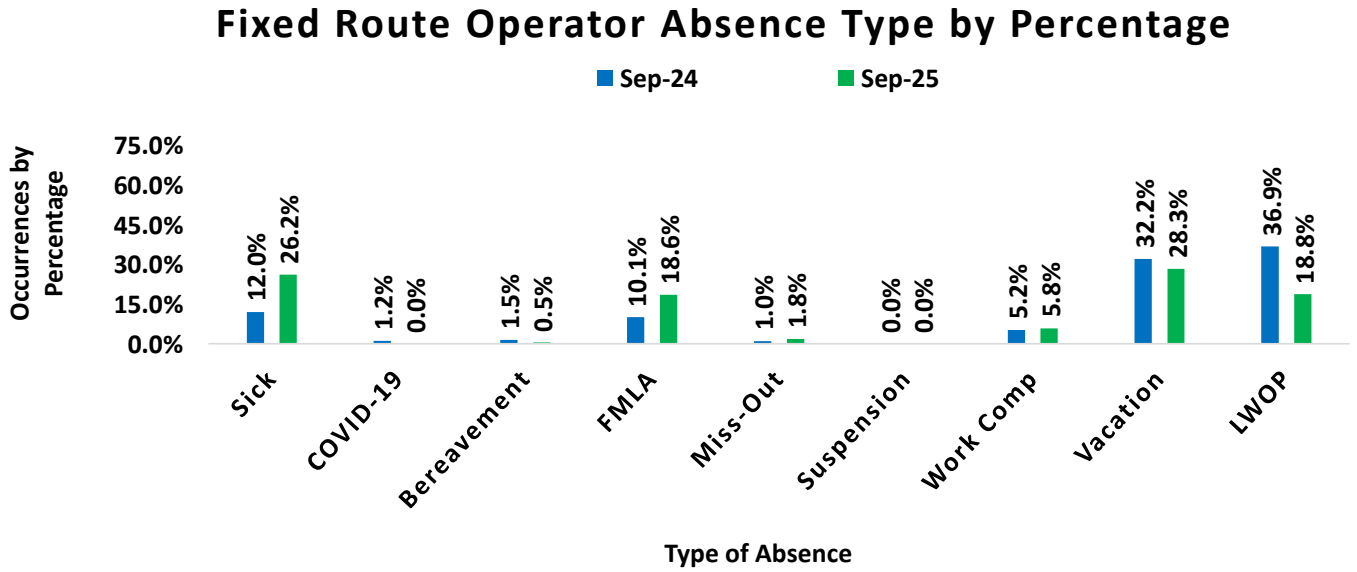
Late Cancellations by Percentage

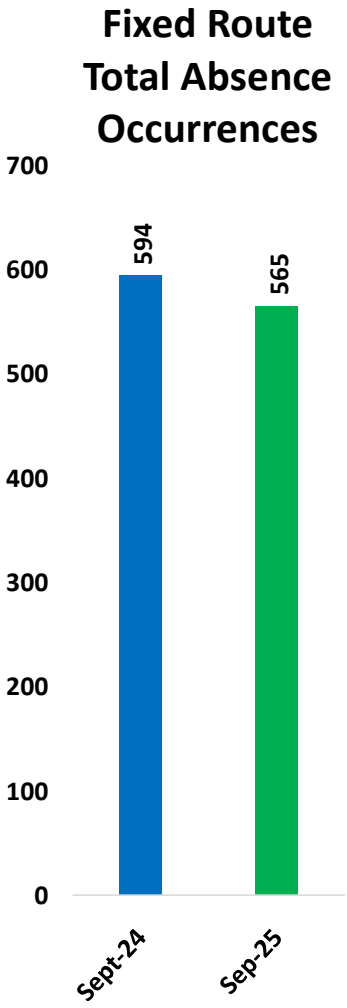


Trip: A one-way trip booked by the rider. A round trip is counted as two (2) trips.
Late Cancellation: A trip for which a rider cancels two (2) hours or less before the scheduled pick-up time.
Goal for Late Cancellations: 3% or below.
Total Trips: Total one-way trips completed.

Back to Top



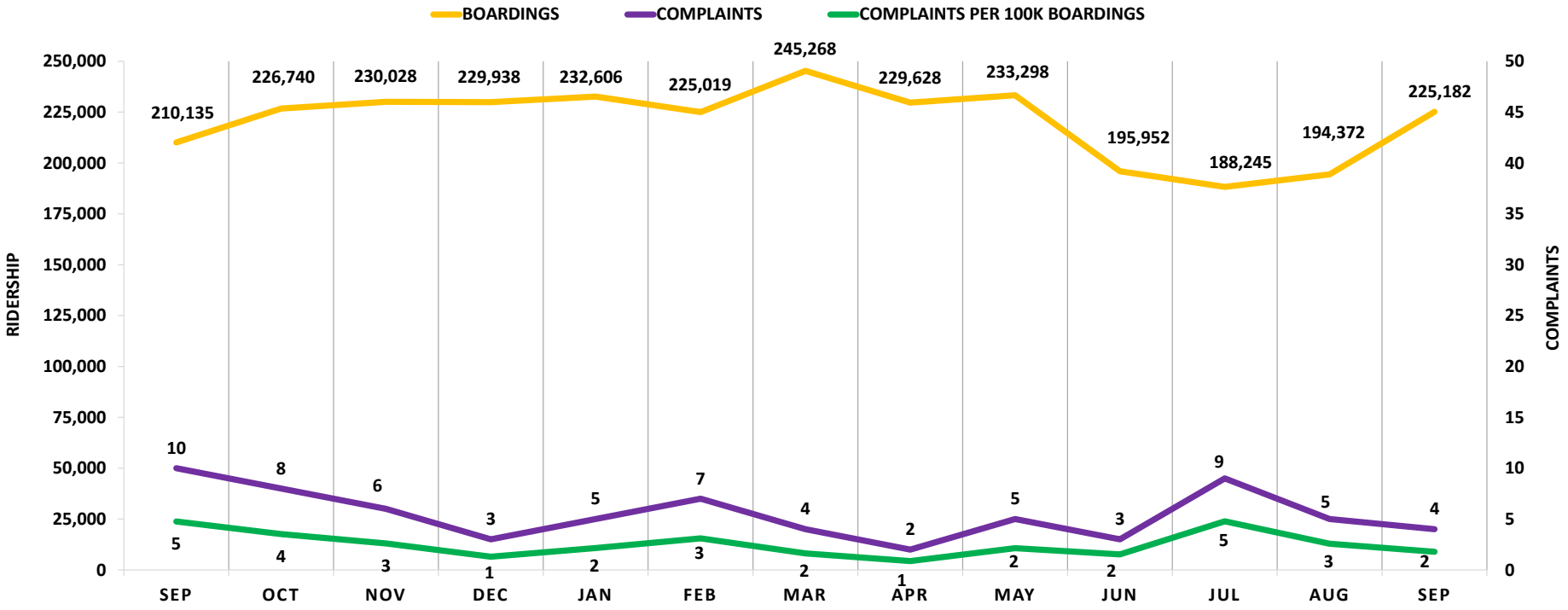




This chart includes unplanned/unscheduled and COVID-19 absences for Fixed Route drivers.
For the month of September 2025, 19% of SunLine's fixed route operator workforce was absent when compared to September 2024 at 20%.
For the month of September 2025, workforce was at a total of 133 operators when compared to September 2024 at 138 operators.

Back to Top

Fixed Route Customer Complaints September 2024 to September 2025

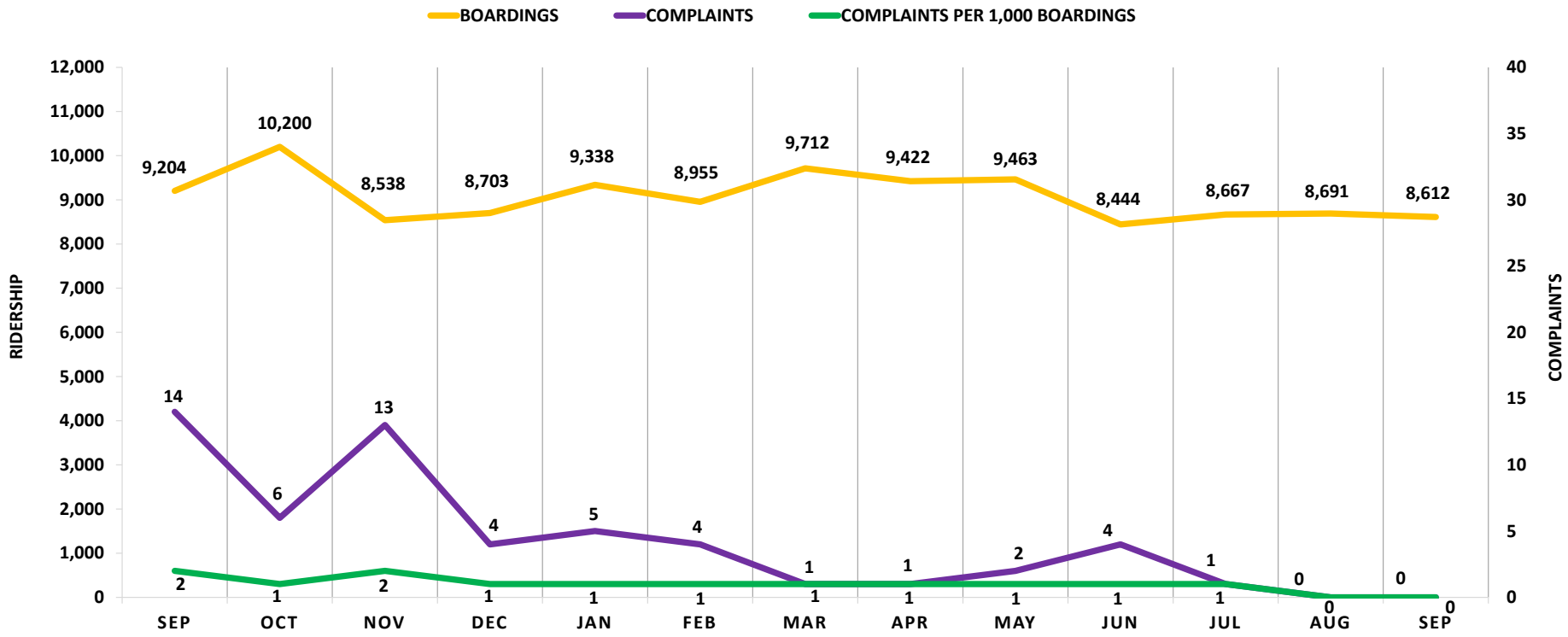


This chart represents the number of boardings and total valid complaints, as well as the number of valid complaints per 100,000 boardings for the fixed route system.

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

Back to Top

Paratransit Customer Complaints September 2024 to September 2025



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

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

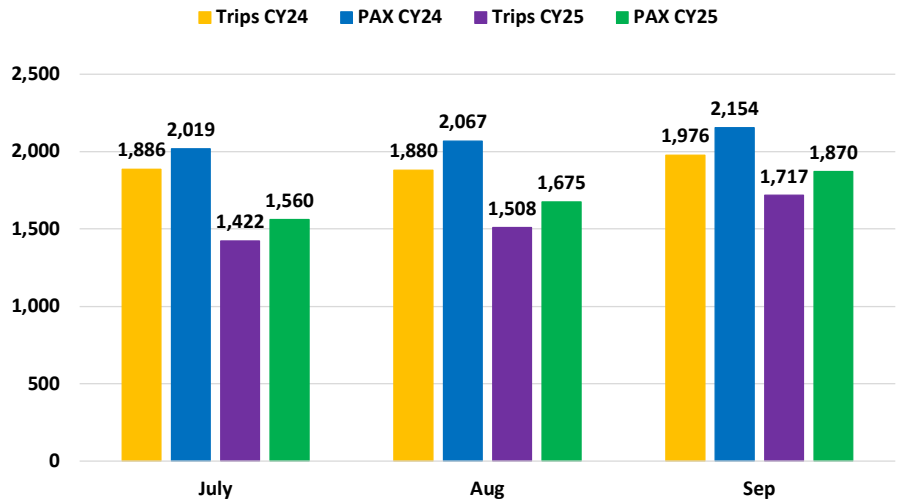
Back to Top

SunRide System-Wide Metrics
CYTD 2025

Total Completed Trips: 16,016

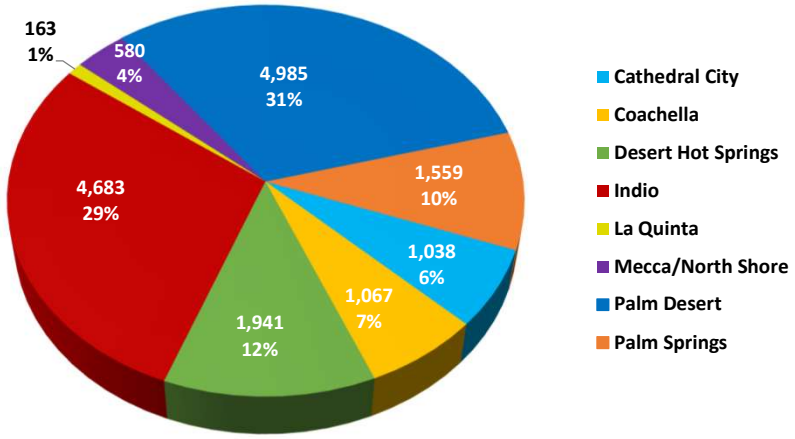
Total Number of Passengers: 17,343

Three Month Ridership Comparison



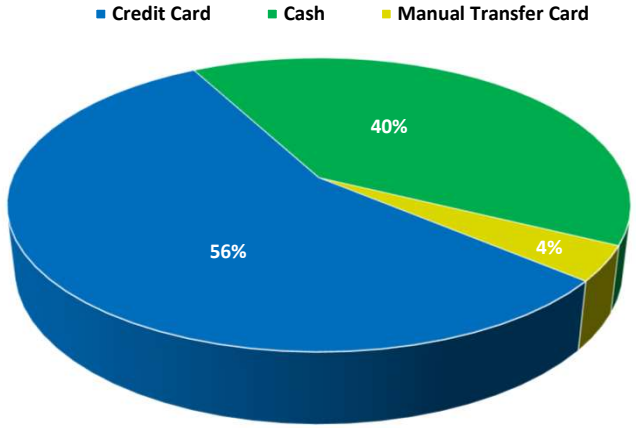
This chart compares completed trips by passengers (PAX) for the three (3) most recent months.

Trips by Zone
CYTD 2025



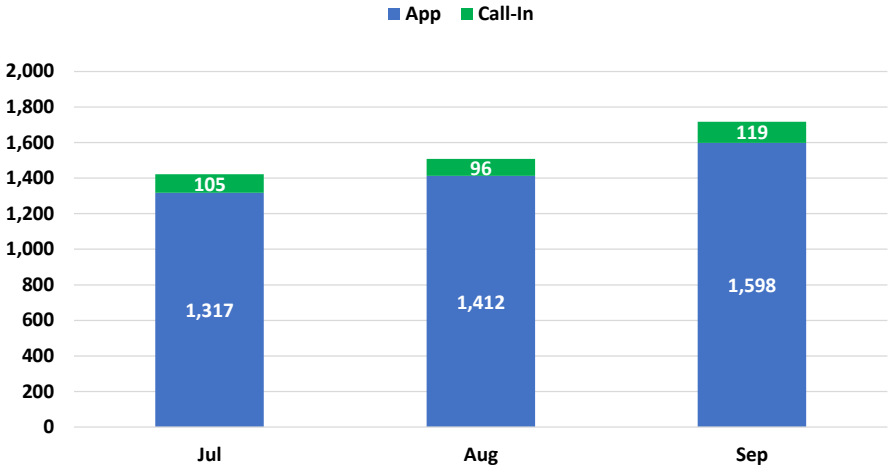
This pie chart illustrates the number and percentage of trips completed by each geo-fence zone for the calender year to date (CYTD) 2025.

SunRide Payment Method
CYTD 2025



This pie chart illustrates the chosen method of payment for SunRide passengers by number and percentage of riders for calendar year to date (CYTD) 2025.

Trip Booking Method



This chart illustrates rider trip booking methods for the three (3) most recent months.

Percentage of Trips System-wide as Ridesharing: 25%.
[Based on No. of Shared Rides for the month (426) divided by Total Trips Completed (1,717].

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

Booking with a Rating:
395 (23%)

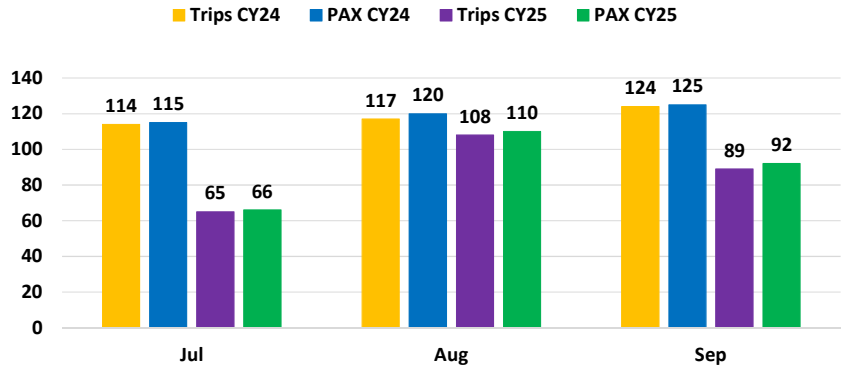
Back to Top

Cathedral City Geo-Fence Metrics
CYTD 2025

Total Completed Trips: 1,038

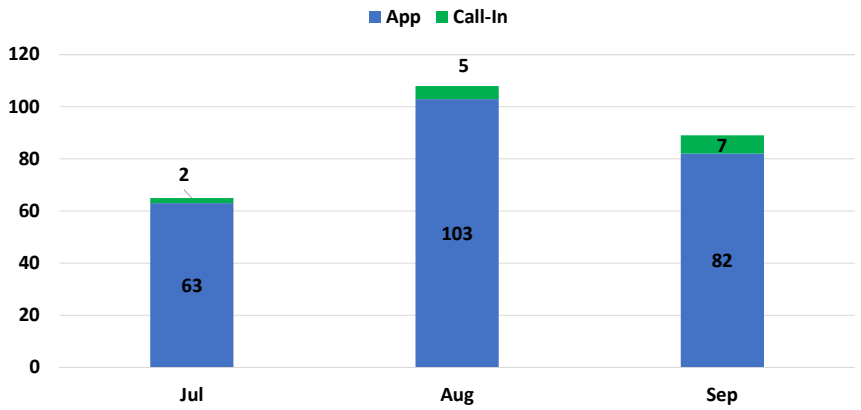
Total Number of Passengers: 1,089

Three Month Ridership Comparison

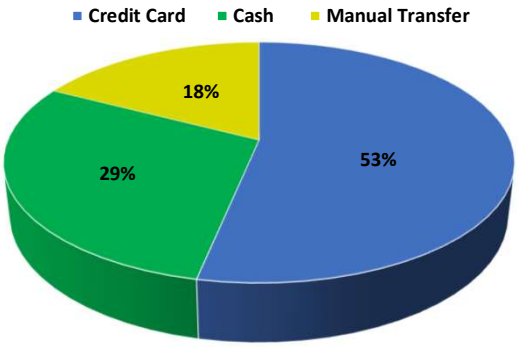


This chart compares completed trips by passengers (PAX) for the most recent month.

Trip Booking Method

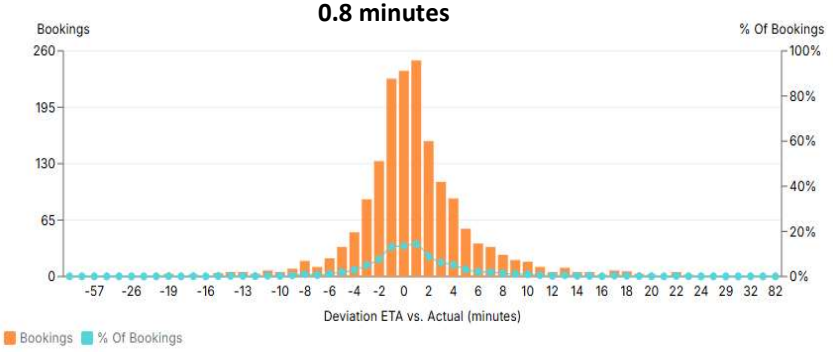


SunRide Payment Method
September 2025



This chart illustrates the chosen method of payment for SunRide passengers.

Deviation ETA vs. Actual
0.8 minutes



This chart illustrates rides by deviation in minutes between proposed estimated arrival time (ETA) and actual arrival at the pick up location.

Passengers Per Vehicle Hour: 2.1

Percentage of Trips as Ridesharing: Seven (7) percent.
[Based on No. of Shared Rides for the month (6) divided by Total Trips Completed 89).

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

EXCEEDS GOAL

Booking with a Rating:
27 (30.3%)

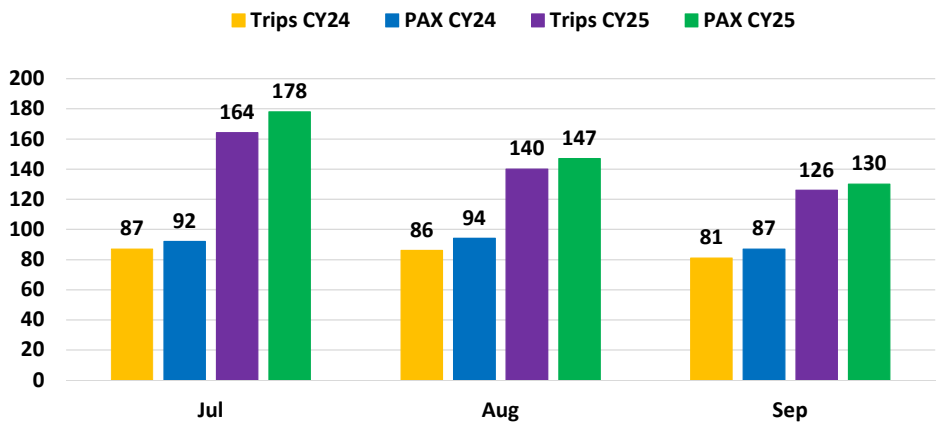
Back to Top

Coachella Geo-Fence Metrics
CYTD 2025

Total Completed Trips: 1,067

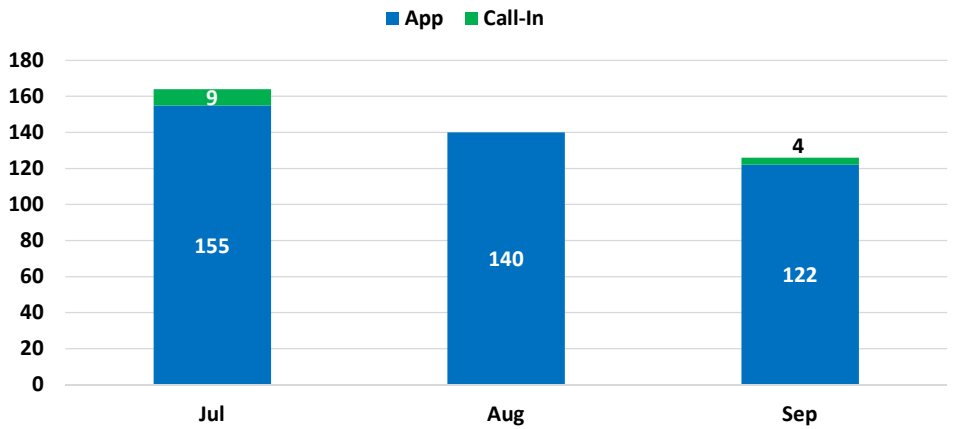
Total Number of Passengers: 1,142

Three-Month Ridership Comparison



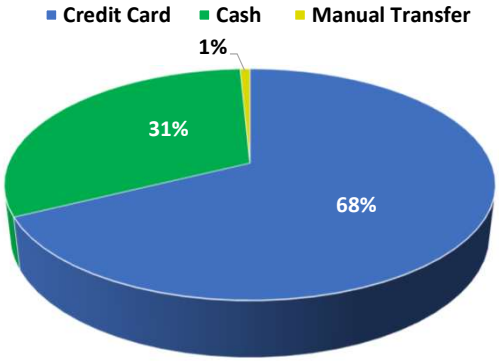
This chart compares completed trips by passengers (PAX) for the most recent month.

Trip Booking Method



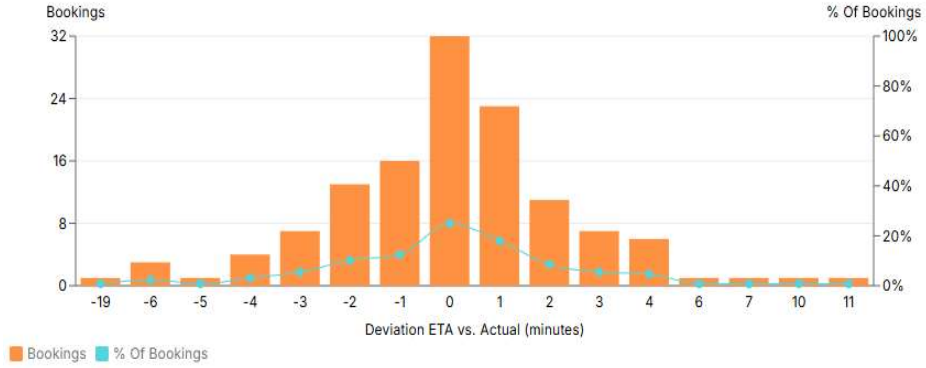
This chart illustrates rider trip booking methods for the three (3) most recent months.

SunRide Payment Method
September 2025



This chart illustrates the chosen method of payment for SunRide passengers.

Deviation ETA vs. Actual
0 minutes



This chart illustrates rides by deviation in minutes between proposed estimated arrival time (ETA) and actual arrival at the pick up location.

Passengers Per Vehicle Hour: 1.3

Percentage of Trips as Ridesharing: Five (5) percent.
[Based on No. of Shared Rides for the month (6) divided by Total Trips Completed (126).

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

EXCEEDS GOAL!

Booking with a Rating:
40 (31.7%)

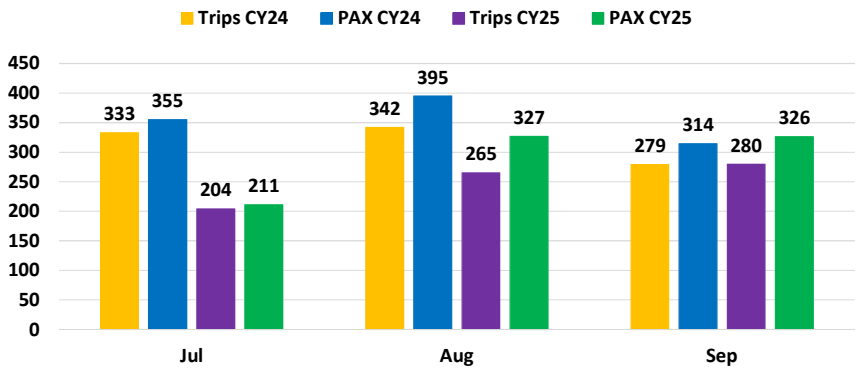
Back to Top

Desert Hot Springs/Desert Edge Geo-Fence Metrics
CYTD 2025

Total Completed Trips: 1,941

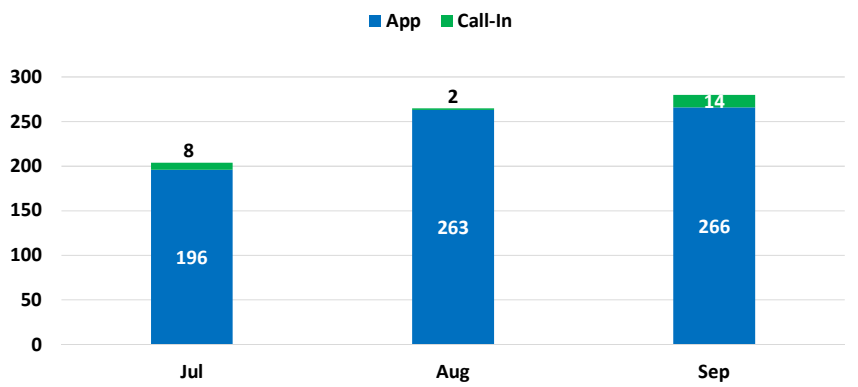
Total Number of Passengers: 2,121

Three Month Ridership Comparison



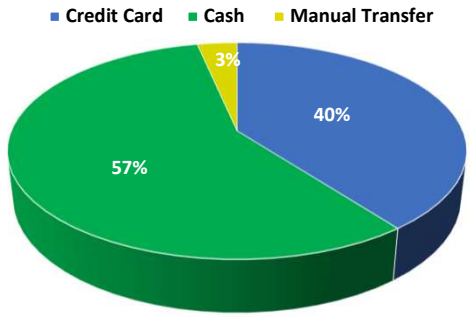
This chart compares completed trips by passengers (PAX) for the three (3) most recent months.

Trip Booking Method



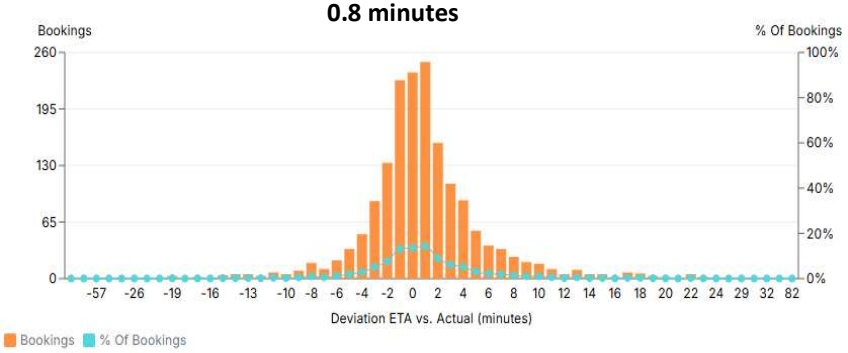
This chart illustrates rider trip booking methods for the three (3) most recent months.

SunRide Payment Method
September 2025



This chart illustrates the chosen method of payment for SunRide passengers.

Deviation ETA vs. Actual
0.8 minutes



This chart illustrates rides by deviation in minutes between proposed estimated arrival time (ETA) and actual arrival at the pick up location.

Passengers Per Vehicle Hour: 1.9

Percentage of Trips as Ridesharing: 17 percent.
[Based on No. of Shared Rides for the month (48) divided by Total Trips Completed (280).

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

EXCEEDS GOAL

Booking with a Rating:
66 (23.6%)

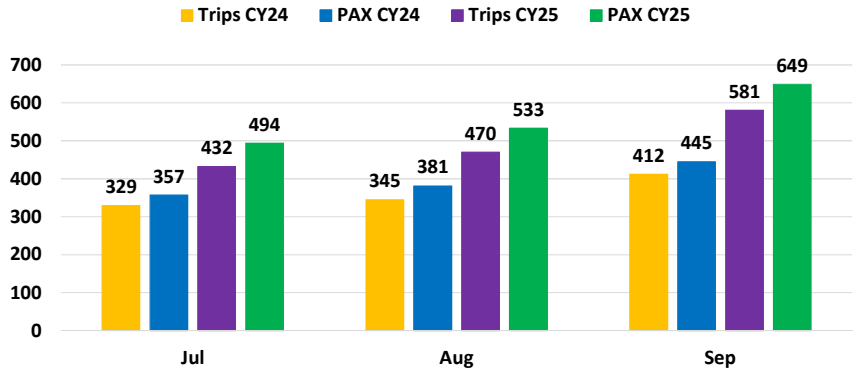
Back to Top

Indio Geo-Fence Metrics
CYTD 2025

Total Completed Trips: 4,683

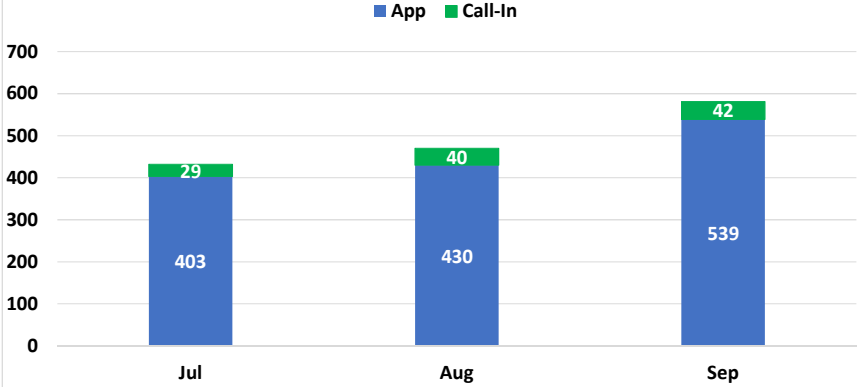
Total Number of Passengers: 5,125

Three Month Ridership Comparison



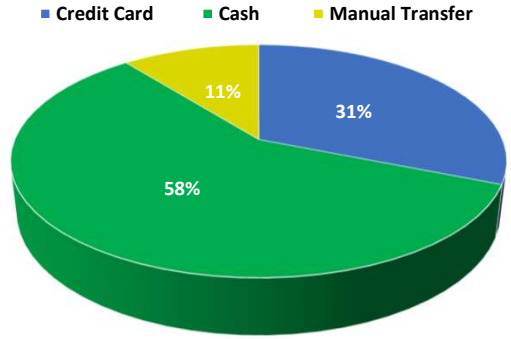
This chart compares completed trips by passengers (PAX) for the three (3) most recent months.

Trip Booking Method



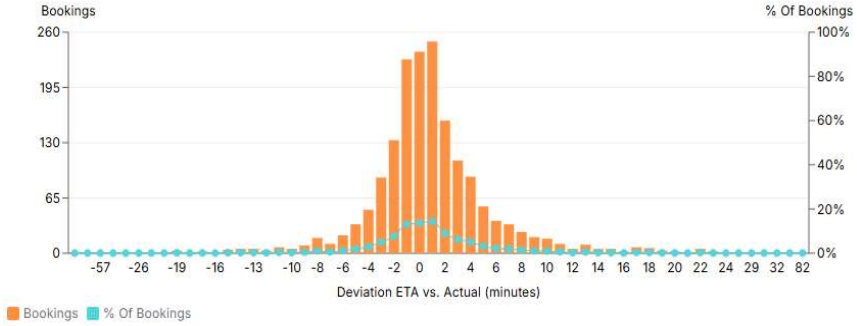
This chart illustrates rider trip booking methods for the three (3) most recent months.

SunRide Payment Method
September 2025



This chart illustrates the chosen method of payment for SunRide passengers.

Deviation ETA vs. Actual
0.8 minutes



This chart illustrates rides by deviation in minutes between proposed estimated arrival time (ETA) and actual arrival at the pick up location.

Passengers Per Vehicle Hour: 2.6

Percentage of Trips as Ridesharing: 41%.
[Based on No. of Shared Rides for the month (240) divided by Total Trips Completed (581).

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

EXCEEDS GOAL

Booking with a Rating:
95 (16.4%)

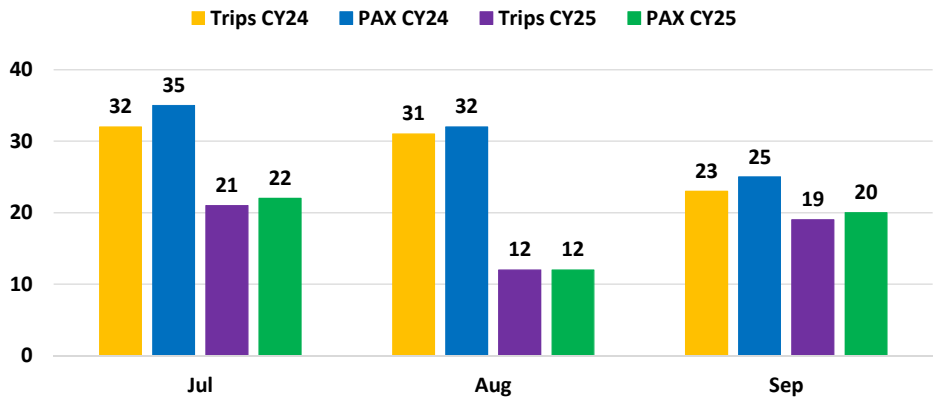
Back to Top

La Quinta Geo-Fence Metrics
CYTD 2025

Total Completed Trips: 163

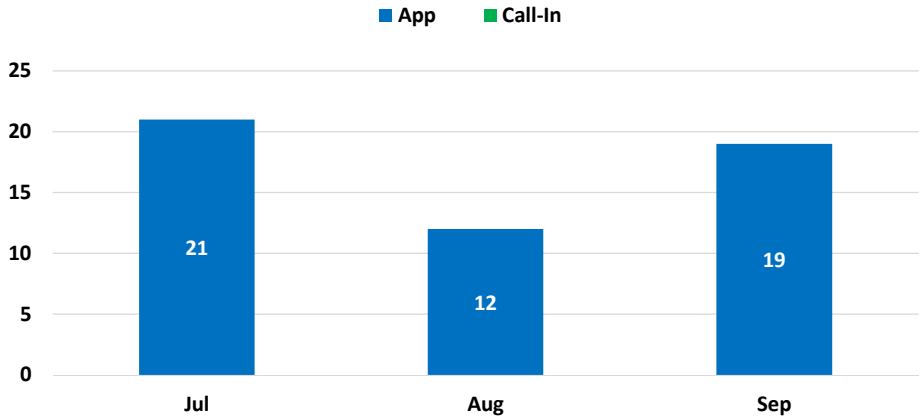
Total Number of Passengers: 168

Three Month Ridership Comparison



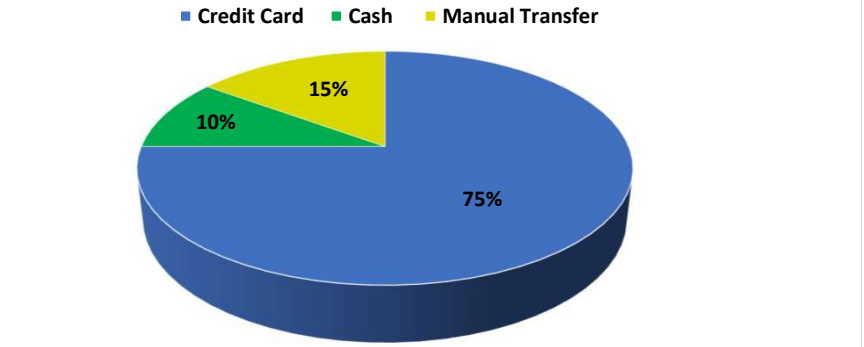
This chart compares completed trips by passengers (PAX) for the three (3) most recent months.

Trip Booking Method



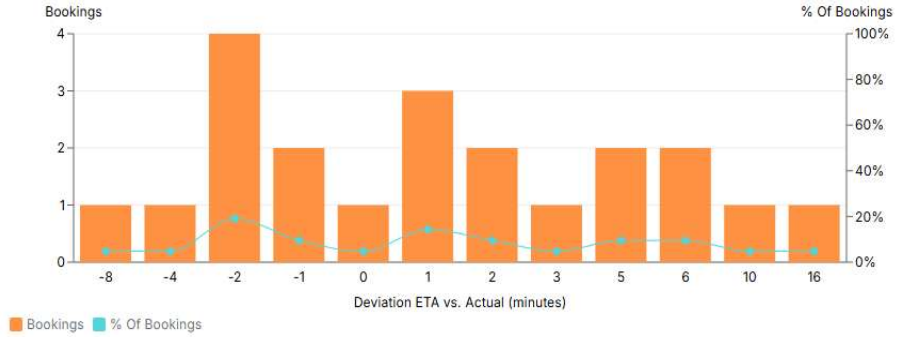
This chart illustrates rider trip booking methods for the month.

SunRide Payment Method
September 2025



This chart illustrates the chosen method of payment for SunRide passengers.

Deviation ETA vs. Actual
1.7 minutes



This chart illustrates rides by deviation in minutes between proposed estimated arrival time (ETA) and actual arrival at the pick up location.

Passengers Per Vehicle Hour: 2.0

Percentage of Trips as Ridesharing: Zero (0) percent.
[Based on No. of Shared Rides for the month (0) divided by Total Trips Completed (19).

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

Booking with a Rating:
11 (57.9%)

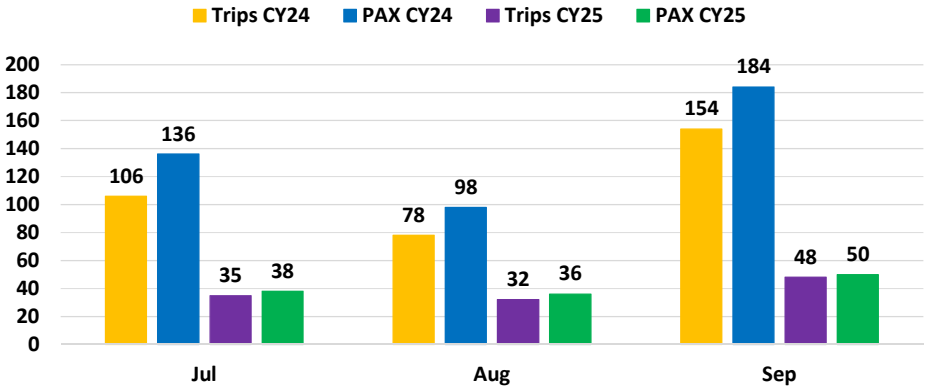
Back to Top

Mecca/North Shore Geo-Fence Metrics
CYTD 2025

Total Completed Trips: 580

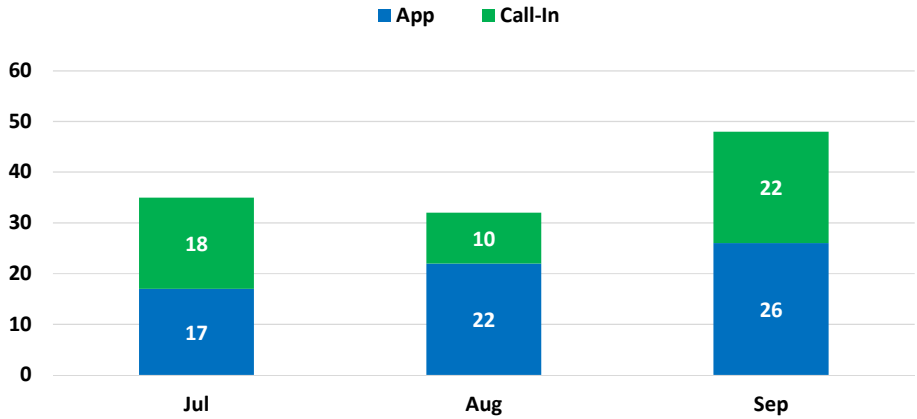
Total Number of Passengers: 698

Three Month Ridership Comparison



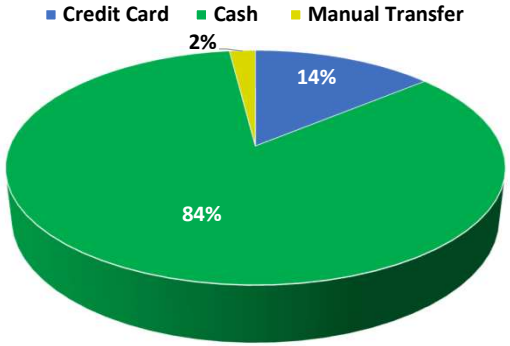
This chart compares completed trips by passengers (PAX) for the three (3) most recent months.

Trip Booking Method



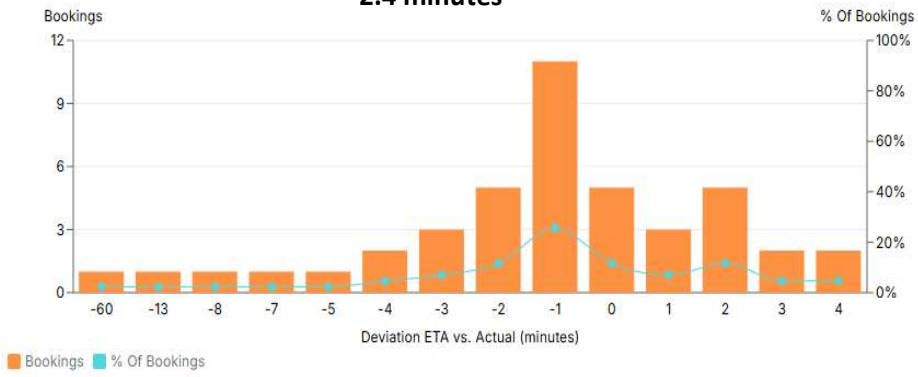
This chart illustrates rider trip booking methods for the three (3) most recent months.

SunRide Payment Method
September 2025



This chart illustrates the chosen method of payment for SunRide passengers.

Deviation ETA vs. Actual
-2.4 minutes



This chart illustrates rides by deviation in minutes between proposed estimated arrival time (ETA) and actual arrival at the pick up location.

Passengers Per Vehicle Hour: 1.1

Percentage of Trips as Ridesharing: Six (6) percent.
[Based on No. of Shared Rides for the month (3) divided by Total Trips Completed (48).

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

Exceeds Goal

Booking with a Rating:
One (1) (2.1%)

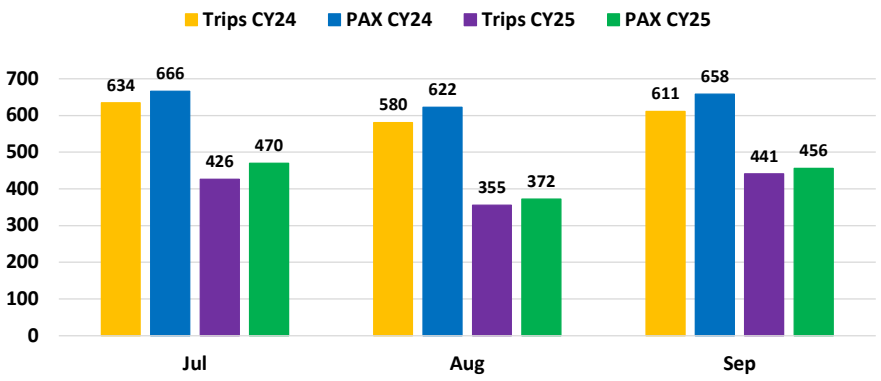
Back to Top

Palm Desert Geo-Fence Metrics
CYTD 2025

Total Completed Trips: 4,985

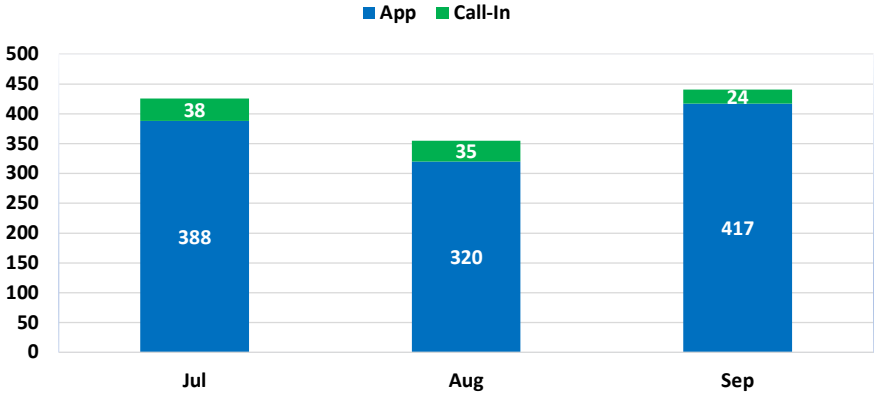
Total Number of Passengers: 5,266

Three Month Ridership Comparison



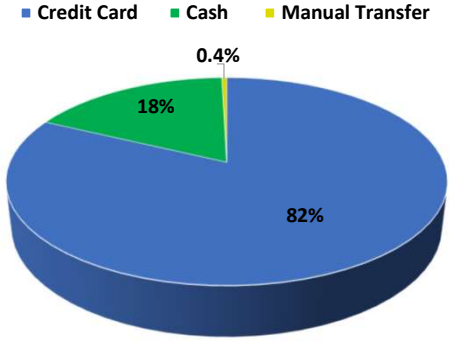
This chart compares completed trips by passengers (PAX) for the three (3) most recent months.

Trip Booking Method



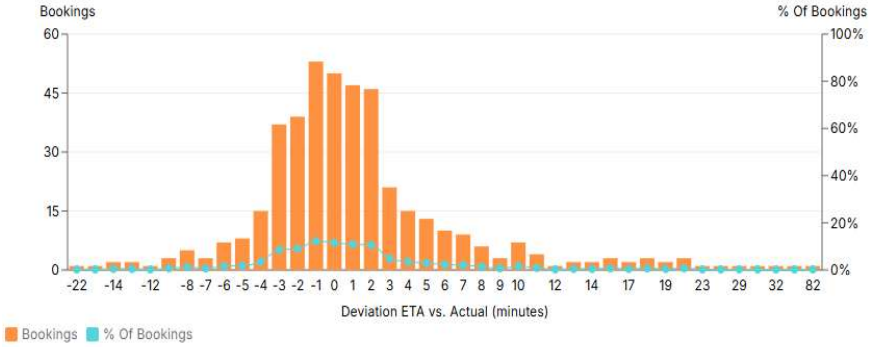
This chart illustrates rider trip booking methods for the three (3) most recent months.

SunRide Payment Method
September 2025



This chart illustrates the chosen method of payment for SunRide passengers.

Deviation ETA vs. Actual
1.4 minutes



This chart illustrates rides by deviation in minutes between proposed estimated arrival time (ETA) and actual arrival at the pick up location.

Passengers Per Vehicle Hour: 2.6

Percentage of Trips as Ridesharing: 26%.
[Based on No. of Shared Rides for the month (115) divided by Total Trips Completed (441).

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

EXCEEDS GOAL!

Booking with a Rating:
108 (24.5%)

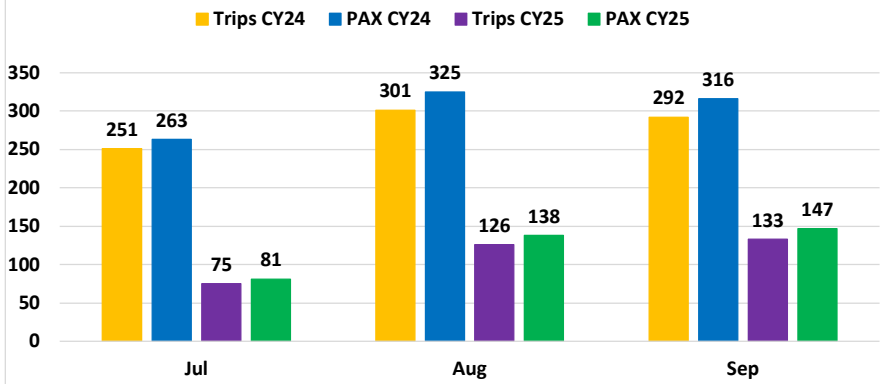
Back to Top

Palm Springs Geo-Fence Metrics
CYTD 2025

Total Completed Trips: 1,559

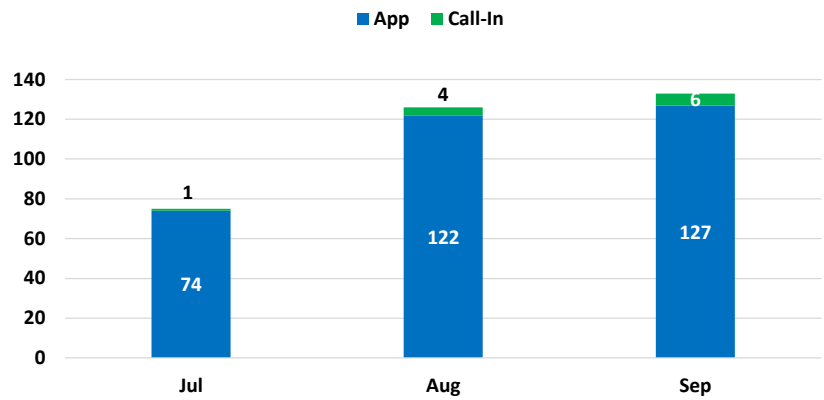
Total Number of Passengers: 1,734

Three Month Ridership Comparison



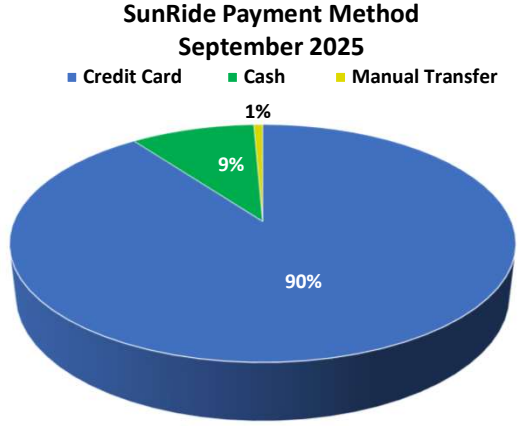
This chart compares completed trips by passengers (PAX) for the three (3) most recent months.

Trip Booking Method



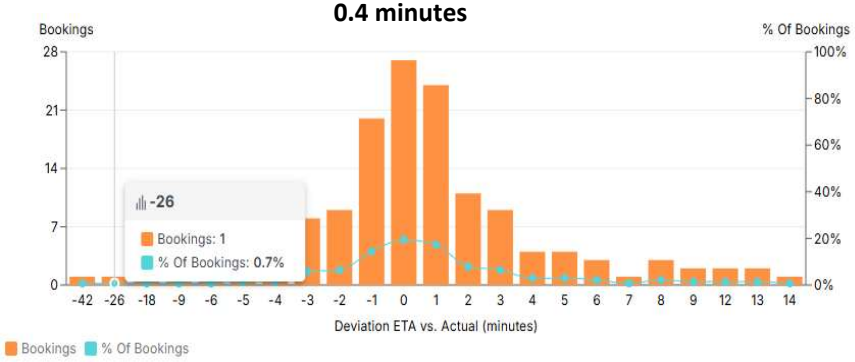
This chart illustrates rider trip booking methods for the three (3) most recent months.

SunRide Payment Method
September 2025



This chart illustrates the chosen method of payment for SunRide passengers.

Deviation ETA vs. Actual
0.4 minutes



This chart illustrates rides by deviation in minutes between proposed estimated arrival time (ETA) and actual arrival at the pick up location.

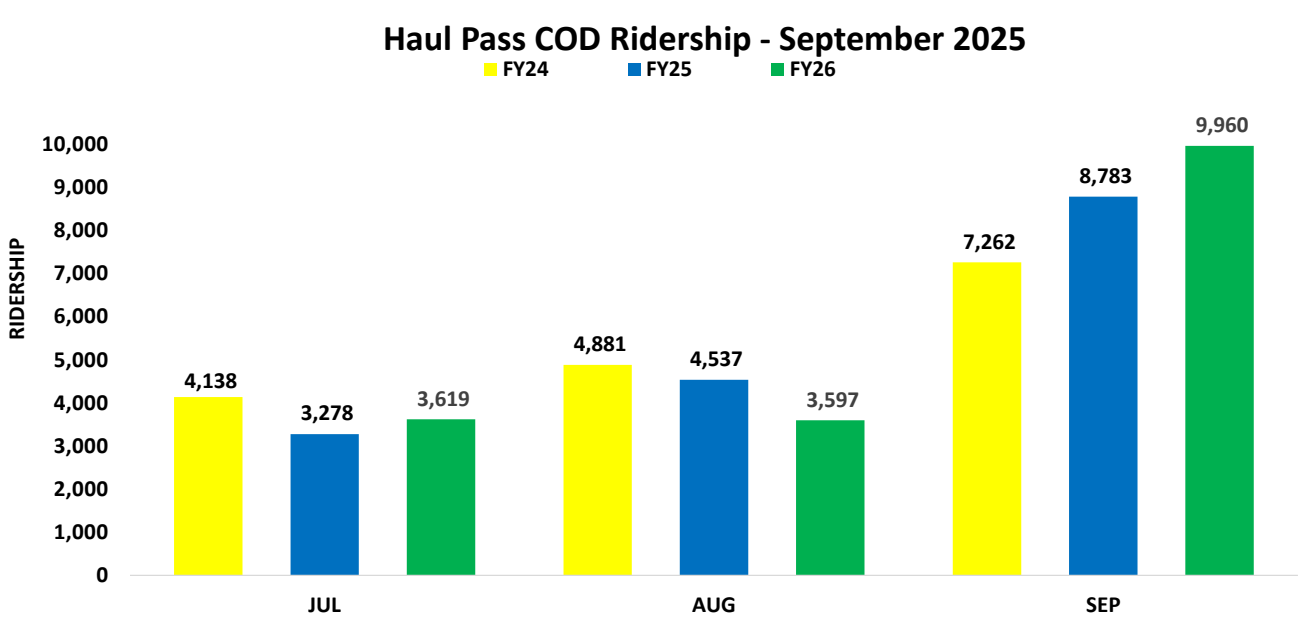
Percentage of Trips as Ridesharing: Six (6) percent.
[Based on No. of Shared Rides for the month (8) divided by Total Trips Completed (133).

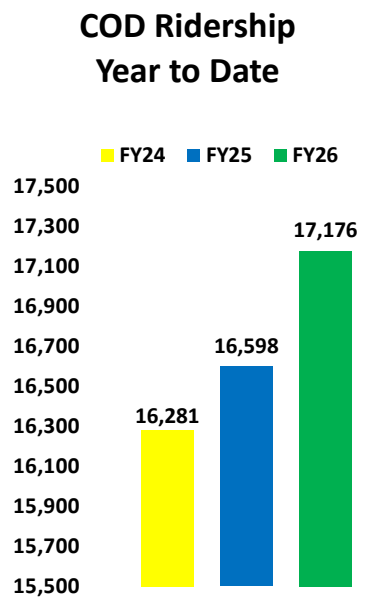
Customer Satisfaction Rating
Avg. rider trip rating 5.0
Goal: 4.5

EXCEEDS GOAL

Booking with a Rating:
47 (35.3%)

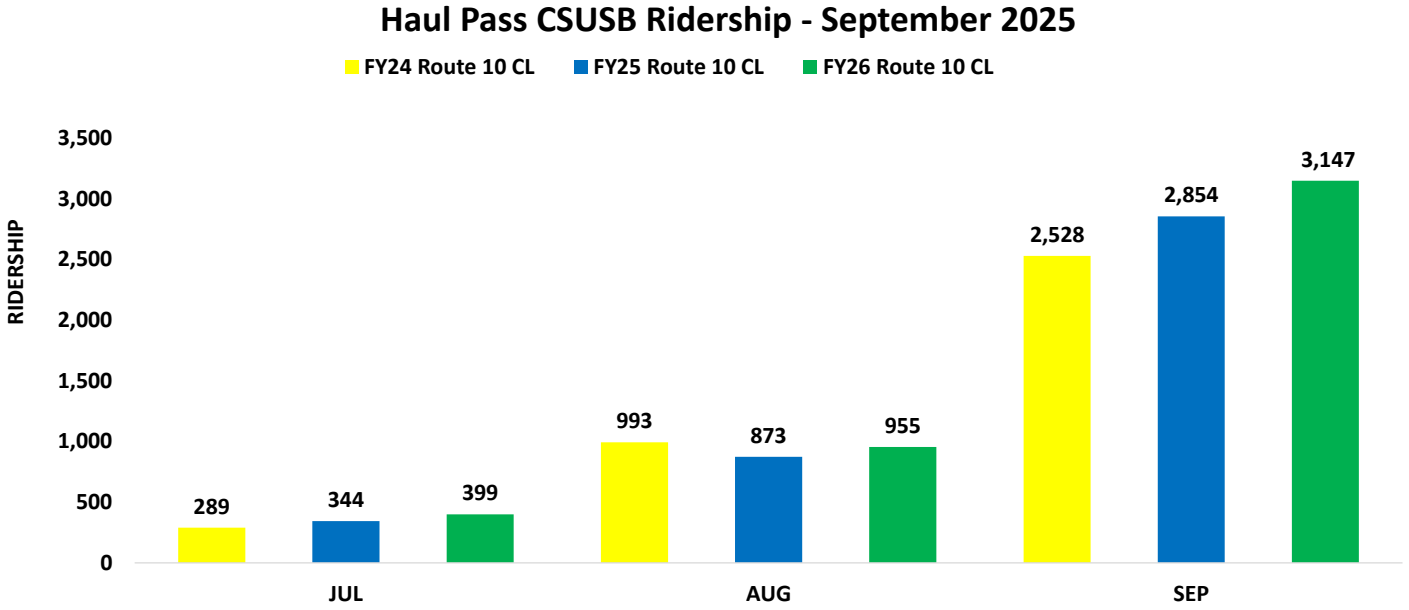
Back to Top

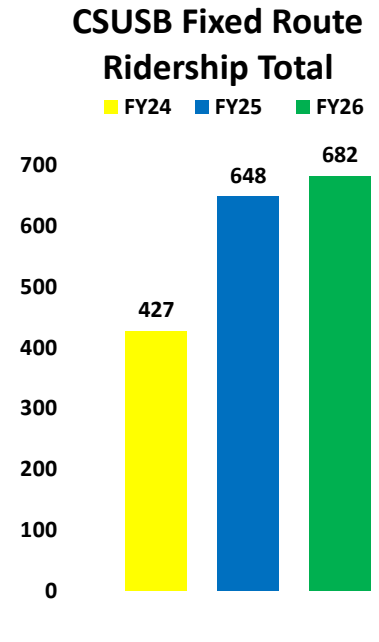




The Haul Pass program was introduced in August 2018.
This chart represents monthly ridership on the Haul Pass COD.
ID Card swipe contributed 122 rides. Token Transit contributed 9,716 rides. 31 Day Paper Pass contributed 122 rides.
COD moved over to Token Transit & 31 Day University Paper Pass as of June 3, 2024.

Back to Top

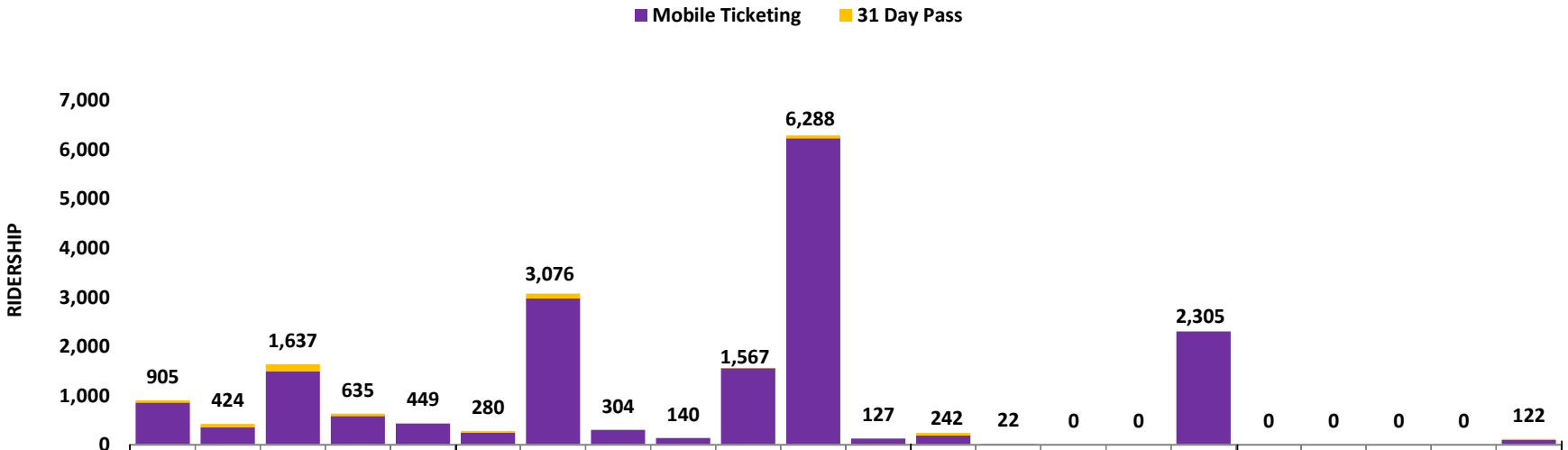




The Haul Pass CSUSB program was introduced in September 2019.
This chart represents monthly ridership on the Haul Pass CSUSB.
For the month of July 2025, CSUSB contributed 3,445 rides from 292 unique users. From that total, 3,147 rides were used on Route 10 and 298 rides on the fixed route system.

Back to Top

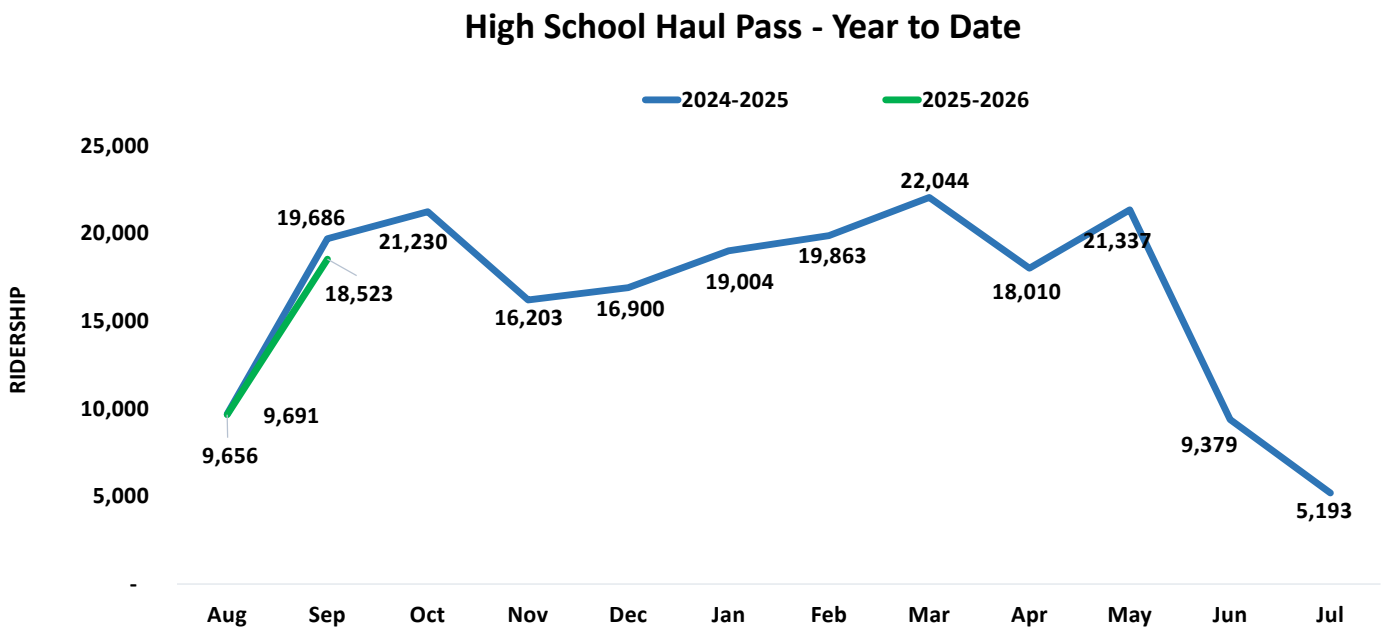
High School Haul Pass - September 2025

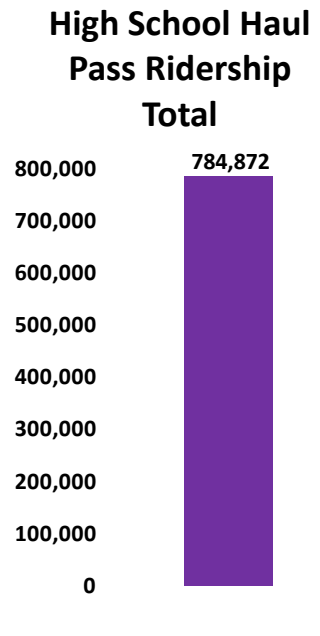


	Palm Springs HS	Cathedral City HS	DHS HS	Rancho Mirage HS	Mt. San Jacinto HS	Palm Desert HS	La Quinta HS	Horizon HS	Summit HS	Indio HS	Shadow Hills HS	Amistad HS	Coachella Valley HS	Nova Academy	La Familia School	West Shores HS	Desert Mirage HS	Desert Christian	Palm Valley	Xavier Prep	Desert Chapel	Indpt. Studies
	Palm Springs Unified School District					Desert Sands Unified School District							Coachella Valley Unified School District					Private Schools				
31 Day Pass	44	61	144	50	18	34	97			7	55		49									25
Mobile Ticketing	861	363	1,493	585	431	246	2,979	304	140	1,560	6,233	127	193	22			2,305					97
Total	905	424	1,637	635	449	280	3,076	304	140	1,567	6,288	127	242	22	0	0	2,305	0	0	0	0	122

The High School Haul Pass program was introduced in August 2021.
This chart represents a monthly combination of Mobile Ticketing and 31 Day Pass ridership by school for the High School Haul Pass.

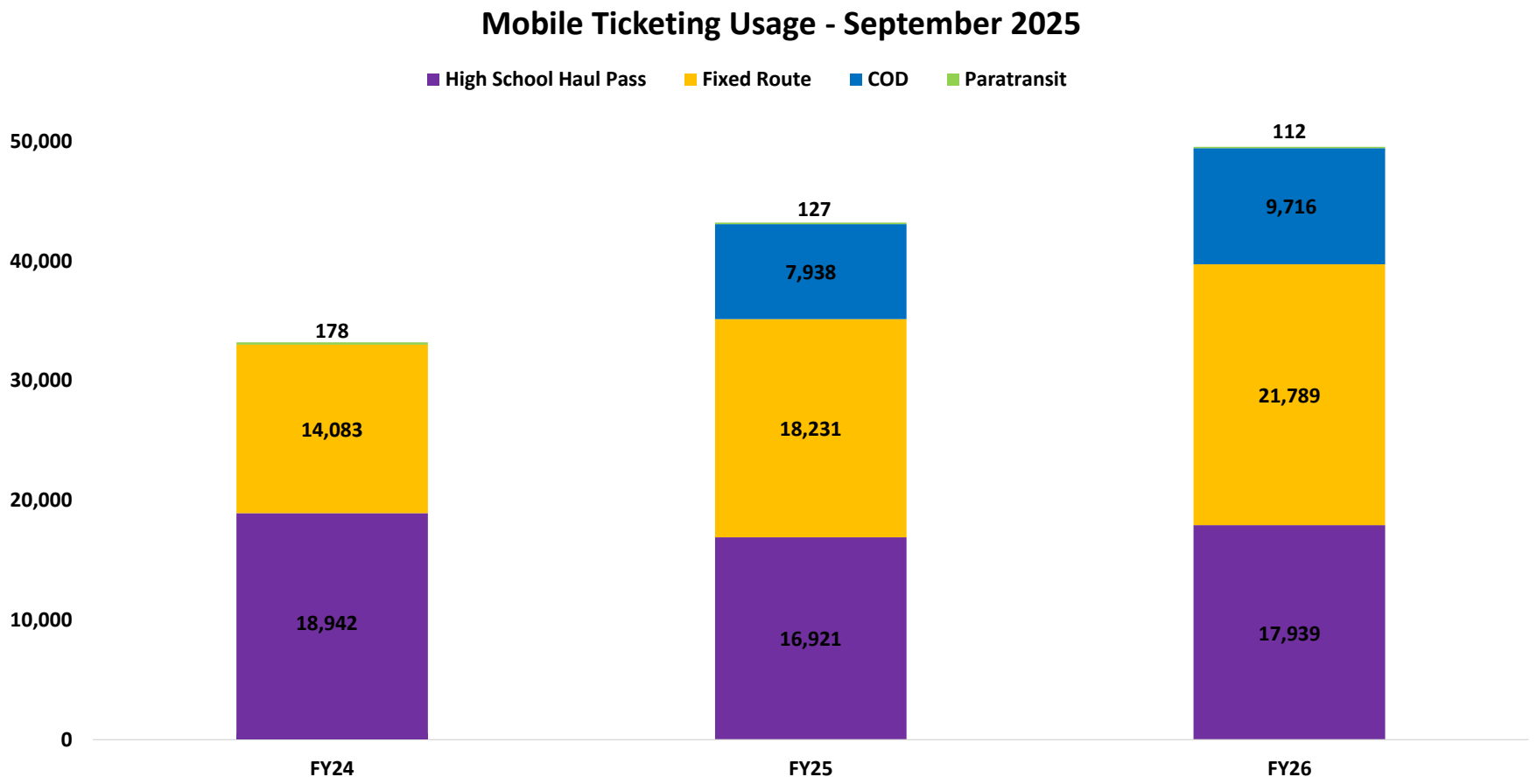
Back to Top





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

Back to Top



This chart represents all monthly mobile ticketing usage by catergory based on the Token Transit app data.
The total for May 2025 includes the following passes used through Token Transit: High School Haul Pass, COD Haul Pass, Fixed Route and Paratransit.
Mobile Ticketing was introduced for COD in June 2024.

Back to Top

SunLine Transit Agency

CONSENT CALENDAR

DATE: December 3, 2025 **APPROVE**

TO: Finance/Audit Committee/Committee of the Whole
Board of Directors

RE: Acceptance of Quarterly Performance Summary for Q2 of Calendar Year 2025

Summary:

The following quarterly reports demonstrate the performance of the bargaining and non-bargaining pension plans for the second quarter of calendar year 2025. The report shows market value, asset allocation percentage and performance compared to benchmarks. The bargaining and non-bargaining pension assets were up 5.72% and 5.70%, respectively, for the second quarter of calendar year 2025. Pension plans are measured on long-term performance and it is expected that short-term fluctuations in market performance will exceed or fall short of long-term plan assumptions. The recommended actuarial employer contributions account for the disparity between assumptions.

Recommendation:

Approve.

Back to Top

Asset Allocation & Performance

	Allocation		Performance(%)						
	Market Value ($)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
Total Fund	**45,763,019**	**100.00**	**5.72**	**6.81**	**11.28**	**10.72**	**8.28**	**7.83**	**07/01/2017**
PFM Blended Benchmark			*6.74*	*7.31*	*11.72*	*10.66*	*7.66*	*7.28*	*07/01/2017*
Domestic Equity	**13,189,164**	**28.82**	**11.03**	**5.82**	**15.39**	**17.97**	**N/A**	**10.49**	**04/01/2021**
Russell 3000 Index			*10.99*	*5.75*	*15.30*	*19.08*	*15.96*	*11.27*	*04/01/2021*
Schwab US Large-Cap ETF - (SCHX)	12,498,396	27.31	11.24	6.19	15.64	19.76	16.34	9.93	11/01/2024
Russell 1000 Index			*11.11*	*6.12*	*15.66*	*19.59*	*16.30*	*9.80*	*11/01/2024*
Undisc Managers Behavioral Val R6 - (UBVFX)	399,186	0.87	1.28	-2.57	5.61	9.77	18.82	-1.79	11/01/2024
Columbia Small Cap Growth Inst3 - (CSGYX)	291,581	0.64	16.55	2.23	15.57	19.02	7.15	5.80	11/01/2024
Russell 2000 Index			*8.50*	*-1.79*	*7.68*	*10.00*	*10.04*	*-0.01*	*11/01/2024*
International Equity	**7,949,344**	**17.37**	**11.09**	**18.27**	**16.13**	**13.18**	**N/A**	**3.09**	**04/01/2021**
MSCI AC World ex USA (Net)			*12.03*	*17.90*	*17.72*	*13.99*	*10.13*	*5.57*	*04/01/2021*
Fidelity International Index Fund	2,768,370	6.05	11.71	20.59	18.55	16.23	11.41	N/A	07/01/2025
MSCI EAFE (net)			*11.78*	*19.45*	*17.73*	*15.97*	*11.16*	*N/A*	*07/01/2025*
Goldman Sachs GQG Ptnrs Intl Opportunities	944,424	2.06	7.04	15.85	5.00	14.77	11.17	17.32	09/01/2023
MSCI AC World ex USA (Net)			*12.03*	*17.90*	*17.72*	*13.99*	*10.13*	*16.47*	*09/01/2023*
Janus Henderson Overseas Fund	1,265,137	2.76	10.19	15.96	12.24	13.72	13.10	N/A	07/01/2025
MFS International Diversification Fund	1,745,016	3.81	11.12	17.64	18.79	14.26	9.49	N/A	07/01/2025
MSCI AC World ex USA (Net)			*12.03*	*17.90*	*17.72*	*13.99*	*10.13*	*N/A*	*07/01/2025*
Fidelity Emerging Markets Index Fund	1,226,396	2.68	11.41	15.77	15.49	9.27	6.45	N/A	07/01/2025
MSCI EM (net)			*11.99*	*15.27*	*15.29*	*9.70*	*6.81*	*N/A*	*07/01/2025*
Other Growth	**2,548,841**	**5.57**	**0.00**	**0.56**	**0.19**	**16.19**	**N/A**	**12.83**	**04/01/2021**
NB Secondary Opportunities Fund V Offshore	2,548,841	5.57	0.00	2.49	4.16	26.05	N/A	36.48	03/01/2022
CA US Private Equity Index			*0.00*	*1.14*	*5.78*	*6.35*	*14.93*	*3.98*	*03/01/2022*

Returns are net of mutual fund fees.
Returns are expressed as percentages.
*Asset class level returns may vary from individual underlying manager returns due to cash flows.

Back to Top

Asset Allocation & Performance

	Allocation		Performance(%)						
	Market Value ($)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
Fixed Income	**18,544,263**	**40.52**	**1.28**	**3.96**	**6.53**	**3.96**	**0.45**	**2.02**	**07/01/2017**
Blmbg. U.S. Aggregate			*1.21*	*4.02*	*6.08*	*2.55*	*-0.73*	*1.50*	*07/01/2017*
Baird Core Plus	5,088,439	11.12	1.42	4.06	6.57	3.76	0.23	2.21	07/01/2017
Blmbg. U.S. Aggregate			*1.21*	*4.02*	*6.08*	*2.55*	*-0.73*	*1.50*	*07/01/2017*
PGIM Total Return Bond Fund	3,900,645	8.52	1.29	4.11	6.62	4.11	0.27	2.03	09/01/2017
Blmbg. U.S. Aggregate			*1.21*	*4.02*	*6.08*	*2.55*	*-0.73*	*1.36*	*09/01/2017*
Voya Intermediate Bond	1,777,075	3.88	1.50	4.27	6.71	3.72	0.23	1.01	01/01/2020
Blmbg. U.S. Aggregate			*1.21*	*4.02*	*6.08*	*2.55*	*-0.73*	*0.42*	*01/01/2020*
Nuveen Core Bond	2,981,685	6.52	1.10	3.79	6.16	3.47	0.07	1.06	05/01/2025
Blmbg. U.S. Aggregate			*1.21*	*4.02*	*6.08*	*2.55*	*-0.73*	*0.81*	*05/01/2025*
iShares Core US Aggregate Bond ETF	4,796,419	10.48	1.21	4.00	6.09	2.55	-0.73	3.16	02/01/2023
Blmbg. U.S. Aggregate			*1.21*	*4.02*	*6.08*	*2.55*	*-0.73*	*3.17*	*02/01/2023*
Other Income	**3,058,496**	**6.68**	**1.92**	**1.92**	**4.06**	**5.50**	**N/A**	**0.99**	**09/01/2021**
Golub Capital Partners International XIV[CE]	1,620,000	3.54	0.00	1.59	6.65	N/A	N/A	9.90	04/01/2023
Cliffwater Direct Lending Index			*0.00*	*2.14*	*7.34*	*9.83*	*10.41*	*10.09*	*04/01/2023*
ATEL Private Debt Partners II	447,070	0.98	0.00	2.25	6.61	7.18	N/A	7.08	10/01/2021
Cliffwater Direct Lending Index			*0.00*	*2.14*	*7.34*	*9.83*	*10.41*	*9.11*	*10/01/2021*
Blackstone Infrastructure Partners	991,426	2.17	6.21	6.21	N/A	N/A	N/A	10.16	11/01/2024
NCREIF Fund Index-Open End Diversified Core Equity			*1.03*	*2.10*	*3.54*	*-5.43*	*3.42*	*3.28*	*11/01/2024*
Cash Equivalent	**472,910**	**1.03**	**1.05**	**2.11**	**4.62**	**4.48**	**2.71**	**2.26**	**07/01/2017**
First American Prime Obligation - Z	472,910	1.03	1.05	2.11	4.70	4.65	2.82	2.42	07/01/2017

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

Returns are net of mutual fund fees.
Returns are expressed as percentages.
*Asset class level returns may vary from individual underlying manager returns due to cash flows.

Back to Top

Comparative Performance

	Year To Date	2024	2023	2022	2021	2020
Total Fund	**6.81**	**10.59**	**14.48**	**-16.15**	**12.36**	**16.85**
PFM Blended Benchmark	*7.31*	*9.86*	*14.61*	*-15.52*	*10.04*	*14.14*
Domestic Equity	**5.82**	**23.47**	**21.66**	**-18.41**	**N/A**	**N/A**
Russell 3000 Index	*5.75*	*23.81*	*25.96*	*-19.21*	*25.66*	*20.89*
Schwab US Large-Cap ETF - (SCHX)	6.19	24.91	26.87	-19.45	26.75	20.90
Russell 1000 Index	*6.12*	*24.51*	*26.53*	*-19.13*	*26.45*	*20.96*
Undisc Managers Behavioral Val R6 - (UBVFX)	-2.57	10.35	14.57	-1.10	34.50	3.62
Columbia Small Cap Growth Inst3 - (CSGYX)	2.23	24.45	26.39	-36.51	-2.54	70.41
Russell 2000 Index	*-1.79*	*11.54*	*16.93*	*-20.44*	*14.82*	*19.96*
International Equity	**18.27**	**3.61**	**16.48**	**-24.12**	**N/A**	**N/A**
MSCI AC World ex USA (Net)	*17.90*	*5.53*	*15.62*	*-16.00*	*7.82*	*10.65*
Fidelity International Index Fund	20.59	3.71	18.31	-14.24	11.45	8.17
MSCI EAFE (net)	*19.45*	*3.82*	*18.24*	*-14.45*	*11.26*	*7.82*
Goldman Sachs GQG Ptnrs Intl Opportunities	15.85	5.99	21.25	-11.10	12.49	15.77
Janus Henderson Overseas Fund	15.96	6.04	11.06	-8.60	13.29	16.87
MFS International Diversification Fund	17.64	6.52	14.44	-17.02	7.78	15.43
MSCI AC World ex USA (Net)	*17.90*	*5.53*	*15.62*	*-16.00*	*7.82*	*10.65*
Fidelity Emerging Markets Index Fund	15.77	6.80	9.50	-20.07	-3.04	17.82
MSCI EM (net)	*15.27*	*7.50*	*9.83*	*-20.09*	*-2.54*	*18.31*
Other Growth	**0.56**	**10.32**	**26.55**	**-6.66**	**N/A**	**N/A**
NB Secondary Opportunities Fund V Offshore	2.49	12.54	26.55	93.19	N/A	N/A
CA US Private Equity Index	*1.14*	*8.12*	*9.29*	*-4.69*	*40.33*	*23.74*

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.

Back to Top

Comparative Performance

	Year To Date	2024	2023	2022	2021	2020
Fixed Income	**3.96**	**2.75**	**7.12**	**-13.10**	**-0.96**	**7.27**
Blmbg. U.S. Aggregate	*4.02*	*1.25*	*5.53*	*-13.01*	*-1.55*	*7.51*
Baird Core Plus	4.06	2.54	6.89	-12.87	-1.02	8.80
PGIM Total Return Bond Fund	4.11	3.03	7.78	-14.86	-1.15	8.10
Voya Intermediate Bond	4.27	2.93	7.07	-14.16	-0.99	8.22
Nuveen Core Bond	3.79	2.66	6.34	-13.24	-0.96	7.87
iShares Core US Aggregate Bond ETF	4.00	1.37	5.59	-13.06	-1.67	7.42
Blmbg. U.S. Aggregate	*4.02*	*1.25*	*5.53*	*-13.01*	*-1.55*	*7.51*
Other Income	**1.92**	**7.28**	**11.29**	**-16.07**	**N/A**	**N/A**
Golub Capital Partners International XIV[CE]	1.59	10.49	N/A	N/A	N/A	N/A
ATEL Private Debt Partners II	2.25	8.96	6.97	6.90	N/A	N/A
Cliffwater Direct Lending Index	*2.14*	*11.31*	*12.13*	*6.30*	*12.79*	*5.46*
Blackstone Infrastructure Partners	6.21	N/A	N/A	N/A	N/A	N/A
NCREIF Fund Index-Open End Diversified Core Equity	*2.10*	*-1.43*	*-12.02*	*7.47*	*22.17*	*1.19*
Cash Equivalent	**2.11**	**5.13**	**4.84**	**1.49**	**0.02**	**0.38**
First American Prime Obligation - Z	2.11	5.25	5.12	1.62	0.05	0.50

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

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Back to Top

Asset Allocation & Performance

	Allocation		Performance(%)						
	Market Value ($)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
Total Fund - Non-Bargaining	**45,962,306**	**100.00**	**5.70**	**6.79**	**11.24**	**10.71**	**8.28**	**7.82**	**07/01/2017**
PFM Blended Benchmark			*6.74*	*7.31*	*11.72*	*10.66*	*7.66*	*7.28*	*07/01/2017*
Domestic Equity	**13,251,173**	**28.83**	**11.04**	**5.82**	**15.40**	**17.97**	**N/A**	**10.49**	**04/01/2021**
Russell 3000 Index			*10.99*	*5.75*	*15.30*	*19.08*	*15.96*	*11.27*	*04/01/2021*
Schwab US Large-Cap ETF - (SCHX)	12,567,561	27.34	11.24	6.19	15.64	19.76	16.34	9.93	11/01/2024
Russell 1000 Index			*11.11*	*6.12*	*15.66*	*19.59*	*16.30*	*9.80*	*11/01/2024*
Undisc Managers Behavioral Val R6 - (UBVFX)	395,051	0.86	1.28	-2.57	5.61	9.77	18.82	-1.79	11/01/2024
Columbia Small Cap Growth Inst3 - (CSGYX)	288,561	0.63	16.55	2.23	15.57	19.02	7.15	5.80	11/01/2024
Russell 2000 Index			*8.50*	*-1.79*	*7.68*	*10.00*	*10.04*	*-0.01*	*11/01/2024*
International Equity	**7,997,012**	**17.40**	**11.07**	**18.24**	**16.11**	**13.16**	**N/A**	**3.09**	**04/01/2021**
MSCI AC World ex USA (Net)			*12.03*	*17.90*	*17.72*	*13.99*	*10.13*	*5.57*	*04/01/2021*
Fidelity International Index Fund	2,784,972	6.06	11.71	20.59	18.55	16.23	11.41	N/A	07/01/2025
MSCI EAFE (net)			*11.78*	*19.45*	*17.73*	*15.97*	*11.16*	*N/A*	*07/01/2025*
Goldman Sachs GQG Ptnrs Intl Opportunities	950,075	2.07	7.04	15.85	5.00	14.77	11.17	17.32	09/01/2023
MSCI AC World ex USA (Net)			*12.03*	*17.90*	*17.72*	*13.99*	*10.13*	*16.47*	*09/01/2023*
Janus Henderson Overseas Fund	1,272,730	2.77	10.19	15.96	12.24	13.72	13.10	N/A	07/01/2025
MFS International Diversification Fund	1,755,483	3.82	11.12	17.64	18.79	14.26	9.49	N/A	07/01/2025
MSCI AC World ex USA (Net)			*12.03*	*17.90*	*17.72*	*13.99*	*10.13*	*N/A*	*07/01/2025*
Fidelity Emerging Markets Index Fund	1,233,751	2.68	11.41	15.77	15.49	9.27	6.45	N/A	07/01/2025
MSCI EM (net)			*11.99*	*15.27*	*15.29*	*9.70*	*6.81*	*N/A*	*07/01/2025*
Other Growth	**2,548,841**	**5.55**	**0.00**	**0.58**	**0.11**	**16.16**	**N/A**	**12.81**	**04/01/2021**
NB Secondary Opportunities Fund V Offshore	2,548,841	5.55	0.00	2.49	4.16	26.05	N/A	36.48	03/01/2022
CA US Private Equity Index			*0.00*	*1.14*	*5.78*	*6.35*	*14.93*	*3.98*	*03/01/2022*

Returns are net of mutual fund fees.
Returns are expressed as percentages.
*Asset class level returns may vary from individual underlying manager returns due to cash flows.

Back to Top

Asset Allocation & Performance

	Allocation		Performance(%)						
	Market Value ($)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
Fixed Income	**18,561,631**	**40.38**	**1.28**	**3.97**	**6.53**	**3.95**	**0.45**	**2.02**	**07/01/2017**
Blmbg. U.S. Aggregate			*1.21*	*4.02*	*6.08*	*2.55*	*-0.73*	*1.50*	*07/01/2017*
Baird Core Plus	5,123,812	11.15	1.42	4.06	6.57	3.76	0.23	2.21	07/01/2017
Blmbg. U.S. Aggregate			*1.21*	*4.02*	*6.08*	*2.55*	*-0.73*	*1.50*	*07/01/2017*
PGIM Total Return Bond Fund	3,946,496	8.59	1.29	4.11	6.62	4.11	0.27	2.03	09/01/2017
Blmbg. U.S. Aggregate			*1.21*	*4.02*	*6.08*	*2.55*	*-0.73*	*1.36*	*09/01/2017*
Voya Intermediate Bond	1,789,504	3.89	1.50	4.27	6.71	3.72	0.23	1.01	01/01/2020
Blmbg. U.S. Aggregate			*1.21*	*4.02*	*6.08*	*2.55*	*-0.73*	*0.42*	*01/01/2020*
Nuveen Core Bond	2,981,685	6.49	1.10	3.79	6.16	3.47	0.07	1.06	05/01/2025
Blmbg. U.S. Aggregate			*1.21*	*4.02*	*6.08*	*2.55*	*-0.73*	*0.81*	*05/01/2025*
iShares Core US Aggregate Bond ETF	4,720,134	10.27	1.21	4.00	6.09	2.55	-0.73	3.16	02/01/2023
Blmbg. U.S. Aggregate			*1.21*	*4.02*	*6.08*	*2.55*	*-0.73*	*3.17*	*02/01/2023*
Other Income	**3,058,496**	**6.65**	**1.92**	**1.92**	**4.06**	**5.48**	**N/A**	**0.98**	**09/01/2021**
Golub Capital Partners International XIV	1,620,000	3.52	0.00	1.59	6.65	N/A	N/A	9.90	04/01/2023
Cliffwater Direct Lending Index			*0.00*	*2.14*	*7.34*	*9.83*	*10.41*	*10.09*	*04/01/2023*
ATEL Private Debt Partners II	447,070	0.97	0.00	2.25	6.61	7.15	N/A	7.09	10/01/2021
Cliffwater Direct Lending Index			*0.00*	*2.14*	*7.34*	*9.83*	*10.41*	*9.11*	*10/01/2021*
Blackstone Infrastructure Partners	991,426	2.16	6.21	6.21	N/A	N/A	N/A	10.16	11/01/2024
NCREIF Fund Index-Open End Diversified Core Equity			*1.03*	*2.10*	*3.54*	*-5.43*	*3.42*	*3.28*	*11/01/2024*
Cash Equivalent	**545,153**	**1.19**	**1.05**	**2.11**	**4.63**	**4.53**	**2.73**	**2.28**	**07/01/2017**
First American Prime Obligation - Z	545,153	1.19	1.05	2.11	4.70	4.65	2.82	2.42	07/01/2017

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Back to Top

Comparative Performance

	Year To Date	2024	2023	2022	2021	2020
Total Fund - Non-Bargaining	**6.79**	**10.56**	**14.47**	**-16.15**	**12.37**	**16.85**
PFM Blended Benchmark	*7.31*	*9.86*	*14.61*	*-15.52*	*10.04*	*14.14*
Domestic Equity	**5.82**	**23.47**	**21.67**	**-18.41**	**N/A**	**N/A**
Russell 3000 Index	*5.75*	*23.81*	*25.96*	*-19.21*	*25.66*	*20.89*
Schwab US Large-Cap ETF - (SCHX)	6.19	24.91	26.87	-19.45	26.75	20.90
Russell 1000 Index	*6.12*	*24.51*	*26.53*	*-19.13*	*26.45*	*20.96*
Undisc Managers Behavioral Val R6 - (UBVFX)	-2.57	10.35	14.57	-1.10	34.50	3.62
Columbia Small Cap Growth Inst3 - (CSGYX)	2.23	24.45	26.39	-36.51	-2.54	70.41
Russell 2000 Index	*-1.79*	*11.54*	*16.93*	*-20.44*	*14.82*	*19.96*
International Equity	**18.24**	**3.62**	**16.46**	**-24.11**	**N/A**	**N/A**
MSCI AC World ex USA (Net)	*17.90*	*5.53*	*15.62*	*-16.00*	*7.82*	*10.65*
Fidelity International Index Fund	20.59	3.71	18.31	-14.24	11.45	8.17
MSCI EAFE (net)	*19.45*	*3.82*	*18.24*	*-14.45*	*11.26*	*7.82*
Goldman Sachs GQG Ptnrs Intl Opportunities	15.85	5.99	21.25	-11.10	12.49	15.77
Janus Henderson Overseas Fund	15.96	6.04	11.06	-8.60	13.29	16.87
MFS International Diversification Fund	17.64	6.52	14.44	-17.02	7.78	15.43
MSCI AC World ex USA (Net)	*17.90*	*5.53*	*15.62*	*-16.00*	*7.82*	*10.65*
Fidelity Emerging Markets Index Fund	15.77	6.80	9.50	-20.07	-3.04	17.82
MSCI EM (net)	*15.27*	*7.50*	*9.83*	*-20.09*	*-2.54*	*18.31*
Other Growth	**0.58**	**10.21**	**26.55**	**-6.66**	**N/A**	**N/A**
NB Secondary Opportunities Fund V Offshore	2.49	12.54	26.55	93.19	N/A	N/A
CA US Private Equity Index	*1.14*	*8.12*	*9.29*	*-4.69*	*40.33*	*23.74*

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Back to Top

Comparative Performance

	Year To Date	2024	2023	2022	2021	2020
Fixed Income	**3.97**	**2.75**	**7.10**	**-13.10**	**-0.96**	**7.26**
Blmbg. U.S. Aggregate	*4.02*	*1.25*	*5.53*	*-13.01*	*-1.55*	*7.51*
Baird Core Plus	4.06	2.54	6.89	-12.87	-1.02	8.80
PGIM Total Return Bond Fund	4.11	3.03	7.78	-14.86	-1.15	8.10
Voya Intermediate Bond	4.27	2.93	7.07	-14.16	-0.99	8.22
Nuveen Core Bond	3.79	2.66	6.34	-13.24	-0.96	7.87
iShares Core US Aggregate Bond ETF	4.00	1.37	5.59	-13.06	-1.67	7.42
Blmbg. U.S. Aggregate	*4.02*	*1.25*	*5.53*	*-13.01*	*-1.55*	*7.51*
Other Income	**1.92**	**7.28**	**11.27**	**-16.07**	**N/A**	**N/A**
Golub Capital Partners International XIV	1.59	10.49	N/A	N/A	N/A	N/A
ATEL Private Debt Partners II	2.25	8.96	6.97	6.95	N/A	N/A
Cliffwater Direct Lending Index	*2.14*	*11.31*	*12.13*	*6.30*	*12.79*	*5.46*
Blackstone Infrastructure Partners	6.21	N/A	N/A	N/A	N/A	N/A
NCREIF Fund Index-Open End Diversified Core Equity	*2.10*	*-1.43*	*-12.02*	*7.47*	*22.17*	*1.19*
Cash Equivalent	**2.11**	**5.15**	**4.97**	**1.49**	**0.02**	**0.38**
First American Prime Obligation - Z	2.11	5.25	5.12	1.62	0.05	0.50

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

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Back to Top

SunLine Transit Agency

CONSENT CALENDAR

DATE: December 3, 2025 **APPROVE**

TO: Finance/Audit Committee/Committee of the Whole
Board of Directors

RE: Acceptance of Board Member Attendance for October 2025

Summary:

The attached report summarizes the Board of Directors' attendance for fiscal year to date October 2025.

Recommendation:

Approve.

Back to Top

FY 25/26	Board Member Matrix Attendance													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Meetings	**Total Attended**
Desert Hot Springs		X	X	X									10	**3**
Palm Desert		X	X	X									10	**3**
Palm Springs		X	X	X									10	**3**
Cathedral City		X	X	X									10	**3**
Rancho Mirage		X	X	X									10	**3**
Indian Wells		X	X	X									10	**3**
La Quinta		X	X	X									10	**3**
Indio		X	X	X									10	**3**
Coachella		X	X	X									10	**3**
County of Riverside		X	X	X									10	**3**

No regular Board meeting has held in July. A Special Board Meeting was convened on August 7, 2025.

X - ATTENDED (Primary/Alternate)

DARK –

Back to Top

SunLine Transit Agency

CONSENT CALENDAR

DATE: December 3, 2025 **APPROVE**

TO: Board of Directors

RE: Approval of Joint Board Meeting Minutes for October 22, 2025

Summary:

The attached report summarizes the Joint Board Meeting Minutes from the Board of Directors' meeting held on October 22, 2025.

Recommendation:

Approve.

Back to Top

MINUTES

**Joint SunLine Transit Agency/SunLine Services Group
Board of Directors Meeting
October 22, 2025**

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, October 22, 2025 in the Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

1. CALL TO ORDER

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

2. FLAG SALUTE

Board Member Miller led the pledge of allegiance.

3. ROLL CALL

Members Present:
Lynn Mallotto, Chair, SunLine Agency Board Member, City of Rancho Mirage
John Peña, Vice-Chair, SunLine Agency Board Member, City of La Quinta
Nancy Ross, SunLine Agency Board Member, City of Cathedral City
Denise Delgado, SunLine Agency Board Member, City of Coachella
Daniel Pitts, SunLine Agency Board Member, City of Desert Hot Springs
Glenn Miller, SunLine Agency Board Member, City of Indio
Grace Garner, SunLine Agency Board Member, City of Palm Springs
Jan Harnik, SunLine Agency Board Member, City of Palm Desert
Bruce Whitman, SunLine Agency Board Member, City of Indian Wells
Supervisor Perez, SunLine Agency Board Member, County of Riverside

4. FINALIZATION OF AGENDA

Staff had one correction to Item #9 of the agenda. The inflationary cost increase was inadvertently omitted, and the original not-to-exceed amount of $4,245,420 listed in the report should be $4,270,335 – reflecting an understatement of $24,915. This oversight does not change the approval being requested in the report.

5. PUBLIC COMMENTS

One (1) public comment was made by:

- Jesus Gonzalez

Back to Top

6. PRESENTATIONS

a) Quarterly Marketing Update

The Quarterly Marketing Update presentation was provided by Daisy Rodas, Communications Coordinator.

b) ATU & SunLine Apprenticeship Learning & Skills (ATLAS) Presentation

The ATLAS Presentation was provided by Isabel Vizcarra – Chief Transportation Officer, Mauro Varela – ATU 1277 Vice-President/ABA, Emmanual Mora – Mentor Coordinator and other ATLAS Committee members.

Comments were made by:

- Board Member Delgado, City of Coachella

7. BOARD MEMBER COMMENTS

Board Member comments were made by:

- Board Member Garner, City of Palm Springs
- Board Member Harnik, City of Palm Desert
- Supervisor Perez, County of Riverside

8. CONSENT CALENDAR

Board Member Miller moved to approve the Consent Calendar. The motion was seconded by Vice-Chair Peña. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain.

9. AMENDMENT TO ADD ADDITIONAL COMPENSATION TO AGREEMENT WITH GMV SYNCROMATICS CORP. FOR COMPUTER-AIDED DISPATCH/AUTOMATIC VEHICLE LOCATION (CAD/AVL) REPLACEMENT SERVICES

Finance/Audit Committee Chair Peña reported that this item was brought to the Finance/Audit Committee and the Committee unanimously approved this item. Committee Chair Peña moved to approve the Amendment to Add Additional Compensation to Agreement with GMV Syncromatics Corp. for CAD/AVL Replacement Services. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain.

10. CHANGE ORDER TO ADD ADDITIONAL COMPENSATION TO AGREEMENT WITH EVERON, LLC FOR UPGRADE AND REPAIR OF SECURITY CAMERAS

Finance/Audit Committee Chair Peña reported that this item was brought to the Finance/Audit Committee and the Committee unanimously approved this item. Committee Chair Peña moved to approve the Change Order to Add Additional Compensation to Agreement with Everon, LLC for Upgrade and Repair of Security Cameras. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain.

11. MODIFICATIONS TO THE EMPLOYEE HANDBOOK

Board Operations Committee Chair Ross reported that this item was brought to the Board Operations Committee and the Committee unanimously approved this item. Committee Chair Ross moved to approve the Modifications to the Employee Handbook. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain.

12. LEGISLATIVE UPDATE FOR OCTOBER 2025

An oral report was provided by Edith Hernandez, Director of Board and Legislative Affairs, on this information item. No action was taken.

Comments were made by:

- Board Member Ross, City of Cathedral City

13. CEO/GENERAL MANAGER'S REPORT

CEO/General Manager, Mona Babauta, provided a brief oral update on this information item. No action was taken.

14. NEXT MEETING DATE

December 3, 2025 at 12 p.m.
Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

15. ADJOURN

The SunLine Transit Agency and SunLine Services Group meeting concurrently adjourned at 12:54 p.m.

Respectfully Submitted,

Vanessa Ordorica
Clerk of the Board

Back to Top

SunLine Services Group

CONSENT CALENDAR

DATE: December 3, 2025 **APPROVE**

TO: Taxi Committee/Committee of the Whole
Board of Directors

RE: Acceptance of Checks $1,000 and Over Report for September 2025

Summary:

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

Recommendation:

Approve.

Back to Top

SunLine Regulatory Administration
Checks $1,000 and Over
September 2025

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
HANSON BRIDGETT LLP	Legal Service	91447	09/03/2025	2,499.00

Total Checks Over $1,000	$2,499.00
Total Checks Under $1,000	$2,127.80
Total Checks	$4,626.80

Back to Top

SunLine Services Group

CONSENT CALENDAR

DATE: December 3, 2025 **APPROVE**

TO: Taxi Committee/Committee of the Whole
Board of Directors

RE: Acceptance of Monthly Budget Variance Report for September 2025

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 August 2025 are equal to 2/12^{ths} of the yearly budget.

Year to Date Summary

- As of September 30, 2025, the organization's revenues are $7,186 or 12.81% below the FYTD budget.
- As of September 30, 2025, expenditures are $4,934 or 8.79% below the FYTD budget.
- The net FYTD operating gain (loss) after expenses is ($2,252).

Recommendation:

Approve.

Back to Top

SunLine Regulatory Administration
Budget Variance Report
September 2025

Description	FY26 Total Budget	Current Month Actual	Current Month Budget	Current Month Positive (Negative)	Year to Date FYTD Actual	Year to Date FY26 FYTD Budget	Year to Date Positive (Negative)	Year to Date Percentage Remaining
Revenues:								
Revenue Fines	2,000	-	167	(167)	700	500	200	65.0%
New Driver Permit Revenue	1,125	-	94	(94)	375	281	94	66.7%
Taxi Business Permit	115,200	5,400	9,600	(4,200)	20,300	28,800	(8,500)	82.4%
Driver Transfer Revenue	125	500	10	490	700	31	669	-460.0%
Driver Renewal Revenue	2,975	500	248	252	650	744	(94)	78.2%
Vehicle Permit Revenue	101,000	7,070	8,417	(1,347)	26,195	25,250	945	74.1%
Operator Application Fee	2,000	-	167	(167)	-	500	(500)	100.0%
Total Revenue	**224,425**	**13,470**	**18,702**	**(5,232)**	**48,920**	**56,106**	**(7,186)**	**-12.8%**
Expenses:								
Salaries and Wages	92,530	9,936	7,711	(2,225)	25,232	23,133	(2,100)	72.7%
Fringe Benefits	64,968	5,456	5,414	(42)	14,504	16,242	1,738	77.7%
Services	36,475	(5,656)	3,040	8,695	6,712	9,119	2,407	81.6%
Supplies and Materials	19,302	1,323	1,609	286	3,968	4,826	858	79.4%
Taxes and Fees	50	-	4	4	-	13	13	100.0%
Miscellaneous	11,100	612	925	313	757	2,775	2,018	93.2%
Total Expenses	**224,425**	**11,671**	**18,702**	**7,031**	**51,173**	**56,106**	**4,934**	**8.8%**
Total Operating Surplus (Deficit)	**$ -**	**$ 1,799**			**$ (2,252)**			

Back to Top

Revenue

- Revenues are below budget primarily due to a decrease in taxi business permit revenue resulting from one taxi operator closing operations
- As of FYTD26, there is a decrease of 1,304 taxi trips compared to FYTD25.

Taxi Trips

	FY25-September	FY26-September	Variance	%Δ
Trips	6,083	5,665	(418)	-6.9%

Taxi Trips

	FYTD-FY25	FYTD-FY26	Variance	%Δ
Trips	15,811	14,507	(1,304)	-8.2%

Salaries and Wages

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

Fringe Benefits

- Fringe benefit expenses are within an acceptable range of the budget

Services

- Legal expenses are within an acceptable range of the budget

Supplies and Materials

- Supplies and materials expenses are within an acceptable range of the budget

Taxes and Fees

- Taxes and fee expenses are within an acceptable range of the budget

Miscellaneous

- Miscellaneous expenses are within an acceptable range of the budget

Back to Top

SunLine Services Group

CONSENT CALENDAR

DATE: December 3, 2025 **APPROVE**

TO: Taxi Committee/Committee of the Whole
Board of Directors

RE: Acceptance of Taxi Trip Data – September 2025

Summary:

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

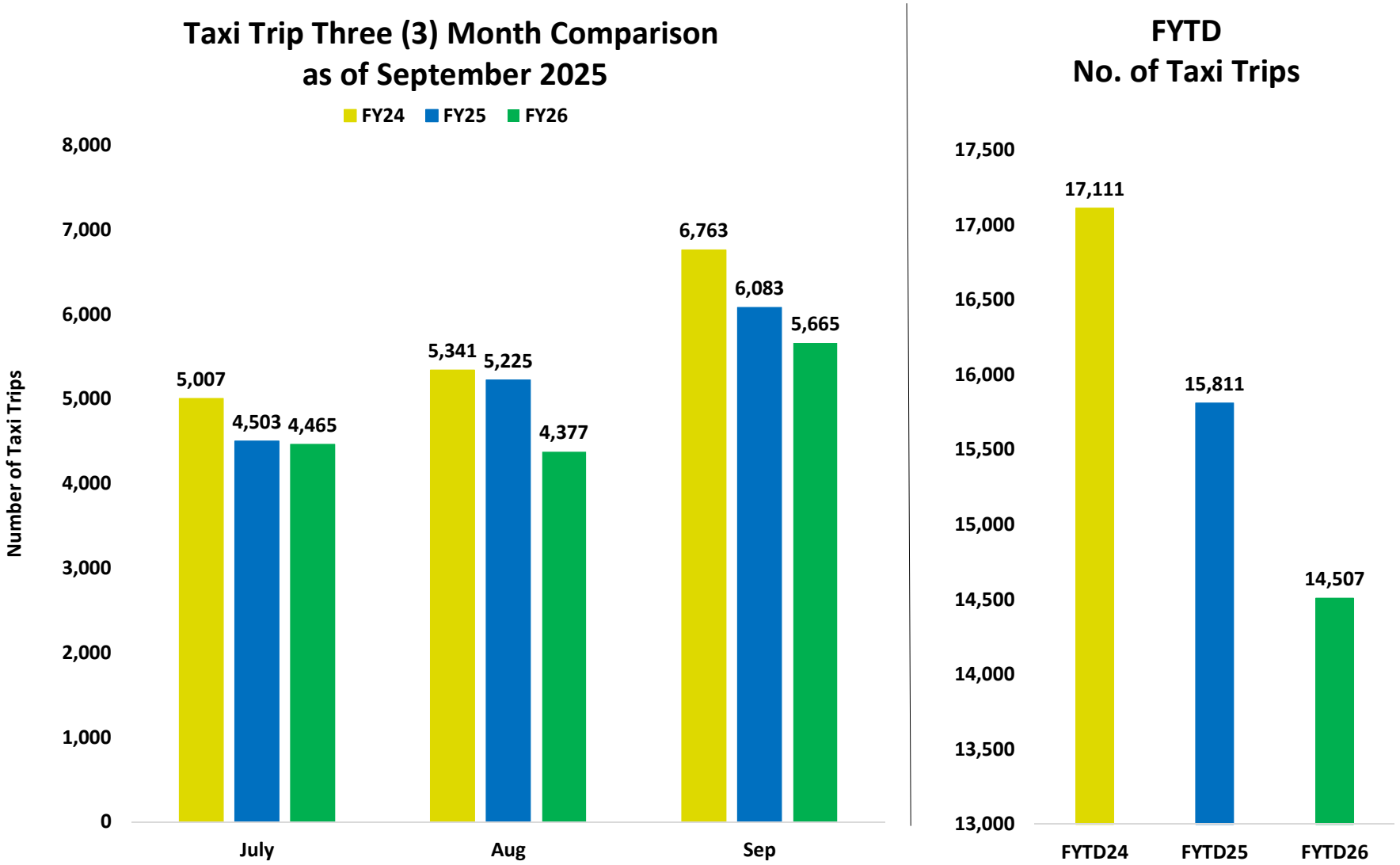
For the month of September, there were 418 fewer taxi trips in September 2025 serviced by 18 more cabs when compared to September 2024 (83 cabs in 2025 compared to 65 cabs in 2024).

There were 1,304 fewer taxi trips for FYTD25 compared to FYTD24.

Recommendation:

Approve.

Back to Top



This chart compares the three (3) most recent months and measures the total number of taxi trips taken year to date for FY24, FY25, and FY26.

Back to Top

SunLine Transit Agency

DATE: **December 3, 2025** **RECEIVE & FILE**

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

FROM: **Luis Garcia, Chief Financial Officer**

RE: **Fiscal Year 2025 Financial Audit Reports**

Recommendation

Recommend that the Board of Directors (Board) receive and file the fiscal year (FY) 2025 financial audit reports. The financial audits were completed by Brown Armstrong and include financial audits for SunLine Transit Agency (SunLine) and SunLine Services Group (SSG).

Background

The Joint Powers Agreement requires that SunLine and SSG have an independent audit of its finances conducted annually. In addition, state law requires that recipients of Transportation Development Act (TDA) funds undergo an annual financial audit. TDA funds comprise the majority of SunLine's operating revenues, which are disbursed by Riverside County Transportation Commission (RCTC), the planning agency for SunLine.

In addition to the FY 2025 financial audit, the Code of Federal Regulations (2 CFR Part 200) requires any entity that expends more than $1,000,000 in federal awards during a fiscal year to undergo a single audit. A single audit ensures that federal funds are used appropriately. The report must be submitted no later than nine (9) months after the end of the fiscal year or thirty (30) days after the completion of the financial statements, whichever comes first.

To complete single audits, auditors rely on the Office of Management and Budget to release the annual Federal Compliance Supplement (FCS). This year, the release of the FCS has been delayed. As a result, the FY 2025 single audit report will be presented to the Board once the FCS is issued and Brown Armstrong is able to finalize the audit.

Although the presentation of the single audit report will be delayed, all regulatory timelines have been met, and no extensions are necessary to remain in compliance.

Audit Outcome

The auditors presented an unmodified opinion with no significant deficiencies.

Back to Top

Strategic Priority

Resource Acquisition, Allocation, & Management – Our commitment to resource management prioritizes optimized resource management by effectively acquiring and allocating financial, human, and material resources to ensure operational excellence and long-term sustainability. We emphasize the importance of organizational accountability and responsibility in stewarding public funds, fostering transparency and trust in how resources are utilized to serve our community.

Approved/Reviewed by:
Mona Babauta, CEO/General Manager
Catherine J. Groves, General Counsel

Attachments:

- Item 9a – FY 2025 SunLine Transit Agency Financial Audit Results Presentation
- Item 9b– FY 2025 SunLine Transit Agency Financial Audit
- Item 9c– FY 2025 SunLine Services Group Financial Audit

Back to Top

Presentation of

Fiscal Year 2025 Audit Results

BROWN ARMSTRONG ACCOUNTANCY CORPORATION
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Back to Top

AUDIT PROCESS

- Planning
  - Timeline coordination with SunLine Transit Agency staff
  - Understanding and evaluation of SunLine Transit Agency internal controls through inquiry and observation
  - Risk Analysis including a Board Member interview

- Fieldwork
  - Interim control processes testing (August)
    - Allowable Expenditures, Cash Receipts
  - Final field work (September)

- Review Process and Reporting
  - Legal Confirmations and Management Representations
  - Required communications
  - Report presentation

SIGNIFICANT AUDIT AREAS

- Cash, cash equivalents
- Due from other governmental agencies
- Capital assets and depreciation
- Claims Payable
- Unearned revenue
- Operating and non-operating revenues
- Pension plans
- Federal Grants - Single Audit, Transportation Development Act (TDA) Compliance

AUDITOR COMMUNICATION

- Required Communication to the Board of Directors in accordance with professional standards:
  - GASB Statement No. 101 – *Compensated Absences* was implemented. No material impact
  - GASB Statement No. 102 – *Certain Risk Disclosures* was implemented. No material impact
  - No disagreements or difficulties encountered in performing the audit
  - No material misstatements or auditor adjustments
  - No findings or other issues

AUDIT REPORTS

- DRAFT - Independent Auditor's Report (opinion) on financial statements –
  - **SunLine Agency received an <u>unmodified</u> or "clean" opinion.**
    - Modification examples – Qualified, Adverse, or Disclaimer

- DRAFT - Independent Auditor's Report on internal control over financial reporting and on compliance and other matters based on an audit of the basic financial statements performed in accordance with *Government Auditing Standards*
  - **Unmodified Opinion – No material weaknesses or significant deficiencies or non-compliance noted.**

- DRAFT - Independent Auditor's Report on compliance for each major program internal control over compliance required by the Uniform Guidance
  - **Unmodified Opinion – No material weaknesses or significant deficiencies or instances of noncompliance noted.**

FINAL PROCEDURES

- Issuance and presentation of final financial statements including:
  - Management's Discussion & Analysis
  - Required Supplementary information
  - Supplementary information
  - Single Audit reports –OMB recently released the 2025 Compliance Supplement

QUESTIONS?



Ryan Nielsen, CPA

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Melissa Cabezzas, CPA

Engagement Manager

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BROWN ARMSTRONG
CERTIFIED PUBLIC ACCOUNTANTS

Back to Top

SUNLINE TRANSIT AGENCY

AUDITED FINANCIAL STATEMENTS
WITH
INDEPENDENT AUDITOR'S REPORT

AS OF AND FOR THE YEAR ENDED
JUNE 30, 2025

Back to Top

SUNLINE TRANSIT AGENCY
JUNE 30, 2025

TABLE OF CONTENTS

	Page
Independent Auditor's Report	1
Management's Discussion and Analysis	4
Basic Financial Statements	
Business-Type Activities – Enterprise Fund	
Statements of Net Position	12
Statements of Revenues, Expenses, and Changes in Net Position	13
Statements of Cash Flows	14
Fiduciary Funds – Pension Trust Funds	
Statements of Fiduciary Net Position – Pension Trust Funds	15
Statements of Changes in Fiduciary Net Position – Pension Trust Funds	16
Notes to the Basic Financial Statements	17
Required Supplementary Information	
Schedule of Changes in the Net Pension Liability(Asset) and Related Ratios	37
Schedule of Contributions – Bargaining Plan	42
Schedule of Contributions – Non-Bargaining Plan	43
Schedule of Contributions – Teamsters	44
Supplementary Information	
Combining Statements of Net Position	45
Combining Statements of Revenues, Expenses, and Changes in Net Position	46
Combining Statements of Cash Flows	47
Combining Statements of Fiduciary Net Position – Pension Trust Funds	48
Combining Statements of Changes in Fiduciary Net Position – Pension Trust Funds	49
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With *Government Auditing Standards*	50
Compliance Section	
Independent Auditor's Report on State Compliance	52
Compliance Matrix	54

Back to Top

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of
SunLine Transit Agency
Thousand Palms, California

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the business-type activities and the aggregate remaining fund information of SunLine Transit Agency (STA or the Agency) as of and for the year ended June 30, 2025, and the related notes to the basic financial statements, which collectively comprise STA's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and the aggregate remaining fund information of STA, as of June 30, 2025, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of STA and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about STA's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

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Back to Top

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of STA's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about STA's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, the schedule of changes in the net pension liability and related ratios, and the schedules of contributions, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the Required Supplementary Information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The combining statements of net position; revenues, expenses, and changes in net position; cash flows; fiduciary net position; and changes in fiduciary net position are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and

other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining statements of net position; revenues, expenses, and changes in net position; cash flows; fiduciary net position; and changes in fiduciary net position are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated November 25, 2025, on our consideration of STA's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of STA's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering STA's internal control over financial reporting and compliance.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Bakersfield, California
November 25, 2025

The management of SunLine Transit Agency (STA or the Agency) offers readers of STA's financial statements this narrative overview and analysis of the financial activities of STA for the fiscal year (FY) ended June 30, 2025. We encourage readers to consider the information presented here in conjunction with the audited financial statements including the notes to the financial statements.

FINANCIAL HIGHLIGHTS

- The combined assets and deferred outflows of resources of STA exceeded its liabilities and deferred inflows of resources (net position) at the close of the fiscal year by $101,659,821 for 2025 and $98,875,671 for 2024. Net position on June 30, 2025, consists of $91,717,112 of net position invested in capital assets and $9,942,709 of unrestricted net position. The Agency's net position increased, driven by significant capital contributions and continued investment in zero-emission technology and infrastructure.
- Total operating revenues increased modestly as ridership continued its gradual post-pandemic recovery. Operating expenses increased due to labor cost escalations, hydrogen production/purchase costs, parts inflation, and investment in modernization.
- STA's combined net position increased in FY 2025 by $2,784,150 compared to FY 2024, reflecting continued investment in capital assets, strong grant management, and balanced operating strategies.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis are intended to serve as an introduction to STA's financial statements. STA's financial statements consist of two components:

- Financial statements
- Notes to financial statements

This report also contains required and other supplementary information in addition to the financial statements.

Financial Statements

The financial statements are designed to provide readers with a broad overview of STA's finances, in a manner similar to a private sector business.

The *Statement of Net Position* presents information on all of STA's assets and deferred outflows of resources and liabilities, and deferred inflows of resources, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether STA's financial position is improving or deteriorating. The presentation of net position also distinguishes between those invested in capital assets, those that are restricted by external parties or legal requirements, or those that are unrestricted and can be used for any Agency purpose.

The *Statement of Revenues, Expenses, and Changes in Net Position* provides information regarding the revenues generated and earned (passenger fares and grants) and the expenses incurred related to those revenues. The difference between the revenues and expenses represents the change in net position, or profitability, as reflected by the amount of change in net position generated for the fiscal year.

The *Statement of Cash Flows* presents information on STA's sources and uses of cash and the overall change in cash and cash equivalents over the fiscal year. These activities are categorized by the different activities in which STA engages: operating activities, noncapital financing activities, capital and related financing activities, and investing activities.

Since STA's primary function is to provide transportation services to the region's residents and visitors, and recover costs through user fees and charges, the financial statements include business-type activities. In addition, the financial statements include the financial statements of STA (known as the primary government), and another legally separate entity for which STA is financially accountable: SunLine Services Group (SSG).

Notes to Financial Statements

The notes provide information on significant accounting policies, cash and investments, governmental subsidies, inventory, capital assets, long-term obligations, unearned revenues, risk management, retirement plans, and other areas for a full understanding of the data in the financial statements.

Other Information

In addition to the financial statements and accompanying notes, this report also presents certain required supplementary information concerning STA's progress in funding its obligation to provide pension benefits to its employees.

FINANCIAL STATEMENT ANALYSIS

Net Position

Sunline's net position remains strong and stable, driven by continued investment in capital assets and disciplined financial management. On June 30, 2025, STA's assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by $101,659,821, a $2,784,150 increase from June 30, 2024. A condensed summary of the Statements of Net Position as of June 30, 2025 and 2024, is shown below:

			Increase (Decrease)	
	June 30, 2025	June 30, 2024	Changes	%
Current and other assets	$ 24,730,849	$ 24,682,613	$ 48,236	0%
Net pension asset	3,810,897	4,455,893	(644,996)	-14%
Capital assets, net of depreciation	91,717,112	87,018,015	4,699,097	5%
Deferred outflows of resources	11,091,172	13,003,106	(1,911,934)	-15%
Total assets and deferred outflows of resources	131,350,030	129,159,627	2,190,403	2%
Current liabilities	17,723,990	17,413,169	310,821	2%
Long-term liabilities	3,898,213	2,843,476	1,054,737	37%
Deferred inflows of resources	8,068,006	10,027,311	(1,959,305)	-20%
Total liabilities and deferred inflows of resources	29,690,209	30,283,956	(593,747)	-2%
Net position:				
Net investment in capital assets	91,717,112	87,018,015	4,699,097	5%
Unrestricted	9,942,709	11,857,656	(1,914,947)	-16%
Total net position	$ 101,659,821	$ 98,875,671	$ 2,784,150	3%

STA's net investment in capital assets (e.g., buses, support vehicles, passenger facilities/structures, and peripheral equipment for operations, maintenance, and administrative support) reflects the largest portion of STA's net position. STA uses these capital assets to provide transportation services to the surrounding communities, as well as maintain the necessary service infrastructure. Because of this, these assets are

not available for future spending. The increase of $4,699,097 in net investment in capital assets during the year ended June 30, 2025, resulted primarily due to progress on multi-year projects such as construction of a liquid hydrogen fueling station, a transit hub, procurement of revenue fleets, support vehicles, facility improvements, and other small projects in STA's capital program.

Unrestricted net position represents the portion of net position that can be used to finance day-to-day operations without constraints by debt covenants, enabling legislation, or other legal requirements. Unrestricted net position decreased by $1,914,947, from $11,857,656 on June 30, 2024, to $9,942,709 on June 30, 2025. The decrease in net position was due to results of operations during the year.

The Agency's overall key financial changes in FY 2025 include stable current assets due to consistent receivable collections and grant reimbursements and improved liquidity supported by federal operating assistance.

Overall, the Agency's investment in sustainable and zero-emission infrastructure continues to shape long-term financial strength.

Changes in Net Position

For the fiscal years ended June 30, 2025 and 2024, STA's combined revenues were $63,842,856 and $57,534,967, respectively, while the total controllable expenses, excluding vehicle operating leases and depreciation, were $52,172,087 and $45,506,348, respectively. Grants fund a sizable portion of the transit operations. The table below represents condensed financial data related to the changes in net position of $2,784,150 and $3,012,881 during the fiscal years ending June 30, 2025 and 2024, respectively. The decrease in net position in 2025 was due to a decrease in revenues from CNG sales, Emission Credits offset by increase in controllable operating expenses, and depreciation expenses this year.

SUNLINE TRANSIT AGENCY
Condensed Statements of Revenues, Expenses, and Changes in Net Position
For the Years Ended June 30, 2025 and 2024

	June 30, 2025	June 30, 2024	Increase (Decrease) Changes	Increase (Decrease) %
REVENUES				
Passenger fares	$ 1,683,542	$ 1,705,165	$ (21,623)	-1%
CNG and hydrogen fuel sales	2,013,092	4,386,491	(2,373,399)	-54%
Operating grants	45,357,456	39,801,727	5,555,729	14%
Capital grants	15,227,037	10,715,267	4,511,770	42%
Interest and other revenues	(438,271)	926,317	(1,364,588)	-147%
Total revenues	63,842,856	57,534,967	6,307,889	11%
CONTROLLABLE OPERATING EXPENSES				
Salaries and employee benefits	31,254,886	28,440,951	2,813,935	10%
Services	7,259,488	5,290,845	1,968,643	37%
Bad debts	539	13,980	(13,441)	-96%
Casualty and liability costs	6,001,558	4,314,148	1,687,410	39%
Materials and supplies	2,310,392	2,840,183	(529,791)	-19%
Utilities	2,341,631	3,044,889	(703,258)	-23%
Tires and tubes	266,312	218,328	47,984	22%
Taxes	92,733	107,172	(14,439)	-13%
Administrative	87,353	104,180	(16,827)	-16%
Fuel and lubricants	1,475,549	203,394	1,272,155	625%
Miscellaneous	1,081,646	928,278	153,368	17%
Total controllable operating expenses	52,172,087	45,506,348	6,665,739	15%
Depreciation	8,886,619	9,015,738	(129,119)	-1%
Total expenses	61,058,706	54,522,086	6,536,620	12%
CHANGES IN NET POSITION	2,784,150	3,012,881	(228,731)	-8%
NET POSITION				
Beginning of year	98,875,671	95,862,790	3,012,881	3%
End of year	$ 101,659,821	$ 98,875,671	$ 2,784,150	3%

Revenues

Passenger fares in fiscal year 2025 decreased slightly when compared to fiscal year 2024 due to a free fare days program implemented during the year.

CNG and hydrogen fuel revenues, which reflect outside fuel revenues, state emission credits, and CNG rebates, decreased in fiscal year 2025 by $2,373,399 compared to fiscal year 2024 due to low sales from our largest customer Burrtec, which has built its own Compressed Natural Gas (CNG) station, and the CNG rebate program from the Federal government ending in calendar year 2024.

Operating grant revenues increased by $5,555,729 in FY2025, primarily due to SunLine's strategic maximization of its Local Transportation Fund (LTF) allocation, fully utilizing the $29 million budget authorized for the fiscal year. The Agency also supplemented its operating position with additional FTA Section 5307 assistance, which strengthened monthly cashflow through preventive maintenance reimbursements and other eligible operating support. These resources helped stabilize liquidity during periods of elevated hydrogen production costs and inflationary pressures.

These gains were partially offset by declines in several other operating funding sources. Revenues from FTA Section 5311 Rural, FTA 5311 (f) Intercity, FTA ARPA, FEMA, and Measure A declined as regional sales tax collections softened. Despite these reductions, the combined impact of maximizing LTF and leveraging available 5307 funding resulted in a net increase in operating grant revenues for the fiscal year.

Capital contributions in fiscal year 2025 increased by $4,511,770 due to active federal and state grant-funded projects across hydrogen infrastructure, bus procurements, and facility improvements.

Nonoperating revenues such as interest and other revenues for FY2025 reflect several offsetting trends. While the Agency experienced growth in advertising revenue, taxi business permits, vehicle permit, insurance recoveries, and realized higher reimbursements from the Haul Pass program due to expanded community participation, and reimbursements from California Energy Commission and California Air Resource Board, these gains were offset by a significant loss on disposal tied to the retirement and auction sale of a 2017 El Dorado hydrogen fuel cell bus and retirement of two (2) El Dorado Cutaway buses. These vehicles, which had a remaining book value of approximately $1.6 million, generated only $800 in net auction proceeds. The resulting loss was recorded within nonoperating revenues and netted with other increases in the same category. Overall, these combined factors contributed to a $1.4 million year-over-year decline in total non-operating revenues.

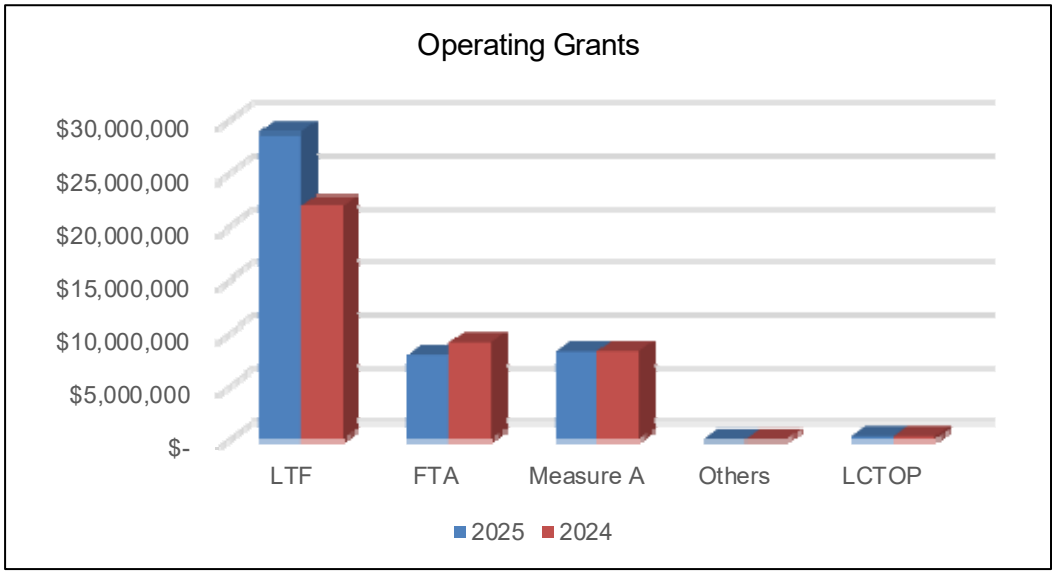
The combined amount of operating and capital grants in fiscal years 2025 and 2024 accounted for 95% and 88% of STA's total revenues, respectively. These funds come from a variety of specific funding sources. Each funding source is guided by government regulations regarding the type and use of funds.

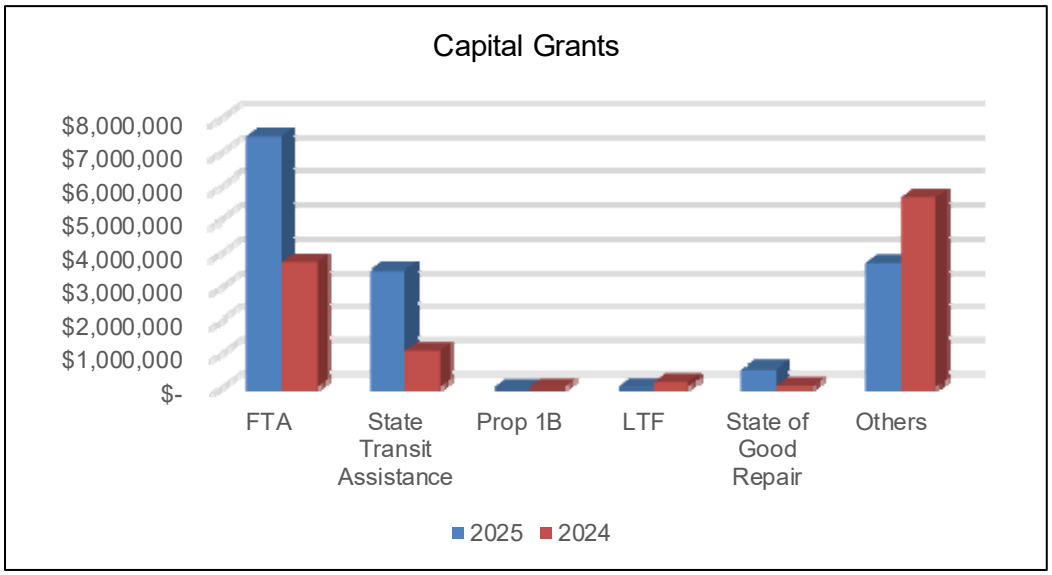
Annually, STA submits its short-range transit plan to the Riverside County Transportation Commission (RCTC), which is the basis for annual operating and capital grant allocations. Local Transportation Funds (LTF), at 63.56%, are the most significant component of STA's operating grants, other operating grants include funding from Measure A (Riverside County's one-half cent sales tax for transportation purposes), Low-Carbon Transit Operations Program (LCTOP), and the Federal Transit Administration (FTA).

Capital assets are funded primarily by the Federal Transit Administration (FTA) with matching funds from State Transit Assistance, Senate Bill (SB) 1 State of Good Repair, LTF, and other sources.

Operating and Capital Grants by Funding Sources

Below shows the bar chart comparison of the operating and capital grants received by STA by funding sources for the years ended June 30, 2025 and 2024.





Expenses

Adopted Agency policies, procedures, and business processes are used as management tools to control expenses and attain goals and objectives. These combined controllable operating expenses consist of cost elements that exclude depreciation, loss on disposals, and vehicle operating leases. For purposes of this analysis, operating expenses before depreciation, loss on disposals, and vehicle operating leases will be discussed. These expenses totaled $52,172,087 during fiscal year 2025, an increase of $6,665,739 from fiscal year 2024 expenses of $45,506,348. The increase in operating expenses was primarily attributed to wage and benefits increases, supply chain inflation affecting parts and materials, technology upgrades, and increased hydrogen fuel and production cost, including maintenance of fueling infrastructure.

Salaries, administrative, and benefits increased in fiscal year 2025 by $2,813,935 due to increases in salaries and wages, health insurance premiums, and pension contributions.

Services increased in fiscal year 2025 by $1,968,643 due to an increase in third party contract services for repairs, advertising, computer software licenses, audit, legal, security, consultancy, and temporary help.

Casualty and liability costs increased in fiscal year 2025 by $1,687,410 due to increases in insurance premiums, worker's compensation claims, and general liability claims.

Materials and supplies decreased in fiscal year 2025 by $529,791, due to decreases in repair parts of fixed route and support vehicles and maintenance of facilities.

Utilities expense decreased in fiscal year 2025 by $703,258 due to a decrease in the cost of natural gas and transmission charges. Production of compressed natural gas decreased due to low demand from our largest customer Burrtec.

Tires and tubes increased in fiscal year 2025 by $47,984 due to an increase in vehicle miles traveled.

Taxes represent fuel taxes paid based on the generation of CNG and hydrogen. In fiscal year 2025, STA generated less volume compared to fiscal year 2024, resulting in a $14,439 decrease in Taxes.

Fuel and lubricants increased in fiscal year 2025 by $1,272,155 due to the purchase of liquid hydrogen as fuel for the Fuel Cell Hydrogen Electric Buses.

A breakdown of operating expenses is reflected on page 7.

CAPITAL ASSETS

STA's capital assets (net of accumulated depreciation) as of June 30, 2025 and 2024, totaled $91,717,112 and $87,018,015, respectively. Capital assets include land, buildings, fleet, communication/fare box systems, machinery/equipment, support vehicles, facilities and land improvement, and passenger facilities.

Significant capital asset projects during FY 2025 included the following:

- Purchase of Eight (8) Hydrogen Fuel Cell Buses Through Low-No and AQIP Grant Program
- Purchase of 10 CNG Paratransit Replacement Vehicles to Maintain Fleet Availability
- Construction of Liquid Hydrogen Fueling Station Thousand Palms (Continued)
- Construction of Coachella Hub (Continued)
- Purchase of Radio System Replacement and Upgrade of ITS
- Facility Improvements and Safety Enhancements
- IT Infrastructure Upgrades

These investments position STA to meet long-term zero-emission mandates and enhance operational resilience.

A summary of the capital assets balances on June 30, 2025, and related activity, is presented in Note 5 of the financial statements.

ECONOMIC AND OTHER FACTORS

The transportation industry is undergoing massive transformation, and STA is studying ways to improve and change its service model to remain competitive and continue to provide valued service to the community. Key factors affecting STA's FY 2026 financial outlook include:

- Continued emphasis on zero-emission fleet transition under state and federal mandates
- Volatility in hydrogen pricing and production costs
- Workforce recruitment and retention challenges
- Inflationary pressures on equipment, parts, construction, and professional services
- Expanding federal and state funding for clean energy transit projects

The proposed operating and capital budgets for FY 2026 are $50,500,000 and $47,035,598, respectively, which represents an increase of 2.19% in the operating budget and a 115% increase in capital budget over the previous fiscal year's capital budget.

The FY 2026 budget prioritizes service reliability, sustainability, workforce development, and capital project delivery. There are nineteen new capital projects planned for FY 2026. The new projects represent an emphasis on innovation while aligning with the Agency's Board-approved Innovative Clean Transit (ICT) plan. The requests in FY 2026 will be in addition to the existing CIP. The most notable new projects for FY 2026 include workforce training center, covered parking, planning, and engineering required to properly replace the Agency's aging facilities and equipment.

Buildings and Facilities - Solar Microgrid to Hydrogen
Buildings and Facilities - Solar Covered Parking and EV Chargers Infrastructure Phase 1
Buildings and Facilities - Indio Liquid Hydrogen Station
Buildings and Facilities - Workforce Training Center
Buildings and Facilities - Div 1 Backup Generator

Buildings and Facilities - Replacement Bus Wash
Buildings and Facilities - Facility Maintenance Upgrade and Equipment
Buildings and Facilities - Office Furniture and Equipment
Communication and Intelligence Transportation Systems - IT Projects
Maintenance Equipment - Specialized Tools and Fueling Equipment
Non-Revenue Vehicles - Replacement of Support Vehicles
Project Management and Administration
Revenue Vehicles - Purchase of Hydrogen Fuel Cell Electric Buses (12)
Revenue Vehicles - Purchase of Replacement CNG Paratransit Vehicles (14)
Revenue Vehicles - Bus Rehabilitation
Safety and Security - Safety Enhancements
Transit Shelters and Amenities - Bus Stop Improvement
Vehicle Systems and Equipment - Open Loop Contactless Fare Payment System
Vehicle Systems - Vehicle Equipment

STA relies on operating and capital grants for approximately 95% of its total revenue. These funds come from a variety of specific funding sources. Each funding source is guided by government regulations regarding the type and use of funds. The economic expansion in Riverside County has contributed to an increase in the operating and capital grant funds available.

A component of the Agency's operating grants is local operating assistance. These funds are governed by various provisions of the Transportation Development Act and Public Utilities Code. One such provision is adherence to a predetermined farebox recovery ratio (fare revenue/net operating expenses excluding depreciation, vehicle lease and SSG's operating revenues and expenses) approved by RCTC and the California Department of Transportation. The fiscal year 2025 required farebox recovery ratio was 18.69%; the Agency's actual ratio was 29.69%, which exceeded the required ratio.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of STA's finances for all those with an interest in STA's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Chief Finance Officer, SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

BASIC FINANCIAL STATEMENTS

Back to Top

SUNLINE TRANSIT AGENCY
STATEMENT OF NET POSITION
JUNE 30, 2025

ASSETS	
Current assets	
Cash and investments	$ 5,916,196
Accounts receivable, net	1,434,350
Due from other governmental agencies	13,431,992
Inventory	2,063,555
Prepaid items	1,191,181
Total current assets	24,037,274
Deposits	693,575
Net pension asset	3,810,897
Capital assets, nondepreciable	21,890,556
Capital assets, depreciable	69,826,556
Total noncurrent assets	96,221,584
Total assets	120,258,858
DEFERRED OUTFLOWS OF RESOURCES	
Deferred outflows of resources related to pension	11,091,172
Total deferred outflows of resources	11,091,172
LIABILITIES	
Current liabilities	
Accounts payable and accrued liabilities	3,201,964
Accrued payroll and related liabilities	1,042,494
Compensated absences - current portion	1,993,780
Claims payable - current portion	1,575,213
Unearned revenue	9,910,539
Total current liabilities	17,723,990
Noncurrent liabilities	
Compensated absences - noncurrent portion	222,715
Claims payable - noncurrent portion	3,675,498
Total noncurrent liabilities	3,898,213
Total liabilities	21,622,203
DEFERRED INFLOWS OF RESOURCES	
Deferred inflows of resources related to pension	8,068,006
Total deferred inflows of resources	8,068,006
NET POSITION	
Net investment in capital assets	91,717,112
Unrestricted	9,942,709
Total net position	$ 101,659,821

See accompanying notes to the basic financial statements.

SUNLINE TRANSIT AGENCY
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
FOR THE YEAR ENDED JUNE 30, 2025

OPERATING REVENUES	
Passenger fares	$ 1,683,542
CNG and hydrogen fuel sales	2,013,092
Taxi license fees	240,369
Other	925,574
Total operating revenues	4,862,577
OPERATING EXPENSES	
Salaries and employee benefits	31,254,886
Depreciation	8,886,619
Services	7,259,488
Bad debts	539
Casualty and liability costs	6,001,558
Materials and supplies	2,310,392
Utilities	2,341,631
Tires and tubes	266,312
Taxes	92,733
Administrative	87,353
Fuel and lubricants	1,475,549
Miscellaneous	1,081,646
Total operating expenses	61,058,706
OPERATING LOSS	(56,196,129)
NONOPERATING REVENUES	
Operating grants:	
Local Transportation Fund	28,829,900
Measure A	8,238,000
Federal Transit Administration - Section 5307	6,279,184
Federal Transit Administration - Section 5311	429,768
Federal Transit Administration - Section 5311(f)	300,000
Federal Transit Administration - ARPA	98,500
Federal Transit Administration - Others	824,307
Low-Carbon Transit Operations Program (LCTOP) Grant	329,668
Other Grants	28,129
Total operating grants	45,357,456
Interest income	31,621
Gain on sale of capital assets	(1,635,835)
Total nonoperating revenues	43,753,242
LOSS BEFORE CAPITAL CONTRIBUTIONS	(12,442,887)
CAPITAL CONTRIBUTIONS	
Capital grants:	
Federal Transit Administration	7,481,795
State Transit Assistance	3,483,868
Local Transportation Fund	23,047
State of Good Repair	554,795
Other	3,683,532
Total capital contributions	15,227,037
CHANGE IN NET POSITION	2,784,150
NET POSITION	
Beginning of year	98,875,671
End of year	$ 101,659,821

See accompanying notes to the basic financial statements.

SUNLINE TRANSIT AGENCY
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2025

Cash flows from operating activities	
Cash received from customers	$ 4,302,371
Cash payments to suppliers for goods and services	(18,503,654)
Cash payments to employees for services	(31,317,554)
Net cash used in operating activities	(45,518,837)
Cash flows from noncapital financing activities	
Cash received from operating grants	45,836,613
Net cash provided by noncapital financing activities	45,836,613
Cash flows from capital and related financing activities	
Cash received from capital grants	14,965,674
Acquisition and construction of capital assets	(15,227,037)
Proceeds from sale of capital assets	5,486
Net cash provided in capital and related financing activities	(255,877)
Cash flows from investing activity	
Interest income received	31,621
Net cash provided by investing activity	31,621
Change in cash and cash equivalents	93,520
Cash and cash equivalents, beginning of year	5,822,676
Cash and cash equivalents, end of year	$ 5,916,196
Reconciliation of operating loss to net cash used in operating activities:	
Operating loss	$ (56,196,129)
Depreciation	8,886,619
Changes in operating assets, liabilities, and deferred outflows and inflows of resources:	
Accounts receivable	(560,206)
Inventory	(837,739)
Prepaid items	69,985
Deposits	362,471
Deferred outflows of resources related to pension	1,911,934
Accounts payable and accrued liabilities	547,283
Accrued payroll and related liabilities	(28,554)
Net pension asset	644,996
Compensated absences	264,799
Claims payable	1,375,009
Deferred inflows of resources related to pension	(1,959,305)
Net cash used in operating activities	$ (45,518,837)

See accompanying notes to the basic financial statements.

SUNLINE TRANSIT AGENCY
STATEMENT OF FIDUCIARY NET POSITION – PENSION TRUST FUNDS
JUNE 30, 2025

	December 31, 2024*
ASSETS	
Cash and cash equivalents	$ 1,482,535
Receivables:	
Interest	4,287
Investments, at fair value:	
Mutual funds	85,121,824
Total assets	86,608,646
NET POSITION	
Fiduciary net position restricted for pension benefits	$ 86,608,646

*Measurement date used in this report was as of December 31, 2024.

See accompanying notes to the basic financial statements.

SUNLINE TRANSIT AGENCY
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION – PENSION TRUST FUNDS
FOR THE YEAR ENDED JUNE 30, 2025

	December 31, 2024*
ADDITIONS	
Contributions:	
Employer	$ 1,525,646
Participants	578,762
Investment income:	
Interest	42,451
Dividend	2,253,288
Net appreciation in fair value of investments	5,459,874
Total additions	9,860,021
DEDUCTIONS	
Benefits paid to participants and beneficiaries	2,925,732
Administrative expenses	219,659
Total deductions	3,145,391
CHANGE IN NET POSITION	6,714,630
NET POSITION RESTRICTED FOR PENSION BENEFITS	
Beginning of year, as restated	79,894,016
End of year	$ 86,608,646

*Measurement date used in this report was as of December 31, 2024.

See accompanying notes to the basic financial statements.

NOTE 1 – REPORTING ENTITY

SunLine Joint Powers Transportation Agency (doing business as SunLine Transit Agency) (STA or the Agency) was originally formed by the County of Riverside, California, and the cities in the Coachella Valley to provide transportation services in the Coachella Valley. STA is a special purpose government and is eligible for funding under Section 99200 et. seq. of the California Public Utilities Code.

Accounting principles generally accepted in the United States of America require that these financial statements represent STA and its component units. A component unit is included in the primary government's financial statements, if STA appoints a majority of the component unit's board of directors or if the governing body is substantively the same as STA, if the component unit provides services or other benefits almost entirely to the primary government, and if STA is financially accountable for the component unit.

The component units discussed below are legally separate component units, however, it is included in STA's reporting entity because STA appoints the majority of its board of directors and STA is considered financially accountable for its operations.

Included within the reporting entity as a blended component unit:

SunLine Services Group (SSG) was formed in 1993 in order to enhance public/private partnerships in the Coachella Valley. SSG operations include regulation, licensing, and franchising the taxicabs and alternative transportation in the Coachella Valley. Effective July 1, 1996, SSG adopted ordinances to give it the authority to regulate taxicab.

Included as Fiduciary Funds:

SunLine Transit Retirement Income Plans for Bargaining Unit Personnel and SunLine Transit Retirement Income Plan for Non-Bargaining Unit Personnel (Plans) are single employer defined benefit pension plans that were established on February 1, 1980. SunLine Transit Retirement Income Plan for Bargaining Unit Personnel covers all collective bargaining employees of STA, regardless of hours worked. SunLine Transit Retirement Income Plan for Non-Bargaining Unit Personnel covers all employees who are considered to be full time and are not covered by the collective bargaining agreement of STA, provided they agree to make the mandatory employee contributions. STA is financially accountable for the Plans.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Basis of Presentation

Financial statement presentation follows the standards promulgated by the Governmental Accounting Standards Board (GASB) commonly referred to as accounting principles generally accepted in the United States of America (U.S. GAAP). GASB is the accepted standard-setting body for establishing governmental accounting and financial reporting standards.

The financial statements (i.e., the statement of net position; the statement of revenues, expenses, and changes in net position; the statement of cash flows; the statement of fiduciary net position; and the statement of changes in fiduciary net position) report information on all of the activities of the primary government, its component unit, and pension trust funds.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

B. Basis of Accounting and Measurement Focus

The financial statements are reported using the "economic resources" measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue when all eligibility requirements have been met. Interest associated with the current fiscal period is considered to be susceptible to accrual and has been recognized as revenue of the current fiscal period.

Operating revenues are those revenues that are generated from the primary operations of STA. STA reports a measure of operations by presenting the change in net position from operations as "operating income" in the statement of revenues, expenses, and changes in net position. Operating activities are defined by STA as all activities other than financing and investing activities (interest expense and investment income), and other infrequently occurring transactions of a nonoperating nature. Operating expenses are those expenses that are essential to the primary operations of STA. All other expenses are reported as nonoperating expenses.

C. Fiduciary Fund – Pension Trust Funds

The Pension Trust Funds account for the accumulated resources to be used to provide retirement benefits to all members of the Plans. The Plans' financial statements are reported as of and for the year ended December 31, 2024, consistent with the Plan's year end.

D. Cash and Cash Equivalents

Cash and cash equivalents include all highly liquid investments with original maturities of 90 days or less and are carried at cost, which approximates fair value.

E. Investments

Investments are stated at fair value, which is based on quoted market price. Changes in fair value that occur during the fiscal year are recognized as investment income reported for that fiscal year. Investment income includes interest earnings, changes in fair value, and any gains or losses realized upon the liquidation or sale of investments.

F. Receivables

Receivables are reported net of allowances for doubtful accounts, if any. Federal and State grants accrued as revenue when all eligibility requirements have been met. Amounts earned but outstanding at year-end are reported as accounts receivable.

G. Inventory

Inventory consists of vehicle parts held for consumption, fuel and bus passes. Inventory is stated at the lower of the weighted average cost or market.

H. Prepaid Items

Payments made to vendors for services that will benefit periods beyond the fiscal year-end are recorded as prepaid items.

I. Deposits

Deposits represent amounts held by the Public Entity Risk Management Authority (PERMA) on behalf of STA to pay workers' compensation claims and other expenses that do not involve a transfer of risk to PERMA.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

J. Capital Assets

Capital assets are stated at historical cost, or estimated historical cost, if the actual historical cost is not available. Donated capital assets are valued at their estimated fair market value on the date of donation. STA policy has set the capitalization threshold for reporting capital assets at $1,000, all of which must have an estimated useful life of more than one year. Depreciation is recorded on a straight-line basis over the estimated useful lives of the assets as follows:

Land improvements	10 – 20 years
Building	10 – 30 years
Office furniture and equipment	3 – 7 years
Vehicles	4 – 12 years
Equipment	5 – 10 years
Facility improvements	10 – 20 years

Major outlays for capital assets are capitalized as projects, and once constructed, the related repairs and maintenance costs are expensed. Interest incurred during capital assets construction, if any, is capitalized as part of the asset cost, net of interest income earned on construction bond proceeds.

K. Compensated Absences

It is STA's policy to permit employees to accumulate earned but unused vacation leaves up to 500 hours and unlimited hours for unused sick leave. Management, non-exempt, and union employees begin to accrue vested vacation and sick hours upon being hired, except for part-time employees who begin to accrue such hours after the first year. Accumulated unpaid vacation and vested sick leave pay is recorded as an expense and a liability at the time the benefit is earned.

L. Claims Payable

STA's uninsured claims are accrued and charged to expense when the claims are reasonably determinable and the existence of liability is probable. Liabilities include amounts for claims that have been incurred but not reported (IBNR).

M. Deferred Inflows and Outflows of Resources

In accordance with GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, the Statement of Net Position reports separate sections for Deferred Outflows of Resources, and Deferred Inflows of Resources, when applicable.

Deferred Outflows of Resources represent outflows of resources (consumption of net position) that apply to future periods and therefore, are not recognized as an expense until that time.

Deferred Inflows of Resources represent inflows of resources (acquisition of net position) that apply to future periods and therefore, are not recognized as revenue until that time.

N. Net Position

Net position is classified as follows:

Net investment in capital assets – This component of net position consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of debt that are attributable to the acquisition, construction, or improvement of those assets.

Restricted – This component of net position consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

N. Net Position (Continued)

Unrestricted – This component of net position are the amounts of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of net investments in capital assets or the restricted component of net position.

O. Use of Restricted/Unrestricted Resources

When both restricted and unrestricted resources are available for use, it is STA's policy to use restricted resources first, then unrestricted resources as they are needed.

P. Federal, State, and Local Subventions

Federal, state, and local governments have made various grants and subventions available to STA for operating assistance and acquisition of capital assets. Grants for operating assistance, the acquisition of equipment or other capital outlay are not formally recognized in the accounts until the grant becomes a valid receivable as a result of STA's complying with appropriate grant requirements. Operating assistance grants are included in non-operating revenues in the year in which the related expenses are incurred. Revenues earned under capital grants are recorded as capital contributions.

Q. Fuel and Lubricants Expense

STA allocates operating expenses to the fuel and lubricants expense on the statement of revenues, expenses and change in net position including salaries and benefits, and supplies, representing the costs incurred for the generation of CNG fuel by STA.

R. Use of Estimates

The preparation of financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of the contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

S. Pension Reporting

For purposes of measuring the net pension asset/liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of STA's pension plan (Plan) and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported in the Plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

T. New Accounting Pronouncements – Implemented

GASB has issued several pronouncements that became effective during the current fiscal year and have been implemented by STA. Management has evaluated the impact of these implementations and whether they had a material effect on the financial statements of STA.

GASB Statement No. 101 – *Compensated Absences*. The requirements of this statement are effective for fiscal years beginning after December 15, 2023, and all reporting periods thereafter. There was no effect on the STA's accounting and financial reporting as a result of implementing this standard.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

T. New Accounting Pronouncements – Implemented (Continued)

GASB Statement No. 102 – *Certain Risk Disclosures*. The requirements of this statement are effective for reporting periods beginning after June 15, 2024. Based on management's evaluation, no concentrations or constraints met GASB 102's disclosure criteria for the current period; therefore, no additional risk disclosures are required.

U. Future GASB

GASB has issued several pronouncements, that have effective dates that may impact future financial presentations. Management has not yet determined any impact the implementation of the following statements may have on the financial statements of STA.

GASB Statement No. 103 – *Financial Reporting Model Improvements*. The requirements of this statement are effective for reporting periods beginning after June 15, 2025. The STA will implement GASB Statement No. 103 when and where applicable.

GASB Statement No. 104 – *Disclosure of Certain Capital Assets*. The requirements of this statement are effective for reporting periods beginning after June 15, 2025. The STA will implement GASB Statement No. 104 when and where applicable.

NOTE 3 – CASH AND INVESTMENTS

Cash and investments consisted of the following:

Reported in Enterprise Funds:

	STA	SSG	Total
Cash on hand	$ 1,000	$ -	$ 1,000
Deposits with financial institutions	4,613,458	631,931	5,245,389
Investments - LAIF	669,807	-	669,807
Total cash and investments	$ 5,284,265	$ 631,931	$ 5,916,196

Reported in Pension Trust Funds (December 31, 2024):

	Bargaining Plan	Non-Bargaining Plan	Teamsters	Total
Cash and cash equivalents	$ 559,802	$ 711,788	$ 210,945	$ 1,482,535
Investments, at fair value	42,430,226	42,691,598	-	85,121,824
Total cash and investments	$ 42,990,028	$ 43,403,386	$ 210,945	$ 86,604,359

A. Deposits with Financial Institutions

At fiscal year-end of 2025, the carrying amount of demand deposits was $5,245,389 and the bank balance was $6,818,506 of which the total amount was collateralized or insured with securities held by the pledging financial institutions in STA's name discussed as follows:

The California Government Code requires California banks and savings and loan associations to secure STA's cash deposits by pledging securities as collateral. This code states that collateral pledged in this manner shall have the effect of perfecting a security interest in such collateral superior

NOTE 3 – CASH AND INVESTMENTS (Continued)

A. Deposits with Financial Institutions (Continued)

to those of a general creditor. Thus, collateral for cash deposits is considered to be held in STA's name.

The market value of pledged securities must equal at least 110% of STA's cash deposits. California law also allows institutions to secure the Agency's deposits by pledging first trust deed mortgage notes having a value of 150% of STA's total cash deposits. STA may waive collateral requirements for cash deposits, which are fully insured up to $250,000 by the Federal Deposit Insurance Corporation (FDIC). STA, however, has not waived the collateralization requirements.

B. Authorized Investments

The table below identifies the investment types that are authorized for STA by the California Government Code (or STA's investment policy where more restrictive), and certain provisions that address interest rate risk and concentration of risk.

Investment Type	Authorized by Investment Policy	Maturity	Maximum Percentage of Portfolio	Maximum Investments in One Issuer
Local Agency Bonds	No	N/A	N/A	N/A
U.S. Treasury Obligations	Yes	5 years	None	None
Federal Agency Securities	Yes	5 years	25%	None
Banker's Acceptances	Yes	180 days	40%	None
Commercial Paper-Pooled Funds	Yes	270 days	40%	A-1
Negotiable Certificates of Deposit	Yes	5 years	30%	None
Repurchase Agreements	Yes	1 year	None	None
Reverse Repurchase Agreements and Securities	No	N/A	N/A	None
Medium-Term Notes	Yes	5 years	30%	"A" Rating
Mutual Funds and Money Market Funds	No	N/A	20%	Multiple
Mortgage Pass-Through Securities	Yes	5 years	20%	"A" "A" Rating
County Pooled Investment Funds	No	N/A	None	None
Local Agency Investment Fund (LAIF)	Yes	N/A	None	$50 million

C. Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment the greater the sensitivity of its fair value to changes in market interest rates.

The Agency's investment in LAIF has a maturity of less than one year.

D. Credit Risk

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a nationally recognized statistical rating organization. STA's investment in LAIF at June 30, 2025, was not rated.

NOTE 3 – CASH AND INVESTMENTS (Continued)

E. Concentration of Credit Risk

Concentration of credit risk is the risk of loss attributed to the magnitude of STA's investment in a single issuer. The investment policy of STA contains no limitations on the amount that can be invested in one issuer beyond that stipulated by the California Government Code. As of June 30, 2025, STA did not have any investments in any one issuer (other than external investment pools) that represented 5% or more of its total investment portfolio.

F. Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, STA will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. Custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investments or collateral securities that are in the possession of another party. The California Government Code and STA's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits or investments, other than the provision for deposits as disclosed previously.

G. Investment in State Investment Pool

The Agency is a voluntary participant in the Local Agency Investment Fund (LAIF) that is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. The fair value of the Agency's investment in this pool is reported in the accompanying financial statements at amounts based on the Agency's pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis. As of June 30, 2025, the Agency's investment in LAIF had a contractual withdrawal value of $669,807.

H. Fair Value Measurement

STA categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

STA's investments in LAIF as of June 30, 2025, is reported at the Agency's pro-rata share of the amortized cost provided by LAIF for the entire LAIF portfolio. This amount approximates fair value.

NOTE 4 – DUE FROM OTHER GOVERNMENTAL AGENCIES

At June 30, 2025, due from other governmental agencies consisted of the following:

Federal Transit Administration (FTA)	$ 7,744,660
State Transit Assistance	2,104,975
Local Transportation Fund (LTF)	17,540
Measure A	686,500
Department of Housing and Urban Development	53,658
California Energy Commission	102,249
Others	2,722,410
Total	$ 13,431,992

NOTE 4 – DUE FROM OTHER GOVERNMENTAL AGENCIES (Continued)

A. Federal Transit Administration (FTA)

Under the provisions of the FTA, funds are available to the Agency for maintenance costs, acquisition, construction, improvement and maintenance of transit facilities, transit vehicles and equipment.

B. State Transit Assistance and Local Transportation Fund (LTF)

Local Transportation Fund (LTF) and the State Transit Assistance programs are created under the Transportation Development Act (TDA) by the State of California (State). Funds are available to the Agency for maintenance costs, acquisition, construction, improvement and maintenance of transit facilities, transit vehicles and equipment. Funds are administered by the Riverside County Transportation Commission.

C. Measure A

Measure A is a voter-approved one-half of one percent sales tax for the purpose of improving the transportation system of Riverside County.

NOTE 5 – CAPITAL ASSETS

Summary of changes in capital assets for the year ended June 30, 2025, is as follows:

	Balance July 1, 2024	Additions	Deletions	Transfers/ Adjustments	Balance June 30, 2025
Nondepreciable assets					
Land	$ 4,988,147	$ -	$ -	$ -	$ 4,988,147
Construction in progress	11,436,911	15,113,784	-	(9,648,286)	16,902,409
Total nondepreciable assets	16,425,058	15,113,784	-	(9,648,286)	21,890,556
Depreciable assets					
Buildings	53,654,073	-	(40,363)	-	53,613,710
Land improvements	4,468,343	-	-	68,761	4,537,104
Facility improvements	4,918,919	29,742	-	315,716	5,264,377
Office furniture and equipment	8,575,574	27,390	(88,427)	143,634	8,658,171
Vehicles	87,754,941	-	(17,767,459)	9,120,175	79,107,657
Equipment	6,528,241	56,121	(43,882)	-	6,540,480
Total depreciable assets	165,900,091	113,253	(17,940,131)	9,648,286	157,721,499
Less accumulated depreciation	(95,307,134)	(8,886,619)	16,298,810	-	(87,894,943)
Total depreciable assets, net	70,592,957	(8,773,366)	(1,641,321)	9,648,286	69,826,556
Total capital assets, net	$ 87,018,015	$ 6,340,418	$ (1,641,321)	$ -	$ 91,717,112

Depreciation expense for the year ended June 30, 2025, comprised of:

SunLine Transit Agency	$ 8,886,619
SunLine Services Group	-
Total	$ 8,886,619

NOTE 5 – CAPITAL ASSETS (Continued)

Changes in capital assets by funding source for the year ended June 30, 2025, were as follows:

	Federal Funds	State Transit/ Prop 1B Funds	SGR Funds	TDA Funds	Measure A	Operator/ Other	Total
Balance at July 1, 2024	$ 64,193,009	$ 77,059,086	$ 319,810	$ 16,216,309	$ 10,000	$ 24,526,935	$ 182,325,149
Additions	7,481,795	3,483,868	554,795	23,047	-	3,683,532	15,227,037
Deletions	(7,125,679)	(7,506,285)	-	(2,753,992)	-	(554,175)	(17,940,131)
Balance at June 30, 2025	$ 64,549,125	$ 73,036,669	$ 874,605	$ 13,485,364	$ 10,000	$ 27,656,292	$ 179,612,055

NOTE 6 – UNEARNED REVENUE

Unearned revenue represents excess capital and operating assistance. The following represent the amounts at June 30, 2025:

Capital Assistance	
LCTOP	$ 2,323,509
Transportation Development Act	58,513
Operators/Others	925,680
Total capital assistance	3,307,702
Operating Assistance	
LCTOP	2,709,088
Transportation Development Act	3,852,468
Operator/Others	41,281
Total operating assistance	6,602,837
Total	$ 9,910,539

A. Capital Assistance

Changes in unearned revenue by funding source for the year ended June 30, 2025, were as follows:

	Federal Funds	State Transit Funds	Prop 1B Funds	SGR Funds	TDA Funds	LCTOP Funds	Operator/ Other	Total
Excess capital funds at July 1, 2024	$ -	$ 61,346	$ 9	$ -	$ 55,166	$ 2,323,509	$ 1,129,035	$ 3,569,065
Interest earned	-	-	-	-	-	-	-	-
Allocation received/deferred	7,481,795	3,422,513	-	554,795	26,394	-	3,480,177	14,965,674
Funds available	7,481,795	3,483,859	9	554,795	81,560	2,323,509	4,609,212	18,534,739
Less: eligible costs - capitalized	(7,481,795)	(3,483,859)	(9)	(554,795)	(23,047)	-	(3,683,532)	(15,227,037)
Excess capital funds at June 30, 2025	$ -	$ -	$ -	$ -	$ 58,513	$ 2,323,509	$ 925,680	$ 3,307,702

NOTE 6 – UNEARNED REVENUE (Continued)

B. Operating Assistance

Changes in unearned revenue by funding source for the year ended June 30, 2025, were as follows:

	TDA Funds	LCTOP Funds	Operator/ Other	Total
Excess operating funds at July 1, 2024	$ 6,055,618	$ 1,046,603	$ 32,232	$ 7,134,453
Allocation received/deferred	28,829,900	1,992,153	96,643	30,918,696
Funds available	34,885,518	3,038,756	128,875	38,053,149
Less: refund to RCTC	(2,203,150)	-	-	(2,203,150)
Less: eligible costs	(28,829,900)	(329,668)	(87,594)	(29,247,162)
Excess operating funds at June 30, 2025	$ 3,852,468	$ 2,709,088	$ 41,281	$ 6,602,837

NOTE 7 – LONG-TERM OBLIGATIONS

Summary of changes in long-term obligations for the year ended June 30, 2025, was as follows:

	Balance July 1, 2024	Additions	Reductions	Balance June 30, 2025	Due Within One Year	Due in More Than One Year
Claims payable	$ 3,875,702	$ 4,651,064	$ 3,276,055	$ 5,250,711	$ 1,575,213	$ 3,675,498
Compensated absences	1,951,696	2,475,598	2,210,799	2,216,495	1,993,780	222,715
Total	$ 5,827,398	$ 7,126,662	$ 5,486,854	$ 7,467,206	$ 3,568,993	$ 3,898,213

A. Claims Payable

Claims payable at June 30, 2025, amounted to $5,250,711. There is no fixed payment schedule for claims payable. See Note 8 for more details.

NOTE 8 – RISK MANAGEMENT

STA is a participant in the PERMA formed under a joint powers agreement between local governments and special districts for the purpose of jointly funding (pooling risks) general liability and workers' compensation insurance for the member agencies. STA's general liability self-insured retention is $125,000 per claim. The total general liability coverage limit is $50,000,000 per occurrence. Workers' compensation insurance costs are based on annual deposit premiums. STA's workers' compensation self-insured retention is $250,000 per claim and coverage limits are statutory limits. Settlements have not exceeded insurance coverage for each of the past three years.

If PERMA experiences an unusually large number of losses during a policy year, the funds for a given program may become exhausted. In such case, the Board of Directors of PERMA may impose premium surcharges on all members who were in the program at the time such loss or losses occurred in order to pay the necessary costs. Annual surcharges shall not exceed an amount equal to three times the member's annual premium for the policy year in which such loss occurred. STA's surcharge would be based upon its pro rata share of premiums paid in said year.

STA's self-insured retention for general and workers' compensation liabilities is based on an annual actuarial study discounted at 2%.

Separate financial statements for PERMA are available at 36-951 Cook Street, Suite 101, Palm Desert, California 92211.

NOTE 9 – EMPLOYEE RETIREMENT PLANS

Plan Descriptions

STA contributes to the SunLine Transit Retirement Income Plans for Bargaining and Non-Bargaining Personnel, and employees covered by the Teamster Union – Local 1932 bargaining agreement (Plans), single-employer defined benefit pension plans. STA administers the Plans through a Retirement Committee appointed by STA's Board of Directors.

Participants are 100 percent vested in their accrued benefits after completion of five years of credited service. The normal retirement age is 62; however, an employee may retire prior to age 62, provided he/she has attained age 55 or has completed 25 years of credited service. Employees who retire early are subject to a reduced benefit. An employee may remain employed after his/her normal retirement age and receive an increased benefit. Non-bargaining employees shall at all times be 100 percent vested in their contributions.

Bargaining Personnel Plan – Prior to June 30, 2007, the amount of the monthly retirement benefit at the normal retirement date shall be equal to 1/90 of the first $400 of Final Average Monthly Earnings (FAME) plus 1/60 of the excess of FAME over $400, times years and completed quarters of credited service. The calculation was amended effective July 1, 2007, whereas benefit payments at the normal retirement date shall be equal to 1/60 of FAME, multiplied by years and completed quarters of service. FAME is the average of the 36 highest consecutive months of earnings as a participant. If the employee has attained age 62 at termination and completed ten years of service, the minimum monthly benefit is $400. Earnings mean compensation paid during a plan year as an eligible employee, excluding any compensation paid as bonuses, overtime, or other extra pay. A year of credited service for each plan year is earned during which an employee is employed full time for STA. The basic form of benefit payment is a life annuity; however, various joint and survivor annuity forms are available, provided certain requirements are met.

Non-Bargaining Personnel Plan – The amount of the monthly retirement benefit at the normal retirement date shall be equal to the greater of a) 2.5 percent times FAME times years of credited service (FAME is the average of the 36 highest consecutive months of earnings as a participant) or b) if the employee has attained age 62 at termination and completed ten years of service, the minimum monthly benefit is $400. Earnings mean compensation paid during a plan year as an eligible employee, excluding any compensation paid as bonuses, overtime, or other extra pay. The maximum benefit is 90% of FAME. A year of credited service for each plan year is earned during which an employee is employed full time for STA. The basic form of benefit payment is a life annuity; however, various joint and survivor annuity forms are available, provided certain requirements are met.

Teamster Plan – The amount of the monthly retirement benefit at the normal retirement date shall be equal to 1/60th of Average Compensation, times years and completed months of Credited Service. Average Compensation is the average of the thirty-six highest consecutive months of earnings as a participant. If the employee has attained age 62 at termination and completed ten Years of Vesting Service, the minimum monthly benefit is $400. Earnings means compensation paid during a plan year as an eligible employee, excluding any compensation paid as bonuses, overtime, or other extra pay. The addition of this Plan during the year did not have a material impact on the financial statements. For purposes of disclosure, details related to the Plan are included in the Bargaining Plan.

Death, Disability, and Termination Benefits Under the Plans – If an active employee (participant) dies, a death benefit may be paid to the participant's spouse, (or dependent under age 21) provided the participant has completed five years of credited service. The benefit is the participant's accrued benefit assuming that the participant retired on the day prior to their death. If an employee becomes totally and permanently disabled after completing ten years of service he/she shall be entitled to receive an unreduced pension equal to 2.5 percent of FAME times years of service. This benefit cannot exceed the projected benefit at age 62 based on current FAME and total service assuming continued employment until age 62. If a participant who has completed five years of vesting service is terminated for any reason other than death, he/she will be entitled to receive his/her normal benefit upon attainment of age 55.

Separate financial statements for the Bargaining and Non-Bargaining Plans may be obtained from STA.

NOTE 9 – EMPLOYEE RETIREMENT PLANS (Continued)

Plan Descriptions (Continued)

The Plans' provisions and benefits in effect at June 30, 2025, are summarized as follows:

	Bargaining	Non-Bargaining	Teamsters
Benefit formula at normal retirement age	1.6% @ 62	2.5% @ 62	1.6% @ 62
Benefit vesting schedule	5 years service	5 years service	5 years service
Benefit payments	monthly for life	monthly for life	monthly for life
Retirement age	55 - 62	55 - 62	55 - 62
Monthly benefits, as a % of eligible compensation	1.60%	2.0% to 2.5%	1.60%
Required employee contribution rates	3%	3%	3%
Required employer contribution rates	4.00%	14.09%	8.09%

Employees Covered – At December 31, 2024, measurement date, the following employees were covered by the benefit terms of each Plan:

	Bargaining	Non-Bargaining	Teamsters
Inactive employees or beneficiaries currently receiving benefits	133	73	-
Inactive employees entitled to but not yet receiving benefits	166	143	5
Active employees	255	102	12
Total	554	318	17

Investment Policy – The financial goal for the Plans is to provide funding for the benefits on the most cost efficient basis to STA. The objectives of the Retirement Committee are the preservation of principal, assurance of liquidity to meet the cash needs of the plan, and obtaining the maximum investment yield consistent with those objectives. Assets shall be invested in accordance with federal and state regulations, although the Retirement Committee has determined that investment of the Plans' assets will not be permitted in warrants, commodities or options, other than U.S. treasury bonds, notes and futures, margin purchases or short sales, and such other assets as may be specified by the Retirement Committee from time to time.

The Plans' target asset allocation is summarized below:

	Target
Cash and cash equivalent	0%
Fixed Income	40%
Equities	60%
	100%

NOTE 9 – EMPLOYEE RETIREMENT PLANS (Continued)

Plan Descriptions (Continued)

Plans' Investments **–** US Bank was the custodian for all of the Plans' investments at December 31, 2024. The Plans do not have any funds or deposits that are not covered by depository insurance, nor do the Plans have any investments that are not registered in the name of the Plans. The Plans assets are invested in mutual funds and therefore the Plans' assets are not exposed to interest rate risk or credit risk. The Plans' investments were also not exposed to foreign currency risk, which is the risk that any deposit or investment denominated in foreign currency bears a potential risk of loss arising from changes in currency exchange rates. The Plans' assets, which consisted of mutual funds, were measured using level 1 inputs as defined in Note 3. The Plans had the following non-participant directed investments that were greater than five percent of the Plans' fiduciary net position as of December 31, 2024.

		Bargaining	Non-Bargaining	Total
Schwab US Large Cap Etf	Mutual Fund	$ 11,853,232	$ 11,818,277	$ 23,671,509
Vanguard FTSE Developed Etf	Mutual Fund	3,104,761	3,013,138	6,117,899
Baird Core Plus Bond Institutional Fund	Mutual Fund	4,954,535	4,996,618	9,951,153
Ishares Core U.S. Aggregate Bond	Mutual Fund	3,395,570	3,388,302	6,783,872
PGIM Total Return Bond CL R6	Mutual Fund	4,039,373	4,083,414	8,122,787
		27,347,471	27,299,749	54,647,220
Aggregate of non-participant directed investments less than five percent of the Plan's fiduciary net position		15,082,755	15,391,849	30,474,604
		$ 42,430,226	$ 42,691,598	$ 85,121,824

The annual money-weighted rate of return on pension plan investments, net of investment expense, for the Bargaining and Non-Bargaining Plans for the plan year ended December 31, 2024, were 10.59% and 10.56% respectively. Money-weighted rate of return expresses investment performance, net of plan investment expense, adjusted for the changing amounts actually invested.

Detailed information about each pension plan's investments is available in the separately issued plans' audited financial reports.

Contributions – Funding contributions for both Plans are determined annually on an actuarial basis as of January 1 by an actuary. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The Agency is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

Net Pension Liability (Asset)

The Agency's net pension liability (asset) for each Plan is measured as the total pension liability, less the pension plan's fiduciary net position. The net pension liability (asset) of the Plan is measured as of December 31, 2024, using an actuarial valuation as of January 1, 2024. A summary of principal assumptions and methods used to determine the net pension liability is shown below.

NOTE 9 – EMPLOYEE RETIREMENT PLANS (Continued)

Net Pension Liability (Asset) (Continued)

Actuarial Assumptions – The total pension liabilities in the December 31, 2024, actuarial valuations were determined using the following actuarial assumptions:

	Bargaining**	Non-Bargaining	Teamsters
Valuation Date	January 1, 2024	January 1, 2024	January 1, 2024
Measurement Date	December 31, 2024	December 31, 2024	December 31, 2024
Actuarial Cost Method	Entry Age Normal	Entry Age Normal	Entry Age Normal
Actuarial Assumptions:			
Actuarial Discount Rate	6.00%	6.00%	6.00%
Cost-of-Living Increases	None	3.00%	None
Inflation	2.75%	2.75%	2.75%
Projected Salary	3.0%	4.0%	3.0%
Investment Rate of Return	6.0% [1]	6.0% [1]	6.0% [1]
Mortality	Generational mortality based on the SOA's most recently published mortality study. For employees and retirees, the SOA Public healthy general participant tables (PubG-2010) with generational mortality improvements based on MP-2021. For disabled participants, the mortality rates for disabled non-safety participants (PubNS- 2010) with generational mortality improvements based on MP-2021.	Generational mortality based on the SOA's most recently published mortality study. For employees and retirees, the SOA Public healthy general participant tables (PubG-2010) with generational mortality improvements based on MP-2021. For disabled participants, the mortality rates for disabled non-safety participants (PubNS- 2010) with generational mortality improvements based on MP-2021.	Generational mortality based on the SOA's most recently published mortality study. For employees and retirees, the SOA Public healthy general participant tables (PubG-2010) with generational mortality improvements based on MP-2021. For disabled participants, the mortality rates for disabled non-safety participants (PubNS- 2010) with generational mortality improvements based on MP-2021.

[1] Net of investment expenses, compounded annually.

Given the size of the Plan, there is not enough data available to conduct a credible experience study. The assumptions are not anticipated to produce significant cumulative actuarial gains or losses over time. The liabilities and data are analyzed each year in order to identify any trends of experience deviation from the actuarial assumptions.

Long-Term Expected Rate of Return – The long-term expected rate of return on pension plan investments was determined using a building-block method where expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These expected future real rates of return are combined to produce the long-term expected rate of return by weighing the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the pension plans' target asset allocation as of the December 31, 2024, measurement date are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Fixed income equities securities	40.00%	2.38%
Domestic equities	50.00%	5.30%
International equities	10.00%	7.64%
Cash	0.00%	0.00%
Total	100.00%	

NOTE 9 – EMPLOYEE RETIREMENT PLANS (Continued)

Net Pension Liability (Asset) (Continued)

Discount Rate – The discount rate used to measure the total pension liability was 6.00% for all Plans. The projection of cash flows used to determine the discount rate assumed that contributions would be made at rates equal to the actuarially determined contribution rates. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

According to Paragraph 30 of GASB Statement No. 68, the long-term discount rate should be determined without reduction for pension plan administrative expenses. An explicit cost for Plan expenses was not included in the valuation. The 6.00% investment return used in this accounting valuation is assumed to be net of administrative expenses. An investment return excluding administrative expenses would have been higher than 6.00%. Using this lower discount rate has resulted in a slightly higher Total Pension Liability and Net Pension Liability. STA believes the difference in calculation will not lead to a material difference.

Changes in the Net Pension Liability (Asset)

The following tables show the changes in net pension liability (asset) over the measurement period:

	Bargaining Plan Increase (Decrease)		
	Total Pension Liability	Plan Fiduciary Net Position	Net Pension Liability/(Asset)
Balance at December 31, 2023	$ 37,269,783	$ 39,905,883	$ (2,636,100)
Changes recognized for the measurement period			
Service cost	1,241,647	-	1,241,647
Interest	2,268,456	-	2,268,456
Differences between expected and actual experiences	1,922,482	-	1,922,482
Changes of assumptions	-	-	-
Contributions from the employer	-	479,312	(479,312)
Contributions from the employee	-	359,481	(359,481)
Net investment income	-	3,766,097	(3,766,097)
Administrative expenses	-	(111,558)	111,558
Benefit payments, including refunds of employee contributions	(1,407,651)	(1,407,651)	-
Net changes during 2024	4,024,934	3,085,681	939,253
Balance at December 31, 2024	$ 41,294,717	$ 42,991,564	$ (1,696,847)

NOTE 9 – EMPLOYEE RETIREMENT PLANS (Continued)

Changes in the Net Pension Liability (Asset) (Continued)

	Non-Bargaining Plan Increase (Decrease)		
	Total Pension Liability	Plan Fiduciary Net Position	Net Pension Liability/(Asset)
Balance at December 31, 2023	$ 38,078,716	$ 39,824,460	$ (1,745,744)
Changes recognized for the measurement period			
Service cost	1,275,808	-	1,275,808
Interest	2,315,745	-	2,315,745
Differences between expected and actual experiences	1,232,050	-	1,232,050
Changes of assumptions	-	-	-
Contributions from the employer	-	1,000,303	(1,000,303)
Contributions from the employee	-	212,830	(212,830)
Net investment income	-	3,985,574	(3,985,574)
Administrative expenses	-	(100,245)	100,245
Benefit payments, including refunds of employee contributions	(1,517,543)	(1,517,543)	-
Net changes during 2024	3,306,060	3,580,919	(274,859)
Balance at December 31, 2024	$ 41,384,776	$ 43,405,379	$ (2,020,603)

	Teamsters		
	Total Pension Liability	Plan Fiduciary Net Position	Net Pension Liability/(Asset)
Balance at December 31, 2023	$ 10,548	$ 84,597	$ (74,049)
Changes recognized for the measurement period			
Service cost	51,955	-	51,955
Interest	3,734	-	3,734
Differences between expected and actual experiences	52,557	-	52,557
Changes of assumptions	-	-	-
Contributions from the employer	-	103,164	(103,164)
Contributions from the employee	-	28,394	(28,394)
Net investment income	-	3,942	(3,942)
Administrative expenses	-	(7,856)	7,856
Benefit payments, including refunds of employee contributions	(538)	(538)	-
Net changes during 2024	107,708	127,106	(19,398)
Balance at December 31, 2024	$ 118,256	$ 211,703	$ (93,447)

NOTE 9 – EMPLOYEE RETIREMENT PLANS (Continued)

Changes in the Net Pension Liability (Asset) (Continued)

Sensitivity of the Net Pension Liability to Changes in the Discount Rate – The following presents the net pension liability of STA for each Plan, calculated using the discount rate for each Plan, as well as what STA's net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

	Bargaining	Non-Bargaining	Teamsters
1% Decrease	5.00%	5.00%	5.00%
Net Pension Liability (Asset)	$ 3,789,914	$ 4,058,112	$ (62,222)
Current Discount Rate	6.00%	6.00%	6.00%
Net Pension Liability (Asset)	$ (1,696,847)	$ (2,020,603)	$ (93,447)
1% Increase	7.00%	7.00%	7.00%
Net Pension Liability (Asset)	$ (6,249,958)	$ (6,973,125)	$ (117,073)

Pension Plan Fiduciary Net Position – Detailed information about each pension plan's fiduciary net position is available in the separately issued audited financial reports.

Pension Expense and Deferred Outflows/Inflows of Resources Related to Pensions

For the year ended June 30, 2025, STA recognized a total pension income of $2,304,717. At June 30, 2025, STA reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension contribution subsequent to measurement date	$ 836,084	$ -
Differences between actual and expected experience	2,434,923	(1,278,730)
Changes in assumptions	366,895	(51,769)
Net differences between projected and actual earnings on pension plan investments	7,453,270	(6,737,507)
Total	$ 11,091,172	$ (8,068,006)

$836,084 reported as deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the measurement period ended June 30, 2225. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

December 31	Amount
2025	$ 1,681,666
2026	2,341,869
2027	(1,265,469)
2028	(592,083)
2029	7,034
Thereafter	14,065
Total	$ 2,187,082

Payable to the Pension Plan

At June 30, 2025, the Agency has no outstanding amount of contributions to the pension plan.

NOTE 10 – COMMITMENTS AND CONTINGENCIES

A. Lawsuits

STA and SSG were named in certain legal actions pending at June 30, 2025. While the outcome of these lawsuits is not presently determinable, in the opinion of management of STA and SSG, based in part on the advice of counsel, the resolution of these matters is not expected to have a material adverse effect on the financial position or results of operations of STA and SSG or is adequately covered by insurance.

B. Federal and State Grant Programs

STA participates in Federal and State grant programs. These programs were audited in accordance with the provisions of the Single Audit Act Amendments of 1996 and Title 2 *U.S. Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and applicable state requirements. No cost disallowance is expected as a result of these audits; however, these programs may be subject to further examination by the grantors. Awards which may be disallowed by the granting agencies, if any, cannot be determined at this time. Management expects such amounts, if any, to be immaterial.

Commitments consist primarily of additions to operations equipment and building improvements. Significant commitments as of June 30, 2025, are as follows:

Project	Amount Authorized	Cumulative Expenses June 30, 2025	Unexpended Commitments
Bus and van purchases	$ 33,336,307	$ 10,985,750	$ 22,350,557
CNG and hydrogen fueling infrastructure	22,755,894	8,328,542	14,427,352
Equipment and other	56,740,060	8,868,801	47,871,259
	$ 112,832,261	$ 28,183,093	$ 84,649,168

NOTE 11 – TRANSPORTATION DEVELOPMENT ACT (TDA) COMPLIANCE

STA is subject to the provisions of the Public Utilities Code ("PUC") Section 99270.1 and must maintain a minimum fare ratio of 18.69% in 2025 of operating revenues to operating expenses.

After allocation of indirect costs to each type of service and taking into consideration certain cost exemption provisions of the TDA, STA's fare ratio for the year ended June 30, 2025, was 29.69%, as calculated below. STA is in compliance with the provisions of PUC Section 99270.1.

Farebox and other revenues	$ 1,699,022
Measure A	8,238,000
Other revenues	2,956,717
Interest	31,621
SunDial Farebox	(184,721)
SunRide Farebox	(72,436)
Net operating revenues	$ 12,668,203
Total Expenses with Depreciation and Loss on Disposals:	$ 62,517,263
Add/(Less):	
Depreciation	(8,886,619)
Loss of disposal	(1,641,237)
Operating Expenses for Dial-A-Ride routes	(8,013,665)
Operating Expenses for SunRide routes	(1,303,069)
Net operating expenses	$ 42,672,673
Fare ratio	29.69%
Target ratio	18.69%

NOTE 12 – PROPOSITION 1B

On November 7, 2006, the voters of the State of California approved the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006, known as Proposition 1B. Proposition 1B included a State program of funding in the amount of $4 billion and $1 billion to be deposited in the Public Transportation Modernization, Improvement and Service Enhancement Account (PTMISEA) and Transit System Safety, Security and Disaster Response Account (TSSSDRA), respectively. PTMISEA funds can be used for rehabilitation, safety or modernization improvements, or for rolling stock procurement, rehabilitation or replacement. TSSSDRA funds can be used for transportation related security and safety projects.

Proposition 1B activity during the year ended June 30, 2025, was as follows:

	PTMISEA	TSSSDRA	Total
Unspent Prop 1B funds at July 1, 2024	$ 11	$ -	$ 11
Prop 1 B transferred to Operating Account	(11)	-	(11)
Interest revenue earned on unspent Prop 1B funds	-	-	-
Unspent Prop 1B funds at June 30, 2025	-	-	-
	$ -	$ -	$ -

NOTE 13 – SUBSEQUENT EVENTS

The Agency has evaluated events subsequent to June 30, 2025, to assess the need for potential recognition or disclosure in the financial statements. Such events were evaluated through November 25, 2025, the date the financial statements were available to be issued. Based upon this evaluation, it was determined that no other subsequent events occurred that require recognition or additional disclosure in the financial statements.

REQUIRED SUPPLEMENTARY INFORMATION

Back to Top

SUNLINE TRANSIT AGENCY
SCHEDULE OF CHANGES IN THE NET PENSION LIABILITY (ASSET) AND RELATED RATIOS
FOR THE LAST TEN YEARS ENDED JUNE 30, 2025

Reporting Period	2025			2024		
	Bargaining	Non-Bargaining	Teamsters	Bargaining	Non-Bargaining	Teamsters
Total Pension Liability						
Service Cost	$ 1,241,647	$ 1,275,808	$ 51,955	$ 1,045,872	$ 1,199,025	$ 6,277
Interest	2,268,456	2,315,745	3,734	2,160,734	2,151,306	368
Differences between Expected and Actual Experience	1,922,482	1,232,050	52,557	(691,215)	367,098	4,298
Changes of Assumptions	-	-	-	350,213	432,505	(122)
Benefit Payments, Including Refunds of Employee Contributions	(1,407,651)	(1,517,543)	(538)	(1,124,378)	(1,454,579)	(273)
Net Change in Total Pension Liability	4,024,934	3,306,060	107,708	1,741,226	2,695,355	10,548
Total Pension Liability - Beginning	37,269,783	38,078,716	10,548	35,528,557	35,383,361	-
Total Pension Liability - Ending (a)	$ 41,294,717	$ 41,384,776	$ 118,256	$ 37,269,783	$ 38,078,716	$ 10,548
Plan Fiduciary Net Position						
Contributions - Employer	$ 479,312	$ 1,000,303	$ 103,164	$ 1,085,056	$ 1,322,663	$ 64,881
Contributions - Employee	359,481	212,830	28,394	359,293	190,215	17,857
Net Investment Income/(Loss)	3,766,097	3,985,574	3,942	4,946,860	5,005,263	2,152
Benefit Payments, Including Refunds of Employee Contributions	(1,407,651)	(1,517,543)	(538)	(1,124,378)	(1,454,579)	(273)
Administrative Expenses	(111,558)	(100,245)	(7,856)	(114,734)	(99,308)	(20)
Net Change in Plan Fiduciary Net Position	3,085,681	3,580,919	127,106	5,152,097	4,964,254	84,597
Plan Fiduciary Net Position - Beginning	39,905,883	39,824,460	84,597	34,753,786	34,860,206	-
Plan Fiduciary Net Position - Ending (b)	$ 42,991,564	$ 43,405,379	$ 211,703	$ 39,905,883	$ 39,824,460	$ 84,597
Net Pension (Asset) Liability [(a) - (b)]	$ (1,696,847)	$ (2,020,603)	$ (93,447)	$ (2,636,100)	$ (1,745,744)	$ (74,049)
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	104.11%	104.88%	179.02%	107.07%	104.58%	802.02%
Covered Payroll	$ 12,532,645	$ 6,724,863	$ 532,542	$ 9,378,110	$ 5,734,757	$ 57,803
Net Pension (Asset) Liability as a Percentage of Covered Payroll	-13.54%	-30.05%	-17.55%	-28.11%	-30.44%	-128.11%

SUNLINE TRANSIT AGENCY
SCHEDULE OF CHANGES IN THE NET PENSION
LIABILITY (ASSET) AND RELATED RATIOS (Continued)
FOR THE LAST TEN YEARS ENDED JUNE 30, 2025

Reporting Period	2023		2022	
	Bargaining	Non-Bargaining	Bargaining	Non-Bargaining
Total Pension Liability				
Service Cost	$ 1,116,292	$ 1,177,833	$ 1,207,067	$ 1,380,011
Interest	2,115,168	2,049,530	2,048,466	1,991,365
Differences between Expected and Actual Experience	(1,369,478)	(295,067)	(934,699)	(722,460)
Changes of Assumptions	64,027	88,031	(155,027)	(297,465)
Benefit Payments, Including Refunds of Employee Contributions	(1,067,926)	(1,235,933)	(858,741)	(1,123,771)
Net Change in Total Pension Liability	858,083	1,784,394	1,307,066	1,227,680
Total Pension Liability - Beginning	34,670,474	33,598,967	33,363,408	32,371,287
Total Pension Liability - Ending (a)	$ 35,528,557	$ 35,383,361	$ 34,670,474	$ 33,598,967
Plan Fiduciary Net Position				
Contributions - Employer	$ 1,106,547	$ 1,433,887	$ 1,389,133	$ 1,399,272
Contributions - Employee	288,746	192,015	136,158	187,922
Net Investment Income/(Loss)	(6,823,207)	(6,820,169)	4,383,472	4,398,827
Benefit Payments, Including Refunds of Employee Contributions	(1,067,926)	(1,235,933)	(858,741)	(1,123,771)
Administrative Expenses	(111,647)	(79,491)	(82,165)	(65,276)
Net Change in Plan Fiduciary Net Position	(6,607,487)	(6,509,691)	4,967,857	4,796,974
Plan Fiduciary Net Position - Beginning	41,361,273	41,369,897	36,393,416	36,572,923
Plan Fiduciary Net Position - Ending (b)	$ 34,753,786	$ 34,860,206	$ 41,361,273	$ 41,369,897
Net Pension (Asset) Liability [(a) - (b)]	$ 774,771	$ 523,155	$ (6,690,799)	$ (7,770,930)
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	97.82%	98.52%	119.30%	123.13%
Covered Payroll	$ 10,198,295	$ 5,613,094	$ 11,240,877	$ 6,487,132
Net Pension (Asset) Liability as a Percentage of Covered Payroll	7.60%	9.32%	-59.52%	-119.79%

SUNLINE TRANSIT AGENCY
SCHEDULE OF CHANGES IN THE NET PENSION
LIABILITY (ASSET) AND RELATED RATIOS (Continued)
FOR THE LAST TEN YEARS ENDED JUNE 30, 2025

Reporting Period	2021		2020	
	Bargaining	Non-Bargaining	Bargaining	Non-Bargaining
Total Pension Liability				
Service Cost	$ 1,213,301	$ 1,286,954	$ 1,123,520	$ 1,056,964
Interest	1,910,847	1,861,389	1,699,200	1,672,990
Differences between Expected and Actual Experience	-	-	297,167	(185,002)
Changes of Assumptions	-	-	1,088,323	1,397,572
Benefit Payments, Including Refunds of Employee Contributions	(789,772)	(1,026,502)	(751,313)	(1,038,556)
Net Change in Total Pension Liability	2,334,376	2,121,841	3,456,897	2,903,968
Total Pension Liability - Beginning	31,029,032	30,249,446	27,572,135	27,345,478
Total Pension Liability - Ending (a)	$ 33,363,408	$ 32,371,287	$ 31,029,032	$ 30,249,446
Plan Fiduciary Net Position				
Contributions - Employer	$ 1,007,430	$ 1,214,312	$ 1,137,127	$ 1,202,250
Contributions - Employee	323,330	202,300	143,440	158,948
Net Investment Income/(Loss)	5,145,119	5,175,214	5,105,422	5,175,930
Benefit Payments, Including Refunds of Employee Contributions	(789,772)	(1,026,502)	(751,313)	(1,038,556)
Administrative Expenses	(79,683)	(76,046)	(77,740)	(68,989)
Net Change in Plan Fiduciary Net Position	5,606,424	5,489,278	5,556,936	5,429,583
Plan Fiduciary Net Position - Beginning	30,786,992	31,083,645	25,230,056	25,654,062
Plan Fiduciary Net Position - Ending (b)	$ 36,393,416	$ 36,572,923	$ 30,786,992	$ 31,083,645
Net Pension (Asset) Liability [(a) - (b)]	$ (3,030,008)	$ (4,201,636)	$ 242,040	$ (834,199)
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	109.08%	112.98%	99.22%	102.76%
Covered Payroll	$ 11,332,605	$ 6,016,305	$ 11,077,510	$ 5,204,655
Net Pension (Asset) Liability as a Percentage of Covered Payroll	-26.74%	-69.84%	2.18%	-16.03%

SUNLINE TRANSIT AGENCY
SCHEDULE OF CHANGES IN THE NET PENSION
LIABILITY (ASSET) AND RELATED RATIOS (Continued)
FOR THE LAST TEN YEARS ENDED JUNE 30, 2025

Reporting Period	2019		2018	
	Bargaining	Non-Bargaining	Bargaining	Non-Bargaining
Total Pension Liability				
Service Cost	$ 1,067,330	$ 1,023,221	$ 1,014,181	$ 1,072,153
Interest	1,595,457	1,569,141	1,501,976	1,494,609
Differences between Expected and Actual Experience	(252,563)	64,249	(341,121)	(417,693)
Changes of Assumptions	-	-	-	-
Benefit Payments, Including Refunds of Employee Contributions	(723,427)	(880,536)	(616,895)	(835,332)
Net Change in Total Pension Liability	1,686,797	1,776,075	1,558,141	1,313,737
Total Pension Liability - Beginning	25,885,338	25,569,403	24,327,197	24,255,666
Total Pension Liability - Ending (a)	$ 27,572,135	$ 27,345,478	$ 25,885,338	$ 25,569,403
Plan Fiduciary Net Position				
Contributions - Employer	$ 1,332,751	$ 1,163,831	$ 1,240,460	$ 1,056,891
Contributions - Employee	-	154,443	-	139,280
Net Investment Income/(Loss)	(1,445,368)	(1,480,804)	3,196,447	3,301,003
Benefit Payments, Including Refunds of Employee Contributions	(723,427)	(880,536)	(616,895)	(835,332)
Administrative Expenses	(89,608)	(89,087)	(164,498)	(176,739)
Net Change in Plan Fiduciary Net Position	(925,652)	(1,132,153)	3,655,514	3,485,103
Plan Fiduciary Net Position - Beginning	26,155,708	26,786,215	22,500,194	23,301,112
Plan Fiduciary Net Position - Ending (b)	$ 25,230,056	$ 25,654,062	$ 26,155,708	$ 26,786,215
Net Pension (Asset) Liability [(a) - (b)]	$ 2,342,079	$ 1,691,416	$ (270,370)	$ (1,216,812)
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	91.51%	93.81%	101.04%	104.76%
Covered Payroll	$ 10,495,187	$ 4,842,573	$ 9,937,276	$ 4,939,705
Net Pension (Asset) Liability as a Percentage of Covered Payroll	22.32%	34.93%	-2.72%	-24.63%

SUNLINE TRANSIT AGENCY
SCHEDULE OF CHANGES IN THE NET PENSION
LIABILITY (ASSET) AND RELATED RATIOS (Continued)
FOR THE LAST TEN YEARS ENDED JUNE 30, 2025

Reporting Period	2017		2016	
	Bargaining	Non-Bargaining	Bargaining	Non-Bargaining
Total Pension Liability				
Service Cost	$ 963,077	$ 987,864	$ 786,230	$ 838,631
Interest	1,396,512	1,443,007	1,319,280	1,380,214
Differences between Expected and Actual Experience	(97,435)	(866,759)	43,602	(461,064)
Changes of Assumptions	-	-	(565,426)	(130,456)
Benefit Payments, Including Refunds of Employee Contributions	(494,152)	(741,407)	(452,533)	(718,599)
Net Change in Total Pension Liability	1,768,002	822,705	1,131,153	908,726
Total Pension Liability - Beginning	22,559,195	23,432,961	21,428,042	22,524,235
Total Pension Liability - Ending (a)	$ 24,327,197	$ 24,255,666	$ 22,559,195	$ 23,432,961
Plan Fiduciary Net Position				
Contributions - Employer	$ 1,171,779	$ 1,043,297	$ 1,017,569	$ 972,058
Contributions - Employee	-	131,637	-	124,295
Net Investment Income/(Loss)	1,553,438	1,619,088	(134,851)	(140,493)
Benefit Payments, Including Refunds of Employee Contributions	(494,152)	(741,407)	(452,533)	(718,599)
Administrative Expenses	(181,447)	(186,344)	(162,245)	(172,502)
Net Change in Plan Fiduciary Net Position	2,049,618	1,866,271	267,940	64,759
Plan Fiduciary Net Position - Beginning	20,450,576	21,434,841	20,182,636	21,370,082
Plan Fiduciary Net Position - Ending (b)	$ 22,500,194	$ 23,301,112	$ 20,450,576	$ 21,434,841
Net Pension (Asset) Liability [(a) - (b)]	$ 1,827,003	$ 954,554	$ 2,108,619	$ 1,998,120
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	92.49%	96.06%	90.65%	91.47%
Covered Payroll	$ 9,306,674	$ 4,429,828	$ 7,395,958	$ 3,608,769
Net Pension (Asset) Liability as a Percentage of Covered Payroll	19.63%	21.55%	28.51%	55.37%

SUNLINE TRANSIT AGENCY
SCHEDULE OF CONTRIBUTIONS – BARGAINING PLAN
FOR THE LAST TEN YEARS ENDED JUNE 30, 2025

Year Ended December 31	Actuarially Determined Contributions	Contributions in Relation to the Actuarially Determined Contributions	Contributions Deficiency (Excess)	Covered Payroll	Contributions as a % of Covered Payroll
2015	$ 891,288	$ 1,017,569	$ (126,281)	$ 7,395,958	13.76%
2016	1,175,179	1,171,779	3,400	9,306,674	12.59%
2017	1,276,570	1,240,460	36,110	9,937,276	12.48%
2018	1,271,919	1,332,751	(60,832)	10,495,187	12.70%
2019	1,332,533	1,137,127	195,406	11,077,510	10.27%
2020	1,233,598	1,007,430	226,168	11,332,605	8.89%
2021	992,105	1,389,133	(397,028)	11,240,877	12.36%
2022	553,349	1,106,547	(553,198)	10,198,295	10.85%
2023	376,034	1,085,056	(709,022)	9,378,110	11.57%
2024	707,622	479,312	228,310	12,532,645	3.82%

Notes to Schedule:

Actuarially determined contributions are calculated annually, at the beginning of each Plan year in which contributions are reported. Methods and assumptions used to determine contributions are as follows:

Actuarial cost method	Aggregate Actuarial Cost Method
Amortization method	Level percentage of payroll
Remaining amortization period	Remaining working lifetime
Asset valuation method	Actuarial value of assets is the market value of funds held by custodian with accrued contributions and accrued interest and dividends.
Inflation	2.75%
Salary increases	3.00%, including merit, seniority, and inflation.
Investment rate of return	6.00% per annum, net of investment expenses, compounded annually
Retirement age	Retirement age varies based on employees' age and year of service.
Mortality	Generational mortality based on the Society of Actuaries' (SOA) public plan mortality study published in January 2019. For employees and retirees, the SOA Public healthy general participant tables (PubG-2010) with generational mortality improvements based on MP-2021. For disabled participants, the mortality rates for disabled non-safety participants (PubNS-2010) with generational mortality improvements based on MP-2021.

SUNLINE TRANSIT AGENCY
SCHEDULE OF CONTRIBUTIONS – NON-BARGAINING PLAN
FOR THE LAST TEN YEARS ENDED JUNE 30, 2025

Year Ended December 31	Actuarially Determined Contributions	Contributions in Relation to the Actuarially Determined Contributions	Contributions Deficiency (Excess)	Covered Payroll	Contributions as a % of Covered Payroll
2015	$ 838,188	$ 972,058	$ (133,870)	$ 3,608,769	26.94%
2016	1,053,887	1,043,297	10,590	4,429,828	23.55%
2017	1,088,228	1,056,891	31,337	4,939,705	21.40%
2018	979,399	1,163,831	(184,432)	4,842,573	24.03%
2019	1,043,456	1,202,250	(158,794)	5,263,497	22.84%
2020	1,363,614	1,214,312	149,302	6,016,305	20.18%
2021	1,229,797	1,399,272	(169,475)	6,487,132	21.57%
2022	841,503	1,433,887	(592,384)	5,613,094	25.55%
2023	808,014	1,322,663	(514,649)	5,734,757	23.06%
2024	1,020,358	1,000,303	20,055	6,724,863	14.87%

Notes to Schedule:

Actuarially determined contributions are calculated annually, at the beginning of each Plan year in which contributions are reported. Methods and assumptions used to determine contributions are as follows:

Actuarial cost method	Aggregate Actuarial Cost Method
Amortization method	Level percentage of payroll
Remaining amortization period	Remaining working lifetime
Asset valuation method	Actuarial value of assets is the market value of funds held by custodian with accrued contributions and accrued interest and dividends.
Inflation	2.75%
Salary increases	4.00%%
Investment rate of return	6.00% per annum, net of investment expenses, compounded annually
Retirement age	Retirement age varies based on employees' age and year of service.
Mortality	Generational mortality based on the Society of Actuaries' (SOA) public plan mortality study published in January 2019. For employees and retirees, the SOA Public healthy general participant tables (PubG-2010) with generational mortality improvements based on MP-2021. For disabled participants, the mortality rates for disabled non-safety participants (PubNS-2010) with generational mortality improvements based on MP-2021.

SUNLINE TRANSIT AGENCY
SCHEDULE OF CONTRIBUTIONS – TEAMSTERS
FOR THE LAST TEN YEARS ENDED JUNE 30, 2025

Year Ended December 31	Actuarially Determined Contributions	Contributions in Relation to the Actuarially Determined Contributions	Contributions Deficiency (Excess)	Covered Payroll	Contributions as a % of Covered Payroll
2023	$ 4,674	$ 64,881	$ (60,207)	$ 57,803	112.25%
2024	33,237	103,164	(69,927)	532,542	19.37%

Notes to Schedule:

Actuarially determined contributions are calculated annually, at the beginning of each Plan year in which contributions are reported. Methods and assumptions used to determine contributions are as follows:

Actuarial cost method	Aggregate Actuarial Cost Method
Amortization method	Level percentage of payroll
Remaining amortization period	Remaining working lifetime
Asset valuation method	Actuarial value of assets is the market value of funds held by custodian with accrued contributions and accrued interest and dividends.
Inflation	2.75%
Salary increases	3.00%
Investment rate of return	6.00% per annum, net of investment expenses, compounded annually
Retirement age	Retirement age varies based on employees' age and year of service.
Mortality	Generational mortality based on the Society of Actuaries' (SOA) public plan mortality study published in January 2019. For employees and retirees, the SOA Public healthy general participant tables (PubG-2010) with generational mortality improvements based on MP-2021. For disabled participants, the mortality rates for disabled non-safety participants (PubNS-2010) with generational mortality improvements based on MP-2021.

SUPPLEMENTARY INFORMATION

Back to Top

SUNLINE TRANSIT AGENCY
COMBINING STATEMENTS OF NET POSITION
JUNE 30, 2025

	STA	SSG	Total
ASSETS			
Current assets			
Cash and investments	$ 5,284,265	$ 631,931	$ 5,916,196
Accounts receivable, net	1,428,411	5,939	1,434,350
Due from other governmental agencies	13,431,992	-	13,431,992
Inventory	2,063,555	-	2,063,555
Prepaid items	1,191,181	-	1,191,181
Total current assets	23,399,404	637,870	24,037,274
Noncurrent assets			
Deposits	693,575	-	693,575
Net pension asset	3,810,897	-	3,810,897
Capital assets, nondepreciable	21,890,556	-	21,890,556
Capital assets, depreciable	69,826,034	522	69,826,556
Total noncurrent assets	96,221,062	522	96,221,584
Total assets	119,620,466	638,392	120,258,858
DEFERRED OUTFLOWS OF RESOURCES			
Deferred outflows of resources related to pension	11,091,172	-	11,091,172
Total deferred outflows of resources	11,091,172	-	11,091,172
LIABILITIES			
Current liabilities			
Accounts payable and accrued liabilities	3,130,744	71,220	3,201,964
Accrued payroll and related liabilities	1,039,890	2,604	1,042,494
Compensated absences - current portion	1,993,780	-	1,993,780
Claims payable - current portion	1,575,213	-	1,575,213
Unearned revenue	9,910,539	-	9,910,539
Total current liabilities	17,650,166	73,824	17,723,990
Noncurrent liabilities			
Compensated absences - noncurrent portion	221,531	1,184	222,715
Claims payable - noncurrent portion	3,675,498	-	3,675,498
Total noncurrent liabilities	3,897,029	1,184	3,898,213
Total liabilities	21,547,195	75,008	21,622,203
DEFERRED INFLOWS OF RESOURCES			
Deferred inflows of resources related to pension	8,068,006	-	8,068,006
Total deferred inflows of resources	8,068,006	-	8,068,006
NET POSITION			
Net investment in capital assets	91,716,590	522	91,717,112
Unrestricted	9,379,847	562,862	9,942,709
Total net position	$ 101,096,437	$ 563,384	$ 101,659,821

See independent auditor's report.

Back to Top

SUNLINE TRANSIT AGENCY
COMBINING STATEMENTS OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
FOR THE YEAR ENDED JUNE 30, 2025

	STA	SSG	Total
OPERATING REVENUES			
Passenger fares	$ 1,683,542	$ -	$ 1,683,542
CNG and hydrogen fuel sales	2,013,092	-	2,013,092
Taxi license fees	-	240,369	240,369
Other	925,574	-	925,574
Total operating revenues	4,622,208	240,369	4,862,577
OPERATING EXPENSES			
Salaries and employee benefits	31,254,886	-	31,254,886
Depreciation	8,886,619	-	8,886,619
Services	7,181,716	77,772	7,259,488
Bad debts	539	-	539
Casualty and liability costs	6,001,558	-	6,001,558
Materials and supplies	2,298,027	12,365	2,310,392
Utilities	2,341,631	-	2,341,631
Tires and tubes	266,312	-	266,312
Taxes	92,733	-	92,733
Administrative	-	87,353	87,353
Fuel and lubricants	1,475,549	-	1,475,549
Miscellaneous	1,076,456	5,190	1,081,646
Total operating expenses	60,876,026	182,680	61,058,706
OPERATING LOSS	(56,253,818)	57,689	(56,196,129)
NONOPERATING REVENUES			
Operating grants:			
Local Transportation Fund	28,829,900	-	28,829,900
Measure A	8,238,000	-	8,238,000
Federal Transit Administration - Section 5307	6,279,184	-	6,279,184
Federal Transit Administration - Section 5311	429,768	-	429,768
Federal Transit Administration - Section 5311(f)	300,000	-	300,000
Federal Transit Administration - ARPA	98,500	-	98,500
Federal Transit Administration - Others	824,307	-	824,307
Low-Carbon Transit Operations Program (LCTOP) Grant	329,668	-	329,668
Other Grants	28,129	-	28,129
Total operating grants	45,357,456	-	45,357,456
Interest income	31,621	-	31,621
Loss on sale of capital assets	(1,635,835)	-	(1,635,835)
Total nonoperating revenues	43,753,242	-	43,753,242
INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS	(12,500,576)	57,689	(12,442,887)
CAPITAL CONTRIBUTIONS			
Capital grants:			
Federal Transit Administration	7,481,795	-	7,481,795
State Transit Assistance	3,483,868	-	3,483,868
Local Transportation Fund	23,047	-	23,047
State of Good Repair	554,795	-	554,795
Other	3,683,532	-	3,683,532
Total capital contributions	15,227,037	-	15,227,037
CHANGE IN NET POSITION	2,726,461	57,689	2,784,150
NET POSITION			
Beginning of year	98,369,976	505,695	98,875,671
End of year	$ 101,096,437	$ 563,384	$ 101,659,821

See independent auditor's report.

Back to Top

SUNLINE TRANSIT AGENCY
COMBINING STATEMENTS OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2025

	STA	SSG	Total
Cash flows from operating activities			
Cash received from customers	$ 4,062,133	$ 240,238	$ 4,302,371
Cash payments to suppliers for goods and services	(18,440,645)	(63,009)	(18,503,654)
Cash payments to employees for services	(31,230,548)	(87,006)	(31,317,554)
Net cash provided by (used in) operating activities	(45,609,060)	90,223	(45,518,837)
Cash flows from noncapital financing activities			
Cash received from operating grants	45,836,613	-	45,836,613
Net cash provided by noncapital financing activities	45,836,613	-	45,836,613
Cash flows from capital and related financing activities			
Cash received from capital grants	14,965,674	-	14,965,674
Acquisition and construction of capital assets	(15,227,037)	-	(15,227,037)
Proceeds from sale of capital assets	5,486	-	5,486
Net cash used in capital and related financing activities	(255,877)	-	(255,877)
Cash flows from investing activity			
Interest income received	31,621	-	31,621
Net cash provided by investing activity	31,621	-	31,621
Change in cash and cash equivalents	3,297	90,223	93,520
Cash and cash equivalents, beginning of year	5,280,968	541,708	5,822,676
Cash and cash equivalents, end of year	$ 5,284,265	$ 631,931	$ 5,916,196
Reconciliation of operating income (loss) to net cash provided by (used in) operating activities:			
Operating income (loss)	$ (56,253,818)	$ 57,689	$ (56,196,129)
Provision for bad debts	-	-	-
Depreciation	8,886,619	-	8,886,619
Changes in operating assets, liabilities, and deferred outflows and inflows of resources:			
Accounts receivable	(560,075)	(131)	(560,206)
Inventory	(837,739)	-	(837,739)
Prepaid items	69,985	-	69,985
Deposits	362,471	-	362,471
Deferred outflows of resources related to pension	1,911,934	-	1,911,934
Accounts payable and accrued liabilities	506,887	40,396	547,283
Accrued payroll and related liabilities	(20,476)	(8,078)	(28,554)
Net pension asset	644,996	-	644,996
Compensated absences	264,452	347	264,799
Claims payable	1,375,009	-	1,375,009
Deferred inflows of resources related to pension	(1,959,305)	-	(1,959,305)
Net cash provided by (used in) operating activities	$ (45,609,060)	$ 90,223	$ (45,518,837)

See independent auditor's report.

Back to Top

SUNLINE TRANSIT AGENCY
COMBINING STATEMENTS OF FIDUCIARY NET POSITION – PENSION TRUST FUNDS
JUNE 30, 2025

	As of December 31, 2024*			
	Bargaining	Non-Bargaining	Teamsters	Total
ASSETS				
Cash and cash equivalents	$ 559,802	$ 711,788	$ 210,945	$ 1,482,535
Receivables:				
Contributions	-	-	-	-
Interest	1,536	1,993	758	4,287
Investments, at fair value:				
Mutual funds	42,430,226	42,691,598	-	85,121,824
Total assets	42,991,564	43,405,379	211,703	86,608,646
NET POSITION				
Fiduciary net position restricted for pension benefits	$ 42,991,564	$ 43,405,379	$ 211,703	$ 86,608,646

*Measurement date used in this report was as of December 31, 2024.

See independent auditor's report.

SUNLINE TRANSIT AGENCY
COMBINING STATEMENTS OF CHANGES IN FIDUCIARY NET POSITION –
PENSION TRUST FUNDS
FOR THE YEAR ENDED JUNE 30, 2025

	As of December 31, 2024*				
	Bargaining	Non-Bargaining	Teamsters	In-Transit Contribution Payments**	Total
ADDITIONS					
Contributions:					
Employer	$ 479,312	$ 1,000,303	$ 103,164	$ (57,133)	$ 1,525,646
Participants	359,481	212,830	28,394	(21,943)	578,762
Investment income:					
Interest	16,761	19,110	6,580	-	42,451
Dividend	1,126,554	1,126,734	-	-	2,253,288
Net appreciation in fair value of investments	2,622,782	2,839,730	(2,638)	-	5,459,874
Total additions	4,604,890	5,198,707	135,500	(79,076)	9,860,021
DEDUCTIONS					
Benefits paid to participants and beneficiaries	1,407,651	1,517,543	538	-	2,925,732
Administrative expenses	111,558	100,245	7,856	-	219,659
Total deductions	1,519,209	1,617,788	8,394	-	3,145,391
CHANGE IN NET POSITION	3,085,681	3,580,919	127,106	(79,076)	6,714,630
NET POSITION RESTRICTED FOR PENSION BENEFITS					
Beginning of year, as restated	39,905,883	39,824,460	84,597	79,076	79,894,016
End of year	$ 42,991,564	$ 43,405,379	$ 211,703	$ -	$ 86,608,646

*Measurement date used in this report was as of December 31, 2024.

**At the beginning and ending of each pension year there can be a timing difference between when pension contributions become obligated to the Agency pension funds and when they are received by the pension fund fiduciary in the following year. Such contributions are considered in-transit and are an adjustment to contributions in the Statement of Changes in Fiduciary Net Position to reflect the actual pension contributions within the pension year.

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF THE BASIC FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Directors of
SunLine Transit Agency
Thousand Palms, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of SunLine Transit Agency (STA), as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the STA's basic financial statements, and have issued our report thereon dated November 25, 2025.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the STA's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the STA's internal control. Accordingly, we do not express an opinion on the effectiveness of STA's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether STA's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, contained in the State of California Department of Transportation, Article 4 of the *Transportation Development Act*, the *Public Transportation Modernization, Improvement and Service Enhancement Account* (PTMISEA) described in California Government Code §8879.55, the *Transit System Safety, Security and Disaster Response Account* (TSSSDRA) described in California

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Back to Top

Government Code §8879.23, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards.*

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the STA's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the STA's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Bakersfield, California
November 25, 2025

Back to Top

COMPLIANCE SECTION

Back to Top

INDEPENDENT AUDITOR'S REPORT ON STATE COMPLIANCE

To the Board of Directors of
SunLine Transit Agency
Thousand Palms, California

Report on Compliance with Transportation Development Act Requirements

Opinion

We have audited SunLine Transit Agency's (STA) compliance with Transportation Development Act (TDA) requirements that funds allocated to and received by STA were expended in conformance with applicable statutes, rules, and regulations of the TDA and the allocation instructions and resolutions of the Riverside County Transportation Commission as required by Section 6667 of Title 21, Division 3, Chapter 2, Article 5.5 of the California Code of Regulations for the year ended June 30, 2025.

In our opinion, STA complied, in all material respects, with the compliance requirements referred to above that are applicable to STA for the year ended June 30, 2025.

Basis for Opinion

We conducted our audit of compliance in accordance with the auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*) and the requirement of the TDA regulations. Our responsibilities under these standards are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of STA and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance with the TDA compliance requirements. Our audit does not provide a legal determination of STA's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for STA's compliance with the TDA and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, provisions of contracts or agreements applicable to the TDA.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on STA's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with

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Back to Top

GAAS, *Government Auditing Standards*, and the Guidelines will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about STA's compliance with the requirements of the TDA regulations as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the TDA regulations, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding STA's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of STA's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the TDA regulations, but not for the purpose of expressing an opinion on the effectiveness of STA's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with the TDA regulations on a timely basis. A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with the TDA regulations will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with the TDA regulations that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the TDA regulations. Accordingly, this report is not suitable for any other purpose.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Bakersfield, California
November 25, 2025

Back to Top

SUNLINE TRANSIT AGENCY
TRANSPORTATION DEVELOPMENT ACT REQUIREMENTS SECTION 6667
COMPLIANCE MATRIX
FOR THE YEAR ENDED JUNE 30, 2025

Compliance Requirements	In Compliance			Questioned Costs	If no, provide details and management response.
	Yes	No	N/A		
1. Claimant was an entity eligible to receive the funds allocated to it.	X				
2. Claimant maintains its accounts and records on an enterprise fund basis and is otherwise in compliance with the uniform system of accounts and records adopted by the State Controller, pursuant to Public Utilities Code Section 99243.	X				
3. Funds received by the claimant pursuant to the TDA were expended in conformance with those sections of the TDA specifying the qualifying purposes, including Public Utilities Code Sections 99262 and 99263 for operators receiving funds under Article 4; Sections 99275, 99275.5, and 99277 for Article 4.5 claimants; Section 99400(c), (d), and (e) for Article 8 claimants for service provided under contract; and Section 99405(d) for transportation services provided by cities and counties with populations of less than 5,000.	X				
4. Funds received by the claimant pursuant to the TDA were expended in conformance with the applicable rules, regulations, and procedures of the transportation planning agency and in compliance with the allocation instructions and resolutions	X				
5. Interest earned on funds received by the claimant pursuant to the TDA were expended only for those purposes for which the funds were allocated in accordance with Public Utilities Code Sections 99234.1, 99301, 99301.5, and 99301.6.	X				
6. The amount of the claimant's operating cost for the fiscal year, the amount of fare revenues required to meet the ratios specified in Sections 6633.2 and 6633.5, and the amount of the sum of fare revenues and local support required to meet the ratios specified in the Section 6633.2, is verified.	X				

See independent auditor's report on state compliance.

SUNLINE TRANSIT AGENCY
TRANSPORTATION DEVELOPMENT ACT REQUIREMENTS SECTION 6667
COMPLIANCE MATRIX (Continued)
FOR THE YEAR ENDED JUNE 30, 2025

Compliance Requirements	In Compliance			Questioned Costs	If no, provide details and management response.
	Yes	No	N/A		
7. The amount of the claimant's actual fare revenues for the fiscal year is verified.	X				
8. The amount of the claimant's actual local support for the fiscal year is verified.	X				
9. The amount the claimant was eligible to receive under the TDA during the fiscal year in accordance with Sections 6634 and 6649 is verified.			X		
10. The amount of the operator's expenditure limitation in accordance with Section 6633.1 is verified.	X				
11. The operator's employee retirement system or private pension plan is in conformance with the provisions of Public Utilities Code Sections 99271, 99272, and 99273	X				
12. The operator has had a certification by the Department of the California Highway Patrol verifying that the operator is in compliance with Section 1808.1 of the Vehicle Code, as required in Public Utilities Code Section 99251	X				
13. The operator's State Transit Assistance eligibility pursuant to Public Utilities Code Section 99314.6 or 99314.7 is verified.	X				
14. The claimant for community transit services is in compliance with Public Utilities Code Sections 99155 and 99155.5.			X		

SUNLINE SERVICES GROUP

FINANCIAL STATEMENTS
WITH
INDEPENDENT AUDITOR'S REPORT

FOR THE YEAR ENDED JUNE 30, 2025

Back to Top

SUNLINE SERVICES GROUP
JUNE 30, 2025

TABLE OF CONTENTS

	Page
Independent Auditor's Report	1
Management's Discussion and Analysis	3
Basic Financial Statements:	
Statement of Net Position	7
Statement Of Revenues, Expenses, and Changes in Net Position	8
Statement of Cash Flows	9
Notes to the Financial Statements	10
Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Basic Financial Statements Performed in Accordance With *Government Auditing Standards*	14

Back to Top

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of
SunLine Services Group
Thousand Palms, California

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the SunLine Services Group (SSG), a component unit of SunLine Transit Agency (STA), which comprise the statement of net position as of June 30, 2025, the related statements of revenues, expenses and changes in net position, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the SSG, as of June 30, 2025, and the respective changes in financial position, and, where applicable, cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the SSG and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about SSG's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

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Back to Top

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of SSG's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the SSG's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated November 25, 2025, on our consideration of the SSG's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of SSG's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the SSG's internal control over financial reporting and compliance.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Bakersfield, California
November 25, 2025

The management of SunLine Services Group (SSG) offers readers of the SSG's financial statements narrative overview and analysis of the financial activities of SSG for the fiscal year (FY) ended June 30, 2025. We encourage readers to consider the information presented here in conjunction with the audited financial statements including the notes to the financial statements.

FINANCIAL HIGHLIGHTS

- Total assets of SSG exceeded its liabilities at the close of the fiscal year by $563,384 in 2025 and $505,695 in 2024. At June 30, 2025, net position consisted of $522 net investment in capital assets and $562,862 of unrestricted net position. This analysis highlights significant developments within the Coachella Valley's regulated taxicab industry, including the expansion in the number of authorized operators and the resulting financial and operational impacts.
- SSG's net position increased in FY2025 by $57,689 compared to 2024, reflecting moderate growth in revenues and continued refinement of regulatory processes and oversight procedures. The Agency remains committed in ensuring safety, fair competition, and compliance with applicable local and regional ordinances.
- Operating revenues increased by $36,407, primarily due to higher taxi permit fees associated with the additional operator. Operating expenses increased by $50,612, largely driven by higher legal services required to support regulatory compliance, contract review, and enforcement matters.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis are intended to serve as an introduction to SSG's financial statements. SSG's financial statements consist of two components:

- Financial statements
- Notes to financial statements

Financial Statements

The financial statements are designed to provide readers with a broad overview of SSG's finances, in a manner similar to a private sector business.

The *Statement of Net Position* presents information on all of SSG's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether SSG's financial position is improving or deteriorating. The presentation of net position also distinguishes between those invested in capital assets, those that are restricted by external parties or legal requirements, or those that are unrestricted and can be used for any purpose.

The *Statement of Revenues, Expenses and Changes in Net Position* provides information regarding the revenues generated and earned and the expenses incurred related to those revenues. The difference between the revenues and expenses represents the change in net position, or profitability as reflected by the amount of change in net position generated for the fiscal year.

The *Statement of Cash Flows* presents information on SSG's sources and uses of cash and the overall change in cash and cash equivalents over the fiscal year. These activities are categorized by the different activities in which SSG engages: operating activities, noncapital financing activities, capital and related financing activities, and investing activities.

Notes To Financial Statements

The notes provide information on significant accounting policies, cash and investments, accounts receivable, capital assets, compensated absences, and other areas for a full understanding of the data in the financial statements.

FINANCIAL STATEMENT ANALYSIS

Net Position

As stated earlier, increases or decreases in net position over time may serve as a useful indicator of SSG's financial position. At June 30, 2025, SSG's assets exceeded liabilities by $563,384, a $57,689 increase from June 30, 2024. A condensed summary of the Statements of Net Position as of June 30, 2025 and 2024 is shown below:

			Increase (Decrease)	
	June 30, 2025	June 30, 2024	Amount	%
Assets				
Current Assets	$ 637,870	$ 547,516	$ 90,354	17%
Capital Assets	522	522	-	0%
Total Assets	638,392	548,038	90,354	16%
Liabilities				
Current Liabilities	75,008	42,343	32,665	77%
Total Liabilities	75,008	42,343	32,665	77%
Net Position:				
Net Investment in Capital Assets	$ 522	$ 522	$ -	0%
Unrestricted	562,862	505,173	57,689	11%
Total Net Position	$ 563,384	$ 505,695	$ 57,689	11%

SSG's investment in capital assets represents acquisition of service vehicles, facilities/structures, and peripheral equipment for operations, and administrative support. SSG uses these capital assets to provide services to regulate, license, and franchise taxicabs and alternative transportation in the Coachella Valley. Because of this, these assets are not available for future spending. There were no changes in net investment in capital assets at June 30, 2025.

Unrestricted net position represents the portion of net position that can be used to finance day-to-day operations without constraints by debt covenants, enabling legislation, or other legal requirements. For the current fiscal year, SSG’s unrestricted net position increased by $57,689.

Changes in Net Position

For the fiscal years ended June 30, 2025 and 2024, SSG's revenues were $240,369 and $203,962, respectively, while the total expenses, excluding depreciation, were $182,680 and $132,068, respectively. The table below presents financial data related to the increase in net position of $57,689 and $71,894 during the fiscal years ended June 30, 2025 and 2024, respectively. The increase in net position in FY 2025 is primarily attributable to higher regulatory fee revenues generated from the addition of a fourth taxi operator. The increase in revenues by $36,407 from FY 2024 was partially offset by a $50,612 rise in operating expenses from FY 2024, driven mainly by higher legal service costs related to regulatory compliance, contract review, ordinance interpretation, and enforcement actions. Despite the increase in legal expenditures, overall revenues exceeded expenses, resulting in a positive change in net position during the year.

Changes in Net Position (Continued)

	Years Ended June 30		Increase (Decrease)	
	2025	2024	Amount	%
OPERATING REVENUES:				
Operating Vehicle Permit Fees	$ 109,508	$ 99,092	$ 10,416	11%
Taxi Business Permit Fees	124,696	96,000	28,696	30%
Driving Permit and Inspection Fees	4,340	4,195	145	3%
Operator Application Fees	-	1,075	(1,075)	-100%
Other	1,825	3,600	(1,775)	-49%
Total Operating Revenues	240,369	203,962	36,407	18%
CONTROLLABE OPERATING EXPENSES:				
Administrative	87,353	104,180	(16,827)	-16%
Services	77,772	18,487	59,285	321%
Casualty and Liability	-	2,329	(2,329)	-100%
Utilities	-	2,115	(2,115)	-100%
Materials and Supplies	12,365	1,748	10,617	607%
Miscellaneous	5,190	3,209	1,981	62%
Total Controllable Operating Expenses	182,680	132,068	50,612	38%
Depreciation	-	-	-	0%
Total Operating Expenses	182,680	132,068	50,612	38%
Change in Net Position	57,689	71,894	(14,205)	-20%
NET POSITION:				
Beginning of year	505,695	433,801	71,894	17%
End of year	$ 563,384	$ 505,695	$ 57,689	11%

Operating revenues from FY 2025 increased by $36,407 from FY 2024 due to the addition of a fourth licensed operator, reflecting greater demand for permitting, inspections, and regulatory oversight.

Expenses

Adopted SSG policies, procedures, and business processes are used as management tools to control expenses and attain goals and objectives. These controllable operating expenses consist of cost elements that exclude depreciation. For purposes of this analysis, operating expenses before depreciation will be discussed. These expenses totaled $182,680 and $132,068 during the fiscal years ended June 30, 2025 and 2024, respectively. Operating expenses before depreciation in FY 2025 increased by $50,612 from FY 2024. This increase is primarily attributable to higher legal service costs incurred to address regulatory matters, ordinance interpretation, and operator compliance. Other expense categories remained stable relative to the prior fiscal year, reflecting consistent operational activity and prudent cost management.

Capital Assets

SSG's net investment in capital assets amounted to $522 (net of accumulated depreciation), as of June 30, 2025 and 2024. This investment in capital assets includes service vehicles, facilities/structures, and peripheral equipment for operations, and administrative support. These capital assets were acquired using internally generated funds.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS

The following significant factors were considered as budget assumptions when preparing SSG's budget for FY 2026:

- Increase in revenue from the annual vehicle permits due to the increase in the number of annual operating business permit fees and vehicle permit fees.
- Increase in operating expenses is largely due to increase in administrative cost and legal services cost.
- "The entry of an additional taxi operator reflects increased competition within the Coachella Valley for taxi services." The demand isn't going up, just the competition for now. That is one of the reasons why Yellow Cab went out of business.
- The Agency's FY 2026 budget projects stable revenue trends and ongoing cost control measures, including continued refinement of regulatory processes and oversight procedures.
- The Agency remains committed to ensuring safety, fair competition, and compliance with applicable local and regional ordinances.

REQUEST FOR INFORMATION

This financial report is designed to provide a general overview of SSG's finances for all those with an interest in SSG's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Director of Finance, SunLine Services Group, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

FINANCIAL STATEMENTS

Back to Top

SUNLINE SERVICES GROUP
STATEMENT OF NET POSITION
JUNE 30, 2025

	2025
ASSETS	
CURRENT ASSETS:	
Cash and Cash Equivalents	$ 631,931
Accounts Receivable	5,939
Total Current Assets	637,870
NONCURRENT ASSETS:	
Capital Assets, Net of Accumulated Depreciation	522
Total Assets	638,392
LIABILITIES	
CURRENT LIABILITIES:	
Accounts Payable and Accrued Liabilities	71,220
Accrued Payroll and Related Liabilities	2,604
Compensated Absences	1,184
Total Current Liabilities	75,008
NET POSITION	
NET POSITION:	
Net Investment in Capital Assets	522
Unrestricted	562,862
Total Net Position	$ 563,384

See accompanying notes to the financial statements.

SUNLINE SERVICES GROUP
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
FOR THE YEAR ENDED JUNE 30, 2025

	2025
OPERATING REVENUES:	
Operating Vehicle Permit Fees	$ 109,508
Taxi Business Permit Fees	124,696
Driving Permit and Inspection Fees	4,340
Other	1,825
Total Operating Revenues	240,369
CONTROLLABE OPERATING EXPENSES:	
Administrative	87,353
Services	77,772
Materials and Supplies	12,365
Miscellaneous	5,190
Total Controllable Operating Expenses	182,680
Total Operating Expenses	182,680
CHANGE IN NET POSITION	57,689
NET POSITION:	
Beginning of year	505,695
End of year	$ 563,384

See accompanying notes to the financial statements.

SUNLINE SERVICES GROUP
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2025

	2025
CASH FLOWS FROM OPERATING ACTIVITIES:	
Cash Received from Customers	$ 240,238
Cash Payments to Suppliers for Goods and Services	(103,058)
Cash Payments to Employees for Services	(46,957)
Net Cash Provided by Operating Activities	90,223
CASH IN CASH AND CASH EQUIVALENTS	90,223
Cash and Cash Equivalents, Beginning of Year	541,708
Cash and Cash Equivalents, End of Year	$ 631,931
RECONCILIATION OF NET OPERATING INCOME TO NET CASH USED BY OPERATING ACTIVITIES:	
Operating Income	$ 57,689
Change in Operating Assets and Liabilities	
Accounts Receivable	(131)
Accounts Payable and Accrued Liabilities	40,396
Accrued Payroll and Related Liabilities	(8,078)
Compensated Absences	347
Net Cash Provided by Operating Activities	$ 90,223

See accompanying notes to the financial statements.

NOTE 1 – REPORTING ENTITY

SunLine Services Group (SSG) was formed in 1993 in order to enhance public/private partnerships in the Coachella Valley. SSG operations include regulating, licensing, and franchising of the taxicabs and alternative transportation in the Coachella Valley. Effective July 1, 1996, SSG adopted ordinances to give it the authority to regulate taxicabs.

SSG is accounted for as a blended component unit of SunLine Transit Agency (STA). STA was formed by the County of Riverside, California, and the cities in the Coachella Valley to provide transportation services in the Coachella Valley. The accompanying financial statements present only the SSG and are not intended to present fairly the financial position, change in financial position, or cash flows of STA as a whole, in conformity with accounting principles generally accepted in the United States of America.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The financial statements have been prepared in conformity with accounting principles generally accepted in the United States of America as applied to governmental agencies. Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting standards.

The financial statements (i.e., the statement of net position, the statement of revenues, expenses and changes in net position, and the statement of cash flows) report information on all of the activities of SSG.

Basis of Accounting and Measurement Focus

The financial statements are reported using the "economic resources" measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue when all eligibility requirements have been met. Interest associated with the current fiscal period is considered to be susceptible to accrual and so has been recognized as revenue of the current fiscal period.

Operating revenues are those revenues that are generated from the primary operations of SSG. The principal operating revenues of SSG are operating vehicle permit fees, passenger surcharge fees, and driving permits and inspection fees. Operating expenses include the cost of services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

Deferred Inflows and Outflows of Resources

In accordance with GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, the Statement of Net Position reports separate sections for Deferred Outflows of Resources, and Deferred Inflows of Resources, when applicable.

Deferred Outflows of Resources represent outflows of resources (consumption of net position) that apply to future periods and that, therefore, will not be recognized as an expense until that time.

Deferred Inflows of Resources represent inflows of resources (acquisition of net position) that apply to future periods and that, therefore, are not recognized as revenue until that time.

NOTE 2 – SUMMARY SIGNIFICANT ACCOUNTING POLICIES (Continued)

Cash and Cash Equivalents

Cash and cash equivalents include all highly liquid investments with original maturities of 90 days or less and are carried at cost, which approximates fair value.

Accounts Receivable

Accounts receivable are shown net of allowances for doubtful accounts, if any. Federal and State grants are reported as revenue when all eligibility requirements have been met. Amount earned but outstanding at year-end are reported as accounts receivable.

Capital Assets

Capital assets which consist of service vehicles, facilities/structures, and peripheral equipment for operations and administrative support are stated at cost or, for donated assets, at fair value at the date of donation. SSG capitalizes all assets with acquisition cost of at least $1,000 and useful life of at least one year. The cost of normal maintenance and repairs that do not add to the value of the assets and do not materially extend asset lives are charged to operations as incurred. Depreciation is recorded on a straight-line basis over the estimated useful lives of the assets ranging from three to seven years.

Compensated Absences

It is SSG's policy to permit employees to accumulate earned but unused vacation leave up to 500 hours and unlimited hours for unused sick leave. Management, non-exempt, and union employees begin to accrue vested vacation and sick hours upon being hired, except for part-time employees who begin to accrue such hours after the first year. Accumulated unpaid vacation and vested sick leave pay is recorded as an expense and a liability at the time the benefit is earned

Net Position

Net Position is classified as follows:

Net investment in capital assets - This component of net position consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of debt that are attributable to the acquisition, construction, or improvement of those assets.

Restricted - This component of net position consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets.

Unrestricted - This component of net position is the amounts of the assets, deferred outflows of resources, reduced by liabilities, and deferred inflows of resources that are not included in the determination of net investments in capital assets or the restricted component of net position.

Use of Restricted/Unrestricted Resources

When both restricted and unrestricted resources are available for use, it is SSG's policy to use restricted resources first, then unrestricted resources as they are needed.

Regulatory Administration Fees

Regulatory administration fees consist of permit fees, inspection fees, and passenger surcharge fees. Inspection fees and passenger surcharge fees are recognized as revenue when such services are rendered. Permit fees are recognized when permits are issued.

NOTE 2 – SUMMARY SIGNIFICANT ACCOUNTING POLICIES (Continued)

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of the contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

NOTE 3 – CASH AND CASH EQUIVALENTS

The carrying amount of SSG's cash deposits was $631,931 at June 30, 2025. The bank balance at June 30, 2025 was $632,332, which was fully insured and/or collateralized with securities held by the pledging financial institution in SSG's name as discussed below.

The California Government Code requires California banks and savings and loan associations to secure SSG's cash deposits by pledging securities as collateral. This Code states that collateral pledged in this manner shall have the effect of perfecting a security interest in such collateral superior to those of a general creditor. Thus, collateral for cash deposits is considered to be held in SSG's name.

The market value of pledged securities must equal at least 110% of SSG's cash deposits. California law also allows institutions to secure SSG's deposits by pledging first trust deed mortgage notes having a value of 150% of SSG's total cash deposits. SSG may waive collateral requirements for cash deposits, which are fully insured up to $250,000 by the Federal Deposit Insurance Corporation (FDIC). SSG, however, has not waived the collateralization requirements.

NOTE 4 – CAPITAL ASSETS

Summary of changes in capital assets for the year ended June 30, 2025, is as follows:

	Balance at June 30, 2024	Additions	Retirements	Balance at June 30, 2025
Depreciable Assets				
Vehicles	$ 290,606	$ -	$ -	$ 290,606
Equipment	50,087	-	-	50,087
Total Depreciable Assets	340,693	-	-	340,693
Accumulated Depreciation	(340,171)	-	-	(340,171)
Net Capital Assets	$ 522	$ -	$ -	$ 522

NOTE 5 – RELATED PARTY TRANSACTIONS

STA's staff and resources are used in the performance of its responsibilities relating to the activities of SSG. Accordingly, STA allocates salaries and benefits to SSG on the basis of actual hours spent by activity. Other indirect overhead is allocated based on management's estimates. The fees to reimburse STA are billed to SSG monthly. For the year ended June 30, 2025, STA charged SSG $87,353, for administrative services.

NOTE 6 – COMPENSATED ABSENCES

Compensated absences at June 30, 2025, amounted to $1,184. There is no fixed payment schedule for compensated absences.

NOTE 7 – RISK MANAGEMENT

SSG is insured through STA for its general liability and worker's compensation insurance. Claims liabilities and the related claims expenses are not included in the accompanying financial statements because claims are not identifiable between STA and SSG. Claim liabilities at June 30, 2025, are displayed in the financial statements of STA in the amount of $5,250,711. Refer to the audited financial statements of STA for additional information.

NOTE 8 – COMMITMENT AND CONTINGENCIES

SSG may become involved in various legal actions, administrative proceedings, or claims in the ordinary course of operations. Although it is not possible to predict with certainty the outcome of these actions or the range of possible loss or recovery, it is the opinion of SSG's legal counsel and SSG's management that the resolution of these matters will not have a material adverse effect on the financial condition of SSG.

NOTE 9 – SUBSEQUENT EVENTS

Management has evaluated subsequent events through November 25, 2025, the date which the financial statements were available to be issued, and concluded that there were no material subsequent events that required disclosure or adjustment to the accompanying financial statements.

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF BASIC FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Board of Directors
SunLine Services Group
Thousand Palms, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the SunLine Services Group (SSG), as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise SSG's basic financial statements, and have issued our report thereon November 25, 2025.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered SSG's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of SSG's internal control. Accordingly, we do not express an opinion on the effectiveness of SSG's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether SSG's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

BAKERSFIELD
4200 Truxtun Avenue, Suite 300
Bakersfield, CA 93309
661-324-4971

FRESNO
10 River Park Place East, Suite 208
Fresno, CA 93720
559-476-3592

STOCKTON
2423 West March Lane, Suite 202
Stockton, CA 95207
209-451-4833

REGISTERED with the Public Company Accounting Oversight Board and MEMBER of the American Institute of Certified Public Accountants

Back to Top

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of SSG's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering SSG's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Bakersfield, California
November 25, 2025

Back to Top

SunLine Transit Agency

DATE: **December 3, 2025** **ACTION**

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

FROM: **Dylan Narz, Deputy Chief of Transit Systems and Technology**

RE: **Amending Agreement with Trapeze Software Group Inc. to Include Operations Web-Based Bidding and Employee Self-Service Modules**

Recommendation

Recommend that the Board of Directors (Board) delegate authority to the CEO/General Manager to amend the agreement with Trapeze Software Group, Inc (Trapeze) for Fixed Route Scheduling Services (Agreement) to add the Employee Self-Service Employee Information (ESS EI) and Web-Based Bidding (WBB) modules to the Agreement and increase the not-to-exceed amount by $495,439.00 for a new total not-to-exceed amount of $1,576,446.80.

Background

On September 1, 2010, SunLine Transit Agency (SunLine) entered into the Agreement with Trapeze for the provision of fixed route scheduling services including operation management software.

Since entering into the Agreement, SunLine and Trapeze have modified the Agreement through a series of Amendments and Change Orders to include the provision of additional services by Trapeze and increase the not-to-exceed amount accordingly.

SunLine now wishes to further amend the Agreement to add Trapeze's ESS and Web-Based Bidding modules. The implementation of the modules represents a significant modernization of SunLine’s workforce management systems, enhancing scheduling efficiency, communication, and transparency for both employees and supervisors.

The ESS platform will allow employees to submit time-off requests, view schedules, and access work information from any device at any time. This eliminates the need for paper requests or manual updates, allowing supervisors to review and approve submissions more efficiently. The system reduces administrative workload, minimizes data-entry errors, and ensures real-time visibility of scheduling information across departments. Employees benefit from faster responses to requests and improved confidence that their schedule data is accurate and up to date.

Back to Top

The WBB module replaces the current manual process with an automated, transparent system for managing work assignments. Currently, SunLine's bidding process is a manual, printed paper process, heavy on resources and time. It requires the commitment of one to two staff per day, with the shop steward removed off assignment for the length of the process as well. With the WBB, employees will be able to view open bids, review available work assignments, and make selections in real time, while supervisors can monitor participation and results as they occur. This improved access to information reduces the need for in-person meetings and manual tracking, while increasing fairness and consistency across the bidding process. The automation of bidding also minimizes the potential for clerical errors and helps supervisors finalize workforce assignments more quickly.

Together, these modules will streamline daily operations, improve internal communication, and provide time savings for staff. By reducing manual workload and enabling faster, more accurate scheduling decisions, SunLine will strengthen operational reliability and enhance employee satisfaction. Implementing these tools aligns with SunLine's broader goal of modernizing its workforce management systems to support efficient, transparent, and employee-focused operations.

Financial Impact

The total cost for the implementation is $495,439.00, which consists of $190,991 for ESS EI and $285,000 for Web-Based Bidding. This includes equipment costs, contractor services, installation expenses, and software licenses.

This expenditure has been included in the current fiscal year 2025-26 budget year.

Strategic Priority

Service Reliability: Our commitment to service reliability centers on building ridership trust by delivering a seamless transit experience and being there when we say we're going to be there.

In Collaboration with:
Patricia Arellano de Mora, Operations Systems Specialist

Approved/Reviewed by:
Mona Babauta, CEO/General Manager
Catherine J. Groves, General Counsel
Isabel Vizcarra, Chief Transportation Officer
Luis Garcia, Chief Financial Officer

Back to Top

SunLine Transit Agency

DATE: **December 3, 2025** **ACTION**

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

FROM: **Walter Watcher, Chief of Capital Projects**

RE: **Purchase of Eight (8) Replacement Fixed Route Buses for a Not-to-Exceed Amount of $12,877,020**

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute an agreement, under the State of California's Department of General Services (DGS) Zero-Emission Transit Bus Contract, with New Flyer of America, Inc. to purchase eight (8) 40-foot low-floor Hydrogen Fuel Cell Buses, for $12,757,020 and authorize $120,000 in contingency funds for a not-to-exceed amount of $12,877,020.

Background.

This procurement will replace eight (8) buses that have exceeded their useful life in accordance with Federal Transit Administration (FTA) guidelines. The purchase enhances SunLine Transit Agency's (SunLine) commitment to providing reliable and cost-effective transit service while supporting California's Innovative Clean Transit (ICT) plan to transition to zero-emission fleets. Additionally, this investment supports national efforts to modernize infrastructure and strengthen energy security with advanced, efficient technologies, bringing long-term benefits to our communities.

In accordance with SunLine's procurement policy, SunLine will utilize the State of California's Zero-Emission Transit Bus contract, managed by the DGS, to order eight (8) new buses. This statewide contract was competitively bid, ensuring fair pricing and transparency. Using the DGS contract significantly enhances SunLine's purchasing power by leveraging the collective buying strength of multiple transit agencies. This approach guarantees compliance with FTA regulations, conserves administrative resources, and reduces procurement risk.

For this purchase, SunLine has secured eight California Hybrid and Zero-Emission Truck and Bus Incentive Project (HVIP) vouchers, reducing the purchase cost by $2,496,000. Each voucher is valued at $312,000 per bus and is paid directly to the manufacturer.

Additionally, staff is requesting that the Board approve an initial $120,000 in contingency funds to cover tariff-related expenses and other unforeseen costs. The potential for cost

Back to Top

adjustments due to tariffs is an evolving situation, with final impacts to be determined when buses enter the assembly line.

Financial Impact

Financial impact is shown in the table below:

Federal 5339	Federal 5307	Local Transportation Funds	State of Good Repair	State Transit Assistance	Total
$7,953,412	$1,627,902	$1,261,199	$1,100,000	$934,507	$12,877,020

Strategic Priority

Service Reliability: Our commitment to service reliability centers on building ridership trust by delivering a seamless transit experience and being there when we say we're going to be there.

In Collaboration with:
Mark Perry, Chief Maintenance Officer
Isabel Vizcarra, Chief Transportation Officer

Approved/Reviewed by:
Mona Babauta, CEO/General Manager
Catherine J. Groves, General Counsel
Luis Garcia, Chief Financial Officer

Back to Top

SunLine Transit Agency

DATE: **December 3, 2025** **ACTION**

TO: **Board Operations Committee/Committee of the Whole**
Board of Directors

FROM: **Bryan Valenzuela, Chief Safety Officer**

RE: **Approve Revised Agency Safety Plan**

Recommendation

Recommend that the Board of Directors approve the updated Agency Safety Plan (ASP), which reflects the latest Federal Transit Administration (FTA) requirements, including enhancing safety measures, ensuring the protection of passengers, employees, and the public.

Background

The FTA first adopted its ASP regulations in 2018, establishing a framework for safety oversight among public transportation providers. These regulations, codified under 49 CFR Part 673, require transit agencies receiving federal funding through 49 CFR Section 5307 to develop and implement a comprehensive ASP. The ASP must be built on the principles of a Safety Management System**,** a structured approach to managing safety risks through defined policies, proactive risk management, continuous safety assurance, and a strong safety promotion culture.

Staff proposes to update SunLine Transit Agency's (SunLine) existing ASP to align with the latest FTA guidelines. The updated plan includes:

1. **Safety Performance Targets:**
   - New targets established to meet FTA guidelines.
   - Regular tracking and reporting of safety metrics.
2. **Risk Management:**
   - Enhanced procedures for risk assessment, including expanding the involvement of the Safety Committee.
   - Development of strategies to mitigate identified risks, including increased reporting requirements related to mitigation strategies.
3. **Safety Assurance:**
   - Continuous monitoring and auditing of safety practices.
   - Regular reviews and updates to the safety plan.
4. **Employee Training:**
   - Comprehensive training on updated safety protocols.

Back to Top

- Ongoing education on drills to ensure readiness.

5. **De-escalation Training:**
   - Implementation of de-escalation training programs to equip employees with skills to handle conflicts and reduce the risk of assaults.
6. **Measures to Reduce Transit Worker Assaults:**
   - Introduction of measures aimed at reducing transit worker assaults.
   - Enhanced security protocols and support systems for employees.
7. **Infectious Disease Preparedness:**
   - Protocols for managing public health risks.

SunLine's Safety department has been working closely with SunLine's frontline employee representatives on a bi-weekly basis to revise and develop the required sections of the ASP. The Safety Committee has approved the updated SunLine ASP.

Financial Impact

There is no financial impact.

Strategic Priority

Safety & Security: Our commitment to safety and security focuses on protecting staff and riders within the SunLine system, creating a culture of safety that protects our communities, while minimizing risk and ensuring accountability to safety and security exists at all levels.

In Collaboration with:
Mark Perry, Chief Maintenance Officer
Isabel Vizcarra, Chief Transportation Officer

Approved/Reviewed by:
Mona Babauta, CEO/General Manager
Catherine J. Groves, General Counsel

Attachments:

- Item 12a – Redlined Copy of Agency Safety Plan
- Item 12b– Agency Safety Plan (Redlined Changes Accepted)

Back to Top

~~SunLine Transit Agency - Public Transportation~~ Agency Safety Plan

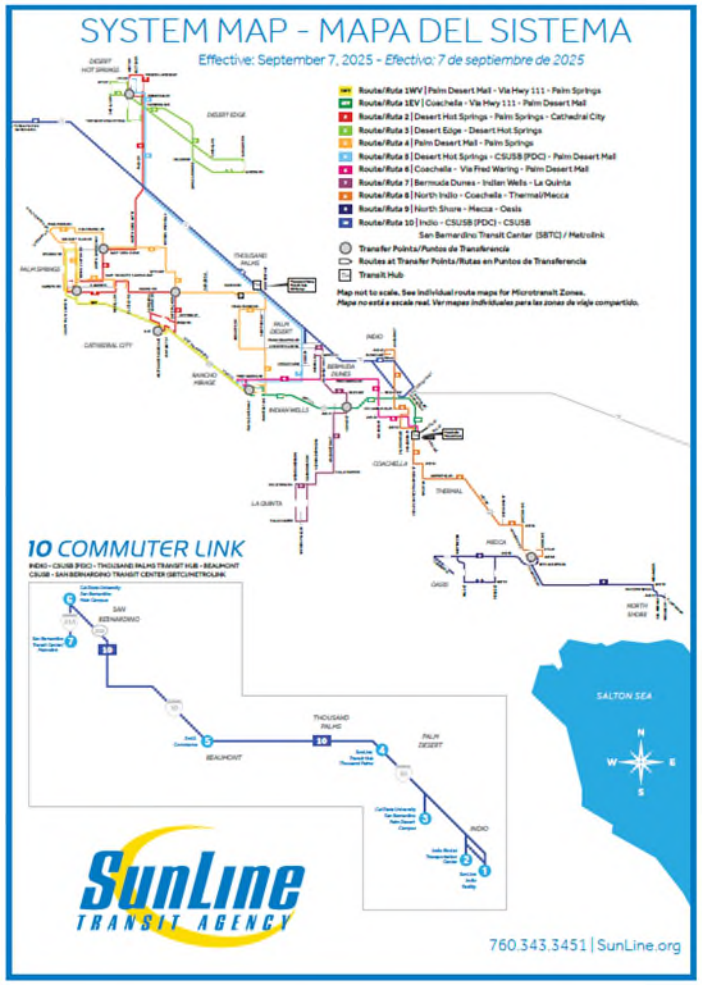
1. Transit Agency Information

Transit Agency Name	SunLine Transit Agency			
Transit Agency Address	32-505 Harry Oliver Trail, Thousand Palms, CA 92276			
Name and Title of Accountable Executive	Mona Babauta , CEO/General Manager			
Name of Chief Safety Officer or SMS Executive	Bryan Valenzuela, Chief Safety Officer			
Agency Size	SunLine Transit Agency is a large urbanized area (UZA) provider serving the Indio—Palm Desert—Palm Springs, CA Urbanized Area (UZA 41347), as defined by the U.S. Census Bureau on 2020 Census data.			
Mode(s) of Service Covered by This Plan	Fixed Route Paratransit Microtransit	**List All FTA Funding Types (e.g., 5307, 5337, 5339)**	5307, 5310, 5311, 5309, 5313, 5339, CMAQ	
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	Fixed Route Bus; Paratransit; Microtransit			
Does the agency provide transit services on behalf of another transit agency or entity?	~~Yes~~Yes ☐	No ☒	**Description of Arrangement(s)**	N/A
Name and Address of Transit Agency(ies) or	N/A			

The guidance in this document is not legally binding in its own right and will not be relied upon by the Federal Transit Administration as a separate basis for affirmative enforcement action or other administrative penalty. Compliance with the guidance in this document (as distinct from existing statutes and regulations) is voluntary only, and noncompliance will not affect rights and obligations under existing statutes and regulations.

Entity(ies) for Which Service Is Provided	

The guidance in this document is not legally binding in its own right and will not be relied upon by the Federal Transit Administration as a separate basis for affirmative enforcement action or other administrative penalty. Compliance with the guidance in this document (as distinct from existing statutes and regulations) is voluntary only, and noncompliance will not affect rights and obligations under existing statutes and regulations.



The guidance in this document is not legally binding in its own right and will not be relied upon by the Federal Transit Administration as a separate basis for affirmative enforcement action or other administrative penalty. Compliance with the guidance in this document (as distinct from existing statutes and regulations) is voluntary only, and noncompliance will not affect rights and obligations under existing statutes and regulations.

2. Plan Development, Approval, and Updates

Name of Entity That Drafted This Plan	~~Bryan Valenzuela, Chief Safety Officer,~~ SunLine Transit Agency	
Signature by the Accountable Executive	**Signature of Accountable Executive**	**Date of Signature**
	Mona Babauta, CEO/GM	
Approval by the Safety Committee	**Signature of Safety Committee Chair**	**Date of Approval**
	Richard Powers, Chair	
Approval by the Board of Directors or an Equivalent Authority	**Name of Individual/Entity That Approved This Plan**	**Date of Approval**
	SunLine Board of Directors: **Lynn Mallotto, Chair** ~~**Nancy Ross, Chair**~~	
	Relevant Documentation (Title and Location)	
	Title 1, Division 7, Chapter 5 of the California Government Code Section 6500 et seq.	

The guidance in this document is not legally binding in its own right and will not be relied upon by the Federal Transit Administration as a separate basis for affirmative enforcement action or other administrative penalty. Compliance with the guidance in this document (as distinct from existing statutes and regulations) is voluntary only, and noncompliance will not affect rights and obligations under existing statutes and regulations.

~~SunLine Transit Agency - Public Transportation~~ Agency Safety Plan

Version Number and Updates *Record the complete history of successive versions of this plan.*			
Version Number	**Section/Pages Affected**	**Reason for Change**	**Date Issued**
1.0	All Pages	Original	9/30/2020
1.1	All Pages	Agency changes	12/07/2022
1.2	Pages 1-3, 24	Change in Accountable Executive, change in Board of Directors Chair, and revision to 49 U.S.C. § 5329 (d)	09/27/2023
1.3	All Pages	New Federal Requirements	12/04/2024
1.4	~~Many Pages~~All Pages	Annual Compliance Update	

Annual Review and Update of the Agency Safety Plan *Describe the process and timeline for conducting an annual review and update of the ASP.*
SunLine's Agency Safety Plan is reviewed annually, or at more frequent intervals as appropriate, incorporating any findings from **SOP# Safety 0027 – Safety Review Process** • The update process begins at the weekly Chief's meeting as directed by the Accountable Executive. • The Chief Safety Officer initiates the process of update.

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- The Safety Plan update includes a review of any safety concerns raised by staff, observed by staff, or otherwise brought to the attention of the Chiefs and the Safety Committee throughout the year; and the results of the Safety Review Process.
- Each Chief with a potential safety issues is responsible for investigating the issue and recommending changes.
- Any recommended changes to policies/procedures are incorporated into the Safety Plan by the Chief Safety Officer and presented at the Chiefs Meetings for review and first level approval.
- The updated plan is submitted to Chiefs for review and approval.
- After the updated plan has been approved by the Chiefs, the Chief Safety Officer presents the Safety Plan to the Accountable Executive for approval.
- After the Accountable Executive approves the Safety Plan, it is presented to the Safety Committee for approval. The process and timeline for this review are detailed in Section 6 of this plan (Safety Committee Procedures).
- After the Safety Committee approves the Safety Plan, it is presented to the Board of Directors for final approval.

3. Safety Performance Targets

Safety Performance Targets
Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.

Event Type	Mode of Transit Service	
	Fixed Route	Paratransit
Fatalities (Total)	1	0
Fatalities (Per 100K VRM)	0.01	0
Injuries (Total)	28	6
Injuries (Per 100K VRM)	0.32	0.25
Major Events (Total)	20	3

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Major Events Rate (Per 100K VRM)	0.23	0.13
Vehicle v. Vehicle Collisions Total	20	3
Collision Rate (Per 100K VRM)	0.23	0.13
System Reliability (Failures per 100K VRM)	14.20	7.39
Transit Worker Assaults (Total)	N/A	N/A
Transit Worker Assaults (Per 100K VRM)	N/A	N/A
Transit Worker Fatality Rate (Per 100K VRM)	0.00	0.00
Transit Worker Injury Rate (Per 100K VRM)	0.00	0.00
Vehicle v. Pedestrian (Total)	0	0
Vehicle v. Pedestrian (Per 100K VRM)	0.00	0.00

Safety Performance Target Coordination

Describe the coordination with the State and Metropolitan Planning Organization(s) (MPO) in the selection of State and MPO safety performance targets.

SunLine Transit Agency coordinates with the California Department of Transportation (Caltrans) and the Southern California Associated Governments (SCAG) MPO in the selection of safety performance targets to the maximum extent practicable. SunLine makes its agency-specific safety performance targets available to the State and MPO annually to aid in their respective planning processes. ~~Safety Performance Targets submitted to Southern California Associated Governments (SCAG) for consultation and recommendations.~~

Targets Transmitted to the State	**State Entity Name**	**Date Targets Transmitted**
	California Department of Transportation	
Targets Transmitted to the	**Metropolitan Planning Organization Name**	**Date Targets Transmitted**

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~~SunLine Transit Agency - Public Transportation~~ Agency Safety Plan

Metropolitan Planning Organization(s)	Southern California Associated Governments	~~4/9/2020~~

1 Safety Management Policy

Safety Management Policy Statement

Use the written statement of safety management policy, including safety objectives.

At SunLine Transit Agency, safety is defined as ~~a system-wide coordination of all departments to apply operating practices, technical management techniques, and guiding principles to preserve, life, property, and the environment~~the state in which the risk of safety events is reduced to an acceptable level through a continuous process of hazard identification, risk assessment, and mitigation—supported by system-wide coordination of all departments to preserve life, property, and the environment. ~~-~~

At the core of our commitment to safety is our drive to:

- Provide a safe working environment for our employees
- Incorporate safety into our resource management decisions
- Keep our passengers safe
- Be good stewards of the environment

SunLine Transit Agency has established and implemented a Safety Management System (SMS) in accordance with 49 CFR Part 673. This SMS is scaled to the size, scope, and complexity of the agency and includes the four key components: Safety Management Policy, Safety Risk Management, Safety Assurance, and Safety Promotion.

This policy is implemented through the agency's SMS and supported by all agency levels, from the Accountable Executive to frontline transit workers, and includes the formal involvement of the joint labor-management Safety Committee.

The **Safety Management Policy** is included as **Appendix A.**

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Safety Management Policy Communication *Describe how the safety management policy is communicated throughout the agency. Include dates where applicable.*	
Upon completion of the review process and securing final Board Approval, the Chief Safety Officer distributes the updated Safety Plan, which includes the Safety Management Policy, to each Department Chief for dissemination to staff.	
Authorities, Accountabilities, and Responsibilities *Describe the role of the following individuals for the development and management of the transit agency's Safety Management System (SMS).*	
Accountable Executive	The CEO/General Manager serves as SunLine's Accountable Executive with the following authorities, accountabilities, and responsibilities under this plan: • Provide oversight of all Safety Plan policies, recommendations, actions, and modifications. • Delegation of responsibilities as appropriate to Department Heads and follow-up on all issues and discussions. • Allocation/approval of funds to minimize and reduce hazards to implement valid suggestions from the Safety Committee. • Provisions of leadership and directions in the administration of safety activities by showing support for safety rules and objectives. • Implement safety risk mitigations for the safety risk reduction program. • Consider all other safety risk mitigations recommended by the Safety Committee. • Ensure that the SMS is effectively implemented throughout the agency and that action is taken, as ~~necessasry~~necessary, to address substandard performance in the SMS. • Maintain ultimate responsibility for carrying out this ASP and the agency's Transit Asset Management (TAM) Plan, and control over the human and capital resources needed to develop and maintain both plans. This ultimate accountability cannot be delegated.

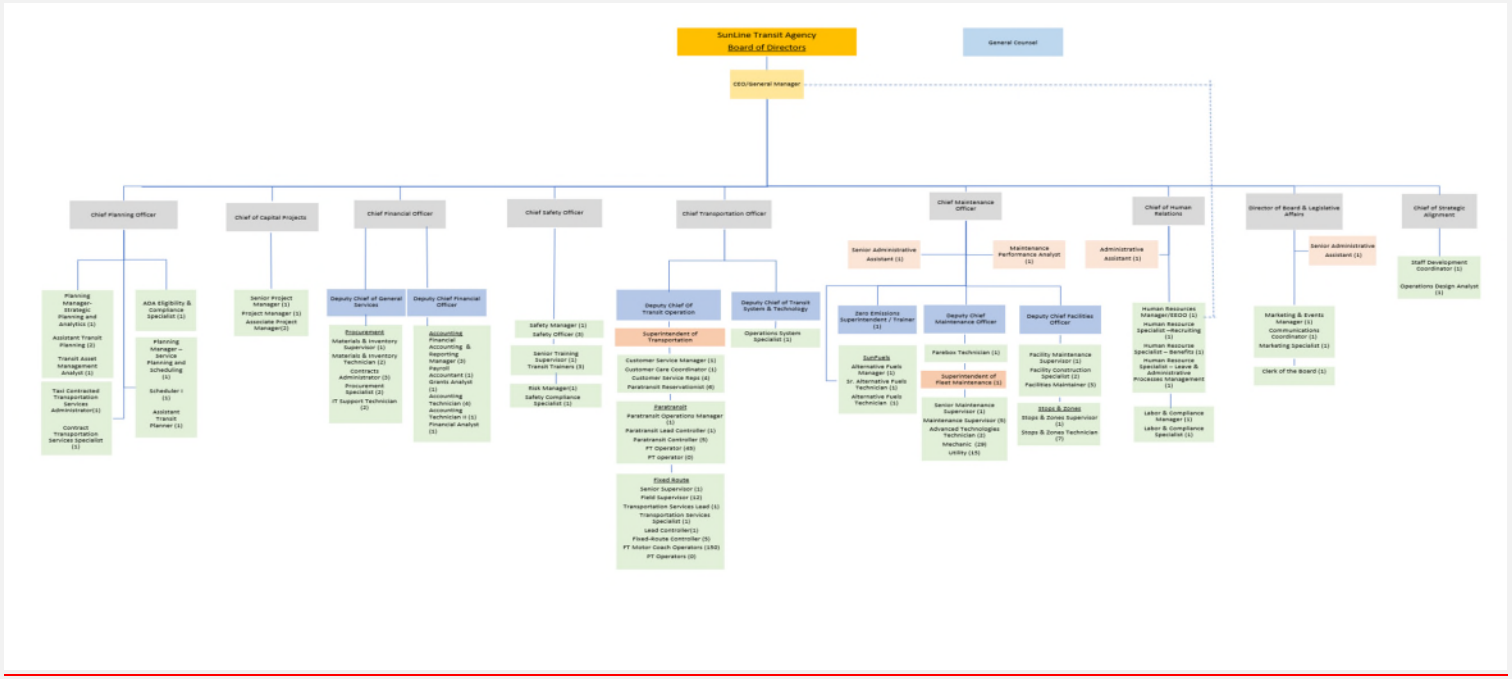
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Chief Safety Officer or SMS Executive	The Chief Safety Officer (CSO) or SMS Executive, designated by the Accountable Executive, is an adequately trained individual who has the authority and responsibility for the day-to-day implementation and operation of the agency's SMS. The CSO reports directly to the Accountable Executive (see below organizational chart excerpt), and has the following authorities, accountabilities, and responsibilities under this plan: • Informs all employees of new safety issues and regulations to ensure compliance. • Report to the nearest California Occupations Safety and Health Administration (CAL-OSHA) office of any fatal safety events, or which result in hospitalization of three or more employees. • Prioritize the safety hazards and post in all areas used for employee communication, a list of hazards in descending order, starting with the most severe hazards first. • Coordinate with the Chief Maintenance Officer in Hazard Identification and Resolution. • Inspect all SunLine facilities on a monthly basis. • Manage the Hazardous Materials Business Plan with the Chief of Maintenance. • Coordinate contractor safety programs with the Chief of Performance. • Ensure that hazardous materials and waste are dealt w~~te~~ith properly. • Ensure employees are warned of potential risks and dangers of hazardous materials in accordance with **SOP #Safety 0028 – Hazardous Materials Communication.** • Investigate every industrial injury for cause, preventability and any necessary post-safety event training. • Track, monitor and manage the modified duty program for employees returning to work with restrictions. • Establish and manage the SunLine Safety Incentive Program for all agency employees. • Maintain all SunLine collision/injury files to identify and establish collision/injury trends and possible corrective actions.

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	• Track safety Key Performance Indicators (KPI) for all agency employees and departments. • Reports directly to the Accountable Executive of any and all issues concerning safety and security of the agency, employees, passengers, visitors, contractors and equipment. • Establish and update operating procedures and communicate them to supervisors so they may follow safety requirements. • Organize, plan and present the agency's employee safety meetings to all active employees. • Organize and schedule Safety Committee meetings in accordance with SOP #Safety 0018 – Safety Committee • Ensure the Safety Committee meeting minutes are posted for all employees to see. • Investigate all SunLine Transit Agency collisions and injuries for preventability. • Conduct post-collision, injury and safety event retraining of SunLine employees. • Submit monthly safety and security data to the National Transit Database. • Conduct monthly facility checks at all SunLine properties using SOP #Safety 0029 – Daily Safety Walkthrough Assessment Process.

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Agency Leadership and Executive Management	Agency Leadership and Executive Management also have authorities and responsibilities for day-to-day SMS implementation and operation of SunLine's SMS under this plan. SunLine Transit Agency Leadership and Executive Management include: • Chief Transportation Officer • Chief of Human Relations • ~~Chief Administrative Officer~~ • Chief Planning Officer • Chief of Capital Projects

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	• Chief Financial Officer • Chief Maintenance Officer • Director of Board and External Affairs • Deputy Chief Facilities Officer • Deputy Chief of Human Relations • Deputy Chief Maintenance Officer • Deputy Chief of Transit Operation • Operations Managers and Supervisors • Safety, Risk, and Training Managers SunLine Leadership and Executive Management personnel have the following authorities, accountabilities, and responsibilities: • Participate as members of SunLine's Safety Committee (operations manager and supervisors will be rotated through the Safety Committee on a one-year term and other positions are permanent members). • Complete training on SMS and SunLine's Agency Safety Plan (ASP) elements. • Oversee day-to-day operations of the SMS in their departments. • Modify policies in their departments consistent with implementation of the SMS, as necessary. • Provide subject matter expertise to support implementation of the SMS as requested by the Accountable Executive or the Chief Safety Officer, including Safety Risk Management (SRM) activities, investigation of safety events, development of safety risk mitigations, and monitoring of mitigation effectiveness.
Agency Leadership and Executive Management	**Chief of Human Relations** • Maintain the CAL-OSHA Log 300. Post the CAL-OSHA Log 300 (the previous years recorded safety events) in the month of February. • Review SunLine's safety event record quarterly and provide input to appropriate corrective actions/training when safety event trends are unfavorable.

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	• Ensure all employees go through hazardous materials training annually. • Ensure a new employee receives hazardous materials training within six months from the date of hire. • Securely store all health and safety records, files, etc. pertaining to each employee including items such as training signoffs and copies of medical exams & records. • Ensure all Human Resources Department employees attend designated mandatory safety meetings. • Attend safety meetings and support the safety message being presented by the Safety Department. Present Human Resources specific information as needed to reinforce the goals of SunLine safety culture. • Track safety KPI's for the Human Resources Department staff and personnel to reduce or eliminate collision/injury trends. • Support the SunLine Safety Incentive Program by setting the example and encouraging all employees to put safety first and reduce the chances of injuries and collisions. **Chief Transportation Officer** The Operations Department is assigned the responsibility for the safe operation of paratransit and fixed route buses throughout the SunLine Service Area. These responsibilities include: • Review SunLine's safety event record quarterly and provide input to appropriate corrective actions/training when safety event trends are unfavorable. • Prepare and implement safe operating policies, plans, rules and procedures. • Develop required policies, plans, rules, procedures and contingency plans for safe operation reviewed by the Safety Department and approved by the Accountable Executive. Revise when needed to reflect current operating conditions. • Provide ongoing training and testing of personnel in the proper performance of safe-related operating policies, plans, rules, and procedures.

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	• Overview training, testing and certification in the proper performance of all safety-related rules and procedures. This applies to both normal and emergency conditions. Provide employees with copies of safety and emergency rules, procedures, and policies that affect them. • Monitor adherence to safety-related operating policies, plans, rules and procedures. Personnel whose safety record requires follow-up, additional training, or discipline, including discharge, are identified through the maintenance of records which indicate safety violations of rules and procedures. Safety violations are reported to the Chief Safety Officer. • Correct conditions which have caused or have the potential to cause injury to persons or damage to property/equipment. • Ensure all Maintenance employees attend on-going tailgate training sessions. • Ensure all Dispatchers, Supervisors, and any other safety-sensitive personnel attend safety meetings as prescribed. • Attend employee safety meetings and support the safety message being presented by the Operations Department and all other department with a safety message. Present operations-specific information as needed to reinforce the goals of SunLine Transit Agency safety culture. • Track safety KPI's for Operations Department staff and personnel to reduce or eliminate collision/injury trends. • Support the SunLine Safety Incentive Program by setting the example and encouraging all employees to put safety first and reduce the chances of injuries and collisions. • Review reported safety concerns from employees/passengers on bus routes/stops in conjunction with the Director of Planning. **Deputy Chief of Facilities** The Maintenance Department is assigned the responsibility of maintaining all vehicles in a safe condition. These responsibilities include: • Review SunLine's safety event record quarterly and provide input to appropriate corrective actions/training when safety event trends are unfavorable.

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	• Preparation and implementation of safe maintenance policies, plans, rules and procedures. • Required policies, plans, rules and procedures for safe operation and maintenance are developed by the Maintenance Department and are approved by the Safety Department. They are revised when needed to reflect current operating conditions. • Personnel are systematically trained, tested and certified in the proper performance of all safety-related rules and procedures. This applies to both normal and emergency conditions. Employees are provided with copies of safety and emergency rules, procedures, and policies that affect them. • There is ongoing testing of personnel in the proper performance of safety-related operating and maintenance policies, plans, rules, and procedures. The Department also monitors adherence to safety-related operating and maintenance policies, plans, rules and procedures. • Personnel whose safety record requires follow-up, additional training, or discipline, including discharge, are identified through the maintenance of records which indicate safety violations of rules and procedures. Safety violations are reported to the Safety Department. Conditions are corrected which have caused or have the potential to cause injury to persons or damage to property/equipment. In addition to the responsibilities listed, specific actions include: • Act as an interface between SunLine and manufacturers, to correct any severe safety hazards related to equipment and materials. • Ensures Safety Data Sheets (SDS's) meet the requirements of **SOP #Safety 0028 – Hazardous Materials Communication** and that on-line subscription programs are available to all employees. • Maintain a chemical inventory that is update monthly. • Coordinate with the Chief Safety Officer to create and implement SunLine's Hazardous Materials Business Plan. • Ensure that hazardous materials and waste are dealt with properly. Monitor the areas where hazardous wastes are handled and ensure that employees actions when entering, while within and when exiting are appropriate for existing conditions.

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	• Ensure all Maintenance Department employees attend designated mandatory safety meetings. • Ensure all Maintenance Department employees attend weekly tailgate safety meetings. • Conduct bus stop safety inspections as part of weekly cleaning and maintenance. • Attend employee safety meetings and support the safety message being presented by the Safety and Operations Departments. Present maintenance specific information as needed to reinforce the goals of SunLine Transit Agency safety culture. • Analyze and review safety KPI's for Maintenance Department staff and personnel to reduce or eliminate collision/injury trends. • Support the SunLine Safety Incentive Program by setting the example and encouraging all employees to put safety first and reduce the chances of injuries and collisions. **Chief Financial Officer** • Review SunLine's safety event record quarterly and provide input to appropriate corrective actions/training when safety event trends are unfavorable. • Ensure all purchases comply with applicable FTA and DOT safety requirements. • Ensure all specifications for purchases are closely reviewed to ensure purchase of safe materials and equipment. • Work closely with the Chief Maintenance Officer to ensure all purchases are closely inspected to ensure acceptance of safe materials and equipment. • Attend employee safety meetings and support the safety message being presented by the Safety and Operations Departments. Present finance specific information as needed to reinforce the goals of SunLine safety culture. • Ensure all Finance Department employees attend designated mandatory employee safety meetings. • Participate in emergency disaster planning for the recovery of the financial disaster situation.

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	• Analyze and review safety KPI's for Finance Department staff and personnel to reduce or eliminate collision/injury trends. • Support the SunLine Safety Incentive Program by setting the example and encouraging all employees to put safety first and reduce the chances of injuries and collisions. **Chief Planning Officer** • Review SunLine's safety event record quarterly and provide input to appropriate corrective actions/training when safety event trends are unfavorable. • Work closely with the Safety and Operations Departments on review of route and bus stops and shelter establishment and ongoing operations. • Attend employee safety meeting and ensure departmental staff attends meetings. • Support and enforce all safety and security policies and procedures established by the agency. • Analyze and review safety KPI's for Planning staff and personnel to reduce or eliminate collision/injury trends. • Support the SunLine Safety Incentive Program by setting the example and encouraging all employees to put safety first and reduce the chances of injuries and collisions. ~~Chief Administrative Officer~~ Director of Board and External Affairs • Represent SunLine to external audiences and stakeholders, including interactions and cooperative agreements with other local governmental agencies and regional entities regarding transportation programs and services. • Primary liaison between the Accountable Executive and all SunLine staff, constituents and the Board of Directors. • Work closely with the Executive Team as part of a strong leadership team working on behalf of the Accountable Executive. • Oversee strategic consultation to the Accountable Executive on major issues affecting the agency. Provide day-to-day oversight, policy direction and high-performance development for all key departments to enhance the overall customer experience of SunLine riders.

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	Chief Maintenance Officer • Authorizes the purchase of parts, equipment tools, and supplies. • Ensures compliance with local, state and federal requirements regarding maintenance-related projects. • Coordinates activities within maintenance operations to assure peak performance and productivity, as well as conformance with established or mandated external regulations and policies affecting SunLine operations; measures performance levels and goal achievement. • Facilitates and leads the department in developing and administering operating plans, policies, procedures and labor contracts. • Monitors maintenance expenditures; administers the maintenance budget; coordinates special projects. • Contributes to the Executive Team in the areas of strategic planning, setting priorities, budgeting, safety, service quality and labor relations.
Key Staff	**Safety Committee Members** • Make certain that employees have and use safe tools and equipment (including personal protective equipment) and that equipment is maintained properly. • Report any safety hazard to the Safety Department immediately. • Act as an interface between the employees and the Safety Department. • Ensure employees follow the safety rules and report any employee who violates the safety rules. • Give leadership and direction in administration of safety activities by showing support for safety rules and objectives. • Have the necessary job knowledge relating to all machines and processes in their area of responsibility. • Conduct quarterly site inspections and post results in operations and maintenance lounge. • Set annual safety performance targets for Safety Risk Reduction Program.

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- Identify and recommend mitigations for any potential consequences identified through risk assessments, including where we did not meet targets in the safety risk reduction program.
- Identify ineffective/inappropriate or poorly implemented mitigations, including where we did not meet targets in the safety risk reduction program.
- Identify safety deficiencies for purposes of continuous improvements (SA), including where we did not meet targets in the safety risk reduction program.

All employees at SunLine Transit have a role in safety. In an effort to ensure that safety responsibilities are understood, the following chart describes the safety roles for each job classification.

SunLine Transit Agency		
Job Classification	**Job Description/Responsibility**	**Applicable Codes**
Clerical	Administrative Assistant, Accounting Tech, Marketing Rep., Receptionist, Customer Service: Tasks include computer operations, telephone, fax, filing, appointments, check processing and xeroxing. Equipment: Computer equipment, copier, telephone, file cabinets, postage meter, radios 10-key.	1,2,5
Operations Dispatcher	Dispatches motor coach operators, provides route and schedule information. Equipment: Radios, computer equipment, copier, telephone, typewriter and file cabinets.	1,2

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Operations Operators	Operates and drives a motor coach along prescribed routes. Equipment: Motor coach, radios, winches, ramps and wheelchair lifts.	1,5
Operations Supervisor	Supervises motor coach operators to ensure schedule adherence and safe operation. Equipment: Company vehicles, radios, computer equipment, cellphone, copier, tablets (ipad) and telephone.	1,2,5
Maintenance/Utilities	Maintains and cleans vehicles and facilities. Equipment: Vacuums, bus wash, paint, solvents, ladders, scaffolding and hoses.	1,3,4,5
Maintenance/Property Maintainers & Supervisors	Maintains, cleans and installs bus stops. Removes graffiti, steam cleans and empties trash. Equipment: Stam cleaners, sand blasters, standard tools, ladders, solvents, paints, nails and drills.	1,3,4,5
Maintenance/Mechanics & Supervisors	Performs vehicle repair work and diagnostic analysis. Equipment: Mechanics tools, diagnostic equipment, paint, oil and transmission fluids, welding equipment.	1,2,3,4,5
Maintenance/Facilities	Maintains and cleans exteriors of buildings.	1,3,4,5

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	Equipment: Lawn and garden equipment, paints, hammers.	
Maintenance/Body Technician	Performs vehicle inspections and repairs as directed. Equipment: Welding equipment, lifts, paint spray, mechanic tools, air hose, diagnostic equipment, oils and fluids.	1,3,4,5
Maintenance/Training Supervisor & Director of Maintenance	Supervises, trains, and directs the work of mechanics and utility personnel. Equipment: Gas engines, mechanic tools, transmissions, batteries, electrical wiring, CNG, paints and welding materials.	1,2,3,4,5

Applicable Codes

SOP #Safety 0025 – Codes of Safe Practice describes safety requirements for work conditions, safe work practices, and personal protective equipment. These may be used to train new employees and employees who are changing their job assignment.

NOTE: Codes are numbered and correspond with “Safe Practice” description.

Codes of Safe Practices		
Code #	**Category**	**Employees**
1	General Safety	All employees
2	Administrative	Clerical/Management
3	Material Handling	Operations/Maintenance

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	4	Maintenance	Operations/Maintenance
	5	Company Vehicles	Operations Operators/Maintenance
	6	Confined Space Activities	Maintenance

Employee Safety Reporting Program

Describe the process and protections for employees to report safety conditions to senior management. Describe employee behaviors that may result in disciplinary action (and therefore, are excluded from protection).

~~Reporting unsafe conditions or practices is protected by law. SunLine's Safety Department will investigate any report or question regarding existing or potential hazards as required by the Injury and Illness Prevention Programs Standard (Title 8 California Code of Regulations §3203) and advise the employee who reported the information and the workers in the area it affects, of the results. Additionally, as noted in the Title 8 California Code, this is done in a manner that provides the employee a way to report without fear of reprisal.~~

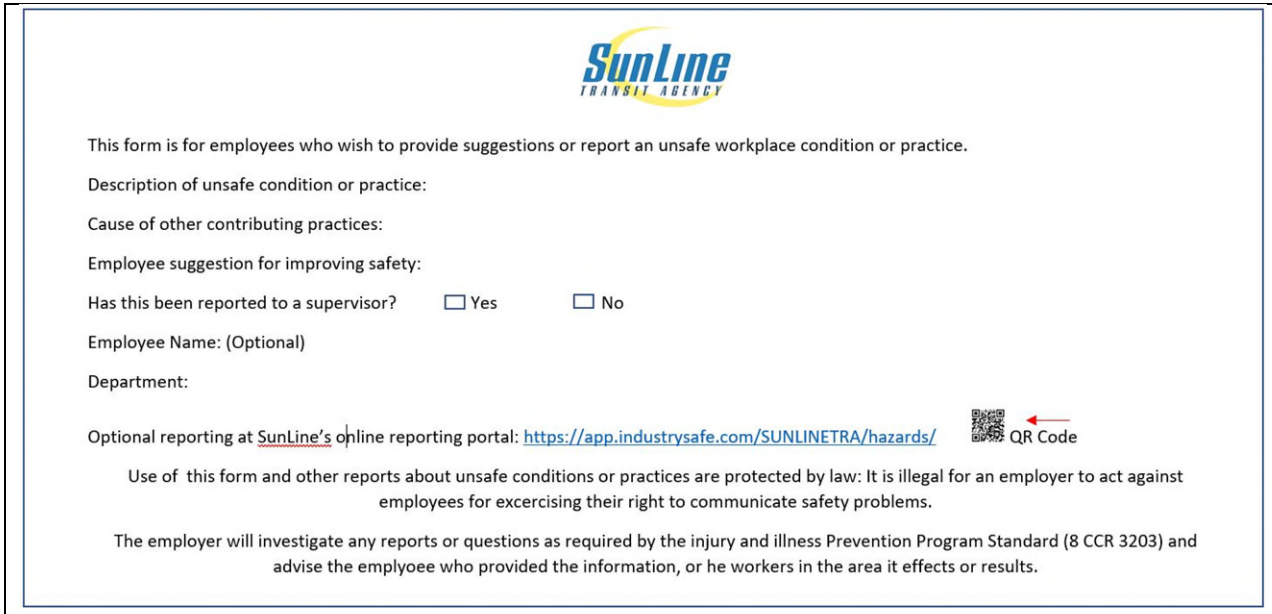
Reporting unsafe conditions or practices is protected by law. SunLine encourages all employees to report any existing or potential hazards, unsafe acts, or safety concerns—including near-misses and assaults on transit workers—without fear of retaliation.

In accordance with Title 8 California Code of Regulations §3203 and 49 CFR Part 673, SunLine's Safety Department will investigate all reported safety concerns and advise the reporting employee, as well as affected workers, of the results and any corrective action taken.

Disciplinary actions at SunLine are based on infractions of SunLine's Rules and Regulations that are necessary for safe and efficient operations. ~~Reporting of safety hazards does not warrant disciplinary action~~Behaviors that may result in disciplinary action, and are therefore excluded from protection, include knowingly submitting false or fraudulent reports or failing to report a safety event or hazard in accordance with established procedures.~~.~~

SOP #Safety 0038 – Employee Safety Suggestion Program provides employees with written forms to inform management of ~~potential~~ potential hazards~~, or~~ unsafe conditions, near misses, assaults on transit workers, collisions, or other safety events, and has established a suggestion box for input by employees. Below is a representation of the form.

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This form is for employees who wish to provide suggestions or report an unsafe workplace condition or practice.

Description of unsafe condition or practice:

Cause of other contributing practices:

Employee suggestion for improving safety:

Has this been reported to a supervisor? ☐ Yes ☐ No

Employee Name: (Optional)

Department:

Optional reporting at SunLine's online reporting portal: https://app.industrysafe.com/SUNLINETRA/hazards/ QR Code

Use of this form and other reports about unsafe conditions or practices are protected by law: It is illegal for an employer to act against employees for excercising their right to communicate safety problems.

The employer will investigate any reports or questions as required by the injury and illness Prevention Program Standard (8 CCR 3203) and advise the emplyoee who provided the information, or he workers in the area it effects or results.

SOP #Safety 0036 – Safety ~~E~~events Reporting & Responsibilities describes the notification procedures for reporting and disseminating information to the appropriate personnel for action; and the responsibilities for handling the situation. Generally, the procedures are as follows:

- **Driver** shall:
  - Notify Dispatch by radio immediately.
  - Be prepared to report the circumstances of the injury and/or collision and request the type of help needed, i.e., supervisor needed, police, paramedics, etc.
  - Follow any instructions given by Dispatch.
  - Maintain control of the situation until first responders or management arrives.
  - Complete **SOP #Safety 0014V10 – Operators Occurrence Report** at the scene if possible, so as to gather all of the information concerning the safety event necessary for the Safety Department to complete an investigation and analysis of the situation.

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- **Supervisor** shall:
  - Be notified by the Dispatcher immediately and sent to the scene.
  - Be in charge of the injury/collision scene to be certain all SunLine procedures are followed.
  - Remain in contact with Dispatch to:
    - Ensure that emergency services/police are summoned, depending on the circumstances
    - Keep Dispatch informed of the circumstances as they occur at the scene so the necessary employees and equipment can be made available.
- **Dispatcher shall:**
  - Immediately handle the scene, by radio or phone, to ensure complete medical attention or other emergency services are contacted, and that this information is relayed to the Supervisor/Driver at the scene.
  - Notify the Deputy Chief Operations Officer – Transportation
  - Follow the instructions of any or all Department Chiefs related to all collisions, injuries, and equipment damage.
- **Deputy Chief Transportation Officer** shall:
  - Assess the circumstances of the safety event and make the determination of notifying the Chief Operations Officer or other SunLine staff as is warranted under the circumstances.
- **Chief Transportation Officer** shall:
  - Assume responsibility of notifying the Chief Safety Officer and Accountable Executive or other SunLine staff as is warranted under the circumstances.

SOP #Safety 0037 – Safety event Alert Process describes the process for determining who to notify based upon the situation; and how the notification is to be made.

Events are categorized by type and severity level then reported to the appropriate SunLine employee.

Event Category			
Event Type	**Level A**	**Level B**	**Level C**
Employee Injury	Fatality or critical injury	Multiple lost time Injuries requiring transport & admission	Individual injury requiring first aid

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Collision	Fatality Thermal event	Major vehicle damage (total loss) Rollover/Tip over Pedestrian contact	All types of collisions Vehicle evacuation	
Passenger/3rd Party Injury	Fatality or critical injury	Injury requiring transport/admission	Injury requiring treatment/release	
Assault	Fatality or critical injury Major violence on company vehicle or terminal	Injury requiring transport/treatment	Injury requiring first aid	
Passengers w/ Disabilities	Fatality or critical injury	Injury requiring transport/treatment	Injury requiring first aid	
Security	Bomb detonation Hijack/terrorism Bomb threat Bomb device found Weapon discharge	Theft, robbery Security event	Employee misconduct Passenger misconduct	
Facility/Property Damage	Catastrophic Requiring evacuation Damage to 3rd party facility Major system disruption	Major Minor system disruption	Minor Damage	
Sleeping Children	Unresponsive	Passenger/child left unattended Missing child >2 hours	Wrong stop w/missing child <2 hours	
Media **Note:** All media events notify FGA Communications	National media Regional media Local media			

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Other Events	Labor strike (sudden walk out) Other critical event	Environmental emergency response Regulatory investigation Police investigation (criminal or arrest) Other serious event	Other minor event

Safety Event Alert Distribution List		
Level A	**Level B**	**Level C**
All Parties in Level B and C **Chief Executive Officer/General Manager** **Director of Board and External Affairs** **Chief of Strategic Alignment** **General Counsel** **Chief Safety Officer** **~~Chief of Staff~~** **Chief Transportation Officer** **Chief Financial Officer** **Chief of Capital Projects** **~~Chief Performance Officer~~** **Chief of Human Relations** **~~Chief of Compliance/Labor Relations~~** **Chief Maintenance Officer** **~~Chief of Public Affairs~~**	**All Parties in Level C** **~~Deputy Chief Safety Officer~~** **Deputy Chief Transportation Officer** **Deputy Chief of Transit System and Technology** **Deputy Chief Operations Officer - Maintenance ~~Operations~~** **~~Controller/Assistant CFO~~** **Deputy Chief of Fueling and Infrastructure** **Deputy Chief of General Services** **~~Deputy Chief Performance Officer~~** **Deputy Chief Facilities ~~Utilities~~** **Deputy Chief of Human Relations**	**Superintendent of Safety and Training** **Superintendent of Transportation** **Superintendent of Fleet Maintenance** **Superintendent of Facilities Maintenance** **Alternative Fuels Manager** (if safety event involves fueling station) **Superintendent of Zero Emissions Technology**

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2 Safety Risk Management

Safety Risk Management Process *Describe the Safety Risk Management process, including:* • *Safety Hazard Identification: The methods or processes to identify hazards and consequences of the hazards.* • *Safety Risk Assessment: The methods or processes to assess the safety risks associated with identified safety hazards.* • *Safety Risk Mitigation: The methods or processes to identify mitigations or strategies necessary as a result of safety risk assessment.*
Safety Hazard Identification The objective of SunLine's hazard identification activities is to define those conditions and faults, which have the potential for causing ~~an~~a safety event or safety event; and the consequences of those hazards. Information gathered from the following sources is reviewed regularly by the ~~Deputy~~ Chief Safety Officer to identify potential safety hazards. • Safety events that occur in the daily operations of the service • Feedback from employees and customers regarding unsafe practices and/or conditions • Alerts/notifications from the FTA regarding industry hazards • Data and information provided by an oversight authority, including the FTA, State, or State Safety Oversight Agency having jurisdiction • Data and information regarding exposure to infectious disease provided by the CDC or State health authority • Safety concerns identified through Safety Assurance activities

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- Feedback and/or reports from the oversight authorities regarding unsafe practices and/or conditions observed and safety alerts they may receive
- Observation of work practices, work areas and equipment for obvious or potential unsafe conditions
- Monthly facility inspections: Quarterly by Safety Committee members
- Worker safety suggestions or complaints
- Reporting of hazards by employees
- Safety event and near-miss investigations
- Review post-safety event analysis conducted by the Safety Department

To ensure that hazard identification is routinely conducted, the following Inspection Schedule has been implemented.

Area/Item	Frequency
Chemical Storage Areas	Weekly
Facility – Thousand Palms	Monthly
Facility – Indio	Monthly
~~Facility - Coachella~~	~~Monthly~~
Storage Tanks	Monthly
Maintenance Area	Monthly
Waste Storage Area	Monthly
Waste Treatment Areas	Monthly
Bus Stops/Route	As Needed

Area/Item	Frequency
Chemical Storage Areas	Weekly
Facility – Thousand Palms	Monthly
Facility – Indio	Monthly
Facility – Coachella	Monthly
Storage Tanks	Monthly

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Maintenance Area	Monthly
Waste Treatment Areas	Monthly
Waste Storage Areas	Monthly
Bus Stops/Route	As Needed

In addition, the following SOPs have been developed and implemented to help employees identify areas and items in the workplace that may be hazardous.

- **SOP #Safety 0026 – Facility Hazard Recognition Manual**
- **SOP #Safety 0029 – Daily Safety Walkthrough Assessment**
- **SOP #Safety 0039 – Hazardous Tools and Shop Equipment Safe Work Procedures**

SOP #Safety 0040 – Safety Data Acquisition & Reporting describes how to define a safety event, the importance of data collection, how to collect the data, and the roles and responsibilities of SunLine employees in a safety event. The information obtained is used in determining causal factors and developing mitigation strategies to prevent the safety event from reoccurring or occurring.

Assessment of Safety Risk and Associated Consequences

A safety risk assessment includes an assessment of the likelihood and severity of the potential consequences of the identified hazards, taking into account existing safety risk mitigations, to determine if safety risk mitigation is necessary and to inform prioritization of safety risk mitigations.

Hazard Likelihood

Determining the likelihood that a hazard could occur is instrumental in keeping SunLine employees and customers safe, equipment and facilities in safe working order. Additionally, resources can be assigned in a more strategic manner to reduce the likelihood of hazards leading to safety events of injury, destruction of property and equipment, and safety events that could lead to fatalities.

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Data used to determine the likelihood of a hazard occurring is derived from research, analysis, evaluation of safety data from the operating experience of SunLine, and/or historical safety data from similar systems.

Hazard Severity

Determining the severity of a hazard, coupled with the likelihood of the hazard occurring, provides SunLine with the data necessary to effectively manage the many potential hazards that are faced during the operation of a transit system. Which hazards to address first, how best to allocate resources, and developing an appropriate timeline to manage the identified hazards are all based on this analysis of hazard likelihood and severity.

There are four categories of hazard severity:

Category I – Catastrophic

Operating conditions are such that human error, environment, design deficiencies, element, sub-system or component failure or procedural deficiencies **may cause death or major system loss,** thereby requiring:

- Immediate cessation of the unsafe activity or operation
- Immediate evaluation of the contributing factors
- Corrective action implemented
    - Activity/operation does not restart until corrective actions has been implemented

Category II – Critical

Operating conditions are such that human error, environment, design deficiencies, element, sub-system or component failure or procedural deficiencies **may cause severe injury or illness or major system damage** thereby requiring:

- Immediate cessation of the unsafe activity or operation
- Immediate evaluation of the contributing factors
- Corrective action implemented
    - Activity/operation does not restart until corrective actions has been implemented

Category III – Marginal

Operating conditions **may cause minor injury or illness or minor system damages** such that human error, environment, design deficiencies, sub-system or component failure or procedural deficiencies **can be counteracted or controlled without serious injury, illness or major system damage** with counseling or retraining.

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Category IV – Negligible

Operating conditions are such that personnel error, environment, design deficiencies, sub-system or component failure or procedural deficiencies **may result in no, or less than minor, illness, injury or system damage.** Counseling may be required to correct situation.

Safety Committee – Safety Risk Reduction Program

Please reference Safety Risk Mitigation Register *Risk Assessment – SC CY2025* for mitigation related to assaults on Transit Workers as well as vehicular and pedestrian safety events involving buses. This register is incorporated by reference into this ASP.

Safety Risk Mitigation

Mitigation of Safety Risk

SOP #Safety 0041 – Mitigation of Safety Risk describes the procedures for the mitigation of potential hazards. Generally, upon report of a potential hazard to an immediate supervisor, that supervisor shall report the hazard to the ~~Superintendent~~ Deputy Chief of Facility Maintenance and the Chief Safety Officer.

The agency identifies safety risk mitigations or strategies necessary as a result of the safety risk assessment to reduce the likelihood and severity of potential consequences. This process is led by the Chief Safety Officer in coordination with relevant departments and the Safety Committee, which identifies and recommends mitigations as part of its responsibilities (detailed in Section 6) and for the Safety Risk Reduction Program (SRRP).

In identifying mitigations, the agency considers:

- Guidance provided by an oversight authority, if applicable, and the FTA (e.g., industry best practices from APTA, TRCP).
- Guidelines to prevent or control exposure to infectious diseases provided by the CDC or a State health authority.

As part of the SRRP, when identifying mitigations related to vehicular and pedestrian safety events (including to address a missed performance target), the agency and Safety Committee consider mitigations to reduce visibility impairments for transit vehicle operators, including retrofits to vehicles and specifications for future procurements.

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As part of the SRRP, when identifying mitigations related to assaults on transit workers (including to address a missed performance target), the agency and Safety Committee consider the deployment of assault mitigation infrastructure and technology, including operator compartment barriers.

If the hazard has been determined by the ~~Superintendent~~ Deputy Chief of Facility Maintenance and the Chief Safety Officer to fall within the Unacceptable or Undesirable category, they will notify the Accountable Executive of the risk and their plan for mitigation. After the risk of injury has been eliminated, the Chief Safety Officer will notify the Accountable Executive of the outcome. If the Safety Committee recommends a safety risk mitigation unrelated to the SRRP and the Accountable Executive decides not to implement it, the Accountable Executive will prepare a written statement explaining the decision and present it to the Safety Committee and the Board of Directors.

Based on the Risk Likelihood and Severity Assessment, Hazard Resolution priority is based on the following criterion:

Unacceptable/Undesirable:

There hazards are considered Category 1 – Catastrophic or Category 2 – Critical in severity

- An Unacceptable risk will be corrected immediately after discovery
- An Undesirable risk is corrected within 24 hours after discovery

As soon as an unacceptable or undesirable risk has been discovered,

- All individuals are removed from the immediate area
- Bus is immediately evacuated
- Affected work area is immediately cordoned off
- Any on/off switches are set to off
- Appropriate authorities are notified
- Appropriate measures are taken to mitigate the hazard

If the hazard is determined to be in a product pending delivery, all hazards are mitigated by the manufacturer prior to deliver to SunLine.

Acceptable With Review

An Acceptable with Review risk is considered Category 3 – Marginal severity and reviewed within 24 hours after discovery. A complete report is prepared by the Superintendent of the operations are affected for the Accountable Executive and the Chief Safety Officer.

The Chief Safety Officer shall determine resolution, if appropriate.

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Acceptable Without Review

An Acceptable Without Review risk is considered a Category 4 – Negligible severity and reviewed within 24 hours after discovery. A complete report is prepared by the Chief Safety Officer for the Accountable Executive.

The condition is monitored at least once weekly and any changes are reported to the Chief Safety Officer for further review to determine if any mitigation strategies are necessary.

Risk Assessment Matrix

After a risk has been identified, the Chief Safety Officer and the Superintendent of the area of operations affected by the hazard use the Risk Assessment Matrix to evaluate the likelihood of the hazard reoccurring if an safety event relating to the hazard has occurred, or the likelihood of the hazard occurring if it has been identified before an safety event has occurred.

Using this table also requires a consideration of the:

- Consequences of the risk
- Root cause
- Affected employees
- Mitigation strategy
- Resources required for mitigation
- Cost of mitigation
- Timeline for implementing the mitigation strategy

The goal of using this evaluating table is to ensure that the hazard has been evaluated completely, and resources dedicated appropriately to reduce or eliminate the likelihood of the hazard reoccurring or causing injury or destruction of property.

Risk Assessment Matrix		SEVERITY			
		1. Catastrophic	2. Critical	3. Marginal	4. Negligible
PROB	a. Frequent	**High** (1a)	**High** (2a)	**Serious** (3a)	**Medium** (4a)

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	b. Probable	High (1b)	High (2b)	Serious (3b)	Medium (4b)
	c. Occasional	High (1c)	Serious (2c)	Medium (3c)	Low (4c)
	d. Remote	Serious (1d)	Medium (2d)	Medium (3d)	Low (4d)
	e. Improbable	Medium (1e)	Medium (2e)	Medium (3e)	Low (4e)
	f. Eliminated	Eliminated			

Resolution Requirements

High	Unacceptable	correction required
Serious	Undesirable	correction may be required, decision by management
Medium	Acceptable w/ review	with review and documentation by management
Low	Acceptable	without review
Eliminated	Acceptable	no action needed

Probability Level		Likelihood of event in specific item	STA*in Operating Hours	Safety Event in time	Safety Event Description
a	Frequent	Will occur frequently	< 1,000 oh	1 per month	Continuously Experienced
b	Probable	Will occur several times	1,000 – 100,000 oh	1 per year	Will -likely occur
c	Occasional	Likely to occur sometimes	100,000 – 1,000,000 oh	1 per 2 years	Will occur several times
d	Remote	Unlikely but possible to occur	1,000,000 - 100,000,000	1 per 5 years	Unlikely, but can be expected to occur
e	Improbable	So unlikely, occur may not be experienced.	> 100,000,000 oh	1 per 10 years	Unlikely to occur, but possible

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f	**Eliminate**	Risk removed / eliminated	Never	N/A	Will not occur

Severity	**1. Catastrophic**	**2. Critical**	**3. Marginal**	**4. Negligible**
System Disruption	> 24 hrs	12 - 24 hrs	4 – 12 hrs	< 4 hrs
Service/ Operation	*Substantial* or total loss of operation	Partial shutdown of operation	Brief disruption to operation	No disruption
People				
Financial	> $ 1,000,000	< $ 1,000,000	< $ 250,000	< $ 100,000
Legal and Regulatory	Significant breach of the law. Individual or company law suits.	Breach of law; report /investigation by authority. Attracts compensation/ penalties/ enforcement action	Breach of regulatory requirements; report /involvement of authority. Attracts administrative fine	Technical non-compliance. No warning received; no regulatory reporting required
Environment	Permanent impact; affects a whole region; highly sensitive environment	Lasting months; impact on an extended area, area with some environmental sensitivity	Lasting weeks; reduced area, no environmentally sensitive surroundings	Lasting days or less; limited to small area, low significance/ sensitivity
Social	Major widespread social impacts	Significant , ongoing social issues	Some impacts on local population, mostly repairable	Minor disturbance of culture/social structures
Reputation	Noticeable reputational damage; national /international public attention and repercussions	Suspected reputational damage; local/regional public concern and reactions	Limited, local impact; concern/complaints from certain groups/organizations	Minor impact, awareness/concern from specific individuals
Injury	Death (not include suicides or by natural causes)	Fracture, Severe Bleeding, Brain injury, Dismemberment	Bruising, Abrasions, Bleeding	Bruising, Abrasions, Sprains (No Ambulance transport)

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			(Ambulance transport)	
Health	Exposure with irreversible impacts with loss of quality of life of a numerous group/ population or multiple fatalities	Exposure with irreversible impact on health with loss of quality of life or single fatality	Exposure with reversible impact on health or permanent change with no disability or loss of quality of life	Exposure to health hazard resulting in symptoms requiring medical intervention, with full recovery
Safety	Severe safety event with major service disruption or loss of life, Potential Federal agency involvement, damages over $250,000	Safety event with serious injuries, damages exceed $100,000	Reportable safety event with over $25,000 in damages	Safety event with minor damage
Technology	STA Technology infrastructure, Applications that are categorized in the BCP Critical infrastructure and system(s):			
	cannot be accessed via Primary or remote infrastructure which includes data and major fiscal loss.	has an outage, but STA can restore services at the primary or remote datacenter site in an allotted SLA timeframe. Causing Operations and fiscal loss.	has an outage, but STA can restore services at the primary or remote datacenter site in an allotted STA timeframe. Causing No Operations nor fiscal loss.	or not on list, has a brief outage that is not noticed by the users, nor affects any Operation, nor causes fiscal loss.
Information Security	A breach of patron, STA employee information, network infrastructure, security systems:			Malware or other type of Virus is identified on a PC, Server, or another network node, but does not affect any process
	where PII/PCI data is exposed/ accessed by malware, virus or	where no PII/PCI data is exposed/accessed by malware, virus or	where No PII/PCI data is exposed/accessed by malware, virus or	

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		ransomware, an external or internal hacker, employee abusing trusted elevated permissions and breach is of non-encrypted data or cause the encryption of data causing data loss	ransomware, an external or internal hacker, employee abusing trusted elevated permissions and breach is of non-encrypted data or cause the encryption of data. Data is recoverable by backup.	ransomware, an external or internal hacker, employee abusing trusted elevated permissions and breach is of non-encrypted data information, but quickly fail-over to backup site.	nor accesses data, and is quickly eliminated.	
	Security / Police	Criminal or terrorism attack of system resulting in death or serious bodily harm to customers. Violent attack/ terrorism at STA business unit or administrative facility with grave loss of life or significant bodily harm to multiple employees.	Non-life-threatening workplace violence safety event or significant targeted criminal damage to business unit facilities, vehicles, or STA critical infrastructure.	Suspicious package resulting in minor system delays; or trespasser (suicide) on the alignment (classified as security event).	Assault of employee or customer; minor criminal activity on system or at business unit/ administrative facility.	

3 Safety Assurance

Safety Performance Monitoring and Measurement
Describe activities to monitor the system for compliance with procedures for operations and maintenance.

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Safety Design Review

Safety reviews are held with participation of all Department Head to ensure that proposed designs comply with safety requirements. Consideration is given to such areas as:

- System interactions
- Human factors
- Environmental parameters
- Isolation of energy sources
- Materials compatibility
- Use of long-term storage of critical materials
- Emergency responses, egress and rescue paths
- Fire sources and protection
- Equipment layout
- Lighting requirement
- Operational requirements
- Maintenance requirements
- Document control
- Data entry
- Security requirements

Any system modifications and designs are first approved by Department Heads at weekly Chiefs Meetings where critical safety issues are addressed. The Accountable Executive and Chief Safety Officer provide final approval of any design modification before it can be implemented.

The Chief Safety Officer is responsible for distributing all modifications to the systems and programs and ensuring their compliance with the changes.

SOP #Safety 0027 – Safety Review Process describes the process used at SunLine to review operating conditions and practices for compliance with policies and risk reduction; daily, annually, and as situations occur.

A Safety Review is triggered as hazards and risks are identified by conducting **SOP #Safety 0029 – Daily Safety Walkthrough Assessment**, employee occurrence report, policies/procedures and training techniques change; and

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safety event date **generated from SOP #Safety 0036 – Safety events Reporting & Responsibilities** is reviewed and reveals trends that may indicate unsafe practices.

Additionally, prior to the beginning of each fiscal year, SunLine Transit's Safety Plan is reviewed by Executive management, including Operations, Maintenance, and Administration, and revised based on the safety data collected and analyzed, concerns and complaint received from employees and passengers, and changes to policies and procedures made throughout the year.

SunLine Transit is also subject to various certifications/audits from outside agencies. They include:

California Highway Patrol (CHP)

Annual terminal inspections consisting of maintenance records, random inspections of vehicles, driver's records, training records, work schedules, and Pull Notice Program.

Inspection of Controlled Substance and Alcohol Testing (CSAT) Program

Annual inspection of all results and other records pertaining to controlled substance and alcohol use and testing.

Department of Motor Vehicles (DMV)

All operators are required to possess a VTT. Training supervisors documents all hours of training (classroom, behind the wheel, in-service). Each operator must have no less than eight (8) hours annually.

The Chief Safety Officer evaluates these certifications/audits as they happen to determine if any actions need to be taken. The information from the certifications/audits is also included part of annual Internal Safety Assessment.

Describe activities to monitor operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended.

Internal Safety Assessment

In addition to the activities described in Safety Design Review section of this plan, **SOP #Safety 0042 – Internal Safety Assessment** is completed on an annual basis to ensure that all organizational elements, equipment, procedures and functions are performing as intended from a system safety perspective.

The Chief Safety Officer has access to all records and reports.

The Assessment includes:

- An examination of all documentation, including trend analysis prepared since the last Assessment.
- Safety data and information is reviewed and compared to prior year data.
- Equipment, facilities, checklists and other forms are reviewed.
- Interviews are held with relevant safety personnel.

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- Recommendations for corrective actions may be made as a result of the Assessment.

Assessment Responsibility

The Chief Safety Officer is responsible for all internal safety assessments, to be completed no less frequently than annually.

Assessment Reporting

The Chief Safety Officer provides copies of the assessment reports to all Directors at the weekly Director Meeting. The assessment reports include assessment of equipment, procedures, reports and data.

Assessment Objectives and Techniques

- Verify safety program development/implementation in accordance with the program.
- Assess the effectiveness of the safety programs.
- Identify program deficiencies.
- Identify potential hazards and weaknesses in the safety programs
- Verify prior corrective actions for closure.
- Recommend improvements to the SSPP.
- Provide management with assessment of status and adequacy of the SSPP.
- Assure continuing evaluation of safety-related programs, issues, awareness and reporting.

Assessment Areas

- Staff responsibilities
- Planning
- Scheduling of inspections
- Completions of checklists
- Performance of all functions
- Notifications per the SSPP
- Reporting per the SSPP
- Corrective action plans
- Closeout of findings

Evaluation of Documentation

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Agency Documentation	Departmental Documentation	Inter-Agency Documentation	Historical Documentation
• System Safety Program Plan • Emergency Procedures • Configuration Management Plan • Hazardous Materials Management Plan • Injury & Illness Prevention Program • Fire Codes • Drug and Alcohol Abuse Program • Hazard Identification Procedures • Safety event Procedures • Training Programs • Safety Committee Minutes • Safety Concern Logs and Reports • Industrial Injury Policy and Procedures • Modified Duty Policy and Procedures	• Maintenance Procedures • Training Manuals • Checklist Completion	• Emergency Preparedness Plan • Facility Safety Inspection Reports • Emergency Evacuation Drill Reports	• Safety event Investigations • Collision/Injury Logs • Collision and Injury Analysis Reports • Audit Reports • APTA Audit Corrective Action Matrix • Checklist Completion • Maintenance Inspections/Repairs • Chemical Inventories

Safety Committee

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SOP #Safety 0018 – Safety Committee describes the responsibilities of the Safety Committee. The Safety Committee is involved in the planning, revision, and implementation of **SunLine Transit Agency's Injury and Illness Prevention Program.**

The committee meets minimally quarterly and its primary responsibilities include:

1. Review and discuss
    a. All safety events, occupational safety events, and causes of safety events resulting in occupational injury
    b. Occupational illness
    c. Exposure to hazardous substances
2. Review investigations of alleged hazardous conditions brought to the attention of any committee member.
3. Review and discuss the company's safety record and make necessary corrections or recommendations.
4. Prepare minutes for each safety meeting**,** post a copy of meeting minutes on the bulletin board.
5. Conduct safety inspections to discover unsafe conditions and practices and make recommendations for their correction.
6. Conduct "good housekeeping" inspections, follow-up on recommended corrective procedures, and post results in operations and maintenance lounge.
7. Make certain that employees have and use safe tools and equipment, including personal protective equipment, and that equipment is maintained properly.
8. Report any safety hazard to the Safety Department immediately.
9. Act as an interface between the employees and the Safety Department.
10. Ensure employees follow the safety rules and report any employee who violates the safety rules.
11. Give leadership and direction in administration of safety activities by showing support for safety rules and objectives.
12. Have the necessary job knowledge relating to all machines and processes in their area of responsibility.
13. Participate in safety promotional activities to arouse and maintain interest in employees and management.
14. Prepare and make available to the affected employees, written records of the safety and health issues discussed at the committee.
15. Identifying, recommending, and analyzing (i) the effectiveness of risk-based mitigations or strategies to reduce consequences identified in the agencies' safety risk management process; (ii) safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended; and (iii) safety deficiencies for the purposes of continuous improvement.

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16. Review and approves the Agency Safety Plan and any required updates.
17. Set annual safety performance targets for the safety risk reduction program.

The Safety Committee is convened by a joint labor-management process and consists of an equal number of frontline employee representatives and management representatives. The frontline transit worker representatives on the Safety Committee are selected by the labor organization that represents the plurality of the agency's frontline transit workers.

- Chief Safety Officer – Vice Chair
- ~~Superintendent of Safety and Training~~
- Senior Training Supervisor
- Risk Manager
- Safety Manager – Chair
- Deputy Chief of Transit Operations
- Maintenance Supervisor (Frontline Employee)
- Maintenance Mechanic (Frontline Employee)
- Fixed Route Operator (Frontline Employee)
- Field Supervisor (Frontline Employee)
- Paratransit Operator (Frontline Employee)
- Secretary of the Safety Committee (non-voting member)

Safety Committee Procedures

Procedure #1.

The Safety Committee (SC) shall have an organizational structure that is clearly defined, including the size and composition, and will be chaired by the Safety Manager. The SC will periodically review and discuss its size and scope to determine the appropriateness of adding additional members. The SC must consist of an equal number of frontline employee representatives and management representatives. In the absence of the Safety Manager, a designated vice-chair will serve in their place.

Procedure #2.

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Meeting agendas, notices, and minutes will be developed and maintained by the SC Secretary, who will ensure all relevant topics are included in the agenda. Meeting notices will be shared with all members at least one (1) week in advance. Meeting minutes will be recorded during the meeting and reviewed by the Chair before being distributed to all members. As indicated above, meeting minutes will be posted on bulletin boards.

Procedure #3.

SC members will receive training related to the agency's Public Transportation Agency Safety Plan (PTASP) and the Safety Management System (SMS). Members must complete training on general competencies and standard company policies. This training will include online courses such as TSI's SMS Awareness, FEMA's IS-317 Introduction to Community Emergency Response Team (CERT), and NTI's Assault Awareness and Prevention.

Procedure #4.

The agency's compensation policy for SC members participating in meetings will include regular pay for attendance or recognition of participation as part of their regular duties, depending on the role and responsibilities of the members.

Procedure #5.

The SC will have access to necessary technical experts, agency information, ~~and~~ resources, and tools to support informed decision-making. The SC Chair will facilitate the engagement of non-SC members (including other transit workers) as advisors on an as-needed basis. The SC will ~~have access to necessary data, tools, and~~also be provided access to submissions from the transit worker safety reporting program, with appropriate confidentiality, to support its deliberations.

Procedure #6.

The SC will follow a structured decision-making process to ensure effective and transparent outcomes. A majority of SC members must be present to constitute a quorum. Decisions will be made by a simple majority vote.

Procedure #7.

The SC will coordinate and communicate effectively with the Board of Directors and the Accountable Executive (AE). The SC may provide reports to the AE and the Board as necessary to promote two-way communication. Material updates and feedback between the SC, AE, and Board will be facilitated through scheduled briefings or written reports.

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Procedure #8.

The SC will have a clear process for managing disputes to ensure smooth operations. Disputes will first be mediated by the Chair. If unresolved, disputes will be escalated to the executive team (all department Chiefs) for a final decision. The AE will not be involved in resolving SC disputes to maintain the committee's independence.

Procedure #9.

The timeline for the PTASP review, signature, and approval is as follows and is subject to change~~.~~

1. May – SC notice of any updates since last review/approval & comment period
2. June – Draft changes/updates based on comments received
3. July – SC review/approval of draft changes
4. August – TAC or General Counsel ASP review for further development
5. September - Refine ASP based on TAC/General Counsel notes
6. October - AE signature before PTASP is approved by the Board
7. November - SC final review & formal approval
8. December - Board approval: present summary of review process and key changes

Safety Risk Reduction Program (SRRP)

The SRRP aims to improve safety performance by reducing the number and rates of safety events, injuries, and assaults on transit workers. The program will be documented in the ASP and reviewed annually. The SRRP will be integrated into the Safety Risk Management process to ensure continuous identification, assessment, mitigation, and reduction of safety events and assaults on transit workers. Hazards will be regularly identified through safety event reports, employee feedback, and safety audits. Hazards will be assessed to determine potential consequences and likelihood, and risks will be prioritized based on severity and likelihood. Mitigations will be developed and implemented, such as measures to reduce visibility impairments for bus operators and installing safety features on buses. The effectiveness of mitigations will be continuously monitored and adjustments made as necessary.

~~The SRRP will also be integrated into the Safety Assurance component to ensure continuous improvement in safety performance. Safety performance metrics, including safety event rates, injuries, and assaults on transit workers, will be tracked. Regular audits and evaluations of the SRRP will be conducted to ensure compliance and effectiveness. Corrective actions will be implemented based on audit findings and performance data.~~

The SRRP will be integrated into the Safety Risk Management process to ensure continuous identification, assessment, mitigation, and reduction of safety events and assaults on transit workers. This specifically includes addressing:

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- The reduction and mitigation of vehicular and pedestrian safety events involving transit vehicles.
- The reduction and mitigation of assaults on transit workers.

~~Please refer to Section 5 Safety Risk Management for how the Safety Committee has assessed and mitigated the hazards related to assaults on transit workers as well as vehicular and pedestrian safety events involving transit vehicles.~~ Hazards and mitigations for these two areas are tracked in the Safety Risk Mitigation Register, which is incorporated by reference into this plan.

Safety Performance Targets (SPTs) and Specific Mitigation Measures

As part of the SRRP, specific Safety Performance Targets (SPTs) will be established by the SC to address key safety concerns, including assaults on transit workers and pedestrian/bus collisions. These SPTs will be reviewed and updated annually to reflect the latest data and trends (please refer to section 3 for Safety Performance Targets set by SC in SRRP). The SC will set SPTs based on a three-year rolling average of data submitted by SunLine to the National Transit Database for all modes of public transportation. The SC is not required to set an SPT if SunLine has not reported three years of data to the NTD. SunLine will monitor safety performance against annual SPTs set by the SC.

Facilities Inspections

Facilities inspections occur no less than monthly by the Safety Department and include all operating, maintenance and administrative structures. **SOP #Safety 0026 v11 – Facilities Inspection** describes the process used to conduct a safety inspection of the facilities and equipment used in the facility.

Separate inspections of all passenger facilities such as bus stops and shelters are conducted by the Stops and Zones personnel in accordance with **SOP #Safety 0022 – Bus Stop Safety Evaluation.** Any unsafe conditions are reported to their supervisors upon discovery.

Safety inspections documents are maintained, filed and tracked in the Safety Department. Safety inspection reports are available to the Accountable Executive and Department Heads.

Maintenance

Maintenance operating polices, plans, and procedures are routinely monitored by supervisors to assure employees are performing their maintenance functions in a safe manner. **SOP #Safety 0029 – Daily Safety Walkthrough** is a key tool used for this monitoring. Violations of practices and conditions which may cause harm to employees, property, or equipment is corrected and reported to the Safety Department.

Additionally, specific actions are taken to ensure implementation of all safety policies including, but not limited to:

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The Deputy Chief Maintenance Officer – Maintenance or designee checks tool calibrations on an annual basis and repairs or replaces the tool as appropriate and maintains documentation to support such checks. The Chief Safety Officer is notified of the results of such checks. All safety related records of the Maintenance Department are maintained with copies provided to the Chief Safety Officer. *The Chief Safety Officer* maintains the database of facility safety issues and evaluates that list on an annual basis to determine safety trends. Such evaluation is reported to the ~~Superintendent~~ Deputy Chief of Facility Maintenance and the Chief Operations Officer – Maintenance for further action as necessary. *The Deputy Chief Maintenance Officer – Maintenance* maintains all safety-related records of the Maintenance Department and will provide copies of those reports to the Chief Safety Officer. The Maintenance Department has developed a preventative maintenance schedule for vehicles, which is designed to maintain overall system safety at a maximum interval of 6,000 miles between preventive maintenance evaluations. Reported deficiencies and defects in equipment or facilities are corrected and monitored to assure satisfactory resolution. Only equipment known to be free of defects is placed into service.
Describe activities to conduct investigations of safety events, including the identification of causal factors.
~~The activities described in the previous section of this plan include investigations and identifying the causal factors o safety events.~~ SunLine investigates all safety events to identify causal and contributing factors. As described in Section 4, the Chief Safety Officer is responsible for investigating all collisions and injuries for preventability (SOP #Safety 0036, SOP #Safety 0014V10). This includes identifying causal factors to develop mitigation strategies and prevent recurrence.
Describe activities to monitor information reported through internal safety reporting programs.
SunLine actively monitors information reported through the Employee Safety Reporting Program (SOP #Safety 0038) and other internal reporting channels to identify safety concerns and trends. **SOP #Safety 0000 – Rules/Procedures Review** is a methodology conducted by the ~~Deputy~~ Chief Safety Officer and ~~Deputy~~ Chiefs of the operating divisions and is used to ensure uniform, coordinated development and implementation of operating, maintenance and facility procedures. Several of the tools described earlier in this plan are incorporated into ~~to~~ this process to ensure that data collected throughout SunLine is considered during this review process. Those tools include but are not limited to:

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- Weekly Chiefs Meetings
- Internal Assessment
- Daily Safety Walkthrough
- Drivers Report
- Safety Committee Reports
- Employee Safety Suggestion Program

This data is analyzed then compared to current practices and procedures to ensure that safety concerns have been addressed and procedures are being followed. Where discrepancies are identified, the Deputy Chief of the operating division in question works with supervision and employees to correct the situation.

Should changes to the current practices be required as a result of this review the following steps are taken:

- The concerns and supporting data are brought to the Chief Safety Officer for review.
- The Chief Safety Officer works with the review team to develop a solution.
- The proposed solution is then presented to the affected Department Head for review and approval.
- After Department Head approval, the Chief Safety Officer presents the solution to the Accountable Executive for review and approval.
- After Accountable Executive approval, the Chief Safety Officer ensures that the solution is returned to the Department Head for implementation.

This review is scheduled to be conducted annually. Throughout the year, the practices are routinely monitored. Should additional discrepancies be found between the SOP and actual practices, the Rules/Procedures is repeated when needed to correct the situation.

When necessary, SunLine hires consultants with specific areas of expertise in safety, hazardous materials handling and hazardous conditions mitigation to assist.

SunLine also stays abreast of industry safety issues and mitigations through membership in several organizations including:

- The American Public Transportation Association (APTA)
- Cal ACT
- California Transit Association
- National Safety Council
- CAL/OSHA Compliance Advisor

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- Safety Compliance Alerts
- Injury Prevention Alerts
- Facility Manager Alerts
- Other specific trade organizations

In addition to their responsibilities described throughout this safety plan, SunLine's management team monitors data for trends and shares their findings throughout the organization.

Accountable Executive

- Provides oversight of all ~~SSPP~~ ASP policies, recommendations, actions, and modifications.
- Delegations of responsibilities as appropriate to Department Heads and follow-up on all issues and discussions.
- Allocations/approval of funds to minimize and reduce hazards to implement valid suggestions from the Safety Committee.
- Provision of leadership and direction in the administration of safety activities by showing support for safety rules and objectives.

Chief Safety Officer

- Prioritization of ~~the~~ safety hazards and communication to management.
- Coordinate with the ~~Superintendent~~ Deputy Chief of Facility Maintenance in Hazard Identification and Resolution.
- Manage the Hazardous Materials Business Plan with the ~~Superintendent~~ Deputy Chief of Facility Maintenance.
- Track, monitor, and manage the modified duty program for employees returning to work with restrictions.
- Maintain all SunLine collision/injury files to identify and establish collision/injury trends and possible corrective actions.
- Track and maintain collision and injury log for trend analysis reports and Key Performance Indicators (KPI's).
- Track safety KPI's for all agency employees and departments.
- Reports directly to the Accountable Executive any and all issues concerning safety and security of the agency, employees, passengers, visitors, contractors and equipment.
- Investigate all SunLine Transit Agency ~~collision~~collisions and injuries for preventability.
- Submit monthly safety and security data to the National Transit Database.

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Chief of Human Relations

- Maintain the CAL-OSHA Log 300
- Post the CAL-OSHA Log 300 (the previous year's recorded safety events) in the month of February.
- Review SunLine's safety event record quarterly and provide input to appropriate corrective actions/training when safety event trends are unfavorable.
- Ensure all Human Resources Department employees attend designated mandatory safety meetings.
- Attend safety meetings and support the safety message being presented by the Safety Department.
- Present Human Resources specific information as needed to reinforce the goals of SunLine safety culture.
- Track safety KPI's for the Human Resources Department staff and personnel to reduce or eliminate collision/injury trends.

Chief Transportation Officer

The Operations Department is assigned the responsibility for the safe operation of paratransit and fixed route buses throughout the SunLine Service Area.

These responsibilities include:

- Review SunLine's safety event record quarterly and provide input to appropriate corrective actions/training when safety event trends are unfavorable.
- Monitor adherence to safety-related operating policies, plans, rules, and procedures.
    - Personnel whose safety record requires follow-up, additional training, or discipline, including discharge, are identified through the maintenance of records which indicate safety violations of rules and procedures.
    - Safety violations are reported to the Chief Safety Officer.
- Ensure all Dispatchers, Supervisors, and any other safety sensitive personnel attend safety meetings as prescribed.
- Track safety KPI's for Operations Department staff and personnel to reduce or eliminate collision/injury trends.
- Review reported safety concerns from employees/passengers on bus routes/stop in conjunction with the Director of Planning.

Chief Maintenance Officer

The Maintenance Department has developed a preventive maintenance schedule for each system hardware element, which is designed to maintain system safety. Reported deficiencies and defects in equipment and facilities are corrected

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and monitored to ensure safe operations. Only equipment known to be free of safety defects is placed into service. The Maintenance Department is assigned the responsibility for ~~the~~ maintaining all vehicles in a safe condition.

These responsibilities include:

- Review SunLine's safety event record quarterly and provide input to appropriate corrective actions/training when safety event trends are unfavorable.
- Monitor adherence to safety-related operating and maintenance policies, plans, rules and procedures.
  - Personnel whose safety record requires follow-up, additional training, or discipline, including discharge, are identified through the maintenance of records which indicate safety violations of rules and procedures.
- Ensure all Maintenance Department employees attend designated mandatory safety meetings.
- Ensure all Maintenance Department Employees attend weekly tailgate safety meetings.
- Analyze and review safety KPI's for Maintenance Department staff and personnel to reduce or eliminate collision/injury trends.

Chief Financial Officer

- Review SunLine's safety event record quarterly and provide input to appropriate corrective actions/training when safety event trends are unfavorable.
- Ensure all specifications for purchases are closely reviewed to ensure purchase of safe materials and equipment.
- Work closely with the ~~Superintendent~~ Deputy Chief of Facility Maintenance to ensure all purchases are closely inspected to ensure acceptance and safe materials and equipment.
- Analyze and review safety KPI's for Finance Department staff and personnel to reduce or eliminate collision/injury trends.

Planning Manager

- Review SunLine's safety event record quarterly and provide input to appropriate corrective actions/training when safety event trends are unfavorable.
- Work closely with the Safety and Operations Departments on review of route and bus stops and shelter establishment and ongoing operations.
- Analyze and review safety KPI's for Planning staff and personnel to reduce or eliminate collision/injury trends.

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Management of Change *Describe the process for identifying and assessing changes that may introduce new hazards or impact safety performance.*
SunLine implements a Management of Change process to ensure that all operational, organizational, technological, or procedural modifications are evaluated for potential safety impacts. • **Identification**: Department leadership identifies ~~A~~any proposed changes that may impact safety performance is identified by department leadership. • **Assessment**: The proposed change is evaluated through the agency's Safety Risk Management (SRM) process (detailed in Section 5). This assessment identifies new hazards or impacts on existing safety risk mitigations. • **Mitigation**: If new hazards are identified, safety risk mitigations are developed and implemented prior to the change. • **Approval**: The ~~Changes are approved by the~~ Accountable Executive and other relevant leadership following the SRM assessment must approve changes.

Continuous Improvement *Describe the process for assessing safety performance. Describe the process for developing and carrying out plans to address identified safety deficiencies.*
SunLine is committed to the continuous improvement of its safety performance. This process includes:

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- **Annual Performance Assessment**: The agency conducts a process to assess its safety performance annually. This process includes:
  - Identifying deficiencies in the SMS and the agency's performance against its (general) safety performance targets.
  - Identifying deficiencies in the agency's performance against annual safety performance targets set by the Safety Committee for the safety risk reduction program.
  - Reviewing findings from the Safety Committee (Section 6) regarding safety deficiencies.
- **Monitoring SRRP Targets**: The agency actively monitors safety performance against the annual SRRP targets set by the Safety Committee.
- **Response to Missed SRRP Targets**: If the agency does not meet an established annual SRRP target, SunLine will:
  - Assess the associated safety risk through the SRM process (Section 5).
  - Mitigate the associated safety risk based on the results of the SRM process.
  - Include these new mitigations in this ASP (or incorporate them by reference via the Safety Risk Register).
  - Allocate its safety set-aside funds in the following fiscal year to safety-related projects that are reasonably likely to help meet the missed target(s).
- **Corrective Action Plans**: Under the direction of the Accountable Executive, the agency develops and carries out plans to address any deficiencies identified through the safety performance assessment process, including any mitigations developed in response to a missed SRRP target.

4 Safety Promotion

Competencies and Training

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Describe the safety training program for all agency employees and contractors directly responsible for safety.
Safety Training All training in the Training Department is performed by Transportation Safety Institute (TSI) certified instructors. All new operators training consists of no less than forty (40) hours of classroom. Classroom consists of TSI courses: • Bus Maneuvering and Defensive Driving • Emergency and Safety event Handling Procedures • Passenger Relations These are supplemented with other courses that have been incorporated into the training as contained in the Instructors Manual. Completion of a written examination for all course subjects is required of each student. New operator training also consists of no less than forty (40) hours of Behind-the-Wheel training before being tested. • All new operators are trained on all SunLine vehicles which they will be expected to operate • An authorized examiner of SunLine administers the road test, following Department of Motor Vehicle guidelines and is recorded on the Certificate of Driving Skill (DL170). • All training records are kept on file in the Superintendent of Safety and Training files. After successful completion of the classroom and Behind-the-Wheel segments of the training program, the operators begin cross training, on route, with line operators, who grade their performance on the **Training Progress Report,** which are reviewed by the Training Department. The total time from classroom to line operator is approximately 6-8 weeks. All hours are documented on **Verification of Transit Training Form** (DL260). The Safety Department coordinates with training and maintenance training instructors in formulating and refining training programs. Training curriculums are reevaluated for improvements after each training class has been completed. New hire operators are provided course critique sheets to evaluate the driver training course. Continues safety training to instruct employees on methods to prevent traffic, passengers, and employee safety events is accomplished with: • Safety meetings • Tailgate meetings

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- Special presentations or classes
- Publications
- Newsletters
- Coaching at work locations

All training on new Agency vehicles is documented and retained by the Training Department.
Dispatch received a list of those operators qualified to operate new equipment.

Initial Training and Re-training is provided as described in the following chart.

Type of Training	Frequency	Comments
Safety Training	Upon Hire	Re-training Monthly
OSHA Training	Quarterly	
Bloodborne Pathogens	Upon Hire	Re-training Annually
Right-to-Know	Upon Hire	Re-training Annually
Equipment Training	Receipt of new equipment	
Emergency Drills	Quarterly	
Fatigue Awareness	Upon Hire	
Alternative Fuel	Upon Hire	As appropriate
General/Specific Safety	Monthly (Main./Ops.)	As appropriate
Hazardous Materials	Upon Hire	As appropriate
CNG Fueling	Upon Hire	As appropriate
Disaster Preparedness	Upon Hire	
Forklift	Upon Hire	Re-training Annually

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In relation to the training in the table above, safety training for all operations transit workers and transit workers directly responsible for safety, including maintenance transit workers, includes:

- **De-escalation**
- **Safety concern identification and reporting**
- **Refresher training (as needed)**

Safety Communication

Describe processes and activities to communicate safety and safety performance information throughout the organization.

Communication Tools

SunLine uses various tools to communicate safety activities, concerns, and notices to employees. SunLine will communicate the results of cooperation with frontline transit worker representatives or the Safety Committee activities throughout SunLine's organization.

The communication tools that SunLine may use include, but are not limited to:

- Communic~~ation~~ating ~~on~~ safety actions taken in response to reports submitted through the employee safety reporting program.
- Employee Safety Meetings
  - Attended by employees from Operations, Maintenance, Human Resource, Planning and Administrative Staff
- Tailgate meetings
- Newsletters
- Publications
- Posting of Safety Committee minutes throughout the organization
- Use of color codes, posters, labels or signs to warn employees of potential hazards

Safety Incentive Awards

Safety awards are used to encourage individual participation in the SSPP.

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Presently the Safety Department administers Safe Driving Awards, which recognizes individual yearly miles driven safety event free by transit operators. Our other safety incentive program is our Quarterly Safety Incentive Program that recognizes the safety achievement of employees with a prize.

5 Certification of Compliance

SunLine Transit Agency certifies compliance with 49 CFR Part 673 through the FTA's Transit Award Management System (TrAMS).

Name of Individual That Certifies Compliance: [Name]
Date of Certification: [Date]

6 Recordkeeping

SunLine maintains documents that set forth this ASP, including those related to the implementation of SMS and the results from SMS processes and activities. These documents are maintained, in whole or by reference, and describe the programs, policies, and procedures that the agency uses to carry out its ASP.

These documents will be made available upon request by the FTA, another ~~or other~~ Federal entity, or a State. All recordkeeping documents will be ~~maintained~~retained for a minimum of three years after creation~~they are created~~, in accordance with the agency's record retention policy.

Definitions of Special Terms Used in the ASP

SunLine Transit Agency incorporates all of FTA's definitions that are in 49 CFR § 673.5 of the Public Transportation Agency Safety Plan regulation.

Term	Definition
Accountable Executive	A single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a transit agency; responsibility for carrying out the transit agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to

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	develop and maintain both the transit agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the transit agency's Transit Asset Management Plan, in accordance with 49 U.S.C. 5326.
Assault on a transit worker	A circumstance in which an individual knowingly, without lawful authority or permission, and with intent to endanger the safety of any individual, or with a reckless disregard for the safety of human life, interferes with, disables, or incapacitates a transit worker while the transit worker is performing the duties of the transit worker, as defined in 49 U.S.C. 5302.
Competent Person	Someone who is capable of identifying existing and predictable hazards in the surroundings or working conditions that are unsanitary, hazardous or dangerous to employees, and who has the authorization to take prompt corrective measures to eliminate them.
Emergency	A natural disaster affecting a wide area (such as a flood, hurricane, tidal wave, earthquake, severe storm, or landslide) or a catastrophic failure from any external cause, as a result of which the Governor of a State has declared an emergency and the Secretary has concurred; or the President has declared a major disaster under section 401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5170), as defined under 49 U.S.C. 5324.
Equivalent entity	An entity that carries out duties similar to that of a Board of Directors for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's Public Transportation Agency Safety Plan.
Hazard	Any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.
Injury	Any harm to persons as a result of an event that requires immediate medical attention away from the scene.
Investigation	Means the process of determining the causal and contributing factors of a safety event or hazard, for the purpose of preventing recurrence and mitigating safety risk.
Joint labor-management process	A formal approach to discuss topics affecting transit workers and the public transportation system.
National Public Transportation Safety Plan	The plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.

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Near-miss	A narrowly avoided safety event.
Operator	A provider of public transportation.
Performance Measure	An expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.
Potential Consequence	The effect of a hazard.
Agency Safety Plan	The documented comprehensive Agency Safety Plan for a transit agency that is required by 49 U.S.C. 5329 and Part 673.
Safety Assurance	Processes within a transit agency's Safety Management System that function to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.
Safety Committee	The formal joint labor-management committee on issues related to safety that is required by 49 U.S.C. 5329 and 49 C.F.R. part 673.
Safety event	An unexpected outcome resulting in injury or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.
Safety Management Policy	A transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities for the management of safety.
Safety Management System	The formal, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing hazards and safety risks.
Safety Performance Target	A quantifiable level of performance or condition, expressed as a value for the measure, related to safety management activities, to be achieved within a specified time period.
Safety Promotion	A combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.
Safety risk	The composite of predicted severity and likelihood of a potential consequence of a hazard.

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Safety Risk Assessment	The formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risk.
Safety Risk Management	A process within a transit agency's Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating the safety risk of their potential consequences.
Safety risk mitigation	A method or methods to eliminate or reduce the severity and/or likelihood of a potential consequence of a hazard. as low as reasonably practicable.
Safety set-aside	The allocation of not less than 0.75 percent of assistance received by a large urbanized area provider under 49 U.S.C. 5307 to safety-related projects eligible under 49 U.S.C. 5307.
Serious Injury	Any injury in which: (1) any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date when the injury was received; (2) Results in a fracture of any bone (except simple fractures of fingers, toes, or noses); (3) Causes severe hemorrhages, nerve, muscle, or tendon damage; (4) Involves any internal organ; or (5) Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.
Transit Agency	An operator of a public transportation system that is a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 or a rail transit agency.
Transit Asset Management Plan	The strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost- effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR Part 625.
Transit worker	Any employee, contractor, or volunteer working on behalf of the transit agency.

List of Acronyms Used in the ASP

Acronym	Word or Phrase
ADA	American's with Disabilities Act of 1990
ASP	Agency Safety Plan (also referred to as a PTASP in Part 673)
CDC	Centers for Disease Control and Prevention of the United States Department of Health and Human Services
CFR	Code of Federal Regulations

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ESRP	Employee Safety Reporting Program
FTA	Federal Transit Administration
MPO	Metropolitan Planning Organization
NTD	National Transit Database
Part 673	49 CFR Part 673 (Public Transportation Agency Safety Plan)
SC	Safety Committee
SMS	Safety Management System
U.S.C.	United States Code
VRM	Vehicle Revenue Miles
FGA	Federal Government Agencies

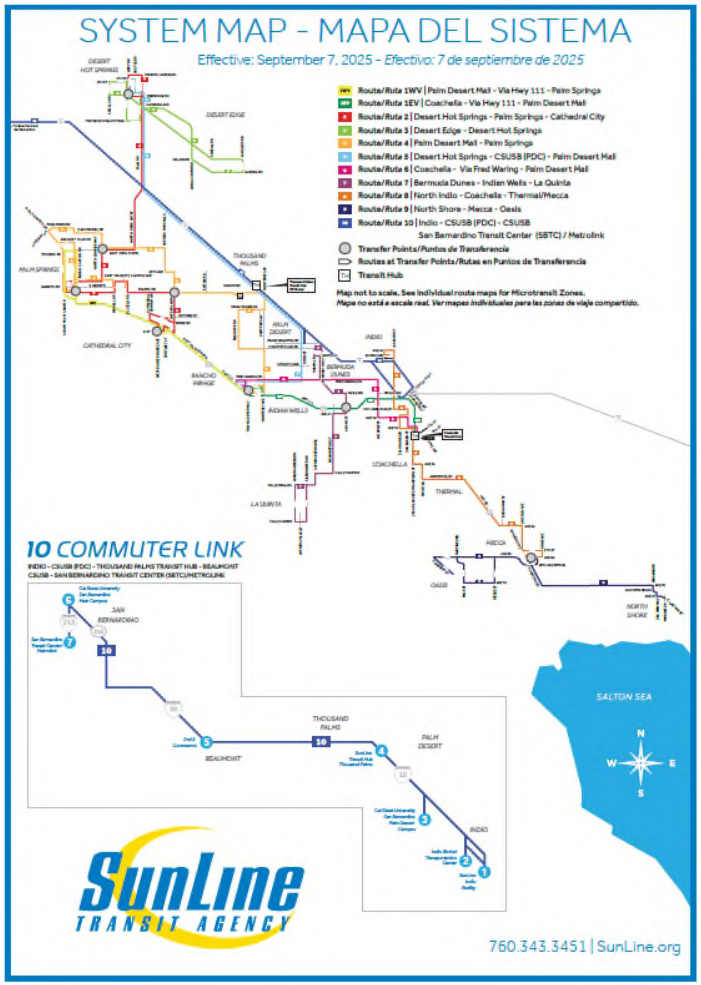
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Agency Safety Plan

1. Transit Agency Information

Transit Agency Name	SunLine Transit Agency			
Transit Agency Address	32-505 Harry Oliver Trail, Thousand Palms, CA 92276			
Name and Title of Accountable Executive	Mona Babauta , CEO/General Manager			
Name of Chief Safety Officer or SMS Executive	Bryan Valenzuela, Chief Safety Officer			
Agency Size	SunLine Transit Agency is a large urbanized area (UZA) provider serving the Indio—Palm Desert—Palm Springs, CA Urbanized Area (UZA 41347), as defined by the U.S. Census Bureau on 2020 Census data.			
Mode(s) of Service Covered by This Plan	Fixed Route Paratransit Microtransit	**List All FTA Funding Types (e.g., 5307, 5337, 5339)**	5307, 5310, 5311, 5309, 5313, 5339, CMAQ	
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	Fixed Route Bus; Paratransit; Microtransit			
Does the agency provide transit services on behalf of another transit agency or entity?	Yes ☐	No ☒	**Description of Arrangement(s)**	N/A
Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided	N/A			

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2. Plan Development, Approval, and Updates

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Agency Safety Plan

Name of Entity That Drafted This Plan	SunLine Transit Agency	
Signature by the Accountable Executive	**Signature of Accountable Executive**	**Date of Signature**
	Mona Babauta, CEO/GM	
Approval by the Safety Committee	**Signature of Safety Committee Chair**	**Date of Approval**
	Richard Powers, Chair	
Approval by the Board of Directors or an Equivalent Authority	**Name of Individual/Entity That Approved This Plan**	**Date of Approval**
	SunLine Board of Directors: **Lynn Mallotto, Chair**	
	Relevant Documentation (Title and Location)	
	Title 1, Division 7, Chapter 5 of the California Government Code Section 6500 et seq.	

Version Number and Updates
Record the complete history of successive versions of this plan.

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Version Number	Section/Pages Affected	Reason for Change	Date Issued
1.0	All Pages	Original	9/30/2020
1.1	All Pages	Agency changes	12/07/2022
1.2	Pages 1-3, 24	Change in Accountable Executive, change in Board of Directors Chair, and revision to 49 U.S.C. § 5329 (d)	09/27/2023
1.3	All Pages	New Federal Requirements	12/04/2024
1.4	All Pages	Annual Compliance Update	

Annual Review and Update of the Agency Safety Plan

Describe the process and timeline for conducting an annual review and update of the ASP.

SunLine's Agency Safety Plan is reviewed annually, or at more frequent intervals as appropriate, incorporating any findings from **SOP# Safety 0027 – Safety Review Process**

- The update process begins at the weekly Chief's meeting as directed by the Accountable Executive.
- The Chief Safety Officer initiates the process of update.
- The Safety Plan update includes a review of any safety concerns raised by staff, observed by staff, or otherwise brought to the attention of the Chiefs and the Safety Committee throughout the year; and the results of the Safety Review Process.
- Each Chief with a potential safety issues is responsible for investigating the issue and recommending changes.
- Any recommended changes to policies/procedures are incorporated into the Safety Plan by the Chief Safety Officer and presented at the Chiefs Meetings for review and first level approval.
- The updated plan is submitted to Chiefs for review and approval.

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- After the updated plan has been approved by the Chiefs, the Chief Safety Officer presents the Safety Plan to the Accountable Executive for approval.
- After the Accountable Executive approves the Safety Plan, it is presented to the Safety Committee for approval. The process and timeline for this review are detailed in Section 6 of this plan (Safety Committee Procedures).
- After the Safety Committee approves the Safety Plan, it is presented to the Board of Directors for final approval.

3. Safety Performance Targets

Safety Performance Targets
Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.

Event Type	Mode of Transit Service	
	Fixed Route	Paratransit
Fatalities (Total)	1	0
Fatalities (Per 100K VRM)	0.01	0
Injuries (Total)	28	6
Injuries (Per 100K VRM)	0.32	0.25
Major Events (Total)	20	3
Major Events Rate (Per 100K VRM)	0.23	0.13
Vehicle v. Vehicle Collisions Total	20	3
Collision Rate (Per 100K VRM)	0.23	0.13
System Reliability (Failures per 100K VRM)	14.20	7.39
Transit Worker Assaults (Total)	N/A	N/A
Transit Worker Assaults (Per 100K VRM)	N/A	N/A
Transit Worker Fatality Rate (Per 100K VRM)	0.00	0.00
Transit Worker Injury Rate (Per 100K VRM)	0.00	0.00

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Vehicle v. Pedestrian (Total)	0	0
Vehicle v. Pedestrian (Per 100K VRM)	0.00	0.00

Safety Performance Target Coordination

Describe the coordination with the State and Metropolitan Planning Organization(s) (MPO) in the selection of State and MPO safety performance targets.

SunLine Transit Agency coordinates with the California Department of Transportation (Caltrans) and the Southern California Associated Governments (SCAG) MPO in the selection of safety performance targets to the maximum extent practicable. SunLine makes its agency-specific safety performance targets available to the State and MPO annually to aid in their respective planning processes.

Targets Transmitted to the State	**State Entity Name**	**Date Targets Transmitted**
	California Department of Transportation	
Targets Transmitted to the Metropolitan Planning Organization(s)	**Metropolitan Planning Organization Name**	**Date Targets Transmitted**
	Southern California Associated Governments	

1 Safety Management Policy

Safety Management Policy Statement

Use the written statement of safety management policy, including safety objectives.

At SunLine Transit Agency, safety is defined as the state in which the risk of safety events is reduced to an acceptable level through a continuous process of hazard identification, risk assessment, and mitigation—supported by system-wide coordination of all departments to preserve life, property, and the environment.

At the core of our commitment to safety is our drive to:

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- Provide a safe working environment for our employees
- Incorporate safety into our resource management decisions
- Keep our passengers safe
- Be good stewards of the environment

SunLine Transit Agency has established and implemented a Safety Management System (SMS) in accordance with 49 CFR Part 673. This SMS is scaled to the size, scope, and complexity of the agency and includes the four key components: Safety Management Policy, Safety Risk Management, Safety Assurance, and Safety Promotion.

This policy is implemented through the agency's SMS and supported by all agency levels, from the Accountable Executive to frontline transit workers, and includes the formal involvement of the joint labor-management Safety Committee.

The **Safety Management Policy** is included as **Appendix A.**

Safety Management Policy Communication

Describe how the safety management policy is communicated throughout the agency. Include dates where applicable.

Upon completion of the review process and securing final Board Approval, the Chief Safety Officer distributes the updated Safety Plan, which includes the Safety Management Policy, to each Department Chief for dissemination to staff.

Authorities, Accountabilities, and Responsibilities

Describe the role of the following individuals for the development and management of the transit agency's Safety Management System (SMS).

Accountable Executive	The CEO/General Manager serves as SunLine's Accountable Executive with the following authorities, accountabilities, and responsibilities under this plan: • Provide oversight of all Safety Plan policies, recommendations, actions, and modifications. • Delegation of responsibilities as appropriate to Department Heads and follow-up on all issues and discussions. • Allocation/approval of funds to minimize and reduce hazards to implement valid suggestions from the Safety Committee.

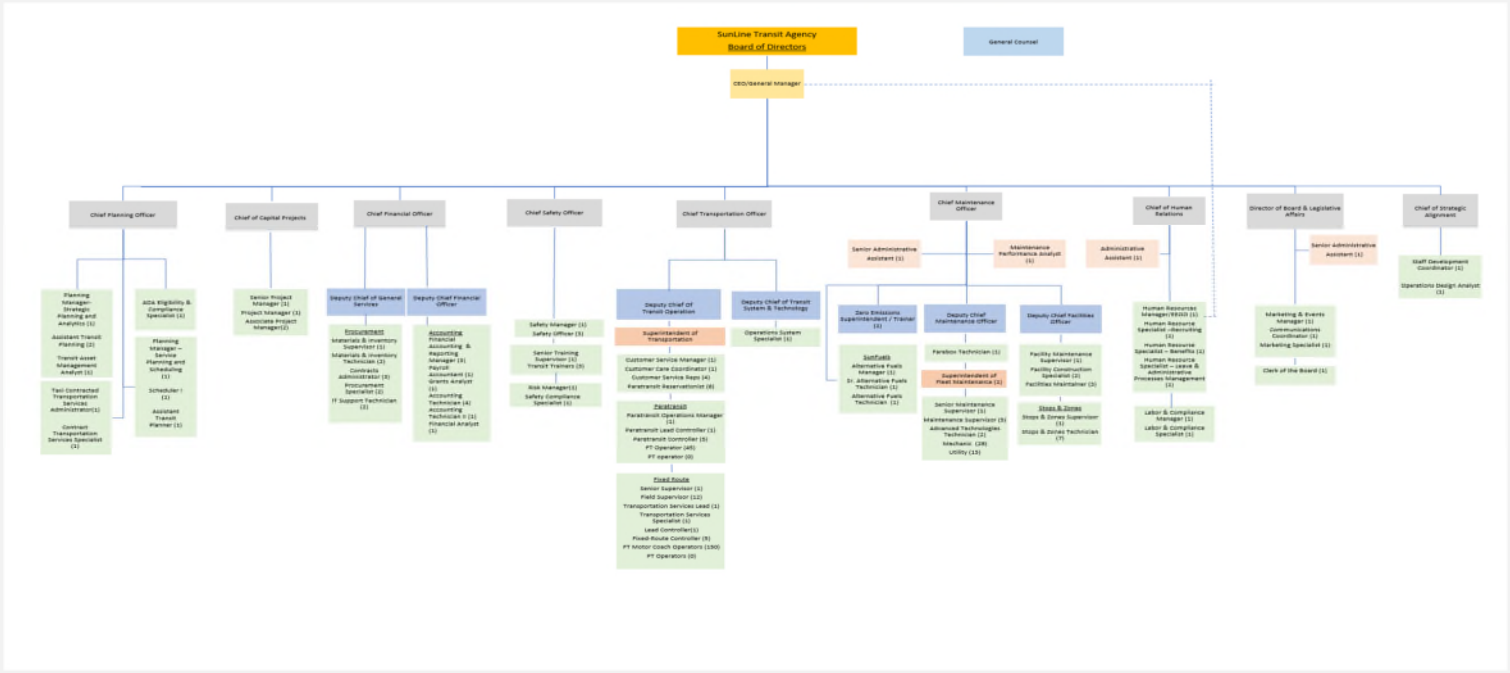
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	• Provisions of leadership and directions in the administration of safety activities by showing support for safety rules and objectives. • Implement safety risk mitigations for the safety risk reduction program. • Consider all other safety risk mitigations recommended by the Safety Committee. • Ensure that the SMS is effectively implemented throughout the agency and that action is taken, as necessary, to address substandard performance in the SMS. • Maintain ultimate responsibility for carrying out this ASP and the agency's Transit Asset Management (TAM) Plan, and control over the human and capital resources needed to develop and maintain both plans. This ultimate accountability cannot be delegated.
Chief Safety Officer or SMS Executive	The Chief Safety Officer (CSO) or SMS Executive, designated by the Accountable Executive, is an adequately trained individual who has the authority and responsibility for the day-to-day implementation and operation of the agency's SMS. The CSO reports directly to the Accountable Executive (see below organizational chart excerpt), and has the following authorities, accountabilities, and responsibilities under this plan: • Informs all employees of new safety issues and regulations to ensure compliance. • Report to the nearest California Occupations Safety and Health Administration (CAL-OSHA) office of any fatal safety events, or which result in hospitalization of three or more employees. • Prioritize the safety hazards and post in all areas used for employee communication, a list of hazards in descending order, starting with the most severe hazards first. • Coordinate with the Chief Maintenance Officer in Hazard Identification and Resolution. • Inspect all SunLine facilities on a monthly basis. • Manage the Hazardous Materials Business Plan with the Chief of Maintenance. • Coordinate contractor safety programs with the Chief of Performance. • Ensure that hazardous materials and waste are dealt with properly. • Ensure employees are warned of potential risks and dangers of hazardous materials in accordance with **SOP #Safety 0028 – Hazardous Materials Communication.**

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	• Investigate every industrial injury for cause, preventability and any necessary post-safety event training. • Track, monitor and manage the modified duty program for employees returning to work with restrictions. • Establish and manage the SunLine Safety Incentive Program for all agency employees. • Maintain all SunLine collision/injury files to identify and establish collision/injury trends and possible corrective actions. • Track safety Key Performance Indicators (KPI) for all agency employees and departments. • Reports directly to the Accountable Executive of any and all issues concerning safety and security of the agency, employees, passengers, visitors, contractors and equipment. • Establish and update operating procedures and communicate them to supervisors so they may follow safety requirements. • Organize, plan and present the agency's employee safety meetings to all active employees. • Organize and schedule Safety Committee meetings in accordance with SOP #Safety 0018 – Safety Committee • Ensure the Safety Committee meeting minutes are posted for all employees to see. • Investigate all SunLine Transit Agency collisions and injuries for preventability. • Conduct post-collision, injury and safety event retraining of SunLine employees. • Submit monthly safety and security data to the National Transit Database. • Conduct monthly facility checks at all SunLine properties using SOP #Safety 0029 – Daily Safety Walkthrough Assessment Process.

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Agency Leadership and Executive Management	Agency Leadership and Executive Management also have authorities and responsibilities for day-to-day SMS implementation and operation of SunLine's SMS under this plan. SunLine Transit Agency Leadership and Executive Management include: • Chief Transportation Officer • Chief of Human Relations • Chief Planning Officer • Chief of Capital Projects • Chief Financial Officer • Chief Maintenance Officer • Director of Board and External Affairs

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	• Deputy Chief Facilities Officer • Deputy Chief of Human Relations • Deputy Chief Maintenance Officer • Deputy Chief of Transit Operation • Operations Managers and Supervisors • Safety, Risk, and Training Managers SunLine Leadership and Executive Management personnel have the following authorities, accountabilities, and responsibilities: • Participate as members of SunLine's Safety Committee (operations manager and supervisors will be rotated through the Safety Committee on a one-year term and other positions are permanent members). • Complete training on SMS and SunLine's Agency Safety Plan (ASP) elements. • Oversee day-to-day operations of the SMS in their departments. • Modify policies in their departments consistent with implementation of the SMS, as necessary. • Provide subject matter expertise to support implementation of the SMS as requested by the Accountable Executive or the Chief Safety Officer, including Safety Risk Management (SRM) activities, investigation of safety events, development of safety risk mitigations, and monitoring of mitigation effectiveness.
Agency Leadership and Executive Management	**Chief of Human Relations** • Maintain the CAL-OSHA Log 300. Post the CAL-OSHA Log 300 (the previous years recorded safety events) in the month of February. • Review SunLine's safety event record quarterly and provide input to appropriate corrective actions/training when safety event trends are unfavorable. • Ensure all employees go through hazardous materials training annually. • Ensure a new employee receives hazardous materials training within six months from the date of hire. • Securely store all health and safety records, files, etc. pertaining to each employee including items such as training signoffs and copies of medical exams & records.

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	• Ensure all Human Resources Department employees attend designated mandatory safety meetings. • Attend safety meetings and support the safety message being presented by the Safety Department. Present Human Resources specific information as needed to reinforce the goals of SunLine safety culture. • Track safety KPI's for the Human Resources Department staff and personnel to reduce or eliminate collision/injury trends. • Support the SunLine Safety Incentive Program by setting the example and encouraging all employees to put safety first and reduce the chances of injuries and collisions. **Chief Transportation Officer** The Operations Department is assigned the responsibility for the safe operation of paratransit and fixed route buses throughout the SunLine Service Area. These responsibilities include: • Review SunLine's safety event record quarterly and provide input to appropriate corrective actions/training when safety event trends are unfavorable. • Prepare and implement safe operating policies, plans, rules and procedures. • Develop required policies, plans, rules, procedures and contingency plans for safe operation reviewed by the Safety Department and approved by the Accountable Executive. Revise when needed to reflect current operating conditions. • Provide ongoing training and testing of personnel in the proper performance of safe-related operating policies, plans, rules, and procedures. • Overview training, testing and certification in the proper performance of all safety-related rules and procedures. This applies to both normal and emergency conditions. Provide employees with copies of safety and emergency rules, procedures, and policies that affect them. • Monitor adherence to safety-related operating policies, plans, rules and procedures. Personnel whose safety record requires follow-up, additional training, or discipline, including discharge, are identified through the maintenance of records which indicate safety violations of rules and procedures. Safety violations are reported to the Chief Safety Officer.

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	• Correct conditions which have caused or have the potential to cause injury to persons or damage to property/equipment. • Ensure all Maintenance employees attend on-going tailgate training sessions. • Ensure all Dispatchers, Supervisors, and any other safety-sensitive personnel attend safety meetings as prescribed. • Attend employee safety meetings and support the safety message being presented by the Operations Department and all other department with a safety message. Present operations-specific information as needed to reinforce the goals of SunLine Transit Agency safety culture. • Track safety KPI's for Operations Department staff and personnel to reduce or eliminate collision/injury trends. • Support the SunLine Safety Incentive Program by setting the example and encouraging all employees to put safety first and reduce the chances of injuries and collisions. • Review reported safety concerns from employees/passengers on bus routes/stops in conjunction with the Director of Planning. **Deputy Chief of Facilities** The Maintenance Department is assigned the responsibility of maintaining all vehicles in a safe condition. These responsibilities include: • Review SunLine's safety event record quarterly and provide input to appropriate corrective actions/training when safety event trends are unfavorable. • Preparation and implementation of safe maintenance policies, plans, rules and procedures. • Required policies, plans, rules and procedures for safe operation and maintenance are developed by the Maintenance Department and are approved by the Safety Department. They are revised when needed to reflect current operating conditions. • Personnel are systematically trained, tested and certified in the proper performance of all safety-related rules and procedures. This applies to both normal and emergency conditions. Employees are provided with copies of safety and emergency rules, procedures, and policies that affect them. • There is ongoing testing of personnel in the proper performance of safety-related operating and maintenance policies, plans, rules, and procedures. The

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	Department also monitors adherence to safety-related operating and maintenance policies, plans, rules and procedures. • Personnel whose safety record requires follow-up, additional training, or discipline, including discharge, are identified through the maintenance of records which indicate safety violations of rules and procedures. Safety violations are reported to the Safety Department. Conditions are corrected which have caused or have the potential to cause injury to persons or damage to property/equipment. In addition to the responsibilities listed, specific actions include: • Act as an interface between SunLine and manufacturers, to correct any severe safety hazards related to equipment and materials. • Ensures Safety Data Sheets (SDS's) meet the requirements of **SOP #Safety 0028 – Hazardous Materials Communication** and that on-line subscription programs are available to all employees. • Maintain a chemical inventory that is update monthly. • Coordinate with the Chief Safety Officer to create and implement SunLine's Hazardous Materials Business Plan. • Ensure that hazardous materials and waste are dealt with properly. Monitor the areas where hazardous wastes are handled and ensure that employees actions when entering, while within and when exiting are appropriate for existing conditions. • Ensure all Maintenance Department employees attend designated mandatory safety meetings. • Ensure all Maintenance Department employees attend weekly tailgate safety meetings. • Conduct bus stop safety inspections as part of weekly cleaning and maintenance. • Attend employee safety meetings and support the safety message being presented by the Safety and Operations Departments. Present maintenance specific information as needed to reinforce the goals of SunLine Transit Agency safety culture. • Analyze and review safety KPI's for Maintenance Department staff and personnel to reduce or eliminate collision/injury trends.

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	• Support the SunLine Safety Incentive Program by setting the example and encouraging all employees to put safety first and reduce the chances of injuries and collisions. **Chief Financial Officer** • Review SunLine's safety event record quarterly and provide input to appropriate corrective actions/training when safety event trends are unfavorable. • Ensure all purchases comply with applicable FTA and DOT safety requirements. • Ensure all specifications for purchases are closely reviewed to ensure purchase of safe materials and equipment. • Work closely with the Chief Maintenance Officer to ensure all purchases are closely inspected to ensure acceptance of safe materials and equipment. • Attend employee safety meetings and support the safety message being presented by the Safety and Operations Departments. Present finance specific information as needed to reinforce the goals of SunLine safety culture. • Ensure all Finance Department employees attend designated mandatory employee safety meetings. • Participate in emergency disaster planning for the recovery of the financial disaster situation. • Analyze and review safety KPI's for Finance Department staff and personnel to reduce or eliminate collision/injury trends. • Support the SunLine Safety Incentive Program by setting the example and encouraging all employees to put safety first and reduce the chances of injuries and collisions. **Chief Planning Officer** • Review SunLine's safety event record quarterly and provide input to appropriate corrective actions/training when safety event trends are unfavorable. • Work closely with the Safety and Operations Departments on review of route and bus stops and shelter establishment and ongoing operations. • Attend employee safety meeting and ensure departmental staff attends meetings. • Support and enforce all safety and security policies and procedures established by the agency.

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	• Analyze and review safety KPI's for Planning staff and personnel to reduce or eliminate collision/injury trends. • Support the SunLine Safety Incentive Program by setting the example and encouraging all employees to put safety first and reduce the chances of injuries and collisions. **Director of Board and External Affairs** • Represent SunLine to external audiences and stakeholders, including interactions and cooperative agreements with other local governmental agencies and regional entities regarding transportation programs and services. • Primary liaison between the Accountable Executive and all SunLine staff, constituents and the Board of Directors. • Work closely with the Executive Team as part of a strong leadership team working on behalf of the Accountable Executive. • Oversee strategic consultation to the Accountable Executive on major issues affecting the agency. Provide day-to-day oversight, policy direction and high-performance development for all key departments to enhance the overall customer experience of SunLine riders. **Chief Maintenance Officer** • Authorizes the purchase of parts, equipment tools, and supplies. • Ensures compliance with local, state and federal requirements regarding maintenance-related projects. • Coordinates activities within maintenance operations to assure peak performance and productivity, as well as conformance with established or mandated external regulations and policies affecting SunLine operations; measures performance levels and goal achievement. • Facilitates and leads the department in developing and administering operating plans, policies, procedures and labor contracts. • Monitors maintenance expenditures; administers the maintenance budget; coordinates special projects. • Contributes to the Executive Team in the areas of strategic planning, setting priorities, budgeting, safety, service quality and labor relations.

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<table>
<tr>
<td>Key Staff</td>
<td>
Safety Committee Members

Make certain that employees have and use safe tools and equipment (including personal protective equipment) and that equipment is maintained properly.
Report any safety hazard to the Safety Department immediately.
Act as an interface between the employees and the Safety Department.
Ensure employees follow the safety rules and report any employee who violates the safety rules.
Give leadership and direction in administration of safety activities by showing support for safety rules and objectives.
Have the necessary job knowledge relating to all machines and processes in their area of responsibility.
Conduct quarterly site inspections and post results in operations and maintenance lounge.
Set annual safety performance targets for Safety Risk Reduction Program.
Identify and recommend mitigations for any potential consequences identified through risk assessments, including where we did not meet targets in the safety risk reduction program.
Identify ineffective/inappropriate or poorly implemented mitigations, including where we did not meet targets in the safety risk reduction program.
Identify safety deficiencies for purposes of continuous improvements (SA), including where we did not meet targets in the safety risk reduction program.

All employees at SunLine Transit have a role in safety. In an effort to ensure that safety responsibilities are understood, the following chart describes the safety roles for each job classification.
<table>
<tr><th colspan="3">SunLine Transit Agency</th></tr>
<tr><th>Job Classification</th><th>Job Description/Responsibility</th><th>Applicable Codes</th></tr>
<tr><td>Clerical</td><td>Administrative Assistant, Accounting Tech, Marketing Rep., Receptionist, Customer Service:</td><td>1,2,5</td></tr>
</table>
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	Tasks include computer operations, telephone, fax, filing, appointments, check processing and xeroxing. Equipment: Computer equipment, copier, telephone, file cabinets, postage meter, radios 10-key.	
Operations Dispatcher	Dispatches motor coach operators, provides route and schedule information. Equipment: Radios, computer equipment, copier, telephone, typewriter and file cabinets.	1,2
Operations Operators	Operates and drives a motor coach along prescribed routes. Equipment: Motor coach, radios, winches, ramps and wheelchair lifts.	1,5
Operations Supervisor	Supervises motor coach operators to ensure schedule adherence and safe operation. Equipment: Company vehicles, radios, computer equipment, cellphone, copier, tablets (ipad) and telephone.	1,2,5
Maintenance/Utilities	Maintains and cleans vehicles and facilities. Equipment: Vacuums, bus wash, paint, solvents, ladders, scaffolding and hoses.	1,3,4,5
Maintenance/Property Maintainers & Supervisors	Maintains, cleans and installs bus stops. Removes graffiti, steam cleans and empties trash.	1,3,4,5

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	Equipment: Stam cleaners, sand blasters, standard tools, ladders, solvents, paints, nails and drills.	
Maintenance/Mechanics & Supervisors	Performs vehicle repair work and diagnostic analysis. Equipment: Mechanics tools, diagnostic equipment, paint, oil and transmission fluids, welding equipment.	1,2,3,4,5
Maintenance/Facilities	Maintains and cleans exteriors of buildings. Equipment: Lawn and garden equipment, paints, hammers.	1,3,4,5
Maintenance/Body Technician	Performs vehicle inspections and repairs as directed. Equipment: Welding equipment, lifts, paint spray, mechanic tools, air hose, diagnostic equipment, oils and fluids.	1,3,4,5
Maintenance/Training Supervisor & Director of Maintenance	Supervises, trains, and directs the work of mechanics and utility personnel. Equipment: Gas engines, mechanic tools, transmissions, batteries, electrical wiring, CNG, paints and welding materials.	1,2,3,4,5

Applicable Codes

SOP #Safety 0025 – Codes of Safe Practice describes safety requirements for work conditions, safe work practices, and personal protective equipment. These may be used to train new employees and employees who are changing their job assignment.

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NOTE: Codes are numbered and correspond with “Safe Practice” description.

Codes of Safe Practices		
Code #	**Category**	**Employees**
1	General Safety	All employees
2	Administrative	Clerical/Management
3	Material Handling	Operations/Maintenance
4	Maintenance	Operations/Maintenance
5	Company Vehicles	Operations Operators/Maintenance
6	Confined Space Activities	Maintenance

Employee Safety Reporting Program

Describe the process and protections for employees to report safety conditions to senior management. Describe employee behaviors that may result in disciplinary action (and therefore, are excluded from protection).

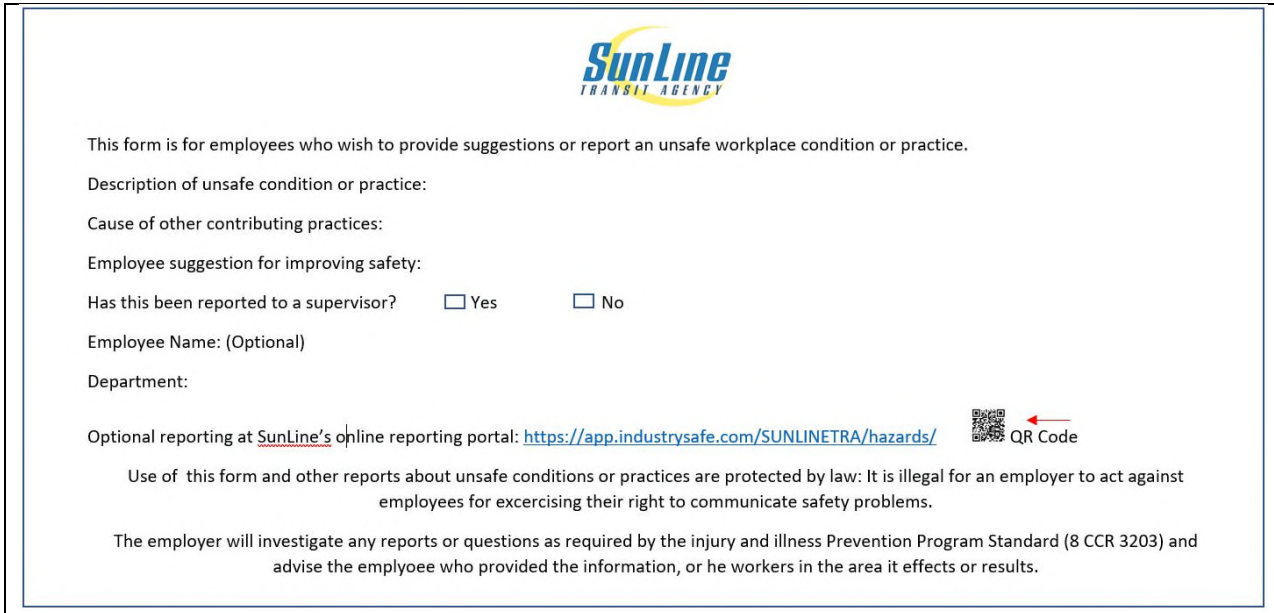
Reporting unsafe conditions or practices is protected by law. SunLine encourages all employees to report any existing or potential hazards, unsafe acts, or safety concerns—including near-misses and assaults on transit workers—without fear of retaliation.

In accordance with Title 8 California Code of Regulations §3203 and 49 CFR Part 673, SunLine’s Safety Department will investigate all reported safety concerns and advise the reporting employee, as well as affected workers, of the results and any corrective action taken.

Disciplinary actions at SunLine are based on infractions of SunLine’s Rules and Regulations that are necessary for safe and efficient operations. Behaviors that may result in disciplinary action, and are therefore excluded from protection, include knowingly submitting false or fraudulent reports or failing to report a safety event or hazard in accordance with established procedures.

SOP #Safety 0038 – Employee Safety Suggestion Program provides employees with written forms to inform management of potential hazards, unsafe conditions, near misses, assaults on transit workers, collisions, or other safety events, and has established a suggestion box for input by employees. Below is a representation of the form.

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This form is for employees who wish to provide suggestions or report an unsafe workplace condition or practice.

Description of unsafe condition or practice:

Cause of other contributing practices:

Employee suggestion for improving safety:

Has this been reported to a supervisor? ☐ Yes ☐ No

Employee Name: (Optional)

Department:

Optional reporting at SunLine's online reporting portal: https://app.industrysafe.com/SUNLINETRA/hazards/ QR Code

Use of this form and other reports about unsafe conditions or practices are protected by law: It is illegal for an employer to act against employees for excercising their right to communicate safety problems.

The employer will investigate any reports or questions as required by the injury and illness Prevention Program Standard (8 CCR 3203) and advise the emplyoee who provided the information, or he workers in the area it effects or results.

SOP #Safety 0036 – Safety Events Reporting & Responsibilities describes the notification procedures for reporting and disseminating information to the appropriate personnel for action; and the responsibilities for handling the situation. Generally, the procedures are as follows:

- **Driver** shall:
  - Notify Dispatch by radio immediately.
  - Be prepared to report the circumstances of the injury and/or collision and request the type of help needed, i.e., supervisor needed, police, paramedics, etc.
  - Follow any instructions given by Dispatch.
  - Maintain control of the situation until first responders or management arrives.
  - Complete **SOP #Safety 0014V10 – Operators Occurrence Report** at the scene if possible, so as to gather all of the information concerning the safety event necessary for the Safety Department to complete an investigation and analysis of the situation.
- **Supervisor** shall:
  - Be notified by the Dispatcher immediately and sent to the scene.
  - Be in charge of the injury/collision scene to be certain all SunLine procedures are followed.

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- Remain in contact with Dispatch to:
  - Ensure that emergency services/police are summoned, depending on the circumstances
  - Keep Dispatch informed of the circumstances as they occur at the scene so the necessary employees and equipment can be made available.

- **Dispatcher shall:**
  - Immediately handle the scene, by radio or phone, to ensure complete medical attention or other emergency services are contacted, and that this information is relayed to the Supervisor/Driver at the scene.
  - Notify the Deputy Chief Operations Officer – Transportation
  - Follow the instructions of any or all Department Chiefs related to all collisions, injuries, and equipment damage.
- **Deputy Chief Transportation Officer** shall:
  - Assess the circumstances of the safety event and make the determination of notifying the Chief Operations Officer or other SunLine staff as is warranted under the circumstances.
- **Chief Transportation Officer** shall:
  - Assume responsibility of notifying the Chief Safety Officer and Accountable Executive or other SunLine staff as is warranted under the circumstances.

SOP #Safety 0037 – Safety event Alert Process describes the process for determining who to notify based upon the situation; and how the notification is to be made.

Events are categorized by type and severity level then reported to the appropriate SunLine employee.

Event Category			
Event Type	**Level A**	**Level B**	**Level C**
Employee Injury	Fatality or critical injury	Multiple lost time Injuries requiring transport & admission	Individual injury requiring first aid
Collision	Fatality Thermal event	Major vehicle damage (total loss) Rollover/Tip over Pedestrian contact	All types of collisions Vehicle evacuation
Passenger/3rd Party Injury	Fatality or critical injury	Injury requiring transport/admission	Injury requiring treatment/release

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Assault	Fatality or critical injury Major violence on company vehicle or terminal	Injury requiring transport/treatment	Injury requiring first aid
Passengers w/ Disabilities	Fatality or critical injury	Injury requiring transport/treatment	Injury requiring first aid
Security	Bomb detonation Hijack/terrorism Bomb threat Bomb device found Weapon discharge	Theft, robbery Security event	Employee misconduct Passenger misconduct
Facility/Property Damage	Catastrophic Requiring evacuation Damage to 3rd party facility Major system disruption	Major Minor system disruption	Minor Damage
Sleeping Children	Unresponsive	Passenger/child left unattended Missing child >2 hours	Wrong stop w/missing child <2 hours
Media **Note:** All media events notify FGA Communications	National media Regional media Local media		
Other Events	Labor strike (sudden walk out) Other critical event	Environmental emergency response Regulatory investigation Police investigation (criminal or arrest) Other serious event	Other minor event

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	Safety Event Alert Distribution List			
	Level A	**Level B**	**Level C**	
	All Parties in Level B and C **Chief Executive Officer/General Manager** **Director of Board and External Affairs** **Chief of Strategic Alignment** **General Counsel** **Chief Safety Officer** **Chief Transportation Officer** **Chief Financial Officer** **Chief of Capital Projects** **Chief of Human Relations** **Chief Maintenance Officer**	**All Parties in Level C** **Deputy Chief Transportation Officer** **Deputy Chief of Transit System and Technology** **Deputy Chief Operations Officer - Maintenance** **Deputy Chief of Fueling and Infrastructure** **Deputy Chief of General Services** **Deputy Chief Facilities**	**Superintendent of Transportation** **Superintendent of Fleet Maintenance** **Superintendent of Zero Emissions Technology**	

2 Safety Risk Management

Safety Risk Management Process

Describe the Safety Risk Management process, including:

- *Safety Hazard Identification: The methods or processes to identify hazards and consequences of the hazards.*
- *Safety Risk Assessment: The methods or processes to assess the safety risks associated with identified safety hazards.*

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- *Safety Risk Mitigation: The methods or processes to identify mitigations or strategies necessary as a result of safety risk assessment.*

Safety Hazard Identification

The objective of SunLine's hazard identification activities is to define those conditions and faults, which have the potential for causing a safety event or safety event; and the consequences of those hazards.

Information gathered from the following sources is reviewed regularly by the Chief Safety Officer to identify potential safety hazards.

- Safety events that occur in the daily operations of the service
- Feedback from employees and customers regarding unsafe practices and/or conditions
- Alerts/notifications from the FTA regarding industry hazards
- Data and information provided by an oversight authority, including the FTA, State, or State Safety Oversight Agency having jurisdiction
- Data and information regarding exposure to infectious disease provided by the CDC or State health authority
- Safety concerns identified through Safety Assurance activities
- Feedback and/or reports from the oversight authorities regarding unsafe practices and/or conditions observed and safety alerts they may receive
- Observation of work practices, work areas and equipment for obvious or potential unsafe conditions
- Monthly facility inspections: Quarterly by Safety Committee members
- Worker safety suggestions or complaints
- Reporting of hazards by employees
- Safety event and near-miss investigations
- Review post-safety event analysis conducted by the Safety Department

To ensure that hazard identification is routinely conducted, the following Inspection Schedule has been implemented.

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Area/Item	Frequency
Chemical Storage Areas	Weekly
Facility – Thousand Palms	Monthly
Facility – Indio	Monthly
Facility – Coachella	Monthly
Storage Tanks	Monthly
Maintenance Area	Monthly
Waste Treatment Areas	Monthly
Waste Storage Areas	Monthly
Bus Stops/Route	As Needed

In addition, the following SOPs have been developed and implemented to help employees identify areas and items in the workplace that may be hazardous.

- **SOP #Safety 0026 – Facility Hazard Recognition Manual**
- **SOP #Safety 0029 – Daily Safety Walkthrough Assessment**
- **SOP #Safety 0039 – Hazardous Tools and Shop Equipment Safe Work Procedures**

SOP #Safety 0040 – Safety Data Acquisition & Reporting describes how to define a safety event, the importance of data collection, how to collect the data, and the roles and responsibilities of SunLine employees in a safety event. The information obtained is used in determining causal factors and developing mitigation strategies to prevent the safety event from reoccurring or occurring.

Assessment of Safety Risk and Associated Consequences

A safety risk assessment includes an assessment of the likelihood and severity of the potential consequences of the identified hazards, taking into account existing safety risk mitigations, to determine if safety risk mitigation is necessary and to inform prioritization of safety risk mitigations.

Hazard Likelihood

Determining the likelihood that a hazard could occur is instrumental in keeping SunLine employees and customers safe, equipment and facilities in safe working order. Additionally, resources can be assigned in a more strategic

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manner to reduce the likelihood of hazards leading to safety events of injury, destruction of property and equipment, and safety events that could lead to fatalities.

Data used to determine the likelihood of a hazard occurring is derived from research, analysis, evaluation of safety data from the operating experience of SunLine, and/or historical safety data from similar systems.

Hazard Severity

Determining the severity of a hazard, coupled with the likelihood of the hazard occurring, provides SunLine with the data necessary to effectively manage the many potential hazards that are faced during the operation of a transit system. Which hazards to address first, how best to allocate resources, and developing an appropriate timeline to manage the identified hazards are all based on this analysis of hazard likelihood and severity.

There are four categories of hazard severity:

Category I – Catastrophic

Operating conditions are such that human error, environment, design deficiencies, element, sub-system or component failure or procedural deficiencies **may cause death or major system loss,** thereby requiring:

- Immediate cessation of the unsafe activity or operation
- Immediate evaluation of the contributing factors
- Corrective action implemented
    - Activity/operation does not restart until corrective actions has been implemented

Category II – Critical

Operating conditions are such that human error, environment, design deficiencies, element, sub-system or component failure or procedural deficiencies **may cause severe injury or illness or major system damage** thereby requiring:

- Immediate cessation of the unsafe activity or operation
- Immediate evaluation of the contributing factors
- Corrective action implemented
    - Activity/operation does not restart until corrective actions has been implemented

Category III – Marginal

Operating conditions **may cause minor injury or illness or minor system damages** such that human error, environment, design deficiencies, sub-system or component failure or procedural deficiencies **can be counteracted or controlled without serious injury, illness or major system damage** with counseling or retraining.

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Category IV – Negligible

Operating conditions are such that personnel error, environment, design deficiencies, sub-system or component failure or procedural deficiencies **may result in no, or less than minor, illness, injury or system damage.** Counseling may be required to correct situation.

Safety Committee – Safety Risk Reduction Program

Please reference Safety Risk Mitigation Register *Risk Assessment – SC CY2025* for mitigation related to assaults on Transit Workers as well as vehicular and pedestrian safety events involving buses. This register is incorporated by reference into this ASP.

Safety Risk Mitigation

Mitigation of Safety Risk

SOP #Safety 0041 – Mitigation of Safety Risk describes the procedures for the mitigation of potential hazards. Generally, upon report of a potential hazard to an immediate supervisor, that supervisor shall report the hazard to the Deputy Chief of Facility Maintenance and the Chief Safety Officer.

The agency identifies safety risk mitigations or strategies necessary as a result of the safety risk assessment to reduce the likelihood and severity of potential consequences. This process is led by the Chief Safety Officer in coordination with relevant departments and the Safety Committee, which identifies and recommends mitigations as part of its responsibilities (detailed in Section 6) and for the Safety Risk Reduction Program (SRRP).

In identifying mitigations, the agency considers:

- Guidance provided by an oversight authority, if applicable, and the FTA (e.g., industry best practices from APTA, TRCP).
- Guidelines to prevent or control exposure to infectious diseases provided by the CDC or a State health authority.

As part of the SRRP, when identifying mitigations related to vehicular and pedestrian safety events (including to address a missed performance target), the agency and Safety Committee consider mitigations to reduce visibility impairments for transit vehicle operators, including retrofits to vehicles and specifications for future procurements.

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As part of the SRRP, when identifying mitigations related to assaults on transit workers (including to address a missed performance target), the agency and Safety Committee consider the deployment of assault mitigation infrastructure and technology, including operator compartment barriers.

If the hazard has been determined by the Deputy Chief of Facility Maintenance and the Chief Safety Officer to fall within the Unacceptable or Undesirable category, they will notify the Accountable Executive of the risk and their plan for mitigation. After the risk of injury has been eliminated, the Chief Safety Officer will notify the Accountable Executive of the outcome. If the Safety Committee recommends a safety risk mitigation unrelated to the SRRP and the Accountable Executive decides not to implement it, the Accountable Executive will prepare a written statement explaining the decision and present it to the Safety Committee and the Board of Directors.

Based on the Risk Likelihood and Severity Assessment, Hazard Resolution priority is based on the following criterion:

Unacceptable/Undesirable:

There hazards are considered Category 1 – Catastrophic or Category 2 – Critical in severity

- An Unacceptable risk will be corrected immediately after discovery
- An Undesirable risk is corrected within 24 hours after discovery

As soon as an unacceptable or undesirable risk has been discovered,

- All individuals are removed from the immediate area
- Bus is immediately evacuated
- Affected work area is immediately cordoned off
- Any on/off switches are set to off
- Appropriate authorities are notified
- Appropriate measures are taken to mitigate the hazard

If the hazard is determined to be in a product pending delivery, all hazards are mitigated by the manufacturer prior to deliver to SunLine.

Acceptable With Review

An Acceptable with Review risk is considered Category 3 – Marginal severity and reviewed within 24 hours after discovery. A complete report is prepared by the Superintendent of the operations are affected for the Accountable Executive and the Chief Safety Officer.

The Chief Safety Officer shall determine resolution, if appropriate.

Acceptable Without Review

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An Acceptable Without Review risk is considered a Category 4 – Negligible severity and reviewed within 24 hours after discovery. A complete report is prepared by the Chief Safety Officer for the Accountable Executive.

The condition is monitored at least once weekly and any changes are reported to the Chief Safety Officer for further review to determine if any mitigation strategies are necessary.

Risk Assessment Matrix

After a risk has been identified, the Chief Safety Officer and the Superintendent of the area of operations affected by the hazard use the Risk Assessment Matrix to evaluate the likelihood of the hazard reoccurring if an safety event relating to the hazard has occurred, or the likelihood of the hazard occurring if it has been identified before an safety event has occurred.

Using this table also requires a consideration of the:

- Consequences of the risk
- Root cause
- Affected employees
- Mitigation strategy
- Resources required for mitigation
- Cost of mitigation
- Timeline for implementing the mitigation strategy

The goal of using this evaluating table is to ensure that the hazard has been evaluated completely, and resources dedicated appropriately to reduce or eliminate the likelihood of the hazard reoccurring or causing injury or destruction of property.

Risk Assessment Matrix		SEVERITY			
		1. Catastrophic	2. Critical	3. Marginal	4. Negligible
PROBABILITY	a. Frequent	High (1a)	High (2a)	Serious (3a)	Medium (4a)
	b. Probable	High (1b)	High (2b)	Serious (3b)	Medium (4b)
	c. Occasional	High (1c)	Serious (2c)	Medium (3c)	Low (4c)

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	d. Remote	Serious (1d)	Medium (2d)	Medium (3d)	Low (4d)
	e. Improbable	Medium (1e)	Medium (2e)	Medium (3e)	Low (4e)
	f. Eliminated	Eliminated			

Resolution Requirements

High	Unacceptable	correction required
Serious	Undesirable	correction may be required, decision by management
Medium	Acceptable w/ review	with review and documentation by management
Low	Acceptable	without review
Eliminated	Acceptable	no action needed

Probability Level		Likelihood of event in specific item	STA*in Operating Hours	Safety Event in time	Safety Event Description
a	Frequent	Will occur frequently	< 1,000 oh	1 per month	Continuously Experienced
b	Probable	Will occur several times	1,000 – 100,000 oh	1 per year	Will likely occur
c	Occasional	Likely to occur sometimes	100,000 – 1,000,000 oh	1 per 2 years	Will occur several times
d	Remote	Unlikely but possible to occur	1,000,000 - 100,000,000	1 per 5 years	Unlikely, but can be expected to occur
e	Improbable	So unlikely, occur may not be experienced.	> 100,000,000 oh	1 per 10 years	Unlikely to occur, but possible
f	Eliminate	Risk removed / eliminated	Never	N/A	Will not occur

Severity	1. Catastrophic	2. Critical	3. Marginal	4. Negligible
System Disruption	> 24 hrs	12 - 24 hrs	4 – 12 hrs	< 4 hrs
Service/ Operation	*Substantial* or total loss of operation	Partial shutdown of operation	Brief disruption to operation	No disruption

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People				
Financial	> $ 1,000,000	< $ 1,000,000	< $ 250,000	< $ 100,000
Legal and Regulatory	Significant breach of the law. Individual or company law suits.	Breach of law; report /investigation by authority. Attracts compensation/ penalties/ enforcement action	Breach of regulatory requirements; report /involvement of authority. Attracts administrative fine	Technical non-compliance. No warning received; no regulatory reporting required
Environment	Permanent impact; affects a whole region; highly sensitive environment	Lasting months; impact on an extended area, area with some environmental sensitivity	Lasting weeks; reduced area, no environmentally sensitive surroundings	Lasting days or less; limited to small area, low significance/ sensitivity
Social	Major widespread social impacts	Significant , ongoing social issues	Some impacts on local population, mostly repairable	Minor disturbance of culture/social structures
Reputation	Noticeable reputational damage; national /international public attention and repercussions	Suspected reputational damage; local/regional public concern and reactions	Limited, local impact; concern/complaints from certain groups/organizations	Minor impact, awareness/concern from specific individuals
Injury	Death (not include suicides or by natural causes)	Fracture, Severe Bleeding, Brain injury, Dismemberment	Bruising, Abrasions, Bleeding (Ambulance transport)	Bruising, Abrasions, Sprains (No Ambulance transport)
Health	Exposure with irreversible impacts with loss of quality of life of a numerous group/ population or multiple fatalities	Exposure with irreversible impact on health with loss of quality of life or single fatality	Exposure with reversible impact on health or permanent change with no disability or loss of quality of life	Exposure to health hazard resulting in symptoms requiring medical intervention, with full recovery

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	Safety	Severe safety event with major service disruption or loss of life, Potential Federal agency involvement, damages over $250,000	Safety event with serious injuries, damages exceed $100,000	Reportable safety event with over $25,000 in damages	Safety event with minor damage
	Technology	STA Technology infrastructure, Applications that are categorized in the BCP Critical infrastructure and system(s):			
		cannot be accessed via Primary or remote infrastructure which includes data and major fiscal loss.	has an outage, but STA can restore services at the primary or remote datacenter site in an allotted SLA timeframe. Causing Operations and fiscal loss.	has an outage, but STA can restore services at the primary or remote datacenter site in an allotted STA timeframe. Causing No Operations nor fiscal loss.	or not on list, has a brief outage that is not noticed by the users, nor affects any Operation, nor causes fiscal loss.
	Information Security	A breach of patron, STA employee information, network infrastructure, security systems:			Malware or other type of Virus is identified on a PC, Server, or another network node, but does not affect any process nor accesses data, and is quickly eliminated.
		where PII/PCI data is exposed/ accessed by malware, virus or ransomware, an external or internal hacker, employee abusing trusted elevated permissions and breach is of non-encrypted data or cause the encryption of data causing data loss	where no PII/PCI data is exposed/accessed by malware, virus or ransomware, an external or internal hacker, employee abusing trusted elevated permissions and breach is of non-encrypted data or cause the encryption of data. Data is recoverable by backup.	where No PII/PCI data is exposed/accessed by malware, virus or ransomware, an external or internal hacker, employee abusing trusted elevated permissions and breach is of non-encrypted data information, but quickly fail-over to backup site.	

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	Security / Police	Criminal or terrorism attack of system resulting in death or serious bodily harm to customers. Violent attack/ terrorism at STA business unit or administrative facility with grave loss of life or significant bodily harm to multiple employees.	Non-life-threatening workplace violence safety event or significant targeted criminal damage to business unit facilities, vehicles, or STA critical infrastructure.	Suspicious package resulting in minor system delays; or trespasser (suicide) on the alignment (classified as security event).	Assault of employee or customer; minor criminal activity on system or at business unit/ administrative facility.	

3 Safety Assurance

Safety Performance Monitoring and Measurement
Describe activities to monitor the system for compliance with procedures for operations and maintenance.
Safety Design Review Safety reviews are held with participation of all Department Head to ensure that proposed designs comply with safety requirements. Consideration is given to such areas as: • System interactions • Human factors • Environmental parameters • Isolation of energy sources • Materials compatibility • Use of long-term storage of critical materials • Emergency responses, egress and rescue paths

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- Fire sources and protection
- Equipment layout
- Lighting requirement
- Operational requirements
- Maintenance requirements
- Document control
- Data entry
- Security requirements

Any system modifications and designs are first approved by Department Heads at weekly Chiefs Meetings where critical safety issues are addressed. The Accountable Executive and Chief Safety Officer provide final approval of any design modification before it can be implemented.

The Chief Safety Officer is responsible for distributing all modifications to the systems and programs and ensuring their compliance with the changes.

SOP #Safety 0027 – Safety Review Process describes the process used at SunLine to review operating conditions and practices for compliance with policies and risk reduction; daily, annually, and as situations occur.

A Safety Review is triggered as hazards and risks are identified by conducting **SOP #Safety 0029 – Daily Safety Walkthrough Assessment**, employee occurrence report, policies/procedures and training techniques change; and safety event date **generated from SOP #Safety 0036 – Safety events Reporting & Responsibilities** is reviewed and reveals trends that may indicate unsafe practices.

Additionally, prior to the beginning of each fiscal year, SunLine Transit's Safety Plan is reviewed by Executive management, including Operations, Maintenance, and Administration, and revised based on the safety data collected and analyzed, concerns and complaint received from employees and passengers, and changes to policies and procedures made throughout the year.

SunLine Transit is also subject to various certifications/audits from outside agencies. They include:

California Highway Patrol (CHP)

Annual terminal inspections consisting of maintenance records, random inspections of vehicles, driver's records, training records, work schedules, and Pull Notice Program.

Inspection of Controlled Substance and Alcohol Testing (CSAT) Program

Annual inspection of all results and other records pertaining to controlled substance and alcohol use and testing.

Department of Motor Vehicles (DMV)

All operators are required to possess a VTT. Training supervisors documents all hours of training (classroom, behind the wheel, in-service). Each operator must have no less than eight (8) hours annually.

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The Chief Safety Officer evaluates these certifications/audits as they happen to determine if any actions need to be taken. The information from the certifications/audits is also included part of annual Internal Safety Assessment.

Describe activities to monitor operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended.

Internal Safety Assessment

In addition to the activities described in Safety Design Review section of this plan, **SOP #Safety 0042 – Internal Safety Assessment** is completed on an annual basis to ensure that all organizational elements, equipment, procedures and functions are performing as intended from a system safety perspective.

The Chief Safety Officer has access to all records and reports.

The Assessment includes:

- An examination of all documentation, including trend analysis prepared since the last Assessment.
- Safety data and information is reviewed and compared to prior year data.
- Equipment, facilities, checklists and other forms are reviewed.
- Interviews are held with relevant safety personnel.
- Recommendations for corrective actions may be made as a result of the Assessment.

Assessment Responsibility

The Chief Safety Officer is responsible for all internal safety assessments, to be completed no less frequently than annually.

Assessment Reporting

The Chief Safety Officer provides copies of the assessment reports to all Directors at the weekly Director Meeting. The assessment reports include assessment of equipment, procedures, reports and data.

Assessment Objectives and Techniques

- Verify safety program development/implementation in accordance with the program.
- Assess the effectiveness of the safety programs.
- Identify program deficiencies.
- Identify potential hazards and weaknesses in the safety programs
- Verify prior corrective actions for closure.
- Recommend improvements to the SSPP.
- Provide management with assessment of status and adequacy of the SSPP.
- Assure continuing evaluation of safety-related programs, issues, awareness and reporting.

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Assessment Areas

- Staff responsibilities
- Planning
- Scheduling of inspections
- Completions of checklists
- Performance of all functions
- Notifications per the SSPP
- Reporting per the SSPP
- Corrective action plans
- Closeout of findings

Evaluation of Documentation

Agency Documentation	Departmental Documentation	Inter-Agency Documentation	Historical Documentation
• System Safety Program Plan • Emergency Procedures • Configuration Management Plan • Hazardous Materials Management Plan • Injury & Illness Prevention Program • Fire Codes • Drug and Alcohol Abuse Program • Hazard Identification Procedures • Safety event Procedures • Training Programs • Safety Committee Minutes	• Maintenance Procedures • Training Manuals • Checklist Completion	• Emergency Preparedness Plan • Facility Safety Inspection Reports • Emergency Evacuation Drill Reports	• Safety event Investigations • Collision/Injury Logs • Collision and Injury Analysis Reports • Audit Reports • APTA Audit Corrective Action Matrix • Checklist Completion • Maintenance Inspections/Repairs • Chemical Inventories

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• Safety Concern Logs and Reports • Industrial Injury Policy and Procedures • Modified Duty Policy and Procedures			

Safety Committee

SOP #Safety 0018 – Safety Committee describes the responsibilities of the Safety Committee. The Safety Committee is involved in the planning, revision, and implementation of **SunLine Transit Agency's Injury and Illness Prevention Program.**

The committee meets minimally quarterly and its primary responsibilities include:

1. Review and discuss
    a. All safety events, occupational safety events, and causes of safety events resulting in occupational injury
    b. Occupational illness
    c. Exposure to hazardous substances
2. Review investigations of alleged hazardous conditions brought to the attention of any committee member.
3. Review and discuss the company's safety record and make necessary corrections or recommendations.
4. Prepare minutes for each safety meeting**,** post a copy of meeting minutes on the bulletin board.
5. Conduct safety inspections to discover unsafe conditions and practices and make recommendations for their correction.
6. Conduct "good housekeeping" inspections, follow-up on recommended corrective procedures, and post results in operations and maintenance lounge.
7. Make certain that employees have and use safe tools and equipment, including personal protective equipment, and that equipment is maintained properly.
8. Report any safety hazard to the Safety Department immediately.
9. Act as an interface between the employees and the Safety Department.
10. Ensure employees follow the safety rules and report any employee who violates the safety rules.
11. Give leadership and direction in administration of safety activities by showing support for safety rules and objectives.

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12. Have the necessary job knowledge relating to all machines and processes in their area of responsibility.
13. Participate in safety promotional activities to arouse and maintain interest in employees and management.
14. Prepare and make available to the affected employees, written records of the safety and health issues discussed at the committee.
15. Identifying, recommending, and analyzing (i) the effectiveness of risk-based mitigations or strategies to reduce consequences identified in the agencies' safety risk management process; (ii) safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended; and (iii) safety deficiencies for the purposes of continuous improvement.
16. Review and approves the Agency Safety Plan and any required updates.
17. Set annual safety performance targets for the safety risk reduction program.

The Safety Committee is convened by a joint labor-management process and consists of an equal number of frontline employee representatives and management representatives. The frontline transit worker representatives on the Safety Committee are selected by the labor organization that represents the plurality of the agency's frontline transit workers.

- Chief Safety Officer – Vice Chair
- Senior Training Supervisor
- Risk Manager
- Safety Manager – Chair
- Deputy Chief of Transit Operations
- Maintenance Supervisor (Frontline Employee)
- Maintenance Mechanic (Frontline Employee)
- Fixed Route Operator (Frontline Employee)
- Field Supervisor (Frontline Employee)
- Paratransit Operator (Frontline Employee)
- Secretary of the Safety Committee (non-voting member)

Safety Committee Procedures

Procedure #1.

The Safety Committee (SC) shall have an organizational structure that is clearly defined, including the size and composition, and will be chaired by the Safety Manager. The SC will periodically review and discuss its size and scope to determine the appropriateness of adding additional members. The SC must consist of an equal number of frontline

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employee representatives and management representatives. In the absence of the Safety Manager, a designated vice-chair will serve in their place.

Procedure #2.

Meeting agendas, notices, and minutes will be developed and maintained by the SC Secretary, who will ensure all relevant topics are included in the agenda. Meeting notices will be shared with all members at least one (1) week in advance. Meeting minutes will be recorded during the meeting and reviewed by the Chair before being distributed to all members. As indicated above, meeting minutes will be posted on bulletin boards.

Procedure #3.

SC members will receive training related to the agency's Public Transportation Agency Safety Plan (PTASP) and the Safety Management System (SMS). Members must complete training on general competencies and standard company policies. This training will include online courses such as TSI's SMS Awareness, FEMA's IS-317 Introduction to Community Emergency Response Team (CERT), and NTI's Assault Awareness and Prevention.

Procedure #4.

The agency's compensation policy for SC members participating in meetings will include regular pay for attendance or recognition of participation as part of their regular duties, depending on the role and responsibilities of the members.

Procedure #5.

The SC will have access to necessary technical experts, agency information, resources, and tools to support informed decision-making. The SC Chair will facilitate the engagement of non-SC members (including other transit workers) as advisors on an as-needed basis. The SC will also be provided access to submissions from the transit worker safety reporting program, with appropriate confidentiality, to support its deliberations.

Procedure #6.

The SC will follow a structured decision-making process to ensure effective and transparent outcomes. A majority of SC members must be present to constitute a quorum. Decisions will be made by a simple majority vote.

Procedure #7.

The SC will coordinate and communicate effectively with the Board of Directors and the Accountable Executive (AE). The SC may provide reports to the AE and the Board as necessary to promote two-way communication. Material updates and feedback between the SC, AE, and Board will be facilitated through scheduled briefings or written reports.

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Procedure #8.

The SC will have a clear process for managing disputes to ensure smooth operations. Disputes will first be mediated by the Chair. If unresolved, disputes will be escalated to the executive team (all department Chiefs) for a final decision. The AE will not be involved in resolving SC disputes to maintain the committee's independence.

Procedure #9.

The timeline for the PTASP review, signature, and approval is as follows and is subject to change

1. May – SC notice of any updates since last review/approval & comment period
2. June – Draft changes/updates based on comments received
3. July – SC review/approval of draft changes
4. August – TAC or General Counsel ASP review for further development
5. September - Refine ASP based on TAC/General Counsel notes
6. October - AE signature before PTASP is approved by the Board
7. November - SC final review & formal approval
8. December - Board approval: present summary of review process and key changes

Safety Risk Reduction Program (SRRP)

The SRRP aims to improve safety performance by reducing the number and rates of safety events, injuries, and assaults on transit workers. The program will be documented in the ASP and reviewed annually. The SRRP will be integrated into the Safety Risk Management process to ensure continuous identification, assessment, mitigation, and reduction of safety events and assaults on transit workers. Hazards will be regularly identified through safety event reports, employee feedback, and safety audits. Hazards will be assessed to determine potential consequences and likelihood, and risks will be prioritized based on severity and likelihood. Mitigations will be developed and implemented, such as measures to reduce visibility impairments for bus operators and installing safety features on buses. The effectiveness of mitigations will be continuously monitored and adjustments made as necessary.

The SRRP will be integrated into the Safety Risk Management process to ensure continuous identification, assessment, mitigation, and reduction of safety events and assaults on transit workers. This specifically includes addressing:

- The reduction and mitigation of vehicular and pedestrian safety events involving transit vehicles.
- The reduction and mitigation of assaults on transit workers.

Hazards and mitigations for these two areas are tracked in the Safety Risk Mitigation Register, which is incorporated by reference into this plan.

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Safety Performance Targets (SPTs) and Specific Mitigation Measures
As part of the SRRP, specific Safety Performance Targets (SPTs) will be established by the SC to address key safety concerns, including assaults on transit workers and pedestrian/bus collisions. These SPTs will be reviewed and updated annually to reflect the latest data and trends (please refer to section 3 for Safety Performance Targets set by SC in SRRP). The SC will set SPTs based on a three-year rolling average of data submitted by SunLine to the National Transit Database for all modes of public transportation. The SC is not required to set an SPT if SunLine has not reported three years of data to the NTD. SunLine will monitor safety performance against annual SPTs set by the SC.

Facilities Inspections

Facilities inspections occur no less than monthly by the Safety Department and include all operating, maintenance and administrative structures. **SOP #Safety 0026 v11 – Facilities Inspection** describes the process used to conduct a safety inspection of the facilities and equipment used in the facility.

Separate inspections of all passenger facilities such as bus stops and shelters are conducted by the Stops and Zones personnel in accordance with **SOP #Safety 0022 – Bus Stop Safety Evaluation.** Any unsafe conditions are reported to their supervisors upon discovery.

Safety inspections documents are maintained, filed and tracked in the Safety Department. Safety inspection reports are available to the Accountable Executive and Department Heads.

Maintenance

Maintenance operating polices, plans, and procedures are routinely monitored by supervisors to assure employees are performing their maintenance functions in a safe manner. **SOP #Safety 0029 – Daily Safety Walkthrough** is a key tool used for this monitoring. Violations of practices and conditions which may cause harm to employees, property, or equipment is corrected and reported to the Safety Department.

Additionally, specific actions are taken to ensure implementation of all safety policies including, but not limited to:

The Deputy Chief Maintenance Officer – Maintenance or designee checks tool calibrations on an annual basis and repairs or replaces the tool as appropriate and maintains documentation to support such checks. The Chief Safety Officer is notified of the results of such checks.

All safety related records of the Maintenance Department are maintained with copies provided to the Chief Safety Officer.

The Chief Safety Officer maintains the database of facility safety issues and evaluates that list on an annual basis to determine safety trends. Such evaluation is reported to the Deputy Chief of Facility Maintenance and the Chief Operations Officer – Maintenance for further action as necessary.

The Deputy Chief Maintenance Officer – Maintenance maintains all safety-related records of the Maintenance Department and will provide copies of those reports to the Chief Safety Officer.

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The Maintenance Department has developed a preventative maintenance schedule for vehicles, which is designed to maintain overall system safety at a maximum interval of 6,000 miles between preventive maintenance evaluations. Reported deficiencies and defects in equipment or facilities are corrected and monitored to assure satisfactory resolution. Only equipment known to be free of defects is placed into service.

Describe activities to conduct investigations of safety events, including the identification of causal factors.

SunLine investigates all safety events to identify causal and contributing factors. As described in Section 4, the Chief Safety Officer is responsible for investigating all collisions and injuries for preventability (SOP #Safety 0036, SOP #Safety 0014V10). This includes identifying causal factors to develop mitigation strategies and prevent recurrence.

Describe activities to monitor information reported through internal safety reporting programs.

SunLine actively monitors information reported through the Employee Safety Reporting Program (SOP #Safety 0038) and other internal reporting channels to identify safety concerns and trends.

SOP #Safety 0000 – Rules/Procedures Review is a methodology conducted by the Chief Safety Officer and Chiefs of the operating divisions and is used to ensure uniform, coordinated development and implementation of operating, maintenance and facility procedures.

Several of the tools described earlier in this plan are incorporated into this process to ensure that data collected throughout SunLine is considered during this review process. Those tools include but are not limited to:

- Weekly Chiefs Meetings
- Internal Assessment
- Daily Safety Walkthrough
- Drivers Report
- Safety Committee Reports
- Employee Safety Suggestion Program

This data is analyzed then compared to current practices and procedures to ensure that safety concerns have been addressed and procedures are being followed. Where discrepancies are identified, the Deputy Chief of the operating division in question works with supervision and employees to correct the situation.

Should changes to the current practices be required as a result of this review the following steps are taken:

- The concerns and supporting data are brought to the Chief Safety Officer for review.
- The Chief Safety Officer works with the review team to develop a solution.

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- The proposed solution is then presented to the affected Department Head for review and approval.
- After Department Head approval, the Chief Safety Officer presents the solution to the Accountable Executive for review and approval.
- After Accountable Executive approval, the Chief Safety Officer ensures that the solution is returned to the Department Head for implementation.

This review is scheduled to be conducted annually. Throughout the year, the practices are routinely monitored. Should additional discrepancies be found between the SOP and actual practices, the Rules/Procedures is repeated when needed to correct the situation.

When necessary, SunLine hires consultants with specific areas of expertise in safety, hazardous materials handling and hazardous conditions mitigation to assist.

SunLine also stays abreast of industry safety issues and mitigations through membership in several organizations including:

- The American Public Transportation Association (APTA)
- Cal ACT
- California Transit Association
- National Safety Council
- CAL/OSHA Compliance Advisor
- Safety Compliance Alerts
- Injury Prevention Alerts
- Facility Manager Alerts
- Other specific trade organizations

In addition to their responsibilities described throughout this safety plan, SunLine's management team monitors data for trends and shares their findings throughout the organization.

Accountable Executive

- Provides oversight of all ASP policies, recommendations, actions, and modifications.
- Delegations of responsibilities as appropriate to Department Heads and follow-up on all issues and discussions.
- Allocations/approval of funds to minimize and reduce hazards to implement valid suggestions from the Safety Committee.
- Provision of leadership and direction in the administration of safety activities by showing support for safety rules and objectives.

Chief Safety Officer

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- Prioritization of safety hazards and communication to management.
- Coordinate with the Deputy Chief of Facility Maintenance in Hazard Identification and Resolution.
- Manage the Hazardous Materials Business Plan with the Deputy Chief of Facility Maintenance.
- Track, monitor, and manage the modified duty program for employees returning to work with restrictions.
- Maintain all SunLine collision/injury files to identify and establish collision/injury trends and possible corrective actions.
- Track and maintain collision and injury log for trend analysis reports and Key Performance Indicators (KPI's).
- Track safety KPI's for all agency employees and departments.
- Reports directly to the Accountable Executive any and all issues concerning safety and security of the agency, employees, passengers, visitors, contractors and equipment.
- Investigate all SunLine Transit Agency collisions and injuries for preventability.
- Submit monthly safety and security data to the National Transit Database.

Chief of Human Relations

- Maintain the CAL-OSHA Log 300
- Post the CAL-OSHA Log 300 (the previous year's recorded safety events) in the month of February.
- Review SunLine's safety event record quarterly and provide input to appropriate corrective actions/training when safety event trends are unfavorable.
- Ensure all Human Resources Department employees attend designated mandatory safety meetings.
- Attend safety meetings and support the safety message being presented by the Safety Department.
- Present Human Resources specific information as needed to reinforce the goals of SunLine safety culture.
- Track safety KPI's for the Human Resources Department staff and personnel to reduce or eliminate collision/injury trends.

Chief Transportation Officer

The Operations Department is assigned the responsibility for the safe operation of paratransit and fixed route buses throughout the SunLine Service Area.

These responsibilities include:

- Review SunLine's safety event record quarterly and provide input to appropriate corrective actions/training when safety event trends are unfavorable.
- Monitor adherence to safety-related operating policies, plans, rules, and procedures.

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  - Personnel whose safety record requires follow-up, additional training, or discipline, including discharge, are identified through the maintenance of records which indicate safety violations of rules and procedures.
  - Safety violations are reported to the Chief Safety Officer.
- Ensure all Dispatchers, Supervisors, and any other safety sensitive personnel attend safety meetings as prescribed.
- Track safety KPI's for Operations Department staff and personnel to reduce or eliminate collision/injury trends.
- Review reported safety concerns from employees/passengers on bus routes/stop in conjunction with the Director of Planning.

Chief Maintenance Officer

The Maintenance Department has developed a preventive maintenance schedule for each system hardware element, which is designed to maintain system safety. Reported deficiencies and defects in equipment and facilities are corrected and monitored to ensure safe operations. Only equipment known to be free of safety defects is placed into service. The Maintenance Department is assigned the responsibility for maintaining all vehicles in a safe condition.

These responsibilities include:

- Review SunLine's safety event record quarterly and provide input to appropriate corrective actions/training when safety event trends are unfavorable.
- Monitor adherence to safety-related operating and maintenance policies, plans, rules and procedures.
  - Personnel whose safety record requires follow-up, additional training, or discipline, including discharge, are identified through the maintenance of records which indicate safety violations of rules and procedures.
- Ensure all Maintenance Department employees attend designated mandatory safety meetings.
- Ensure all Maintenance Department Employees attend weekly tailgate safety meetings.
- Analyze and review safety KPI's for Maintenance Department staff and personnel to reduce or eliminate collision/injury trends.

Chief Financial Officer

- Review SunLine's safety event record quarterly and provide input to appropriate corrective actions/training when safety event trends are unfavorable.
- Ensure all specifications for purchases are closely reviewed to ensure purchase of safe materials and equipment.

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- Work closely with the Deputy Chief of Facility Maintenance to ensure all purchases are closely inspected to ensure acceptance and safe materials and equipment.
- Analyze and review safety KPI's for Finance Department staff and personnel to reduce or eliminate collision/injury trends.

Planning Manager

- Review SunLine's safety event record quarterly and provide input to appropriate corrective actions/training when safety event trends are unfavorable.
- Work closely with the Safety and Operations Departments on review of route and bus stops and shelter establishment and ongoing operations.
- Analyze and review safety KPI's for Planning staff and personnel to reduce or eliminate collision/injury trends.

Management of Change

Describe the process for identifying and assessing changes that may introduce new hazards or impact safety performance.

SunLine implements a Management of Change process to ensure that all operational, organizational, technological, or procedural modifications are evaluated for potential safety impacts.

- **Identification**: Department leadership identifies any proposed changes that may impact safety performance is identified by department leadership.
- **Assessment**: The proposed change is evaluated through the agency's Safety Risk Management (SRM) process (detailed in Section 5). This assessment identifies new hazards or impacts on existing safety risk mitigations.
- **Mitigation**: If new hazards are identified, safety risk mitigations are developed and implemented prior to the change.

Approval: The Accountable Executive and other relevant leadership following the SRM assessment must approve changes.

Continuous Improvement

Describe the process for assessing safety performance. Describe the process for developing and carrying out plans to address identified safety deficiencies.

SunLine is committed to the continuous improvement of its safety performance. This process includes:

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- **Annual Performance Assessment**: The agency conducts a process to assess its safety performance annually. This process includes:
  - Identifying deficiencies in the SMS and the agency's performance against its (general) safety performance targets.
  - Identifying deficiencies in the agency's performance against annual safety performance targets set by the Safety Committee for the safety risk reduction program.
  - Reviewing findings from the Safety Committee (Section 6) regarding safety deficiencies.
- **Monitoring SRRP Targets**: The agency actively monitors safety performance against the annual SRRP targets set by the Safety Committee.
- **Response to Missed SRRP Targets**: If the agency does not meet an established annual SRRP target, SunLine will:
  - Assess the associated safety risk through the SRM process (Section 5).
  - Mitigate the associated safety risk based on the results of the SRM process.
  - Include these new mitigations in this ASP (or incorporate them by reference via the Safety Risk Register).
  - Allocate its safety set-aside funds in the following fiscal year to safety-related projects that are reasonably likely to help meet the missed target(s).
- **Corrective Action Plans**: Under the direction of the Accountable Executive, the agency develops and carries out plans to address any deficiencies identified through the safety performance assessment process, including any mitigations developed in response to a missed SRRP target.

4 Safety Promotion

Competencies and Training

Describe the safety training program for all agency employees and contractors directly responsible for safety.

Safety Training

All training in the Training Department is performed by Transportation Safety Institute (TSI) certified instructors.

All new operators training consists of no less than forty (40) hours of classroom. Classroom consists of TSI courses:

- Bus Maneuvering and Defensive Driving

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- Emergency and Safety event Handling Procedures
- Passenger Relations

These are supplemented with other courses that have been incorporated into the training as contained in the Instructors Manual.

Completion of a written examination for all course subjects is required of each student.

New operator training also consists of no less than forty (40) hours of Behind-the-Wheel training before being tested.

- All new operators are trained on all SunLine vehicles which they will be expected to operate
- An authorized examiner of SunLine administers the road test, following Department of Motor Vehicle guidelines and is recorded on the Certificate of Driving Skill (DL170).
- All training records are kept on file in the Superintendent of Safety and Training files.

After successful completion of the classroom and Behind-the-Wheel segments of the training program, the operators begin cross training, on route, with line operators, who grade their performance on the **Training Progress Report,** which are reviewed by the Training Department.

The total time from classroom to line operator is approximately 6-8 weeks. All hours are documented on **Verification of Transit Training Form** (DL260).

The Safety Department coordinates with training and maintenance training instructors in formulating and refining training programs. Training curriculums are reevaluated for improvements after each training class has been completed. New hire operators are provided course critique sheets to evaluate the driver training course.

Continues safety training to instruct employees on methods to prevent traffic, passengers, and employee safety events is accomplished with:

- Safety meetings
- Tailgate meetings
- Special presentations or classes
- Publications
- Newsletters
- Coaching at work locations

All training on new Agency vehicles is documented and retained by the Training Department.

Dispatch received a list of those operators qualified to operate new equipment.

Initial Training and Re-training is provided as described in the following chart.

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Type of Training	Frequency	Comments
Safety Training	Upon Hire	Re-training Monthly
OSHA Training	Quarterly	
Bloodborne Pathogens	Upon Hire	Re-training Annually
Right-to-Know	Upon Hire	Re-training Annually
Equipment Training	Receipt of new equipment	
Emergency Drills	Quarterly	
Fatigue Awareness	Upon Hire	
Alternative Fuel	Upon Hire	As appropriate
General/Specific Safety	Monthly (Main./Ops.)	As appropriate
Hazardous Materials	Upon Hire	As appropriate
CNG Fueling	Upon Hire	As appropriate
Disaster Preparedness	Upon Hire	
Forklift	Upon Hire	Re-training Annually

In relation to the training in the table above, safety training for all operations transit workers and transit workers directly responsible for safety, including maintenance transit workers, includes:

- **De-escalation**
- **Safety concern identification and reporting**
- **Refresher training (as needed)**

Safety Communication

Describe processes and activities to communicate safety and safety performance information throughout the organization.

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Communication Tools

SunLine uses various tools to communicate safety activities, concerns, and notices to employees. SunLine will communicate the results of cooperation with frontline transit worker representatives or the Safety Committee activities throughout SunLine's organization.

The communication tools that SunLine may use include, but are not limited to:

- Communicating safety actions taken in response to reports submitted through the employee safety reporting program.
- Employee Safety Meetings
  - Attended by employees from Operations, Maintenance, Human Resource, Planning and Administrative Staff
- Tailgate meetings
- Newsletters
- Publications
- Posting of Safety Committee minutes throughout the organization
- Use of color codes, posters, labels or signs to warn employees of potential hazards

Safety Incentive Awards

Safety awards are used to encourage individual participation in the SSPP.

Presently the Safety Department administers Safe Driving Awards, which recognizes individual yearly miles driven safety event free by transit operators.

Our other safety incentive program is our Quarterly Safety Incentive Program that recognizes the safety achievement of employees with a prize.

5 Certification of Compliance

SunLine Transit Agency certifies compliance with 49 CFR Part 673 through the FTA's Transit Award Management System (TrAMS).

Name of Individual That Certifies Compliance: [Name]
Date of Certification: [Date]

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6 Recordkeeping

SunLine maintains documents that set forth this ASP, including those related to the implementation of SMS and the results from SMS processes and activities. These documents are maintained, in whole or by reference, and describe the programs, policies, and procedures that the agency uses to carry out its ASP.

These documents will be made available upon request by the FTA, another Federal entity, or a State. All recordkeeping documents will be retained for a minimum of three years after creation, in accordance with the agency's record retention policy.

Definitions of Special Terms Used in the ASP

SunLine Transit Agency incorporates all of FTA's definitions that are in 49 CFR § 673.5 of the Public Transportation Agency Safety Plan regulation.

Term	Definition
Accountable Executive	A single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a transit agency; responsibility for carrying out the transit agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the transit agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the transit agency's Transit Asset Management Plan, in accordance with 49 U.S.C. 5326.
Assault on a transit worker	A circumstance in which an individual knowingly, without lawful authority or permission, and with intent to endanger the safety of any individual, or with a reckless disregard for the safety of human life, interferes with, disables, or incapacitates a transit worker while the transit worker is performing the duties of the transit worker, as defined in 49 U.S.C. 5302.
Competent Person	Someone who is capable of identifying existing and predictable hazards in the surroundings or working conditions that are unsanitary, hazardous or dangerous to employees, and who has the authorization to take prompt corrective measures to eliminate them.
Emergency	A natural disaster affecting a wide area (such as a flood, hurricane, tidal wave, earthquake, severe storm, or landslide) or a catastrophic failure from any external cause, as a result of which the Governor of a State has declared an emergency and the Secretary has concurred; or the President has declared a major disaster under section 401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5170), as defined under 49 U.S.C. 5324.

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Equivalent entity	An entity that carries out duties similar to that of a Board of Directors for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's Public Transportation Agency Safety Plan.
Hazard	Any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.
Injury	Any harm to persons as a result of an event that requires immediate medical attention away from the scene.
Investigation	Means the process of determining the causal and contributing factors of a safety event or hazard, for the purpose of preventing recurrence and mitigating safety risk.
Joint labor-management process	A formal approach to discuss topics affecting transit workers and the public transportation system.
National Public Transportation Safety Plan	The plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.
Near-miss	A narrowly avoided safety event.
Operator	A provider of public transportation.
Performance Measure	An expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.
Potential Consequence	The effect of a hazard.
Agency Safety Plan	The documented comprehensive Agency Safety Plan for a transit agency that is required by 49 U.S.C. 5329 and Part 673.
Safety Assurance	Processes within a transit agency's Safety Management System that function to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.
Safety Committee	The formal joint labor-management committee on issues related to safety that is required by 49 U.S.C. 5329 and 49 C.F.R. part 673.
Safety event	An unexpected outcome resulting in injury or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

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Safety Management Policy	A transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities for the management of safety.
Safety Management System	The formal, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing hazards and safety risks.
Safety Performance Target	A quantifiable level of performance or condition, expressed as a value for the measure, related to safety management activities, to be achieved within a specified time period.
Safety Promotion	A combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.
Safety risk	The composite of predicted severity and likelihood of a potential consequence of a hazard.
Safety Risk Assessment	The formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risk.
Safety Risk Management	A process within a transit agency's Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating the safety risk of their potential consequences.
Safety risk mitigation	A method or methods to eliminate or reduce the severity and/or likelihood of a potential consequence of a hazard.
Safety set-aside	The allocation of not less than 0.75 percent of assistance received by a large urbanized area provider under 49 U.S.C. 5307 to safety-related projects eligible under 49 U.S.C. 5307.
Serious Injury	Any injury in which: (1) any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date when the injury was received; (2) Results in a fracture of any bone (except simple fractures of fingers, toes, or noses); (3) Causes severe hemorrhages, nerve, muscle, or tendon damage; (4) Involves any internal organ; or (5) Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.
Transit Agency	An operator of a public transportation system that is a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 or a rail transit agency.
Transit Asset Management Plan	The strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost- effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR Part 625.
Transit worker	Any employee, contractor, or volunteer working on behalf of the transit agency.

The guidance in this document is not legally binding in its own right and will not be relied upon by the Federal Transit Administration as a separate basis for affirmative enforcement action or other administrative penalty. Compliance with the guidance in this document (as distinct from existing statutes and regulations) is voluntary only, and noncompliance will not affect rights and obligations under existing statutes and regulations.

List of Acronyms Used in the ASP

Acronym	Word or Phrase
ADA	American's with Disabilities Act of 1990
ASP	Agency Safety Plan (also referred to as a PTASP in Part 673)
CDC	Centers for Disease Control and Prevention of the United States Department of Health and Human Services
CFR	Code of Federal Regulations
ESRP	Employee Safety Reporting Program
FTA	Federal Transit Administration
MPO	Metropolitan Planning Organization
NTD	National Transit Database
Part 673	49 CFR Part 673 (Public Transportation Agency Safety Plan)
SC	Safety Committee
SMS	Safety Management System
U.S.C.	United States Code
VRM	Vehicle Revenue Miles
FGA	Federal Government Agencies

The guidance in this document is not legally binding in its own right and will not be relied upon by the Federal Transit Administration as a separate basis for affirmative enforcement action or other administrative penalty. Compliance with the guidance in this document (as distinct from existing statutes and regulations) is voluntary only, and noncompliance will not affect rights and obligations under existing statutes and regulations.

SunLine Transit Agency

DATE: **December 3, 2025** **ACTION**

TO: **Strategic Planning & Operational Committee/Committee of the Whole**
Board of Directors

FROM: **Anna Dan, Assistant Transit Planner**

RE: **2026-2028 Title VI Program**

Recommendation

Recommend that the Board of Directors (Board) approve the 2026-2028 Title VI Program and authorize staff to submit the Program to the Federal Transit Administration (FTA).

Background

Title VI of the Civil Rights Act of 1964 (Title VI) prohibits transit agencies that receive federal funding from discriminating based on race, color, or national origin. As a recipient of FTA funds, SunLine Transit Agency (SunLine) is required to develop a Title VI Program and update it every three years in compliance with Title VI, the Department of Transportation's regulations implementing Title VI, and FTA Circular 4702.1B (FTA Guidelines).

SunLine's 2023-2025 Title VI Program (effective December 1, 2022-November 30, 2025) was submitted to the FTA on January 30, 2023. On February 2, 2023, FTA informed SunLine that its Program was "In Review – Returned to Grantee." On September 19, 2025, FTA extended the deadline by which SunLine is required to submit its 2026-2028 Title VI Program (effective December 1, 2025-November 20, 2028) to January 1, 2026.

SunLine's 2026-2028 Title VI Program is attached as **Attachment A**. The information that must be included in a Title VI Program depends in part on the number of transit vehicles a fixed-route transit provider operates in peak service and the size of the community the provider serves. There is a set of requirements that apply to all fixed-route transit providers and a set of additional requirements that apply only to fixed-route transit providers that operate 50 or more fixed-route vehicles in peak service in an Urbanized Area with a population of 200,000 or more.

Prior to and during the pandemic, SunLine operated over 50 fixed-route transit vehicles in peak service. Coming out of the pandemic in January 2021, SunLine implemented ReFueled, a network redesign plan. Although the number of vehicles operating in peak service has varied slightly since ReFueled was implemented due to operator vacancies

Back to Top

and vehicle availability, SunLine has operated fewer than 50 vehicles in peak service since November 2021. SunLine anticipates that it will continue to operate fewer than 50 transit vehicles in peak service for the duration of the 2026-2028 Title VI Program.

The 2026-2028 Title VI Program addresses all of the requirements applicable to all fixed-route transit providers. Although not applicable to SunLine for this reporting period, the Title VI Program also addresses some of the requirements applicable to larger fixed-route transit providers for reference purposes.

Key components of the 2026-2028 Title VI Program include:

- Title VI Non-Discrimination Notice to the Public (English and Spanish) and a list of where the Notice is posted.
- Title VI Complaint Procedures (English and Spanish).
- Title VI Complaint Form (English and Spanish).
- Public Participation Plan with strategies to engage minority and Limited English Proficient (LEP) populations, and a summary of outreach efforts since the last submission.
- Language Assistance Plan, including the Four-Factor Analysis required by FTA and SunLine's approach to assisting LEP individuals.
- A table depicting the racial breakdown of the membership of SunLine's two non-elected committees, the ACCESS Advisory Committee and the Youth Sustainability Committee, and SunLine's strategies for encouraging the participation of minorities on such committees.
- Copies of SunLine's Title VI policies and additional documentation required by FTA.

Since SunLine's last Title VI Program was submitted to FTA, SunLine has not received any Title VI complaints or lawsuits, and the agency did not pass federal funds to any subrecipients. Additionally, in March of this year, SunLine began planning for a project to build a Workforce Training Center to train employees on operating hydrogen buses. The proposed location for the Workforce Training Center is on existing SunLine property. This project is still in the planning phase, and, consistent with Title VI requirements, SunLine is in the process of preparing an equity analysis for the project .

The 2026-2028 Title VI Program complies with all applicable requirements under Title VI, the implementing regulations, and FTA Guidelines. If approved by the Board, staff will submit the 2026-2028 Title VI Program to the FTA by the January 1st deadline.

Financial Impact

No financial impact.

Back to Top

Strategic Priority

Customer Experience – Our commitment to customer experience focuses on all aspects of the customer's journey with an emphasis on achieving respectful, timely, and accessible service.

In Collaboration with:
Dioselyn Ayala, Planning Manager
Greg Wildman, Chief of Strategic Alignment

Approved/Reviewed by:
Mona Babauta, CEO/General Manager
Catherine J. Groves, General Counsel

Attachment:

- Item 13a – FY26-28 Title VI Program

Back to Top

FY26-28 TITLE VI PROGRAM









SunLine TRANSIT AGENCY

Back to Top

Title VI Program
SunLine Transit Agency

INTRODUCTION 3

TITLE VI REQUIREMENTS APPLICABLE TO STA 4

GENERAL REQUIREMENTS 6

1. Title VI Notice to the Public 6
2. Title VI Complaint Procedures and Complaint Form 6
3. List of Investigations, Complaints, or Lawsuits 6
4. Public Participation Plan 6
5. Language Assistance Plan 7
6. Membership of Non-Elected Committees 7
7. Sub-Recipient Monitoring 8
8. Resolution of Governing Board 9
9. Site Equity Analyses for New Facilities 9
10. Additional Information Upon Request 9

REQUIREMENTS OF ALL FIXED-ROUTE TRANSIT PROVIDERS 10

1. Service Standards and Policies 10

REQUIREMENTS FOR LARGE FIXED-ROUTE TRANSIT PROVIDERS 10

1. Demographic and Service Profile 10
2. Demographic Ridership and Travel Patterns 10
3. Monitoring Program Results 10
4. Public Engagement Process for Title VI Policies 10
5. Title VI Equity Analyses 11

Appendix A: Title VI Non-Discrimination Notice
Appendix B: Title VI Complaint Procedures and Form
Appendix C: Public Participation Plan
Appendix D: Language Assistance Plan
Appendix E: Board Resolution
Appendix F: System-wide Service Standards and Policies
Appendix G: SunLine 2025 Onboard Bus Passenger Survey Report
Appendix H: Title VI Policies

Introduction

The SunLine Transit Agency ("SunLine" or "STA") Title VI Program provides information and analysis bearing upon compliance with Title VI of the Civil Rights Act of 1964 regarding transit services and related benefits. The purpose of Title VI is to ensure that "no person shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." (42 U.S.C. § 2000d.)

Since 1972, the Federal Transit Administration (FTA) has required applicants for and recipients of Federal assistance to provide assessments of compliance as part of the grant approval process. The FTA is responsible for ensuring that federally supported transit services and related benefits are distributed in a manner consistent with Title VI including as related to Environmental Justice and access for individuals who have Limited English Proficiency. This Title VI Program conforms to the FTA's Title VI Circular 4702.1B, effective October 2012.

As a federal grant recipient, STA is required to maintain and provide to the FTA information on STA's compliance with Title VI regulations. At a minimum, STA must conduct periodic compliance assessments to ensure that the level and quality of transit services is provided in a nondiscriminatory manner; that full and fair participation in public transportation decision-making occurs without regard to race, color, or national origin; and to ensure meaningful access to transit-related programs and activities by persons with limited English proficiency. STA is required to submit a Title VI Program every three years and to document that its services and benefits are provided in a non-discriminatory manner.

SunLine's 2023-2025 Title VI Program was submitted to FTA on January 30, 2023. On February 2, 2023, FTA informed SunLine that its Program was "In Review – Returned to Grantee." On September 19, 2025, FTA extended the deadline by which SunLine is required to submit the 2026-2028 Title VI Program to January 1, 2026.

Title VI Requirements Applicable to STA

The information that must be included in a Title VI Program depends in part on the number of transit vehicles a fixed-route transit provider operates in peak service and the size of the community the provider serves. All fixed-route transit providers must include the "General Requirements" and "Requirements for all Fixed-Route Transit Providers" listed below in their Title VI Programs. SunLine's Title VI Program addresses all of these requirements. Fixed-route transit providers that operate 50 or more fixed-route vehicles in peak service in an Urbanized Area with a population of 200,000 or more are subject to the additional "Requirements for Large Fixed-Route Transit Providers" listed below.

Prior to and during the pandemic, SunLine operated over 50 fixed-route transit vehicles in peak service. Coming out of the pandemic in January 2021, SunLine implemented ReFueled, a network redesign plan. Although the number of vehicles operating in peak services has varied slightly since ReFueled was implemented due to operator vacancies and vehicle availability, SunLine has operated less than 50 vehicles in peak services since November 2021. SunLine anticipates that it will continue to operate less than 50 transit vehicles in peak service for the duration of the 2026-2028 Title VI Program. Therefore, during the applicable reporting period (December 1, 2022 - November 30, 2025), SunLine was not subject to the Requirements for Large Fixed-Route Transit Providers. However, by virtue of the larger fixed-route fleet in operation prior to November 2021 and due to SunLine's own voluntary initiatives, SunLine has satisfied some of the Requirements for Large Fixed-Route Transit Providers, as noted in the following pages.

- ☐ **General Requirements**
  - ☐ Title VI Notice to the Public (including posting locations)
  - ☐ Title VI Complaint Procedure
  - ☐ Title VI Complaint Form
  - ☐ List of Transit-Related Title VI Investigations, complaints, and lawsuits
  - ☐ Public Participation Plan
  - ☐ Language Assistance Plan
  - ☐ Table of Non-Elected Committees and Councils
  - ☐ Subrecipient Monitoring (if applicable)
  - ☐ Title VI Equity Analyses (Facilities, as applicable)
  - ☐ STA Board Resolution – Approving Title VI Program
- ☐ **Requirements for All Fixed-Route Transit Providers**
  - ☐ Service Standards
    - Vehicle load for each mode
    - Vehicle headway for each mode
    - On-time performance for each mode
    - Service availability for each mode
  - ☐ Service Policies
    - Transit amenities for each mode
    - Vehicle assignment for each mode
- ☐ **Requirements for Large Fixed-Route Transit Providers**

- ☐ Demographic and service profile maps/charts
- ☐ Demographic ridership & travel patterns, collected by surveys
- ☐ Results of monitoring program and report, including evidence that the STA Board was aware of the results, and approved analyses
- ☐ Description of public engagement process for setting the "major service change policy," disparate impact policy, and disproportionate burden policy
- ☐ Title VI Equity Analyses (Service and/or Fares, as applicable), including evidence that the STA Board considered, was aware of, and approved analyses

General Requirements

1. Title VI Notice to the Public

SunLine Transit Agency (STA) complies with all federal and state requirements regarding public notification of its non-discrimination policies. Copies of STA's Title VI Notice to the Public are provided in both English and Spanish and are prominently displayed at the SunLine Administration Offices, on fixed route buses, paratransit vehicles, and on the agency's website to ensure accessibility for all riders. The Notice outlines STA's commitment to providing services and programs without regard to race, color, or national origin, and informs the public of their rights and procedures for filing a complaint. Copies of STA's Title VI Notice to the Public in English and Spanish, and information regarding the locations where the Notice is posted, are included in Appendix A.

2. Title VI Complaint Procedures and Complaint Form

Persons who believe they have been discriminated against based on race, color, or national origin by STA may file a complaint with STA by completing and submitting STA's Title VI Complaint Form, or submitting a verbal complaint, no later than 180 calendar days of the alleged discriminatory incident. STA makes its procedures and form for filing a complaint available to the public in English and Spanish. A copy of STA's Title VI procedures for filing a complaint, sample complaint form, and complaint process are contained in Appendix B.

Any complaints made to STA's Customer Service Department
that may be related to Title VI are flagged and sent to STA's Title VI Officer, regardless of whether or not the complainant mentioned Title VI, to ensure that complaints are handled and reported in accordance with this Program and applicable legal requirements.

3. List of Investigations, Complaints, or Lawsuits

STA's Title VI Officer prepares and maintains a list of any Title VI investigations conducted by entities other than FTA, lawsuits, or complaints naming STA that allege discrimination on the basis of race, color, or national origin. This list includes the date that the transit-related Title VI investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response, or final findings related to the investigation, lawsuit, or complaint.

At the time of preparation of this program, STA has not received any Title VI complaints since the time of the last Title VI Program submission. No Title VI lawsuits were filed during the same period.

4. Public Participation Plan

A summary of public outreach and involvement activities undertaken in last three years, and a description of steps taken to ensure that all persons have meaningful access to SunLine's

decision-making activities, is included in STA's Public Participation Plan in Appendix C.

5. Language Assistance Plan

STA's current Language Assistance Plan for providing language assistance for persons with Limited English Proficiency is included in Appendix D.

6. Membership of Non-Elected Committees

Title 49 CFR Section 21.5(b)(1)(vii) states that a recipient of federal funding may not, on the grounds of race, color, or national origin, "deny a person the opportunity to participate as a member of a planning, advisory, or similar body which is an integral part of the program."

SunLine has two committees consisting of members appointed by the Board, the ACCESS Advisory Committee and the Youth Sustainability Committee, which are described in detail below. The racial breakdown for each committee is in Table 1. SunLine encourages minorities to participate in the ACCESS Advisory Committee and Youth Sustainability Committee by advertising recruitment opportunities on its website, social media platforms, and at its Board meetings. Recruitment opportunities are also advertised at various public outreach events focused on minority populations.

A. STA's ACCESS Advisory Committee is a non-elected transit ridership committee. Staff continuously makes efforts to ensure the community it serves is represented on this committee, by reaching out to community based organizations, non-profits groups, key stakeholders, and involved community members. Examples of what this looks like include:
   - Posting signs on transit property and vehicles advertising meeting dates and times along with membership information.
   - Engaging with members of the public at community events; inviting them to join the ACCESS Advisory Committee.
   - Including information in the agency riders' guide on the ACCESS Advisory Committee with membership information.

B. STA's Youth Sustainability Committee members are appointed by the SunLine CEO/General Manager with one student appointed per city and one appointed to represent each of the unincorporated communities. Members are selected annually through a written application process.

   Youth Sustainability Committee members lead SunLine in advancing healthy communities. Members are expected to be committed to the purpose, have enthusiasm and actively contribute with a spirit of collaboration. Youth Sustainability Committee members will contribute to the education of initiatives and policies related to a variety of topics including:

   - Zero emission technology
   - Emissions reduction
   - Energy conservation
   - Air quality

- Climate adaptation and resiliency

Table 1

	White/ Caucasian	Hispanic/Latino	Black/African American	Asian American/Pacific Islander	Native American/ Alaska Native
ACCESS Advisory	3	1	1	1	0
Youth Advisory	1	5	0	1	0

7. Sub-Recipient Monitoring

During the current reporting period, STA did not extend Federal financial assistance to any other recipient and was not responsible for any subrecipients. However, STA's procedures for monitoring subrecipients is described below, should STA extend Federal financial assistance to a subrecipient in the future.

When it serves as the primary recipient, STA is responsible for ensuring that its subrecipients are in compliance with applicable regulations, including Title VI. STA is responsible for providing its subrecipients with sufficient technical assistance to ensure that they can adequately maintain compliance with Title VI. In compliance with Chapter III, Section 11 of Circular 4702.1B, STA is responsible for providing the following information to subrecipients:

(a) Sample notices to the public informing beneficiaries of their rights under Title VI regulations, procedures on how to file a Title VI complaint, and STA's Title VI complaint form;
(b) Sample procedures for tracking and investigating Title VI complaints filed with a subrecipient, and when STA expects the subrecipient to notify STA of complaints received by the subrecipient;
(c) Demographic information on the race and English proficiency of residents served by the subrecipient to assist the subrecipient in assessing the level and quality of service it provides to communities within its service area and in assessing the need for language assistance; and
(d) Any other STA-generated or obtained data, such as travel patterns, surveys, etc., that will assist subrecipients in complying with Title VI. STA has all items listed above available and provides them upon request to subrecipients.

In compliance with Chapter III, Section 12 of Circular 4702.1B, STA undertakes the following activities to ensure that STA and any subrecipients are in compliance with Title VI requirements:

(a) Documents its process for ensuring that all subrecipients are complying with the general reporting requirements of Circular 4702.1B, as well as other requirements that apply to the subrecipient based on the type of entity and the number of fixed route vehicles it operates in peak service if a transit provider;

(b) Collects Title VI Programs from subrecipients and reviews programs for compliance; and
(c) At the request of FTA, in response to a complaint of discrimination, or as otherwise deemed necessary by STA, STA will request that subrecipients who provide transportation services verify that their level and quality of service is provided on an equitable basis.

8. Resolution of Governing Board

The Resolution evidencing the Board's adoption of this Title VI Program is included in Appendix E.

9. Site Equity Analyses for New Facilities

All fixed-route transit providers must perform a Title VI equity analysis of the site or location of a new facility to ensure that the location is selected without regard to race, color, or national origin. A facility equity analysis must be performed during the planning stage before the preferred site has been selected. For purposes of this requirement, “facility” includes storage facilities, maintenance facilities, operations centers, and other similar facilities, but does not include transit amenities like bus shelters or transit stations or power substations, which are evaluated separately.

Since the last Title VI Program submission, SunLine began planning for a project to build a Workforce Training Center to train employees on operating hydrogen buses. The proposed location for the Workforce Training Center is an existing SunLine property. This project is still in the planning phase and SunLine is in the process of preparing an equity analysis for the project.

Whenever future new facilities are considered, STA will conduct the required equity analysis regarding facility location.

10. Additional Information Upon Request

FTA may request additional information other than that required by the FTA Circular. FTA has not requested additional information at this time.

Requirements of All Fixed-Route Transit Providers

1. Service Standards and Policies

FTA requires quantitative service standards for all fixed-route modes of operation for each of the following categories: vehicle load, vehicle headways, on-time performance, and service availability (i.e., coverage). FTA requires service policies for vehicle assignment and transit amenities. STA's system-wide service standards and policies are included in Appendix F.

Requirements for Large Fixed-Route Transit Providers

Although these requirements were not applicable to SunLine for the applicable reporting period and will not be applicable for the duration of the 2026-2028 Title VI Program, SunLine has satisfied some of these requirements by virtue of operating more than 50 fixed-route vehicles in peak services prior to November 2021 and due to SunLine's own voluntary initiatives. For reference purposes, this section includes the available information for these requirements, as applicable.

1. Demographic and Service Profile

Not Applicable.

2. Demographic Ridership and Travel Patterns

In 2025, STA hired a consultant firm that conducted an on-board passenger survey for the purposes of establishing baseline consumer data. The ridership surveys captured ridership demographics on STA fixed route transit services, including both demographic categories such as ethnicity and household income, as well as travel pattern data such as route, direction, time, number of transfers, and home zip code. Over 400 customers participated in the survey. Although not required, this report is included as Appendix G for reference.

3. Monitoring Program Results

Not Applicable.

4. Public Engagement Process for Title VI Policies

For reference, a summary of the public engagement process utilized to develop and vet STA's Major Service Change, Disparate Impact, and Disproportionate Burden Policies adopted in 2013 can be found in Appendix H.

5. Title VI Equity Analyses

For reference, STA's Major Service Change Policy, Disparate Impact Policy, and Disproportionate Burden Policy, are included in Appendix H.

Since STA's last Title VI Program update submission, STA had zero major service changes and no fare changes.

Appendix A: Title VI Non-Discrimination Notice

Back to Top

NON-DISCRIMINATION NOTICE

SunLine Transit Agency (SunLine) operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes they have been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with SunLine.

For more information on SunLine's Title VI Program, the procedures to file a complaint, and the Title VI complaint form, contact (760) 343-3456, visit https://www.sunline.org/work/civil-rights-title-vi, or visit SunLine's administrative office at 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

A complainant may file a complaint with SunLine by phone or mail using the contact information provided above, or directly with the Federal Transit Administration. If information is needed in another language, contact (760) 343-3456.

Rev. November 2025

Back to Top

AVISO DE NO DISCRIMINACIÓN

SunLine Transit Agency (SunLine) ofrece sus programas y servicios sin distinción de raza, color ni origen nacional, de conformidad con el Título VI de la Ley de Derechos Civiles. Cualquier persona que considere haber sido perjudicada por una práctica discriminatoria ilegal en virtud del Título VI puede presentar una queja ante SunLine.

Para obtener más información sobre el Programa del Título VI de SunLine, los procedimientos para presentar una queja y el formulario de queja del Título VI, comuníquese al (760) 343-3456, visite https://www.sunline.org/work/civil-rights-title-vi, o diríjase a la oficina administrativa de SunLine en 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

El reclamante puede presentar una queja ante SunLine por teléfono o por correo utilizando la información de contacto proporcionada anteriormente, o directamente ante la Administración Federal de Tránsito. Si necesita información en otro idioma, comuníquese al (760) 343-3456.

Rev. noviembre del 2025

LIST OF LOCATIONS WHERE NON-DISCRIMINATION NOTICE IS POSTED

SunLine Transit Agency's Non-Discrimination Notice to the public is currently posted at the following facility locations:

LOCATION NAME	ADDRESS	CITY
SunLine Administration Offices	32-505 Harry Oliver Trail	Thousand Palms

In addition to posting the Non-Discrimination Notice at the SunLine Administration Offices, the notice is posted in fixed route buses, paratransit vehicles and on SunLine's website at: www.sunline.org. New locations may be added as needed.

Back to Top

Appendix B: Title VI Complaint Procedures and Form

Back to Top

TITLE VI COMPLAINT PROCEDURES

Filing a Title VI Complaint

Persons who believe they have been discriminated against based on race, color, or national origin by SunLine may file a complaint with SunLine by completing and submitting SunLine's Title VI Complaint Form, or submitting a verbal complaint, as described below. Complaints must filed no later than 180 calendar days of the alleged discriminatory incident.

By Mail:

The preferred method is to file your complaint in writing using the Title VI Complaint Form and send it to:

SunLine Transit Agency
32-505 Harry Oliver Trail
Thousand Palms, CA 92276
Attn: Title VI Officer

By Phone:

Verbal complaints will be accepted and reviewed by designated SunLine staff. To make a verbal complaint, call (760) 343-3456.

Investigations

Once the complaint is received, SunLine will review it to determine if it has jurisdiction. Within 15 working days of receipt of the complaint, SunLine will notify the complainant informing the complainant whether the complaint will be investigated by SunLine. If applicable, the SunLine will begin an investigation.

The investigation will be conducted and completed within 60 days of the receipt of the complaint. If more information is needed to resolve the case, SunLine may contact the complainant. If SunLine does not receive the necessary information from the complainant within the time specified in SunLine's communication, SunLine can administratively close the investigation. An investigation may also be administratively closed if the complainant no longer wishes to pursue their complaint.

Back to Top

The complainant will receive a letter stating the results of the investigation within 60 days of SunLine's receipt of the complaint. The letter will state whether there was a Title VI violation and, if applicable, the actions SunLine will take to address the violation. The letter will also inform the complainant of their right to appeal the decision.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

PROCEDIMIENTOS DE QUEJA DEL TÍTULO VI

Presentación de una Queja del Título VI

Las personas que consideren que han sido discriminadas por SunLine por motivos de raza, color u origen nacional pueden presentar una queja ante SunLine completando y enviando el Formulario de Queja del Título VI de SunLine, o presentando una queja verbal, según se describe a continuación. Las quejas deben presentarse a más tardar dentro de los 180 días calendario posteriores al presunto incidente de discriminación.

Por correo:

El método preferido es presentar la queja por escrito utilizando el Formulario de Queja del Título VI y enviarlo a:

SunLine Transit Agency
32-505 Harry Oliver Trail
Thousand Palms, CA 92276
Atención: Oficial del Título VI

Por teléfono:

Las quejas verbales serán aceptadas y revisadas por el personal designado de SunLine. Para presentar una queja verbal, llame al (760) 343-3456.

Investigaciones

Una vez recibida la queja, SunLine la revisará para determinar si tiene jurisdicción. Dentro de los 15 días hábiles posteriores a la recepción de la queja, SunLine notificará al reclamante informándole si la queja será investigada por SunLine. Si corresponde, SunLine iniciará una investigación.

La investigación será realizada y completada dentro de los 60 días posteriores a la recepción de la queja. Si se necesita más información para resolver el caso, SunLine podrá comunicarse con el reclamante. Si SunLine no recibe la información necesaria

del reclamante dentro del plazo especificado en la comunicación de SunLine, podrá cerrar la investigación de manera administrativa. Una investigación también podrá cerrarse administrativamente si el reclamante ya no desea continuar con su queja.

El reclamante recibirá una carta con los resultados de la investigación dentro de los 60 días posteriores a la recepción de la queja por parte de SunLine. La carta indicará si hubo una violación del Título VI y, en su caso, las medidas que SunLine tomará para abordar la infracción. La carta también informará al reclamante de su derecho a apelar la decisión.

Una persona también puede presentar una queja directamente ante la Administración Federal de Tránsito en la siguiente dirección: FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

Back to Top

TITLE VI COMPLAINT FORM

Persons who believe they have been discriminated against based on race, color, or national origin by SunLine may complete and submit this Title VI Complaint Form to:

SunLine Transit Agency
Attn: Title VI Officer
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

PLEASE PRINT CLEARLY

Name:

_____

Address:

_____

City, Street, Zip Code:

_____

Telephone: Home:_____ Cell:_____

Email: _____

If applicable name and title of persons(s) who allegedly discriminated against you:

_____

_____

_____

Please check which of the following best describes the type of discrimination experienced:

- ☐ Race
- ☐ Color
- ☐ National Origin

Back to Top

What date did the alleged incident take place?

_____

Name the location where the alleged incident took place:

_____

In your own words, please describe the alleged incident and explain what happened and whom you believe was responsible:

_____

_____

_____

_____

_____

_____

_____

_____

Please list any person(s) we may contact for additional information to support your complaint.

_____

_____

_____

Have you filed this complaint with any other federal and state agency, or with any federal or state court?

☐ Yes ☐ No

If yes, check all that apply:

☐ Federal Agency ☐ Federal Court ☐ State Agency ☐ State Court

Please provide the name and phone number of the contact persons at the agency/court where the complaint was filed:

_____

_____

_____

Back to Top

Please sign below and attach any written or other information that you think is relevant to your complaint.

Signature:

Back to Top

FORMULARIO DE QUEJA DEL TÍTULO VI

Las personas que consideren que han sido objeto de discriminación por motivos de raza, color u origen nacional por parte de SunLine pueden completar y enviar este Formulario de Queja del Título VI a la siguiente dirección:

SunLine Transit Agency
Atención: Oficial del Título VI
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

FAVOR DE ESCRIBIR CLARAMENTE

Nombre:

_____

Dirección:

_____

Ciudad, Calle, Código postal:

_____

Teléfono: Hogar:_____ Móvil:_____

Correo electrónico: _____

Si corresponde, indique el nombre y el cargo de la(s) persona(s) que presuntamente lo(a) discriminó(aron).:

_____

_____

_____

Marque cuál de las siguientes opciones describe mejor el tipo de discriminación que experimentó:

☐ Raza
☐ Color
☐ Origen

¿En qué fecha ocurrió el presunto incidente?

_____

Indique el lugar donde ocurrió el presunto incidente:

_____

En sus propias palabras, describa el presunto incidente y explique lo que sucedió y a quién considera responsable:

_____

_____

_____

_____

_____

_____

_____

_____

_____

Enumere a cualquier persona que podamos contactar para obtener información adicional que respalde su queja.

_____

_____

_____

¿Ha presentado esta queja ante alguna otra agencia federal o estatal, o ante algún tribunal federal o estatal?

☐Si ☐No

Si su respuesta es afirmativa, marque todas las opciones que correspondan:

☐ Agencia Federal ☐ Tribunal Federal ☐ Agencia Estatal ☐ Tribunal Estatal

Indique el nombre y el número de teléfono de la(s) persona(s) de contacto en la agencia o tribunal donde se presentó la queja:

_____

_____

_____

Firme a continuación y adjunte cualquier información escrita u otro tipo de documentación que considere relevante para su queja.

_____

_____

_____

_____

Firma:_____

Fecha: _____

Appendix C: Public Participation Plan

Back to Top

Public Participation Plan

2025

Back to Top

Public Participation Plan (PPP)

I. Purpose/Introduction

SunLine Transit Agency (SunLine) is committed to providing equitable, accessible, and inclusive opportunities for public engagement —particularly minority, low-income, and LEP populations— in the planning, programming, and decision-making processes for transit services. This Public Participation Plan (PPP) outlines the methods and procedures by which SunLine Transit Agency (SunLine) seeks to fulfill the requirements of the U.S. Department of Transportation (USDOT) related to public engagement. The PPP specifically addresses the following federal mandates:

- Title VI of the Civil Rights Act of 1964
- Federal Transit Administration (FTA) Circular C 4702.1B, requiring all direct and primary recipients of FTA financial assistance to develop and implement a Public Participation Plan as a component of their overall Title VI Program.
- Executive Order 13166, which outlines responsibilities to Limited English Proficient (LEP) persons.

This PPP outlines proactive strategies to engage the public in transportation planning, programming, and decision-making processes.

II. Guiding Principles

Building on federal, state, and local public engagement requirements, SunLine's Public Participation Plan is grounded in a set of guiding principles that ensure public involvement is meaningful, equitable, and transparent. These principles are operationalized through specific objectives that outline what SunLine aims to achieve in engaging the public in transportation planning and decision-making processes.

Meaningful and Accessible Participation – Provide all interested groups and stakeholders with opportunities to participate and represent their interests using diverse engagement methods, including social media, traditional media, website platforms, community meetings, and both in-person and virtual public forums.

Responsive Consideration of Public Input – Solicit, document, and carefully consider public comments on all proposed major service or fare changes, in adherence to SunLine's Service Standards Policy.

Proactive and Transparent Communication – Inform communities and stakeholders about SunLine's projects, community events, and service investments in a clear and timely manner.

Back to Top

III. Objectives

SunLine aims to ensure public participation is inclusive, accessible, timely, transparent, and collaborative. This includes seeking representation from the community's diverse demographics, complying with non-discrimination and accessibility laws, providing clear and open access to information, engaging the public early and continuously as well as partnering with local and regional stakeholders for the development of agency initiatives and proposed service changes. SunLine is also committed to regularly reviewing and improving its public participation efforts to maintain effectiveness and equity.

IV. Minority and LEP population in SunLine Service Area

According to the 2023 American Community Survey, SunLine's service area has an estimated population of 441,586 residents. Of this total, 62% identify as minority populations, with Hispanic or Latino residents representing the largest group at 54%. Other minority populations include Asian (3.1%), Black or African American (2.5%), Two or More Races (2.1%), American Indian or Alaska Native (0.3%), Native Hawaiian or Other Pacific Islander (0.2%), and Other Race (0.2%).

	Population	Percentage of Total Population
Total Population	441,586	100%
Minority Populations – Total	275,584	62.41%
Hispanic or Latino	*239027*	*54.13%*
Asian (Alone)	*13688*	*3.10%*
Black or African American (alone)	*11075*	*2.51%*
Two or More Races	*9108*	*2.06%*
American Indian or Alaska Native (alone)	*1087*	*0.25%*
Native Hawaiian or Other Pacific Islander (alone)	*662*	*0.15%*
Other Race (alone)	*937*	*0.21%*

Table 1.1 Minority and LEP Populations in SunLine's Service Area; Source: 2023 American Community Survey 5-Year Estimates Data Profiles

Limited English Proficiency (LEP) Profile

Based on the latest data from the county-level Title VI program, an estimated 13.5% of Riverside County residents speak English less than "very well," with 11.1% identifying as

Back to Top

Spanish-speaking LEP individuals. Given the linguistic landscape and communities served by SunLine—many with high concentrations of Spanish-speaking residents—it is reasonable to assume comparable or higher LEP rates in the service area. For effective public engagement, SunLine continues to prioritize language-accessible outreach, including translated materials and interpretation services, with particular focus on Spanish and other identified LEP language groups.

SunLine considers the needs of these populations by:

- Ensuring equitable access to transit services across all communities, with routes serving neighborhoods that are historically underserved or have higher concentrations of minority residents.
- Providing bilingual and culturally relevant outreach, including Spanish-language materials and translation services, to ensure full participation in planning and service updates.
- Engaging directly with community-based organizations, advocacy groups, and trusted leaders that represent minority populations to gather feedback and improve service delivery.
- Evaluating service equity through Title VI analysis to monitor impacts on minority and low-income populations, and making adjustments as needed to prevent disproportionate impacts.
- Designing public participation strategies that intentionally remove barriers and provide multiple ways for residents to provide input, including in-person workshops, virtual options, and targeted community engagement.

V. Identification of Stakeholders

Stakeholders are those who are either directly or indirectly affected by a plan, project, or program based on decisions related to recommendations or implementation actions.

General stakeholders within the SunLine Transit Agency service area include, but are not limited to:

- All nine (9) cities and ten (10) unincorporated communities
    - Cities: Palm Springs, Cathedral City, Desert Hot Springs, Rancho Mirage, Palm Desert, Indian Wells, La Quinta, Indio, Coachella
    - Unincorporated: Thousand Palms, Bermuda Dunes, Sky Valley, Thermal, Mecca, Oasis, Vista Santa Rosa, North Shore, Garnet, Desert Edge
- Major Employers
    - Agua Caliente Casino Resorts, Fantasy Springs Resort Casino, Spotlight 29 Casino

Back to Top

    - Eisenhower Health, Desert Regional Medical Center, JFK Memorial Hospital
    - College of the Desert, Palm Springs Unified School District, Desert Sands Unified School District, Coachella Valley Unified School District
    - Palm Springs International Airport
    - Amazon Fulfillment (Desert Hot Springs) and Walmart Distribution Center
    - Agriculture sector: Prime Time International, Ocean Mist Farms, Hadley Date Gardens
- Major Colleges, Universities, and School Districts
    - College of the Desert (Palm Desert, Indio, Mecca/Thermal campuses)
    - California State University San Bernardino – Palm Desert Campus
    - Palm Springs Unified, Desert Sands Unified, and Coachella Valley Unified School Districts
- Non-profit and Private Business Community
    - Greater Palm Springs Convention & Visitors Bureau (Visit Greater Palm Springs)
    - Coachella Valley Economic Partnership (CVEP)
    - Various Chambers of Commerce (Palm Springs, Palm Desert, Indio, Coachella, La Quinta)
- Other Regional and Municipal Transit Providers
    - Riverside Transit Agency (RTA)
    - Beaumont Transit
    - Palo Verde Valley Transit Agency
    - Omnitrans
    - Metrolink
- Public
    - Minority, Limited English Proficiency (LEP), and low-income populations
    - Riders with disabilities and seniors (via ACCESS participation)
    - General riders and community advocates
- Government Partners
    - Riverside County and Riverside County Transportation Commission (RCTC)
    - Southern California Association of Governments (SCAG)
    - Coachella Valley Association of Governments (CVAG)
    - Local elected officials and city planning/engineering departments
- Internal Committees and Governing Bodies
    - SunLine Transit Agency Board of Directors
    - ACCESS Advisory Committee
    - SunLine Youth Sustainability Committee

Back to Top

VI. Strategies

To achieve these objectives, SunLine uses multiple outreach methods tailored to community needs, including virtual and in-person forums, social media, surveys, and educational resources. The agency ensures ADA and language access compliance, documents and communicates public input clearly, provides advance notice of engagement opportunities, and collaborates with community organizations and regional transit partners. Continuous evaluation and updates to the participation plan will help refine these strategies over time.

VII. Continuous Public Participation

SunLine actively seeks public participation throughout the year to engage directly with passengers and the broader community. These ongoing efforts help foster stronger connections, build trust, and maintain open communication channels between the public and SunLine's staff and leadership. This commitment enables SunLine to be more responsive to community needs and enhances its capacity to conduct targeted outreach that builds on its established relationships.

SunLine encourages community members to attend Board of Directors and standing committee meetings to share their views regularly—not just when specific input is requested. Many Board agenda items arise from recommendations made by SunLine's standing committees, where much of the detailed work occurs. The Board strongly supports public participation at the committee level, whether in person or by following updates online.

When required by law, formal public hearings may be held during Board or Committee meetings. Notices for these hearings are posted on the SunLine website, social media channels, and on vehicles, with communications provided in both English and Spanish.

All SunLine Board and committee meetings comply with applicable State and federal laws, including the Ralph M. Brown Act, the Dymally-Alatorre Bilingual Services Act, and the Americans with Disabilities Act (ADA) along with its implementing regulations.

The following statement is included on all SunLine Board and Committee meeting agendas:

"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 disability-related modification(s) and/or interpreter services are needed to participate in a Board meeting. Notification of at least 72 hours prior to the

Back to Top

meeting time will assist staff in ensuring reasonable arrangements can be made to provide assistance at the meeting."

VIII. Specific Public Participation

When seeking input on specific projects or decisions, SunLine expands outreach efforts by utilizing multiple engagement methods and customized approaches to share information and gather meaningful public feedback.

SunLine hosts public meetings, workshops, and community forums throughout the Coachella Valley to inform residents and encourage active participation in transportation planning and initiatives. These sessions focus on collecting community input on major projects such as service analyses, operational studies, and ridership assessments.

Meetings are scheduled at accessible times and locations to maximize attendance, including evenings and weekends. SunLine also collaborates with community organizations and local partners to present transportation information during their existing events, reducing the need for separate meetings.

All facilities used for public hearings and meetings comply with accessibility standards. Upon request, SunLine provides language translation and disability accommodations to ensure all individuals can fully engage in the process.

SunLine offers both in-person and virtual participation options, accommodating people with disabilities and those with limited English proficiency to ensure equitable access.

Comprehensive records of all public hearings and meetings are maintained. Staff carefully review and analyze the feedback received to identify reasonable suggestions for improving proposed projects or plans. These findings are compiled into reports with recommended actions for consideration by staff, ensuring public input directly informs final decisions.

IX. Tools of Engagement for Public Participation

Community Events & Resource Fairs

SunLine participates in local events, neighborhood gatherings, and resource fairs throughout the year to engage with residents in person. These events provide opportunities to share updates on SunLine programs, explain upcoming projects, and listen to community concerns. Priority is given to events serving historically underserved or underrepresented populations.

Back to Top

Community Presentations

Staff members regularly make presentations to community groups, schools, and business organizations. These presentations are tailored to the audience and include project updates, explanations of policy changes, and invitations for public input.

Printed & Multilingual Materials

SunLine produces newsletters, flyers, and direct mail in multiple languages to ensure information is accessible to residents without internet access or who prefer non-English materials. Printed materials include instructions on requesting translation or interpretation services.

Digital Media

The agency uses its website, email, text notifications, and social media platforms to share timely information about meetings, service changes, and project milestones. Residents can sign up for direct alerts to stay informed.

Traditional Media

Radio, local newspapers, and targeted ethnic media are used to reach a wide range of audiences. These channels are especially effective for broadcasting meeting notices and opportunities for public comment in communities that may not engage with digital platforms.

Community Partnerships

SunLine works with community organizations to help distribute information through their established communication networks, such as newsletters, meetings, and events. The agency provides ready-to-use content, including translated materials, maps, and graphics.

Public Information Displays

Digital signage at key public locations is used to provide timely updates, meeting notices, and other important information to individuals who may not engage online.

Customer Service Channels

SunLine's customer service staff provide phone and in-person assistance for individuals seeking meeting details, information about projects, or guidance on submitting comments.

Surveys

Surveys are conducted both online and in person to gather feedback on priorities, satisfaction, accessibility, affordability, and other aspects of SunLine services. The results are used to inform project planning and decision-making.

Back to Top

Bus Inserts

Notices placed inside buses provide riders with information about upcoming meetings, service changes, and opportunities to comment. This approach ensures outreach to riders who may not have digital access.

Public Meetings & Hearings

SunLine holds in-person and virtual public meetings to present proposals, answer questions, and gather community feedback. Meetings are scheduled at accessible times and locations, with accommodations for individuals with disabilities or language needs.

Records & Analysis of Input

The agency documents and analyzes all public feedback collected through meetings, surveys, and events. Reasonable suggestions are incorporated into proposals before Board consideration.

Specialized Tools

When appropriate, SunLine uses TV commercials, billboards, and other targeted advertising to expand awareness of projects, meetings, and opportunities for public participation.

X. Fare/ Major Service Change & Public Comment Policy and Procedure

SunLine Transit Agency follows a structured and transparent process to inform the public and solicit feedback on major service changes and fare adjustments, in compliance with 49 U.S.C. Section 5307(c)(1)(I) and FTA Circular 4702.1B. The Major Service Change Policy distinguishes between major service changes, which requires formal public comment and minor changes which do not.

Service Standards Policy

Under the Board-adopted Service Standards Policy (B-190613), a major service change is defined as any permanent adjustment (six months or longer) that alters revenue hours or miles, span of service, or alignment miles by 25% or more for any route or for the system overall for any day type (Weekday, Saturday, Sunday and Holiday). Public comment must be gathered before implementing such changes or any fare increase.

Public Notification & Outreach

The public comment process begins with a legal notice published in English and Spanish in a widely circulated local newspaper. The notice includes details of the proposed changes, available comment methods, and the date, time, and location of public hearings. Written, emailed, faxed, or mailed comments are accepted for at least 30 days from the

Back to Top

first publication, with hearings held no sooner than 30 days after the notice and a minimum three-day post-hearing comment period.

In addition to legal notices, SunLine uses a range of communication tools to maximize outreach:

- Printed onboard materials such as signs and rack cards
- Website updates with detailed change information
- Social media announcements (Facebook, Instagram)
- Press releases to local media outlets
- Presentations to community organizations
- Visual aids including maps, charts, and infographics to clearly explain changes

Hearing Scheduling & Accessibility

For system-wide changes, SunLine schedules multiple hearings at locations across the Coachella Valley to ensure convenient access for all affected communities, including those with higher concentrations of minority populations. Hearings are held in ADA-compliant facilities, offered at varied times of day, and located near public transit routes. Translation services for Spanish speakers and accommodations for individuals with disabilities are available upon request.

Hearing Procedures

Each hearing begins with a reading of the public notice and an overview of the proposed changes, the rationale, and the decision-making process. Attendees may provide verbal comments (generally limited to three minutes) or submit written feedback. Comment forms are available at all hearings.

Recordkeeping & Decision Process

Official records are maintained for all hearings, including affidavits of publication, audio recordings, and written notes. All comments—verbal or written—are entered into the public record and reviewed by staff to assess potential modifications. Findings and recommendations are presented to the Board of Directors before any final action. The Board then directs the CEO/General Manager to proceed, modify, or withdraw the proposal.

XI. Additional Communication Access

SunLine Customer Service Line

SunLine Customer Service Representatives are able to provide route, fare and schedule information. English and Spanish representatives are available. Service is available Monday through Friday 8:00 – 5:00 PM, 760.343.3451. For Sun-Dial reservations, the service is available from 8:00 – 5:00 PM, 760.343.4231.

Back to Top

Multilingual Riders Guides

All Sunline printed and posted riders guide are in both Spanish and English. Available on buses and digitally at Sunline.org.

SunLine Website

The SunLine Transit Agency website, **www.sunline.org**, serves as a primary communications tool, providing comprehensive information about agency policies, services, strategies, and plans. The website offers resources for riders in both English and Spanish, including route and schedule information, rider guides, and service updates. In addition, SunLine actively engages with the community through social media platforms such as **Facebook** and **Instagram**, where service alerts, announcements, and program highlights are regularly shared.

XII. Conclusion

SunLine Transit Agency recognizes that meaningful public participation is essential to delivering equitable, accessible, and sustainable transit services for all communities in the Coachella Valley. This Public Participation Plan reflects SunLine's ongoing commitment to engage residents, riders, stakeholders, and community partners in shaping the future of local and regional mobility. By prioritizing transparency, inclusivity, and responsiveness, SunLine ensures that the voices of minority, low-income, Limited English Proficient (LEP), and historically underserved populations are heard and considered in decision-making.

As transit needs evolve, SunLine shall continue to evaluate and improve its outreach strategies to ensure compliance with Title VI and related federal requirements, while also strengthening community trust and collaboration. Through proactive engagement, SunLine reaffirms its dedication to building a public transportation system that reflects the diverse needs of the communities it serves and supports a more connected, inclusive, and resilient Coachella Valley.

Back to Top

Marketing Department Outreach (2022)

DATE	OUTREACH/MEETING	Location
	NONE	

Back to Top

Marketing Department Outreach (2023)

DATE	OUTREACH/MEETING	Location
January	January 2023 Service Change Outreaches at Major Timepoints	Major Timepoints
February		
March		
April		
May		
	May 2023 Service Change Outreaches at Major Timepoints	Major Timepoints
June		

Back to Top

July		
August		
8/3/23	School Supply Event hosted by CCPD	Cathedral City
8/10/23	Family Support Resource Day hosted by RivCo DPSS	Indio
Sept.		
	September 2023 Service Change Outreaches at Major Timepoints	Major Timepoints
9/20/23	28th Valleywide Expo hosted by RivCo DPSS	Indio
9/26/23	CV Trailblazers	Thousand Palms
October		
10/3/23	Indio PD National Night Out	Indio
10/7/23	Free Family Festival	Indio
10/21/23	Fall Festival hosted by RivCo Library	Indio
10/26/23	Haunted Bus	Palm Springs
10/28/23	Mecca Sports Park Ribbon Cutting	Mecca
10/29/23	PD Golf Cart Parade	Palm Desert
10/31/23	TP Halloween Spooktacular	Thousand Palms
Nov.		
11/1/23	NS Dia de los Muertos	North Shore
11/16/23	Fill the Bus	PD and PS
Dec.		
12/6/23	COD Family Night Out	Palm Desert
12/12/23	Travel Training	Indio
12/18/23	Wrap Around Christmas Event	Palm Desert

Back to Top

Marketing Department Outreach (2024)

DATE	OUTREACH/MEETING	Location
January	January 2024 Service Change Outreaches at Major Timepoints	Major Timepoints
February		
2/7/24	Upcoming Valley Community Outreaches Meeting	Major Timepoints
2/8/24	We Love Our Customers	Major Timepoints
2/13/24	SunRide Outreach - DHS	DHS
March		
3/22/24	33rd Annual Migrant Education Program-Health Resource Fair, Thermal	Thermal
3/23/24	Ability Sports Festival by CVUSD - Thermal	Thermal
3/25/24	Feria de Recursos -Wolff Waters Place La Quinta	La Quinta
3/27/24	Family Fun Fest - Palm Springs Library	Palm Springs
April		
4/6/24	Veterans Expo- Salvation Army Cathedral City	Cathedral City
4/11/24	Parent Transition WorkShop-Desert Arc Palm Desert	Palm Desert
4/16/24	Vehicle Day- Kennedy Elementary Indio	Indio
4/17/24	Coachella Vallet Local Government Fair- Palms Springs Convention Center	Palm Springs
4/18/24	SunRide Outreach- La Quinta Wellness Center	La Quinta
4/30/24	Día del Niño- Thousand Palms Community Center	Thousand Palms
May		
5/5/24	May 2024 Service Change Outreaches at Major Timepoints	Major Timepoints
June		
6/25/24	DRD Travel Training- Thousand Palms	Thousand Palms
6/29/24	South Palm Desert Community Outreach - St. Margaret's	Palm Desert
July		
August		

Back to Top

Sept.		
8/23/24	COD Welcome Day	Palm Desert
9/12/24	Life Saver Day	Thousand Palms
9/15/24	Fiestas El Grito	Coachella
9/16/24	CSUSB Fall 2024 Transit Expo	Palm Desert
9/19/24	Valley Wide Expo	Indio
9/25/24	Rescue Mission Mornining Mixer	Indio

October		
10/10/204	CSUSB Fall festival	Palm Desert
10/17/24	Family Resource & Program Engagements	Coachella
10/27/24	Golf Cart Parade	Palm Desert
10/31/24	Haunted Bus	Palm Springs

Nov.		
11/9/24	AHA Walk	Palm Desed
11/21/24	Fill the Bus	PD and PS
11/23/24	Touch a Truck / Hot air Balloon	Cathedral City
Dec.		
12/9/24	Mecca Parade of Lights	Mecca

Back to Top

Marketing Department Events (2025)

DATE	OUTREACH/MEETING	LOCATION
January		
1/5/25	January 2025 Service Change	Major Timepoints
1/28/2025 - 1/31/2025	APTA Annual Business Members Meeting (Hosted in IW this year)	Indian Wells
February		
2/17/25	President's Day Parade in Indio	Indio
March		
3/1/24	Ability Sports Festival by CVUSD - Thermal	Thermal
3/8/25	Dia Del Nino Coachella	Coachella
3/28/25	33rd Annual Migrant Education Program-Health Resource Fair, Thermal	Thermal
April		
4/5/25	Veterans Expo- Salvation Army Cathedral City	Cathedral City
4/15/25	Palm Desert Rotary Presentation	Palm Desert
4/26/25	Earth & Arbor day Palm Springs Festival	Palm Springs
May		
5/1/24	Professional Vehicle Day Kennedy Elementary	Indio
5/4/25	May 2025 Service Change Outreaches at Libraries, Senior Centers, Colleges, etc.	Multiple Locations
5/14/24	RUHS Week Fiesta indio	Indio
5/17/25	Dia de la Familia (Family Day) - Indio Library	Indio
5/19/25	Travel Training at Riverside University Health System - Behavioral Health	Indio
June		
6/2/25	Agua Caliente Elementary School Career Day - Take FC.5	Rancho Mirage
6/7/25	Day of the Child - DHS Health and Wellness Center	Desert Hot Springs
6/16/2025	Travel Training with LEA Group	Palm Springs
July		
6/17/25	Pack the Bus	Palm Desert
August		
8/12/25	Travel Training with Lesbians Embracing Aging's Transportation Sub-Committee	Palm Springs
8/12/25	Desert Hot Springs Senior Center	Desert Hot Springs

Back to Top

Planning Department Events (2022-25)

DATE	OUTREACH/MEETING	LOCATION
January		
February		
2/19/25	Open House, Service Expansion in Indio	Shadow Hills High School
2/20/25	Open House, Service Expansion in Indio	Amistad High School
2/27/25	Open House, Service Expansion in Indio	Shadow Hills High School
March		
3/18/25-3/23/25	Onboard Rider Survey, in-person on fixed-routes	SunLine Transit Service Area
3/17/25 - 3/31/25	Onboard Rider Survey, virtual survey	SunLine Transit Service Area
April		
May		
June		
6/29/24	Open House, South Palm Desert	Saint Margaret's Church
July		
August		

Back to Top

Appendix D: Language Assistance Plan

Back to Top

LANGUAGE ASSISTANCE PLAN

In accordance with Title VI of the Civil Rights Act of 1964 ("Title VI"), U.S. Department of Transportation Title VI regulations (49 CFR part 21; "DOT's implementing regulations"), and Federal Transit Administration (FTA) guidance, SunLine Transit Agency (SunLine) as a FTA grantee is obligated to take reasonable steps to ensure meaningful access by Limited English Proficiency (LEP) persons to benefits, information, services, and other important portions of SunLine's programs.

According to FTA Circular 4702.1 B, LEP persons refers to persons for whom English is not their primary language and who have a limited ability to read, write, speak, or understand English. It includes people who reported to the U.S. Census that they speak English less than very well, not well, or not at all.

Purpose

SunLine's mission is to ensure equal access to its programs and services for all residents who use its services in the Coachella Valley for their mobility needs, in accordance with applicable law. This Plan serves as guidance for staff in helping to ensure meaningful access to programs and services conducted by the Agency for LEP persons. SunLine has taken many steps, outlined in this document, to assist LEP individuals in accessing its programs and services, and is committed to improving access. As a federal grantee, SunLine will examine the services it provides and develop and implement a system by which LEP persons can meaningfully access those services consistent with, and without unduly burdening, the fundamental mission of the agency.

This Language Assistance Plan provides guidance on translation, interpreter, and outreach services for LEP persons seeking access to its programs, including instances in which SunLine staff directly interacts with and serves LEP persons. The priority of the Language Assistance Plan is to improve access for LEP individuals to critical services or activities.

LEP Four Factor Analysis

As part of the process of evaluating its LEP needs required by FTA Circular 4702.1 B, SunLine uses the four factor analysis of programs, services, and information for patrons who use transit services offered in the Coachella Valley. These factors include:

1. Number or proportion of LEP persons eligible to be served or would likely be encountered by the program or grantee.

2. The frequency with which LEP individuals come in contact with the program or services.

3. Nature and importance of the program, activity, or service provided by the program to people's lives; and

Back to Top

4. Resources available to the grantee for LEP outreach, and the cost associated with that outreach.

Factor #1 - Demographic Review and Evaluation to Determine Number or Proportion of LEP Persons Eligible to be Served or Likely be Encountered by SunLine

SunLine evaluates the demographic composition of its service area to determine the number or proportion of LEP persons eligible to be served or likely to be encountered by SunLine, which in turn allows SunLine to assess which populations may need support and the types of language services required.

To assess LEP populations, SunLine analyzed the 2023 American Community Survey (ACS) 5-Year Estimate data, specifically Table B16004: Age by Language Spoken at Home by Ability to Speak English, at the Census Block level. Using ArcGIS Pro, staff identified the census blocks along each SunLine route and determined the LEP population within those blocks by counting individuals who reported speaking English “not well” or “not at all.” Detailed demographic data are presented in **Table 1** below.

Findings indicate that Spanish-speaking populations with limited English proficiency are the largest LEP group in the service area and are most likely to interact with SunLine services. Based on the analysis of SunLine’s nine local transit routes and one commuter service, 36,639 people, or 9% of the total 422,774 residents in the service area (aged 5 years and older), are classified as LEP. Among this group, 34,833 people, or 95%, speak Spanish at home with limited English skills.

The second largest LEP population, which consists of 1311 people and represents 4% of the population SunLine serves, speaks "Asian or Pacific Islander Languages," which includes over 20 distinct languages. Identifying the specific languages spoken within this umbrella category in SunLine's services area and the size of the populations that speak such languages requires further analysis because this information is not available from the current American Community Survey data at the census tract level. Based on data from the 2015 American Community Survey 5-Year Estimate for Riverside County, Tagalog appears to be among the most widely spoken language within the "Asian or Pacific Islander Languages" LEP population in SunLine's service area, though this group does not meet the Safe Harbor Threshold. Staff will continue to identify and analyze additional data sources for this population.

Factor #2 discusses how LEP persons interact with SunLine.

Table 1: Ability to Speak English by Language Category

		Limited English Proficiency		Speak Spanish with Limited English Proficiency		Speak Other Indo-European Language with Limited English Proficiency		Speak Asian or Pacific Islander Language with Limited English Proficiency		Speak Other Language with Limited English Proficiency	
Route	Total Population*	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
1	21,917	389	2%	311	80%	3	1%	75	19%	0	0%
2	66,361	4,874	7%	4,373	90%	117	2%	210	4%	174	4%
3	25,677	1,492	6%	1,422	95%	15	1%	55	4%	0	0%
4	70,138	2,883	4%	2,543	88%	40	1%	274	10%	26	1%
5	47,656	3,218	7%	3,028	94%	69	2%	110	3%	11	0%
6	70,487	8,787	12%	8,532	97%	0	0%	219	2%	36	0%
7	35,717	1,256	4%	1,019	81%	4	0%	233	19%	0	0%
8	60,249	13,166	22%	12,991	99%	26	0%	4	0%	145	1%
9	9,873	3,601	36%	3,601	100%	0	0%	0	0%	0	0%
10	34,866	2,939	8%	2,687	91%	41	1%	89	3%	122	4%
11	43,259	4,370	10%	4,130	95%	22	1%	218	5%	0	0%
Local Network	331,245	29,998	9%	28,536	95%	188	1%	1079	4%	195	1%
Service Area	422,774	36,639	9%	34,833	95%	300	1%	1311	4%	195	1%

Table 1

*Note: This data is restricted to the population aged 5 years and older and represent that entire Census block regardless of laguage identifier.

Source: ACS 2023 5-Year Estimate Data, Table B16004: Age by Language Spoken at Home by Ability to Speak English at the Census Block level

Factor #2 - Frequency of Contact with LEP Persons

SunLine monitors how often LEP populations engage with its services and ensures staff are trained to respond effectively. Monitoring and response activities include:

Onboard Ridership Surveys: Surveys capture the language needs of riders, including their primary language spoken at home and comfort level with English. This helps measure how often LEP riders use the system and highlights service areas with higher concentrations of riders who may need language assistance. According to SunLine's 2025 Onboard Bus Passenger Survey, the report for which is included in Appendix G, in 2025, nearly 40% of passengers indicated riding SunLine six or seven days in a typical week, and have done so for more than five years. Consistent with the 2019 passenger survey, 72% of SunLine riders reported using the service four or more days per week. In 2025, 45% of passengers indicated riding SunLine for years or less.

LanguageLine Solutions Call Tracking**:** SunLine contracts with LanguageLine Solutions to provide over-the-phone interpretation for callers with limited English proficiency. Each time staff connect to the line, the interaction is logged. SunLine reviews these records to monitor how many calls required interpretation assistance and to track overall LEP-related contact frequency. During the last fiscal year, from July 2024 to June 2025, Sunline staff called LanguageLine for an interpreter to help a customer with limited English proficiency a total of 2,178 times.

Factor# 3 – Nature and Importance of the Program, Activity, or Service Provided to People's Lives

The importance of SunLine's services to the community is profound, as the transit system functions as an indispensable lifeline for a highly transit-reliant population. The 2025 Onboard Bus Passenger Survey clearly highlights this dependency, revealing that nearly 80 percent of all surveyed riders reported not having access to a personal vehicle to make the trip they were taking. When asked their main reason for riding, over half of the riders (51.8 percent) stated they "don't have a car," while other necessity-based responses l

Back to Top

"no license" (21.5 percent) and "can't drive" (19.5 percent) made up the bulk of the remaining answers. This overwhelming concentration of transit-dependent riders confirms that for the vast majority of its customers, SunLine is not a matter of convenience, but the sole critical link between their homes and their daily lives.

This essential nature of SunLine's service is further confirmed by the data on trip purpose, which shows the service directly enables core functions for economic self-sufficiency and quality of life. The survey found that the overwhelming majority of trips serve foundational activities, with the top three destinations being Work (34.8 percent), School (16.3 percent), and Shopping (13.6 percent). Together, these essential purposes account for almost two-thirds of all trips. By facilitating reliable access to jobs, education, and commerce, SunLine ensures that the substantial portion of the population without car ownership can maintain employment, pursue educational opportunities, and meet basic household needs, underscoring its role as a fundamental component of the region's social and economic infrastructure.

Factor #4 – Resources Available and Costs

SunLine considers available resources and associated costs when determining the scope of language assistance for LEP populations. SunLine continuously monitors and evaluates LEP needs by reviewing census data, analyzing route-level demographics, and assessing service interactions. As a standard practice, the agency conducts all business and communications in both English and Spanish, supported by bilingual in-house staff. The agency leverages existing contracts, internal staff capabilities, and budget allocations to provide effective and sustainable services. Key resource considerations include:

- LanguageLine Solutions: Contracted over-the-phone interpretation services allow staff to respond quickly to LEP callers without requiring permanent bilingual staffing for every position. Usage is tracked and monitored for cost efficiency.
- Bilingual Materials: Printing and distributing critical documents in both English and Spanish, as well as maintaining translated content on the agency website, represents a key investment in ensuring meaningful access.
- Staff Training and LEP Interaction Protocol: Periodic training and refresher sessions for customer-facing staff on LEP procedures are incorporated into the agency’s ongoing professional development program. Training covers:

    - Recognizing LEP Needs: Identifying riders who may require language assistance.
    - Using LanguageLine Solutions: Steps to connect riders or callers to interpretation services.
    - Providing Bilingual Materials: Offering printed and digital resources in English and Spanish, including SunDial Rider’s Guide, System Map, ADA applications, and other critical documents.
    - Documenting Interactions: Logging LanguageLine usage and other assistance provided to track frequency
    - Ongoing Refresher Training: Periodic sessions to reinforce proper LEP engagement procedures.
    - Reference: A detailed handout is provided to staff outlining step-by-step procedures for handling LEP interactions and the use of LanguageLine. (Attachment A)

Back to Top

The agency allocates $20,000 annually to support LEP populations by maintaining these services and providing necessary materials and training. This enables these communities to access SunLine services easily with fewer barriers.

By evaluating costs alongside agency resources, SunLine strives to provide meaningful access for LEP populations effectively, ensuring essential transit services are accessible without imposing undue financial burden.

Language Assistance Plan

Translation of Written Documents

DOT's Safe Harbor Provision stipulates that, if a recipient provides written translation of vital documents for each eligible LEP language group that constitutes five percent (5%) or 1,000 persons, whichever is less, of the total population of persons eligible to be served or likely to be affected or encountered, then such action will be considered strong evidence of compliance with the recipient's written translation obligations.

The Spanish LEP language group, which constitutes 36,639 people or 9% of the total population of SunLine's services area, is the only LEP language group that meets the Safe Harbor Provision threshold based on the data discussed in the analysis for Factor #1.

SunLine recognizes that access to clear transit information is critical for LEP populations. To reduce barriers and ensure equitable access, the agency strives to make key rider information available in both English and Spanish. Bilingual postings are provided online, on the agency's website, and at public events, as well as in printed rider materials. SunLine translates the following vital documents into Spanish:

- Title VI Notice
- Title VI Complaint Procedures
- Title VI Complaint Form
- SunDial Rider's Guide
- How to Ride SunBus
- How to Bike and Bus
- System Map
- Pass Outlet Information
- ADA Certification Application
- Mobility Training Program

LanguageLine Solutions

SunLine contracts with LanguageLine to provide over-the-phone interpretation services to allow staff to respond quickly to LEP callers without requiring permanent bilingual staffing for every position. LanguageLine provides interpreters in many languages, including Spanish. Usage is tracked and monitored for cost efficiency.

Notice of Language Assistance to LEP Persons

LEP persons are informed of language assistance services as soon as communication appears to be hindered by language differences. SunLine Customer Service agents and Reservations staff will attempt to identify the customer's language if it isn't immediately clear and will then inform them that help is on the way. Meanwhile, SunLine staff contacts a LanguageLine interpreter. The goal is to create the impression of a two-way conversation, with SunLine staff speaking directly to the customer through the interpreter.

Monitoring, Evaluating, and Updating the Language Assistance Plan

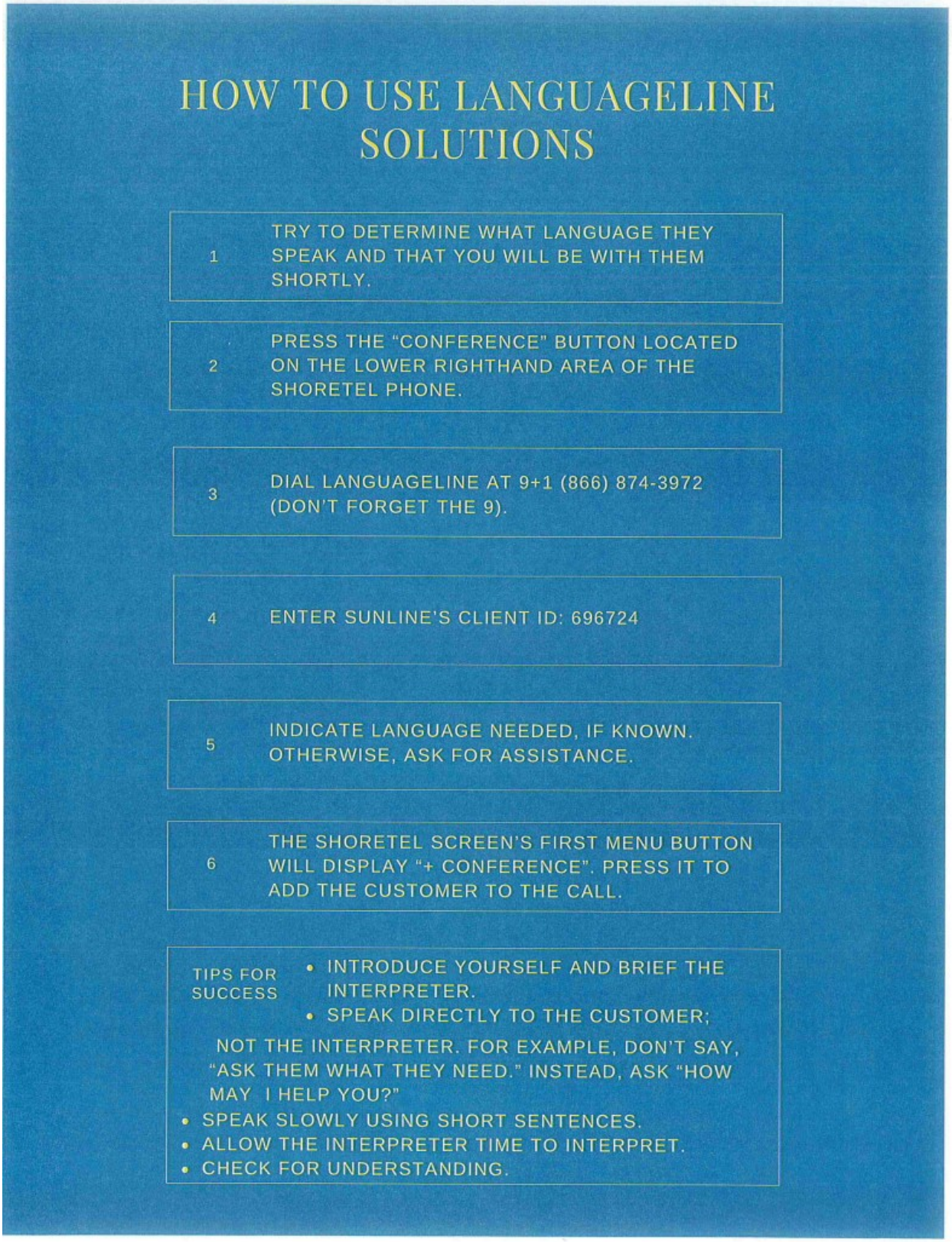
The agency regularly evaluates the needs of LEP populations and implements strategies to maintain compliance with Title VI, DOT implementing regulations, and FTA guidance. This Language Assistance Plan is reviewed and updated periodically to reflect population changes, emerging needs, and best practices, ensuring ongoing equity, inclusion, and meaningful access for all riders.

Conclusion

Through demographic analysis, monitoring of service interactions, bilingual materials, and staff training in language assistance protocols, the agency works to remove barriers and provide equitable access. Staff follow the guidance outlined in this Language Assistance Plan when providing translation, interpretation, and outreach services to LEP individuals.

Back to Top

(Attachment A: How to use the Language Line Solutions)



Back to Top

Appendix E: Board Resolution

Appendix F: System-wide Service Standards and Policies

SERVICE STANDARDS POLICY

PURPOSE

The purpose of the Service Standards Policy is to provide a policy framework for guidance of staff in the design, operation, and management of SunLine Transit Agency's transit services.

SCOPE

The provisions of this policy shall apply to all SunLine staff in the design, operation, and management of SunLine's transit services.

POLICY

SunLine's Service Standards Policy objectives shall be to:

a. Promote the continuous improvement of transit service throughout the Coachella Valley and the maximization of mobility benefits to the community.

b. Support the agency in meeting Federal Title VI of the Civil Rights Act of 1964 (Title VI) requirements in avoiding arbitrary discriminatory decisions regarding provision of transit service.

PROCEDURES

1. Background

SunLine is the sole provider of regular scheduled fixed route (SunBus) and complementary Americans with Disabilities Act of 1990 (ADA) Paratransit (SunDial) service for the Coachella Valley in Southern California.

SunLine Transit Agency is a Joint Powers Authority established in 1977 to provide public transit services to nine member cities and seven Riverside County unincorporated communities. It is governed by a Board of elected officials, one from each of the nine member cities, plus the county supervisor.

The stated vision, mission, and goals of the agency are as follows:

- Vision
    - SunLine Transit Agency is the regional transportation mode of choice.
- Mission:
    - To provide safe and environmentally conscious public transportation services and alternative fuel solutions to meet the mobility needs of the Coachella Valley.
- Goals:
    - To provide dynamic organizational leadership and change consistent with the growth of the transit agency.
    - To continue the advancement of innovative transportation and alternative fuel technologies.
    - To provide leadership for the region's mobility needs.
    - To provide high quality transportation services that are safe, efficient, and effective.

1. Service Area and Transit Network

SunLine operates a range of services:

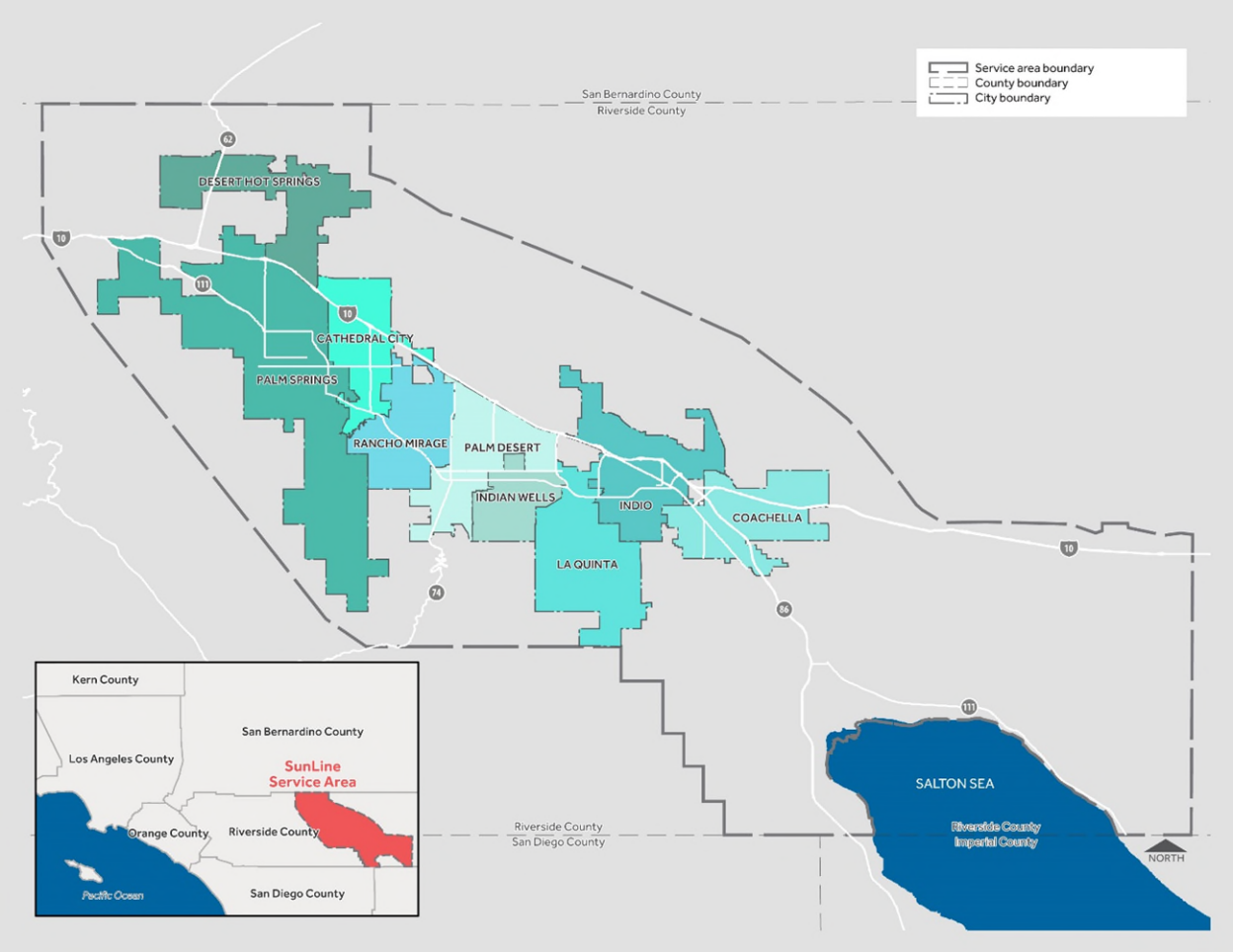
- SunBus provides nine (9) fixed transit routes throughout the Coachella Valley.
- SunLine Regional Service provides local and regional passenger bus service between the Coachella Valley and San Bernardino.
- SunDial provides transportation service required by the Americans with Disabilities Act of 1964 (ADA) for individuals with disabilities who are unable to use the SunBus fixed route service; the system must be comparable to the fixed route system.
- Half Fare Taxi Voucher Program is a curb-to-curb, premium demand response service designed to transport residents of the Coachella Valley who are 60 years of age and older. It is provided through local taxi operators and is available 24 hours a day, year round. The continuation of this program is contingent upon grant funding.

SunLine has a 1,120 square mile service area from the Highway 111/Interstate-10 Junction in the northwest to the Imperial County border in the southeast, bounded by mountains to the north and south. The agency currently serves the nine member cities (from west to east) of Desert Hot Springs, Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Indian

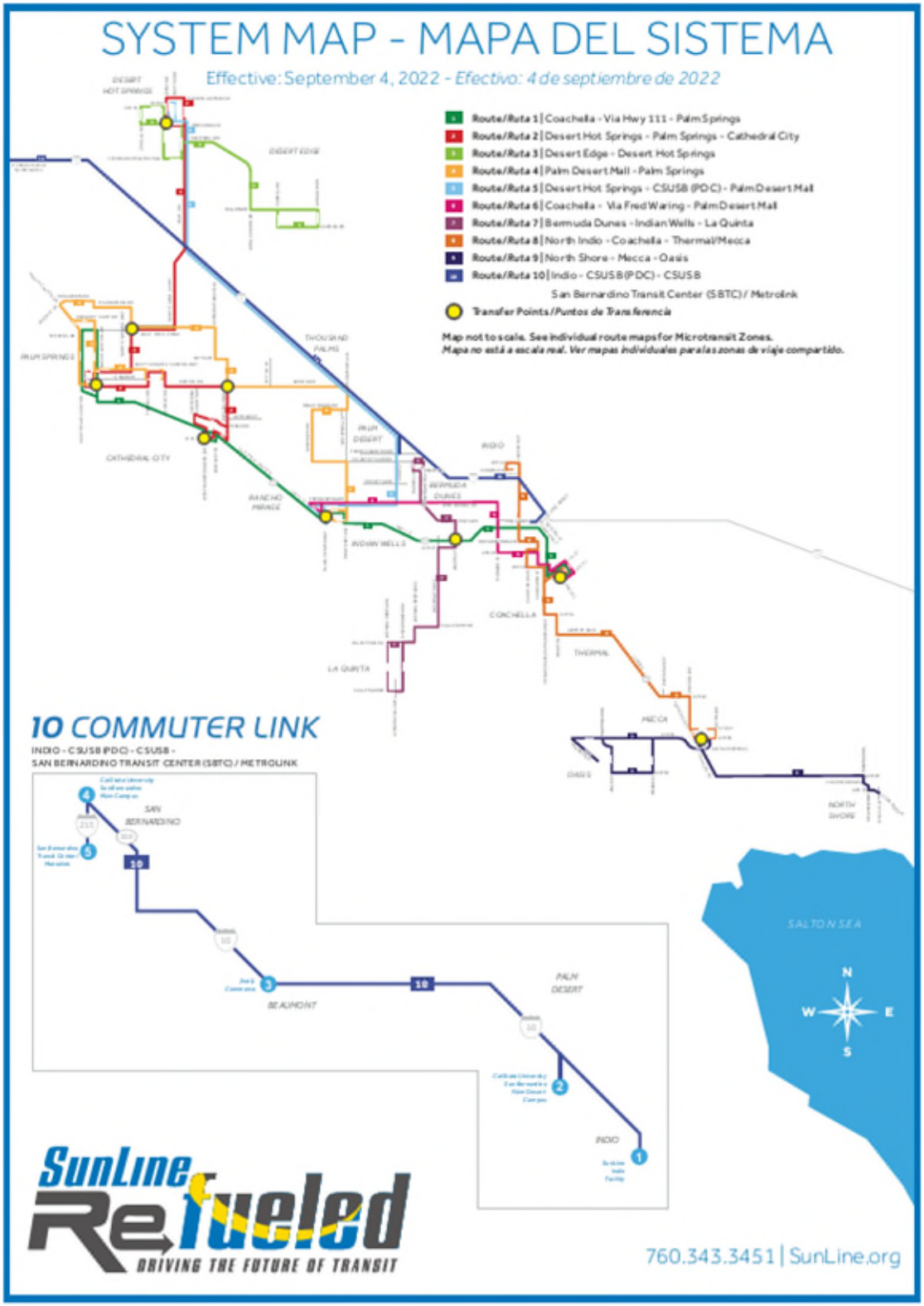
Wells, La Quinta, Indio, and Coachella, plus the seven unincorporated communities of Thousand Palms, Bermuda Dunes, Desert Edge, Thermal, Mecca, Oasis, and North Shore.

Below, Map 1 illustrates the SunLine service area; Map 2 shows the January 2021 fixed route transit network.

Map 1 – SunLine Service Area



Map 2 – SunLine Transit Service Network



2. Service Standards Overview

This document sets service standards for service design, service performance, service quality and service warrants.

- **2.1 Design Standards:** Design Standards refer to the design of transit services in regards to service tiers, frequency, service span, stop and route spacing, route alignment, connectivity, and stop amenities.
- **2.2 Performance Standards:** Performance Standards are used to evaluate the performance of existing transit services to continuously improve productivity and sustainability.
- **2.3 Quality Standards:** Quality Standards are used to maintain and improve the consistency and reliability of service delivery as well as the passenger experience.
- **2.4 Warrants Standards:** Warrants Standards provide a way to determine which areas within the large service area will have both the passenger demand and performance potential to produce cost effective fixed route transit service.

2.1 Service Design Standards

Service Tiers the SunLine transit network is classified into three tiers that define the service level and performance expectations for each service:

- **Trunk Routes** – Routes 1 and 2
- **Local Routes** – 3, 4, 5, 6, 7, 8 and 9
- **Regional Service** – Link 10

Minimum service level specifications or warrants are responsive to the service tiers, network connectivity, and ridership/demand requirements. Minimums may be exceeded where supported by demand and prioritized for funding of such higher service levels.

Trunk Routes are designed to deliver service in highly populated areas with high ridership and productivity anticipated, also known as ridership per revenue hour. Generally, to meet the demand, higher frequencies are required to accommodate the demand for service. Additionally, the service links travel between multiple communities often serving the Coachella Valley's busiest corridors.

Local Routes are designed to pick up and deliver passengers to a Trunk Route and therefore necessitate lower levels of service due to the provision of localized transportation. Generally, these routes typically have lower overall ridership and productivity.

Regional Service is designed to provide express service to regional destinations, improving access to jobs and job services across the county and beyond (via connection to the regional rail network and/or Trunk Routes).
Key attributes in relation to these services include:

- Stop frequencies and span
- Stop spacing
- Route spacing
- Route alignment
- Connectivity
- Stop amenities

Service Frequency and Service Span Standards

Service frequency is a leading factor that attracts new riders to a transit system. Frequency defines how long customers wait for bus service in relation to the time in which they arrive at the stop. Industry experience shows more customers spontaneously show up to stops instead of planning their trips, and higher levels of frequencies decrease the average wait time for random arrivals. While high frequency service is desirable, different mobility and service types warrant different levels of transit service.

Similar to service frequency, service span affects the variety of travel options passengers can choose to take. Routes with similar network roles should have similar spans in order to facilitate travel throughout the SunLine network. For both frequency and span, it is important to balance convenience for passengers with funding and resource constraints.

Below are the minimum service frequencies and spans considered sustainable with funding level increases expected for SunLine in the next two to five years. Services in each service type can operate more frequently or longer hours but should not operate less frequently or fewer hours than the minimum standard.

Table 1- Frequency and Span by Service Type	Frequency of Service		Span of Service	
	Weekday	Weekend	Weekday	Weekend
Trunk Routes	20/30 minutes	30 minutes	5:00 AM – 11:00 PM	5:00 AM – 11:00 PM
Local Routes	30/60 minutes	60 minutes	5:00 AM – 7:00 PM	9:00 AM – 6:00 PM
Regional Service	Based on demand	Based on demand	Based on demand	Based on demand

These are minimum standards established by SunLine and can be revised where sustainable (i.e., where demand warrants, performance measures can still be met, and increased funding can maintain operation). Desired performance goals are outlined in Section 4.

Stop Spacing Standard
The Stop Spacing Standard involves the distance between bus stops and where stops should be located. This involves balancing access to service while minimizing delay. Industry wisdom argues too many stops results in fewer riders because faster service operations is more important than minimizing walking distances. Adding stops slows down a route, making it less attractive to passengers. In some cases, a stop may need to be skipped (e.g. empty land with no development) or added (e.g. special customer access need or key destination).

SunLine has an established 0.5-mile target average stop spacing for all routes. Individual stop spacing can be varied based on local conditions with the average spacing target in mind.

Route Spacing Standard
Route spacing of at least one mile between parallel routes is considered essential for more sustainable service. Every effort is also made to avoid unproductive duplication of routes, as well as to avoid unproductive areas such as vacant land, gated resorts, and residential communities.

Route Alignment Standard
SunLine fixed route lines should be designed to provide service using direct pathways to varying origins and destinations; out-of-direction movements should be minimized. Direct service is more efficient; therefore, increases in fare revenue can be anticipated while operating costs are minimized.

Deviations resulting in indirect alignments which serve high volumes of passengers may occasionally be warranted. The impact to riders on the bus should be no more than five minutes per boarding gained on the deviation. The formula for calculating this impact is below:

$$\frac{(Passenger\ Load) * (Time\ of\ Deviation)}{Boardings\ Gained\ Along\ Deviation} \leq 5$$

For example, if a proposed deviation to a housing development would add 6 minutes in running time to a route, generate 40 new passenger boardings, and force 30 current riders to ride through the deviation, the time impact to current riders per boarding gained would be 4.5 minutes. Since this is less than 5 minutes, this deviation would be justified.

$$\frac{30\ current\ riders * 6\ minutes}{40\ new\ riders} = 4.5 < 5$$

There may be times where route deviations are warranted due to construction, special events, and/or inclement weather. These deviations are not subject to the same five-minute rule because they are temporary and often unavoidable.

Connectivity Standard
Existing service frequencies are reflective of service demand, but also are based on operating realities such as how long it consistently takes for a bus to make a round trip on a route. This mixture of service frequencies defines the experience when customers must connect between two routes.

SunLine will prioritize matching frequencies based on clock-face frequencies of 15, 30, and 60 minutes to facilitate connections between services. Having consistent intervals between trips on all services allows SunLine to schedule reliable transfers and makes the schedules easier to remember.

Stop Amenities Standard
SunLine provides amenities (a bench and waste container) at all stops where a sidewalk exists (and sufficient space is available).

All stops with at least 10 average daily passenger boardings should have a shelter installed, unless prevented by local conditions (such as available space or design issues, as determined in consultation with each city or the county).

New bus stops will be installed as mandated by ADA guidelines. As funding permits, the agency will upgrade existing stops to meet the standards set forth by ADA.

2.2 Service Performance Standards

Key Performance Indicators (KPI) are used across the industry to measure, evaluate, and compare transit service performance. The following KPI is recommended for measuring the performance of SunLine's service:

- Passengers per Revenue Hour

SunLine should regularly review service performance against service KPIs to better match service demand and supply within the financial and operational capacities of the agency. The KPIs are discussed in more detail below.

Passengers per Revenue Hour: This KPI measures service effectiveness or productivity based on ridership (passenger boardings) generated for each revenue hour of service operated (PPRH).

$$\frac{Passenger\ Boardings}{Revenue\ Hours}$$

The minimum performance expectations for each service tier is shown in Table 4 below. These KPIs are based on past performance and minimum standards set by peer agencies. SunLine's service area reflects both urban and rural characteristics. Rural population density is associated with lower ridership. Customer surveys reveal that 85% of SunLine's riders are transit dependent. Accordingly, some transit routes experience low performance, but are continued to support mobility in the Coachella Valley.

Routes performing at or above 125% of their service classification target will be candidates for increased investment while routes performing at or below 75% will be subject to corrective action. These options will be discussed in more detail later in this document.

Table 2	PPRH Standard
Trunk Routes – Routes 1 and 2	20 passengers per hour
Local Routes – Routes 3, 4, 5, 6, 7, 8 and 9	10 passengers per hour
Regional Service – Link 10	10 passengers per trip

2.3 Service Quality Standards

Service quality standards contribute to the reliability and consistency of the delivery of transit service. While riders are attracted to transit service based on frequency and span, they continue to use services because they can reliably get to their destinations on-time. Unreliable service often results in decreased ridership. Service quality standards are proposed to be measured using the following operational and passenger experience metrics:

- Service Scheduled Speed
- On-Time Performance (service reliability)
- Percent Service Delivered (service reliability)
- Miles between Service Interruption (service reliability)
- Load Standards (service comfort)
- Average fleet age (service comfort)
- Bus deployment policy

Each suggested metric is discussed in more detail below.

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

Table 3 below shows target performance for SunLine's transit system. SunLine's schedule average service speed standard is 12.5 miles per hour (MPH). It operates in a relatively uncongested environment, and this speed is expected to be maintained.

Through significant efforts to optimize existing operations with better service frequencies and removing causes of delay, bus service scheduled speeds may increase. This measure will require ongoing improvement over time to maintain and improve performance.

Table 3 – Service Scheduled Speed Service Mode	Service Speed - Weekdays	Service Speed - Weekends
Fixed-Route Bus	12.5 MPH	12.5 MPH

On-Time Performance: This KPI measures service reliability as defined by adherence to the published service schedule. “On-time” is when a trip departs a time-point within a range of zero minutes early to four minutes late. In order to achieve targeted on-time performance, service running times need to be calibrated regularly based on existing conditions. SunLine has a relatively uncongested operating environment, which helps support a high KPI for on-time performance. The on-time performance target is 85% for all services.

The biggest impact for on-time performance is route detours. The target of 85% is consistent with those adopted by peer systems with automated measuring tools (automatic vehicle location (AVL) equipment).

Table 4 – On-Time Performance Service Mode	On-Time Performance Standard
Fixed Route Bus	85% (excepting major detours)

Percent Service Completed: This KPI measures service reliability as defined by percentage of trips completed daily. There are three components necessary in order to measure completed trips:

- 100 percent daily availability of both operators and fleet to meet service demands
- Miles between service interruptions
- Timely response to service interruptions (less than half an hour)

The target is consistent with that adopted by peer systems.

Table 5 – Percentage of Service Completed Service Mode	Service Completed Minimum Standard
Fixed Route Bus	99%

Miles Between Service Interruptions: This KPI measures service reliability as defined by revenue miles between service interruptions, regardless of cause. SunLine’s standard is 5,000 miles. This measurement also includes bus exchanges where buses are swapped

out in service though service is often not interrupted. To meet this standard, both avoidance of service interruptions through early identification (e.g., planning for detours, proper fleet maintenance, etc.) and timely as well as proactive response to service interruptions.

Table 6 – Miles Between Service Interruptions Service Mode	Target Minimum Miles Between Service Interruptions (Road Calls)
Fixed Route Bus	5,000

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

Table 7 – Load Standards Service Period	Maximum Consistent Load Factor
Peak 40’ bus	Average over 133% of seated load = 50 passengers
Off Peak 40’ bus	Average 100% of seated load = 38 passengers
Peak 32’ bus	Average over 133% of seated load = 39 passengers
Off Peak 32’ bus	Average 100% of seated load = 29 passengers

Any vehicle operating at high speeds on highways (e.g., Routes 5, 8 and 10) requires all passengers to be seated, reducing the maximum load on these services to 100 percent of seated capacity.

Average Fleet Age: The age of the vehicle fleet affects performance and reliability of transit services as well as system attractiveness to customers. SunLine’s standard for average fleet age is no greater than 10 years. Adhering to the average fleet age standard will help ensure a reliable and comfortable passenger experience.

Table 8 - Vehicle Average Age	Average Fleet Age
Standard Transit Bus	No greater than 10 years

Bus Deployment Policy

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

trip loads. Using incorrectly sized vehicles on routes can unnecessarily add operating cost to a route or result in overcrowding issues.

Trunk Routes 1 and 2 should utilize 40-foot buses due to high passenger volumes/turnover, frequent stops, and route gradients in order to maintain reliable and on-time service.

Local Routes should use either 40-foot or 32-foot buses based on ridership demand. Routes with lower demand should use 32-foot buses to meet the demands of lower ridership and having fewer seats will not result in load or overcrowding issues.

Table 9 – Bus Deployment	Vehicle Type
Trunk Routes	40’ buses
Local Routes	32’ or 40’ buses depending on ridership demand
Regional Service	40’ buses

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

SunLine Transit Agency is in full compliance with Title VI of the Civil Rights Act of 1964 that protects people from discrimination based upon race, color, and national origin in programs and activities receiving federal financial assistance. SunLine insures equitable distribution of its assets in delivery of transit services to the people of Coachella Valley.

Buses are assigned according to successful completion maintenance functions without regard to route assignment, or vehicle age, except in size considerations as outlined above. Additionally, fuel cell and electric buses are assigned to routes with shorter distances and / or durations that are within acceptable range capacity of those vehicles.

Adequate number of buses are assigned to routes with high demand to avoid instances of overcrowding or passenger standees. All SunLine buses are fully air conditioned, and are 100% accessible to persons with disabilities.

2.4 Warrants Standards

Warrants Standards provide a way to determine which areas within the large service area will have both the passenger demand and performance potential to produce cost-effective fixed-route transit service. In order to ensure the financial sustainability of the agency, SunLine should only introduce new services that perform at or above the current system average. Planning new services around these guidelines will help ensure successful performance of new routes. Providing a set of guidelines for which areas warrant all-day fixed-route service will help SunLine respond to future community requests for new service.

Network Role
New services should be evaluated for their place in the overall transit network. Each new route in the network will have a unique role, whether it is facilitating transfers with existing services, introducing service coverage to a recent development, or providing connections between current routes and major destinations. While successful new routes connect with existing services, they should not duplicate existing service or compete for passengers.

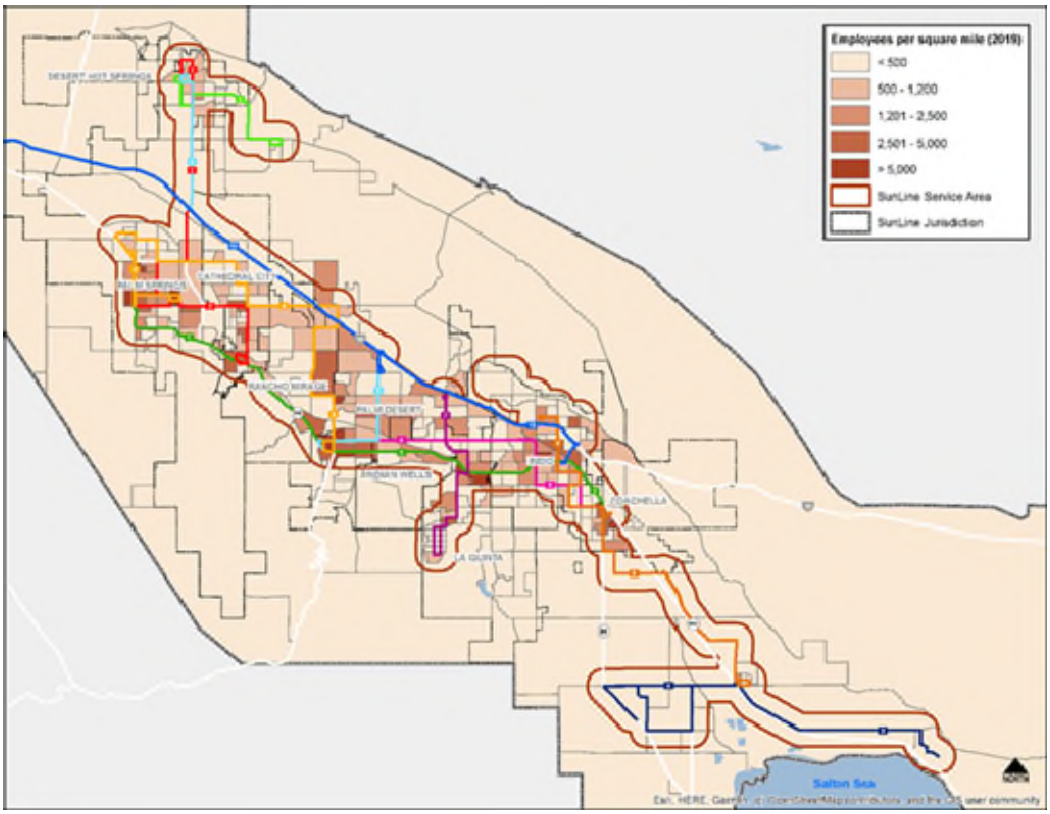
Market Opportunities
There is a strong correlation between service performance, surrounding population and employment densities; the more people with access to a route, the higher the route's ridership. Population-dense areas tend to coincide with mixed-use neighborhoods, walkable environments and higher populations of transit-friendly constituencies such as students, seniors, zero-vehicle households, and low-income populations.

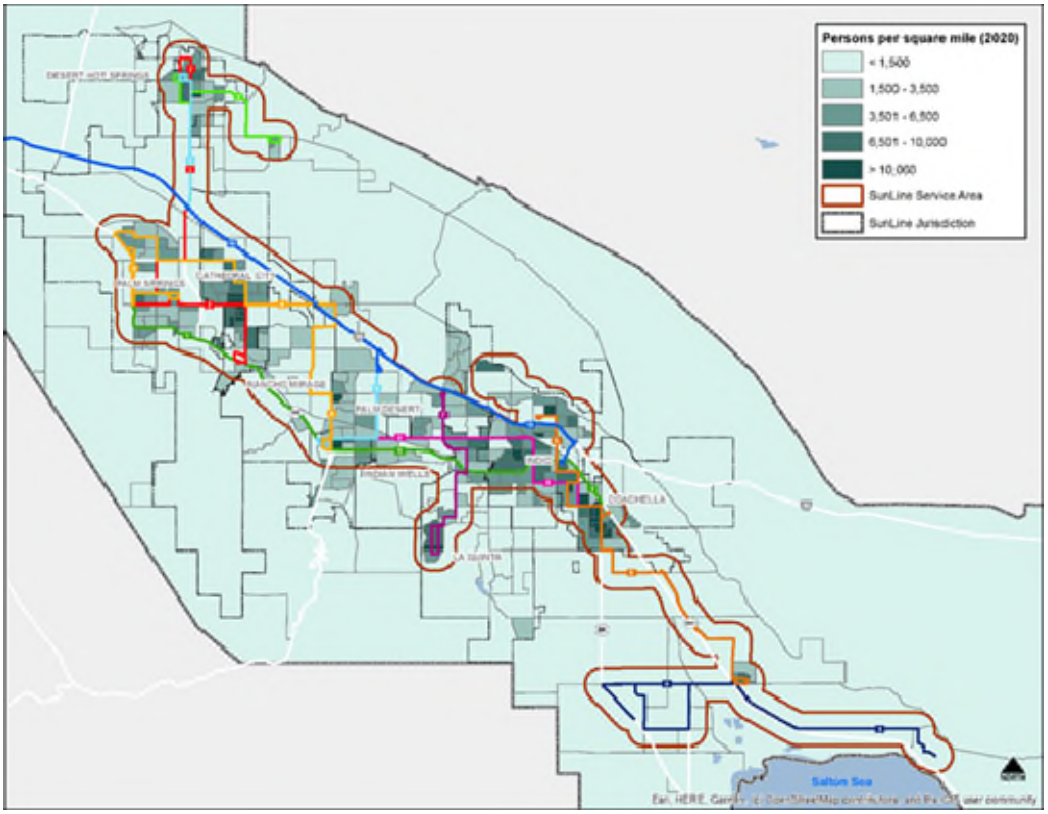
The minimum population and employment density for the introduction of new all-day fixed route transit service is an average of 10 people/jobs per acre within a half mile of the proposed route.

$$\frac{Sum\ of\ population\ and\ jobs\ within \frac{1}{2} mile\ of\ route}{Sum\ of\ population\ and\ employment\ acres\ within \frac{1}{2} mile\ of\ route} >= 10$$

At densities over this minimum threshold, transit has the opportunity to play a meaningful role in public mobility. Areas with densities below this minimum threshold are not considered supportive of fixed route service and should not be subjected to further analysis. Areas in this category that have unmet needs may be served by alternative options to fixed route service.

Unmet Mobility Needs
SunLine should strongly consider the mobility needs of transit dependent populations when evaluating where to operate service. In assessing the area's demand for transit service, it is important to examine the presence of these demographic groups and identify any present unmet needs.


Employees per square mile (2019)
< 500
500 - 1,200
1,201 - 2,500
2,501 - 5,000
> 5,000
SunLine Service Area
SunLine Jurisdiction
Salton Sea


Persons per square mile (2020)
< 1,500
1,500 - 3,500
3,501 - 6,500
6,501 - 10,000
> 10,000
SunLine Service Area
SunLine Jurisdiction
Salton Sea

Key Destinations
Key destinations likely to generate higher demand for transit service include major area school, colleges, universities, hospitals, retail/commercial/entertainment centers with more than 10 people/jobs per acre, and open residential communities (not gated) to those with relatively lower income and vehicle ownership levels.

Evaluating New Services
New services should be implemented on weekdays only and operate between 6:00 AM and 7:00 PM. Once a new route has been implemented, it should be closely monitored to determine whether it is reaching its desired performance standards. The route should first be evaluated after six months to determine whether it meets more than two-thirds (2/3) of its performance standards. New services not meeting the minimum standards at the end of an 18-24-month trial period are subject to corrective action or discontinuation.

In some cases, trial periods for new services may vary based on the requirements of grant funding. For example, if a grant provided three years of funding for a route that did not meet standards, this route would still be operated for the full three-year period.

3. Major Service Change

According to the provisions of the Title VI, (FTA C4702.1B), no person in the United States shall, on the grounds of race, color, or national origin, be excluded from, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

To comply with FTA C 4702.1B, SunLine has implemented the following policy regarding the Title VI Analysis of proposed impacted routes and/or schedule changes prior to the implementation of any significant service changes or fare increases.

A mandated service change occurs no more than three times a year, unless necessitated by service adjustments and/or other operational requirements. A major service change is defined by SunLine as any permanent service change (6 months or longer duration) of 25% or more in revenue hours and/or revenue miles, span of service, or alignment miles for a given route or the network overall for any day type (weekday, Saturday, Sunday, and Holiday). Such changes require a public hearing and SunLine Board approval before implementation.

Under Title VI requirements, SunLine also identifies a Disparate Impact Policy and Disproportionate Burden Policy to ensure low-income and minority populations are not adversely affected by service changes.

- Disparate Impact Policy: A disparate impact occurs when the impact of proposed service or fare changes to minority populations is 20% greater than the impact to non-minority populations.

- Disproportionate Burden Policy: A disproportionate burden occurs when the impact of proposed service or fare changes to low-income populations is 20% greater than the impact to non-low-income populations.

4. Reporting and Management

To monitor KPIs adequately, data will be reviewed monthly or quarterly, as most appropriate. The Board of Directors will receive an annual performance report as part of the Short Range Transit Plan (SRTP) via the board's regular SRTP approval process.

All services will be monitored for adherence to the productivity, farebox recovery, subsidy per passenger and are divided into three tiers based on performance:

- High-performing service: performs at or above 125% of the tier productivity standard
- Average-performing service: performs between 76%-124% of the tier productivity standard
- Low-performing service: performs at or below 75% of the tier productivity standard

High-Performing Service - Green (125% or higher of tier standard)

Routes with high performance suggest the need for greater investment, as high performance may signal the presence of significant latent demand. This category of services constitutes the top-performing tier of the entire SunLine system. It is very important to maintain a high-quality level of service as well as to continue further investment. Creating standards for high-performing service prioritizes investment in the core system. Upgrading high-performing routes directs investment where it will be most effective.

The primary form of investment is in service frequency. Increasing frequency will prevent overcrowding on popular routes and make the service more attractive to a wider pool of potential customers. It will make the service more convenient for both current and future riders. Another investment is providing enhanced high-quality features along the route. Bus bulbs, bus-only lanes, and transit signal priority are all methods for decreasing delay and travel time along a route and improving the customer experience. Upgrading amenities at bus stops also makes services more attractive to riders and enhances the branding of SunLine services. All of these investments make buses more competitive with automobile travel.

Average-Performing Services- Yellow (76%-124% of tier standard)

Services in this category are adequately fulfilling their roles in the transit network, and no corrective action is required. These routes will be monitored on an ongoing basis to determine how their performance changes over time. While Green tier services should be prioritized for service investment, the same investment strategies can be applied to the Yellow tier services to improve system performance.

Low-Performing Services - Red (75% or below of tier standard)

Low-performing services indicate ridership demand is not high enough to justify the amount of resources being invested. Since SunLine works within the constraints of limited

resources, it is important the use of each route is being maximized. Corrective Action Plans for low-performing services are designed to help improve performance to justify the level of resource investment. For productivity, routes will be considered to be “low-performing” if it does not reach 75% of the performance target for its tier. For the farebox and subsidy standards, the route must exceed the minimum threshold.

Corrective Action Plan

The *Corrective Action Plan* will examine the routing, schedule, route segments, and span of service in order to diagnose weaknesses in the route’s current operations. Using the information gathered, SunLine will develop a *Corrective Action Plan* for improving performance which will be implemented in the next feasible service change given the limitations in place regarding public process, public hearing (if required), and annual service change calendar. Areas of consideration follow:

- Segment-Level Analysis: A segment-level analysis may highlight a specific portion of the route that limits overall performance, causing it to perform below the standard for its tier. If a low-performing segment is identified, it can be modified in an attempt to raise the productivity of the route as a whole.
- Operational Analysis: Realigning service to cover only critical segments or eliminating unnecessary delay (e.g. deviations) are ways to reduce travel time and save resources, thereby raising performance levels while retaining ridership.
- Change in Service Levels: Adjusting the service levels of a low-performing route (e.g. by any combination of frequency, span, or day of week changes) may help tailor the transit product to its market, and subsequently increase productivity.
- Cost-Sharing: Exploring cost-sharing or public-private partnerships can reduce the amount of subsidy required to operate low-performing services. This is applicable for services that do not meet minimum performance standards yet serve a need identified by businesses, schools, attractions, or other organizations that may be willing to assist with funding operations in order to continue service.
- Targeted Marketing: Marketing tactics can help raise the public awareness of a service in need of improvement. Poor ridership may be a result of a lack of public knowledge of a route and investing in marketing can help reverse this trend. This is especially the case for targeted market groups like employment centers, shopping districts, schools, hospital, agencies, and other major destinations.
- Rider Outreach: Onboard surveys and rider interviews are methods for gaining valuable information on how a route can be improved. These methods can reveal information about popular destinations that a route may bypass or other aspects of a service that may be holding back ridership growth.

Consequences/Outcomes

Once a *Corrective Action Plan* is implemented the route must exceed “low-performing” in two of the three performance metrics for at least one quarter within the first three successive quarters or face further action which may include route elimination. If a route meets the

expectations, the process of the *Corrective Action Plan* will be deemed concluded. Subsequent low performance will be reviewed as a new event.

In the event the corrective actions are unsuccessful in raising at least two of the metrics (productivity, farebox recovery, or subsidy per passenger) to above “low-performing” after six consecutive quarters, discontinuation may be necessary to ensure effective use of agency resources.

SunLine Transit Agency reserves the right to periodically review and revise the Service Standards Policy. Comments and suggestions are welcome by contacting SunLine Customer Service on 1-800-347-8628, 8:00 a.m. to 5:00 p.m., weekdays, or via email at www.sunline.org/customer.

Approved:

_____
Mona Babauta
CEO/ General Manager

Appendix G: SunLine 2025 Onboard Bus Passenger Survey Report

Back to Top

moore & associates



SunLine Transit Agency

2025 Onboard Bus Passenger Survey Report

June 2025

Back to Top

Table of Contents

Chapter 1 | Executive Summary 1
Chapter 2 | Survey Methodology 3
Chapter 3 | Data Analysis 5
Appendix 41

Table of Exhibits

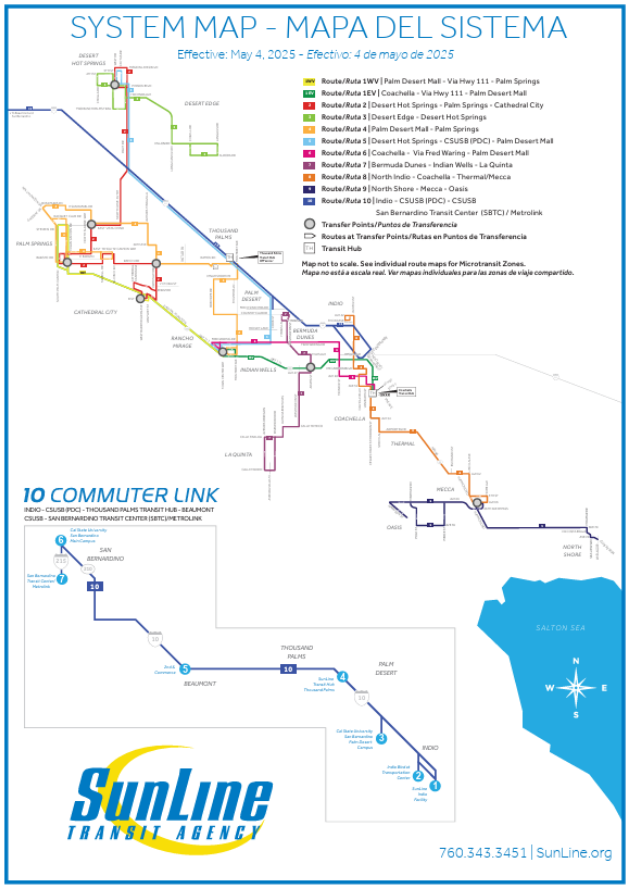
Exhibit 3.1 Route 5
Exhibit 3.2 Top origin locations 5
Exhibit 3.3 Access mode to first bus stop 6
Exhibit 3.4 Minutes to boarding stop 7
Exhibit 3.5 Top destination locations 7
Exhibit 3.6 Access mode to destination 8
Exhibit 3.7 Minutes to destination 8
Exhibit 3.8 Transfer 9
Exhibit 3.9 Transfer Activity 9
Exhibit 3.10 Trip Purpose 10
Exhibit 3.11 Frequency of use 11
Exhibit 3.12 Cross-tab: Frequency of use vs. Access to a personal vehicle 12
Exhibit 3.13 Ridership tenure 13
Exhibit 3.14 Access to internet 13
Exhibit 3.15 Access to a car 14
Exhibit 3.16 Reason for riding 15
Exhibit 3.17 Fare payment 16
Exhibit 3.18 Cross-tab: Frequency of use vs. Fare payment 17
Exhibit 3.19 Zero-emission awareness 18
Exhibit 3.20 Preferred service improvement 19
Exhibit 3.21 Preferred service improvement: Other 19
Exhibit 3.22 Preferred service improvement: Different destinations 20
Exhibit 3.23 Information access 21
Exhibit 3.24 Perceived safety 22
Exhibit 3.25 Perceived safety: Reason for answering no 23
Exhibit 3.26 Satisfaction: All attributes 24
Exhibit 3.27 Satisfaction: Cost 25
Exhibit 3.28 Overall Satisfaction 25
Exhibit 3.29 Satisfaction: driver courtesy 26
Exhibit 3.30 Satisfaction: info availability 26
Exhibit 3.31 Satisfaction: service frequency 27
Exhibit 3.32 Satisfaction: bus stop location 27
Exhibit 3.33 Satisfaction: weekday hours 28
Exhibit 3.34 Satisfaction: perceived safety 28
Exhibit 3.35 Satisfaction: customer service 29
Exhibit 3.36 Satisfaction: convenience 29
Exhibit 3.37 Satisfaction: travel time 30
Exhibit 3.38 Satisfaction: weekend hours 30

Exhibit 3.39 Satisfaction: cleanliness 31
Exhibit 3.40 Satisfaction: service reliability 31
Exhibit 3.41 Satisfaction: bus stop amenities 32
Exhibit 3.42 Age 33
Exhibit 3.43 Household size 33
Exhibit 3.44 Household income 34
Exhibit 3.45 Cross-tab: Frequency of use vs. Household income 35
Exhibit 3.46 Zip code 36
Exhibit 3.47 Race 36
Exhibit 3.48 Language spoken at home 37
Exhibit 3.49 Language spoken at home: Other 37
Exhibit 3.50 English proficiency 38
Exhibit 3.51 Gender 38
Exhibit 3.52 Employment status 39
Exhibit 3.53 Comments 40
Exhibit A.1 English survey Instrument (front) 41
Exhibit A.2 English survey Instrument (back) 42
Exhibit A.3 Spanish survey Instrument (front) 43
Exhibit A.4 Spanish survey Instrument (back) 44
Exhibit A.5 Bilingual Onboard Notice 45
Exhibit A.6 Social Media 46
Exhibit A.7 Sampling Plan 46

Chapter 1 | Executive Summary

In Spring 2025, the SunLine Transit Agency engaged Moore & Associates, Inc. to conduct an onboard survey of its customers. This is the first system survey of this kind since 2019.

The SunLine Transit Agency provides public transit service within the Coachella Valley sub-region of Riverside County, California. At the time of the survey fielding, SunLine operated ten local fixed routes and one commuter link route. In 2024, the fixed-route service provided nearly 3.5 million unlinked trips.



In September 2024, SunLine made a number of adjustments to its fixed-route network designed to balance frequency across some of the routes, with a particular emphasis on the new Coachella Transit Hub and an additional stop for the Route 10 Commuter Link.

The 2025 rider survey was designed to gather information regarding travel patterns, customer demographics, overall satisfaction, and preferences for possible future service changes. The resulting survey data will likely be used to craft future service development and marketing initiatives.

The SunLine Transit Agency's Request for Proposals stipulated a survey sample of not less than 300. In actuality, Moore & Associates achieved survey sample of 500 valid responses (474 collected via intercept and 26 online). In terms of statistical validity, the survey data reflects a 95-percent confidence level and +/- 4.32% margin of error.

Rider profile

While each customer potentially has specific mobility needs and priorities, it is likely there are (also) some common threads across the fixed-route service lines.

In 2025, the typical local service rider uses SunLine Transit to travel either to work (35 percent) or school (16 percent). In the 2019 survey, 27 percent of survey respondents cited work while 24 percent college. The percentage of SunLine riders citing "walk" as means of access to origin bus stop, remained unchanged from the 2019 survey (83 percent).

The 2019 survey data indicated that 62 percent of the survey trips included a transfer. Interestingly, in 2025 this figure declined significantly to 37 percent. While there are a number of possible contributors to this decline, perhaps one is more streamlined routing (matching customer travel needs with route alignments).

In 2025, nearly forty percent indicated riding six or seven days in a typical week, and have done so for more than five years (40 percent). The percentage of SunLine riders who used the service four or more days per week, remained unchanged from the 2019 survey (72 percent). In 2025, 45 percent indicated riding SunLine for 2 years or less. There appears to be a positive correlation between "school" as a trip purpose, and shorter customer tenure.

Based on the 2019 survey, 83 percent of the respondents were deemed to be transit-dependent. Of these, 55 percent indicated either not owning or having access to a personal vehicle. By contrast, the incidence of vehicle owners in 2025 revealed nearly 80 percent had no access to a personal vehicle to make the surveyed trip, suggesting a high degree of transit-reliance.

The 2019 revealed 48 percent of survey participants paid with cash, while 51 percent used a pass. In 2025, 54 percent of survey participants indicated paying with cash. Further, the survey data suggests that less affluent riders are not taking advantage of non-cash fare media options.

With respect to possible service enhancements, in 2025 25 percent expressed a desire for more frequent service. Additionally, SunLine Transit earned a 76 percent overall satisfaction rating among the surveyed riders.

In 2019, 51 percent of the surveyed riders indicated being employed full-time while an additional 27 percent cited part time employments. By contrast, the 2025 survey did not differentiate between full-time and part-time employment. This year's survey showed an overall employment rate of 45 percent, while an additional 21 percent reported being students.

Both the 2019 and 2025 surveys revealed approximately half of the surveyed riders self-identify as Hispanic/Latino. In 2025, 41 percent of survey participants indicate they speak Spanish at home, while nearly three-quarters (72.3 percent) indicate they speak English very well or are a native English speaker. While English comprehension does not appear to present a barrier to transit use in the Coachella Valley, providing bilingual service materials remains important given the data revealed.

Chapter 2 | Survey Methodology

Survey Instrument Design

Working collaboratively with SunLine Transit staff, Moore & Associates prepared a survey instrument consisting of 28 questions. The survey included questions regarding travel behavior, trip start and end locations, frequency of use, preferred service improvement, overall satisfaction, and demographics.

The survey instrument was printed on cardstock to facilitate easy completion while riding onboard the bus. To encourage the broadest possible participation, the survey was available in both English and Spanish. A copy of the bilingual survey instrument is included in the Appendix.

Survey Administration

The survey was fielded using two complementary methods: 1) intercept onboard SunLine Transit buses and 2) online (self-administered, subsequent to completing their ride). Intercept surveying onboard SunLine buses took place Tuesday, March 18 through Sunday, March 23, 2025 (that is, six consecutive service days). The online survey was available March 7 to March 31, 2025.

Promotion for the online survey was made through onboard notices, and SunLine's social media channels (see the Appendix for promotional artwork).

Each surveyor wore an identification badge and yellow reflective vest. Each customer boarding throughout the survey period was offered a survey to complete. Surveyors were available to answer questions and to assist patrons in completing the survey form if so requested. Each surveyor also carried multi-lingual business cards featuring a QR code linking to the online survey, which they offered to any SunLine Transit rider who initially declined a printed survey form.

The survey, both printed and online versions, was available in English and Spanish. Eighty-three percent of participants chose to complete the survey in English. By contrast, 17 percent completed the survey in Spanish. Two routes had the highest incidence of Spanish-language survey completions: Route 1EV (4.2 percent) and Route 2 (3.6 percent).

Sampling Plan

Moore & Associates calculated a stratified sampling plan based on each route's proportional share of total ridership, utilizing FY2024 ridership data provided by SunLine Transit. The sampling plan detailing minimum sample targets by route is included in the Appendix.

Quality Control

Ensuring quality control is critical to the validity and accuracy of survey data. Quality control measures were incorporated during both the data collection and data processing phases to confirm participants completed the survey correctly and completely.

During data collection, a field supervisor was present to oversee the process. Each survey form was reviewed for completeness and accuracy. Each survey form was marked with the respective route. If errors were identified during the supervisor's review, corrections were made using a distinct marker to

differentiate between participant marks and those made by the supervisor. For example, if a rider wrote "hospital" as trip purpose, the response was coded as "medical".

To be considered "complete", a majority of the questions required responses (except for the demographic section). Once confirmed, the survey form was counted toward the sample target. Survey forms missing one or more of these questions were processed into the database, but were not counted toward the sampling target.

Online survey responses were examined for consistency, logic, participant contact information, and IP address to ensure validity. Duplicate entries were reviewed and if the integrity was questioned, they were removed from the sample.

An additional Quality Control measure which our project team utilized was independent review at the time of data entry. All data entry and coding were reviewed by trained and experienced Moore & Associates' staff separate from the data entry team.

Data Processing

Data entry and cleaning was undertaken by trained personnel. Any open-ended questions and responses that include "other" as a response option were cleaned for consistency, and then included within similar responses. Any non-English responses/comments were translated into English.

A scrubbed MS Excel data set is also being provided to SunLine Transit.

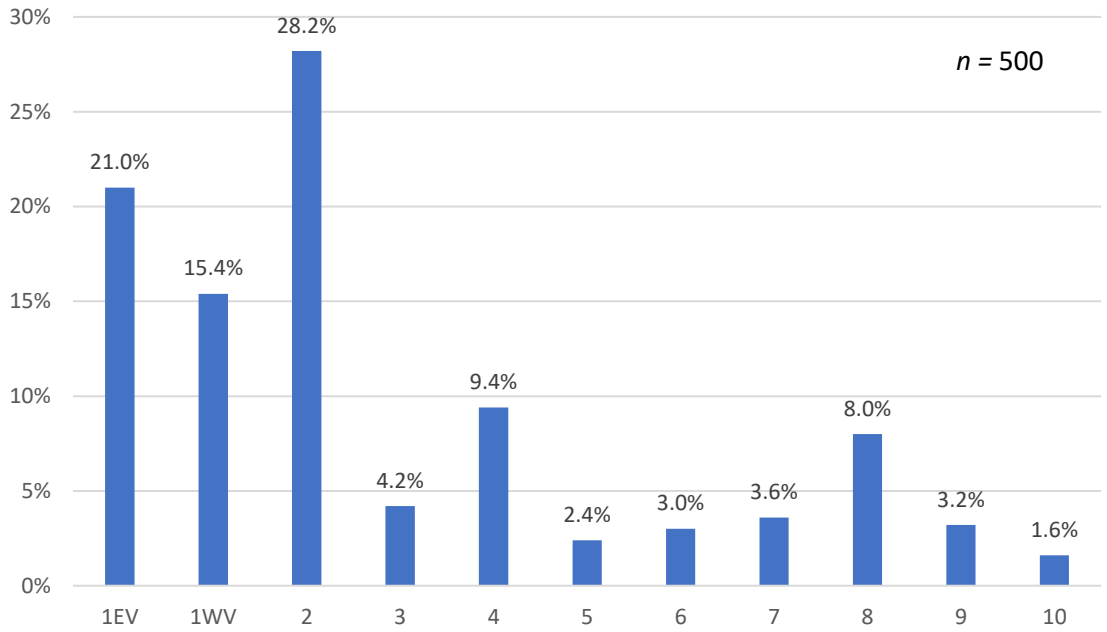
Chapter 3 | Data Analysis

The following analysis examines each survey question on an in-depth basis, offering data cross-tabulations where appropriate to provide greater insight.

Which SunLine Transit route are you taking this survey on?

At the time of survey fielding, SunLine Transit operated ten local routes and one commuter route. With respect to this survey, riders on three routes had the highest participation: Route 2 (28.2 percent), Route 1 EV (21.0 percent), and Route 1 WV (15.4 percent). This participation rate generally mirrors the individual route ridership data provided by SunLine.

Exhibit 3.1 Route



1. Where are you coming from?

While trip origins were spread throughout the SunLine service area, Exhibit 3.2 lists the nine most-frequently cited locations.

Exhibit 3.2 Top origin locations

Origin locations	Frequency
College of the Desert	11
The Shops at Palm Desert	10
Coachella Transit Hub	6
Hwy 111 & Monroe St, Indio	6
B St & Buddy Rogers, Palm Desert	5
Indian Canyon Dr & Ramon Rd, Palm Springs	5
Bob Hope Dr & Ramon Rd, Rancho Mirage	4
47470 Van Buren St, Indio	4
88700 70th Ave, Thermal	4

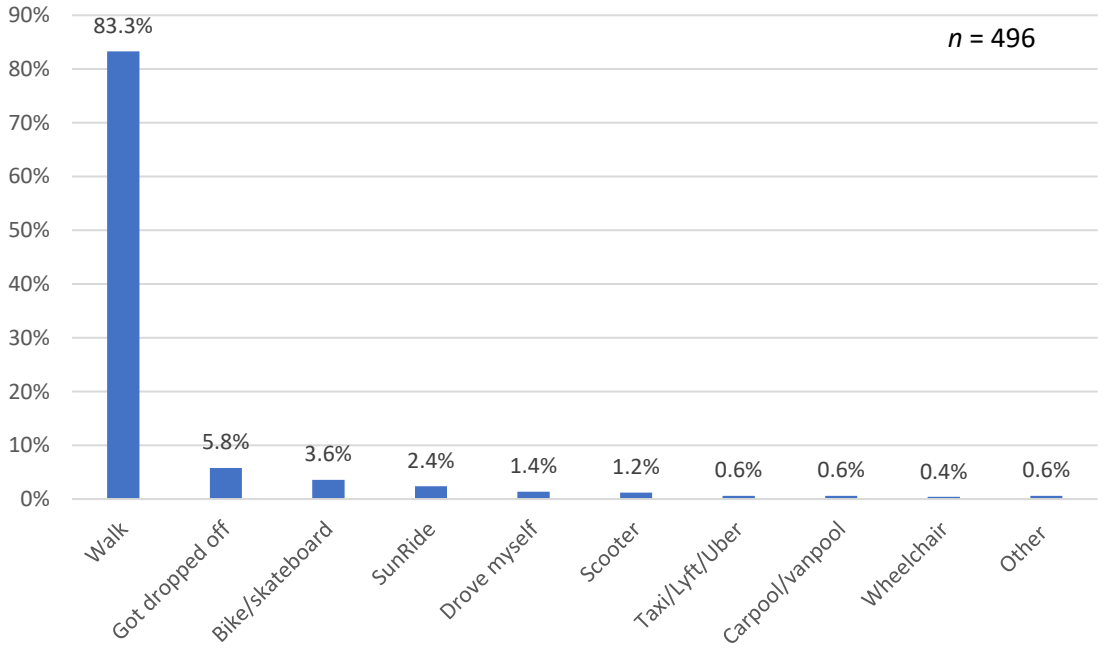
2. How did you travel to your first bus stop today?

Transit riders typically employ a variety of means to access a bus stop, and this appears to be true throughout the SunLine Transit service area.

Traditional sidewalks can be found throughout the urbanized portions of the Coachella Valley. While the presence of sidewalks may be less common in other portions of the service area, "walking" was the most common means of accessing the "starting" bus stop (83.3 percent).

Other than "walking", only one other response stood out: "dropped off" (5.8 percent).

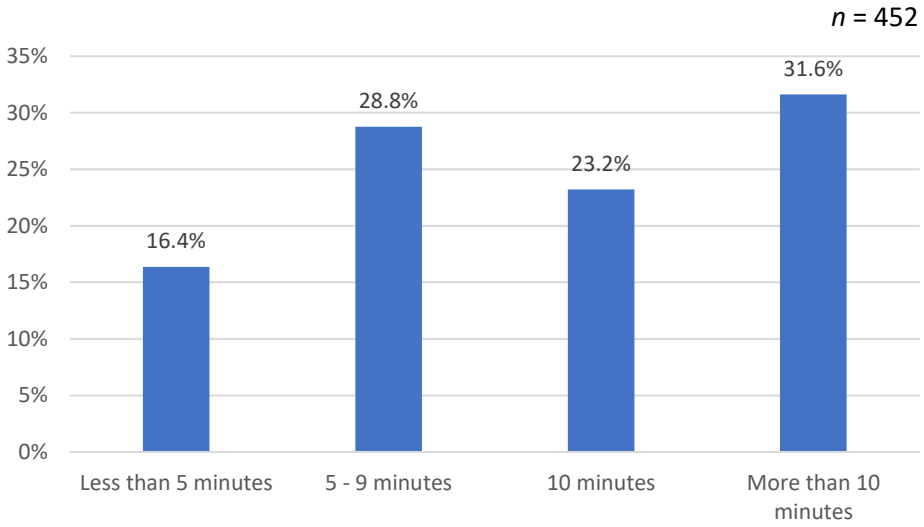
Exhibit 3.3 Access mode to first bus stop



3. How many minutes did it take to reach your stop?

Sixteen percent of respondents indicated walking less than five minutes, while an additional 52 percent cited walking five to ten minutes. The modest walking time (to access a bus stop) suggests the current placement of SunLine bus stops is appropriate.

Exhibit 3.4 Minutes to boarding stop



4. Where are you going to?

While trip destinations were spread throughout the SunLine service area, Exhibit 3.5 lists the ten most-frequently cited locations. The Shops at Palm Desert was the most popular cited destination.

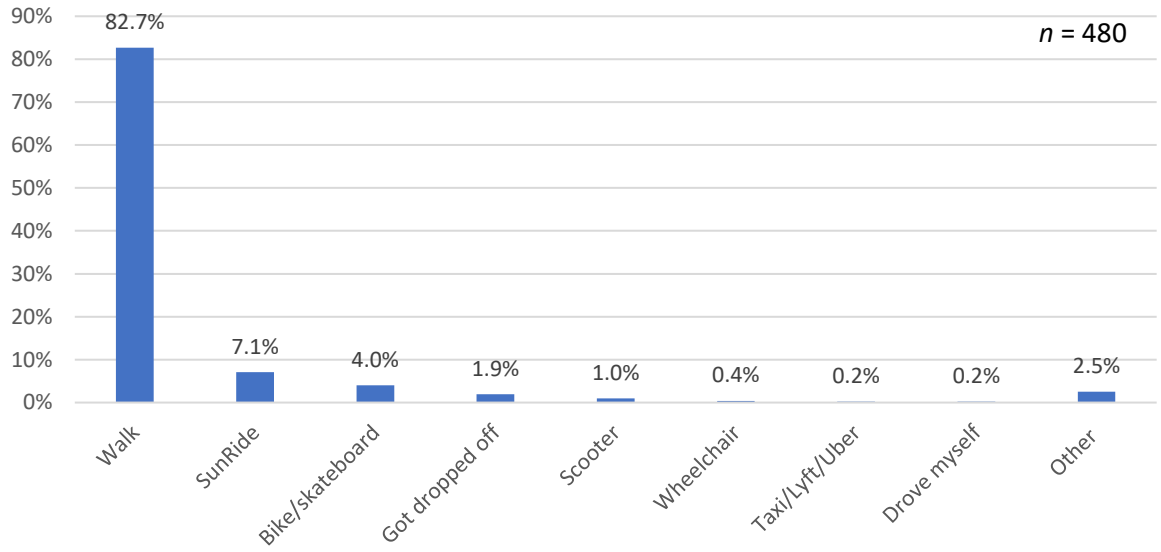
Exhibit 3.5 Top destination locations

Destination locations	Frequency
The Shops at Palm Desert	26
College of the Desert	18
5500 University Pkwy, San Bernardino (CSUSB)	10
65890 Pierson Blvd, Desert Hot Springs	8
Coachella Transit Hub	6
Indio High School	5
Sunrise Way & Vista Chino, Palm Springs	5
Hwy 111 & Las Palmas Ave, Palm Desert	5
West & Pierson, Desert Hot Springs	4
1150 N Indian Canyon Dr, Palm Springs (Desert Regional Medical Center)	4

5. How will you travel from your last bus stop to your destination today?

The same question was asked specific to the "final" bus stop and the rider's ultimate destination. Eighty-three percent cited "walking". Other than "walking", SunRide stood out garnering 7.1 percent of responses.

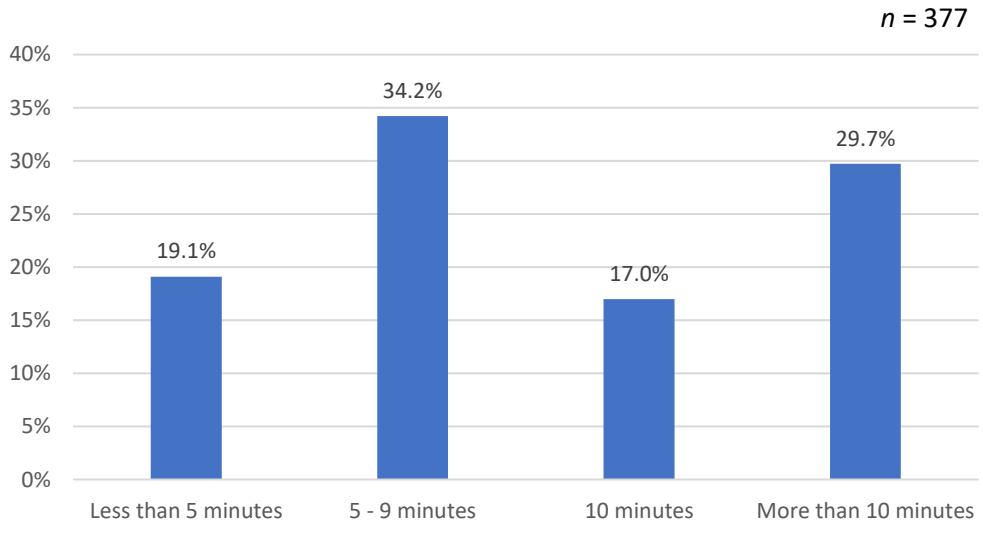
Exhibit 3.6 Access mode to destination



6. How many minutes will it take you to reach your final destination once you get off the bus?

Nineteen percent of respondents indicated walking 5 minutes or less, while 51.2 percent cited walking five to ten minutes. Here again, the modest walking time (from bus stop to destination) suggests the current placement of SunLine bus stops is appropriate.

Exhibit 3.7 Minutes to destination



7. Does this one-way trip include a transfer to or from another SunLine Transit route or other public transit?

The 2019 survey data reported 62 percent of the surveyed trips included a transfer. Interestingly, in 2025, the incidence of transfer declined significantly to 37 percent. While there are a number of possible contributors to this decline, perhaps one is more streamlined routing (that is, matching customer travel patterns with route alignments).

Exhibit 3.8 Transfer

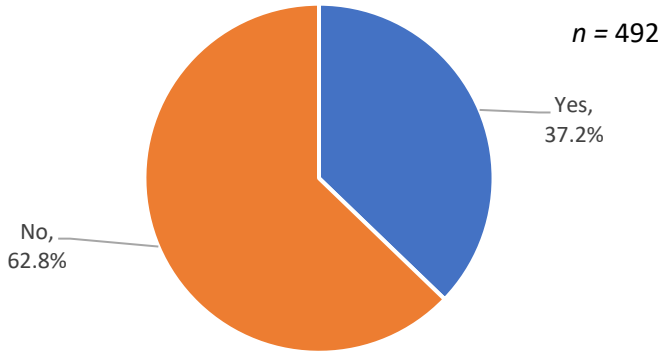
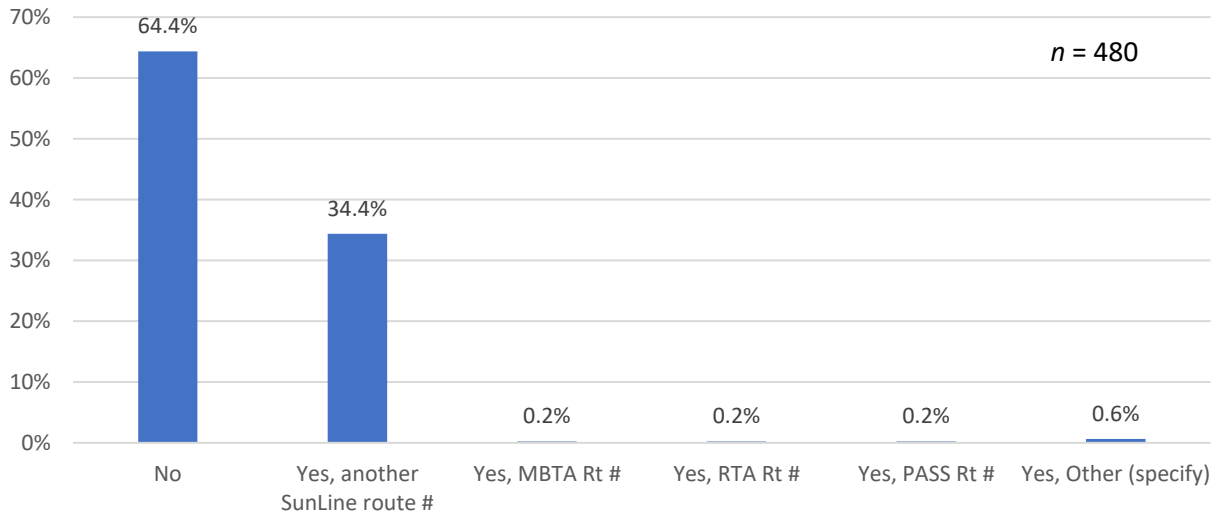


Exhibit 3.9 Transfer Activity

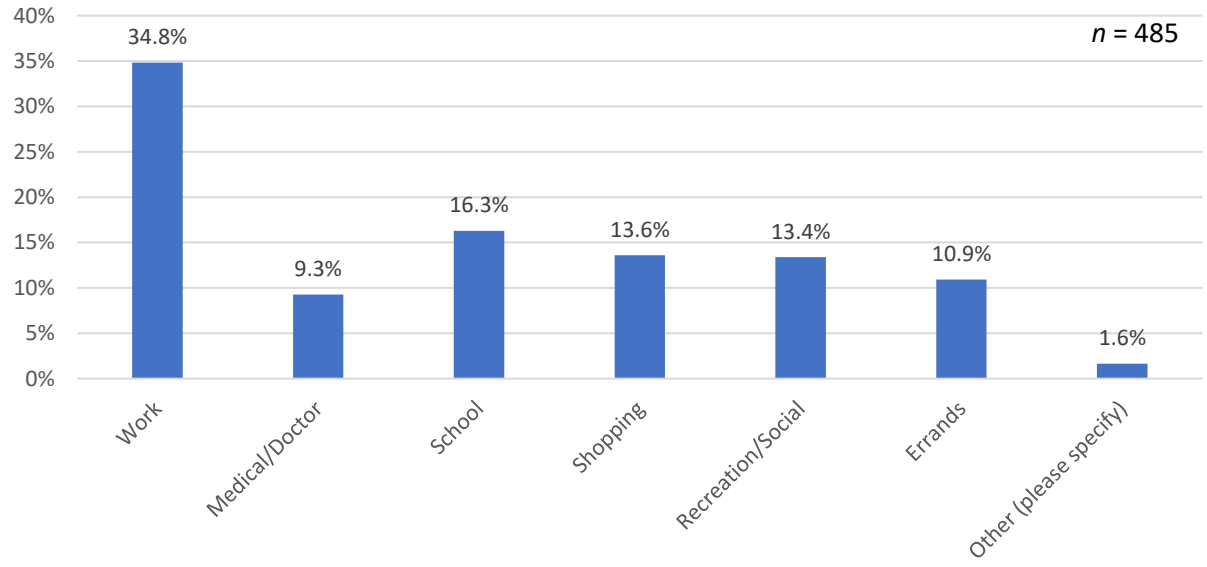


8. What is the purpose for your trip today?

People ride public transit for a variety of trip purposes, and such is the case with respect to SunLine Transit customers. Not surprisingly, "work" (34.8 percent) and "school" (16.3 percent) were cited most frequently.

"Shopping" was cited by 13.6 percent while "recreation/social" garnered 13.4 percent. Within the "other" response category, "court" was cited three times.

Exhibit 3.10 Trip Purpose

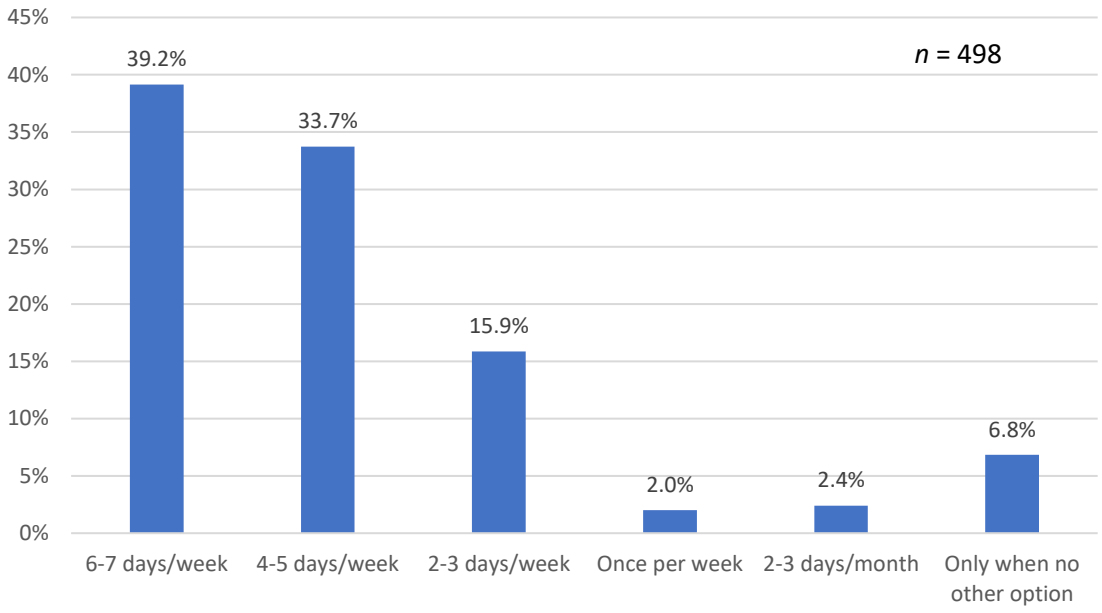


9. How often do you ride SunLine Transit?

Survey participants were queried as to how frequently they use SunLine Transit. Nearly forty percent indicated "6 to 7 days per week" with another 33.7 percent citing "4 to 5 days per week". This suggests a high degree of transit usage and/or transit-reliance among the surveyed population.

The relatively high frequency of transit usage is also borne out by the results of Question 12 which revealed less than one-quarter of the surveyed riders indicated having access to a personal vehicle.

Exhibit 3.11 Frequency of use

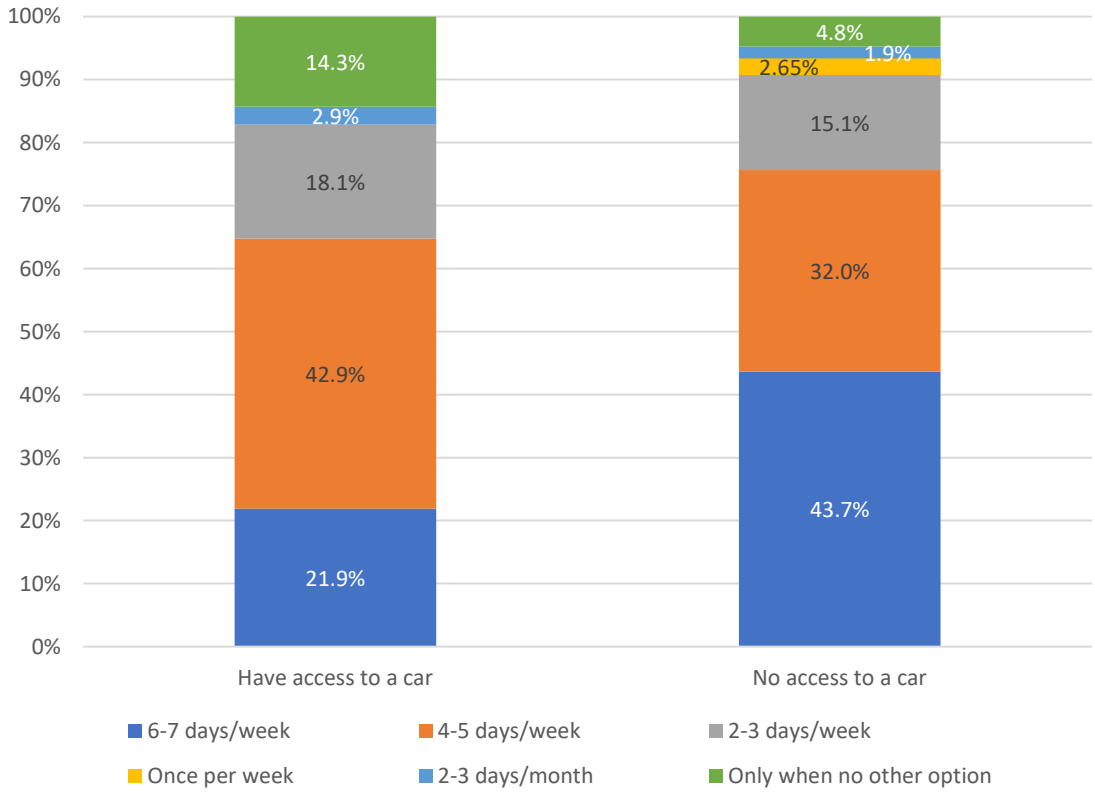


Cross-tab: Q9. How often do you ride SunLine Transit? vs. Q12. Do you own or have access to a car?

A cross-tabulation between frequency of ridership and ownership or access to a personal vehicle was explored to identify how access to a vehicle impacts ridership frequency. There were 483 respondents who answered both questions.

Not surprisingly, those without access to a vehicle were most likely to be the most frequent riders. However, nearly 43 percent of those with access to a vehicle indicated riding four to five days per week. While the number of respondents with access to a car was significantly lower than those without, this percentage is notable. It potentially indicates choice riders who use SunLine regularly, though it may also include those who own a car even if they may not always have access to it.

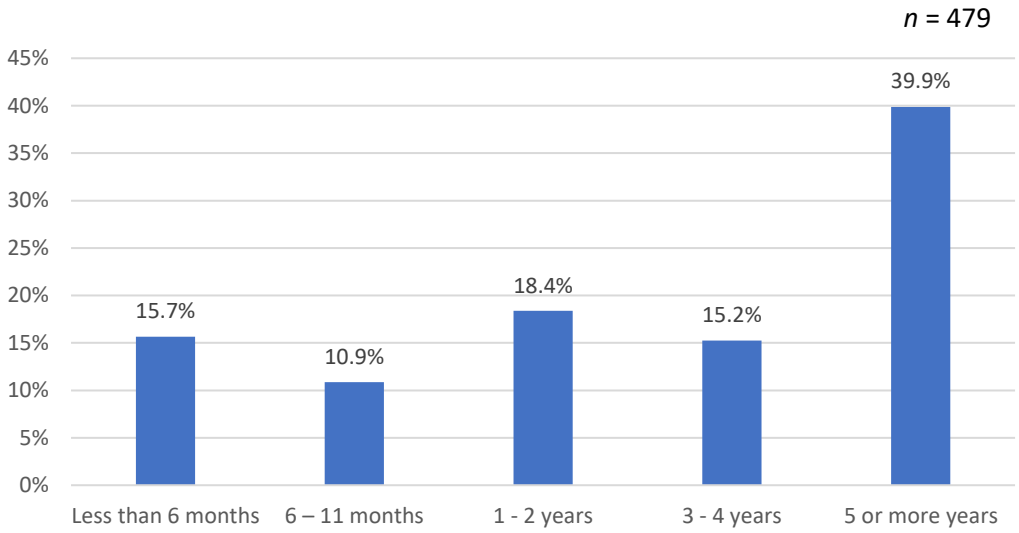
Exhibit 3.12 Cross-tab: Frequency of use vs. Access to a personal vehicle



10. How long have you been riding SunLine Transit?

Transit rider tenure is a useful gauge of customer satisfaction as well as service effectiveness. Forty percent of survey participants reported riding SunLine Transit for "5 or more years", while an additional 18.4 percent cited "1 to 2 years". The data suggests SunLine has been successful in not only customer retention but also customer attraction.

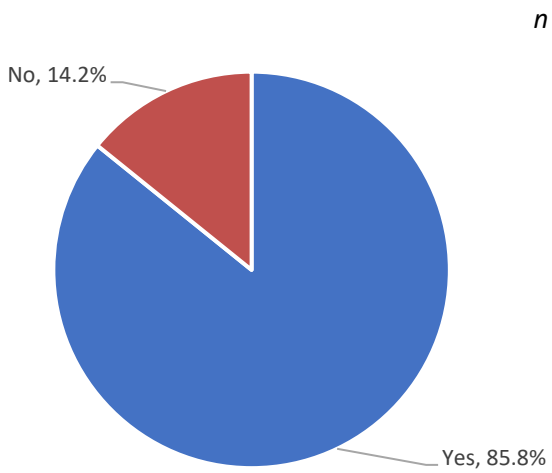
Exhibit 3.13 Ridership tenure



11. Do you have a smartphone or tablet that you can use to access the Internet?

The high device ownership and access to the internet compares favorably with other public transit providers in California. This data may be beneficial to SunLine for multiple reasons including supporting transition from traditional (and often costly) service information tactics (e.g., printed brochures) and possible introduction of alternative service delivery options such as micro-transit.

Exhibit 3.14 Access to internet

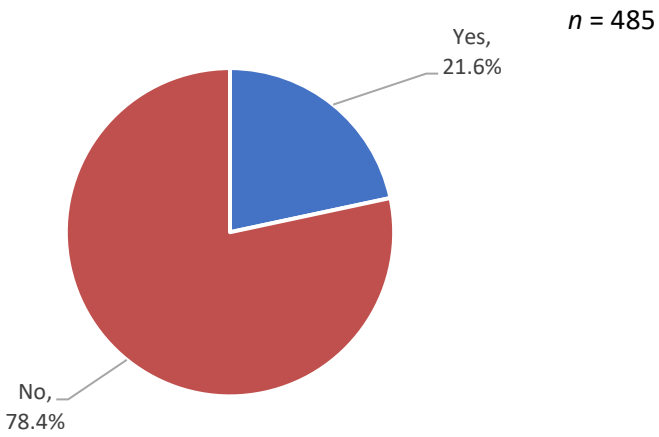


12. Do you own or have access to a car?

Nearly eighty percent of the surveyed riders reported not having access to a personal vehicle. We believe this data ties in with that revealed in Question 7, "How often do you ride SunLine Transit". Collectively, the data suggests a high degree of transit- reliance among the surveyed riders.

According to the 2023 American Community Survey (ACS), 3.9 percent of Coachella CCD residents has no access to a vehicle, while 31.6 percent has access to one vehicle. The 2025 surveyed SunLine riders indicated living in households with far less access to a personal vehicle than the population at large.

Exhibit 3.15 Access to a car

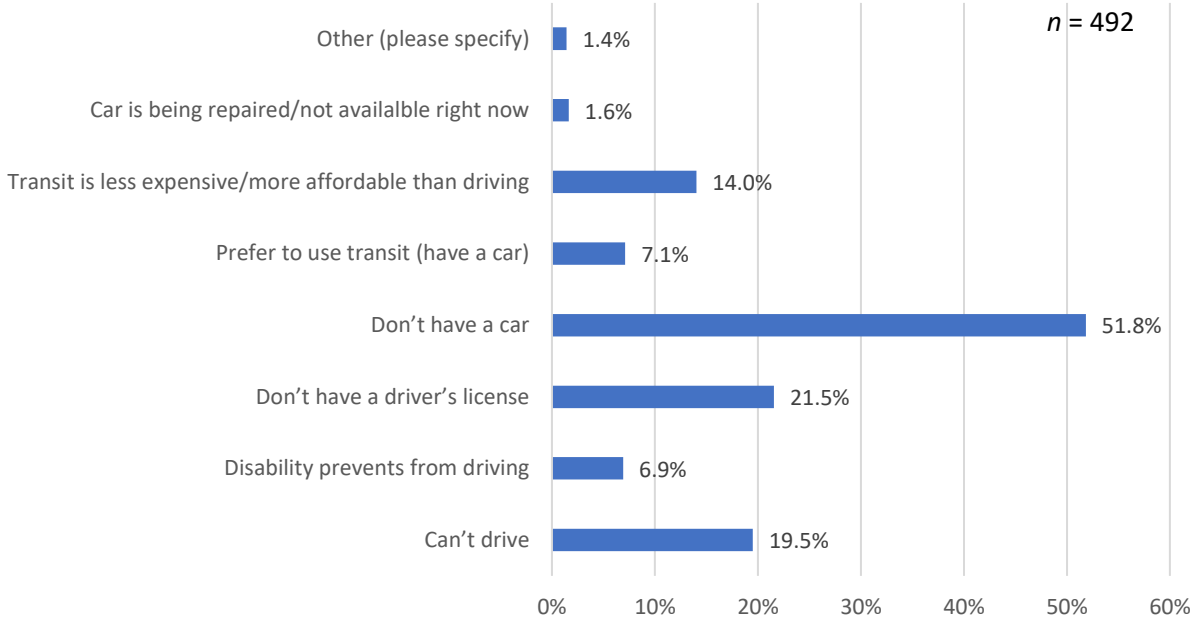


13. What is the main reason you ride SunLine?

The four most common motivators for riding SunLine were “don’t have a car” (51.8 percent), “no license” (21.5 percent), “can’t drive” (19.5 percent), and “less expensive than driving” (14.0 percent). While the first three motivators likely pertain to transit-reliant persons, the third may pertain to “choice-riders”.

“Other” responses included “don’t like to drive” and “reducing carbon foot print”.

Exhibit 3.16 Reason for riding



**Total equals more than 100 percent as survey participants were allowed to select more than one response option*

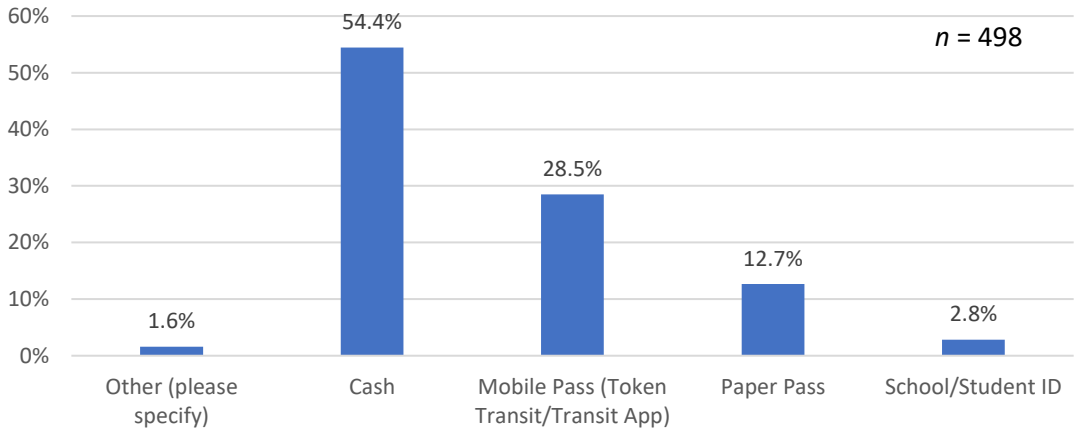
A cross-tabulation between survey participants selecting “less expensive than driving” and those indicating their household income (sample: 41) was considered. This data cross-tabulation revealed more than half cited an annual household income of less than $25,000. While subjectively important, the overall cost influencer is likely less important than “limited or no access to a personal vehicle”.

Perhaps more revealing is the relationship between cost and frequency of use. That is, the more frequently a person rides SunLine Transit in a typical week, the more important cost is as a influencing factor.

14. How did you pay you fare for this trip?

At the time of survey fielding, SunLine had an adult base fare of one dollar as well as a reduced fare for qualifying individuals. With respect to non-cash fare payment options, three were available at the time of the survey: day pass, 10-ride pass, and 31-day pass. Non-cash fare media offer both convenience and savings for the customer. They can also translate to reduced administrative burden for a transit provider.

Exhibit 3.17 Fare payment

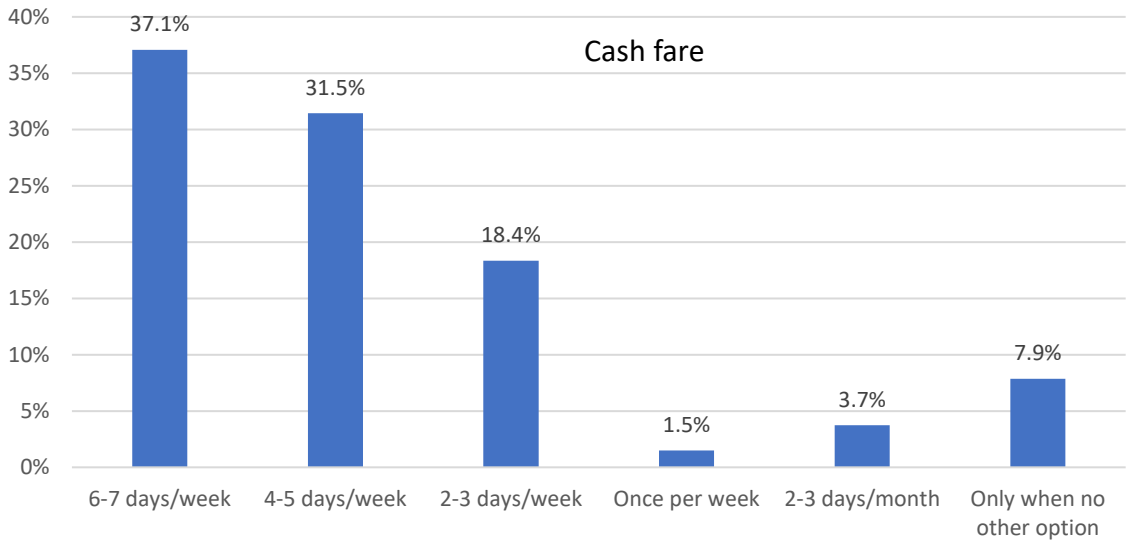


Cross-tab: Q9. How often do you ride SunLine? vs. Q14. How did you pay your fare for this trip?

A cross-tabulation between frequency of use and those who indicated paying cash for their trip demonstrated a significant opportunity to shift those riders from cash payment to the use of passes. More than half of respondents cited paying with cash, of which nearly 70 percent ride at least four days per week. These riders may be able to save money by purchasing a 31-day pass. (Note: It was unclear how many of the cash-paying riders purchased a day pass onboard the bus, versus purchasing a single ride.)

The finding that many frequent (yet less affluent) riders continue to rely on single-ride (cash fares) is not unique to SunLine Transit. Similar market research conducted for other transit providers suggests less affluent riders may not have access to a credit/debit card or simply cannot afford the price of a monthly pass. One tactic employed by transit providers to address fare inequity is fare capping (either on a daily or monthly basis).

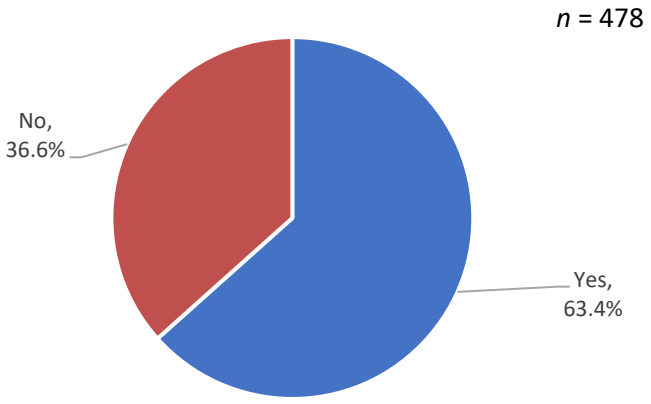
Exhibit 3.18 Cross-tab: Frequency of use vs. Fare payment



15. Are you aware of SunLine's zero-emission fuel efforts?

Historically, the SunLine Transit Agency has been an industry leader with respect to mobile source air quality improvement. The agency's current zero-emission initiative is further evidence of its commitment to clean air which is particularly important given the topography of the Coachella Valley. As such, it is rewarding to learn nearly two-thirds of the surveyed riders had unaided awareness of this important initiative.

Exhibit 3.19 Zero-emission awareness

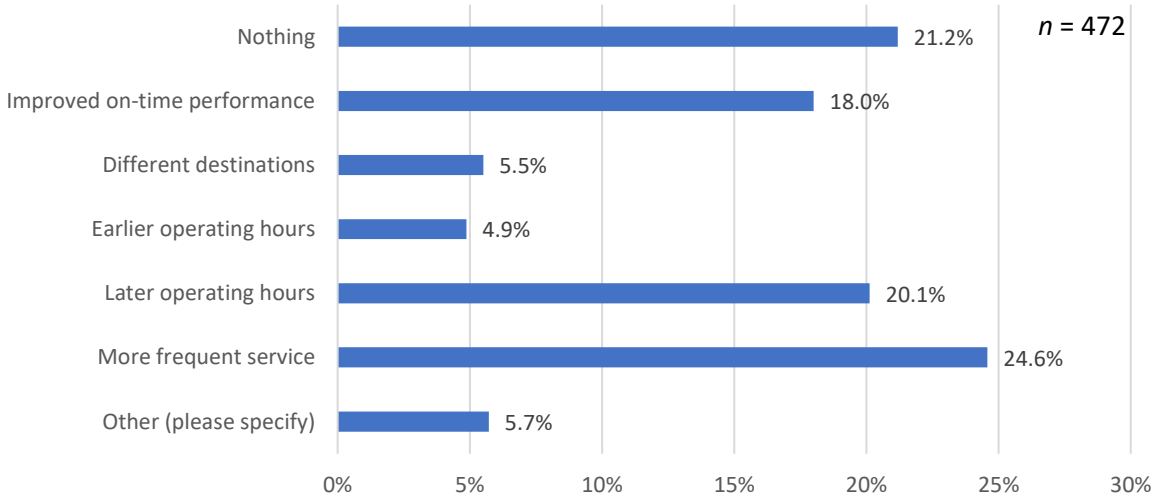


16. Which of the following is your preferred service improvement? (Select only one.)

Survey participants were presented with a selection of possible service enhancement to consider, and asked to identify the single most important potential service enhancement.

The three top-ranked improvements were "more frequent service" (24.6 percent), "later hours" (20.1 percent), and "improved on-time performance" (18 percent). Interestingly, more than one-fifth of the surveyed riders chose "nothing" (21.2 percent) which suggest appreciable satisfaction with the current service model.

Exhibit 3.20 Preferred service improvement



As noted above, "more frequent service" was the top-ranked potential service enhancement. Of the riders selecting this improvement option, 32.7 percent (18 people) cited 15-mintue service while 23.6 percent (13 people) cited 30-minute service.

Among those survey participants selecting "later operating hours", 24.6 percent (16 people) indicated 11:00 pm while 15.4 percent (10 people) cited 10:00 pm.

Among those survey participants selecting "earlier operating hours", 30 percent (3 people) indicated 4:00 am.

Exhibit 3.21 Preferred service improvement: Other

Other	Frequency
1E and 1W changed so the distance/time is further to walk/challenging.	1
A bus stop going south between Dillon and AM/PM on Palm Dr.	1
Alternatives to big bus; other small routes.	1
Better customer service	1
Better routes with more buses that go straight to the end of that road.	1
Bigger bike racks.	1

Other	Frequency
Clean up riff raff and garbage at stops.	1
Coordinated transfers; often missing the connection by 5 mins or less, could they be synchronized?	1
Driver customer service etiquette and training.	1
Drivers should have communication and wait for transfers.	1
Enforce service animal policy.	1
Fairly new to the service. Still figuring it out.	1
Go back to line Palm Springs to Indio with no transfer.	1
Kinder drivers	1
Later operating hours, different bus stops	1
Line 6 weekend service	1
More low emissions.	1
More stops west from Coachella to Indio.	1
Need more frequent weekend service.	1
Need more time to transfer between routes.	1
Not taking midday and weekends off for Routes 5 and 6.	1
Omit sound from blinker.	1
Should be no break until end of line.	1
Split Line 2 between north and south.	1

Exhibit 3.22 Preferred service improvement: Different destinations

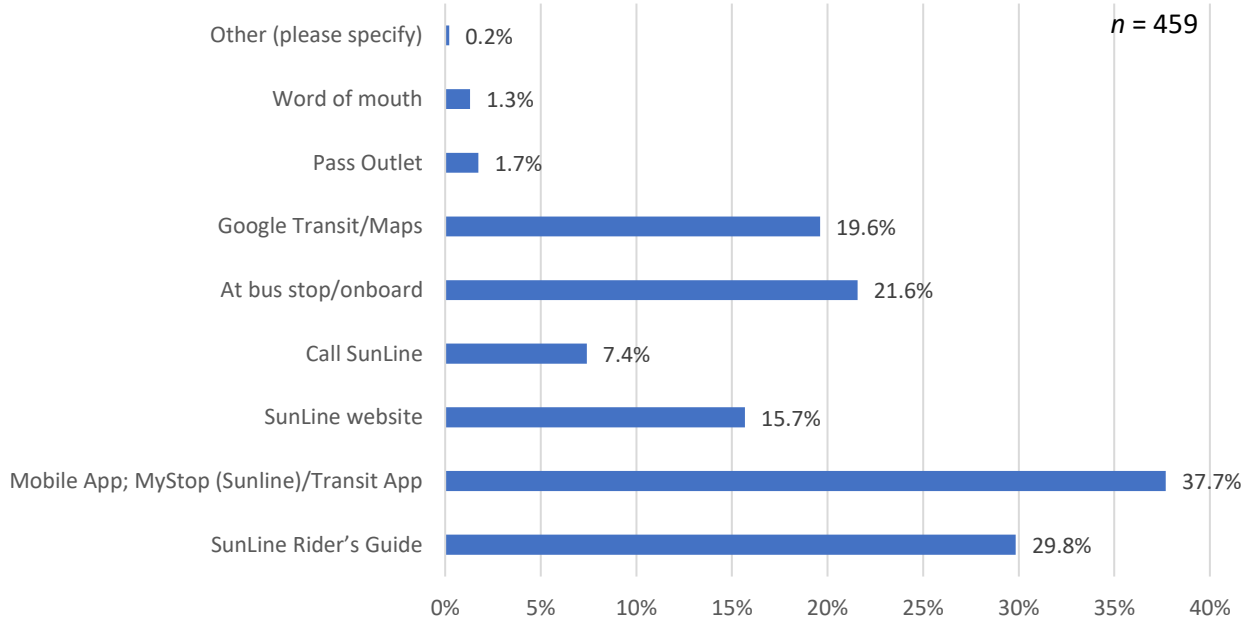
Different destinations	Frequency
Bubbling Wells Elementary School	3
A Route on Dillon from Indian all the way to the casino.	1
Ave 66, Thermal	1
Beaumont	1
Dennys near the 10 in Desert Hot Springs	1
Fantasy Springs Casino	1
Need more simplified routes in and out of Desert Hot Springs to the rest of the valley.	1
Los Angeles	1
Palm Desert	1
Route 2 should go through Cathedral City	1
Riverside	1
Walmart	1
Windy Point	1

17. Where do you typically obtain information about SunLine Transit services? (Select all that apply.)

Slightly more than one-half of the total survey participants self-identified as 44 years or younger. This demographic cohort typically access transit service information via various electronic platforms versus traditional means such as printed brochures.

Five information channels stood out: "Mobile App/Transit App" (37.7 percent), "SunLine Rider's Guide" (29.8 percent), "at bus stop/onboard" (21.6 percent), "Google Transit/Maps" (19.6 percent), and "SunLine website" (15.7 percent).

Exhibit 3.23 Information access



**Total equals more than 100 percent as survey participants were allowed to select more than one response option*

18. Do you feel safe at SunLine bus stops and while on the buses?

The perception of personal safety at bus stops and while onboard is a key influencer when considering public transit as a mobility option. While 83 percent responded "yes", we believe this matter warrants further discussion.

Later in the survey, riders were asked to indicate their satisfaction regarding a variety of SunLine attributes. "Safety" garnered a positive composite score of 65.1 percent. (To calculate the composite score, we combined the "excellent" and "good" percentages.)

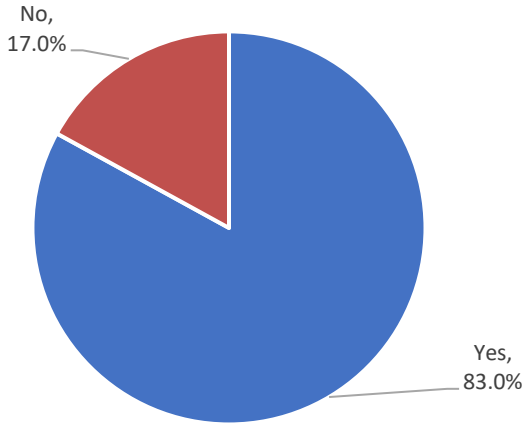
Several factors can influence a customer's perception of safety while onboard including driver behavior (i.e., safe bus operation), seating availability, vehicle cleanliness, and the presence and disposition of other riders. Fortunately, such factors usually lie within the control of the transit service provider.

The positive composite score for "availability of bus stop amenities" was 54.3 percent, the service attribute with the lowest score. "Availability" can be somewhat subjective. It can be defined in a literal sense (that is, do amenities exist), and perhaps in qualitative sense (that is, are the amenities adequate and/or appropriate). Based on our experience, three bus stop elements are often top-of-mind for transit riders (and potential riders): lighting, adequate seating, and service information availability.

Further, Question 18 asked, "Do you feel safe at SunLine bus stops and while onboard the buses?" 17 percent said "no".

Exhibit 3.24 Perceived safety

n = 382



The top reasons cited include unhoused persons and transients (both onboard the buses and at bus stops) and inadequate lighting at stops (see Exhibit 3.25).

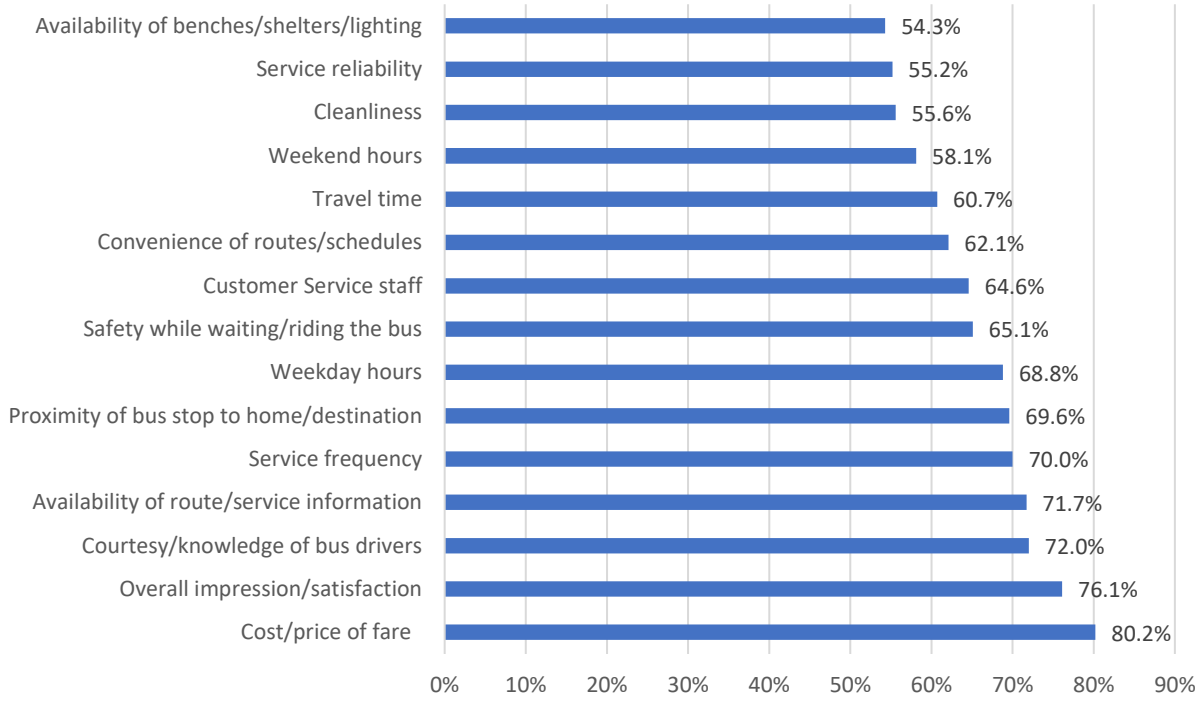
Exhibit 3.25 Perceived safety: Reason for answering no

If no, specify why	Frequency
Homeless people/drug addicts (on board and at bus stops)	32
Need more lights at stops	6
Behavior of some passengers	5
Criminal activity	4
Being a woman	1
Bus drivers drive so fast	1
Driver slammed breaks in 2019 and needed surgery; scary at bus stops	1
Improper or no shade covering at stops	1
I've been robbed before and SunLine took no action	1
I'm blind	1
It takes a long time	1
No shelter and there are many people at the 7-Eleven	1

19. Please rate the following SunLine attributes:

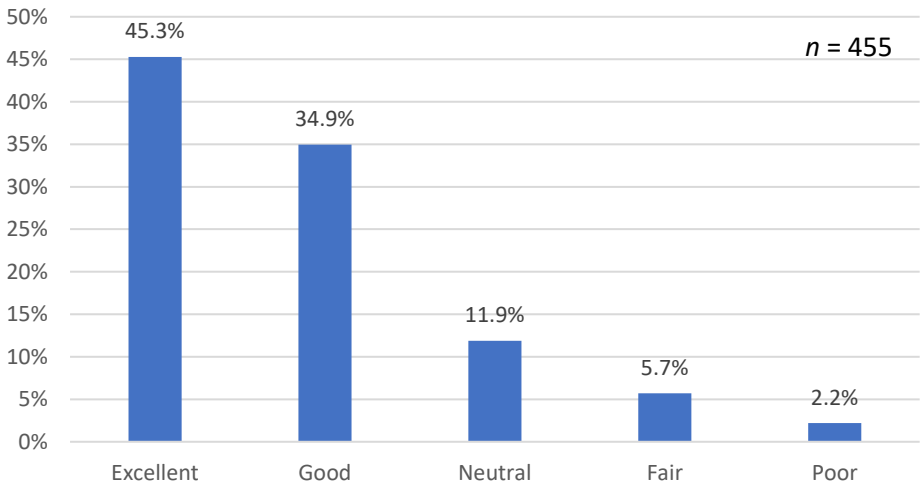
Survey participants were invited to indicate their satisfaction regarding fifteen different SunLine attributes. Ratings reflect a five-point Likert scale (excellent, good, neutral, fair, poor). In addition to presenting the basic ratings, we calculated a positive composite score. To calculate the composite score, we combined the "excellent" and "good" percentages.

Exhibit 3.26 Satisfaction: All attributes



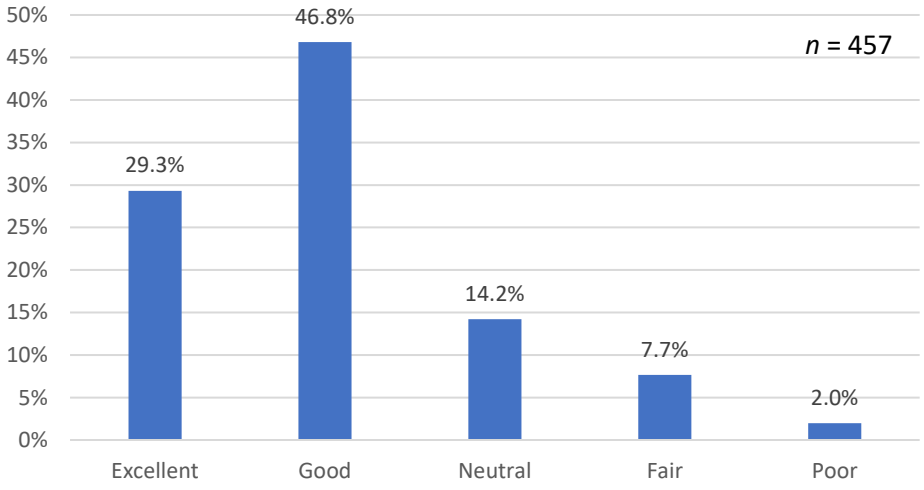
A. Cost/price of fare: Positive composite: 80.2%

Exhibit 3.27 Satisfaction: Cost



B. Overall impression/satisfaction of SunLine: Positive composite: 76.1%

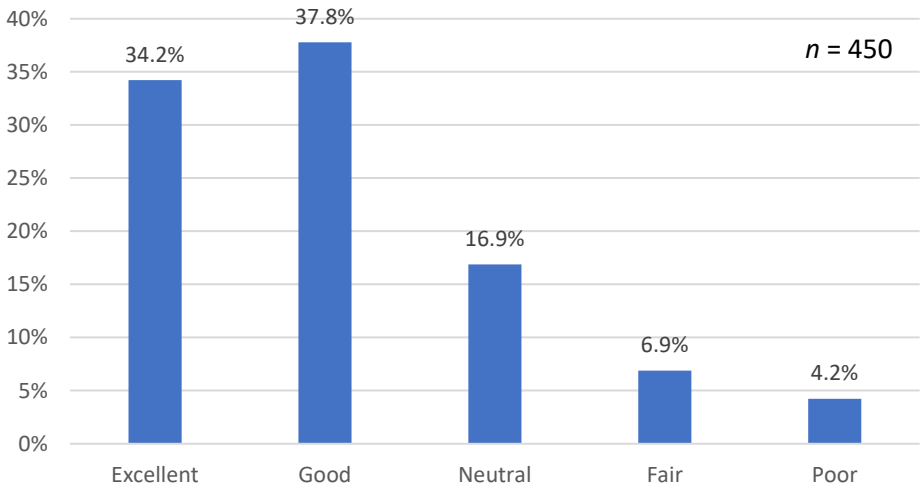
Exhibit 3.28 Overall Satisfaction



Drilling down on the data from frequency of use (Question 9) and overall customer satisfaction, it appears there is a positive relationship between how often a surveyed participants rides SunLine and positive perception. That is, the more often a customer rides (i.e., 4-7 days per week) the stronger their overall satisfaction perception with the service.

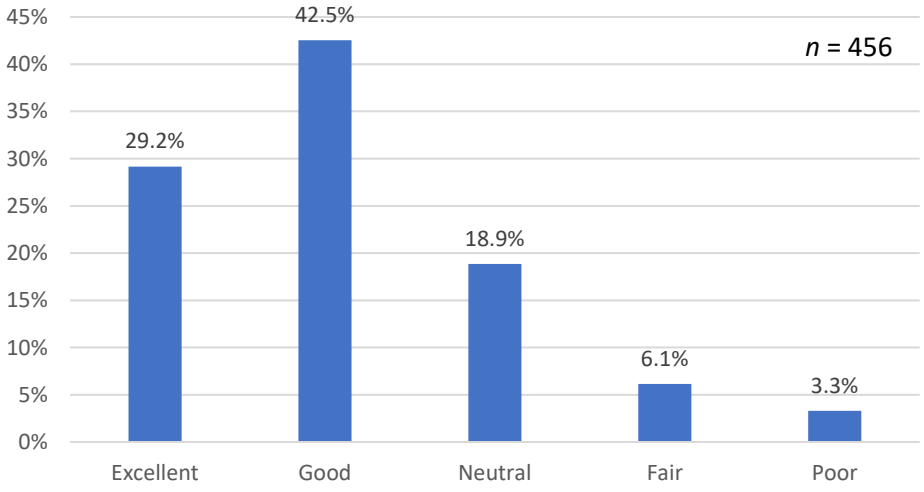
C. Courtesy/knowledge of bus drivers: Positive composite: 72.0%

Exhibit 3.29 Satisfaction: driver courtesy



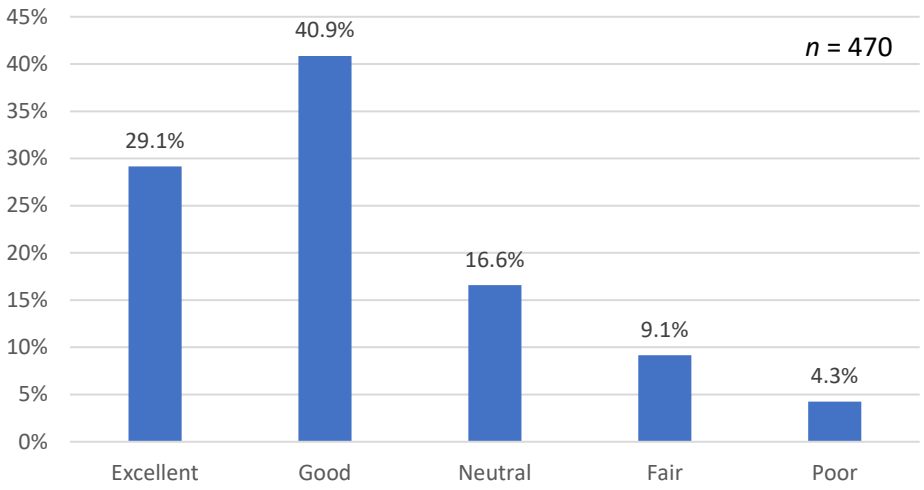
D. Availability of route/service information: Positive composite: 71.7%

Exhibit 3.30 Satisfaction: info availability



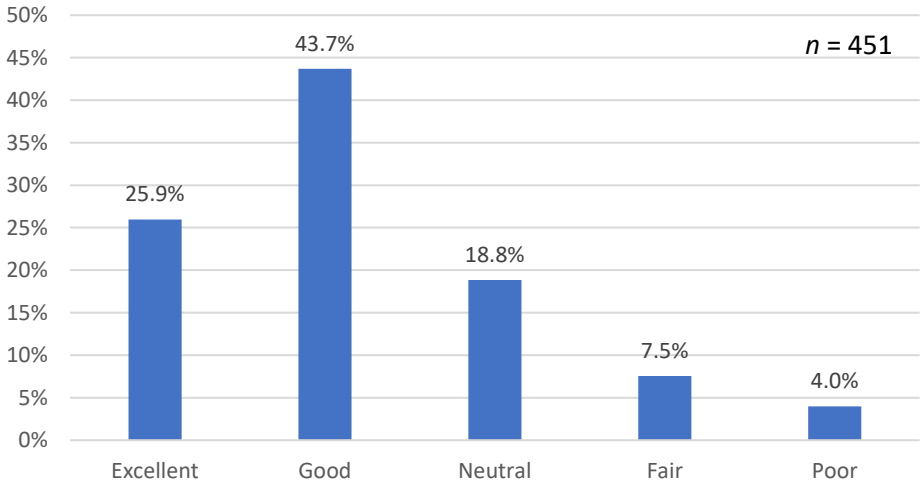
E. Service frequency: Positive composite: 70%

Exhibit 3.31 Satisfaction: service frequency



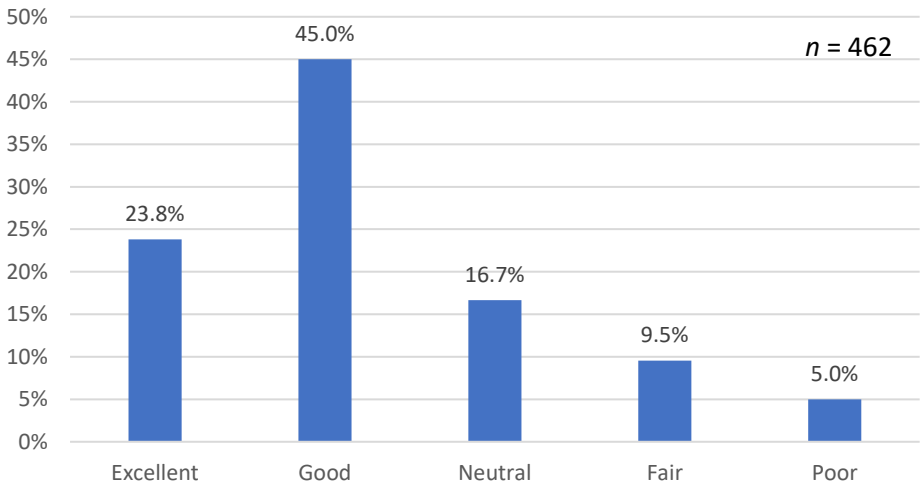
F. Proximity of bus stop to home/destination: Positive composite: 69.6%

Exhibit 3.32 Satisfaction: bus stop location



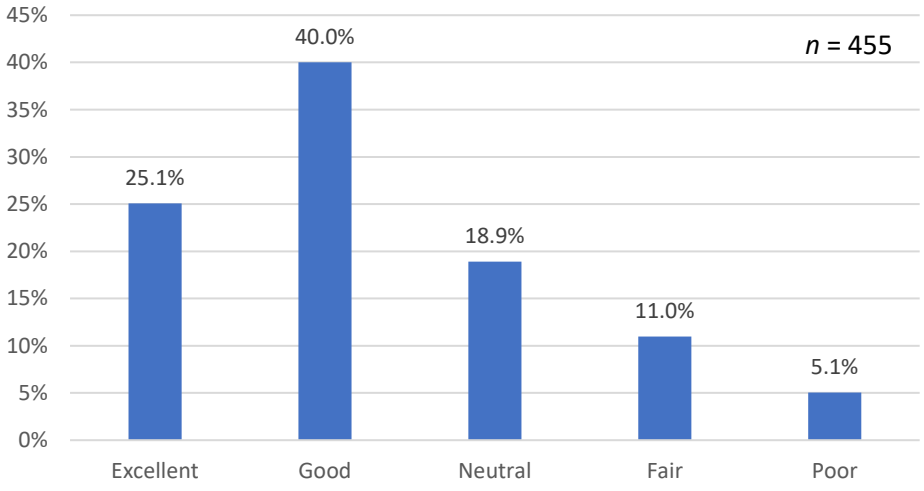
G. Weekday hours: Positive composite: 68.8%

Exhibit 3.33 Satisfaction: weekday hours



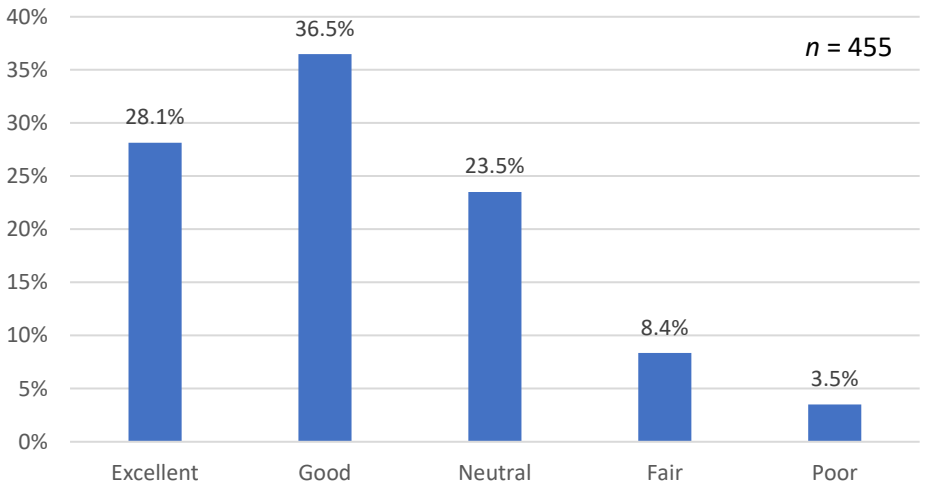
H. Safety while waiting/riding the bus: Positive composite: 65.1%

Exhibit 3.34 Satisfaction: perceived safety



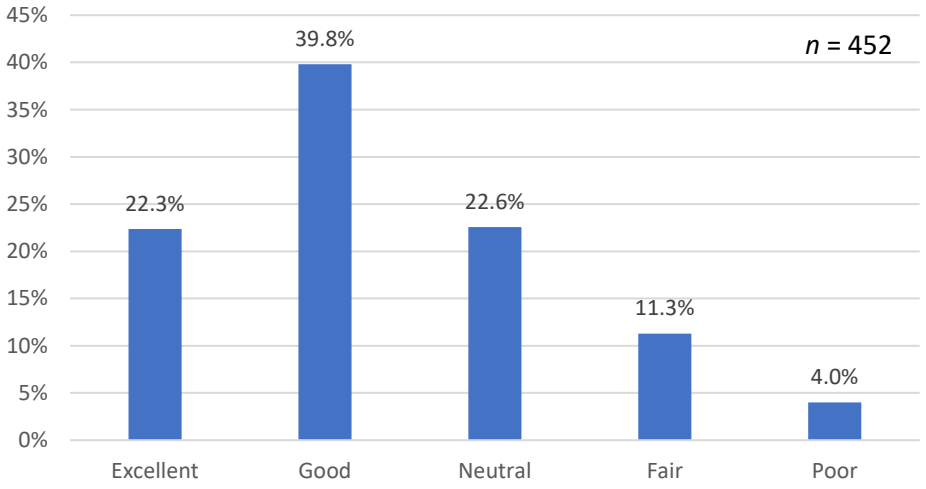
I. Customer Service staff: Positive composite: 64.6%

Exhibit 3.35 Satisfaction: customer service



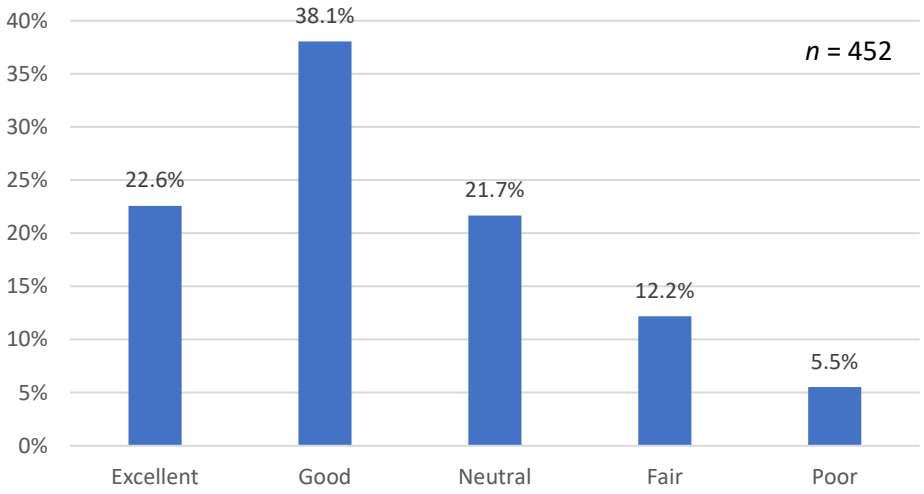
J. Convenience of routes/schedules: Positive composite 62.1%

Exhibit 3.36 Satisfaction: convenience



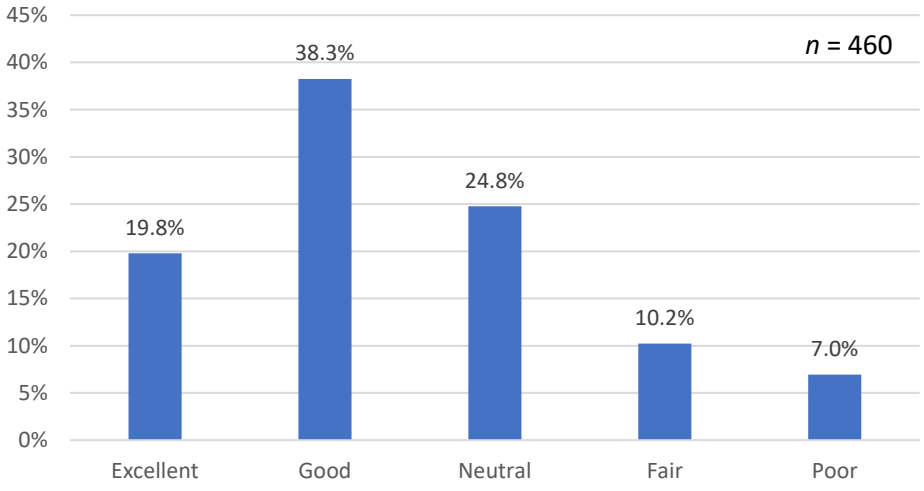
K. Travel time: Positive composite 60.7%

Exhibit 3.37 Satisfaction: travel time



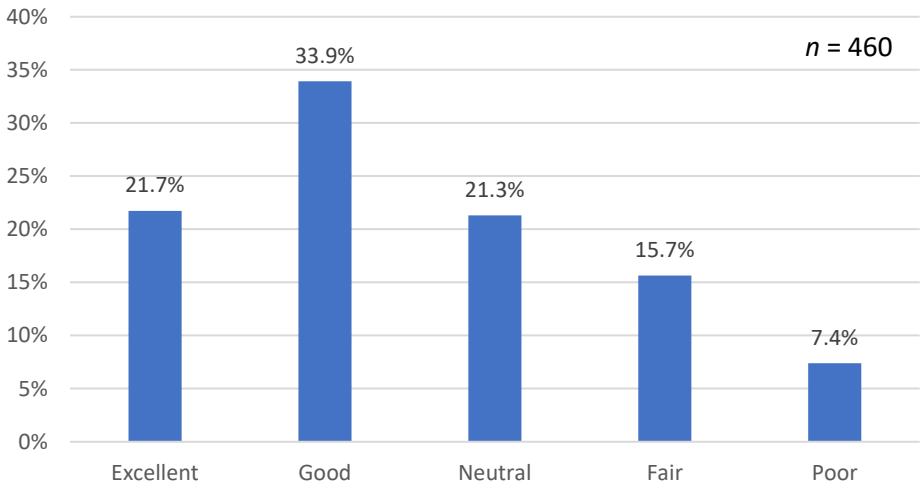
L. Weekend hours: Positive composite: 58.1%

Exhibit 3.38 Satisfaction: weekend hours



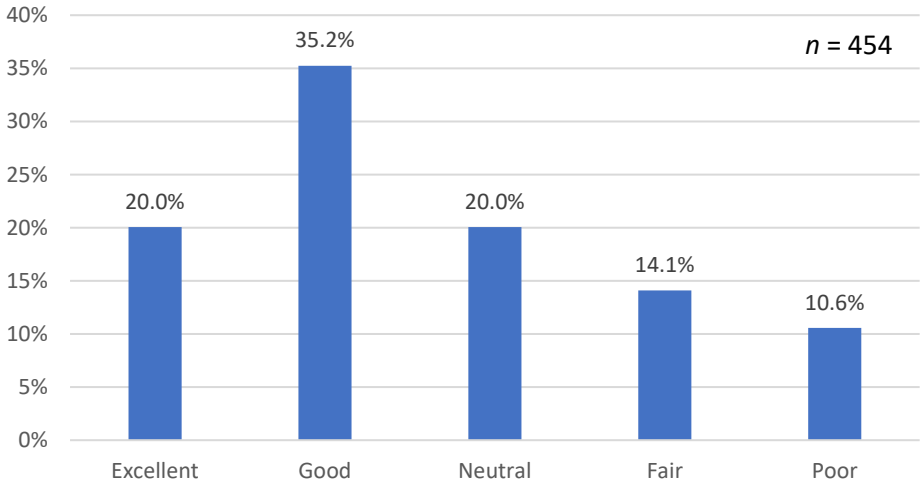
M. Cleanliness: Positive composite: 55.6%

Exhibit 3.39 Satisfaction: cleanliness



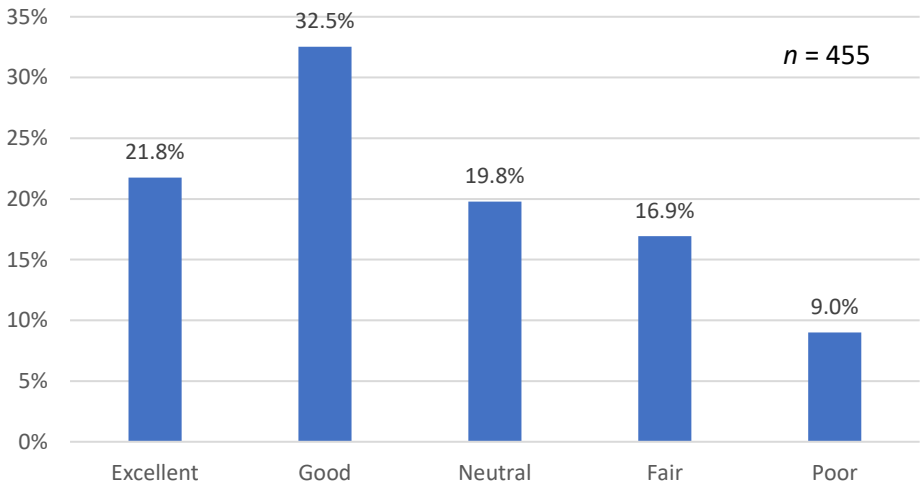
N. Service reliability: Positive composite: 55.2%

Exhibit 3.40 Satisfaction: service reliability



O. Availability of benches/shelters/lighting: Positive composite: 54.3%

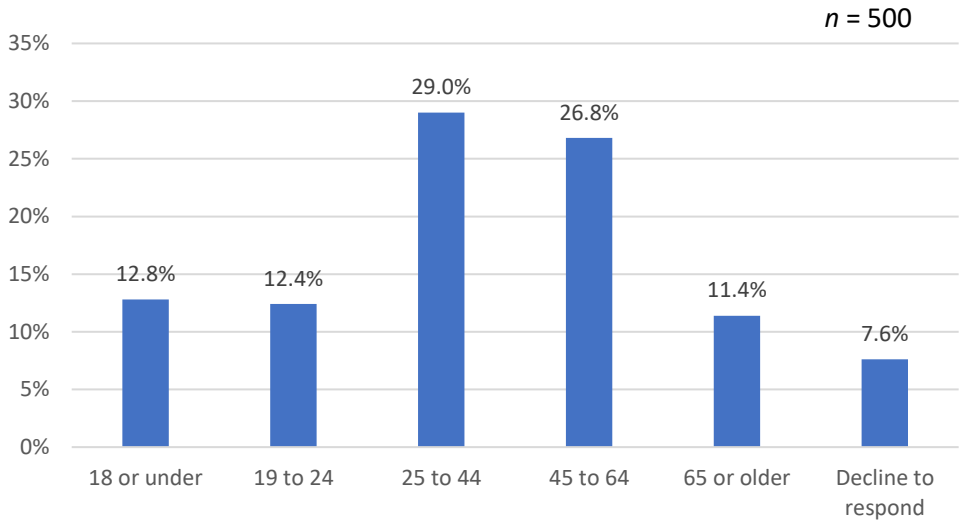
Exhibit 3.41 Satisfaction: bus stop amenities



20. Which of the following includes your age?

The 2025 survey data reveal more than half of current riders are of working age (25 to 64, 56 percent). According to the 2023 American Community Survey, the median age within the Coachella CCD was 39 years.

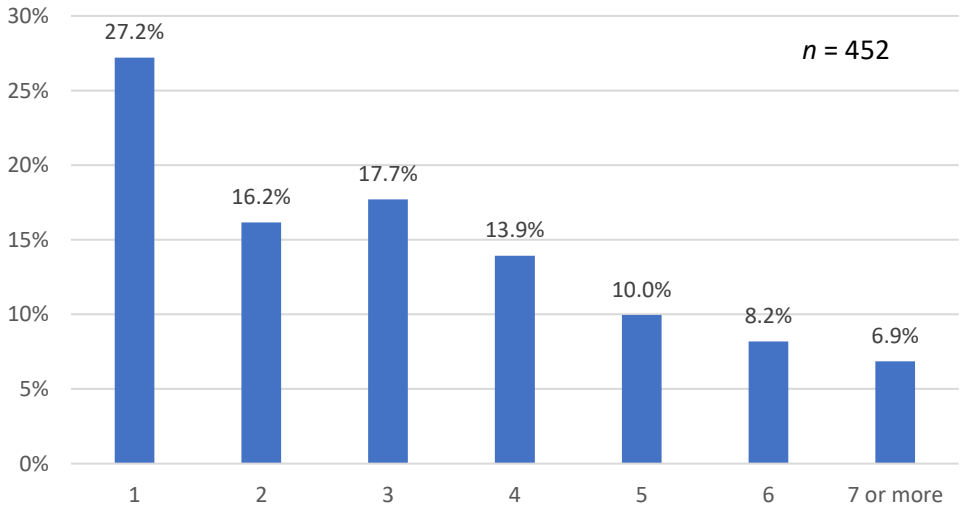
Exhibit 3.42 Age



21. How many people live in your household (including you)?

According to the 2023 American Community Survey, the number of persons per household was 2.9.

Exhibit 3.43 Household size

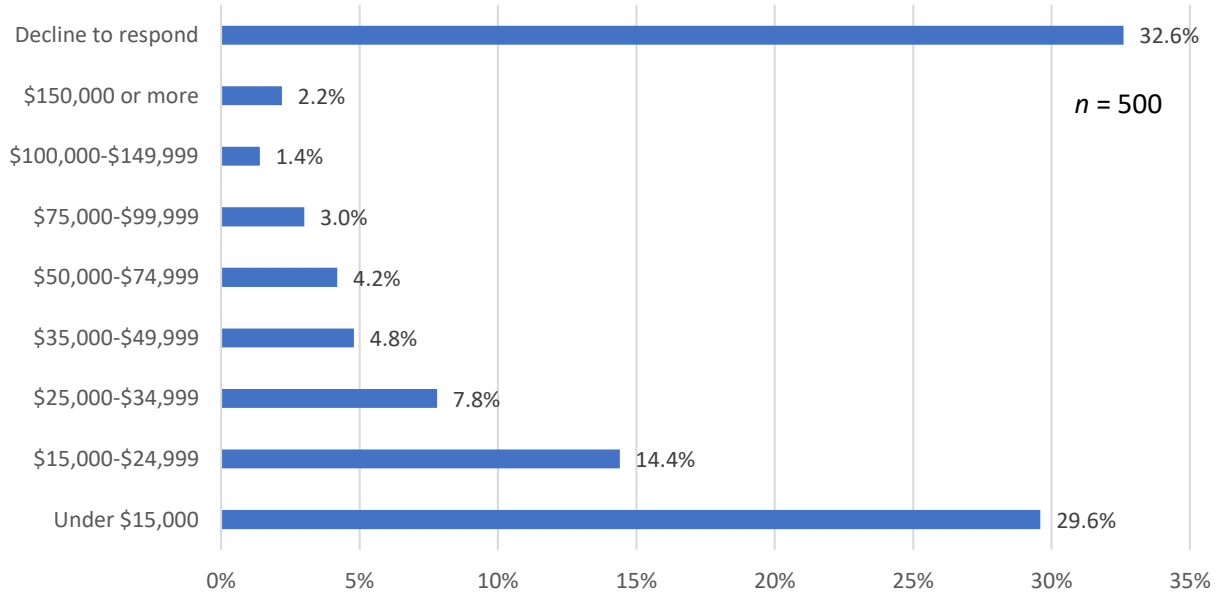


22. What is your approximate annual household income?

According to the 2023 American Community Survey (ACS), the median household income was $73,073. The ACS also revealed 35 percent of households had annual incomes of under $50,000.

In 2024, 12 percent of households in the Coachella CCD were identified as below the Federal poverty line (single-person household: $15,060, two-person household: $20,440).

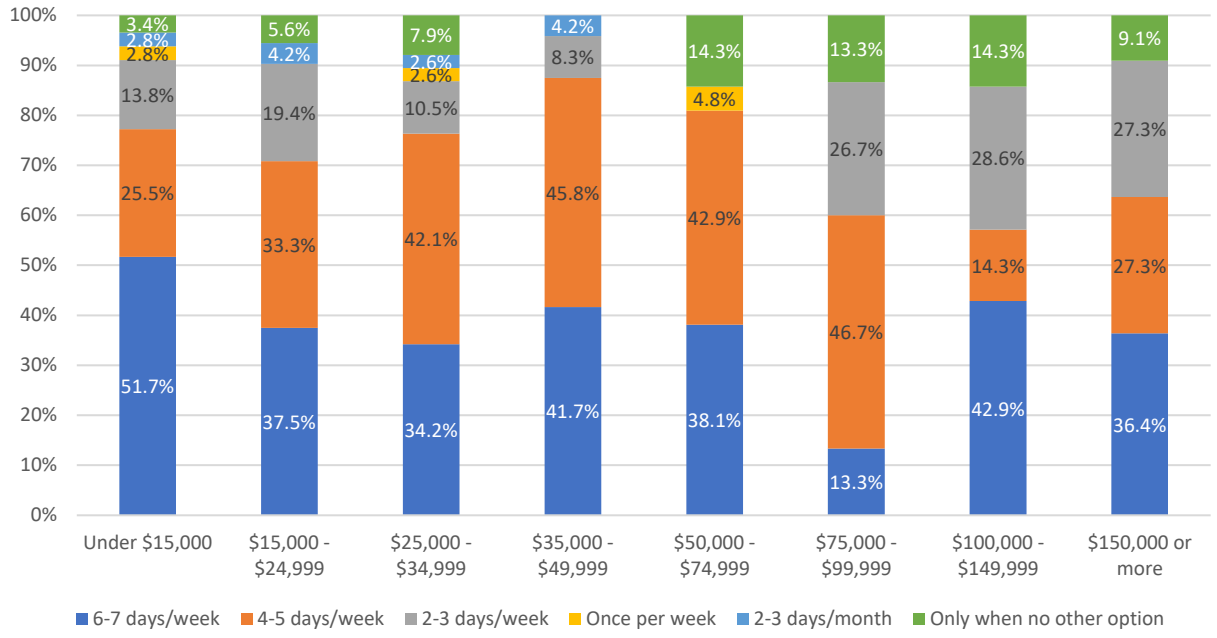
Exhibit 3.44 Household income



Cross-tab: Q9. How often do you ride SunLine Transit? vs. Q22. What is your approximate annual household income?

A data cross-tabulation between frequency of ridership and annual household income was explored to identify how income impacts ridership frequency. There were 333 respondents who answered both questions (those who responded "Decline to respond" to the income question were excluded from this comparison). It was not surprising that more than half of those in the lowest income category indicated riding six to seven days per week, or that another 26 percent said they rode four to five days per week. However, a similar pattern was also seen in the higher income brackets. While the total number of riders in the top two income categories was significantly lower, the highest percentage of respondents indicated riding six to seven days per week. This suggests a core group of choice riders who not only use SunLine to commute to work, but potentially also for non-work trips such as access to education or training.

Exhibit 3.45 Cross-tab: Frequency of use vs. Household income



23. What is your home zip code?

Among the 416 respondents who provided a home zip code, 39 distinct zip codes were identified. Exhibit 3.46 presents those zip codes which garnered 20 or more responses.

Exhibit 3.46 Zip code

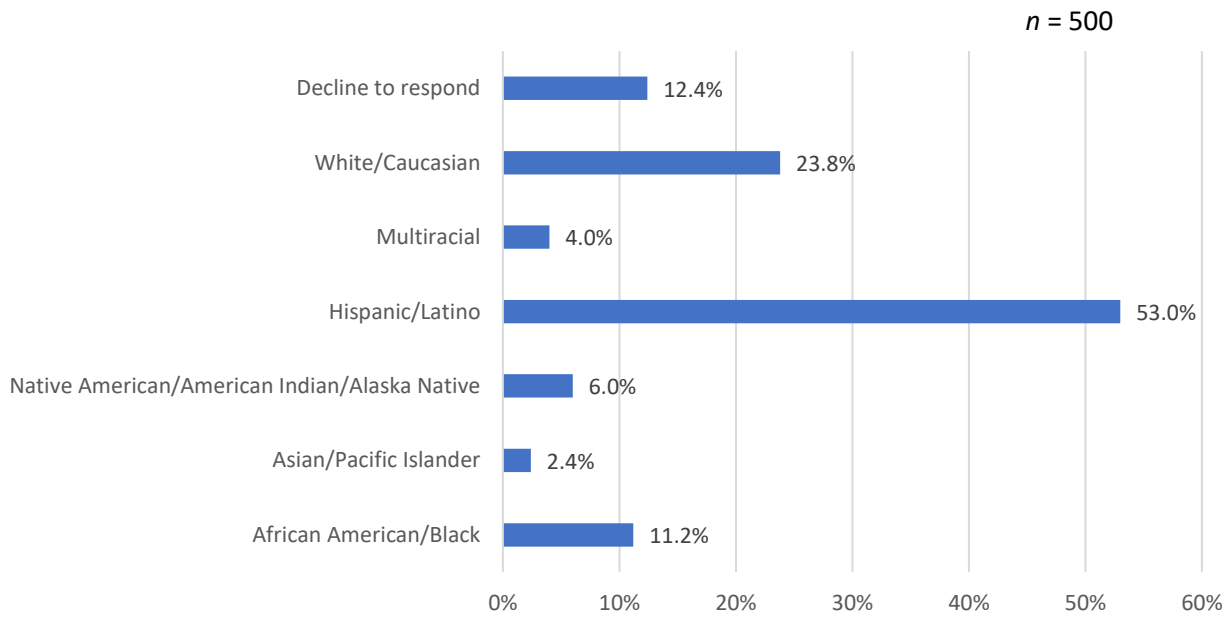
Zip code	Frequency
92240 (Desert Hot Springs)	85
92201 (Indio)	51
92262 (Palm Springs)	49
92234 (Cathedral City)	46
92236 (Coachella)	44
92264 (Palm Springs)	23
92274 (Thermal)	20



24. Which of the following best describes you? (Select all that apply.)

Both the 2019 and 2025 surveys revealed approximately half of the surveyed riders self-identify as Hispanic/Latino.

Exhibit 3.47 Race

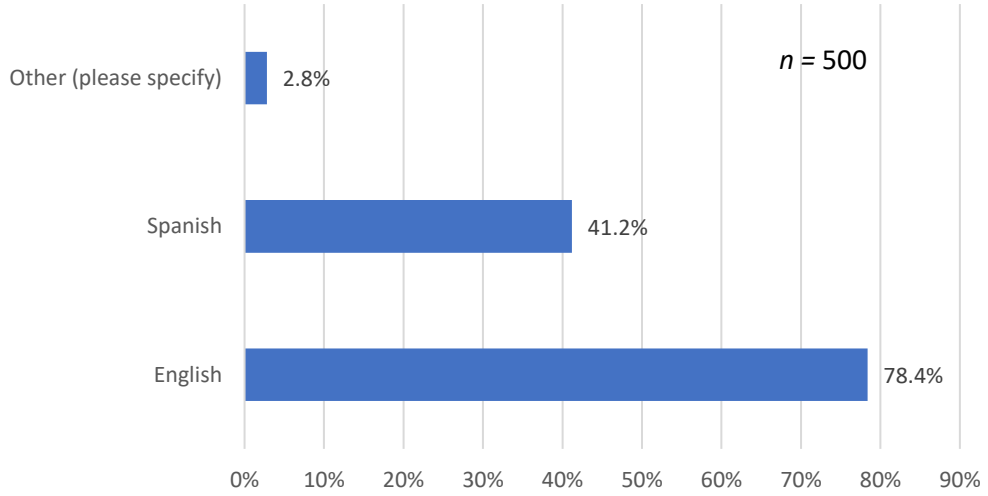


**Total equals more than 100 percent as survey participants were allowed to select more than one response option.*

25. Please indicate which languages are spoken in your home. (Select all that apply.)

In 2025, 41 percent of survey participants indicated they speak Spanish at home, while nearly three-quarters (72.3 percent) indicated speaking English very well or identified as a native English speaker. While English comprehension does not appear to present a barrier to transit use in the Coachella Valley, providing bilingual service materials remains important given the significant presence of Spanish-speaking persons residing in SunLine Transit's primary service area.

Exhibit 3.48 Language spoken at home



**Total equals more than 100 percent as survey participants were allowed to select more than one response option.*

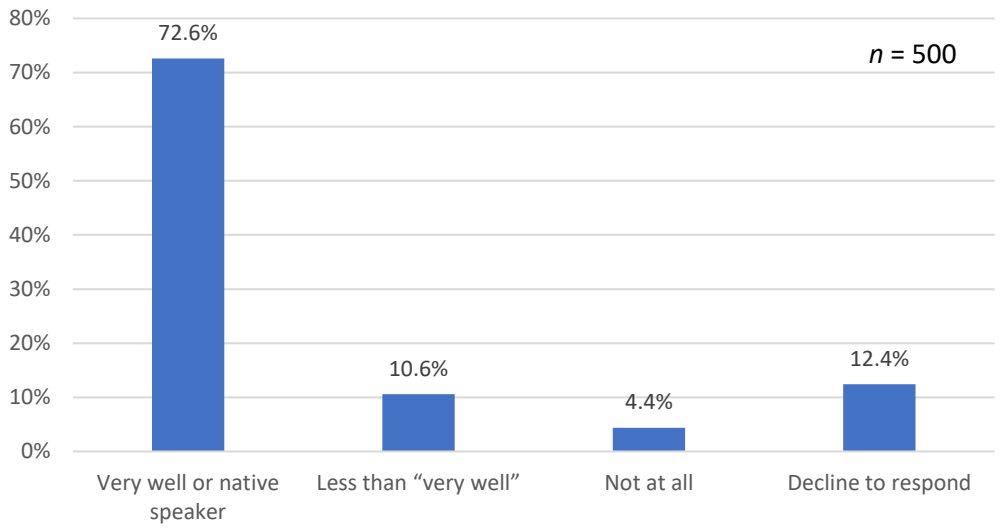
Exhibit 3.49 Language spoken at home: Other

Other	Frequency
Arabic	1
ASL	2
French	3
German	2
Greenlandic	1
Italian	1
Japanese	1
Korean	1
Purepecha dialecto	1

26. How well do you speak English?

Based on the 2023 American Community Survey, the percentage of LEP households in the Coachella Valley was 18.5 percent. The percentage of LEP Spanish language individuals was 21.9 percent of the total population.

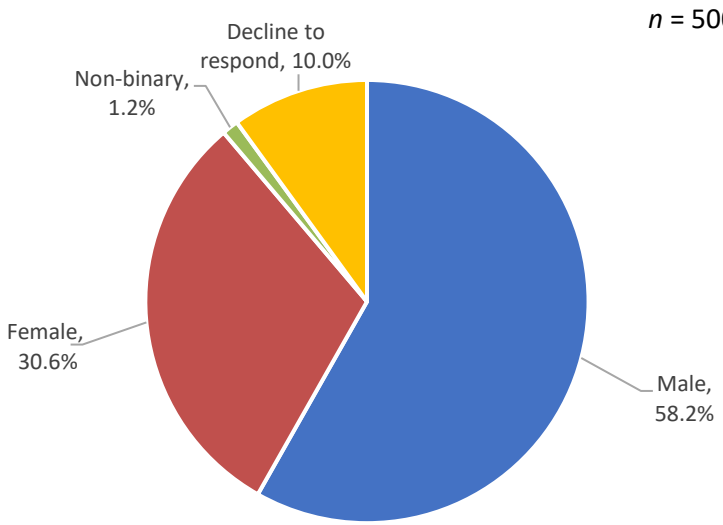
Exhibit 3.50 English proficiency



27. What gender do you identify as?

According to the 2023 American Community Survey, male and female each comprised 50 percent of the population in the Coachella CCD.

Exhibit 3.51 Gender

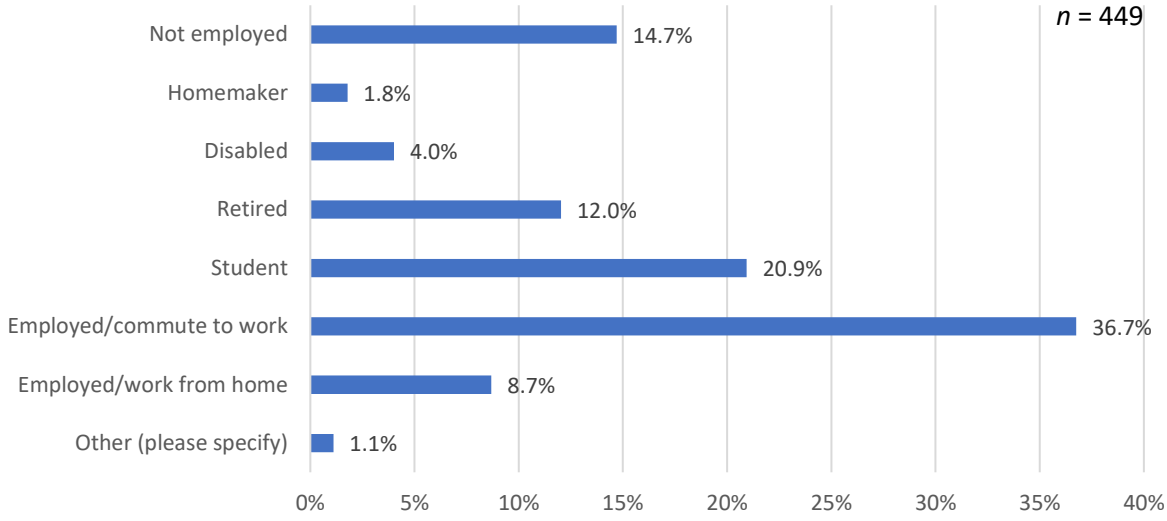


28. Which of the following best describes you?

According to the 2023 ACS, the number of work-age adults (16 years and older) residing in the Coachella Valley CCD was 151,00. At the time of the survey, the unemployment rate was estimated to be 4.3 percent.

In 2019, 51 percent of the surveyed riders indicated being employed full-time while an additional 27 percent cited part time-employment. By contrast, the 2025 survey did not differentiate between full-time and part-time employment. This year's survey revealed an overall employment rate of 45 percent, while an additional 21 percent identified as students.

Exhibit 3.52 Employment status



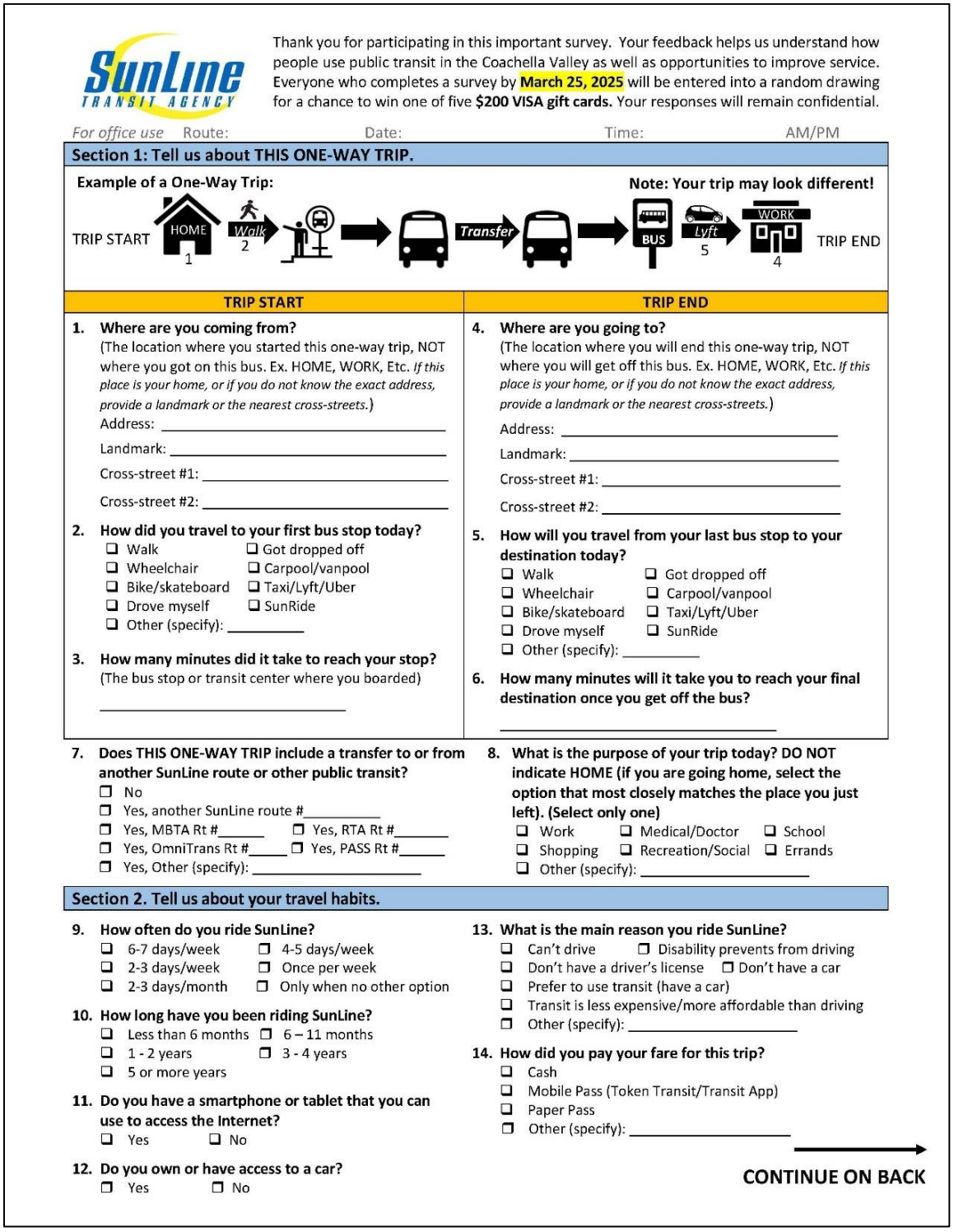
In addition to providing answers to the formal survey questions, some of the surveyed riders provided additional comments. Presented below is a summary of those comments.

Exhibit 3.53 Comments

Comments
The last bus in Mecca is 6 pm. I would work more hours if later route.
Please omit the sound from the bus blinkers. Other big cities are able to do this. Ban cell phone sounds. Meaning headphones/earbuds must be on/low enough so others don't hear it. These are due to neurologic disabilities that worsen each time I ride the bus.
Excellent bus driver.
Homeless people make it difficult to arrive on time.
Drivers brake too hard most of them.
Maintenance needed on the bus stops (cleaning and lighting).
Sometimes people on the bus can get rowdy.
I also ride the Sundail, but I get on SunBus every day and you're the best. Thank you so much.
1 WV: I wish you can start and end at Via Escuela instead of Dennys.
Indio needs more buses.
Transit App is not accurate.

Appendix

Exhibit A.1 English survey Instrument (front)



SunLine TRANSIT AGENCY

Thank you for participating in this important survey. Your feedback helps us understand how people use public transit in the Coachella Valley as well as opportunities to improve service. Everyone who completes a survey by **March 25, 2025** will be entered into a random drawing for a chance to win one of five **$200 VISA gift cards.** Your responses will remain confidential.

For office use Route: Date: Time: AM/PM

Section 1: Tell us about THIS ONE-WAY TRIP.

Example of a One-Way Trip: **Note: Your trip may look different!**

TRIP START HOME 1 Walk 2 Transfer BUS Lyft 5 WORK 4 TRIP END

TRIP START

1. Where are you coming from?
(The location where you started this one-way trip, NOT where you got on this bus. Ex. HOME, WORK, Etc. *If this place is your home, or if you do not know the exact address, provide a landmark or the nearest cross-streets.*)
Address: _____
Landmark: _____
Cross-street #1: _____
Cross-street #2: _____

2. How did you travel to your first bus stop today?
❑ Walk ❑ Got dropped off
❑ Wheelchair ❑ Carpool/vanpool
❑ Bike/skateboard ❑ Taxi/Lyft/Uber
❑ Drove myself ❑ SunRide
❑ Other (specify): _____

3. How many minutes did it take to reach your stop?
(The bus stop or transit center where you boarded)
_____

TRIP END

4. Where are you going to?
(The location where you will end this one-way trip, NOT where you will get off this bus. Ex. HOME, WORK, Etc. *If this place is your home, or if you do not know the exact address, provide a landmark or the nearest cross-streets.*)
Address: _____
Landmark: _____
Cross-street #1: _____
Cross-street #2: _____

5. How will you travel from your last bus stop to your destination today?
❑ Walk ❑ Got dropped off
❑ Wheelchair ❑ Carpool/vanpool
❑ Bike/skateboard ❑ Taxi/Lyft/Uber
❑ Drove myself ❑ SunRide
❑ Other (specify): _____

6. How many minutes will it take you to reach your final destination once you get off the bus?
_____

7. Does THIS ONE-WAY TRIP include a transfer to or from another SunLine route or other public transit?
❒ No
❒ Yes, another SunLine route #_____
❒ Yes, MBTA Rt #_____ ❒ Yes, RTA Rt #_____
❒ Yes, OmniTrans Rt #_____ ❒ Yes, PASS Rt #_____
❒ Yes, Other (specify): _____

8. What is the purpose of your trip today? DO NOT indicate HOME (if you are going home, select the option that most closely matches the place you just left). (Select only one)
❑ Work ❑ Medical/Doctor ❑ School
❑ Shopping ❑ Recreation/Social ❑ Errands
❑ Other (specify): _____

Section 2. Tell us about your travel habits.

9. How often do you ride SunLine?
❑ 6-7 days/week ❒ 4-5 days/week
❑ 2-3 days/week ❒ Once per week
❑ 2-3 days/month ❒ Only when no other option

10. How long have you been riding SunLine?
❑ Less than 6 months ❒ 6 – 11 months
❑ 1 - 2 years ❒ 3 - 4 years
❑ 5 or more years

11. Do you have a smartphone or tablet that you can use to access the Internet?
❑ Yes ❑ No

12. Do you own or have access to a car?
❒ Yes ❒ No

13. What is the main reason you ride SunLine?
❑ Can't drive ❒ Disability prevents from driving
❑ Don't have a driver's license ❒ Don't have a car
❑ Prefer to use transit (have a car)
❑ Transit is less expensive/more affordable than driving
❒ Other (specify): _____

14. How did you pay your fare for this trip?
❑ Cash
❑ Mobile Pass (Token Transit/Transit App)
❑ Paper Pass
❒ Other (specify): _____

CONTINUE ON BACK

Exhibit A.2 English survey Instrument (back)

Section 3. Tell us what you think about SunLine.

15. Are you aware of SunLine's zero emission fuel efforts?
❑ Yes ❑ No

16. Which of the following is your preferred service improvement? (Select only one)
❑ More frequent service (How frequent? _____)
❑ Later operating hours (Until when? _____)
❑ Earlier operating hours (Starting when? _____)
❑ Different destinations (To where? _____)
❑ Improved on-time performance
❑ Nothing
❑ Other (specify): _____

17. Where do you typically get bus service information? (schedules, fares, route destinations, etc.)
❑ SunLine Rider's Guide
❑ Mobile App; MyStop (Sunline)/Transit App
❑ SunLine website
❑ Call SunLine
❑ At bus stop/onboard
❑ Google Transit/Maps
❑ Pass Outlet
❑ Other (specify): _____

18. Do you feel safe at SunLine bus stops and while onboard the buses?
❑ Yes ❑ No
If no, specify why: _____

19. Please rate the following SunLine attributes:

	Excellent	Good	Neutral	Fair	Poor
How often buses run	❑	❑	❑	❑	❑
Hours the bus runs on weekdays	❑	❑	❑	❑	❑
Hours the bus runs on weekends	❑	❑	❑	❑	❑
Time it takes to make a trip	❑	❑	❑	❑	❑
Convenience of routes/schedules	❑	❑	❑	❑	❑
Availability of benches, shelters, and lighting at bus stops	❑	❑	❑	❑	❑
Courtesy/knowledge of bus drivers	❑	❑	❑	❑	❑
Cost of fare	❑	❑	❑	❑	❑
Safety while waiting/riding the bus	❑	❑	❑	❑	❑
Cleanliness of bus	❑	❑	❑	❑	❑
Bus Reliability (On-time)	❑	❑	❑	❑	❑
Proximity of bus stop to home/destination	❑	❑	❑	❑	❑
Customer service staff	❑	❑	❑	❑	❑
Availability of route/service information	❑	❑	❑	❑	❑
Overall impression/satisfaction of SunLine	❑	❑	❑	❑	❑

Section 4. Tell us about yourself.

20. Which of the following groups includes your age?
❒ 18 or under ❒ 19 to 24 ❒ 25 to 44
❒ 45 to 64 ❒ 65 or older ❒ Decline to respond

21. How many people live in your household (including you)?
❒ 1 ❒ 2 ❒ 3 ❒ 4
❒ 5 ❒ 6 ❒ 7 or more

22. What is your approximate annual household income?
❑ Under $15,000 ❑ $50,000-$74,999
❑ $15,000-$24,999 ❑ $75,000-$99,999
❑ $25,000-$34,999 ❑ $100,000-$149,999
❑ $35,000-$49,999 ❑ $150,000 or more
❑ Decline to respond

23. What is your home zip code? _____

24. Which of the follow best describes you? (Select all that apply)
❒ African American/Black ❒ Asian/Pacific Islander
❒ Native American/American Indian/Alaska Native
❒ Hispanic/Latino ❒ Multiracial
❒ White/Caucasian ❒ Decline to respond
❒ Other (specify): _____

25. Please indicate which languages are spoken in your home (Select all that apply):
❒ English ❒ Spanish
❒ Other (specify): _____

26. How well do you speak English?
❒ Very well or native speaker ❒ Less than "very well"
❒ Not at all ❒ Decline to respond

27. What gender do you identify as?
❒ Male ❒ Female ❒ Non-binary
❒ Decline to respond

28. Which of the following best describes you?
❑ Employed/work from home
❑ Employed/commute to work
❑ Student ❑ Retired
❑ Homemaker ❑ Not employed
❑ Other (specify): _____

Thank you for your participation! Provide your contact info to be entered into a random drawing for the chance to win one of five $200 VISA gift cards.
Name: _____
Phone _____

Exhibit A.3 Spanish survey Instrument (front)

Gracias por participar en esta importante encuesta. Sus comentarios nos ayudan a entender cómo la gente utiliza el transporte público en Coachella Valley, así como las oportunidades para mejorar el servicio. Todas las personas que completen la encuesta antes del **25 de marzo de 2025** participarán en un sorteo al azar para ganar una de las cinco **tarjetas de regalo de VISA de $200.** Sus respuestas serán confidenciales.

Para uso interno Ruta: Fecha: Hora: a. m./p. m.

Sección 1: Cuéntenos sobre ESTE VIAJE DE IDA.

Ejemplo de un viaje de ida: **Nota: ¡Su viaje puede verse diferente!**



COMIENZO DEL VIAJE

1. ¿Desde dónde viene?
(El lugar donde comenzó este viaje de ida, NO el lugar donde se tomó este autobús. Por ejemplo, CASA, TRABAJO, etc. *Si este lugar es su casa, o si no sabe la dirección exacta, indique un punto de referencia o la intersección más cercana.*)
Dirección: _____
Punto de referencia: _____
Intersección 1: _____
Intersección 2: _____

2. ¿Cómo viajó hasta su primera parada de autobús hoy?
- ❑ A pie
- ❑ Silla de ruedas
- ❑ Bicicleta/patineta
- ❑ Conduje yo
- ❑ Me llevaron
- ❑ Vehículo compartido
- ❑ Taxi/Lyft/Uber
- ❑ SunRide
- ❑ Otro (especifique): _____

3. ¿Cuántos minutos le llevó llegar a la parada?
(La parada de autobús o el centro de tránsito donde abordó)
_____

FIN DEL VIAJE

4. ¿Hacia dónde se dirige?
(El lugar donde terminará este viaje de ida, NO el lugar donde se bajará de este autobús. Por ejemplo, CASA, TRABAJO, etc. *Si este lugar es su casa, o si no sabe la dirección exacta, indique un punto de referencia o la intersección más cercana.*)
Dirección: _____
Punto de referencia: _____
Intersección 1: _____
Intersección 2: _____

5. ¿Cómo viajará desde su última parada de autobús hasta su destino hoy?
- ❑ A pie
- ❑ Silla de ruedas
- ❑ Bicicleta/patineta
- ❑ Conduciré yo
- ❑ Me llevarán
- ❑ Vehículo compartido
- ❑ Taxi/Lyft/Uber
- ❑ SunRide
- ❑ Otro (especifique): _____

6. ¿Cuántos minutos le llevará llegar a su destino final una vez que se baje del autobús?
_____

7. ¿Este VIAJE DE IDA incluye un trasbordo hacia o desde otra ruta de SunLine u otro transporte público?
- ❒ No
- ❒ Sí, la ruta SunLine nro. _____
- ❒ Sí, la ruta de MBTA nro. _____
- ❒ Sí, la ruta de RTA nro. _____
- ❒ Sí, la ruta de OmniTrans nro. _____
- ❒ Sí, la ruta de PASS nro. _____
- ❒ Sí, otro (especifique): _____

8. ¿Cuál es el motivo de su viaje de hoy? NO escriba CASA (si se dirige a su casa, seleccione la opción que más se acerque al lugar del cual se acaba de ir). (Marque solo una opción)
- ❑ Trabajo
- ❑ Médico
- ❑ Escuela
- ❑ Compras
- ❑ Recreación/social
- ❑ Trámites
- ❑ Otro (especifique): _____

Sección 2. Cuéntenos sobre sus hábitos de viaje.

9. ¿Con qué frecuencia viaja en SunLine?
- ❑ 6-7 días/semana
- ❑ 4-5 días/semana
- ❑ 2-3 días/semana
- ❒ Una vez por semana
- ❑ 2-3 días/mes
- ❒ Solo cuando no hay otra opción

10. ¿Desde hace cuánto viaje en SunLine?
- ❑ Menos de 6 meses
- ❒ 6-11 meses
- ❑ 1-2 años
- ❒ 3-4 años
- ❑ 5 años o más

11. ¿Tiene un teléfono inteligente o una tableta que pueda usar para acceder a internet?
- ❑ Sí
- ❑ No

12. ¿Tiene auto o acceso a uno?
- ❒ Sí
- ❒ No

13. ¿Cuál es la razón principal por la que viaja en SunLine?
- ❑ No sé conducir
- ❑ Una discapacidad me impide conducir
- ❑ No tengo una licencia de conducir
- ❑ No tengo auto
- ❑ Prefiero usar el transporte público (tengo auto)
- ❑ El transporte público es menos caro/más barato que conducir
- ❑ Otro (especifique): _____

14. ¿Cómo pagó la tarifa de este viaje?
- ❑ Efectivo
- ❑ Pase móvil (Token Transit/aplicación Transit)
- ❑ Pase en papel
- ❑ Otro (especifique): _____

SIGUE EN LA PARTE DE ATRÁS

Exhibit A.4 Spanish survey Instrument (back)

Sección 3. Cuéntenos qué piensa de SunLine.

15. ¿Conoce los esfuerzos de SunLine por reducir a cero las emisiones de combustible?
❑ Sí ❑ No

16. ¿Cuál de las siguientes mejoras del servicio prefiere? (Marque solo una opción)
❑ Servicio más frecuente (¿con qué frecuencia? _____)
❑ Que funcione hasta más tarde (¿hasta qué hora? _____)
❑ Que empiece a funcionar más temprano (¿a qué hora? _____)
❑ Destinos diferentes (¿A dónde? _____)
❑ Mejora de la puntualidad
❑ Nada
❑ Otro (especifique): _____

17. En general, ¿de dónde obtiene información de los servicios del autobús? (Horarios, tarifas, destinos de las rutas, etc.)
❑ Guía de SunLine
❑ Aplicación móvil; myStop (SunLine)/aplicación Transit
❑ Sitio web de SunLine
❑ Llamada telefónica a SunLine
❑ En la parada de autobús/a bordo
❑ Google Transit/Maps
❑ Puntos de venta de pases
❑ Otro (especifique): _____

18. ¿Se siente seguro en las paradas de autobús de SunLine y mientras está a bordo de los autobuses?
❑ Sí ❑ No
Si la respuesta es no, indique por qué: _____

19. Califique los siguientes atributos de SunLine:

	Excelente	Bueno	Neutro	Regular	Malo
Frecuencia con la que andan los autobuses	❑	❑	❑	❑	❑
Horarios en los que andan los autobuses en días de semana	❑	❑	❑	❑	❑
Horarios en los que andan los autobuses en fines de semana	❑	❑	❑	❑	❑
Tiempo que lleva hacer un viaje	❑	❑	❑	❑	❑
Conveniencia de las rutas/horarios	❑	❑	❑	❑	❑
Disponibilidad de bancos, casetas y luces en las paradas de autobús	❑	❑	❑	❑	❑
Cortesía/conocimiento de los conductores	❑	❑	❑	❑	❑
Costo de la tarifa	❑	❑	❑	❑	❑
Seguridad durante la espera/viaje en el autobús	❑	❑	❑	❑	❑
Limpieza del autobús	❑	❑	❑	❑	❑
Fiabilidad del autobús (puntualidad)	❑	❑	❑	❑	❑
Proximidad de la parada del autobús a casa/destino	❑	❑	❑	❑	❑
Personal de atención al cliente	❑	❑	❑	❑	❑
Disponibilidad de información de rutas/servicios	❑	❑	❑	❑	❑
Impresión/satisfacción general con SunLine	❑	❑	❑	❑	❑

Sección 4. Cuéntenos sobre usted.

20. ¿Cuál de los siguientes grupos incluye su edad?
❒ 18 o menos ❒ 19 a 24 ❒ 25 a 44
❒ 45 a 64 ❒ 65 o más ❒ Prefiero no responder

21. ¿Cuántas personas viven en su hogar (incluido usted)?
❒ 1 ❒ 2 ❒ 3 ❒ 4
❒ 5 ❒ 6 ❒ 7 o más

22. ¿Cuáles son los ingresos anuales aproximados del hogar?
❑ Menos de $15,000 ❑ $50,000-$74,999
❑ $15,000-$24,999 ❑ $75,000-$99,999
❑ $25,000-$34,999 ❑ $100,000-$149,999
❑ $35,000-$49,999 ❑ $150,000 o más
❑ Prefiero no responder

23. ¿Cuál es su código postal? _____

24. ¿Cuál de las siguientes opciones lo describe mejor? (Marque todas las que correspondan)
❒ Afroamericano/negro
❒ Asiático/nativo de las Islas del Pacífico
❒ Nativo americano/indígena americano/nativo de Alaska
❒ Hispano/latino
❒ Blanco/caucásico
❒ Multiracial
❒ Prefiero no responder
❒ Otro (especifique): _____

25. Indique qué idiomas hablan en su hogar (marque todos los que correspondan):
❒ Inglés ❒ Español
❒ Otro (especifique): _____

26. ¿Qué tan bien habla inglés?
❒ Muy bien o nativo ❒ Menos que "muy bien"
❒ No hablo ❒ Prefiero no responder

27. ¿Con qué género se identifica?
❒ Masculino ❒ Femenino ❒ No binario
❒ Prefiero no responder

28. ¿Cuál de las siguientes opciones lo describe mejor?
❑ Empleado/trabajo desde casa
❑ Empleado/viajo al trabajo
❑ Estudiante ❑ Jubilado
❑ Amo(a) de casa ❑ Desempleado
❑ Otro (especifique): _____

¡Gracias por su participación! Indique su información de contacto para participar en un sorteo al azar para ganar una de las cinco tarjetas de regalo de VISA de $200.
Nombre:
_____
Teléfono:
_____

Exhibit A.5 Bilingual Onboard Notice





Exhibit A.6 Social Media





Exhibit A.7 Sampling Plan

Route	Target	Totals
1EV	95	105
1WV	71	77
2	116	141
3	14	21
4	36	47
5	4	12
6	7	15
7	15	18
8	30	40
9	9	16
10	6	8
Total	**403**	**500**

Appendix H: Title VI Policies

Back to Top

The following pages outline the formal adoption of SunLine Transit Agency's core Title VI policies by the Board of Directors. These include the agency's policies governing service standards, major service and fare changes, and the methodologies used to assess disparate impact and disproportionate burden.

MINUTES
SunLine Transit Agency
Board of Directors Meeting
July 31, 2013

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:00pm on Wednesday, July 31, 2013 in the Kelly Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

1. Call to Order

The meeting of the SunLine Transit Agency Board was called to order at 12:00 p.m. by Chairman Glenn Miller.

2. Flag Salute

Councilmember Paul Lewin led all in a salute to our flag.

3. Roll Call

Completed.

Members Present

Glenn Miller, Chairman, Councilmember, City of Indio
Kathy DeRosa, Mayor, City of Cathedral City
Yvonne Parks, Mayor, City of Desert Hot Springs
Paul Lewin, Councilmember, City of Palm Springs
G. Dana Hobart, Councilmember, City of Rancho Mirage
Robert Spiegel, Councilmember, City of Palm Desert
Douglas Hanson, Councilmember, City of Indian Wells
Don Adolph, Mayor, City of La Quinta
Eduardo Garcia, Mayor, City of Coachella
John J. Benoit, Supervisor, County of Riverside

Members Absent

None.

Guests:

Linda Hurly, MGO Accountants
Barrett Newkirk, The Desert Sun
Mohammad Farooq, Desert City Cab
Mark Triplett, Desert City Cab
Harry Incs, American Cab
Greg Klibanov, American Cab
Michal Brock, Yellow Cab
Bill Meyer, Yellow Cab
Anna May Moss, Public
Joanne Helms, Public
Shirley Bales, Public
Josue Pineda, Public
Joran Pineda, Public

Back to Top

Larry Villalobos, Public
Perfecto Henriquez, Public

Staff:
Roger Snoble, Interim General Manager
Jeffrey Goldfarb, Legal Counsel
Carolyn Rude, Special Asst. to the G.M./Clerk of the Board
Rudy LeFlore, G.M.'s Management Staff Analyst
Tommy Edwards, Contracting Officer Technical Representative
Polo Del Toro, Director of Operations
CJ Smith, Interim Director of Finance
Don Bradburn, Director of HR
Mike Morrow, Director of Maintenance
Mike Jones, Taxi Cab Administrator
Joe Forgiarini, Director of Planning
Stephanie Buriel, Senior Administrative Assistant
Harman Singh, Assistant Taxicab Administrator II
Kosmos Argiropoulos, Motor Coach Operator
Anthony Garcia, Motor Coach Operator
Esterio Gonzales, Motor Coach Operator
Rick Barone, Procurement Officer
David Manriquez, Facilities Maintenance Assistant
Fran DePalo, Administrative Assistant
Armando Ozuna, Supervisor/Dispatcher
Joseph Friend, Senior IT & Systems Analyst
Vanessa Mora, Desktop Support Technician
Karen Thomas, Senior Administrative Assistant
Manny Garcia, Senior Operations Supervisor

4. Presentations
None.

5. Finalization of Agenda

6. Correspondence
None.

7. Public Comments
NON AGENDA ITEMS:
Anthony Garcia, SunLine employee stated the following: "I am an operator here at SunLine Transit. I have come to the Board to ask…July 4th, we lost Michael Cohen, a bus operator at SunLine Transit Agency. He passed away at his home. Michael provided 32 years of dedicated and hard-working service to SunLine and was a pioneer at the Agency. He was beloved by his co-workers and the community, and anyone who had the pleasure of meeting him. SunLine Transit Agency bus operators are requesting your consideration in naming the upcoming Park and Ride shelter in his memory. As employees, it would give us great comfort and peace to see a man that gave so much to SunLine Transit Agency and honor in his way. We would also like

you to consider creating a memorial wall to honor past employees who have passed away. Thank you for your understanding and consideration. I am Anthony Garcia speaking on behalf of SunLine operators."

Kosmos Argiropoulos, SunLine employee, stated the following: "I am a driver also representing the drivers. It is similar to the Mike Cohen situation with the past drivers passing away, to the current drivers who are here at SunLine. I would like to ask if you could consider us, as RTA does, the drivers that have five years get a hatch mark on their uniform. I don't have that many years here. I am not looking at this for myself, just for all the drivers. It is a respect thing. They possibly might be able to use that in a positive manner to the younger drivers and to honor those drivers. The younger drivers can look forward to working here and representing the company and this Valley."

8. Board Member Comments

Councilmember Bob Spiegel stated the following: "I would like to see something done about the comments that were made. I would like to see it on our agenda about the mark and the naming so we can vote on it."

Supervisor John Benoit stated the following: "Mr. Chairman, if it is appropriate, I would move that we adjourn today in memory of Michael Cohen in his honor." Chairman Miller stated that yes, that will happen.

Mayor Parks stated the following: "I knew Michael very well. His wife, Suzette, was my nail lady for several years. They live in Desert Hot Springs; wonderful residents of Desert Hot Springs. It is a great loss not only to SunLine, but to the community."

9. Approval of Minutes

Councilmember Doug Hanson moved to approve the minutes of the June 26, 2013 Board meeting with correction to change title of Mayor Don Adolph from "Mayor Pro Tem, to Mayor". The motion was seconded by Supervisor Benoit and approved by a unanimous vote with the abstention of the City of Palm Springs and Cathedral City.

10. Approval of Executive Committee and Finance Committee Bylaws

SunLine Legal Counsel, Jeff Goldfarb, addressed the Board stating the following: "We are coming back to you with this item. There are three things that we are requesting the Board do. One of them is to adopt the Resolution establishing and/or ratifying the Finance and Executive Committees. The second is to determine whether the Board would like to ratify the existence of the Marketing and Personnel Loss Review Committee. My understanding is this committee has not actually met in quite a long period of time. And as well, the Board has established the Litigation Committee which will, we believe, adequately perform the functions of the Personnel Loss Review Committee. Marketing may be a separate matter, but I don't know that there is anything for the Marketing Committee to do just by virtue of the fact that it has not met in a long time." Mayor Parks stated: "I have been on the Committee for five years and never met." Mr. Goldfarb continued: "Given that, it seems that the Board might not particularly miss the Personnel Loss Review and Marketing Committee. And the last, is to adopt the bylaws that have been provided for your consideration, which are

attached to the Resolution." Councilmember Hanson asked the following: "We have previously seen these documents earlier. Are these the same that we reviewed earlier, except the blue changes and did you (Mr. Goldfarb) make those changes?" Mr. Goldfarb stated: "Yes. They are substantially the same. I say substantially because of the blue changes, which are the only changes made by me." Mayor Adolph moved for approval of the Executive Committee and the Finance Committee bylaws. Supervisor Benoit seconded the motion and was approved unanimously.

11. Appointment of Committees

Chairman Miller stated the following: "We have gone back and forth on this. The way it is set up, I had Carolyn talk to each one of you and send out an e-mail to see which one of the committees that you would like to be a part of for the Finance Committee and the Taxi Committee. She basically put down committees that you wished to be on, and the other committees were left open. But the way we discussed it, and forgive me if I am wrong Mr. Goldfarb and correct me, are that we were going to make nominations to each committee, including the Finance and Taxi Committee; but this is a recommendation based on what people had asked to be put on. So how would you like to handle this? Do we go individually one by one?"

Councilmember Hobart stated: "Why can't we nominate in mass, all those who want to be on a particular committee? Just consider them all nominated."

Councilmember Hanson stated the following: "If I may, and I am not sure, Carolyn, what happened from the time you sent it out, I had previously served on the Executive Committee; you asked if I wanted to remain and I said yes; however, in this final listing, you don't have me listed." Ms. Rude, Clerk of the Board stated: "As I understood, and correct me if I am wrong, regarding the bylaws of the Executive Committee, those were going to be appointed rather than a Board member stating the desire of being on the Committee. That is for the Executive Committee and the Litigation Committee." Councilmember Hanson stated: "None of the Committees can be appointed, Carolyn, everyone has to be voted on." Ms. Rude further stated: "For the Executive Committee, there was a lot of questions that were left unanswered – whether we were even going to have an Executive Committee. The Board discussed that at the last Board meeting." Councilmember Hanson stated: "We just voted to have the Executive Committee." Ms. Rude stated: 'But the Board had not voted as of the last meeting, and when the agenda went out. We kind of left those open. What I did was those that were not filled…." Councilmember Hanson stated: "It's okay."

Councilmember Hobart stated: "Should we make a determination whether we even want an Executive Committee? "Councilmember Hanson stated: "We just voted to have the bylaws. Let's think about that for a second because you are going to have an Executive Committee, which will be a standing committee, which will be a noticed committee and it is five members on that committee, it might not be necessary to have an Executive Committee. If there is an issue that comes up, you simply call a special meeting of the Board. You are going to have six members – is it necessary to even have an Executive Committee?" Mayor DeRosa stated: "You make a good argument not to. I agree." Councilmember Hobart stated: "If you have five people, why not have a Board meeting." Mayor Parks stated: "I think the Board is the Executive Committee."

Councilmember Hanson further stated: “I think so too. As a standing committee, which has to be noticed, anyone can show up including a Board member who would not have a voice in the process, or a vote. They could certainly show up to hear what is going on. At that point, why have an Executive Committee.” Mayor Adolph asked: “How many have we had? Not many.”

Legal Counsel Goldfarb stated: “Because we voted to approve a Resolution and the Bylaws of an Executive Committee, we need somebody to bring a motion to reconsider the previous action that was taken; once that is approved by a majority vote, then I would suggest that somebody make a recommendation to approve the Resolution that was adopted, but delete the reference to the Executive Committee and the Bylaws.

Councilmember Hobart made a motion to reconsider the previous action that was taken to approve the existence of the Executive Committee and the Executive Committee Bylaws. The motion was seconded by Councilmember Hanson and approved by a unanimous vote.

Councilmember Hobart moved to eliminate the concept of an Executive Committee, and approve the Resolution adopting the existence of the Finance Committee and the Finance Committee Bylaws. The motion was seconded by Mayor Parks and approved unanimously.

Chairman Miller asked for a nomination of the Finance Committee, Litigation Committee and the Marketing Committee.

Councilmember Hobart stated the following: “Why don’t we go through the process. On the Marketing Committee, I heard someone say that the Marketing Committee was not necessary.” Councilmember Hanson stated: “We never had a Marketing Committee, legally, so therefore you can’t legally eliminate something we didn’t legally have.” Chairman Miller stated: “So we have no Marketing Committee.” Councilmember Spiegel stated: “We made a lot of money for ads. Right now, it is down to zero. I would suggest a Marketing Committee for input.” Chairman Miller stated: “Would we leave that up to staff?”

Mayor Garcia stated: “I sat on the non-compliant Marketing Committee that actually came up with a strategy to try to beef up our advertisement resources. That was right before the down turn of the economy of course. We also worked on the actual marketing and rebranding of the Agency – the wraps you see on the buses. That was some of the work that we did. So there is some value to the Marketing Committee. It is just a matter of what the focus will be.” Councilmember Hobart stated: “Would the idea of a Marketing Committee add substance if we put $15,000 for an advertising agency to make recommendations to us on the subject?” Councilmember Garcia stated that at one time it was set up that way.

Mr. Snoble stated the following: “We have been looking, particularly because we are adding a lot of new bus shelters and many of them have the big signs for advertising. We need to take the coating off of those because otherwise it will affect the quality of

the sign. Initially, we are just going to put in SunLine advertising and public information for SunLine. Because we are getting a lot of inquiries about advertising because the economy is coming back and because we have great locations and great value, we are starting the process to explore putting advertising back on our shelters. The way that we are looking at it right now, is that we would handle it totally – staff. We have done it every single way we could do it from big advertising companies to staff doing it. I think we could do the direct billing. Our staff could do that until we get to a point where we could bring somebody in on a commission basis to actually sell the advertising. But we would still control it. The cities that allow advertising, there is already a deal; they get so much for sign for the advertising, but we think there could be a fairly big capacity for us to utilize the signs and could be upward of $100,000 potential. We have to be able to do it right. If we take responsibility for it, and we do the billing and the collection, that is a lot different than turning it over to an advertising company. You never really know what is going on – how much they are really making. There is two ways to do it; one is on a commission basis and one is a flat rate, both of which are very limiting. We are exploring this and we are hopeful to come back to give you a proposal as how we could do this and what kind of potential there is. One of our biggest markets in the Desert would be Palm Desert. So we might want to go back and revisit the whole issue there to allow advertising. We will be bringing back a budget amendment to you because we are adding a whole bunch of shelters and we don't have anybody to take care of them. We need to take care of them. We can produce the signs. The advertiser would want to do the art work. We would have to approve it to make sure it meets all of our criteria. We can now produce those very inexpensively. Our people can put it in. So we can do this and have a pretty good potential of getting some money."

Mayor Parks stated: "It seems to me that staff has a pretty good handle on this. They don't need us." Councilmember Spiegel stated: "Well they didn't need us five years ago, and they have not done a thing since I have been on the Board."

Mr. Snoble further stated: "From the standpoint of marketing, all of the different kinds of issues we have coming up, there are some, but I would not think that there would be enough to really have a marketing committee. I think that the issues can go through the Finance Committee. We are eventually going to have a marketing plan. The whole Board would approve the marketing plan. The other thing, if we generate this money from advertising, I think we should use that money to advertise SunLine so that the taxpayers are not paying for that. We could do a lot more marketing for SunLine."

Councilmember Lewin stated the following: "I think it is a smart thing to leave it with staff. I think the Board should get involved if you were going to consider a rebranding effort or something like that. In the meantime, I would set goals for staff to hit in terms of sales. Chairman Miller stated: "Are you comfortable in letting staff handle internally without bringing a marketing committee together?" Mr. Snoble stated: "I would suggest that we use the Finance Committee for that, as well as the whole Board. We would not do anything major."

No marketing committee was created.

Chairman Miller stated the following: "The Litigation Committee – any questions or concerns about the Litigation Committee?"

Councilmember Hobart asked about the Personnel Loss Review Committee. Councilmember Hanson stated" 'Why can't you just rename the Personnel Loss Review Committee, the Litigation Committee; you already have members on that Committee." Mayor Garcia stated: "I would like to decline being on the Litigation Committee and recommend that Councilmember Hanson join the Litigation Committee. Councilmember Hanson asked that Mr. Goldfarb come back to the Board with bylaws for the Bylaws, Policies and Procedures Committee.

The committees are as follows:

Finance Committee: Mayor Yvonne Parks, Desert Hot Springs; Councilmember Rick Hutcheson, Palm Springs, Councilmember Doug Hanson, Indian Wells; Mayor Don Adolph, La Quinta; Mayor Eduardo Garcia, Coachella.

Litigation Committee: Chairman Glenn Miller, Indio; Councilmember Rick Hutcheson, Palm Springs; Councilmember Dana Hobart, Rancho Mirage; Councilmember Doug Hanson, Indian Wells and Mayor Don Adolph, La Quinta.

Bylaws, Policy and Procedures Committee: Chairman Glenn Miller, Indio; Councilmember Rick Hutcheson, Palm Springs; Councilmember Dana Hobart, Rancho Mirage; Mayor Don Adolph, La Quinta and Mayor Eduardo Garcia, Coachella.

Councilmember Lewin moved for approval of Committees as stated above. Mayor DeRosa seconded the motion and was approved unanimously.

12. <u>Public Comments on the Title VI Update and Board Approval</u>

Director of Transit Planning, Joe Forgiarini, addressed the Board. He stated: "This item and Agenda item #13, "Approval of Service Standards Policy", is in regards to service standard. I have a presentation that will address both agenda items, and then the Board will vote on each of the items."

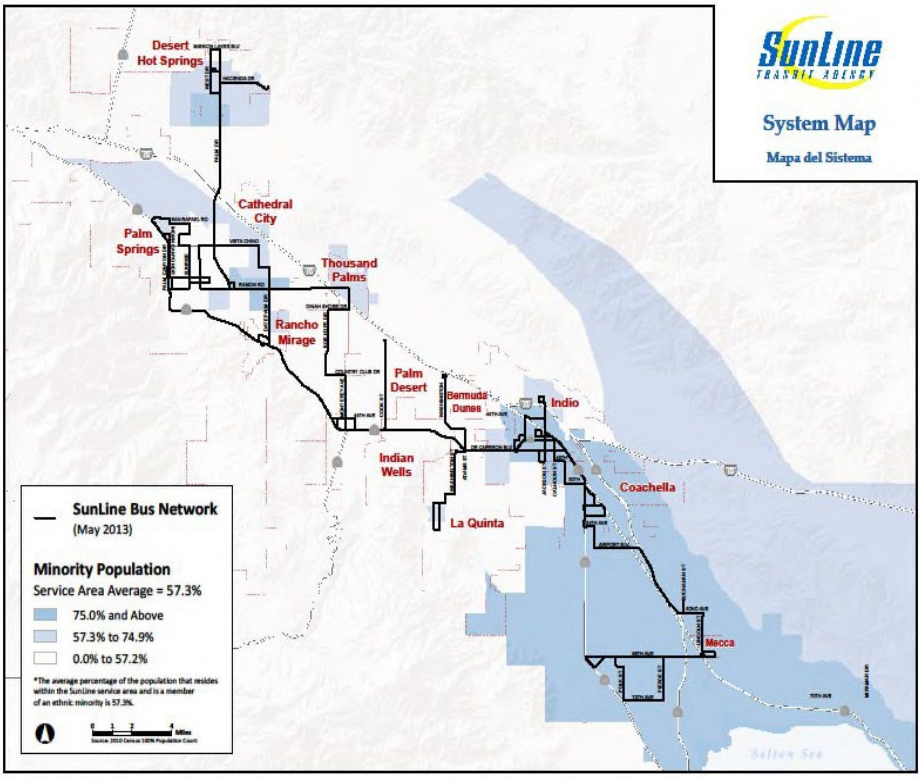
Presentation:

What is Title VI? Title VI of Federal Civil Rights Act (1964) states that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." (42 U.S.C. Section 2000d). SunLine Transit Agency (a recipient of federal funds) must comply with Title VI.

SunLine's Title VI Population:

- 57.3 percent of overall service area population are of minority ethnicity (238,467 people). Most are of Hispanic/Latino or mixed ethnicity, with much smaller numbers of other Title VI ethnicities.
- Above average (57.3%) concentrations of minority populations exist in all or part of:

- Desert Hot Springs (Line 15)
- Palm Springs/Cathedral City
- Indio and Coachella (Lines 80-81, 90)
- Unincorporated areas of Thousand Palms, Thermal, Mecca, and Oasis (Line 91).



Title VI Plan Overview:

- SunLine's Title VI Plan must address:
  - Information Dissemination:
    - Notices (fleet, facilities)
    - Complaint Process
  - Limited English Proficiency (LEP) & Public Participation:
    - How to reach overall Title VI population.
    - How to reach the limited English proficiency (LEP) population.
  - Policy Framework
    - Service Standards
    - Major Service and Fare Changes Policy
    - Disparate Impact Policy
    - Disproportionate Burden Policy

LEP & Public Participation Plans

- These plans include strategies for engaging the overall and LEP communities:
  - Translation of printed/web-site agency information

- Spanish-speaking staff (customer service, public outreach, SunDial reservations, reception, dispatch)
- Meetings held in areas convenient to both the overall and LEP communities
- Building additional communication networks among LEP and other groups

LEP community is located in throughout the same areas as the Title VI communities.

Major Service & Fare Change Policy

- This policy defines any change in fares and an = > 25% change in service as significant, based on:
  - Each service day type (weekday, weekend).
  - = > 25% change in service hours and/or miles, and/or,
  - = > 25% change in route alignment miles, and/or,
  - = > 25% change in span of service hours.
- Any fare change or major service change is subject to a Title VI equity analysis, as well as a public hearing.

Service Design Standards

These outline where and when transit will operate

- Serve continuous open urban density communities
- Serve rural communities of => 3,000 people.
- Serve major colleges, hospitals, retail centers.
- Maintain/increase population within 0.75 miles of transit.
- Provide ADA paratransit service (FTA Guidelines).
- Establish service tiers: key urban, local, rural lines, Commuter Link, each with minimum service levels (frequencies, spans).
- Establish threshold for provision of bus shelters
- Fare policy (FTA half fare for ADA/seniors, etc.)

Service Performance Standards

These establish expected performance for transit services:

- Passengers per Service Hour:
  - > = 20 for key urban routes
  - > = 10 for local community and rural routes
- Passengers per Trip (average minimum > 5)
- Cost recovery/subsidy per passenger:
  - > = 15%, < = $4.00/passenger (key urban)
  - > = 10%, < = $6.00/passenger (local, rural)

Service Quality Standards

These define the expected transit experience, including:

- On-time performance (85% minimum)
- Percentage of trips completed (99% minimum)
- Miles between service interruption (>= 5,000 miles)
- Load standard: No standing passengers off peak, nights. <= 33% above seated load weekday peaks.
- Bus usage: Fair access to newer buses

- Average bus age: No more than 10 years.

New Title VI Policies
Disparate Impact Policy: => 20% greater impact on a minority (Tile VI) community from proposed change compared to impact on overall service area.
Disproportionate Burden Policy: => 20% greater impact on low income (Environmental Justice) community from proposed change compared to impact on overall service area.
These situations require an equity analysis to confirm 1) the rationale for change, and 2) that no alternative exists with less impact on minority and/or low income communities.

Next Steps
SunLine Board is today asked to approve the Title VI Plan Update, including approval of the following policies:

- Service Standards
- Major Service and Fare Changes
- Disparate Impact
- Disproportionate Burden

Title VI Plan Update will then be sent to FTA for review.
Once FTA approved, will be effective November 1, 2013.

Mr. Forgiarini stated that two public meetings were held in Palm Springs and two in Indio. There was small attendance and there were no specific comments.

Chairman Miller asked if anyone would like to speak on the subject of the Title VI. Supervisor Benoit moved to close public comments. Mayor Parks seconded the motion and was approved unanimously.

Supervisor Benoit moved to approve the Title VI Report. Councilmember Spiegel seconded the motion and was approved unanimously.

13. Approval of Service Standards Policy

Mayor DeRosa moved to approve the Service Standards Policy. Councilmember Lewin seconded the motion as was approved unanimously.

14. Approval of BAE Contract

Tommy Edwards, Contracting Officer Technical Representative, addressed the Board. He stated that staff is requesting the Board to delegate authority to the Interim General Manager to execute an agreement with BAE Systems Controls Inc. for an extended warranty for the traction motor, gearbox, and other non-standard parts for the American Fuel Cell Bus in an amount Not-to-Exceed $330,545, subject to approval as to form by SunLine Legal Counsel. SunLine operates the American Fuel Cell Bus. The Integrator for the American Fuel Cell Bus is BAE Systems. The bus uses BAE Systems traction motor and gearbox. The existing bus has a five-year warranty on the propulsion control system, traction motor and gearbox, lithium-ion energy storage system, auxiliary power system, and associated harnesses. This warranty will provide

an additional five years on the traction motor and gearbox as well as support the other nonstandard components for the bus.

Mayor Adolph stated that the Finance Committee recommended moving forward unanimously. Councilmember Bob Spiegel moved for approval. Mayor DeRosa seconded the motion and was approved unanimously.

15. Exercise of Option Year to Goodyear Contract for Tire Leasing & Service

Director of Maintenance, Mike Morrow, addressed the Board. Staff is requesting that the Board authorize Interim General Manager to approve an exercise of option year that extends our current Tire Lease and Tire Service Contract with Goodyear Tire & Rubber Company. Since this work started July 1st and the contractor supported it, staff recommends that the Board ratifies the work from July 1st, 2013 to current date.

Mayor Adolph stated that the Finance Committee agreed with the recommendation. He stated that there was a 2% increase. Mr. Snoble stated that the contract came to our attention late. He stated that we don't like to do things that way; staff is creating a procurement schedule for everything that is in the budget so that the process can begin with enough time for all approvals. That should keep things up to date to prevent asking for ratification.

Supervisor Benoit moved to approve the one-year option. Councilmember Hanson seconded the motion and was approved unanimously.

16. Approve Agreement for Division 1 Year Repaving

Tommy Edwards, Contracting Officer Technical Representative, addressed the Board stating that staff recommends that the Board grant authority to the Interim General Manager to execute an agreement with Cooley Construction for the removal and replacement of the asphalt and concrete parking lot at SunLine Division 1. The engineers cost estimate was about twice as much as what the bids came in at. Mr. Edwards stated that staff was pleasantly surprised. Cooley Construction was the lowest qualified bidder. Total agreement amount is $513,440, plus 10% change order contingency. Contract is subject to approval as to form by SunLine Legal Counsel. The work will be completed in the next few months.

Councilmember Spiegel moved for approval of staff recommendation. Supervisor Benoit seconded the motion and was approved unanimously.

17. Approval of DBE Policy

Rudy LeFlore, G.M.'s Management Staff Analyst, addressed the Board requesting approval for the existing Disadvantaged Business Enterprise (DBE) Policy. SunLine must issue a signed and dated policy statement that expresses SunLine's commitment to its DBE program, state its objectives, and outline responsibilities for its implementation. SunLine must circulate the statement throughout the organization and to the DBE and non-DBE business communities that perform work on SunLine's DOT-assisted contracts. SunLine's existing policy statement was not submitted and approved by the policy setting body of the Agency, its Board of Directors. Therefore, staff is asking that the Board of Directors ratify the policy statement in place and affirm

its support of the program by approving this ratification. SunLine receives Federal financial assistance from the Department of Transportation and as a condition of receiving this assistance. SunLine must have an approved program in place. SunLine uses an FTA template in terms of DBE policy. Staff is looking to expand the program by a holding a local workshop and more outreach for DBE firms in the local area. This is the approval of the policy. The plan is submitted on a three year basis and updated as required by the FTA.

Mr. Snoble stated that the outreach is an effort in conducting workshops for potential customers or businesses that would like to do business with SunLine, but are leery of the bureaucracy. He stated that we can help people understand what the process is and how businesses can be involved with the process. Staff is going to be much more aggressive about going into the community to get new people involved in SunLine.

Mayor Adolph moved for approval of staff recommendation. Councilmember Lewin seconded the motion and was approved unanimously.

18. <u>Appointment of Retirement Committee Members</u>

Director of Human Resources/Marketing Director, Don Bradburn, requested approval of the Board of Directors to appoint, Donald A. Bradburn, Director of Human Resources and Apolonio Del Toro, Director of Operations to the SunLine Retirement Plan Committees for both the SunLine Employees Non-Union Restated Retirement System and the SunLine Transit Restated Retirement Income Plan for Bargaining Personnel. The Agency currently has two vacancies on the Retirement Committees. The appointment of the Director of Human Resources and Apolonio Del Toro Director of Operations fills the vacancies. Once there is a Finance Director and General Manager, staff will come back to the Board to make changes. The committee meets with the Third Party Administrators, as well as the fiduciary to go over finances, performance of the plans and recommend changes to the investments. Chairman Miller asked that staff come back to appoint the new Finance Director and the new General Manager to the committees.

Councilmember Hobart asked if a report comes out of the meetings. Mr. Bradburn stated that there should be minutes of the meetings and an annual review of the investments, which has not taken place yet. Within the next month or two, a meeting will be set up to go over the investment portfolio and performance.

Councilmember Hobart asked that the Board receive either an annual or twice a year report. Councilmember Hanson asked about the oversight by the Board. Is there any obligation or responsibility? Has there been any reporting in the past? Mr. Bradburn stated that the Finance Dept. has reported in the past, but predates his time at SunLine. Councilmember Hobart asked that there be a twice a year policy to bring to the Board a report as an information item. Mayor Garcia stated that the timing with mid-year budget review might be an appropriate time to bring it forth. Mr. Bradburn stated that we have an annual pension audit completed. The plan is administered through Nyhart Epler and U.S. Bank maintains the funds and does the investments.

Councilmember Spiegel asked if we would be better off as part of PERS. He asked if we could become part of PERS. Mr. Snoble advised that staff is looking into that; it is costly. Interim Director of Finance, CJ Smith stated that we have a two year investment policy that goes before the Board that includes a pension plan. Nyhart Epler is administering the plan based off the policy. Councilmember Spiegel asked to investigate PERS.

Councilmember Spiegel moved for approval of staff recommendation. Mayor Adolph seconded the motion and was approved unanimously.

18a. Councilmember Spiegel moved to direct staff to report to the Board twice a year for discussion and/or action on the pension plan and to investigate PERS. Councilmember Hobart seconded the motion and was approved unanimously.

19. Contract Extension Interim General Manager

Rudy LeFlore, G.M.'s Management Staff Analyst, addressed the Board requesting approval of an extension to the Interim General Manager's Contract from the expiration date of September 4, 2013 to the first date of service of a new General Manager or October 31, 2013. Moving forward with recruitment for a new General Manager is proceeding effectively, but this would allow for a smooth transition and to keep momentum on a number of projects.

Councilmember Hanson stated that at the Finance Committee meeting, the Interim General Manager mentioned that he expects amount of time required for September and October to be a less; therefore, his cost will go down for those two months. Chairman Miller stated that Mr. Snoble commended that he feels staff is capable of handling with less intervention and guidance. Chairman Miller stated that is a great sign for our employees.

Councilmember Spiegel moved to approve staff recommendation. The motion was seconded by Councilmember Hobart and approved unanimously.

20. Execution of Option for Legal Services

Rudy LeFlore, G.M.'s Management Staff Analyst, addressed the Board requesting approval of the exercise of the one year option for legal services. He stated that we have engaged with Rutan and Tucker for a year with great success. Mr. LeFlore stated the option year agreement will contain a Not to Exceed amount for administrative purposes. Staff would come back to the Board if the cap is exceeded.

Councilmember Hanson stated that it is important to note that Rutan and Tucker provide services to three parts of the total organization. It is for the taxi services, SunLine services, as well as the fuel. That money covers all the work that Legal Counsel performs for all three entities. Chairman Miller asked Mr. Goldfarb to let the Board know in advance if he sees bills start to escalate. Mr. Goldfarb stated that he anticipates in the future looking forward, that the costs will drop.

Councilmember Spiegel moved to approve staff recommendation. The motion was seconded by Councilmember Hanson and approved unanimously.

21. Consent Calendar

a) Checks over $1,000 for June, 2013
b) Credit card statement for June, 2013
c) Monthly Budget Reports for May, 2013
d) Ridership Report for June, 2013
e) SunDial Operational Notes for June, 2013

Mayor DeRosa moved to receive and file the consent calendar. The motion was seconded by Mayor Parks and approved by a unanimous vote.

22. New Bus Service Request for North Indio and Desert Edge/Sky Valley

Director of Transit Planning, Joe Forgiarini, addressed the Board. He stated the following: "This this item was carried over from the June meeting. It is an opportunity to gain input from the Board on two communities that have been actively campaigning for extension of our service to their area. It is the North Indio area, north of I-10 between Jackson and Jefferson, and the Shadow Hills area. The second area is Desert Edge/Sky Valley area, just east of Desert Hot Springs. Today is not a time to bring options before you, it is a time to obtain further input from you, specifically some sort of confirmation that these are the two areas to research to make sure that we have not excluded any other areas that you would like us to be aware of. I open up to receive any additional input that we have not already received. I anticipate coming back to the Board in September with options for how we might serve these areas and get some form of guidance on the financial ability to absorb. Mayor Adolph stated that the need is there and it is there now. Mr. Forgiarini said the needs are acknowledged but the needs are unique in their nature, particularly structurally. He stated that he will bring back options in September to review and guidance on how to fund them. There will be some challenges.

Chairman Miller stated that it opens up the opportunity for SunDial, which is so desperately needed to many of those residents in that area. They are not able to get down because there is not a bus route in that area within ¾ of a mile.

Item # 24, the report of the Interim General Manager was moved prior to item 23, Closed Session.

24. Interim General Manager's Report

Interim General Manager, Roger Snoble, provided the following report to the Board: "As you are all aware, SunLine was awarded funding by the Federal Transit Administration, through the "Transit Investments for Greenhouse Gas and Energy Reduction III" program, funding for two additional American Fuel Cell buses. These buses are advanced in technology, but modeled after our first American Fuel Cell bus. This project was based on a competitive grant award. El Dorado has delivered the coach without a drive train, to BAE Systems. Last week Tommy Edwards, Project Manager, and Rudy LeFlore traveled to Endicott, New York for an inspection and Program Review and to inspect the bus. They found several issues that needed to be addressed, but reported that the program is on schedule with anticipated delivery by the first quarter of 2014. The cost of travel is included in the capital grant. We have

obtained the grading permit from the County for the new administration building and transit hub. The grading has begun! I have met with the contractor and we are in agreement on their safety program and work schedule. Final construction is anticipated by the summer of 2014. Thanks to our outstanding Maintenance staff, we passed our annual California Highway Patrol vehicle inspection which includes Dial A Ride and Fixed Route vehicles. The inspector informed Mike Morrow, our Director of Maintenance that we have done an excellent job! The inspector is new to us and identified an issue with the fuel gauges. Our staff came up with a fix, programmed the work and every one of our Dial A Ride vehicles are now compliant. Last month SunLine joined with other public transportation systems nationwide to participate in the eighth annual National Dump the Pump Day that took place Thursday, June 20th. This annual event is sponsored by the American Public Transportation Association. The slogan of this year's National Dump the Pump Day was "Dump the Pump, Save Money, Ride Transit." On Wednesday, June 19th, we held a press conference encouraging residents and visitors to get out of their cars and on to the bus. I would like to thank Board members Bob Spiegel and Eduardo Garcia for their participation, as well as our staff that did a great job ensuring for a successful event. If you remember at the June Board meeting, there was a public concern about paratransit service. Immediately following the meeting, we researched the situation. We are pleased to report that the issues have been resolved. By moving all of the paratransit maintenance to this facility, proved to be more efficient and gave us more vehicles for daily use. Additionally, we are in the process of receiving 14 new vehicles which will also improve service. We should have all new vehicles in service by the end of August. We are moving forward with recruitment for a General Manager. We have entered into an agreement with KL Executive Search, LLC - a very qualified firm. We have finalized the recruiting bulletin, which has been circulated in several transit publications, including Transit Talent and will soon be published in Passenger Transit. To date, the recruiters have received 20 applications. The Finance Dept. under CJ Smith is making great progress in bringing stability to the Dept. Currently the Finance staff is working very hard to maintain day-to-day operations while also correcting a number of transactional accounting errors made in the last six months. Staff has been working as a team to balance the workload and to be strategic in an effort to get the department back on track. I am very pleased with that progress and grateful that CJ is here to lead the team. Without her, we would be in a very difficult situation. The Executive team has created a "Task List" that we review weekly; the list currently has 39 projects that are above the day to day functions of the operations. The Department of Labor has still not ruled on union objections to grants based on pension changes in California. Due to the extended delay, SunLine is reviewing options to revise funding arrangements for some capital projects to allow them to begin. Arrangements are being finalized to implement service changes in September, including the new Line 95 for North Shore and bus service on Line 91 to Mountain View Estates (Duroville), as well as increased service on the Line 111 weekends (every 20 minutes instead of 40 minutes, 9 am to 6 pm). New drivers have started training. A kick off meeting was held with COD and COD Alumni representatives, Chairman Miller and Mayor Parks. Everyone is united in a goal of a new low cost, or free, bus pass for COD students. A technical and financial analysis is underway to identify a sustainable way to make this a reality."

At 1:25pm, Chairman Miller suspended the SunLine Transit Agency meeting to move into the SunLine Services Group meeting.

At 2:00pm Chairman Miller reconvened the SunLine Transit Agency meeting and immediately moved into Closed Session. Legal Counsel announced item 23 below.

23. Closed Session

a) Closed Session - Gov. code sec. 54956.9 - CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION - Significant expose to litigation pursuant to subdivision (b)(1) 1 potential case.

No reportable action.

25. Next Meeting Date

September 25, 2013
12 o'clock Noon – Kelly Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

26. Adjourn

Chairman Miller adjourned the meeting at 2:10p.m. in memory of SunLine operator Michael Cohen.

Respectfully Submitted,

_____
Carolyn Rude
Clerk of the Board

Approved By:

_____ Date: _____
Roger Snoble
Interim General Manager

SunLine Transit Agency

Title VI Plan Update 2013

Including Service Standards Policy

- What is Title VI?
- SunLine's Title VI Population
- Title VI Plan Overview
- Limited English Proficiency & Public Participation Plan
- Title VI Required Policies:
- Major Service Changes
- Service Standards Policy
- New Title VI Policies
- Next Steps

SunLine Board Meeting: July 31, 2013

Back to Top

What is Title VI?

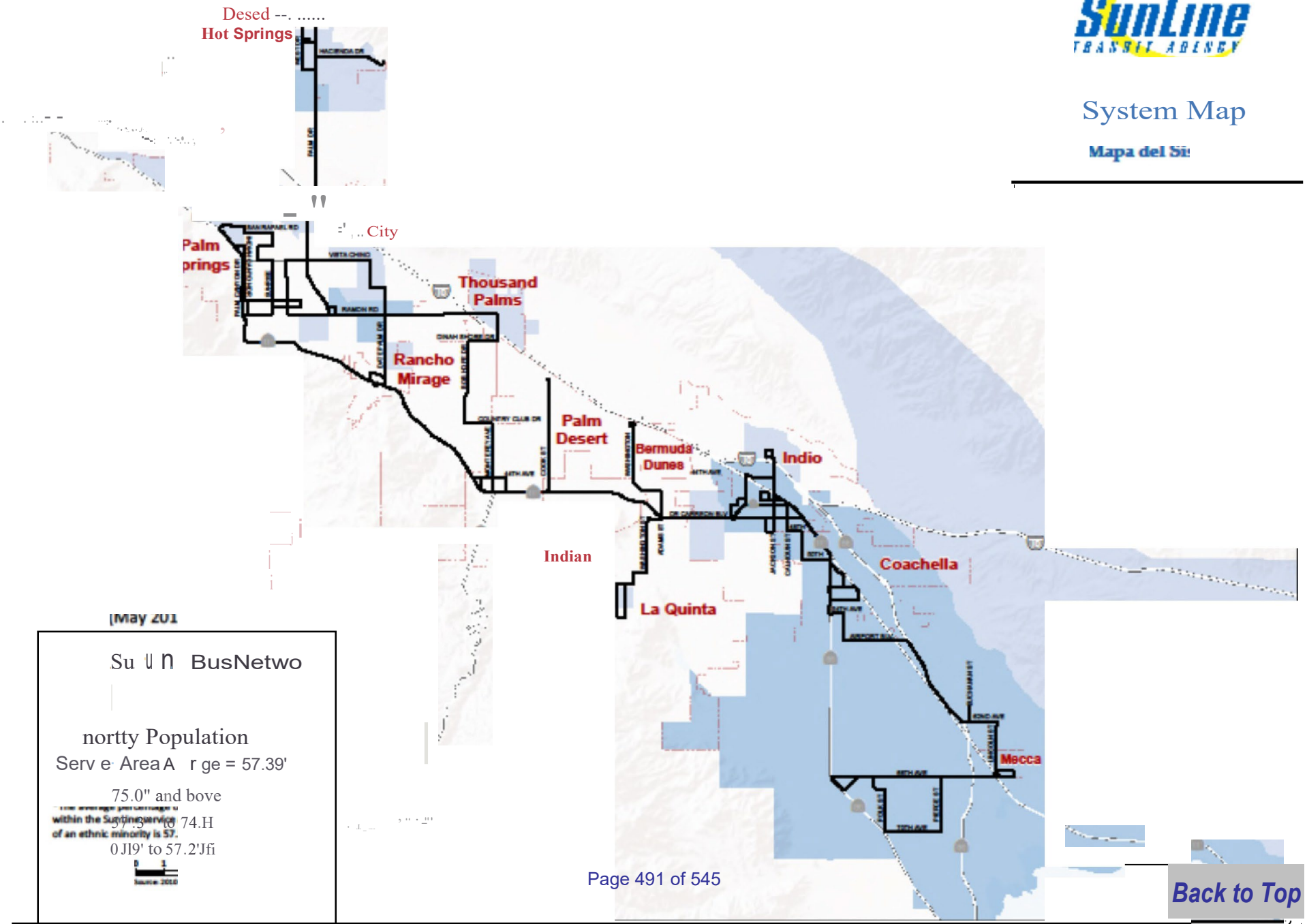
- Title VI of Federal Civil Rights Act (1964) states that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." (42 U.S.C. Section 2000d).
- SunLine Transit Agency (a recipient of federal funds) must comply with Title VI.

SunLine's Title VI Population

- 57.3 percent of overall service area population are of minority ethnicity (238,467 people). Most are of Hispanic/Latino or mixed ethnicity, with much smaller numbers of other Title VI ethnicities.
- Above average (57.3%) concentrations of minority populations exist in all or part of:
  - Desert Hot Springs (Line 15)
  - Palm Springs/Cathedral City
  - Indio and Coachella (Lines 80-81, 90)
  - Unincorporated areas of Thousand Palms, Thermal, Mecca, and Oasis (Line 91).

System Map

Mapa del Si



Back to Top

Back to Top

Title VI Plan Overview

- SunLine's Title VI Plan must address:
  - Information Dissemination:
    - Notices (fleet, facilities)
    - Complaint Process
  - Limited English Proficiency (LEP) & Public Participation:
    - How to reach overall Title VI population.
    - How to reach the limited English proficiency (LEP) population.
  - Policy Framework
    - Service Standards
    - Major Service and Fare Changes Policy
    - Disparate Impact Policy
    - Disproportionate Burden Policy

Back to Top

LEP & Public Participation Plans

- These plans include strategies for engaging the overall and LEP communities:
  - Translation of printed/web-site agency information
  - Spanish-speaking staff (customer service, public outreach, SunDial reservations, reception, dispatch)
  - Meetings held in areas convenient to both the overall and LEP communities
  - Building additional communication networks among LEP and other groups

  LEP community is located in throughout the same areas as the Title VI communities.

Major Service & Fare Change Policy

- This policy defines any change in fares and an = > 25% change in service as significant, based on:
  - Each service day type (weekday, weekend).
  - = > 25% change in service hours and/or miles, and/or,
  - = > 25% change in route alignment miles, and/or,
  - = > 25% change in span of service hours.
- Any fare change or major service change is subject to a Title VI equity analysis, as well as a public hearing.

Service Design Standards

These outline where and when transit will operate

- Serve continuous open urban density communities
- Serve rural communities of => 3,000 people.
- Serve major colleges, hospitals, retail centers.
- Maintain/increase population within 0.75 miles of transit.
- Provide ADA paratransit service (FTA Guidelines).
- Establish service tiers: key urban, local, rural lines, Commuter Link, each with minimum service levels (frequencies, spans).
- Establish threshold for provision of bus shelters
- Fare policy (FTA half fare for ADA/seniors, etc.)

Service Performance Standards

These establish expected performance for transit services:

- Passengers per Service Hour:
  - > = 20 for key urban routes
  - > = 10 for local community and rural routes
- Passengers per Trip (average minimum > 5)
- Cost recovery/subsidy per passenger:
  - > = 15%, < = $4.00/passenger (key urban)
  - > = 10%, < = $6.00/passenger (local, rural)

Service Quality Standards

These define the expected transit experience, including:

- On-time performance (85% minimum)
- Percentage of trips completed (99% minimum)
- Miles between service interruption (>= 5,000 miles)
- Load standard: No standing passengers off peak, nights. <= 33% above seated load weekday peaks.
- Bus usage: Fair access to newer buses
- Average bus age: No more than 10 years.

New Title VI Policies

Disparate Impact Policy: => 20% greater impact on a minority (Tile VI) community from proposed change compared to impact on overall service area.

Disproportionate Burden Policy: => 20% greater impact on low income (Environmental Justice) community from proposed change compared to impact on overall service area.

These situations require an equity analysis to confirm 1) the rationale for change, and 2) that no alternative exists with less impact on minority and/or low income communities.

Next Steps

SunLine Board is today asked to approve the Title VI Plan Update, including approval of the following policies:

- Service Standards
- Major Service and Fare Changes
- Disparate Impact
- Disproportionate Burden

Title VI Plan Update will then be sent to FTA for review. Once FTA approved, will be effective November 1, 2013.

Questions?

Public Meeting Notes: SunLine Title VI Plan and Service Improvements 2013-14

Meeting One: 10.00 – 11.30 a.m. Wednesday July 17, 2013 at Palm Springs Library

Staff:

Joe Forgiarini (SunLine), Anita Petke (SunLine), Marla Villalta (Translator)

Public:

Judi Duane, 2730 Biskra Rd PS 92262

Jacob Santiago, 39300 Corregidor Drive Cathedral City (760-770-3970)

Comments Received:

No Title VI comments.

Other Comments:
Ms Duane commented on her active use of SunLine services throughout the Coachella Valley. She was very happy to have the opportunity to ride a bus to the Salton Sea with the new Line 95 service proposed to serve North Shore.

Ms Duane noted her concern about the Line 24 proposed reduction to 60 minute from 45 minute. Staff noted her concern and explained the reason was the generally low ridership weekends on Line 24 as well as the improvement to Line 32 that this change would allow.

Meeting Two: 6.00 – 7.30 p.m. Wednesday July 17, 2013 at Palm Springs Library

Staff:

Joe Forgiarini (SunLine), Anita Petke (SunLine), Maria Vallejo (Translator)

Public:

Ramona Jaime, 66045 Estrella Avenue, Desert Hot Springs 92240 (760-329-9049)

Ava Quintara, 12715 Ave. Alta Loma Desert Hot Springs 92240 (760-288-4710)

Comments Received:

No Title VI comments.

Other Comments:
Ms Quintara requested additional Line 15 service at night. SunLine staff stated that Line 15 extra trips were not being considered but they would study the option of Line 14 trips running to Hacienda Drive on their way back to base after their last trip to DHS.

Ms. Quintara also asked that the last Line 15 look out for the last Line 14. Staff noted this request.

Public Meeting Notes: SunLine Title VI Plan and Service Improvements 2013-14

Meeting Three: 10.00 – 11.30 a.m. Thursday July 18, 2013 at Indio Bus Division Two

Staff:

Joe Forgiarini (SunLine), Andrea Rangel (SunLine), Maria Vallejo (Translator)

Public:

Leonard Sternlieb, 10 Dartmouth Drive Rancho Mirage (760-610-9736)

Comments Received:

No Title VI comments.

Other Comments:
Is there a drop in ridership between summer and winter? Staff advised yes, slight drop but not enough to reduce service significantly. Just no school supplementary trips.

How late does line 111 run? Staff advised last trips leave the Palm Desert Mall each direct at just after 10 p.m.

Are times going to remain the same for the line 220? Difficulty catching the train. Staff explained unable to wait in the p.m. due to high numbers at this stage from the Orange County train. However, they are studying a change to the first morning bus to meet the 6.50 a.m. train to LA.

Will the stop be closer to the airport on line 24? Staff explained no, the stop will remain outside on El Cielo.

Are you looking into putting a Sun City route? Staff advised an extension is planned for Line 70 to near the Sun City gate of Washington St., but this improvement is not funded yet.

Is Sundial available to Sun City? Staff advised yes, to houses south of the clubhouse. Others must meet the van at the clubhouse.

Has a Title VI complain ever occurred? Staff advised not during the last three years at least.

What about chartering city buses? Staff advised that this can only occur if the private

How did dump the pump go? Staff advised that the event was a great promotional success but difficult to tell the impact on ridership is it is decreasing for summer at that time (June).

Line 54 is very exciting. Staff advised it will begin in January 2014.

There is a huge positive difference between our drivers and L.A drivers. Staff thanked Mr Sternlieb for his words.

Really likes shelters with misters at Town Center stop. Staff noted this comment and agreed they are very helpful in the heat.

Meeting Four: 6.00 – 7.30 p.m. Thursday July 18, 2013 at Indio Bus Division Two

Staff:

Joe Forgiarini (SunLine), Anita Petke (SunLine), Maria Vallejo (Translator)

Public:

Hilda Malina, 73600 San Gorgonio Way #8 Palm Desert CA 92260 (760-568-5052)

Charles Newman, 38728 Bautista Canyon Way Palm Desert CA 92260 (818-464-8655)

Comments Received:

No Title VI comments.

Other Comments:
Mr Newman was very concerned about the Line 50 change that created the Line 53 in September 2010. He believes the stops east of Monterey on Country Club were critical for staff of local hotels/resorts such as Rancho Las Palmas and the Marriott reaching their jobs from their accommodation in this area of Palm Desert. Mr Newman lives on the north side of Country Club in this same area east of Monterey. Staff thanked Mr. Newman for this input and will check with the hotel/resort HR staff.

Line 53 proposed service change was appreciated by Mr Newman and he requested a stop at the post office on Hovley Lane. Staff will consider this request.

Ms. Malina mentioned her fear of the boys who ride with their large skateboards. Staff are aware of one individual who often carries a skateboard and can be a problem and can be asked to leave the bus.

Ms. Malina also stated how important the Line 30 connection with Line 111 at B Street is, and that the Line 30 should always look out for Line 111 buses. Staff are aware of this key connection and will be working to optimize the connections when Line 30 becomes every 20 minutes weekdays.

Mr Newman requested weekend and night customer service staff on the SunLine phone. Staff noted the request. There are no immediate plans for this but the request will be considered.



32505 HARRY OLIVER TRAIL
THOUSAND PALMS CA, 92260

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Back to Top

SunLine Transit Agency

DATE: **December 3, 2025** **INFORMATION**

TO: **Board of Directors**

FROM: **Edith Hernandez, Director of Board and External Affairs**

RE: **Legislative Update for November 2025**

Background

Federal Advocacy Meetings

SunLine staff and Smith Garson resumed federal outreach following the reopening of government. On November 12, SunLine met virtually with staff for Senator Padilla, Senator Schiff, and Congressman Ruiz to discuss hydrogen programs, fleet modernization, and FY26 funding opportunities. These engagements maintain SunLine's visibility with the delegation during appropriations negotiations.

State

As previously reported, the Legislature adjourned the first year of the 2025–26 Legislative Session on September 13 after sending nearly 800 bills to the Governor. The Governor completed bill actions by the October 13 deadline, and the Legislature will reconvene on January 5, 2026, with new bills due by February 20, 2026.

Leadership changes are underway in the State Senate. Senator Monique Limón (D–Santa Barbara) succeeded Senate President Pro Tem Mike McGuire on November 17, 2025—an acceleration of the originally anticipated 2026 transition. Committee leadership changes are expected and may affect key committees relevant to SunLine, including Budget, Transportation, and Environmental Quality.

The California Transportation Commission (CTC) began the workshop process for the 2026 (Cycle 5) SB 1 programs on November 20, initiating guideline development for the Local Partnership Program, Solutions for Congested Corridors Program, and Trade Corridor Enhancement Program.

The California State Transportation Agency held its final meeting of the Transit Transformation Task Force on September 30. CalSTA is required to submit its recommendations to the Legislature by October 31, 2025; however, the report remains under Administration review. The California Transit Association, with input from SunLine, has prepared a response letter expressing support for the analysis but raising concerns regarding the lack of complete recommendations on transit funding and TDA reform.

Back to Top

SunLine supported several key measures this session that align with the Agency's priorities in clean energy, safety, and operational flexibility:

SB 71 (Wiener) – CEQA Exemptions for Transit Projects – SIGNED
Extends existing CEQA exemptions for qualifying transit projects from 2030 to 2040, adds new eligible project types (e.g., bus stops, ferry terminals, and shelters), and clarifies procedures for establishing project cost estimates. This measure supports SunLine's efforts to expedite zero-emission and service improvement projects.

SB 419 (Caballero) – Hydrogen Fuel Sales Tax Exemption – VETOED
Would have created a sales and use tax exemption for hydrogen fuel to encourage adoption of clean energy transportation technologies. The Governor vetoed the measure, citing fiscal concerns and suggesting future consideration through the state budget process.

SB 752 (Richardson) – Zero-Emission Bus Sales Tax Exemption Extension – HELD
Proposed extending the existing sales tax exemption for zero-emission bus purchases from 2026 to 2028, reducing costs for transit agencies transitioning to clean fleets. The bill was held in the Senate Appropriations Committee and may return in 2026.

AB 35 (Alvarez) – CEQA Review for Clean Hydrogen Transportation Projects – TWO-YEAR BILL
Establishes a streamlined environmental review process for clean hydrogen transportation projects, requiring permit decisions within 270 days after application completion. This bill remains active and will be revisited next session.

AB 394 (Wilson) – Transit Safety – SIGNED
Expands legal protections for transit employees and passengers by strengthening penalties for assaults and enabling agencies to seek restraining orders against violent offenders. This bill enhances workforce and rider safety across the transit industry.

AB 476 (M. González) – Metal Theft – SIGNED
Addresses the growing issue of copper wire theft by requiring recyclers to maintain detailed transaction records and by increasing penalties for noncompliance. This measure helps protect critical transit infrastructure and reduce service disruptions.

AB 1250 (Papan) – Paratransit Operators: Recertification – SIGNED
Requires transit operators to implement a streamlined recertification process by June 1, 2027, for riders with permanent disabilities previously determined eligible for paratransit service.

For a comprehensive overview of all bills under SunLine's review, please refer to the attached document.

Back to Top

Federal

The federal government reopened on November 12 after a six-week shutdown, following passage of a funding package that fully funds some agencies for FY26 and provides short-term funding for others through January 30, 2026. The agreement maintains FY25 funding levels and excluded an extension of Affordable Care Act premium subsidies.

With federal operations restored, DOT, FTA, DOE, EPA, and HUD have resumed normal staffing, grant processing, and clearance of backlogs accumulated during the shutdown.

FY26 Transportation–HUD Appropriations

Both chambers must finalize a Transportation–HUD (THUD) appropriations bill before January 30, 2026 to avoid another shutdown. Current proposals include:

House bill:

- $14.642 billion for Highway Trust Fund transit programs
- $54 million for Capital Investment Grants
- $1.3 billion for Bus and Bus Facilities (via IIJA advanced appropriations)

Senate bill:

- $16.8 billion for Highway Trust Fund transit programs
- $1.9 billion for Capital Investment Grants
- $1.1 billion for Bus and Bus Facilities

Federal Transit Administration (FTA)

FTA has resumed full operations and is processing delayed reimbursements, stalled grant actions, and pending project reviews. Competitive grant schedules are being adjusted:

- FY26 NOFOs for Low or No Emission Bus and Bus & Bus Facilities Programs—originally expected late 2025—will shift to early 2026.
- Buy America waiver reviews have restarted.

Department of Energy – Hydrogen

DOE has resumed Hydrogen Hub coordination, but California's ARCHES hub is paused after the federal government withdrew its $1.2 billion award during the shutdown. The state will maintain ARCHES as an entity capable of receiving funds in the future, but no active development is occurring.

The federal 45V Clean Hydrogen Production Tax Credit remains in place and continues to support SunLine's hydrogen production and fueling initiatives.

Back to Top

Buy America: DOT has restarted waiver reviews for zero-emission bus components; updated comment periods and decisions are expected in the coming months.

Capital Investment Grants: FTA released final guidance on November 12. The changes apply to large fixed-guideway projects and do not impact SunLine.

The end of the shutdown restores access to all federal transit and hydrogen funding programs. NOFO delays mean competitive opportunities under Low or No Emission Bus and Bus & Bus Facilities are now expected in early 2026.

While the pause of the ARCHES Hydrogen Hub removes a statewide coordination pathway, SunLine's hydrogen and zero-emission fleet initiatives remain supported through IIJA formula funds, FTA competitive grants, and DOE tax credits. Smith Garson will continue monitoring FY26 appropriations, forthcoming NOFO timelines, ARCHES developments, and federal delegation engagement on SunLine's behalf.

Attachments:

- Item 14a – Shaw Yoder Antwih Schmelzer & Lange State Legislative Update – November 2025
- Item 14b – Smith Garson Federal Legislative Update – November 2025

Back to Top

Shaw Yoder Antwih Schmelzer & Lange

1415 L Street
Suite 1000
Sacramento
CA, 95814
916-446-4656

November 14, 2025

TO: Board of Directors
SunLine Transit Agency

FM: Matt Robinson, Michael Pimentel & Brendan Repicky
Shaw Yoder Antwih Schmelzer & Lange

RE: STATE LEGISLATIVE UPDATE – November 2025

General Update

As we previously reported, the Legislature recessed the first year of the two-year 2025-26 Legislative Session on September 13, entering interim recess. Before recessing, the Legislature sent nearly 800 bills to the Governor for his consideration in the final weeks of the legislative session. This final raft of bills is a subset of the 2,350 bills introduced by legislators in 2025. The Governor had until October 13 to sign or veto the bills that comprise this final tranche.

The Legislature will reconvene on January 5, 2026 for the start of the second year of the two-year session. The deadline for bill introductions is February 20, 2026. For information about key legislative and budget deadlines for next year, please see the tentative 2026 Legislative Calendar here.

Update on CalSTA Transit Transformation Task Force

The California State Transportation Agency's (CalSTA) Transit Transformation Task Force held its last meeting in Sacramento on September 30, concluding a two-year process that brought together transit agencies, transit advocates, and state officials to discuss and develop recommendations for improving public transit in California.

In the month that followed the Task Force's last meeting, CalSTA worked to complete its final report of recommendations to the Legislature, which is required under state law to be submitted to the relevant policy and budget committees of the California State Legislature by October 31, 2025. As of the drafting of this report, CalSTA has not submitted its final report of recommendations to the Legislature, as the Newsom Administration completes its review of the report. We expect that CalSTA will submit the final report to the Legislature in the coming weeks.

To prepare for the transmittal of the report, the California Transit Association (the trade organization to which SunLine belongs) convened its internal Transit Transformation Advisory Committee to consider its response to the final report (based on earlier drafts of the report) and draft a response letter, which will be submitted to the Legislature alongside the final report's transmittal. The letter supports the detailed

analysis of transit's challenges and opportunities, but voices concerns that the Task Force process did not result in complete recommendations on transit funding or Transportation Development Act (TDA) reform.

Update on Upcoming Senate Leadership Transition
In mid-September, Senate President Pro Tempore Mike McGuire (D-North Coast) announced that he would step down as leader of the State Senate on an earlier timeline than initially anticipated. Senator McGuire announced that, effective November 17, 2025, Senator Monique Limon (D-Santa Barbara) will take over as Senate Pro Tem. The initial timeline for this transition had been described as "early 2026."

Following or concurrent with her swearing in as Senate Pro Tem, Senator Limon will announce changes in leadership and key committee roles. While the scope of these changes are not yet known, they could include changes to committees with direct impact on SunLine, including the Senate Budget and Fiscal Review Committee (and its subcommittees), Senate Transportation Committee, and Senate Environmental Quality Committee.

Update on Senate Bill 1 Program Workshops
On November 20, the California Transportation Commission will host its first workshop for the 2026 (Cycle 5) SB 1 programs, including the Local Partnership Program (LPP), the Solutions for Congested Corridors Program (SCCP), and the Trade Corridor Enhancement Program (TCEP). This workshop will kick off a series of workshops related to developing the program guidelines. More information can be found here, including a link to register for the upcoming workshop.

Bills of Interest – Final Report
SB 71 (Wiener) CEQA Exemptions for Transit Projects – SUPPORT
Co-Sponsored by the California Transit Association, this bill extends the current January 1, 2030 sunset date established by SB 922 (Wiener, 2022) for statutorily authorized CEQA exemptions for transit and transportation projects to January 1, 2040s, adds additional project-types to the list of exemptions (ferry terminals, transit operational analysis, bus stops, bus shelters), and makes substantive procedural changes surrounding board actions (i.e. board process for establishing a project's cost estimate). **Signed by Governor Newsom.**

SB 419 (Caballero) Hydrogen Fuel Sales Tax Exemption – SUPPORT
This bill would implement a Sales and Use Tax exemption for the sale and consumption of hydrogen. **This bill was vetoed by the Governor because he believes bills with significant fiscal implications for the State's General Fund should be handled through the budget process.**

SB 752 (Richardson) Zero-Emission Bus Sales Tax Exemption Extension – SUPPORT
This bill would extend from January 1, 2026, to January 1, 2028, the partial sales and use tax exemption for zero-emission buses (ZEBs) first established in 2019 and subsequently renewed in 2022. **This bill was held on the Senate Appropriations Suspense File.**

AB 35 (Alvarez) CEQA Review for Clean Hydrogen Transportation Projects – SUPPORT
This bill would require applications for a discretionary permit or authorization for a clean hydrogen transportation project to be reviewed through a clean hydrogen environmental assessment. The bill

Back to Top

would also require the lead agency to determine whether the assessment is approved and, if it is approved, issue the discretionary permit or authorization no later than 270 days after the completion of the project application. **This is now a 2-year bill.**

AB 394 (Wilson) Transit Safety – SUPPORT
Co-Sponsored by the California Transit Association, this bill enhances the safety and security of California's public transportation systems by strengthening protections for transit operators, employees, and passengers. The bill accomplishes this goal by applying enhanced penalties for assaults to all transit employees, as well as updated provisions for temporary restraining orders for transit systems. **Signed by Governor Newsom.**

AB 476 (M. González) Metal Theft – SUPPORT
To combat the theft of copper wire – an increasing problem affecting infrastructure, construction, and transit projects – this bill requires junk dealers and recyclers to collect more detailed transaction records and provide access to these records to law enforcement. The bill also increases the fine for junk dealers or recyclers who fail to follow the law. **Signed by Governor Newsom.**

SB 79 (Wiener) Transit Oriented Development – WATCH
This bill requires that a residential development proposed within one-half or one-quarter mile of a transit-oriented development stop be an allowed use on any site zoned for residential, mixed, commercial, and further requires that the development be eligible for streamlined, ministerial approval, while establishing allowable densities on these properties. Amendments taken to the bill as it passed out of the Assembly Appropriations Committee reduce the number of communities impacted by the bill by: limiting the applicability of its streamlining provisions to projects located near existing or currently planned Tier 1 or Tier 2 transit-oriented development stops in the 8 most transit-rich counties of the state, unless a local jurisdiction chooses to designate a station as a Tier 3 transit-oriented stop; removing ferries and low frequency commuter rail from the service types that may define a Tier 3 transit-oriented stop; and creating exemptions from its streamlining provisions to protect historical resources and limit greater density in very high fire severity zones and in local jurisdictions that have already upzoned station areas. Additionally, these amendments would advance new housing affordability and anti-demolition and displacement provisions and limit transit agencies' land use authority. Note: SB 79 will generally not impact Riverside County. **Signed by Governor Newsom.**

AB 339 (Ortega) Local Public Employee Organizations: Notice Requirements – WATCH
This bill requires the governing body of a public agency, board, or commission to provide written notice to an employee organization no less than 120 days prior to issuing a request for proposals, request for quotes, or renewing or extending an existing contract to perform services that are within the scope of work of the job classifications represented by the recognized employee organization. **Signed by Governor Newsom.**

AB 810 (Irwin) Internet Website Requirements – WATCH
This bill would expand on existing law to require special districts, joint powers authorities, or other political subdivisions to maintain an internet website with a ".gov" or ".ca.gov" domain. Special districts, joint powers authorities, or other political subdivisions would have until January 1, 2031 to comply with this requirement. While these domains themselves are free, the associated downstream costs for local

Back to Top

agencies and districts are very concerning. These include added costs to migrate to the new domain and corresponding email addresses, implementing network login changes, multi-factor authentication, encryption, website redesign, and updating public materials, social media, and more. This would result in significant costs and staff time, for arguably marginal benefits. ***This is a 2-year bill.***

AB 1250 (Papan) Paratransit Operators: Recertification of Eligibility – WATCH
This bill requires transit operators, by June 1, 2027, to establish and use a streamlined recertification process for persons with permanent disabilities who were previously determined to be eligible for paratransit service. **Signed by Governor Newsom.**

For a full list of bills we are tracking for SunLine, please click here.

SMITH GARSON
A GOVERNMENT AFFAIRS COMPANY

November 13, 2025

To: Board of Directors
SunLine Transit Agency

From: Smith Garson

RE: Federal Legislative and Regulatory Update – November 2025

General Update

The federal government reopened on November 12 following a six-week shutdown after Congress approved a funding deal. The funding deal includes full funding for some federal agencies, such as the Department of Agriculture, for the remainder of the fiscal year, and provides short-term for the remainder of the federal agencies through January 30, 2026. The agreement maintains FY25 funding levels but did not include an extension of Affordable Care Act premium subsidies, which had been a central point of contention throughout the negotiations.

With the reopening, federal agencies have resumed normal operations, restarted grant processing, and begun addressing backlogs that accumulated during the shutdown. The Department of Transportation (DOT), the Federal Transit Administration (FTA), the Department of Energy (DOE), the Environmental Protection Agency (EPA), and the Department of Housing and Urban Development (HUD) have restored regular staffing and grant administration functions.

FY26 Transportation–HUD Appropriations

With federal operations restored, Senate appropriators are already beginning work on moving another series of FY26 funding bills, including the Transportation–Housing and Urban Development (THUD) bill. The House and Senate Appropriations Committees passed their versions of the THUD bill over the summer but passed out of either chamber prior to the shutdown.

<u>House bill:</u>

$14.642 billion for Highway Trust Fund transit programs
- $54 million for Capital Improvement Grants
- $1.3 billion for Bus and Bus Facilities Grants
    - Utilized advanced appropriations for FY26 under the IIJA.

<u>Senate bill:</u>
$16.8 billion for Highway Trust Fund transit programs
- $1.9 billion for Capital Improvement Grants
- $1.1 billion for Bus and Bus Facilities Grants

Both the House and Senate will need to reach agreement on a THUD funding bill prior to January 30, 2026 in order to avoid another shutdown.

Federal Transit Administration (FTA) Programs

FTA has resumed full program operations following the reopening. Staff are now working through delayed reimbursements, stalled grant actions, and reviews of pending project documentation. The agency is also restarting its competitive grant schedule, including preparation of the FY26 Notices of Funding Opportunity (NOFOs) for the Low or No Emission Bus Program and Bus and Bus Facilities Program.

These NOFOs were originally expected in late 2025 but will likely shift into early 2026 due to the multi-week pause in federal operations. FTA is also restarting its review of pending Buy America waiver requests and continuing outreach related to IIJA implementation requirements.

Department of Energy – Hydrogen Production and Funding

DOE has resumed general Hydrogen Hub coordination following the reopening of the federal government. However, California's designated hub, the Alliance for Renewable Clean Hydrogen Energy Systems (ARCHES), announced an immediate pause in all hydrogen hub activities after the administration withdrew its $1.2 billion IIJA award during the shutdown.

The Governor's Office of Business and Economic Development and the University of California will maintain ARCHES as a special-purpose entity capable of receiving federal funds in the future, but the project currently has no active staff or development activities. The pause means that planned statewide hydrogen infrastructure coordination and investment through ARCHES will not move forward unless federal funding is restored.

DOE continues national implementation of the Section 45V Clean Hydrogen Production Tax Credit, which requires projects to begin construction before December 31, 2027. These provisions remain unchanged and continue to support SunLine's near-term clean hydrogen production and fueling infrastructure plans, independent of the ARCHES pause.

Environmental Protection Agency and Federal Highway Administration

EPA has resumed processing of grant programs supported by remaining IIJA funds, including the Clean Ports and Clean School Bus initiatives, and is addressing regulatory and permitting backlogs from the shutdown.

FHWA continues full operations under the Highway Trust Fund and IIJA advance appropriations. The agency is finalizing timelines for FY26 discretionary programs, including RAISE, MEGA, and Neighborhood Access and Equity, with solicitations expected early next year.

Regulatory Items of Interest

Buy America and Supply Chain Compliance
DOT has restarted its review of pending Buy America waivers for zero-emission bus components. Updated public comment periods and waiver decisions are expected in the coming months as OMB resumes its regulatory review functions.

Capital Investment Grants Final Policy Guidance
FTA released updated policy guidance for the Capital Investment Grants program on November 12, 2025. The guidance applies to large fixed-guideway projects such as New Starts, Small Starts, and Core Capacity and does not affect SunLine's current programs or funding pathways.

SunLine Federal Engagement Update

Following the reopening of the federal government, Smith Garson resumed SunLine's federal outreach and began replacing the postponed Washington, D.C. fly-in with virtual meetings. On November 12th Smith Garson and SunLine staff met with staff for Senator Padilla, Senator Schiff, and Rep. Ruiz. During the call, the SunLine personnel discussed SunLine's hydrogen program, fleet modernization priorities, and upcoming federal funding opportunities. These engagements ensure SunLine remains visible with the California delegation as FY26 appropriations and program announcements resume.

Implications for SunLine

The reopening of the federal government restores access to all federally supported transit and hydrogen funding programs. The delayed FY26 NOFO schedule means competitive opportunities under the Low or No Emission Bus Program and Bus and Bus Facilities Program are now expected in early 2026.

Although the pause of the ARCHES Hydrogen Hub removes one potential statewide pathway for coordinated hydrogen infrastructure investment, SunLine's core hydrogen and zero-emission fleet activities remain supported through IIJA formula funds, DOE tax credits, and FTA competitive programs. Smith Garson will continue to monitor appropriations negotiations, pending FY26 NOFO timelines, developments related to ARCHES, and delegation outreach on behalf of SunLine.

SunLine Transit Agency

DATE: **December 3, 2025** **INFORMATION**

TO: **Board of Directors**

FROM: **Mona Babauta, CEO/General Manager**

RE: **General Manager's Report for December 2025**

Human Resources Update

Years of Service Recognition

I would like to express my gratitude to the following staff members for their dedicated years of service to the organization. Their hard work and commitment has been essential in advancing our work in serving the community.

40 Years:

- Theresa Dixon *(Mechanic A)*

35 Years:

- Juan Rodriguez *(Motor Coach Operator)*
- Martin Mora *(Motor Coach Operator)*

30 Years:

- Pedro Bondame *(Motor Coach Operator)*
- Joe Garcia *(Motor Coach Operator)*

10 Years:

- Luis Avila *(Motor Coach Operator)*
- Nicholas Mizell *(Motor Coach Operator)*
- Olga Ortiz *(Motor Coach Operator)*
- Kartar Singh *(Motor Coach Operator)*
- Hadyn Zuniga Ramirez *(Motor Coach Operator)*

5 Years:

- Amy Gunderloy *(Contracts Administrator)*

Back to Top

- Karina Villalpando *(Marketing Specialist)*
- Justin Rodrguez *(Motor Coach Operator)*
- Salina Robles *(Paratransit Operator)*
- John Robles *(Paratransit Operator)*
- Adrian Martinez *(Maintenance Supervisor)*
- Jerome Carey *(Motor Coach Operator)*
- Rafael Amaro *(Motor Coach Operator)*

Thank you for your outstanding contributions and dedication throughout your time at SunLine.

Funding and Policy/Regulatory Update

California's ARCHES Initiative

The Alliance for Renewable Clean Hydrogen Energy Systems (ARCHES) in California has paused its hydrogen hub activities in response to the cancellation of $1.2 billion in federal funding by the U.S. Department of Energy. This decision reflects the shifting federal investments and aims to ensure that California continues to develop a renewable hydrogen ecosystem as part of its clean energy transition. The pause is a strategic move to maintain California's commitment to advancing renewable hydrogen and its role in reducing greenhouse gas emissions and improving air quality. Per a statement from Governor Newsom on October 1, 2025, the state and its partners are working to develop a sustainable hydrogen market and ecosystem by 2030, which is expected to create over 200,000 jobs and save nearly $3 billion in health costs annually. More information may be found on the Governor's website: Governor Newsom statement on Trump administration's decision to cut hydrogen hub funding | Governor of California The Governor's Office of Business and Economic Development (GO-Biz) and the University of California will be assuming administrative oversight of any remaining ARCHES related activities.

Staff meetings with SunLine's Congressional delegation

In the past month, staff and I have met with legislative staff from the offices of Congressman Ken Calvert, Congressman Raul Ruiz, Senator Adam Schiff, and Senator Alex Padilla. Funding concerns were top of mind during these meetings, including the cancellation of the ARCHES funding from the federal Department of Energy (DOE) and the reauthorization of the Infrastructure Investment and Jobs Act (IIJA), which is set to expire on September 30, 2026. Staff also expressed alarm and concerns at abrupt directives and executive orders that have impacted project planning and implementation, operational stability, as well as long-term financial sustainability. Keeping our congressional delegation regularly informed on impacts on our system from federal policies, regulations and directives is important now more than ever, and their support

Back to Top

and advocacy are critical for ensuring that SunLine can continue to meet diverse mobility needs for all in the Coachella Valley, especially for our most vulnerable citizens including seniors, children/students, and those with physical and cognitive disabilities.

Operations Update

January 2026 Service Change Update – (January 4, 2026)

The January 2026 Service Change proposal introduces operational and structural updates to improve operational efficiency, service reliability, rider experience and regional access.

Key Improvements:

- **Route 4 & 14:**
  - Separating Route 4 at Thousand Palms Hub into the routes 4 & 14, similar to how the Route 1 split at Town Center Mall into Routes 1EV & 1WV. Thousand Palms Hub to the Palm Desert Mall will be served by the 14, the 4 will remain in Palm Springs for servicing the Palm Springs Airport to Thousand Palms Hub.
- **Route 6:**
  - Weekday service increases by 2 hours 12 minutes to Palm Desert, Indio and Coachella by adding 7 total trips mid-day.
  - The timepoint at Fred Waring and Washington is being removed from schedule, service will still be provided to the stop but will not dwell there.
- **Routes 1EV, 6 & 8:**
  - Remove stop 842, service to be provided at the Coachella Transit Hub.

Comprehensive Operational Analysis (COA)

The greatest value of a COA is that it equips a transit agency with clear, data-driven insights to redesign service for better reliability, higher ridership, and more efficient and effective use of resources. As we speak, traditional resources are becoming increasingly challenging to secure; so, it is more important than ever to make prudent decisions on how they are utilized for maximizing service and returns for the communities we serve. Staff is in the process of compiling key performance data for our COA contractor, Jarrett Walker and Associates (JWA), organizing focus groups, implementing a community survey, and strategizing on next steps for this 15-18 month COA process. Key points to consider:

We're thinking regionally.

As the regional provider of services, we know that transit riders cross jurisdictional boundaries every day. A regional, unified plan helps our riders travel seamlessly and avoids duplication or fragmentation of efforts, and it helps SunLine plan for consistent and equitable service.

Back to Top

We're listening locally.

Through our COA public engagement process, we're building off of what we learned during our on-board rider and community-wide surveys to get at the heart of the trade-offs that any transit agency must make in providing services. While our service is regional, we know it needs to reflect the needs of our local communities. We need full participation and support from our customers, the Board, staff, and community stakeholders to make sure that local values are represented as we work through this planning process.

We're making the best use of our resources.

By undertaking the COA and as we work to develop more structured service planning, SunLine is investing in our long-term ability to meet the mobility needs of the Coachella Valley. By coordinating through the COA process, we're better able to leverage funding and analyses to successfully deliver the services that are needed at the community and regional levels, keeping in mind limited resources.

We're building a transparent, sustainable, and data-driven planning framework.

Through the COA and our internal planning changes, we're creating clear standards for decision making that are based on Board-approved policies, performance standards, and regional transit values. This will ensure less reactive, one-off decision making and will provide more predictability for our partners, the riding public and community stakeholders. All involved will have a clear, structured way to engage with SunLine staff and influence service planning.

We're meeting the current moment and planning for the future.

Through the COA, we'll work together to develop a cohesive regional, Coachella Valley-wide vision that makes us more competitive for funding. Through our improved planning processes, we'll grow and adapt as our region grows, while maintaining our commitment to reliability, equity, and sustainability.

SunLine Transit Participation at Neighboring Bus Roadeos – OCTA, RTA & NCTD/MTS

Operations and Safety staff participated as course judges at several Roadeos hosted by other agencies, including Orange County Transportation Authority (OCTA) on October 11, Riverside Transit Agency (RTA) on October 18, and North County Bus & Train Service/San Diego Metropolitan Transit System (NCTD/MTS) on October 25. Their involvement provided an opportunity to collaborate with peers from other transit agencies, contribute to a safe and fair competition, and share their expertise and experience throughout the events.

ATLAS Mentorship & Apprenticeship Outreach – Thousand Palms, CA (October 22, 2025)

ATLAS held its first outreach event in the operations lounge to promote the Mentor/Apprenticeship Program and encourage employee participation. The event was very successful, generating strong interest, positive interactions, and excitement among

Back to Top

staff. Pizza and snacks were provided, creating a welcoming environment for employees to stop by, ask questions, and engage with the program. We received 27 applications, representing a diverse group, including Mechanics, Paratransit Operators, and Fixed Route Operators.

Appointment of ATLAS Co-Coordinator – October 28, 2025

The ATLAS Committee appointed Juan Colon as Co-Coordinator to assist with the management and support of the program, working alongside Emmanuel Mora. In this role, Juan will help oversee program activities, coordinate outreach efforts, support mentor and apprentice engagement, and contribute to the continued growth and success of ATLAS. His appointment strengthens the team and ensures the program has the leadership needed to meet its goals and provide meaningful opportunities for participants.

Community/Industry Engagement Events

California Professional Municipal Clerk (CPMC) Series 300 Training – Riverside, CA (September 29 – October 3, 2025)

Clerk of the Board, Vanessa Ordorica, attended a week long professional development training at UC Riverside. This program is part of the Certified Municipal Clerk (CMC) certification program and was attended by municipal clerks from across California representing cities, special districts, and joint powers authorities. The program focused on core competencies of the municipal clerk profession, including governance, ethics, communication, leadership, and public service, which Vanessa intends to apply to enhance processes and support overall effectiveness at the Agency.

European Zero Emission Bus (ZEB) Conference – BRU, Europe (October 7 - 9, 2025)

I served as a panelist at this year's European ZEB Conference during the session on *Evolution of CAPEX and OPEX for ZEBs: Outlook and Strategies*. The session highlighted current and projected Total Cost of Ownership (TCO) trends for both battery electric buses (BEBs) and hydrogen fuel cell buses (FCBs) as significant considerations in transitioning away from fossil fueled vehicles. My presentation emphasized the importance of strategic, zero-emission transition planning. I provided details on how SunLine has been taking steps to transition its fleet to zero emission, including all parts and equipment, as well as implement fueling infrastructure, management software, and workforce training and development programs in partnership with OEMs and industry stakeholders. Information on performance metrics and costs, as well as California's regulatory environment, was also shared. Attached is a copy of the presentation I shared.

Back to Top

State of the City Events – Greater Coachella Valley Chamber of Commerce (GCVCC)

Over the past few months, members of the Executive Team and I attended several State of the City events across the Coachella Valley, including Indio, Coachella, Desert Hot Springs, and La Quinta. It has been valuable to hear each city's priorities, accomplishments, and vision for the future, as well as to see how our shared efforts continue to support a stronger, more connected Coachella Valley.

CALACT Fall Conference – Lake Tahoe, CA (October 21 - 24, 2025)

I participated in this year's fall conference with Walter Watcher, Chief of Capital Projects, and Vicente Ayala, Paratransit Lead Controller. Walter was a panelist for the session entitled, "Developing Hydrogen Fueling Stations and Purchasing Options." At this time, the State of California is still mandating that all transit agencies comply with the Innovative Clean Transit Rule, which requires that all transit agencies transition their fleet to zero emission by 2040. To facilitate this transition, agencies must now start making key decisions around what path they will pursue be it battery electric or hydrogen fuel cell technology. As a result, the key lessons SunLine has learned as a heavy investor in hydrogen fuel cell technology and supporting infrastructure since the early 2000s are valuable for many others across the state and country. Walter's presentation was well attended and received.

During this conference, I was also installed as a new member of CALACT's Board of Directors. My term will cover the next two years (Fall 2025 through Fall 2027).

Mpact Transit & Community Conference – Portland, OR (October 26 - 29, 2025)

Director Pitts, Director Ross, several staff members, and I attended this year's Mpact Transit & Community Conference. The conference provided valuable insight into how city planning intersects with transit planning and design. Key topics included strategies to address displacement, transit-oriented development, trail and bike-oriented development, affordable housing, and neighborhood revitalization. Sessions also covered community development financing, including capital and gap financing tools. Beyond the transit-focused content, it was especially beneficial for our Board members to participate and bring forward ideas that may support their respective cities and the future of the Coachella Valley.

Back to Top

ZEV Transition Planning in the United States

Dan Raudebaugh
Executive Director

Center for Transportation and the Environment

Back to Top

About CTE

Who We Are

501(c)(3) non-profit engineering and planning firm

Our Mission

Improve the health of our climate and communities by bringing people together to develop and commercialize clean, efficient, and sustainable transportation technologies

Portfolio

$4.3B+

- Research, Demonstration, Deployment
- 160+ active projects

Our Focus

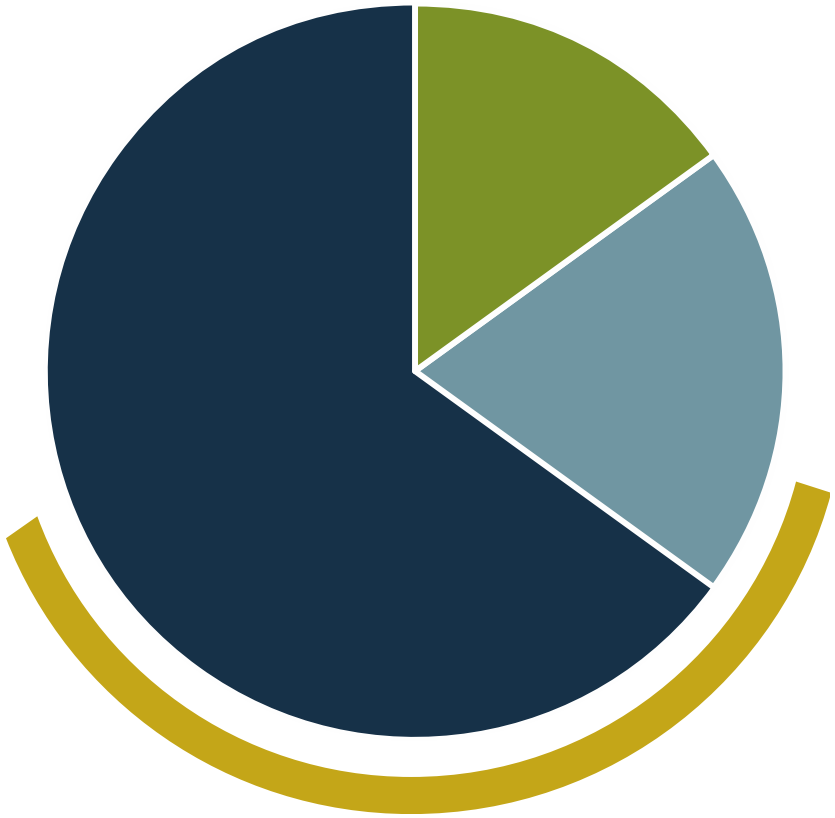
Zero-Emission Transportation Technologies

National Presence

Atlanta, Berkeley, Denver, St. Paul

Back to Top

CTE Team



Our staff has the diverse set of skills to support all aspects of transportation zero-emission goals.

15% Administration

20% Development, Policy, & Outreach

65% Professional Project Managers

40% Engineers (of total staff)

Back to Top

Priority Markets

- Transit
- School
- Airports
- Autonomous Vehicles
- Delivery Freight & Logistics
- Ports & Marine
- Commercial & Private Fleets
- Rail
- Municipal
- Universities



Back to Top

What We Do



Technology Development

Innovative pilots for pioneering tech



Smart Deployment

Technical solutions for early adopters



Transition Planning

Strategic plans for full-fleet electrification



Advocacy

Unified advocacy for a zero-emission future



Grant Writing as a Service

Comprehensive support for team building and project planning

Back to Top

Technology Development Projects



1994



1996



2018



2019

1995

2008

2018

2021





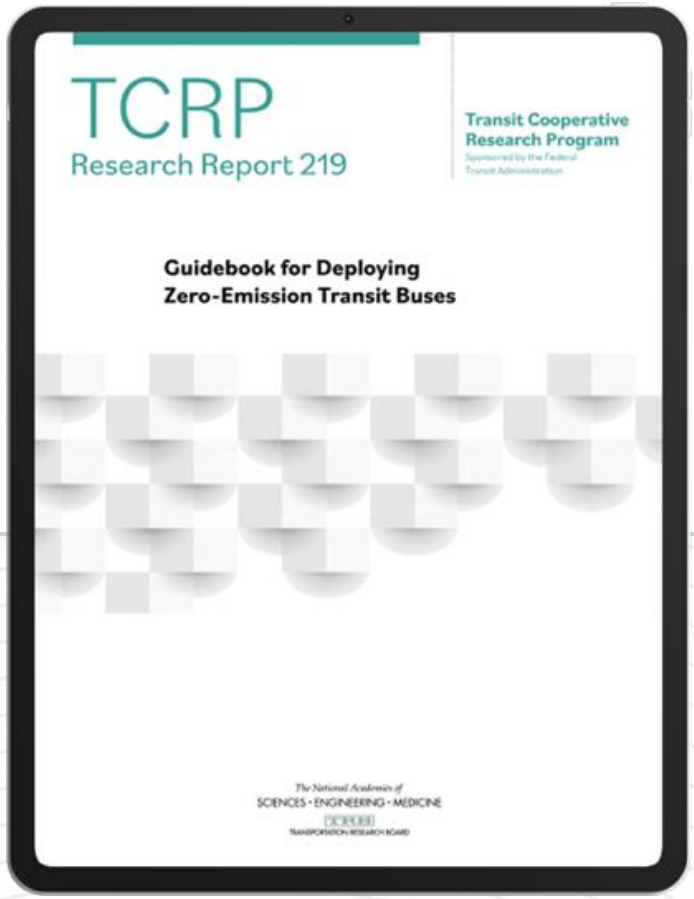




Hybrid Battery Electric Hydrogen

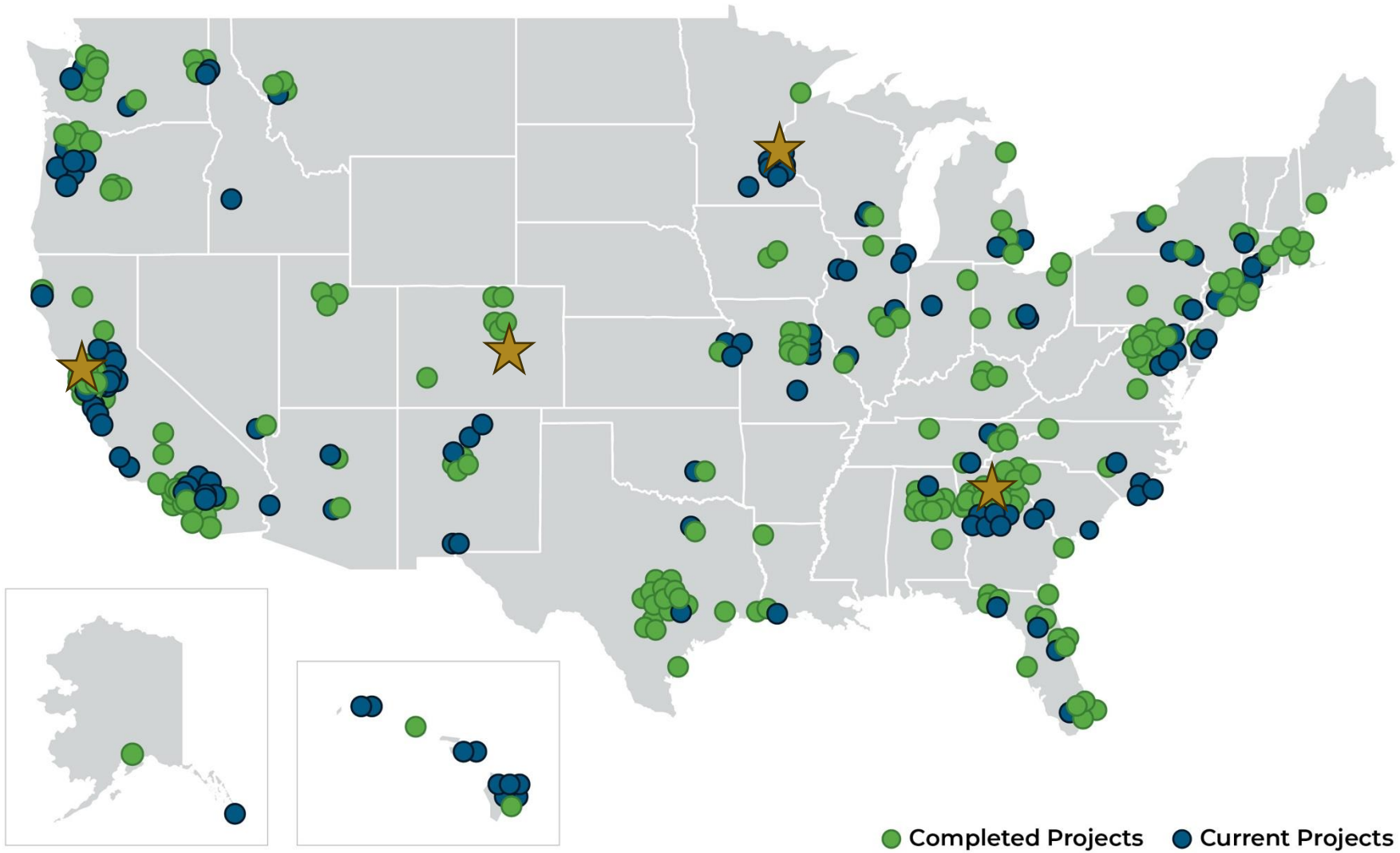
Back to Top

ZEB Deployment Guidebook



Back to Top

2,000+ Zero-Emission Vehicles Deployed



Back to Top



Transition Planning

We help fleet operators implement strategic plans for a full zero-emission fleet.

CTE has managed or participated
in **80+** transition planning projects
across the country.

Back to Top

CTE Phased Fleet Transition Planning & Smart Deployment Program

Phase 1:

High Level Feasibility Assessment

- Route & Operations Analysis
- Determine available vehicles
- Determine most suitable vehicles

Phase 2:

Full Fleet Transition Plan

- Procurement Analysis
- Infrastructure Assessment
- Total Cost of Ownership

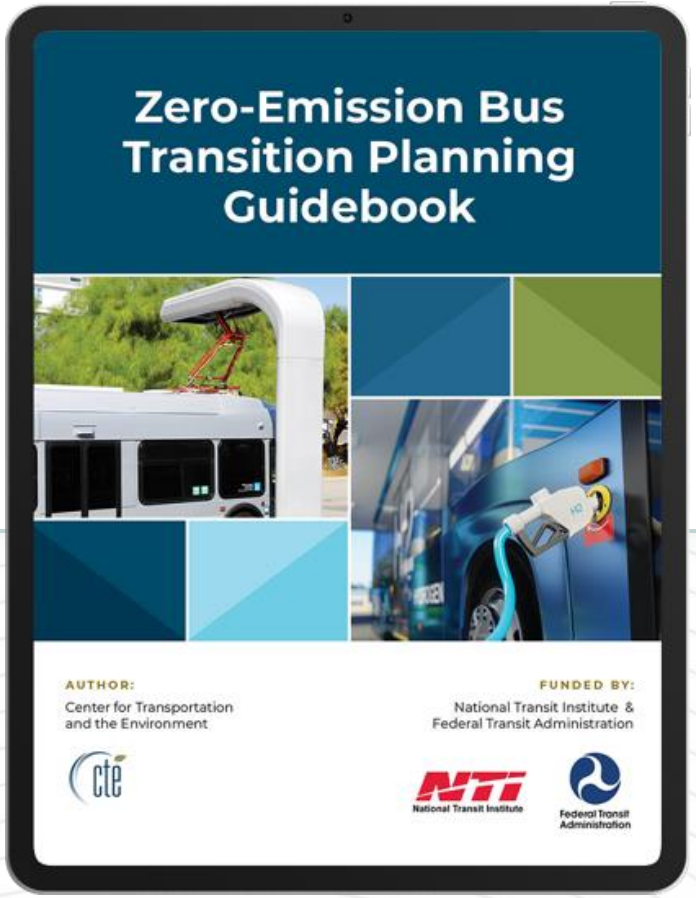
Phase 3:

Pilot Smart Deployment

- Procure a sub-fleet of ZEVs
- Install infrastructure
- Validate performance

Back to Top

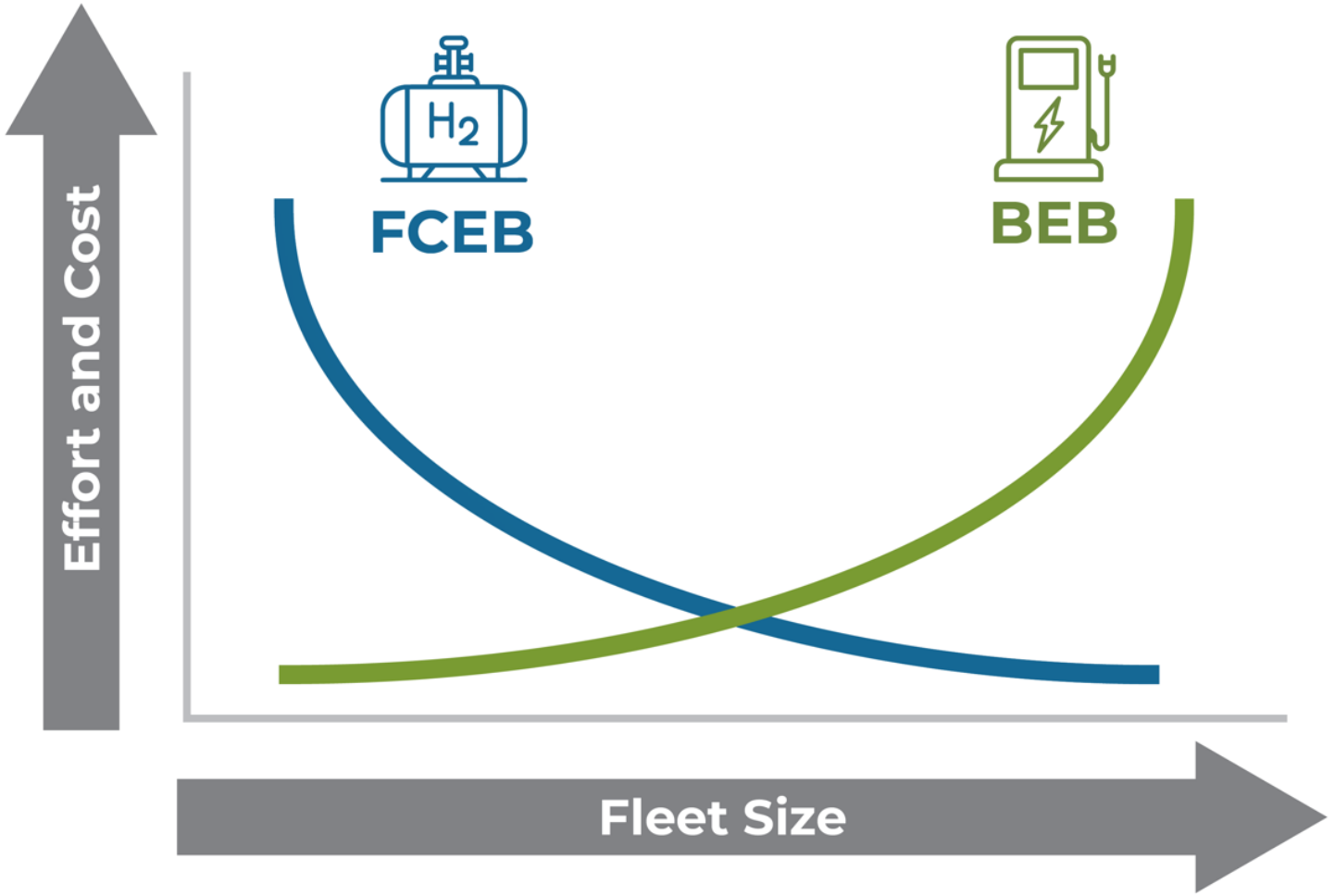
ZEB Transition Planning Guidebook



Back to Top

Fuel Cell vs. Battery Electric Bus

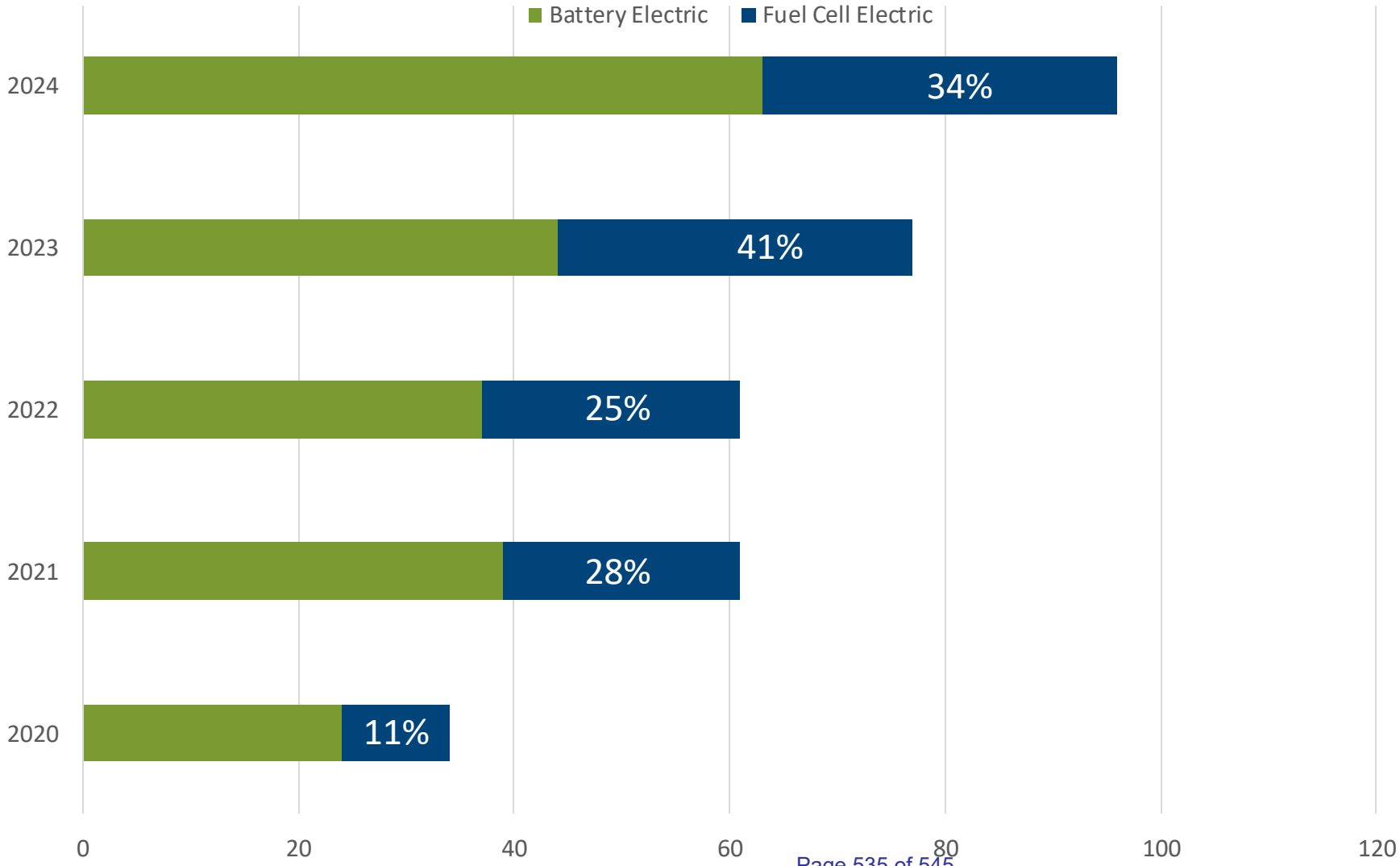
Infrastructure Investment



Back to Top

Hydrogen Market Share is Growing

CTE Project Starts



Back to Top

ZEV Transition Planning at SunLine Transit Agency

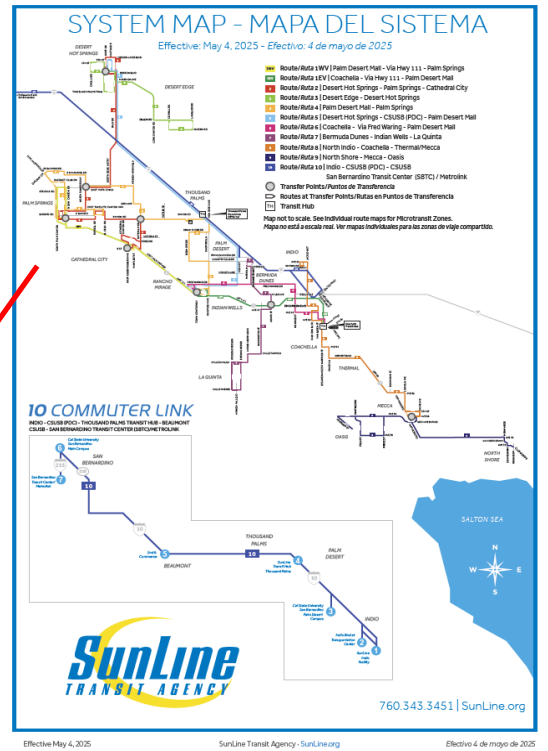
Mona Babauta
CEO/General Manager
SunLine Transit Agency

Back to Top

SunLine Transit Agency

- Location: Coachella Valley/ Greater Palm Springs area in eastern Riverside County of the State of California (United States)
- Service area: approximately 1,150 square miles / similar in land area to the State of Rhode Island
- Situated in the low desert of Southern California
- Services: Fixed Route (FR) bus, paratransit (ADA complementary service to FR), on-demand microtransit (similar to Uber/Lyft)





Joint Powers Authority formed in 1977: Palm Springs, Desert Hot Springs, Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, La Quinta, Indio, Coachella, and unincorporated areas of eastern Riverside County

Back to Top

Aggressive Policy Direction

State of California & Sunline Board

- State of California's Innovative Clean Transit (ICT) Rule mandates full transition of fixed route fleets to zero-emission by 2040
- Board direction to transition to CNG from diesel in 1994
- Board direction to place first hydrogen powered bus in service in 2002
- ***TODAY***, 65% of SunLine's active fleet is composed of hydrogen fuel cell buses, with a full transition to ZEBs projected by 2030
- California funding incentives, mostly through cap and trade, support investment in hydrogen technology



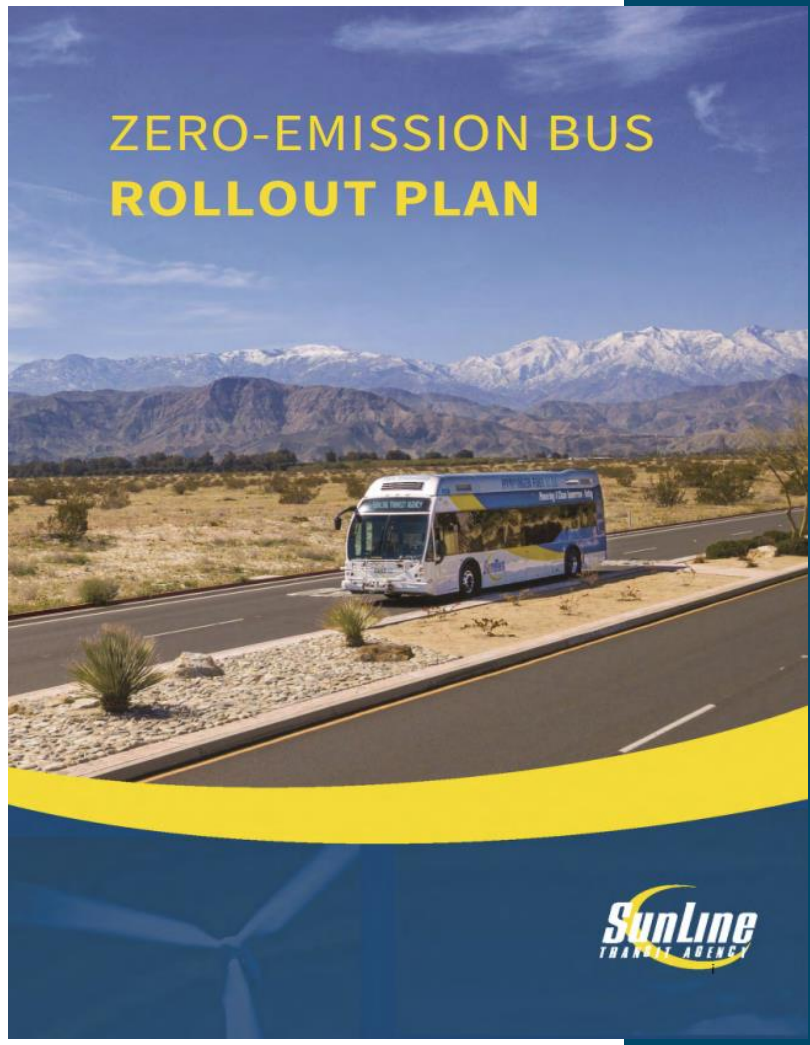
23 years of investment in hydrogen fuel cell technology



Back to Top

Zero-Emission Bus Rollout Plan

- Board-adopted in June 2020
- California Air Resources Board Requirements:
  - Agency information
  - Rollout plan that avoids early retirement of conventional transit buses
  - Technology portfolio (what we plan to buy) & timeline for purchases
  - Infrastructure information & construction timeline
  - Service to disadvantaged communities
  - Workforce training plan & schedule
  - Schedule of funding sources
- Guide for future decisions + key reference when competing for discretionary grant sources
- Originally included both battery electric and hydrogen fuel cell technologies
  - **Current focus: hydrogen fuel cell buses for FR**



Back to Top

Why Hydrogen Fuel Cell Technology?

Service Characteristics

- Approximately 200-250 miles operated by each bus daily
- Extensive service area exceeding 1,100 square miles covering both eastern Riverside and parts of San Bernardino counties
- Combination of rural, highway and city routes

Climate

- Extreme temperatures: Range from 120°F to 35°F
- Low humidity



Back to Top

Why Hydrogen Fuel Cell Technology?

Other considerations

- Funding incentives through the State of California + Federal Low No grant program
- OEM Partnership Interest (Bus + Fuel Cell Manufacturers)
- Significant grid limitations & old electric infrastructure
- Low electricity rates
- Healthy water supplies
- Available land to build hydrogen stations, and vast service area creates challenges for midday fueling/charging
- Local air quality concerns



Back to Top

Primary Fueling Infrastructure



HYRODGEN ELECTROLYZER STATION

900 kg gaseous H2 via onsite electrolysis

IN OPERATION - NOVEMBER 2019

CONTRACTOR: NEL HYDROGEN

Footprint: approximately 20,000 square feet



LIQUID HYDROGEN STATION

15,000 gallon liquid H2 capacity (delivered)

PUBLIC STATION CURRENTLY BEING COMMISSIONED

CONTRACTOR: NIKKISO/INTEGRATED CRYOGENICS SOLUTIONS

Footprint: approximately 10,000 square feet

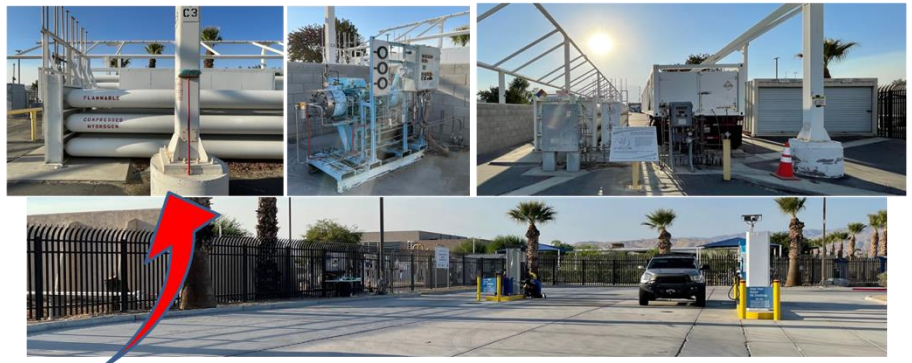
Back to Top

Building Resiliency (Fueling)

HYRODGEN ELECTROLYZER STATION



SUNLINE'S FIRST 30+ YR OLD HYDROGEN STATION EQUIPMENT



LIQUID HYDROGEN



Back to Top

Managing OPEX & CAPEX Investments & Continuity of Operation

Develop & regularly update a ZEB transition plan

Pick the right procurement method(s)

Trusted partnerships with clear contract language

Build resiliency

Workforce investment

Internal & external buy-in and communication



Reliable Infrastructure systems

Reliable vehicles

Reliable service

Reliable fuel supply/energy sources (electricity and water)

Skilled, resilient workforce

Back to Top

Thank you.

Questions?

Dan Raudebaugh
Executive Director
Center for Transportation and the Environment

Mona Babauta
CEO/General Manager
SunLine Transit Agency

Back to Top