



SunLine Transit Agency/
SunLine Services Group
April 22, 2020
12:00 p.m.

AGENDA

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

VIA VIDEOCONFERENCE

Pursuant to California Governor Newsom's Executive Orders N-25-20 issued on March 4, 2020 and N-29-20 issued on March 18, 2020, the Board of Directors regular meeting will be conducted remotely through Zoom. Please follow the instructions below to join the meeting remotely.

INSTRUCTIONS FOR ELECTRONIC PARTICIPATION

Join Zoom Meeting - from PC, Laptop or Phone

<https://zoom.us/j/96244763108>

Meeting ID: 962 4476 3108

Teleconference Dial In

+1-669-900-9128

Conference Number 962-4476-3108

One tap mobile

+16699009128,,96244763108#

Phone controls for participants:

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

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

For members of the public wishing to submit comment in connection with the Board Meeting: all public comment requests need to be submitted via email to the Clerk of the Board at clerkoftheboard@sunline.org prior to April 22, 2020 at 9:00 a.m. with your name, telephone number and subject of your public comment (agenda item or non-agenda item). Members of the public may make public comments through their telephone or Zoom connection when recognized by the Chair. If you send written comments, your comments will be made part of the official record of the proceedings and read into the record.

ITEM

RECOMMENDATION

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

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

ITEM

RECOMMENDATION

1. CALL TO ORDER

2. ROLL CALL

3. PRESENTATIONS

4. FINALIZATION OF AGENDA

5. APPROVAL OF MINUTES FOR JOINT
MARCH 25, 2020 BOARD MEETING

APPROVE
(PAGE 5-9)

6. PUBLIC COMMENTS

RECEIVE COMMENTS

NON AGENDA ITEMS

Members of the public may address the Committee regarding any item within the subject matter jurisdiction of the Committee; 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. Comments may be limited to 3 minutes in length.

7. BOARD MEMBER COMMENTS

RECEIVE COMMENTS

8. CONSENT CALENDAR

RECEIVE & FILE

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

8a) STA Checks \$1,000 and Over Report for January and February 2020 (PAGE 10-17)

8b) Credit Card Statement for January and February 2020 (PAGE 18-27)

8c) STA Monthly Budget Variance Report for January and February 2020 (PAGE 28-40)

8d) Contracts Signed in between \$25,000 and \$100,000 for February and March 2020 (PAGE 41-42)

<u>ITEM</u>	<u>RECOMMENDATION</u>
8e) Union & Non-Union Pension Investment Asset Summary January and February 2020	(PAGE 43-48)
8f) Ridership Report for February and March 2020	(PAGE 49-54)
8g) SunDial Operational Notes for February and March 2020	(PAGE 55-61)
8h) Metrics for February and March 2020	(PAGE 62-84)
8i) Board Member Attendance for February and March 2020	(PAGE 85-86)
8j) Quarterly Capital Project Update for 1 st Quarter Calendar Year 2020	(PAGE 87-89)
8k) SSG/SRA Checks \$1,000 and Over Report for January and February 2020	(PAGE 90-92)
8l) SSG Monthly Budget Variance Report for January and February 2020	(PAGE 93-97)
8m) Taxi Trip Data – February and March 2020	(PAGE 98-100)
8n) Metric (Taxi Expense vs Taxi Revenue) January and February 2020	(PAGE 101-103)
9. ESTIMATED FINANCIAL IMPACT RELATED TO COVID-19 (Staff: Luis Garcia, Chief Financial Officer)	INFORMATION (PAGE 104-109)
10. AWARD OF VOLKSWAGEN ENVIRONMENTAL MITIGATION TRUST FUNDS GRANT FUNDING (Staff: Tommy Edwards, Chief Performance Officer)	INFORMATION (PAGE 110)
11. RATIFICATION OF EMERGENCY POLICY CHANGES (Staff: Lauren Skiver, CEO/General Manager)	APPROVE (PAGE 111-113)
12. HARRY OLIVER TRAIL LAND ACQUISITION (Staff: Tommy D. Edwards, Chief Performance Officer)	APPROVE (PAGE 114-115)
13. RESOLUTION NO. 0777 TO OBTAIN FEDERAL GRANT FUNDING (Staff: Jeanette Juarez, Budget Manager/Financial Analyst)	APPROVE (PAGE 116-119)
14. AMENDMENT TO TECHNICAL SUPPORT AGREEMENT (Staff: Rudy Le Flore, Chief Project Consultant)	APPROVE (PAGE 120)
15. WEST COAST CENTER OF EXCELLENCE FACILITY - ARCHITECT AND ENGINEERING SERVICES (Staff: Rudy Le Flore, Chief Project Consultant)	APPROVE (PAGE 121-122)
16. AUTHORIZATION TO AWARD AGREEMENT TO TWO KNIGHTS INSURANCE SERVICE, LTD TO MEDICAL BROKERAGE SERVICES (Staff: Tamara Miles, Chief of Human Relations)	APPROVE (PAGE 123-127)

ITEM

RECOMMENDATION

- 17. **EXTENSION OF LEGAL SERVICES AGREEMENT**
(Staff: Luis Garcia, Chief Financial Officer) **APPROVE**
(PAGE 128)
- 18. **RESOLUTION NO. 0778 – FEDERAL EMERGENCY FUNDING**
(Staff: Luis Garcia, Chief Financial Officer) **APPROVE**
(PAGE 129-132)
- 19. **RESOLUTION NO. 089 – SSG TAXICAB INDUSTRY EMERGENCY RELIEF MEASURE**
(Staff: Michal Brock, Taxi Administrator) **APPROVE**
(PAGE 133-136)
- 20. **FY21 SUNLINE SERVICES GROUP (SSG) TAXICAB PERMITTING FEES**
(Staff: Michal Brock, Taxi Administrator) **DISCUSSION**
(PAGE 137-138)
- 21. **GENERAL COUNSEL**
- 22. **CEO/GENERAL MANAGER’S REPORT**
- 23. **CLOSED SESSION**
- 24. **NEXT MEETING DATE**
May 27, 2020
12 p.m. – Board Room
32-505 Harry Oliver Trail,
Thousand Palms, CA 92276
- 25. **ADJOURN**

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
MARCH 25, 2020**

MINUTES

**Joint SunLine Transit Agency/SunLine Services Group
Board of Directors Meeting
March 25, 2020**

A joint regular meeting of the SunLine Transit Agency and SunLine Services Group Board of Directors was held at 12:04 p.m. on Wednesday, March 25, 2020 via telephone, pursuant to paragraph 3 of Executive Order N-20-29.

1. CALL TO ORDER

The meeting was called to order at 12:05 p.m. by Chairperson Kathleen Kelly

2. ROLL CALL

Members Present:

Kathleen Kelly, Chair, SunLine Agency Board Member, City of Palm Desert
Robert Radi, Vice-Chair, SunLine Agency Board Member, City of La Quinta
Raymond Gregory, SunLine Agency Board Member, City of Cathedral City
Megan Beaman Jacinto, SunLine Agency Board Member, City of Coachella
Russell Betts, SunLine Agency Board Member, City of Desert Hot Springs
Ty Peabody, SunLine Agency Board Member, City of Indian Wells
Glenn Miller, SunLine Agency Board Member, City of Indio
Lisa Middleton, SunLine Agency Board Member, City of Palm Springs
G. Dana Hobart, SunLine Agency Board Member, City of Rancho Mirage
Pat Cooper, SunLine Agency Board Member (Alternate), County of Riverside

3. PRESENTATIONS

None.

4. FINALIZATION OF AGENDA

No changes.

5. APPROVAL OF MINUTES FOR STA – FEBRUARY 26, 2020 BOARD MEETING

Board Member Betts moved to approve the minutes of the February 26, 2020 Board meeting. The motion was seconded by Board Member Miller. The motion was approved by a vote of 10 yes; 0 no; 0 abstain

6. APPROVAL OF MINUTES FOR SSG – FEBRUARY 26, 2020 BOARD MEETING

Board Member Peabody moved to approve the minutes of the February 26, 2020 Board meeting. The motion was seconded by Board Member Radi. The motion was approved by a vote of 10 yes; 0 no; 0 abstain

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
MARCH 25, 2020**

7. PUBLIC COMMENTS

Bill Meyers, Yellow Cab of the Desert provided written comments for the record. The comments were distributed via email to Board Members and are listed below for reference:

Bill Meyers, Yellow Cab of the Desert

"I am speaking on behalf of Yellow Cab and not the local industry as a whole. Last year at this time March 9-March 24 2019 we were operating at full capacity with 56 cabs in service, with a ride count of 7,284. Since the COVID-19 pandemic we have seen a 67.5% decrease in ridership with a current ride count of 2441, that is 4,843 rides less and we have 17 cabs.

In an attempt to survive this Pandemic we have made drastic changes to the structure of our daily operations by taking 27 cabs off the road, laying off 2 office staff members and 2 shop staff members reducing remaining office staff hours to 80 per week divided between 3 people. We have also had to fully outsource our dispatch department and reduce office operating hours.

Community is everything in our industry and we rely on the people of our community to lean on us for their transportation needs, delivery needs and medical transportation needs.

In an effort to keep drivers working we have implemented extreme cuts to our lease rates. Last year a 24/7 lease was \$850.00, today it is \$310.00. We are doing everything we can to keep people working and servicing our communities. We survived 9/11 and we intend to survive COVID-19 pandemic."

8. BOARD MEMBER COMMENTS

Board Member comments were made by:

Kathleen Kelly, City of Palm Desert
Robert Radi, City of La Quinta

9. CEO/GENERAL MANAGER COVID-19 RESPONSE AND SERVICE REPORT

For this information only item, CEO/General Manager provided the Board with a brief update as a follow-up to the report provided in the packet.

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
MARCH 25, 2020**

10. RESOLUTION NO. 0775 PROCLAIMING THE EXISTENCE OF AN EMERGENCY SITUATION DUE TO THE WORLDWIDE SPREAD OF COVID-19

General counsel, Eric Vail, explained the need for the emergency resolution. Comments were made by Board Member Ty Peabody and Board Member Raymond Gregory. Board Member Peabody asked that the Agency's Finance Department come back with estimated losses for the next 6 months compared to the budget and actuals. CEO/General Manager Skiver notified the Board that this information is being developed for RCTC and will be available to share with the Board, as requested. Board Member Gregory asked for clarification regarding contracting authority for the CEO/General Manager under this resolution, mentioned by general counsel. General Counsel Vail clarified that the resolution proclaims an emergency that also enacts provisions within the Board's approved procurement policy to provide authority to the CEO/General Manager. Board Member Beaman Jacinto moved to approve Resolution No. 0775 Proclaiming the Existence of an Emergency Situation due to the Worldwide Spread of COVID-19. The motion was seconded by Board Member Cooper. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

11. ASSIGNMENT OF DESIGN BUILD AGREEMENT

Finance/Audit Committee Chair Robert Radi notified the Board that the Committee did not meet on the item, but as Committee Chair he conferred with staff and moved approval of items 11 through 17. Item 12 was pulled from the single vote from Board Member Betts and Item 13 was pulled from the single vote from Board Member Hobart. Board Vice-Chair Radi moved to approve items 11, 14, 15, 16 and 17. The motion was seconded by Board Member Miller. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

12. REPLACEMENT OPERATIONS FACILITY – CONSTRUCTION QUALITY ASSURANCE SERVICES

Board Member Betts had asked for Item 12 to be pulled from the single vote to request for more information on the item since it didn't go to Committee and has a high dollar amount associated with it. CEO/General Manager Skiver explained that the Agency has already started grading for the land and the importance of the Operations Facility as a project and its need to move forward, even during these uncertain times. Board Member Betts moved to approve the Replacement Operations Facility – Construction Quality Assurance Services. The motion was seconded by Board Vice-Chair Radi. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

13. SOLAR CARPORTS CHANGE ORDER

Board Member Hobart asked for Item 13 to be pulled for discussion, but then rescinded his request. Board Member Hobart moved to approve the Solar Carports Change Order. The motion was seconded by Board Vice-Chair Radi. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
MARCH 25, 2020**

14. FACILITY IMPROVEMENTS DIVISION II

Finance/Audit Committee Chair Robert Radi notified the Board that the Committee did not meet on the item, but as Committee Chair he conferred with staff and moved approval of items 11 through 17. Item 12 was pulled from the single vote from Board Member Betts and Item 13 was pulled from the single vote from Board Member Hobart. Board Vice-Chair Radi moved to approve items 11, 14, 15, 16 and 17. The motion was seconded by Board Member Miller. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

15. FIRST AMENDMENT TO ZEN AGREEMENT

Finance/Audit Committee Chair Robert Radi notified the Board that the Committee did not meet on the item, but as Committee Chair he conferred with staff and moved approval of items 11 through 17. Item 12 was pulled from the single vote from Board Member Betts and Item 13 was pulled from the single vote from Board Member Hobart. Board Vice-Chair Radi moved to approve items 11, 14, 15, 16 and 17. The motion was seconded by Board Member Miller. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

16. RESOLUTION NO. 0776 TO OBTAIN LOW CARBON TRANSIT OPERATIONS PROGRAM FUNDING

Finance/Audit Committee Chair Robert Radi notified the Board that the Committee did not meet on the item, but as Committee Chair he conferred with staff and moved approval of items 11 through 17. Item 12 was pulled from the single vote from Board Member Betts and Item 13 was pulled from the single vote from Board Member Hobart. Board Vice-Chair Radi moved to approve items 11, 14, 15, 16 and 17. The motion was seconded by Board Member Miller. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

17. ROUTE 10 COMMUTER LINK SERVICE AGREEMENTS

Finance/Audit Committee Chair Robert Radi notified the Board that the Committee did not meet on the item, but as Committee Chair he conferred with staff and moved approval of items 11 through 17. Item 12 was pulled from the single vote from Board Member Betts and Item 13 was pulled from the single vote from Board Member Hobart. Board Vice-Chair Radi moved to approve items 11, 14, 15, 16 and 17. The motion was seconded by Board Member Miller. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

18. GENERAL COUNSEL

General counsel had no updates to report.

19. CEO/GENERAL MANAGER'S REPORT

CEO/General Manager, Lauren Skiver, had no further updates to report.

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
MARCH 25, 2020**

20. CLOSED SESSION

No scheduled closed session items.

21. NEXT MEETING DATE

April 22, 2020
12 p.m. – Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

22. ADJOURN

The SunLine Services Group and SunLine Transit Agency meeting concurrently adjourned at 12:39 p.m.

Respectfully Submitted,

Brittney B. Sowell
Clerk of the Board

SunLine Transit Agency
CONSENT CALENDAR

DATE: April 22, 2020

RECEIVE & FILE

TO: Board of Directors

RE: Checks \$1,000 and Over Report for January and February 2020

Summary:

This report lists all of the checks processed at the Agency with a value of over \$1,000 for a given month. Items identified in bold font represent "pass through" payments that were or will be reimbursed to SunLine under the provisions of specific grants or contracts. Items identified with underlines represent "shared" payments with SunLine and specific vendors/employees.

- For January, the largest payments issued was to New Flyer of America for the second and third milestones payment of six (6) CNG Buses. The buses are funded through the Federal Transit Agency (FTA) 5307, 5339 and Prop 1B - PTMISEA.
- For February, the largest payment was issued to GP Strategies for payment of the work in progress of the new CNG Fueling Station. State Transit Assistance (STA) funds are being utilized.

Recommendation:

Receive and file.

**SunLine Transit Agency
Checks \$1,000 and Over
January 2020**

NOTE: 1). Bold check payments represent "Pass Through", Bold Italicized check payments represent "Capital Expenses", payments that were, or will be reimbursed to SunLine under the provisions of specific grants or contracts. 2). Underlined check payments represent "Shared" payments with SunLine and specific vendors/employees.

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
NEW FLYER OF AMERICA INC.	WIP-Replacement of 6 Fixed Route Buses	681675	01/21/2020	1,209,234.78
NEW FLYER OF AMERICA INC.	WIP-Replacement of 6 Fixed Route Buses	681645	01/17/2020	1,007,807.52
GP STRATEGIES	WIP- CNG Fueling Station	681632	01/17/2020	319,719.04
PERMA - INSURANCE	General Liability & Workers Comp Premium	681653	01/17/2020	158,253.01
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>681733</u>	<u>01/24/2020</u>	<u>103,947.78</u>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>681582</u>	<u>01/10/2020</u>	<u>101,632.41</u>
CDW GOVERNMENT, INC	Computer/Network Software Agmt	681759	01/30/2020	86,306.35
ELEMENT MARKETS RENEWABLE ENERGY, LLC	Utilities	681694	01/24/2020	50,517.60
IMPERIAL IRRIGATION DIST	Utilities	681637	01/17/2020	47,298.14
DOWNTOWN FORD SALES	WIP- Replacement of Support Vehicles	681764	01/30/2020	46,166.74
SO CAL GAS CO.	Utilities	681662	01/17/2020	40,026.81
<u>GUARDIAN LIFE INSURANCE COMPANY THE</u>	<u>Employee Benefits/ LTD/STD/LIFE Ins Prem</u>	<u>681770</u>	<u>01/30/2020</u>	<u>37,828.02</u>
URRUTIA MARKS ARCHITECTS	Indio Facility improvements A & E	681709	01/24/2020	27,333.59
IMPERIAL IRRIGATION DIST	Utilities	681547	01/10/2020	25,770.33
MICHELIN NORTH AMERICA, INC.	Tires Leasing Service	681553	01/10/2020	22,339.01
BURKE, WILLIAMS & SORENSEN, LLP	Legal Service	681619	01/17/2020	22,074.00
TEC OF CALIFORNIA, INC.	Inventory Repair Parts	681579	01/10/2020	18,066.11
CALIFORNIA DEPARTMENT OF TAX & FEE	Annual Use Fuel Tax for 2019	681755	01/30/2020	18,059.00
*KATHLEEN KELLY CONSULTING	Finance Consultant	681707	01/24/2020	17,815.67
TYLER TECHNOLOGIES, INC.	Annual Data Disaster Recovery Services & TCM	681516	01/03/2020	17,018.00
ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS	Consulting Services	681736	01/24/2020	14,570.47
CALIFORNIA DEPARTMENT OF TAX & FEE	Annual Exempt Bus Operator Use Fuel Tax 2019	681753	01/30/2020	14,113.00
THE LEFLORE GROUP LLC	Consulting Services	681726	01/24/2020	14,049.20
CALIFORNIA TRANSIT ASSOCIATION	Annual Membership	681474	01/03/2020	13,000.00
PSOMAS	WIP- CNG Station Construction Mgt	681502	01/03/2020	12,522.73
JACKSON LEWIS P.C.	Insurance Loss	681775	01/30/2020	12,006.95
EIDE BAILLY LLP	Auditing Services	681536	01/10/2020	12,000.00
VERIZON WIRELESS	Wireless Telephone Service	681588	01/10/2020	11,110.96
SHUTTLE BUS LEASING	Lease 2 MCI Commuter Buses	681572	01/10/2020	11,000.00
CALSTART, INC.	WIP-Hydrogen FCB Lo-No	681756	01/30/2020	10,000.00
NFI PARTS	Inventory Repair Parts	681610	01/17/2020	9,386.35
OLD GREEN HOUSE LLC	Planning Consulting Services	681788	01/30/2020	9,112.50
HANSON BRIDGETT LLP	Special Counsel	681487	01/03/2020	8,835.00
NAPA AUTO PARTS	Inventory Repair Parts	681711	01/24/2020	8,725.91
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	681660	01/17/2020	8,695.68
ANDREA CARTER & ASSOCIATES	Marketing Consulting Services	681674	01/21/2020	8,400.00
JOHNSON EQUIPMENT COMANY	WIP-Replacement & Expansion of Support Vehicles	681640	01/17/2020	8,043.82
SAFETY-KLEEN CORPORATION	Contract Service-Hazardous Waste Removal	681661	01/17/2020	7,311.03

* Kathleen Kelly Consulting is a separate entity not affiliated with any Board member

**SunLine Transit Agency
Checks \$1,000 and Over
January 2020**

NOTE: 1). Bold check payments represent "Pass Through", Bold Italicized check payments represent "Capital Expenses", payments that were, or will be reimbursed to SunLine under the provisions of specific grants or contracts. 2). Underlined check payments represent "Shared" payments with SunLine and specific vendors/employees.

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
KELLERMEYER BERGENSONS SERVICES, LLC	Janitorial Service	681778	01/30/2020	7,240.00
AMALGAMATED TRANSIT UNION	Union Dues	681677	01/24/2020	6,959.77
AMALGAMATED TRANSIT UNION	Union Dues	681521	01/10/2020	6,708.94
<u>PRINCIPAL LIFE INSURANCE COMPANY</u>	<u>PPO Dental Benefits Feb 2020</u>	<u>681786</u>	<u>01/30/2020</u>	<u>6,460.29</u>
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	681609	01/17/2020	6,322.22
JESSE FRESCAS JR.	Projects Consulting Services	681599	01/14/2020	6,160.00
TRANSIT PRODUCTS & SERVICES	Inventory Repair Parts	681514	01/03/2020	5,756.88
1000BULBS.COM	Electrical Expenses	681741	01/30/2020	5,743.72
FULLER TRUCK ACCESSORIES	WIP-Replacement & Expansion of Support Vehicles	681751	01/30/2020	5,597.50
NFI PARTS	Inventory Repair Parts	681470	01/03/2020	5,398.49
CUMMINS SALES AND SERVICE	Inventory Repair Parts	681625	01/17/2020	5,192.94
ADVANCED WEB OFFSET, INC.	Printing of Rider's Guides	681591	01/14/2020	5,156.70
GARON WYATT INVESTIGATIVE SERVICES	Investigative Services	681699	01/24/2020	5,082.50
IMPERIAL IRRIGATION DIST	Utilities	681703	01/24/2020	5,012.86
AMETZA ARIZONA, LLC.	Lubricants & Oils	681614	01/17/2020	4,738.39
PRUDENTIAL OVERALL SUPPLY	Uniforms	681719	01/24/2020	4,571.17
SOCALGAS	Utilities	681575	01/10/2020	4,542.50
<u>PRINCIPAL LIFE INSURANCE COMPANY</u>	<u>PPO Dental Benefits Jan 2020</u>	<u>681566</u>	<u>01/10/2020</u>	<u>4,329.61</u>
TPX COMMUNICATIONS	Telephone Service	681740	01/27/2020	4,086.13
CALIFORNIA DENTAL NETWORK, INC.	Dental Benefits	681681	01/24/2020	3,840.03
PDC MACHINES, INC	SunFuels Inventory Repair Parts	681501	01/03/2020	3,751.91
HD INDUSTRIES	Inventory Repair Parts	681771	01/30/2020	3,721.90
CATALYTIC INDUSTRIAL GROUP, INC	F/A Misc Equipment D/2 Shop	681687	01/24/2020	3,627.50
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	681684	01/24/2020	3,489.89
SOUTHWEST PLUMBING, INC.	Plumbing Expenses	681664	01/17/2020	3,480.00
ANTHONY CARTER	Operating Consulting Services	681593	01/14/2020	3,328.00
AIR & LUBE SYSTEMS INC	F/A Facility Improvements	681743	01/30/2020	3,258.92
TIME WARNER CABLE	Utilities	681581	01/10/2020	3,237.22
WESTPORT DALLAS, INC.	Repair Parts Fixed Route	681673	01/17/2020	3,220.78
AMERICAN SECURITY GROUP	Annual OnSSI StayCURRENT Licenses	681744	01/30/2020	3,192.47
DESERT PARADISE CONSTRUCTION, LLC	WIP-OPS/Admin Building/Zero Emissions Maint Facility	681596	01/14/2020	3,120.00
THE LEARNING & PERFORMANCE IMPROVEMENT	Safety Consulting Services	681776	01/30/2020	3,034.50
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	681683	01/24/2020	3,024.34
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	681528	01/10/2020	3,022.96
SOCALGAS	Utilities	681663	01/17/2020	2,866.14
BATTERY SYSTEMS, INC.	Inventory Repair Parts	681472	01/03/2020	2,813.59
BATTERY SYSTEMS, INC.	Inventory Repair Parts	681617	01/17/2020	2,813.59
PARKHOUSE TIRE, INC.	Repair Parts Fixed Route	681560	01/10/2020	2,707.30
SAFNA ENGINEERING & CONSULTING	Engineering & Consulting Services	681489	01/03/2020	2,700.00

**SunLine Transit Agency
Checks \$1,000 and Over
January 2020**

NOTE: 1). Bold check payments represent "Pass Through", Bold Italicized check payments represent "Capital Expenses", payments that were, or will be reimbursed to SunLine under the provisions of specific grants or contracts. 2). Underlined check payments represent "Shared" payments with SunLine and specific vendors/employees.

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
AMETZA ARIZONA, LLC.	Inventory Repair Parts	681745	01/30/2020	2,640.24
AVAIL TECHNOLOGIES	<i>F/A Misc Equipment scanner (Bluebird handheld)</i>	<i>681749</i>	<i>01/30/2020</i>	<i>2,536.87</i>
CALIFORNIA DEPARTMENT OF TAX & FEE	Annual User Use Fuel Tax for 2019	681754	01/30/2020	2,507.00
STANTEC ARCHITECTURE, INC.	<i>WIP-Operation Facility</i>	<i>681603</i>	<i>01/14/2020</i>	<i>2,458.26</i>
DESERT URGENT CARE	Medical Exams	681704	01/24/2020	2,415.00
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	681540	01/10/2020	2,402.78
HOME DEPOT CREDIT SERVICES	Facility Maintenance	681634	01/17/2020	2,396.47
TK SERVICES, INC.	Inventory Repair Parts	681732	01/24/2020	2,240.72
OFFICETEAM	Temporary Help	681497	01/03/2020	2,223.76
ADEPTEC, INC.	Technical Consulting Services	681549	01/10/2020	2,000.00
BRIGHT MOMENTS	HR Consulting Services	681737	01/27/2020	1,980.00
PERMA - INSURANCE	Insurance Loss	681784	01/30/2020	1,974.22
DESERT PARADISE CONSTRUCTION, LLC	<i>WIP-Operation Facility / Admin Bldg. Phase 2</i>	<i>681479</i>	<i>01/03/2020</i>	<i>1,920.00</i>
DESERT AIR CONDITIONING, INC.	Semi-annual A/C maintenance	681626	01/17/2020	1,914.00
MURCHISON & CUMMING, LLP	Insurance Loss	681602	01/14/2020	1,814.00
MILE3 WEB DEVELOPMENT	Website Maintenance	681601	01/14/2020	1,805.41
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	681506	01/03/2020	1,740.89
VALLEY OFFICE EQUIPMENT, INC.	Office Equipment Maintenance	681670	01/17/2020	1,728.42
ATWORK FRANCHISE, INC.	Temporary Help	681738	01/27/2020	1,667.75
TRANSIT PRODUCTS & SERVICES	Inventory Repair Parts	681794	01/30/2020	1,661.25
NFI PARTS	Inventory Repair Parts	681742	01/30/2020	1,607.14
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	681527	01/10/2020	1,603.12
ATWORK FRANCHISE, INC.	Temporary Help	681542	01/10/2020	1,580.59
SMARTDRIVE SYSTEMS, INC.	General Services	681574	01/10/2020	1,580.00
SMARTDRIVE SYSTEMS, INC.	General Services	681510	01/03/2020	1,580.00
PLAZA TOWING, INC.	Towing Services Agreement	681655	01/17/2020	1,575.00
MUNICIPAL RESOURCE GROUP LLC	Consulting Services	681493	01/03/2020	1,558.75
OFFICETEAM	Temporary Help	681649	01/17/2020	1,530.64
PDC MACHINES, INC	Inventory Repair Parts	681651	01/17/2020	1,504.16
US BANK VOYAGER FLEET SYSTEMS	Fuel for Support Vehicles	681584	01/10/2020	1,477.28
THE SIGN WORKS	Sandblast image on slab sign	681758	01/30/2020	1,413.75
CALIFORNIA DEPARTMENT OF TAX & FEE	Quarterly Sales Tax Oct-Dec 2019	681682	01/24/2020	1,400.00
SWRCB ACCOUNTING OFFICE	Annual Operating Permit Div-2	681730	01/24/2020	1,400.00
SAFETY-KLEEN CORPORATION	Parts Washer Service	681508	01/03/2020	1,372.74
CUMMINS-ALLISON CORP.	Annual Contract Renewal	681606	01/15/2020	1,357.51
RECARO NORTH AMERICA, INC.	Inventory Repair Parts	681503	01/03/2020	1,267.71
KELLY PAPER COMPANY	Copy paper	681551	01/10/2020	1,266.87
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	681526	01/10/2020	1,260.07
PLAZA TOWING, INC.	Towing Services Agreement	681565	01/10/2020	1,250.00

**SunLine Transit Agency
Checks \$1,000 and Over
January 2020**

NOTE: 1). Bold check payments represent "Pass Through", Bold Italicized check payments represent "Capital Expenses", payments that were, or will be reimbursed to SunLine under the provisions of specific grants or contracts. 2). Underlined check payments represent "Shared" payments with SunLine and specific vendors/employees.

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
TRANSIT RESOURCES, INC.	Inventory Repair Parts	681669	01/17/2020	1,243.74
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	681507	01/03/2020	1,236.49
ROBERT HALF TECHNOLOGY	Temporary Help	681787	01/30/2020	1,192.00
ROBERT HALF TECHNOLOGY	Temporary Help	681722	01/24/2020	1,192.00
OFFICETEAM	Temporary Help	681716	01/24/2020	1,166.80
FEDEX OFFICE PRINT & SHIP CENTER	Printing Bind for Operator Trainging Class	681798	01/31/2020	1,165.65
PLAZA TOWING, INC.	Towing Services Agreement	681717	01/24/2020	1,150.00
CLAIREMONT EQUIPMENT	REACH LIFT	681531	01/10/2020	1,147.77
GREATLAND CORPORATION	Greatland ACA E-File 2019	681545	01/10/2020	1,095.10
OFFICE DEPOT	LapTop Bags	681495	01/03/2020	1,067.99
CUMMINS SALES AND SERVICE	Cummins engine parts for 713 (PD02)	681477	01/03/2020	1,062.64
CPAC INC.COM	Annual Lansweeper Premium Subscription	681534	01/10/2020	1,054.95
HENSON CONSULTING GROUP, LLC	Culture of Excellence Consulting	681595	01/14/2020	1,050.00
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	681571	01/10/2020	1,041.03
JEANETTE JUAREZ	Staff Development Reimbursement	681598	01/14/2020	1,010.00
TOTALFUNDS	Postage	681604	01/14/2020	1,000.00
Total Checks Over \$1,000	\$3,826,897.6			
Total Checks Under \$1,000	\$52,113.95			
Total Checks	\$3,879,011.6			

**SunLine Transit Agency
Checks \$1,000 and Over
February 2020**

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Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
GP STRATEGIES	WIP-CNG Fueling Station	681957	02/21/2020	803,780.12
PERMA - INSURANCE	General Liability & Workers Comp Premium	681915	02/14/2020	157,963.91
NEW FLYER OF AMERICA INC.	WIP-Replacement of 6 Fixed Route Buses	681973	02/21/2020	133,461.12
NEW FLYER OF AMERICA INC.	WIP-Replacement of 6 Fixed Route Buses	681974	02/21/2020	133,461.12
NEW FLYER OF AMERICA INC.	WIP-Replacement of 6 Fixed Route Buses	681971	02/21/2020	133,461.12
NEW FLYER OF AMERICA INC.	WIP-Replacement of 6 Fixed Route Buses	681970	02/21/2020	133,461.12
NEW FLYER OF AMERICA INC.	WIP-Replacement of 6 Fixed Route Buses	681975	02/21/2020	133,461.12
NEW FLYER OF AMERICA INC.	WIP-Replacement of 6 Fixed Route Buses	681972	02/21/2020	133,461.12
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>681849</u>	<u>02/07/2020</u>	<u>103,552.59</u>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>682003</u>	<u>02/24/2020</u>	<u>103,199.69</u>
IMPERIAL IRRIGATION DIST	Utilities	681897	02/14/2020	76,901.84
ELEMENT MARKETS RENEWABLE ENERGY, LLC	Utilities	681883	02/14/2020	60,265.61
SO CAL GAS CO.	Utilities	681925	02/14/2020	50,355.15
<u>GUARDIAN LIFE INSURANCE COMPANY THE</u>	<u>Employee Benefits/ LTD/STD/LIFE Ins Prem</u>	<u>682020</u>	<u>02/28/2020</u>	<u>36,668.25</u>
WSP USA INC.	TDM & Vanpool Program	681856	02/07/2020	26,685.82
MICHELIN NORTH AMERICA, INC.	Tire Leasing Service	681902	02/14/2020	23,281.29
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	681870	02/14/2020	19,451.40
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	681982	02/21/2020	19,439.28
PSOMAS	WIP- CNG Station Construction Mgt	681836	02/07/2020	17,904.19
YELLOW CAB OF THE DESERT	Taxi Voucher Program	681857	02/07/2020	16,961.32
BROADLUX, INC.	WIP- Refurbished Hydrogen Fueling Station	681869	02/14/2020	16,380.48
MURCHISON & CUMMING, LLP	Insurance Loss S. Gire TS1901	681826	02/07/2020	15,907.30
TEC OF CALIFORNIA, INC.	Inventory Repair Parts	681927	02/14/2020	15,700.82
BROADLUX, INC.	WIP- Hydrogen Electric Hybrid FCB & Station	681941	02/21/2020	14,930.19
*KATHLEEN KELLY CONSULTING	Consulting Services	682026	02/28/2020	12,413.05
OLD GREEN HOUSE LLC	Planning Consulting Services	682035	02/28/2020	11,550.00
BALLARD POWER SYSTEMS	Repair Parts - Fuel Cell	682010	02/28/2020	11,308.36
VERIZON WIRELESS	Wireless Telephone Service	681935	02/14/2020	11,046.24
GRAVES & KING LLP	Insurance Loss	681822	02/07/2020	9,631.04
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	681840	02/07/2020	9,266.98
STRONG'S TRUCK & VAN UPFITTERS	WIP- Replacement & Expansion of Support Vehicles	682038	02/28/2020	9,245.99
AVAIL TECHNOLOGIES	Computer Network Software Agreement	682009	02/28/2020	9,200.00
STRONG'S TRUCK & VAN UPFITTERS	WIP- Replacement & Expansion of Support Vehicles	681985	02/21/2020	9,002.61
HD INDUSTRIES	Inventory Repair Parts	681959	02/21/2020	8,845.63
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts)	681922	02/14/2020	7,284.46
KELLERMEYER BERGENSONS SERVICES, LLC	Janitorial Service	682027	02/28/2020	7,240.00
AMALGAMATED TRANSIT UNION	Union Dues	681804	02/07/2020	6,931.08
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	681860	02/14/2020	6,924.02

* Kathleen Kelly Consulting is a separate entity not affiliated with any Board member

**SunLine Transit Agency
Checks \$1,000 and Over
February 2020**

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Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
NFI PARTS	Inventory Repair Parts	681800	02/07/2020	6,912.84
AMALGAMATED TRANSIT UNION	Union Dues	681992	02/24/2020	6,902.39
IMPERIAL IRRIGATION DIST	Utilities	681961	02/21/2020	6,501.84
NORTON MEDICAL INDUSTRIES	Medical Exams	681827	02/07/2020	6,310.95
SOCALGAS	Utilities	681926	02/14/2020	5,784.74
JESSE FRESCAS JR.	Projects Consultant	681965	02/21/2020	5,760.00
CREATIVE BUS SALES, INC,	Inventory Repair Parts	681879	02/14/2020	5,597.77
SHUTTLE BUS LEASING	Lease MCI Commuter Buses	681924	02/14/2020	5,500.00
<u>PRINCIPAL LIFE INSURANCE COMPANY</u>	<u>PPO Dental Benefits Mar 2020</u>	<u>682033</u>	<u>02/28/2020</u>	<u>5,397.07</u>
US BANK VOYAGER FLEET SYSTEMS	Fuel for Support Vehicles	681934	02/14/2020	5,390.50
MURCHISON & CUMMING, LLP	Insurance Loss	682029	02/28/2020	5,209.83
CREATIVE BUS SALES, INC,	Inventory Repair Parts	681811	02/07/2020	4,570.16
HOME DEPOT CREDIT SERVICES	Facility Maintenance	681893	02/14/2020	4,371.12
TPX COMMUNICATIONS	Telephone Service	681986	02/21/2020	4,066.12
CALIFORNIA DENTAL NETWORK, INC.	Dental Benefits	681942	02/21/2020	3,957.83
AIRWAVE COMMUNICATIONS	WIP- Replacement & Expansion of Support Vehicles	681863	02/14/2020	3,956.24
AMETZA ARIZONA, LLC.	Lubricants Oil	681940	02/21/2020	3,799.67
HENSON CONSULTING GROUP, LLC	Culture of Excellence Consulting	681881	02/14/2020	3,762.50
PATRICK M. BRASSIL	Hydrogen Reformer Maints & Monitoring	681913	02/14/2020	3,760.00
ANTHONY CARTER	Operating Consulting Services	681866	02/14/2020	3,744.00
PRUDENTIAL OVERALL SUPPLY	Uniforms	681918	02/14/2020	3,721.58
DESERT CITY CAB	Taxi Voucher Program	681815	02/07/2020	3,550.69
TIME WARNER CABLE	Utilities	681929	02/14/2020	3,492.63
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	681993	02/24/2020	3,241.25
PARKHOUSE TIRE, INC.	Tires- Fixed Route	682030	02/28/2020	3,077.89
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	681807	02/07/2020	3,056.64
PLAZA TOWING, INC.	Towing Services Agreement	681835	02/07/2020	3,050.00
ANDREA CARTER & ASSOCIATES	Marketing Consulting Services	682007	02/28/2020	3,000.00
NFI PARTS	Repair Parts- Fixed Route	681861	02/14/2020	2,738.19
RECARO NORTH AMERICA, INC.	Inventory Repair Parts	681837	02/07/2020	2,692.18
ALEXANDER COHN, ESQ	Legal Services	682006	02/28/2020	2,685.98
OFFICETEAM	Temporary Help	681977	02/21/2020	2,508.91
VALLEY OFFICE EQUIPMENT, INC.	Office Equipment Maintenance	681989	02/21/2020	2,422.78
NFI PARTS	Inventory Repair Parts	681937	02/21/2020	2,418.66
NAPA AUTO PARTS	Inventory Repair Parts	681905	02/14/2020	2,269.19
FIX AUTO CATHEDRAL CITY	Repair Claims	682021	02/28/2020	2,161.24
CALIFORNIA HYDROGEN BUSINESS COUNCIL	Membership & Subscription	681943	02/21/2020	2,000.00
FULTON DISTRIBUTING	Bus Stop Supplies	682019	02/28/2020	1,847.59
ATWORK FRANCHISE, INC.	Temporary Help	681996	02/24/2020	1,836.28

**SunLine Transit Agency
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February 2020**

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Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
SOUTH COAST AIR QUALITY MANAGEMENT	Permit & Licenses	681843	02/07/2020	1,820.48
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	681875	02/14/2020	1,783.53
FRANCISCO RENDON	Reissue Payroll Check#337778 12/19/2019	682018	02/28/2020	1,703.56
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	681872	02/14/2020	1,667.79
MILE3 WEB DEVELOPMENT	Website Maintenance	681903	02/14/2020	1,644.74
FIESTA FORD, INC.	Inventory Repair Parts	681886	02/14/2020	1,626.69
JAMES L. CONNERS	Reissue Payroll Check#15843 02/21/2020	681998	02/24/2020	1,613.86
JAMES L. CONNERS	Reissue Payroll Check#15509 02/07/2020	681858	02/12/2020	1,613.86
SMARTDRIVE SYSTEMS, INC.	General Services	681984	02/21/2020	1,580.00
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	681871	02/14/2020	1,520.30
PATRICK M. BRASSIL	Hydrogen Reformer Maints & Monitoring	681833	02/07/2020	1,520.00
ELITE INVESTIGATIONS	Insurance Loss	681979	02/21/2020	1,398.32
DECALS BY DESIGN, INC.	Decals- Fixed Route	681814	02/07/2020	1,335.91
CONTROLLED MOTION SOLUTIONS, INC.	Inventory Repair Parts	681809	02/07/2020	1,300.75
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	681832	02/07/2020	1,214.20
BEST BEST & KRIEGER LLP	Legal Services	682011	02/28/2020	1,200.00
ROBERT HALF TECHNOLOGY	Temporary Help	681981	02/21/2020	1,180.00
NORTON MEDICAL INDUSTRIES	Medical Exams	681976	02/21/2020	1,129.20
PLAZA TOWING, INC.	Towing Services Agreement	681917	02/14/2020	1,100.00
BATTERY SYSTEMS, INC.	Inventory Repair Parts	681868	02/14/2020	1,089.82
HANSON BRIDGETT LLP	Special Counsel	681892	02/14/2020	1,045.00
JAMES L. CONNERS	Staff Development Reimbursement	681997	02/24/2020	1,040.40
ELITE INVESTIGATIONS	Insurance Loss	681914	02/14/2020	1,036.00
QUADIENT FINANCE USA, INC.	Postage	681932	02/14/2020	1,000.00
Total Checks Over \$1,000	\$2,696,177.09			
Total Checks Under \$1,000	\$42,384.22			
Total Checks	\$2,738,561.31			

SunLine Transit Agency
CONSENT CALENDAR

DATE: April 22, 2020

RECEIVE & FILE

TO: Board of Directors

RE: Credit Card Statement for January and February 2020

Summary:

The attached report summarizes the Agency's credit card expenses for January and February 2020 with statement closing dates of February 3, 2020 and March 3, 2020, respectively.

Recommendation:

Receive and file.

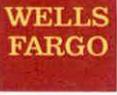
SunLine Transit Agency Visa Credit Card Statement

Closing Date: 02/03/20

Name on Card: Lauren Skiver

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1	1/2/2020	1/5/2020	Firehouse Subs	Firehouse Subs Catering Order; January 9th Session - SunLine University Track 3B Participants		\$176.68
2	1/5/2020	1/7/2020	Taxi	Taxi Trip from Airport to Hotel; CTE Roundtable - Lauren Skiver, CEO/General Manager		\$57.81
3	1/7/2020	1/9/2020	Hampton Inn	Lodging for 2 Nights; CTE Transit Vehicle Innovation Deployment Centers Meeting - Lauren Skiver, CEO/General Manager		\$245.70
4	1/7/2020	1/9/2020	Taxi	Taxi Trip from Hotel to Airport; CTE Roundtable - Lauren Skiver, CEO/General Manager		\$42.50
5	1/9/2020	1/12/2020	Westin	Westin Group Dinner; Pre-Workshop Gathering for Hydrogen Fuel Cell Overview/Board Workshop with San Joaquin RTD and Foothill Transit Agency (deposit; future refund of \$581.38) *30 attendees split between the three agencies		\$1,162.75
6	1/12/2020	1/12/2020	Luna Grill	Luna Grill Catering Order; Hydrogen Fuel Cell Overview/Board Workshop with San Joaquin RTD and Foothill Transit Agency		\$391.29
7	1/15/2020	1/16/2020	Expedia	Lodging for 2 Nights; Intersolar North America - Lauren Skiver, CEO/General Manager and Tommy Edwards, Chief Performance Officer (rooms cancelled; future credits expected)		\$856.88
8	1/17/2020	1/20/2020	APTA	Registration Fee; 2020 APTA Marketing & Communications Workshop - Brittney B. Sowell, Chief of Public Affairs/Clerk of the Board		\$695.00
9	1/21/2020	1/22/2020	Mario's Italian Café	Mario's Italian Café Catering Order; January Meeting - Board of Directors		\$294.80
10	1/24/2020	1/26/2020	Alaska Airlines	Roundtrip flight from PSP to SEA on Alaska Airlines; ZEBRA Roundtable - Lauren Skiver, CEO/General Manager		\$291.80
11	1/24/2020	1/26/2020	Alaska Airlines	Roundtrip flight from PSP to SEA on Alaska Airlines; ZEBRA Roundtable - Tommy Edwards, Chief Performance Officer		\$291.80
12	1/24/2020	1/26/2020	Alaska Airlines	Roundtrip flight from PSP to SEA on Alaska Airlines; ZEBRA Roundtable - Jenny Bellinger, Performance Project Assistant		\$291.80
13	1/25/2020	1/26/2020	Red Robin	Red Robin Catering Order; OEM Roundtable - West Coast Center of Excellence		\$326.97
14	1/29/2020	1/30/2020	DOE	Registration Fee; H2 Airport Workshop - Tommy Edwards, Chief Performance Officer (cancelled due to COVID-19; future refund expected)		\$60.00
15	1/30/2020	2/2/2020	Alaska Airlines	(Flight change) Roundtrip flight from ONT to SEA on Alaska Airlines; ZEBRA Roundtable - Lauren Skiver, CEO/General Manager		\$125.00
Credits and Charges:					\$0.00	\$5,310.78

Total: \$5,310.78



CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	02/03/20
Days in Billing Cycle	31
Next Statement Date	03/03/20

For 24-Hour Customer Service Call:
800-231-5511

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

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

Credit Line	\$40,000
Available Credit	\$33,835

Payment Information

New Balance	\$5,385.78
Current Payment Due (Minimum Payment)	\$500.00
Current Payment Due Date	02/28/20

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

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

Account Summary

Previous Balance		\$1,896.50
Credits	-	\$0.00
Payments	-	\$1,896.50
Purchases & Other Charges	+	\$5,385.78
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$5,385.78

Wells Fargo Elite Cash Back Advantage

Previous Balance		\$18.97
Cash Earned this Month		\$53.11
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$0.00
Cash Back Balance	=	\$72.08
Cash Awarded this Period		\$0.00
Year to Date Cash Back Awarded		\$0.00

Cash Back Notice

Your next cash back reward is scheduled for 03/2020.

See reverse side for important information.

DETACH HERE

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

Make checks payable to: Wells Fargo

Account Number	[REDACTED]
New Balance	\$5,385.78
Total Amount Due (Minimum Payment)	\$500.00
Current Payment Due Date	02/28/20



Print address or phone changes:

Work ()

Amount Enclosed:



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

SUNLINE TRANSIT
LUIS GARCIA
32505 HARRY OLIVER TRL
THOUSAND PALMS CA 92276-3501
58759
6301



Rate Information

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

TYPE OF BALANCE	ANNUAL INTEREST RATE	DAILY FINANCE CHARGE RATE	AVERAGE DAILY BALANCE	PERIODIC FINANCE CHARGES	TRANSACTION FINANCE CHARGES	TOTAL FINANCE CHARGES
PURCHASES	12.740%	.03490%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	25.490%	.06983%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Important Information

\$0 - \$5,385.78 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 02/28/20. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

TOTAL *FINANCE CHARGE* BILLED IN 2019 \$0.00

TOTAL *FINANCE CHARGE* PAID IN 2019 \$0.00

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

Summary of Sub Account Usage

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	[REDACTED]	40,000	\$5,310.78

Transaction Details

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

Trans	Post	Reference Number	Description	Credits	Charges
01/03	01/04	2448461QM00XTMJG4	REWARDS ANNUAL MEMBERSHIP FEE		75.00
01/28	01/28	F326800DC00CHGDDA	AUTOMATIC PAYMENT - THANK YOU	1,896.50	
			TOTAL 4484610004265941 \$1,821.50-		

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

01/02	01/04	2413746QKEJDRYW7E	FIREHOUSE SUBS #1287 PALM DESERT CA		176.68
01/05	01/05	2486948QN7L06RA9G	TAXI SVC CHICAGO LONG IS CITY NY		57.81
01/07	01/07	2475542QR4BRWQPKA	HAMPTON INN CHICAGO WEST CHICAGO IL		245.70
01/07	01/07	2486948QR7LYM5Z0Y	TAXI SVC CHICAGO CHICAGO IL		42.50
01/09	01/09	2475542QS4YDJ47T0	WESTIN (WESTIN HOTELS) RANCHO MIRAGE CA		1,162.75
01/12	01/12	2443106QWL4F6L54M	LUNA GRILL 046 PALM DESERT CA		391.29
01/15	01/15	2444500D0HEWHH5WL	EXPEDIA 7513632814255 EXPEDIA.COM NV		856.88
01/17	01/17	2463923D3S66DF28M	APTA 202-4964800 DC		695.00
01/21	01/21	2469216D62X51KZ57	MARIO'S ITALIAN CAFE V PALM DESERT CA		294.80
01/24	01/24	2443106D99M3D7LGN	ALASKA AIR 0277440993492 SEATTLE WA		291.80
		02/18/20	SKIVER/LAURA LEE		
		1 AS T	PALM SPRINGS SEATTLE		
		2 AS G	SEATTLE PALM SPRINGS		
		11617270	EXPEDIA.COM TRAVEL		
01/24	01/24	2443106D99M3D7LHG	ALASKA AIR 0277440993494 SEATTLE WA		291.80
		02/18/20	EDWARDS/TOMMY DALE		
		1 AS T	PALM SPRINGS SEATTLE		
		2 AS G	SEATTLE PALM SPRINGS		
		11617270	EXPEDIA.COM TRAVEL		
01/24	01/24	2443106D99M3D7LH8	ALASKA AIR 0277440993493 SEATTLE WA		291.80
		02/18/20	BELLINGER/JENNIFER		
		1 AS T	PALM SPRINGS SEATTLE		
		2 AS G	SEATTLE PALM SPRINGS		
		11617270	EXPEDIA.COM TRAVEL		
01/25	01/25	2444500D900RTQJ88	RED ROBIN NO 253 303-846-6111 CA		326.97

Transaction Details

Trans	Post	Reference Number	Description	Credits	Charges
01/29	01/29	2449215DDRSQQPQTA	DOE 410-559-2200 MD		60.00
01/30	01/30	2443106DF120YAB83	ALASKA AIR 0272153901849 SEATTLE WA		125.00
		02/18/20	SKIVER/LAURA LEE		
		1 AS T	ONTARIO SEATTLE		
		55350002			
			TOTAL	\$5,310.78	
			LAURA SKIVER / Sub Acct Ending In [REDACTED]		

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SunLine Transit Agency Visa Credit Card Statement

Closing Date: 03/03/20

Name on Card: Lauren Skiver

Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1 2/3/2020	2/3/2020	APTA Housing	Lodging for 6 Nights; 2020 APTA Legislative Conference & Leadership APTA Sessions (Washington, DC) - Lauren Skiver, CEO/General Manager *rooms cancelled due to COVID-19; refund provided		\$389.68
2 2/3/2020	2/4/2020	APTA Housing	Lodging for 3 Nights; 2020 APTA Legislative Conference (Washington, DC) - Brittney B. Sowell, Chief of Public Affairs/Clerk of the Board *rooms cancelled due to COVID-19; refund provided		\$389.68
3 2/5/2020	2/5/2020	Mario's Italian Café	Mario's Italian Café Catering Order; Track 3B (SunLine University) with Foothill Transit Agency		\$262.47
4 2/7/2020	2/7/2020	DNH*GoDaddy	GoDaddy; Office 365 Email Essentials Renewal *Reimbursed by ZEBRA		\$59.88
5 2/8/2020	2/8/2020	DNH*GoDaddy	GoDaddy; Domain Web Address Renewal *Reimbursed by ZEBRA		\$83.68
6 2/13/2020	2/13/2020	APTA Housing	Lodging for 6 Nights; 2020 APTA Mobility Conference & Bus Rodeo (TX); Todd McDaniel - Chief Transportation Officer *rooms cancelled due to COVID-19; refund provided		\$247.06
7 2/13/2020	2/13/2020	American Air	American Airlines Flight; 2020 APTA Mobility Conference & Bus Rodeo (TX); Todd McDaniel - Chief Transportation Officer *flight cancelled due to COVID-19; refund provided		\$446.40
8 2/13/2020	2/13/2020	APTA	Registration; 2020 APTA Mobility Conference & Bus Rodeo (TX); Todd McDaniel - Chief Transportation Officer *registration cancelled due to COVID-19; refund provided		\$975.00
9 2/21/2020	2/21/2020	ONT Airprt Prking Lot	Parking at Ontario Airport for 3 Days; ZEBRA Roundtable - Lauren Skiver, CEO/General Manager		\$84.00
10 2/21/2020	2/21/2020	Alaska Air	Baggage Fee on Alaska Airlines Flight; ZEBRA Roundtable - Lauren Skiver, CEO/General Manager		\$30.00

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
11	2/21/2020	2/21/2020	SQ* AHAMED ALI	Taxi trip to airport; ZEBRA Roundtable - Lauren Skiver, CEO/General Manager		\$42.50
12	2/21/2020	2/21/2020	Hilton Hotels	Lodging for 3 nights; ZEBRA Roundtable - Lauren Skiver, CEO/General Manager		\$488.07
13	2/21/2020	2/21/2020	Hilton Hotels	Lodging for 3 nights; ZEBRA Roundtable - Tommy Edwards, Chief Performance Officer		\$488.07
14	2/21/2020	2/21/2020	Hilton Hotels	Lodging for 3 nights; ZEBRA Roundtable - Jenny Bellinger, Performance Project Assistant		\$488.07
15	2/26/2020	2/26/2020	City Wok	City Wok Catering Order; February Meeting - Board of Directors		\$388.55
16	2/27/2020	2/27/2020	United	United Airlines Flight; NTI Paratransit Management & Operations Course; Raymond Manriquez, Lead Paratransit Controller *flight cancelled due to COVID-19; refund provided		\$545.40
Credits and Charges:					\$0.00	\$5,408.51
Total:					\$5,408.51	



Rate Information

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

TYPE OF BALANCE	ANNUAL INTEREST RATE	DAILY FINANCE CHARGE RATE	AVERAGE DAILY BALANCE	PERIODIC FINANCE CHARGES	TRANSACTION FINANCE CHARGES	TOTAL FINANCE CHARGES
PURCHASES	12.740%	.03490%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	25.490%	.06983%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Important Information

\$0 - \$5,282.34 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 03/28/20. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

TOTAL *FINANCE CHARGE* BILLED IN 2019 \$0.00
 TOTAL *FINANCE CHARGE* PAID IN 2019 \$0.00

Summary of Sub Account Usage

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	[REDACTED]	40,000	\$5,408.51

Transaction Details

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

Trans Post	Reference Number	Description	Credits	Charges
02/28	02/28	F326800EB00CHGDDA AUTOMATIC PAYMENT - THANK YOU TOTAL 4484610004265941 \$5,385.78-	5,385.78	
03/03	03/03	WELLS FARGO CASH BACK - CREDIT	126.17	

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

02/03	02/04	2443106DJ0D17T97V	APTA HOUSING OFFICE FALLS CHURCH VA	389.68
02/03	02/04	2443106DJ0D17T982	APTA HOUSING OFFICE FALLS CHURCH VA	389.68
02/05	02/05	2469216DM2XN27KBF	MARIO'S ITALIAN CAFE V PALM DESERT CA	262.47
02/07	02/07	2490641DN2HYZL3ZX	DNH*GODADDY.COM 480-5058855 AZ	59.88
02/08	02/08	2490641DP2J172DNB	DNH*GODADDY.COM 480-5058855 AZ	83.68
02/13	02/13	2443106DW0D17R9H9	APTA HOUSING OFFICE FALLS CHURCH VA	247.06
02/13	02/13	2443106DXA16SEZS2	AMERICAN AIR0017417292467 FORT WORTH TX	446.40
		05/15/20	MCDANIEL/TODD	
		1 AA V	PALM SPRINGS PHOENIX	
		2 AA V	PHOENIX SAN ANTONIO	
		3 AA G	SAN ANTONIO PHOENIX	
		4 AA G	PHOENIX PALM SPRINGS	
		07560685	PRICELINE.COM	
02/13	02/13	2463923DXS66GGSAL	APTA 202-4964800 DC	975.00
02/21	02/21	2432303E505JWKQVH	ONT AIRPT PRKING LOT 2 ONTARIO CA	84.00
02/21	02/21	2443106E7121J9N7X	ALASKA AIR 0272155996850 SEATTLE WA	30.00
		02/21/20	SKIVER/LAURA LEE	
		1 AS T	SEATTLE ONTARIO	
		55600005		
02/21	02/21	2469216E42XKW00MH	SQ *AHAMED ALI SEATTLE WA	42.50
02/21	02/21	2475542E57JLJMRLS	HILTON HOTELS SEATTLE WA	488.07
02/21	02/21	2475542E57JLJMRNV	HILTON HOTELS SEATTLE WA	488.07
02/21	02/21	2475542E57JLJMT96	HILTON HOTELS SEATTLE WA	488.07
02/26	02/26	2432743EA811FYFHH	CITY WOK 800-4498012 CA	388.55
02/27	02/27	2469216EB2XAAPM3D	UNITED 0167506303735800-932-2732 TX	545.40
		05/04/20	MANRIQUEZ/RAYMOND	
		1 UA V	PALM SPRINGS DENVER	
		2 UA V	DENVER CLEVELAND	
		3 UA T	CLEVELAND DENVER	
		4 AU T	DENVER PALM SPRINGS	

Transaction Details

Trans	Post	Reference Number	Description	Credits	Charges
		11617270	EXPEDIA.COM TRAVEL TOTAL \$5,408.51 LAURA SKIVER / Sub Acct Ending In [REDACTED]		

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SunLine Transit Agency
CONSENT CALENDAR

DATE: April 22, 2020

RECEIVE & FILE

TO: Board of Directors

RE: Monthly Budget Variance Report for January and February 2020

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. Most of the current monthly budget values are calculated by taking 1/12th of the annual budget and the FYTD budget values are calculated by dividing the yearly budget by the number of months progressed through the fiscal year. The exception of the straight-line budgeting method is the passenger revenue which is budgeted using historical monthly trends.

- As of February 29, 2020, the organization's revenues net of subsidies are \$2,060,394 over budget or 67.4% over the FYTD budget. Expenditures are \$3,067,860 under budget or 11.3% below the FYTD budget.

Recommendation:

Receive and file.

SunLine Transit Agency
Budget Variance Report
January 2020

Description	FY20 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY20 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
Operating Revenues:								
Passenger Revenue	2,799,649	267,247	251,968	15,279	1,644,426	1,623,796	20,629	41.3%
Other Revenue	1,773,184	177,729	147,765	29,964	1,060,426	1,034,357	26,068	40.2%
Total Operating Revenue	4,572,833	444,976	399,734	45,242	2,704,851	2,658,154	46,698	40.8%
Operating Expenses:								
Operator & Mechanic Salaries & Wages	10,276,452	843,490	856,371	12,881	5,696,722	5,994,597	297,875	44.6%
Operator & Mechanic Overtime	1,071,700	86,400	89,308	2,908	730,819	625,158	(105,660)	31.8%
Administration Salaries & Wages	6,311,657	467,046	525,971	58,925	3,202,057	3,681,800	479,743	49.3%
Administration Overtime	79,284	6,319	6,607	288	39,033	46,249	7,216	50.8%
Fringe Benefits	10,763,317	839,516	896,943	57,427	5,247,686	6,278,602	1,030,915	51.2%
Communications	226,000	18,381	18,833	453	134,517	131,833	(2,684)	40.5%
Legal Services	525,000	19,374	43,750	24,376	104,696	306,250	201,554	80.1%
Computer/Network Software Agreement	626,053	44,962	52,171	7,209	308,130	365,198	57,067	50.8%
Uniforms	118,706	2,830	9,892	7,062	41,517	69,245	27,728	65.0%
Contracted Services	480,193	35,661	40,016	4,355	263,958	280,113	16,154	45.0%
Equipment Repairs	11,750	197	979	782	4,239	6,854	2,615	63.9%
Security Services	117,337	7,336	9,778	2,442	46,569	68,447	21,878	60.3%
Fuel - CNG	1,551,295	112,600	129,275	16,674	814,011	904,922	90,911	47.5%
Fuel - Hydrogen	350,000	64,919	29,167	(35,753)	267,742	204,167	(63,575)	23.5%
Tires	291,800	15,823	24,317	8,494	111,571	170,217	58,645	61.8%
Office Supplies	75,028	5,348	6,252	904	32,592	43,766	11,175	56.6%
Travel/Training	142,475	2,744	11,873	9,129	57,878	83,110	25,233	59.4%
Repair Parts	1,407,128	176,645	117,261	(59,385)	910,582	820,825	(89,757)	35.3%
Facility Maintenance	45,750	6,276	3,813	(2,464)	26,456	26,688	232	42.2%
Electricity - CNG & Hydrogen	283,000	65,626	23,583	(42,043)	217,109	165,083	(52,026)	23.3%
Natural Gas	1,335,000	112,473	111,250	(1,223)	705,007	778,750	73,743	47.2%
Water and Gas	6,500	958	542	(417)	3,104	3,792	688	52.3%
Insurance Losses	1,312,523	109,527	109,377	(150)	921,372	765,638	(155,734)	29.8%
Insurance Premium - Property	18,626	1,517	1,552	35	10,618	10,865	247	43.0%
Repair Claims	53,488	0	4,457	4,457	705	31,201	30,497	98.7%
Fuel Taxes	116,500	5,870	9,708	3,838	44,264	67,958	23,695	62.0%
Other Expenses	5,014,370	323,140	417,864	94,724	2,336,488	2,925,049	588,561	53.4%
Self Consumed Fuel	(1,770,782)	(177,520)	(147,565)	(29,954)	(1,006,316)	(1,032,956)	26,640	43.2%
Total Operating Expenses (Before Depreciation)	40,840,150	3,197,460	3,403,346	205,886	21,273,124	23,823,421	2,550,297	47.9%
Operating Expenses in Excess of Operating Revenue		\$ (2,752,484)			\$ (18,568,272)			
Subsidies:								
Local - Measure A, Buzz Service, Haul Pass	7,226,030	548,415	602,169	53,754	3,699,609	4,215,184	515,575	48.8%
State - LTF, LCTOP	21,191,641	1,608,325	1,765,970	157,645	10,849,773	12,361,791	1,512,017	48.8%
Federal - CMAQ, 5307, 5309, 5310, 5311, 5311(f)	7,849,646	595,744	654,137	58,394	4,018,890	4,578,960	560,070	48.8%
Total Subsidies	36,267,317	2,752,484	3,022,276	269,793	18,568,272	21,155,935	2,587,663	48.8%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

SunLine Transit Agency
Budget Variance Report
January 2020

Description	FY20 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY20 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
Operating Expenses:								
Wages & Benefits	28,502,410	2,242,771	2,375,201	132,430	14,916,317	16,626,406	1,710,089	47.7%
Services	4,140,151	248,353	345,013	96,660	1,727,462	2,415,088	687,626	58.3%
Fuels & Lubricants	2,140,724	190,108	178,394	(11,715)	1,176,089	1,248,756	72,666	45.1%
Tires	291,800	15,823	24,317	8,494	111,571	170,217	58,645	61.8%
Materials and Supplies	1,778,028	203,560	148,169	(55,391)	1,091,346	1,037,183	(54,163)	38.6%
Utilities	1,902,500	204,142	158,542	(45,600)	1,097,843	1,109,792	11,949	42.3%
Casualty & Liability	2,155,119	178,156	179,593	1,437	1,407,610	1,257,153	(150,457)	34.7%
Taxes and Fees	116,500	5,870	9,708	3,838	44,264	67,958	23,695	62.0%
Miscellaneous Expenses	1,583,700	86,196	131,975	45,779	706,938	923,825	216,887	55.4%
Self Consumed Fuel	(1,770,782)	(177,520)	(147,565)	(29,954)	(1,006,316)	(1,032,956)	26,640	43.2%
Total Operating Expenses (Before Depreciation)	40,840,150	3,197,460	3,403,346	205,886	21,273,124	23,823,421	2,550,297	47.9%
Revenues:								
Passenger Revenue	2,799,649	267,247	251,968	15,279	1,644,426	1,623,796	20,629	41.3%
Other Revenue	1,773,184	177,729	147,765	29,964	1,060,426	1,034,357	26,068	40.2%
Total Operating Revenue	4,572,833	444,976	399,734	45,242	2,704,851	2,658,154	46,698	40.8%
Net Operating Gain (Loss)		\$ (2,752,484)			\$ (18,568,272)			
Subsidies:								
Local - Measure A, Buzz Service	7,226,030	548,415	602,169	53,754	3,699,609	4,215,184	515,575	48.8%
State - LTF, SGR, LCTOP	21,191,641	1,608,325	1,765,970	157,645	10,849,773	12,361,791	1,512,017	48.8%
Federal - CMAQ, 5307, 5309,5310, 5311, 5311(f)	7,849,646	595,744	654,137	58,394	4,018,890	4,578,960	560,070	48.8%
Total Subsidies	36,267,317	2,752,484	3,022,276	269,793	18,568,272	21,155,935	2,587,663	48.8%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

Budget Variance Analysis - SunLine Transit Agency

Passenger Revenue - Favorable

- For January ridership is at 0.8% above FY19 YTD totals.
- Total system ridership is 19,388 trips above FY19 YTD amounts.

Ridership

	FY19-Jan	FY20-Jan	Variance	%Δ
Fixed Route	337,743	353,471	15,728	4.7%
Paratransit	13,585	12,849	(736)	-5.4%
SolVan	2,094	1,403	(691)	-33.0%
System Total	353,422	367,723	14,301	4.0%

Ridership

	YTD-FY19	YTD-FY20	Variance	%Δ
Fixed Route	2,304,856	2,329,965	25,109	1.1%
Paratransit	91,361	89,968	(1,393)	-1.5%
SolVan	13,706	9,378	(4,328)	-31.6%
System Total	2,409,923	2,429,311	19,388	0.8%

Other Revenue - Favorable

- The favorable variance is attributed to an increase in outside fueling revenue and advertising revenue.

Operator & Mechanic Salaries & Wages - Favorable

- The favorable balance is primarily attributed to vacant operator positions.
- Other factors include operators and mechanics using vacation time, sick time, short-term disability, and long-term disability.

Operator & Mechanic Overtime - Unfavorable

- Contributing factors for overtime usage include operators using vacation time, sick time, short-term disability and long-term disability. Also, there are some vacant positions. To cover actual workload, the active employees have to work extended hours.
- Budget is on a 1/12 straight line allocation, overtime expenditures follow a seasonal pattern and therefore some months will have larger variances than others.

January

	Monthly Budget	OT Expense	Variance
Fixed Route	\$ 55,833.33	\$ 60,255.13	\$ (4,421.80)
Paratransit	\$ 22,500.00	\$ 13,169.72	\$ 9,330.28
Mechanics	\$ 10,000.00	\$ 12,240.28	\$ (2,240.28)
Stops and Zones	\$ 641.66	\$ 479.59	\$ 162.07

YTD-January

	YTD Budget	YTD OT Expense	Variance
Fixed Route	\$ 390,833.33	\$ 512,302.03	\$ (121,468.70)
Paratransit	\$ 157,500.00	\$ 140,195.78	\$ 17,304.22
Mechanics	\$ 70,000.00	\$ 71,366.25	\$ (1,366.25)
Stops and Zones	\$ 4,491.67	\$ 5,355.14	\$ (863.47)

Administration Salaries & Wages - Favorable

- The favorable variance in administrative salaries and wages is attributed to vacant positions across the agency (e.g., Human Resources Manager, ZEB Project Administrator).

Administration Overtime - Favorable

- Administrative overtime is within an acceptable range of the budgeted amount.

Fringe Benefits - Favorable

- Part of fringe benefit savings are attributed to vacant positions across the agency and variable fringe benefit expenditures.
- Some fringe benefit expenditures are variable and occur at different times of the year (e.g., unemployment taxes, sick sell backs, 457 match contribution, health plan increase).

Communications - Unfavorable

- The unfavorable variance is due to a former telephone service contract. The new contract and upgrade was implemented 10/01/19 and a new billing rate established.

Legal Services - Favorable

- Legal service fees are a variable cost that change depending on usage; expenditures vary from month-to-month.

Computer/Network Software Agreement - Favorable

- Budget is twelve-period allocation, but some expenses are yet to be incurred (i.e., software programs).
- The following programs will be incurred in the latter part of the year:
 - Barracuda - provides web filters, spam filters, and email archive
 - Keystone - support for SYSCO devices
 - Cummins Software - utilize to run diagnostics on Cummins engines
 - Lansweeper - network management tool

Uniforms - Favorable

- At the beginning of the fiscal year, operators are given a \$300 credit toward uniform expenses.
- The favorable balance is due to operators not yet using their annual credit. The costs will vary throughout the year depending on when the operator uses his or her uniform credit.

Contracted Services - Favorable

- Contracted service expenses vary throughout the year (e.g., SVC Towing and Freight in department 22 are utilized on an as needed basis, web hosting costs, hazardous waste disposal fees, contracted services AC).

Equipment Repairs - Favorable

- Equipment repair cost vary depending on the needs of the agency (i.e., Shop Equipment, Farebox).

Security Services - Favorable

- Savings are attributed to lower services required at the transit hub in Division I.

Fuel - CNG - Favorable

- Internal consumption has decreased by 54,673 GGE's below FY19 YTD amounts.
The lower internal consumption is primarily attributed to service redesign projects not yet initiated. The redesign will include streamlined routes and increased frequency. Additionally, the Agency has more hydrogen vehicles in active use than in the previous year.

Internal GGE Usage

	GGE Usage	Variance FY19 vs. FY20	Variance Previous Month	%Δ FY19 vs FY20	%Δ Previous Month
Jan FY19	110,221				
Jan FY20	101,939	(8,282)	(309)	-7.51%	-0.30%
Dec FY20	102,248				
YTD Jan FY19	836,028				
YTD Jan FY20	781,355	(54,673)		-6.54%	

Fuel - Hydrogen - Unfavorable

- The electrolyzer is now in commission and costs to power the equipment are higher than originally estimated. The expenses will continue to be monitored and a budget adjustment will be executed to cover the actual cost of hydrogen fuel.

Tires - Favorable

- The lower tire expenditures are primarily attributed to redesign route projects not yet commenced.

Office Supplies - Favorable

- Office supplies are a variable expense; costs change throughout the year as supplies are needed.

Travel/Training - Favorable

- Travel & training savings can be attributed to different times at which training sessions are attended.

Repair Parts - Unfavorable

- Aging fleet has led to the unpredictability of component failures and therefore have increased the number of repairs.
- In January, fixed route had costs of \$149,742 for repair parts (e.g., preventative maintenance services, engine rebuilds, radiator replacement, core replacement)
- In January, paratransit had expenses of \$15,064 for repair parts (e.g., preventative maintenance, engine replacement, transmission replacement)
- In January, support vehicle repair parts had a cost of \$7,706 for repair parts (e.g., preventative maintenance, tire replacement, battery replacement)

Facility Maintenance - Favorable

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

Electricity - CNG & Hydrogen - Unfavorable

- The electrolyzer is now in commission and costs to power the equipment are higher than originally estimated. The utility bills will continue to be monitored and a budget adjustment will be executed to cover the actual cost for power.

Natural Gas - Favorable

- In January, there was an increase of 5,460 GGE's used for outside fueling sales compared to the previous month.
- GGE outside usage has increased 8,245 GGE's above FY19 YTD amounts.
- There has been an average increase in outside fuel sales November through January.

Outside GGE Usage

	GGE Usage	Variance FY19 vs. FY20	Variance Previous Month	%Δ FY19 vs FY20	%Δ Previous Month
Jan FY19	9,939				
Jan FY20	34,383	24,444	5,460	245.94%	18.88%
Dec FY20	28,923				
YTD Jan FY19	138,312				
YTD Jan FY20	146,557	8,245		5.96%	

Water and Gas - Favorable

- Water and gas utility expenses are within an acceptable range of the budgeted amount.
- Gas expenditures follow a seasonal pattern. Expenses are higher during the winter months.

Insurance Losses - Unfavorable

- The unfavorable variance is mainly attributed to large reconciliations to deposits held by PERMA.
- Deposit premiums are intended to cover claim expenses and settlements. Annual deposit premiums are based on actuarially-determined rates for each coverage layer (pool), based on estimates of the probable losses.
- Insurance losses can vary widely from month to month.

Insurance Premium - Property - Favorable

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

Repair Claims - Favorable

- Repair claims can vary significantly from month to month.
- The savings in repair claim expenses are attributed to collisions being minor in scale (e.g., collisions with gates, mirror to mirror contacts or collisions with trash bin).

Fuel Taxes - Favorable

- Outside fueling sales are currently \$35,903 above FY19 YTD amounts.
- For January, sales have increased by \$16,149 from the previous month.
- The favorable variance in fuel taxes is due to lower internal fuel consumption.

Outside Fueling Revenue

	Revenue	Variance FY19 vs. FY20	Variance Previous Month	%Δ FY19 vs FY20	%Δ Previous Month
Jan FY19	\$ 26,696				
Jan FY20	\$ 94,104	\$ 67,408	\$ 16,149	252.50%	20.72%
Dec FY20	\$ 77,955				
YTD Jan FY19	\$ 360,217				
YTD Jan FY20	\$ 396,120	\$ 35,903		9.97%	

Other Expenses - Favorable

- Costs vary from month to month depending on the needs of the agency or when programs are active (e.g., medical exams and testing, consulting fees, recruiting employees, printing services, temporary help services, SunRide Rideshare, Vanpool).

Self Consumed Fuel - Favorable

- Self consumed fuel expenses are within an acceptable range of the budget.

Mileage

	Jan FY19	Jan FY20	Variance	%Δ
Fixed Route	327,412	326,730	(682)	-0.2%
Paratransit	102,344	104,170	1,826	1.8%
System Total	429,756	430,900	1,144	0.3%

Mileage YTD-January

	YTD-FY19	YTD-FY20	Variance	%Δ
Fixed Route	2,198,060	2,229,255	31,195	1.4%
Paratransit	694,729	708,067	13,338	1.9%
System Total	2,892,789	2,937,322	44,533	1.5%

SunLine Transit Agency
Budget Variance Report
February 2020

Description	FY20 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY20 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
Operating Revenues:								
Passenger Revenue	2,799,649	208,512	223,972	(15,460)	1,852,938	1,875,765	(22,827)	33.8%
Other Revenue	1,773,184	247,339	147,765	99,574	3,265,343	1,182,123	2,083,221	-84.2%
Total Operating Revenue	4,572,833	455,851	371,737	84,114	5,118,281	3,057,887	2,060,394	-11.9%
Operating Expenses:								
Operator & Mechanic Salaries & Wages	10,276,452	781,869	856,371	74,502	6,478,592	6,850,968	372,376	37.0%
Operator & Mechanic Overtime	1,071,700	81,926	89,308	7,383	812,744	714,467	(98,278)	24.2%
Administration Salaries & Wages	6,311,657	455,106	525,971	70,866	3,657,163	4,207,771	550,609	42.1%
Administration Overtime	79,284	3,753	6,607	2,854	42,786	52,856	10,070	46.0%
Fringe Benefits	10,763,317	754,236	896,943	142,707	6,001,923	7,175,545	1,173,622	44.2%
Communications	226,000	22,843	18,833	(4,010)	157,360	150,667	(6,694)	30.4%
Legal Services	525,000	26,650	43,750	17,100	131,347	350,000	218,653	75.0%
Computer/Network Software Agreement	626,053	41,202	52,171	10,970	349,332	417,369	68,037	44.2%
Uniforms	118,706	2,760	9,892	7,132	44,277	79,137	34,861	62.7%
Contracted Services	480,193	32,950	40,016	7,066	296,908	320,129	23,221	38.2%
Equipment Repairs	11,750	547	979	432	4,787	7,833	3,046	59.3%
Security Services	117,337	6,157	9,778	3,622	52,725	78,225	25,499	55.1%
Fuel - CNG	1,551,295	98,094	129,275	31,181	914,684	1,034,197	119,513	41.0%
Fuel - Hydrogen	350,000	58,315	29,167	(29,148)	326,057	233,333	(92,723)	6.8%
Tires	291,800	22,670	24,317	1,646	134,242	194,533	60,292	54.0%
Office Supplies	75,028	4,477	6,252	1,776	37,068	50,019	12,950	50.6%
Travel/Training	142,475	12,098	11,873	(226)	69,976	94,983	25,007	50.9%
Repair Parts	1,407,128	58,421	117,261	58,840	969,003	938,085	(30,918)	31.1%
Facility Maintenance	45,750	2,794	3,813	1,018	29,250	30,500	1,250	36.1%
Electricity - CNG & Hydrogen	283,000	70,522	23,583	(46,939)	287,631	188,667	(98,965)	-1.6%
Natural Gas	1,335,000	89,338	111,250	21,912	794,345	890,000	95,655	40.5%
Water and Gas	6,500	1,257	542	(715)	4,360	4,333	(27)	32.9%
Insurance Losses	1,312,523	76,459	109,377	32,918	997,831	875,015	(122,816)	24.0%
Insurance Premium - Property	18,626	1,517	1,552	35	12,135	12,417	283	34.9%
Repair Claims	53,488	2,165	4,457	2,292	2,870	35,659	32,789	94.6%
Fuel Taxes	116,500	11,489	9,708	(1,781)	59,202	77,667	18,465	49.2%
Other Expenses	5,014,370	312,221	417,864	105,644	2,655,615	3,342,913	687,298	47.0%
Self Consumed Fuel	(1,770,782)	(156,408)	(147,565)	(8,843)	(1,165,304)	(1,180,521)	15,218	34.2%
Total Operating Expenses (Before Depreciation)	40,840,150	2,875,427	3,403,346	527,919	24,158,906	27,226,767	3,067,860	40.8%
Operating Expenses in Excess of Operating Revenue		\$ (2,419,576)			\$ (19,040,625)			
Subsidies:								
Local - Measure A, Buzz Service, Haul Pass	7,226,030	482,085	602,169	120,084	3,793,722	4,817,353	1,023,631	47.5%
State - LTF, LCTOP	21,191,641	1,413,801	1,765,970	352,169	11,125,777	14,127,761	3,001,983	47.5%
Federal - CMAQ, 5307, 5309,5310, 5311, 5311(f)	7,849,646	523,689	654,137	130,448	4,121,126	5,233,097	1,111,972	47.5%
Total Subsidies	36,267,317	2,419,576	3,022,276	602,701	19,040,625	24,178,211	5,137,586	47.5%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

SunLine Transit Agency
Budget Variance Report
February 2020

Description	FY20 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY20 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
Operating Expenses:								
Wages & Benefits	28,502,410	2,076,890	2,375,201	298,310	16,993,207	19,001,607	2,008,399	40.4%
Services	4,110,151	240,308	342,513	102,204	1,967,771	2,740,101	772,330	52.1%
Fuels & Lubricants	2,140,724	176,671	178,394	1,723	1,355,339	1,427,149	71,810	36.7%
Tires	291,800	22,670	24,317	1,646	134,242	194,533	60,292	54.0%
Materials and Supplies	1,808,028	78,930	150,669	71,739	1,170,743	1,205,352	34,609	35.2%
Utilities	1,902,500	183,487	158,542	(24,945)	1,281,329	1,268,333	(12,996)	32.7%
Casualty & Liability	2,155,119	147,148	179,593	32,446	1,554,757	1,436,746	(118,011)	27.9%
Taxes and Fees	116,500	11,489	9,708	(1,781)	59,202	77,667	18,465	49.2%
Miscellaneous Expenses	1,583,700	94,242	131,975	37,733	807,619	1,055,800	248,181	49.0%
Self Consumed Fuel	(1,770,782)	(156,408)	(147,565)	(8,843)	(1,165,304)	(1,180,521)	15,218	34.2%
Total Operating Expenses (Before Depreciation)	40,840,150	2,875,427	3,403,346	527,919	24,158,906	27,226,767	3,067,860	40.8%
Revenues:								
Passenger Revenue	2,799,649	208,512	223,972	(15,460)	1,852,938	1,875,765	(22,827)	33.8%
Other Revenue	1,773,184	247,339	147,765	99,574	3,265,343	1,182,123	2,083,221	-84.2%
Total Operating Revenue	4,572,833	455,851	371,737	84,114	5,118,281	3,057,887	2,060,394	-11.9%
Net Operating Gain (Loss)		\$ (2,419,576)			\$ (19,040,625)			
Subsidies:								
Local - Measure A, Buzz Service	7,226,030	482,085	602,169	120,084	3,793,722	4,817,353	1,023,631	47.5%
State - LTF, SGR, LCTOP	21,191,641	1,413,801	1,765,970	352,169	11,125,777	14,127,761	3,001,983	47.5%
Federal - CMAQ, 5307, 5309, 5310, 5311, 5311(f)	7,849,646	523,689	654,137	130,448	4,121,126	5,233,097	1,111,972	47.5%
Total Subsidies	36,267,317	2,419,576	3,022,276	602,701	19,040,625	24,178,211	5,137,586	47.5%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

Budget Variance Analysis - SunLine Transit Agency

Passenger Revenue - Unfavorable

- For January ridership is at 1.5% above FY19 FYTD totals.
- Total system ridership is 40,533 trips above FY19 FYTD amounts.
- The negative variance in passenger fares is attributed to higher ridership for the Haul Pass program. The program is paid for by COD and CSUSB and the revenue is recognized in "Other Revenue".

Ridership				
	FY19-Feb	FY20-Feb	Variance	%Δ
Fixed Route	331,047	352,935	21,888	6.6%
Paratransit	12,089	11,972	(117)	-1.0%
SolVan	1,940	1,314	(626)	-32.3%
System Total	345,076	366,221	21,145	6.1%

Ridership				
	FYTD-FY19	FYTD-FY20	Variance	%Δ
Fixed Route	2,635,903	2,682,900	46,997	1.8%
Paratransit	103,450	101,940	(1,510)	-1.5%
SolVan	15,646	10,692	(4,954)	-31.7%
System Total	2,754,999	2,795,532	40,533	1.5%

Other Revenue - Favorable

- The favorable variance is attributed to an increase in outside fueling revenue, advertising revenue, and accrued CNG rebate revenue.
- In December Congress passed a funding bill that includes renewal of compressed natural gas (CNG) tax credits. This incentive originally expired on December 31, 2017, but was retroactively extended through December 31, 2020. SunLine accrued \$2M in CNG rebate revenue in FY20.

Operator & Mechanic Salaries & Wages - Favorable

- The favorable balance is primarily attributed to vacant operator positions.
- Other factors include operators and mechanics using vacation time, sick time, short-term disability, and long-term disability.

Operator & Mechanic Overtime - Unfavorable

- Contributing factors for overtime usage include operators using vacation time, sick time, short-term disability and long-term disability. Also, there are some vacant positions. To cover actual workload, the active employees have to work extended hours.
- Budget is on a 1/12 straight line allocation, overtime expenditures follow a seasonal pattern and therefore some months will have larger variances than others.

February			
	Monthly Budget	OT Expense	Variance
Fixed Route	\$ 55,833.33	\$ 56,948.34	\$ (1,115.01)
Paratransit	\$ 22,500.00	\$ 19,714.31	\$ 2,785.69
Mechanics	\$ 10,000.00	\$ 5,262.89	\$ 4,737.11
Stops and Zones	\$ 641.66	\$ -	\$ 641.66

FYTD-February			
	FYTD Budget	FYTD OT Expense	Variance
Fixed Route	\$ 446,666.67	\$ 569,250.37	\$ (122,583.70)
Paratransit	\$ 180,000.00	\$ 159,910.09	\$ 20,089.91
Mechanics	\$ 80,000.00	\$ 76,629.14	\$ 3,370.86
Stops and Zones	\$ 5,133.33	\$ 5,355.14	\$ (221.81)

Administration Salaries & Wages - Favorable

- The favorable variance in administrative salaries and wages is attributed to vacant positions across the agency (e.g., Human Resources Manager, ZEB Project Administrator).

Administration Overtime - Favorable

- Administrative overtime is within an acceptable range of the budgeted amount.

Fringe Benefits - Favorable

- Part of fringe benefit savings are attributed to vacant positions across the agency and variable fringe benefit expenditures.
- Some fringe benefit expenditures are variable and occur at different times of the year (e.g., unemployment taxes, sick sell backs, 457 match contribution, health plan increase).

Communications - Unfavorable

- The unfavorable variance FYTD is due to a former telephone service contract. The new contract and upgrade was implemented 10/01/19 and a new billing rate established.
- Additionally, in February emergency phones were upgraded to replace 3G devices, leading to higher expenses for the month.

Legal Services - Favorable

- Legal service fees are a variable cost that change depending on usage; expenditures vary from month-to-month.

Computer/Network Software Agreement - Favorable

- Budget is twelve-period allocation, but some expenses are yet to be incurred (i.e., software programs).
- The following programs will be incurred in the latter part of the year:
 Barracuda - provides web filters, spam filters, and email archive
 Keystone - support for CISCO devices
 Cummins Software - utilize to run diagnostics on Cummins engines
 Lansweeper - network management tool

Uniforms - Favorable

- At the beginning of the fiscal year, operators are given a \$300 credit toward uniform expenses.
- The favorable balance is due to operators not yet using their annual credit. The costs will vary throughout the year depending on when the operator uses his or her uniform credit.

Contracted Services - Favorable

- Contracted service expenses vary throughout the year (e.g., SVC Towing and Freight in department 22 are utilized on an as needed basis, web hosting costs, hazardous waste disposal fees, contracted services AC).

Equipment Repairs - Favorable

- Equipment repair cost vary depending on the needs of the agency (i.e., Shop Equipment, Farebox).

Security Services - Favorable

- Savings are attributed to lower services required at the transit hub in Division I.

Fuel - CNG - Favorable

- Internal consumption has decreased by 59,905 GGE's below FY19 FYTD amounts.
 The lower internal consumption is primarily attributed to service redesign projects not yet initiated. The redesign will include streamlined routes and increased frequency.
 Additionally, the Agency has more hydrogen vehicles in active use than in the previous year.

Internal GGE Usage

	GGE Usage	Variance FY19 vs. FY20	Variance Previous Month	%Δ FY19 vs FY20	%Δ Previous Month
Feb FY19	100,740				
Feb FY20	95,508	(5,232)	(6,431)	-5.19%	-6.31%
Jan FY20	101,939				
FYTD Feb FY19	936,768				
FYTD Feb FY20	876,863	(59,905)		-6.39%	

Fuel - Hydrogen - Unfavorable

- The electrolyzer is now in commission and costs to power the equipment are higher than originally estimated. The expenses will continue to be monitored and a budget adjustment will be executed to cover the actual cost of hydrogen fuel.

Tires - Favorable

- The lower tire expenditures are primarily attributed to redesign route projects not yet commenced.

Office Supplies - Favorable

- Office supplies are a variable expense; costs change throughout the year as supplies are needed.

Travel/Training - Favorable

- Travel & training savings can be attributed to different times at which training sessions are attended.

Repair Parts - Unfavorable

- Aging fleet has led to the unpredictability of component failures and therefore have increased the number of repairs.
- In February, fixed route had costs of \$39,184 for repair parts (e.g., preventative maintenance services, engine rebuilds, radiator replacement, core replacement)
- In February, paratransit had expenses of \$10,410 for repair parts (e.g., preventative maintenance, engine replacement, transmission replacement)
- In February, support vehicle repair parts had a cost of \$1,172 for repair parts (e.g., preventative maintenance, tire replacement, battery replacement)

Facility Maintenance - Favorable

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

Electricity - CNG & Hydrogen - Unfavorable

- The electrolyzer is now in commission and costs to power the equipment are higher than originally estimated. The utility bills will continue to be monitored and a budget adjustment will be executed to cover the actual cost for power.

Natural Gas - Favorable

- In February, there was a decrease of 2,295 GGE's used for outside fueling sales compared to the previous month.
- GGE outside usage has increased 30,387 GGE's above FY19 FYTD amounts.
- There has been an average increase in outside fuel sales November through February.

Outside GGE Usage

	GGE Usage	Variance FY19 vs. FY20	Variance Previous Month	%Δ FY19 vs FY20	%Δ Previous Month
Feb FY19	9,945				
Feb FY20	32,088	22,143	(2,295)	222.64%	-6.67%
Jan FY20	34,383				
FYTD Feb FY19	148,258				
FYTD Feb FY20	178,645	30,387		20.50%	

Water and Gas - Unfavorable

- Water and gas utility expenses are within an acceptable range of the budgeted amount.
- Gas expenditures follow a seasonal pattern. Expenses are higher during the winter months.

Insurance Losses - Unfavorable

- The unfavorable variance is mainly attributed to large reconciliations to deposits held by PERMA.
- Deposit premiums are intended to cover claim expenses and settlements. Annual deposit premiums are based on actuarially-determined rates for each coverage layer (pool), based on estimates of the probable losses.
- Insurance losses can vary widely from month to month.

Insurance Premium - Property - Favorable

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

Repair Claims - Favorable

- Repair claims can vary significantly from month to month.
- The savings in repair claim expenses are attributed to collisions being minor in scale (e.g., collisions with gates, mirror to mirror contacts or collisions with trash bin).

Fuel Taxes - Favorable

- Outside fueling sales are currently \$97,607 above FY19 FYTD amounts.
- For February, sales have decreased by \$11,282 from the previous month.
- The favorable variance in fuel taxes is due to lower internal fuel consumption.

Outside Fueling Revenue

	Revenue	Variance FY19 vs. FY20	Variance Previous Month	%Δ FY19 vs FY20	%Δ Previous Month
Feb FY19	\$ 26,138				
Feb FY20	\$ 82,822	\$ 56,684	\$ (11,282)	216.86%	-11.99%
Jan FY20	\$ 94,104				
FYTD Feb FY19	\$ 386,335				
FYTD Feb FY20	\$ 483,942	\$ 97,607		25.26%	

Other Expenses - Favorable

- Costs vary from month to month depending on the needs of the agency or when programs are active (e.g., medical exams and testing, consulting fees, recruiting employees, printing services, temporary help services, SunRide Rideshare, Vanpool).

Self Consumed Fuel - Favorable

- Self consumed fuel expenses are within an acceptable range of the budget.

Mileage

	Feb FY19	Feb FY20	Variance	%Δ
Fixed Route	296,770	304,350	7,580	2.6%
Paratransit	90,738	98,152	7,414	8.2%
System Total	387,508	402,502	14,994	3.9%

Mileage FYTD-February

	FYTD-FY19	FYTD-FY20	Variance	%Δ
Fixed Route	2,494,829	2,533,605	38,775	1.6%
Paratransit	785,467	806,219	20,752	2.6%
System Total	3,280,296	3,339,824	59,527	1.8%

SunLine Transit Agency
CONSENT CALENDAR

DATE: April 22, 2020 **RECEIVE & FILE**

TO: Board of Directors

RE: Contracts Signed between \$25,000 and \$100,000 for February and March 2020

Summary:

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

- For the month of February 2020, there were no contracts executed between \$25,000 and \$100,000.
- For the month of March 2020, there were two (2) contracts executed between \$25,000 and \$100,000:

VENDOR	PURPOSE
Jessup Auto Plaza	Expansion Support Vehicles
Harbor Diesel and Equipment	Transmission

Recommendation:

Receive and file.

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

March 2020

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Jessup Auto Plaza	Expansion Support Vehicles	Purchase of new Administration support vehicles to support growing need of the agency.	SRTP 2017	\$ 76,537.75	\$ 56,115.10	Executed Purchase Order
Harbor Diesel and Equipment	Transmission	The transmission will enable expeditious repairs and lessen vehicle down time, improving fleet availability for the Agency.	SRTP 2013	\$ 28,252.05	\$ 28,252.05	Executed Agreement

SunLine Transit Agency
CONSENT CALENDAR

DATE: April 22, 2020 **RECEIVE & FILE**

TO: Board of Directors

RE: Union & Non-Union Pension Investment Asset Summary January and February 2020

Summary:

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

	Target	Range
Equities	60%	35 – 75%
Fixed Income	40%	25 – 64%
Cash & Equivalent	0%	0 – 10%

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

Union

	Actual	Range
Equities	64.34%	35 – 75%
Fixed Income	34.50%	25 – 64%
Cash & Equivalent	1.16%	0 – 10%

Non-Union

	Actual	Range
Equities	64.50%	35 – 75%
Fixed Income	34.49%	25 – 64%
Cash & Equivalent	1.01%	0 – 10%

- For the month of January, the market value of assets increased by \$82,162 and \$62,072 for the union and non-union plans, respectively.

Month to Month Asset Comparison

Month	Market Value - Union	Market Value – Non-Union
December 2019	\$30,786,992	\$31,083,645
January 2020	\$30,869,154	\$31,145,717
Increase (Decrease)	\$82,162	\$62,072

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

Union

	Actual	Range
Equities	62.20%	35 – 75%
Fixed Income	36.65%	25 – 64%
Cash & Equivalent	1.15%	0 – 10%

Non-Union

	Actual	Range
Equities	62.38%	35 – 75%
Fixed Income	36.66%	25 – 64%
Cash & Equivalent	0.96%	0 – 10%

- For the month of February, the market value of assets decreased by \$1,428,921 and \$1,454,577 for the union and non-union plans, respectively. The decrease in the market value of assets is consistent with the overall market performance in the month of February. Poor market performance in February was primarily attributed to international fears surrounding the Coronavirus.

Month to Month Asset Comparison

Month	Market Value - Union	Market Value - Non-Union
January 2020	\$30,869,154	\$31,145,717
February 2020	\$29,440,233	\$29,691,140
Increase (Decrease)	(\$1,428,921)	(\$1,454,577)

Recommendation:

Receive and file.

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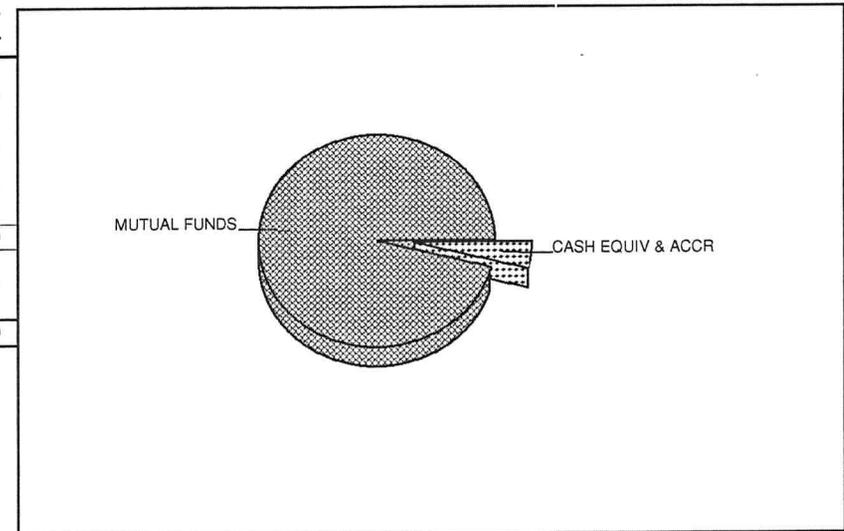
SUNLINE TRANSIT AGENCY - UNION
 ACCOUNT 6746032000

Page 7 of 21
 Period from January 1, 2020 to January 31, 2020

ASSET SUMMARY

ASSETS	01/31/2020 MARKET	01/31/2020 BOOK VALUE	% OF MARKET
Cash And Equivalents	357,503.48	357,503.48	1.16
Mutual Funds-Equity	19,862,406.18	17,230,124.37	64.34
Mutual Funds-Fixed Income	10,648,882.19	10,286,226.36	34.50
Total Assets	30,868,791.85	27,873,854.21	100.00
Accrued Income	362.62	362.62	0.00
Grand Total	30,869,154.47	27,874,216.83	100.00

Estimated Annual Income 731,235.27



ASSET SUMMARY MESSAGES

Estimated Annual Income is an estimate provided for informational purposes only and should not be relied on for making investment, trading, or tax decisions. The estimates may not represent the actual value earned by your investments and they provide no guarantee of what your investments may earn in the future.

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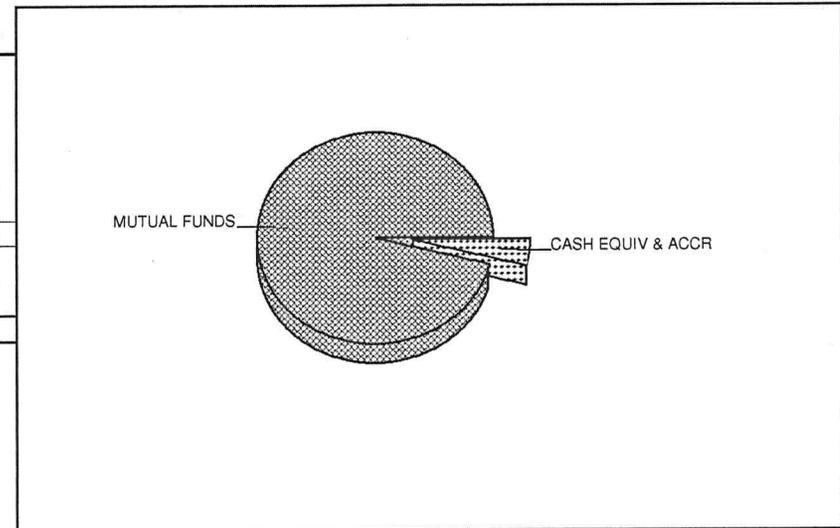
SUNLINE TRANSIT AGENCY - NON-UNION
 ACCOUNT 6746032100

Page 7 of 24
 Period from January 1, 2020 to January 31, 2020

ASSET SUMMARY

ASSETS	01/31/2020 MARKET	01/31/2020 BOOK VALUE	% OF MARKET
Cash And Equivalents	313,737.01	313,737.01	1.01
Mutual Funds-Equity	20,088,065.01	17,431,248.65	64.50
Mutual Funds-Fixed Income	10,743,600.60	10,380,173.75	34.49
Total Assets	31,145,402.62	28,125,159.41	100.00
Accrued Income	314.22	314.22	0.00
Grand Total	31,145,716.84	28,125,473.63	100.00

Estimated Annual Income 737,821.34



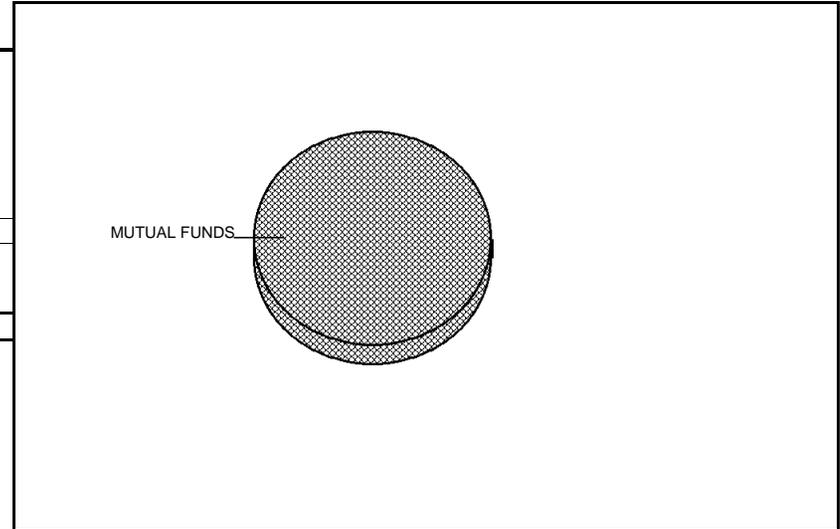
ASSET SUMMARY MESSAGES

Estimated Annual Income is an estimate provided for informational purposes only and should not be relied on for making investment, trading, or tax decisions. The estimates may not represent the actual value earned by your investments and they provide no guarantee of what your investments may earn in the future.

ASSET SUMMARY

ASSETS	02/29/2020 MARKET	02/29/2020 BOOK VALUE	% OF MARKET
Cash And Equivalents	284,461.93	284,461.93	0.96
Mutual Funds-Equity	18,520,340.98	17,431,248.65	62.38
Mutual Funds-Fixed Income	10,885,476.88	10,404,281.16	36.66
Total Assets	29,690,279.79	28,119,991.74	100.00
Accrued Income	860.32	860.32	0.00
Grand Total	29,691,140.11	28,120,852.06	100.00

Estimated Annual Income **736,467.59**



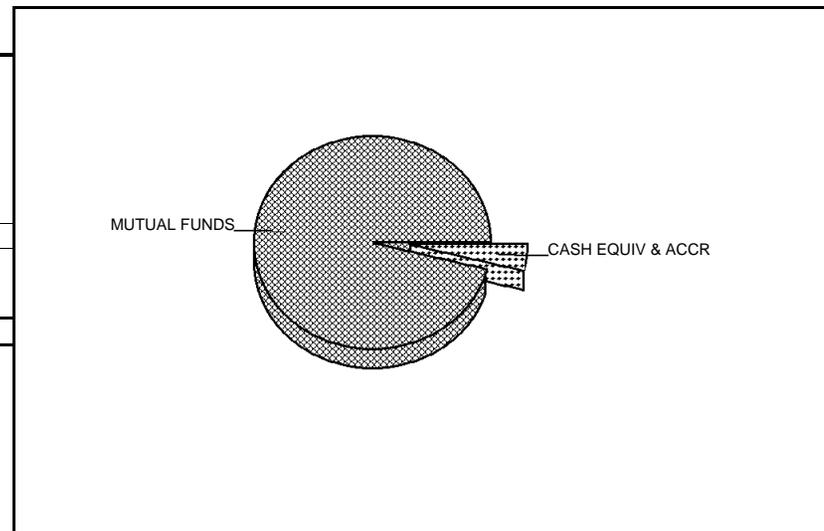
ASSET SUMMARY MESSAGES

Estimated Annual Income is an estimate provided for informational purposes only and should not be relied on for making investment, trading, or tax decisions. The estimates may not represent the actual value earned by your investments and they provide no guarantee of what your investments may earn in the future.

ASSET SUMMARY

ASSETS	02/29/2020 MARKET	02/29/2020 BOOK VALUE	% OF MARKET
Cash And Equivalents	337,410.48	337,410.48	1.15
Mutual Funds-Equity	18,312,389.18	17,230,124.37	62.20
Mutual Funds-Fixed Income	10,789,514.98	10,310,126.51	36.65
Total Assets	29,439,314.64	27,877,661.36	100.00
Accrued Income	918.02	918.02	0.00
Grand Total	29,440,232.66	27,878,579.38	100.00

Estimated Annual Income **730,028.45**



ASSET SUMMARY MESSAGES

Estimated Annual Income is an estimate provided for informational purposes only and should not be relied on for making investment, trading, or tax decisions. The estimates may not represent the actual value earned by your investments and they provide no guarantee of what your investments may earn in the future.

SunLine Transit Agency
CONSENT CALENDAR

DATE: April 22, 2020

RECEIVE & FILE

TO: Board of Directors

RE: Ridership Report for February and March 2020

Summary:**FEBRUARY 2020**

	Monthly Ridership		Variance	
	Feb 2019	Feb 2020	Net	Percent
Fixed Route	331,047	352,935	21,888	6.6%
SolVan*	1,940	1,314	(626)	-32.3%
Sundial	12,089	11,972	(117)	-1.0%
System Total	345,076	366,221	21,145	6.1%

* The SolVan month over month ridership for February declined by 626 (32.3%) passengers due to two (2) vanpools shifting to another vanpool group not affiliated with SunLine's SolVan group.

The year-to-date system ridership shows a 40,533 (1.5%) increase compared to the previous fiscal year.

Feb 2020 Year-to-date Ridership	
Fiscal Year 2019	2,754,999
Fiscal Year 2020	2,795,532
Ridership Increase	40,533

MARCH 2020

Monthly Ridership			Variance	
	Mar 2019	Mar 2020	Net	Percent
Fixed Route	379,137	244,570	(134,567)	-35.5%
SolVan	2,051	1,441	(610)	-29.7%
Sundial	13,241	8,070	(5,171)	-39.1%
System Total	394,429	254,081	(140,348)	-35.6%

The COVID-19 Pandemic of 2020 caused a major national and global disruption with the closures of businesses, schools, entertainment venues and the enforcement of national and statewide public health policies. In March 2020, the adverse effects of COVID-19 on SunLine's ridership peaked. SunLine's Systemwide Ridership dropped by 140,348 (35.6%) compared to the same month of the previous year.

Consequently, the year-to-date system ridership dropped by 99,815 (3.2%) passengers compared to the previous fiscal year.

Mar 2020 Year-to-date Ridership	
Fiscal Year 2019	3,149,428
Fiscal Year 2020	3,049,613
Ridership decrease	(99,815)

Recommendation:

Receive and file.



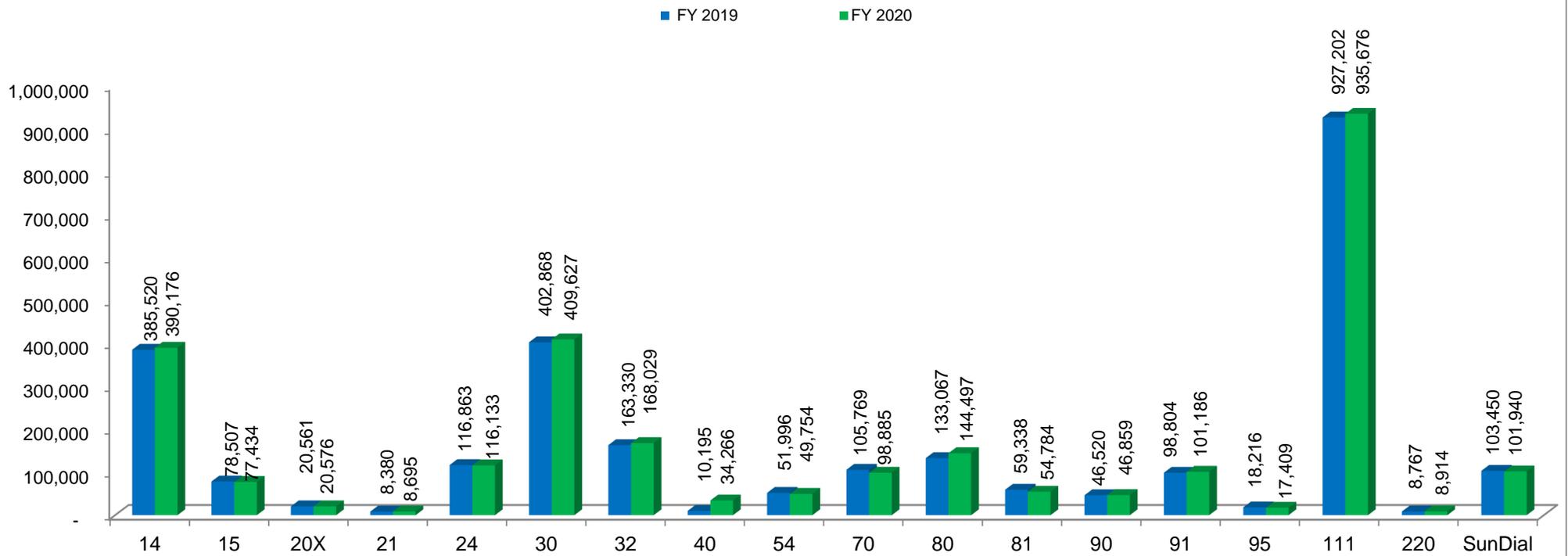
SunLine Transit Agency Monthly Ridership Report February 2020

		FY 2020 & 2019													
Route	Fixed Route Description	Feb 2020	Feb 2019	Jan 2020	FY 2020 Month Var.	% Var.	FY 2020 YTD	FY 2019 YTD	YTD Var.	% Var.	Bikes		Wheelchairs		
											Monthly	YTD	Monthly	YTD	
14	DHS/PS	49,581	45,196	49,994	4,385	9.7%	390,176	385,520	4,656	1.2%	1,438	12,885	333	3,087	
15	DHS	10,175	9,728	9,941	447	4.6%	77,434	78,507	(1,073)	-1.4%	168	1,370	139	1,259	
20X	DHS/PD	2,904	2,925	2,815	(21)	-0.7%	20,576	20,561	15	0.1%	49	444	7	36	
21	PD	1,195	1,166	1,156	29	2.5%	8,695	8,380	315	3.8%	43	255	8	89	
24	PS	14,670	14,356	14,699	314	2.2%	116,133	116,863	(730)	-0.6%	570	4,174	144	1,314	
30	CC/PS	51,574	47,916	52,467	3,658	7.6%	409,627	402,868	6,759	1.7%	1,705	14,511	387	3,586	
32	PD/RM/TP/CC/PS	22,450	20,412	21,779	2,038	10.0%	168,029	163,330	4,699	2.9%	970	7,353	134	1,392	
40	PS/BUZZ	6,595	5,877	5,831	718	12.2%	34,266	10,195	24,071	236.1%	-	-	-	-	
54	Indio/LQ/IW/PD	6,919	7,406	6,089	(487)	-7.0%	49,754	51,996	(2,242)	-4.3%	299	1,725	31	335	
70	LQ/BD	14,080	14,392	14,525	(312)	-2.2%	98,885	105,769	(6,884)	-6.5%	666	4,511	40	285	
80	Indio	18,756	17,324	19,122	1,432	7.6%	144,497	133,067	11,430	8.6%	174	2,423	204	1,726	
81	Indio	6,678	7,116	7,053	(438)	-6.6%	54,784	59,338	(4,554)	-7.7%	37	531	27	215	
90	Coachella/Indio	5,416	5,751	5,407	(335)	-6.2%	46,859	46,520	339	0.7%	54	663	41	666	
91	I/Cch/Th/Mec/Oas	14,780	13,415	14,079	1,365	9.2%	101,186	98,804	2,382	2.4%	208	1,637	56	414	
95	I/Cch/Th/Mec/NS	2,193	2,216	2,110	(23)	-1.0%	17,409	18,216	(807)	-4.4%	59	339	4	78	
111	PS to Indio	123,807	114,744	125,338	9,063	7.3%	935,676	927,202	8,474	0.9%	5,018	38,091	1,053	8,054	
220	PD to Riverside	1,162	1,107	1,066	55	4.7%	8,914	8,767	147	1.7%	58	319	5	84	
Fixed Route Total		352,935	331,047	353,471	21,888	6.6%	2,682,900	2,635,903	46,997	1.8%	11,516	91,231	2,613	22,620	
SolVan		1,314	1,940	1,403	(626)	-32.3%	10,692	15,646	(4,954)	-31.7%					
Demand Response															
SunDial		11,972	12,089	12,849	(117)	-1.0%	101,940	103,450	(1,510)	-1.5%					
System Total		366,221	345,076	367,723	21,145	6.1%	2,795,532	2,754,999	40,533	1.5%					
		Feb-20	Feb-19	Jan-20											
Weekdays:		20	20	* 22											
Saturdays:		5	4	4											
Sundays:		4	4	5											
Total Days:		29	28	31											

*COD Haul Pass Ridership was 24,741 from 1,291 unique riders. Mobile Ticketing Ridership was 16,801 from 650 unique riders.

SunLine Transit Agency
 Monthly Ridership Report
 February - 2020

Year-to-Date System Ridership





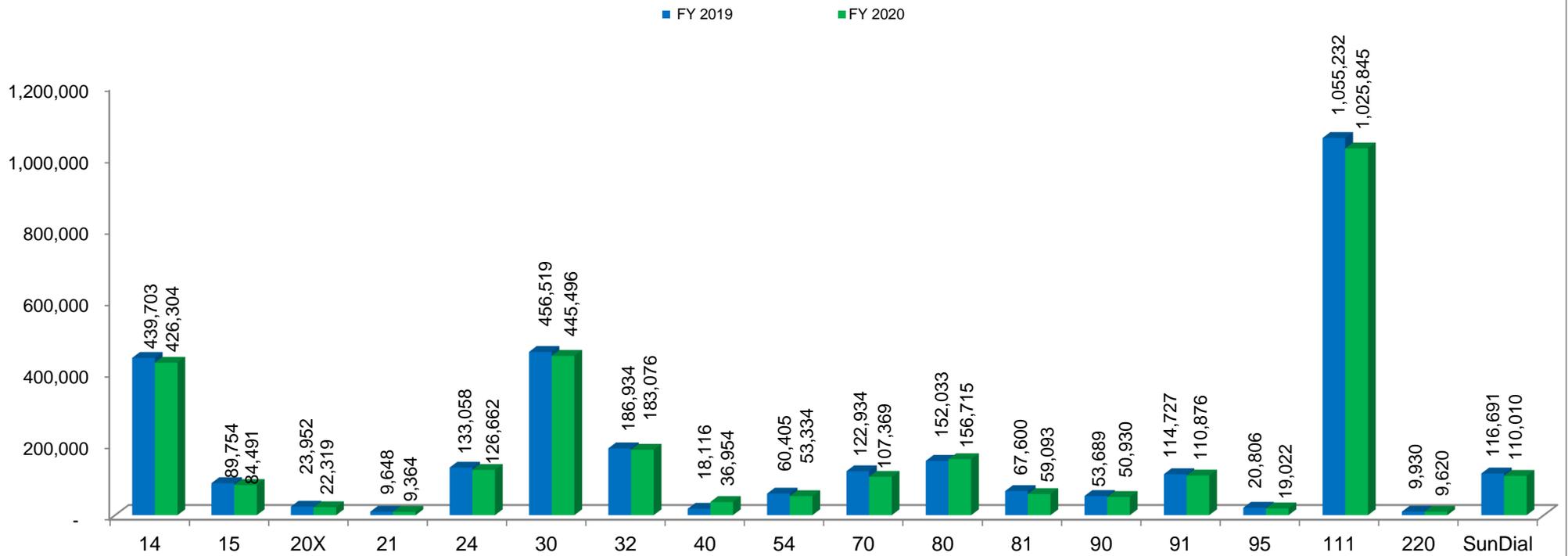
SunLine Transit Agency Monthly Ridership Report March 2020

		FY 2020 & 2019													
		Mar 2020	Mar 2019	Feb 2020	FY 2020 Month Var.	% Var.	FY 2020 YTD	FY 2019 YTD	YTD Var.	% Var.	Bikes		Wheelchairs		
Route	Fixed Route Description									Monthly	YTD	Monthly	YTD		
14	DHS/PS	36,128	54,183	49,581	(18,055)	-33.3%	426,304	439,703	(13,399)	-3.0%	672	13,557	311	3,398	
15	DHS	7,057	11,247	10,175	(4,190)	-37.3%	84,491	89,754	(5,263)	-5.9%	306	1,676	139	1,398	
20X	DHS/PD	1,743	3,391	2,904	(1,648)	-48.6%	22,319	23,952	(1,633)	-6.8%	12	456	3	39	
21	PD	669	1,268	1,195	(599)	-47.2%	9,364	9,648	(284)	-2.9%	16	271	12	101	
24	PS	10,529	16,195	14,670	(5,666)	-35.0%	126,662	133,058	(6,396)	-4.8%	263	4,437	100	1,414	
30	CC/PS	35,869	53,651	51,574	(17,782)	-33.1%	445,496	456,519	(11,023)	-2.4%	576	15,087	343	3,929	
32	PD/RM/TP/CC/PS	15,047	23,604	22,450	(8,557)	-36.3%	183,076	186,934	(3,858)	-2.1%	304	7,657	101	1,493	
40	PS/BUZZ	2,688	7,921	6,595	(5,233)	-66.1%	36,954	18,116	18,838	104.0%	-	-	-	-	
54	Indio/LQ/IW/PD	3,580	8,409	6,919	(4,829)	-134.9%	53,334	60,405	(7,071)	-11.7%	70	1,795	31	366	
70	LQ/BD	8,484	17,165	14,080	(8,681)	-102.3%	107,369	122,934	(15,565)	-12.7%	164	4,675	35	320	
80	Indio	12,218	18,966	18,756	(6,748)	-55.2%	156,715	152,033	4,682	3.1%	203	2,626	118	1,844	
81	Indio	4,309	8,262	6,678	(3,953)	-91.7%	59,093	67,600	(8,507)	-12.6%	176	707	25	240	
90	Coachella/Indio	4,071	7,169	5,416	(3,098)	-76.1%	50,930	53,689	(2,759)	-5.1%	66	729	46	712	
91	I/Cch/Th/Mec/Oas	9,690	15,923	14,780	(6,233)	-64.3%	110,876	114,727	(3,851)	-3.4%	138	1,775	48	462	
95	I/Cch/Th/Mec/NS	1,613	2,590	2,193	(977)	-60.6%	19,022	20,806	(1,784)	-8.6%	33	372	6	84	
111	PS to Indio	90,169	128,030	123,807	(37,861)	-42.0%	1,025,845	1,055,232	(29,387)	-2.8%	915	39,006	988	9,042	
220	PD to Riverside	706	1,163	1,162	(457)	-64.7%	9,620	9,930	(310)	-3.1%	55	374	11	95	
Fixed Route Total		244,570	379,137	352,935	(134,567)	-35.5%	2,927,470	3,015,040	(87,570)	-2.9%	3,969	95,200	2,317	24,937	
SolVan		1,441	2,051	1,314	(610)	-29.7%	12,133	17,697	(5,564)	-31.4%					
Demand Response															
SunDial		8,070	13,241	11,972	(5,171)	-39.1%	110,010	116,691	(6,681)	-5.7%					
System Total		254,081	394,429	366,221	(140,348)	-35.6%	3,049,613	3,149,428	(99,815)	-3.2%					
		Mar-20	Mar-19	Feb-20											
Weekdays:		15	21	20											
Saturdays:		2	5	5											
Sundays:		14	5	4											
Total Days:		31	31	29											

*COD Haul Pass Ridership was 12,182 from 1,092 unique riders. Mobile Ticketing Ridership was 9,784 from 390 unique riders.

**SunLine Transit Agency
Monthly Ridership Report
March - 2020**

Year-to-Date System Ridership



SunLine Transit Agency
CONSENT CALENDAR

DATE: April 22, 2020

RECEIVE & FILE

TO: Board of Directors

RE: SunDial Operational Notes for February and March 2020

Summary:

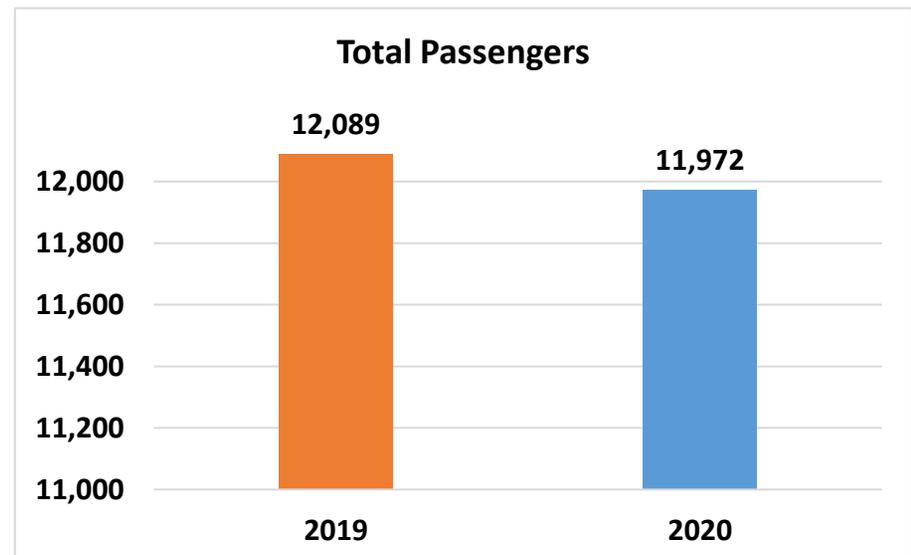
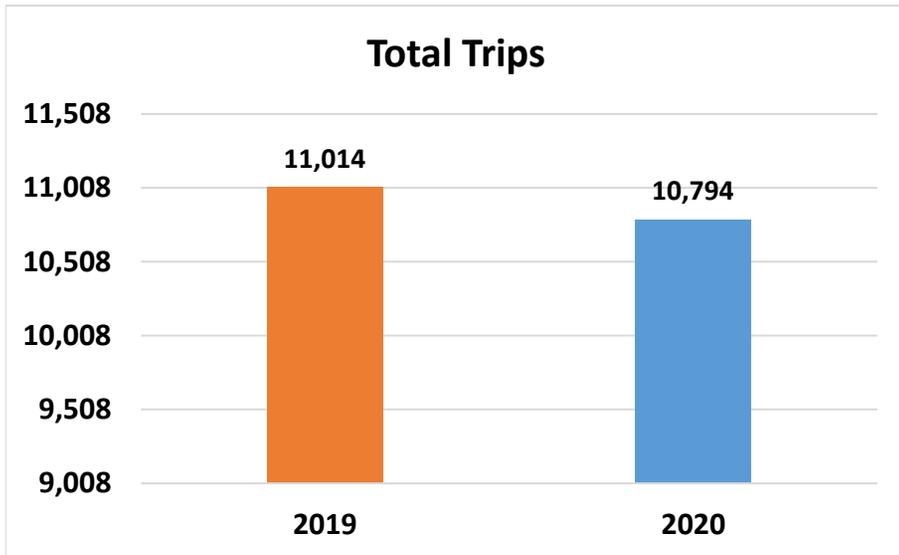
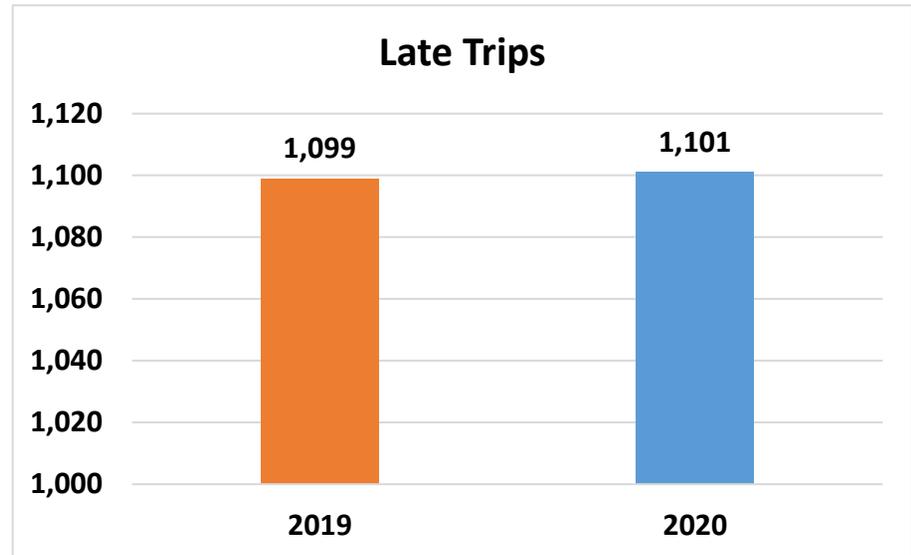
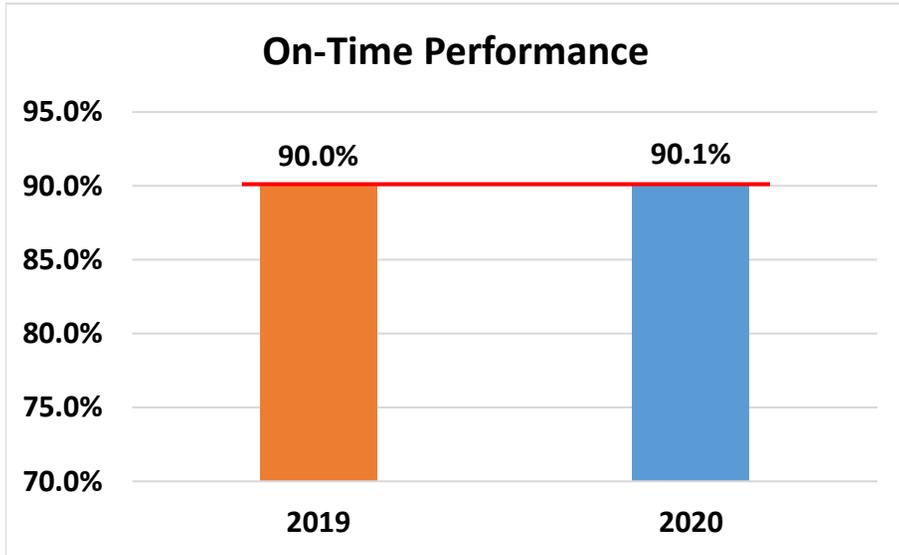
The attached report summarizes SunDial's operation for February and March 2020. COVID-19 has had a large impact on the SunDial operations. The on-time performance increased 4.0% over the Agency's internal 90.0% goal. There was a 67.0% decrease in late trips as well as a 39.7% decrease in total trips. The total passenger trips decreased 39.0% and the total miles decreased 23.8%. Mobility device boardings decreased 47.6%.

Recommendation:

Receive and file.

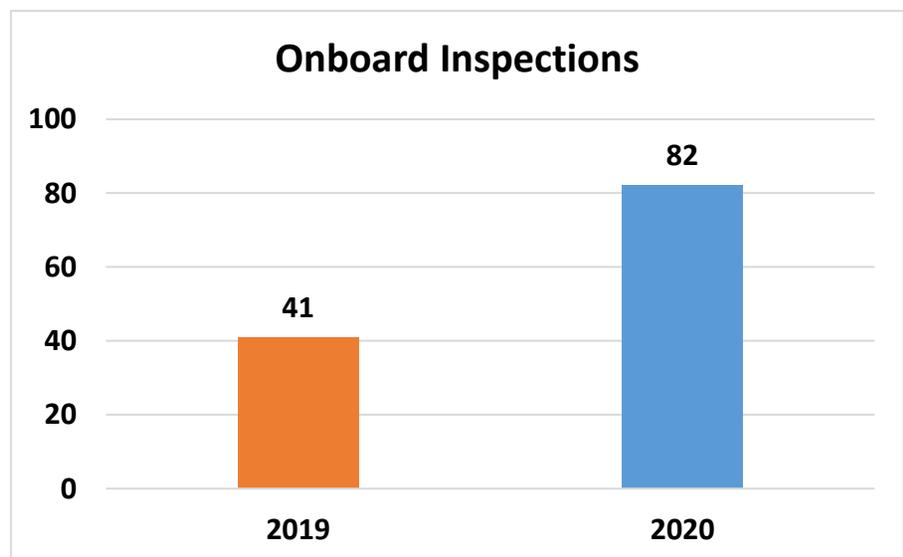
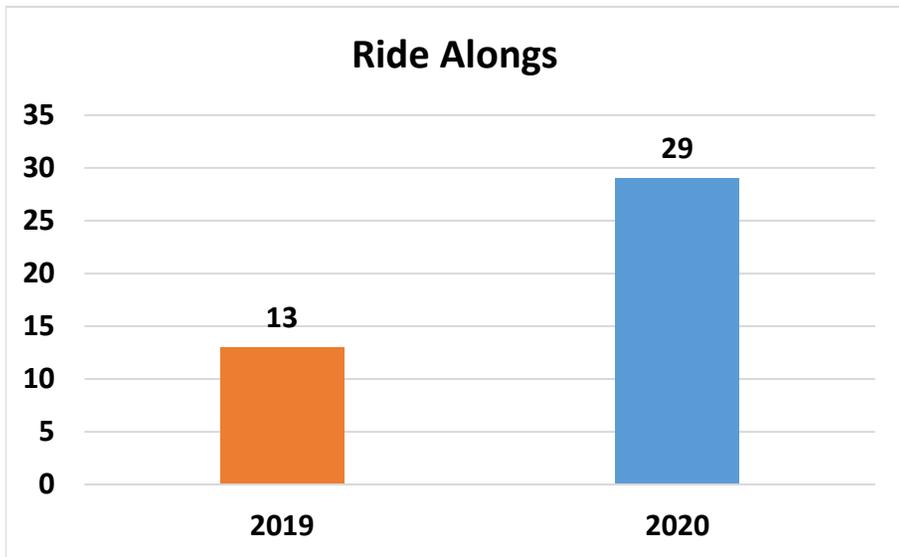
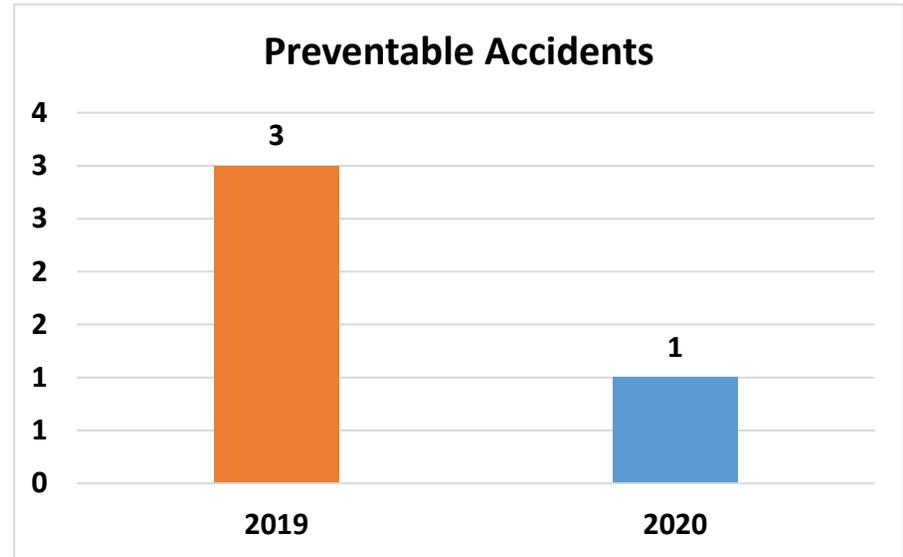
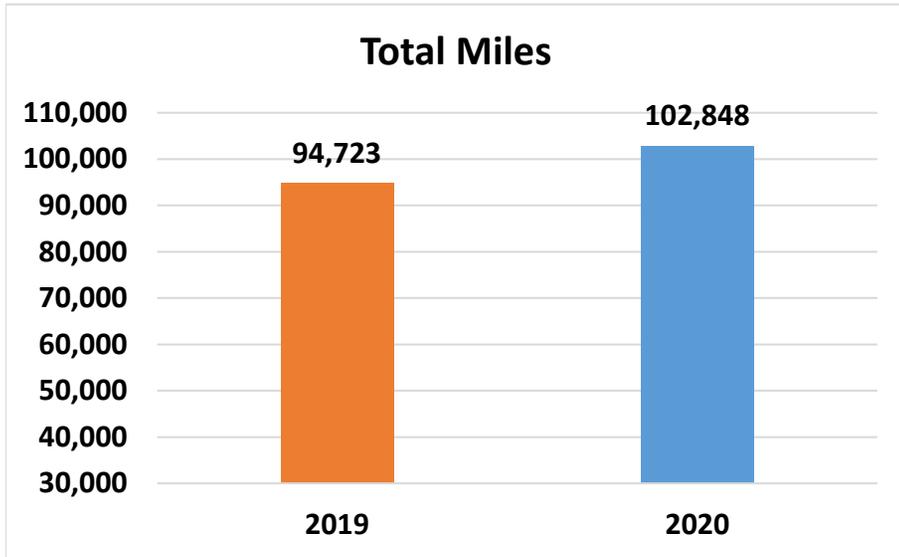
SunDial Operational Notes

FEBRUARY 2019/2020



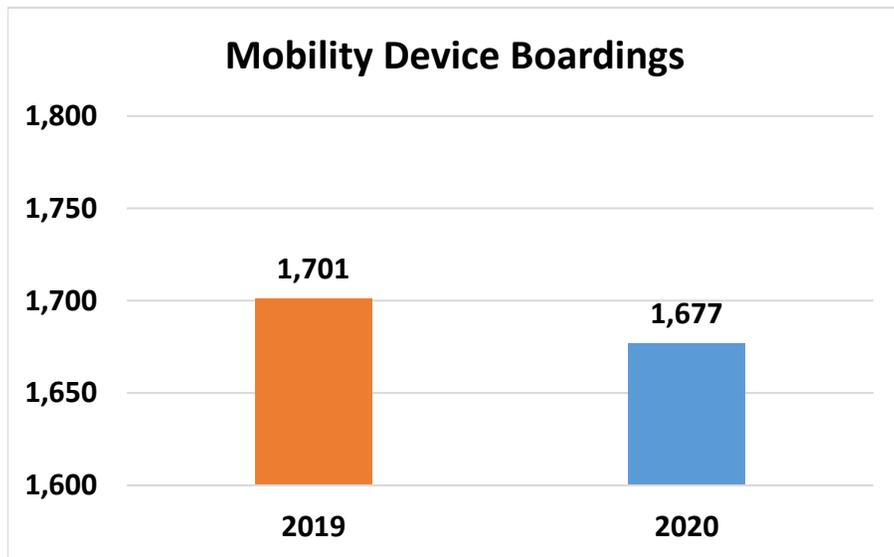
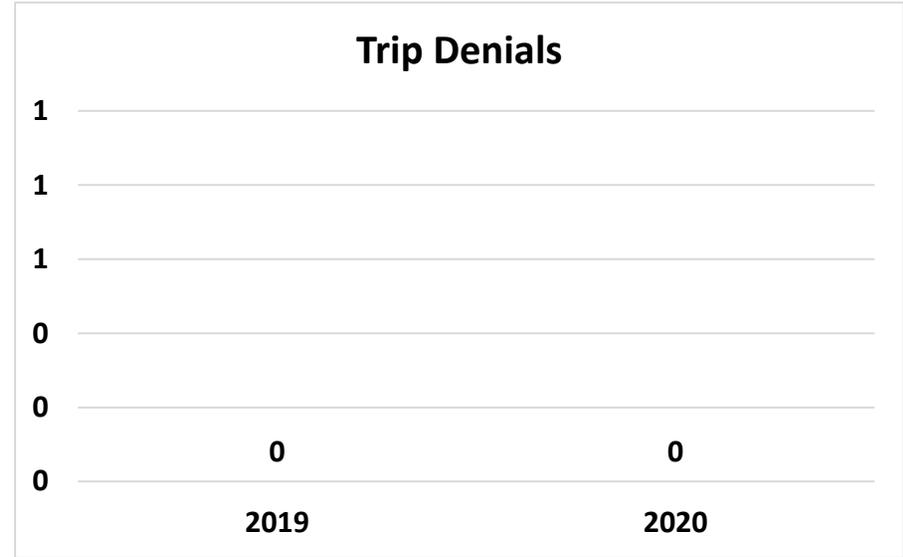
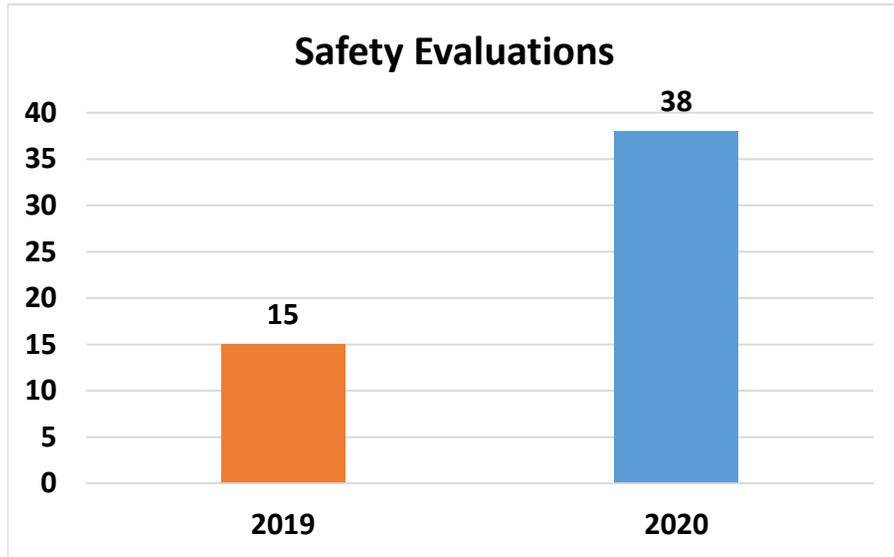
SunDial Operational Notes

FEBRUARY 2019/2020



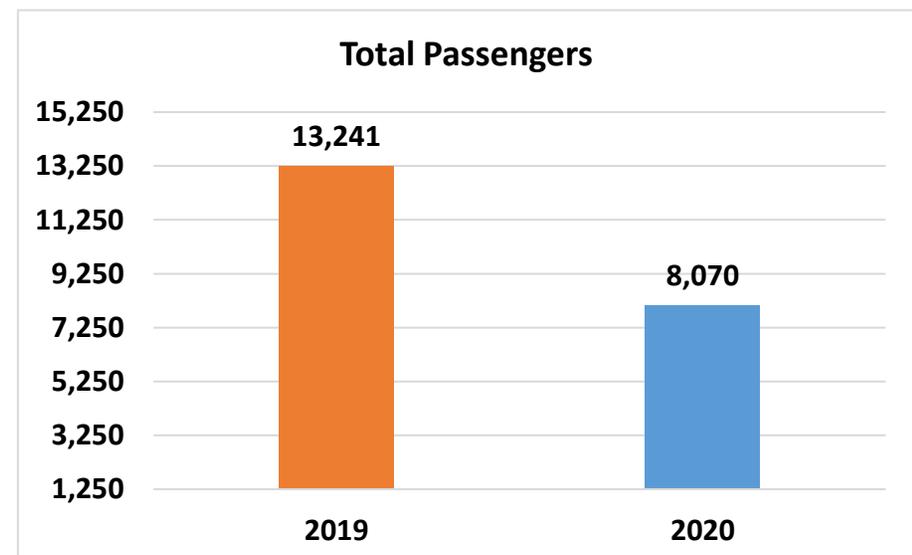
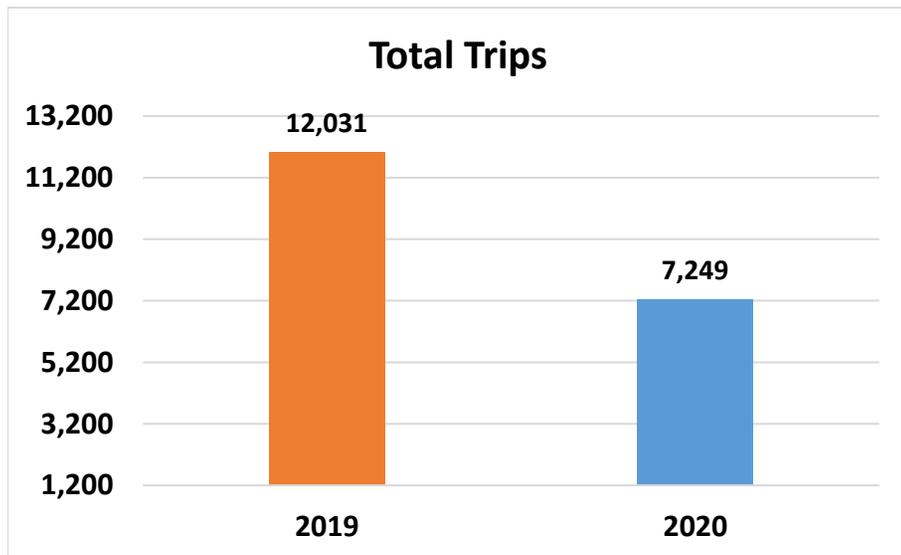
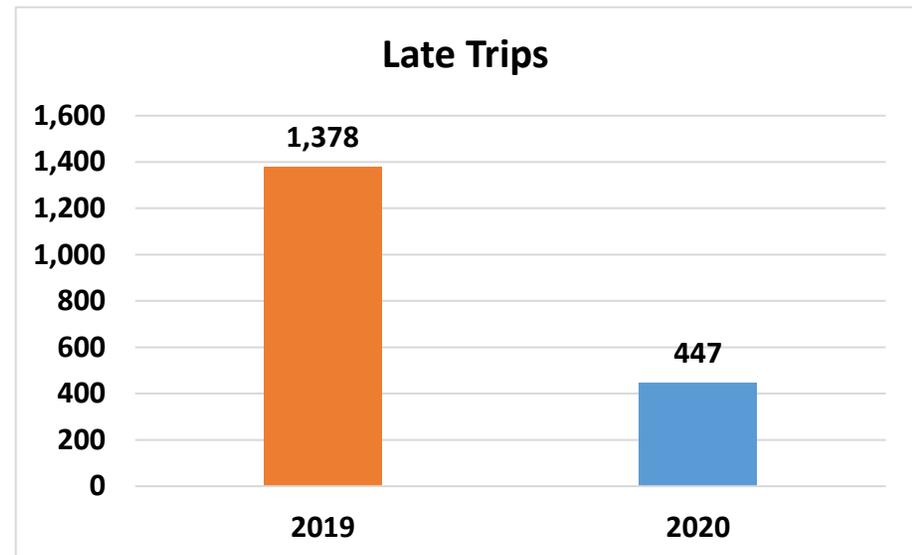
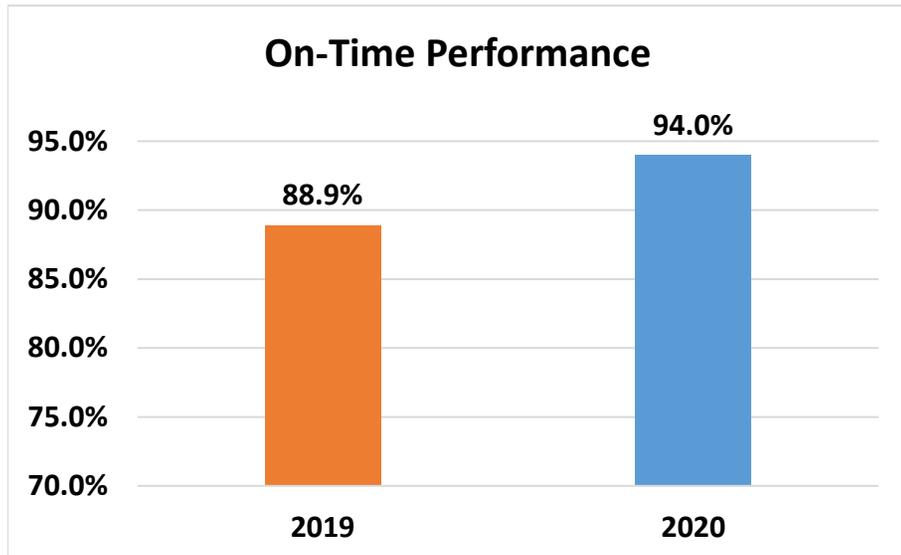
SunDial Operational Notes

FEBRUARY 2019/2020



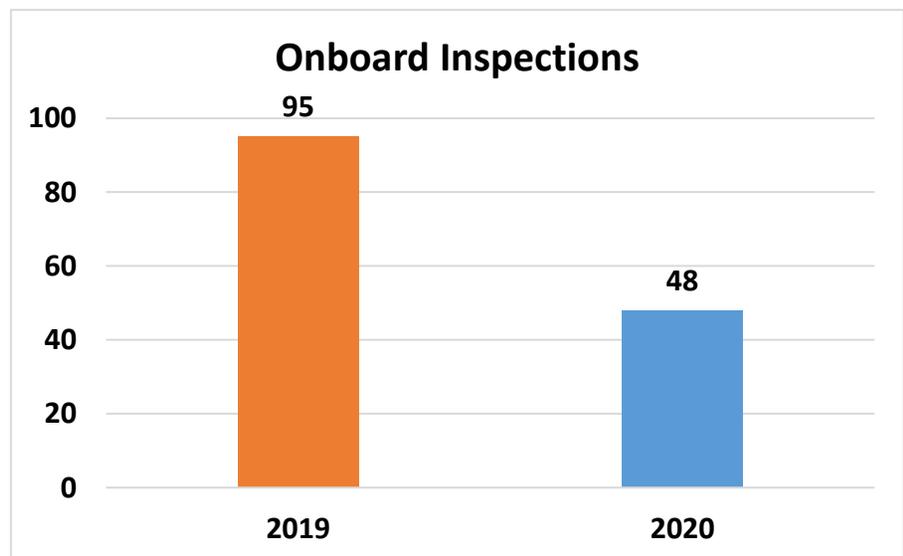
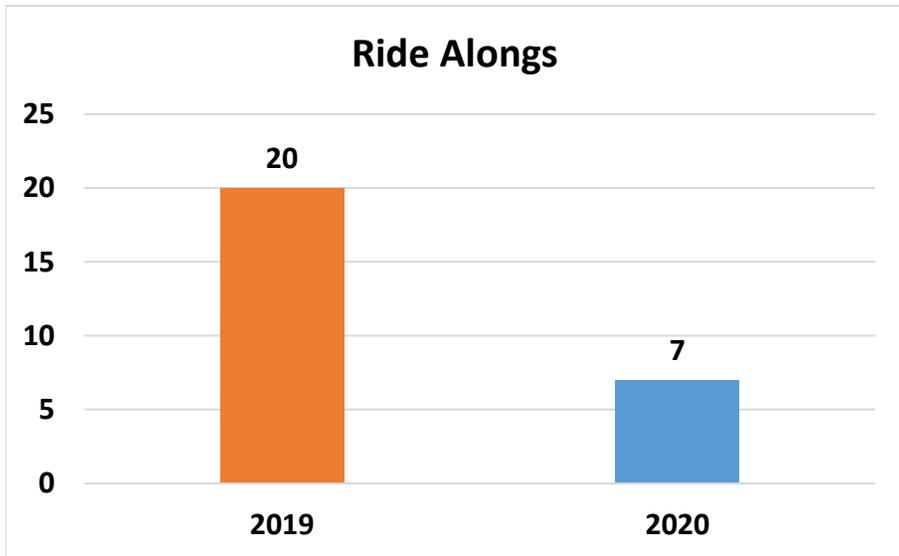
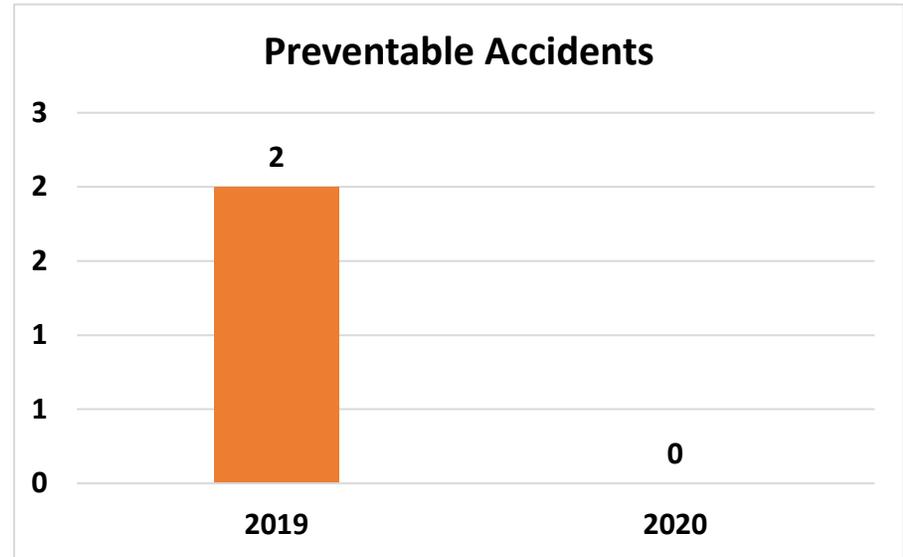
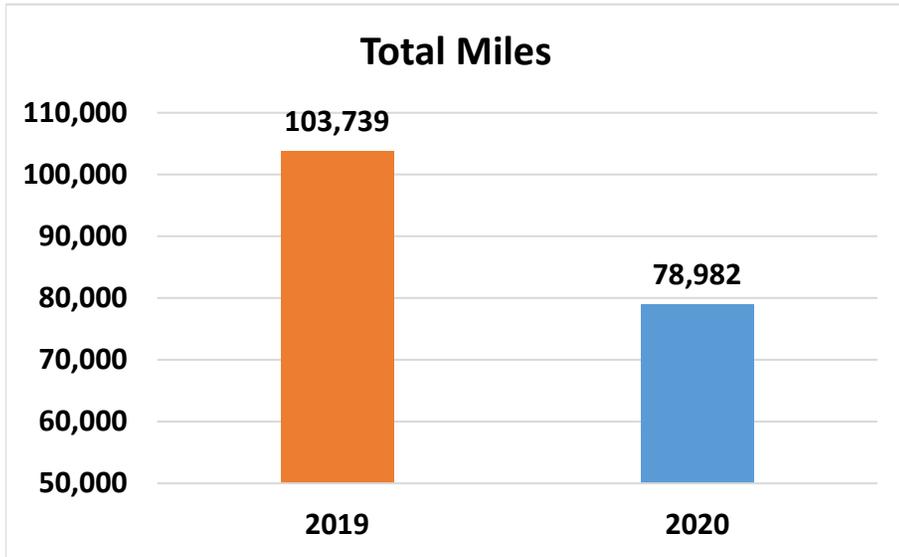
SunDial Operational Notes

March 2019/2020



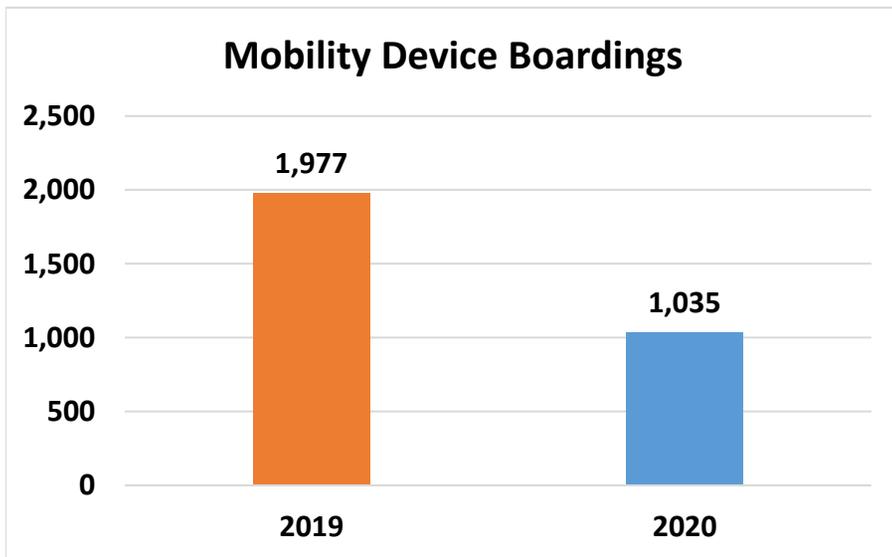
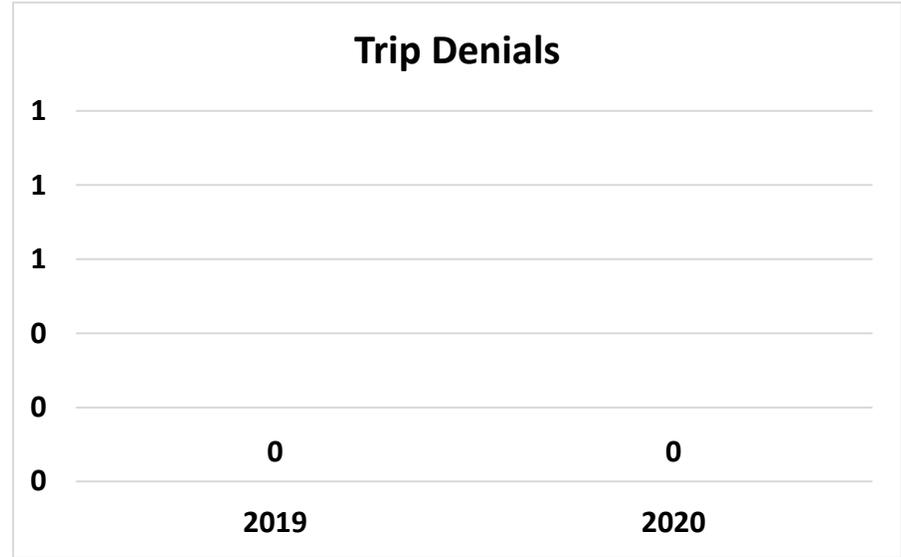
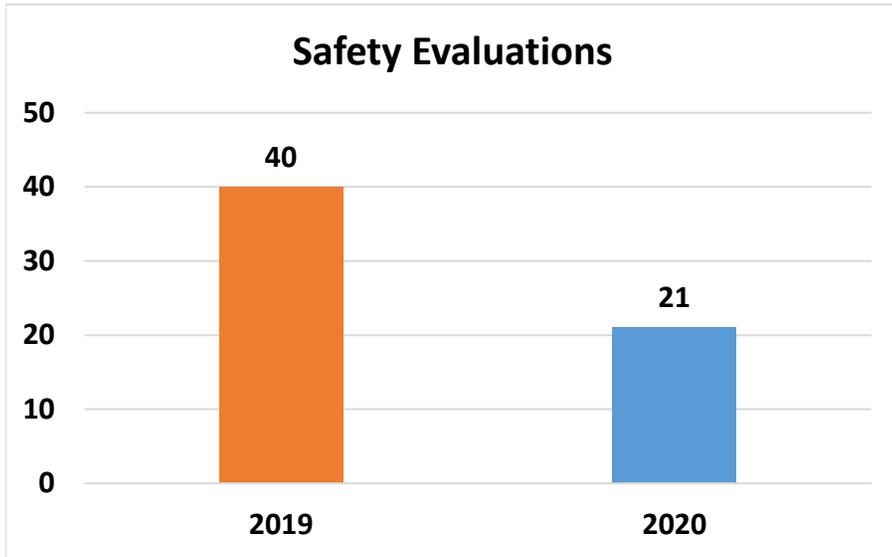
SunDial Operational Notes

March 2019/2020



SunDial Operational Notes

March 2019/2020



SunLine Transit Agency
CONSENT CALENDAR

DATE: April 22, 2020

RECEIVE & FILE

TO: Board of Directors

RE: Metrics for February and March 2020

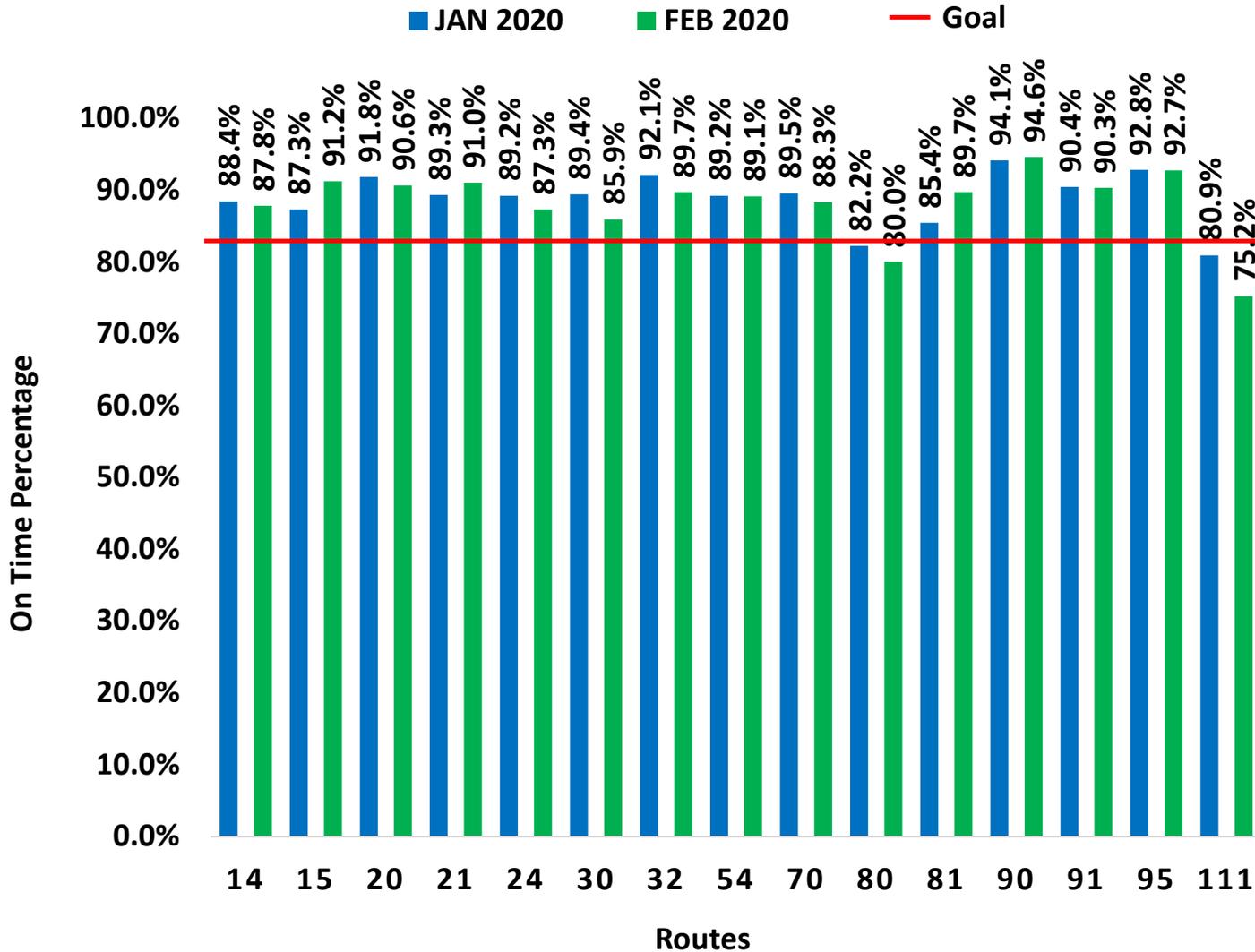
Summary:

The metrics packet includes data highlighting on-time performance, early departures, late departures, late cancellations, driver absence, advertising revenue, fixed route customer comments, paratransit customer comments, and system performance.

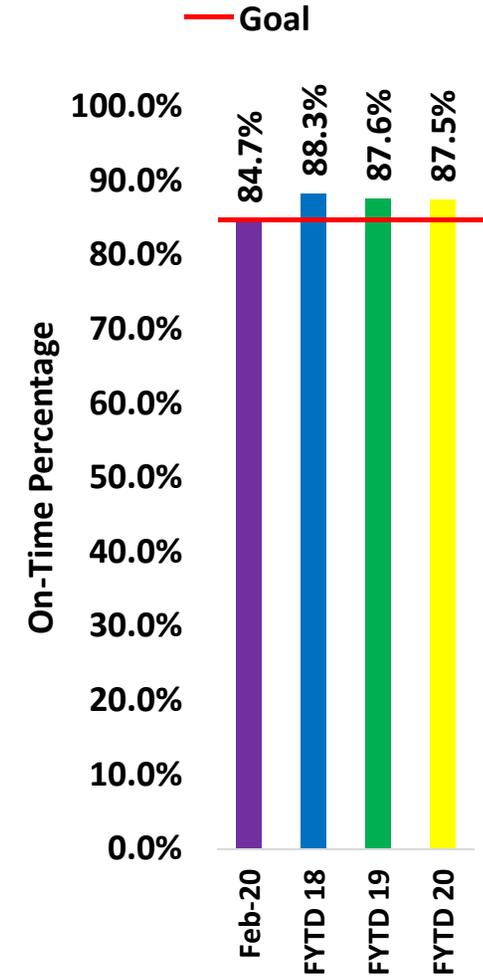
Recommendation:

Receive and file.

On-Time Performance Percent by Route

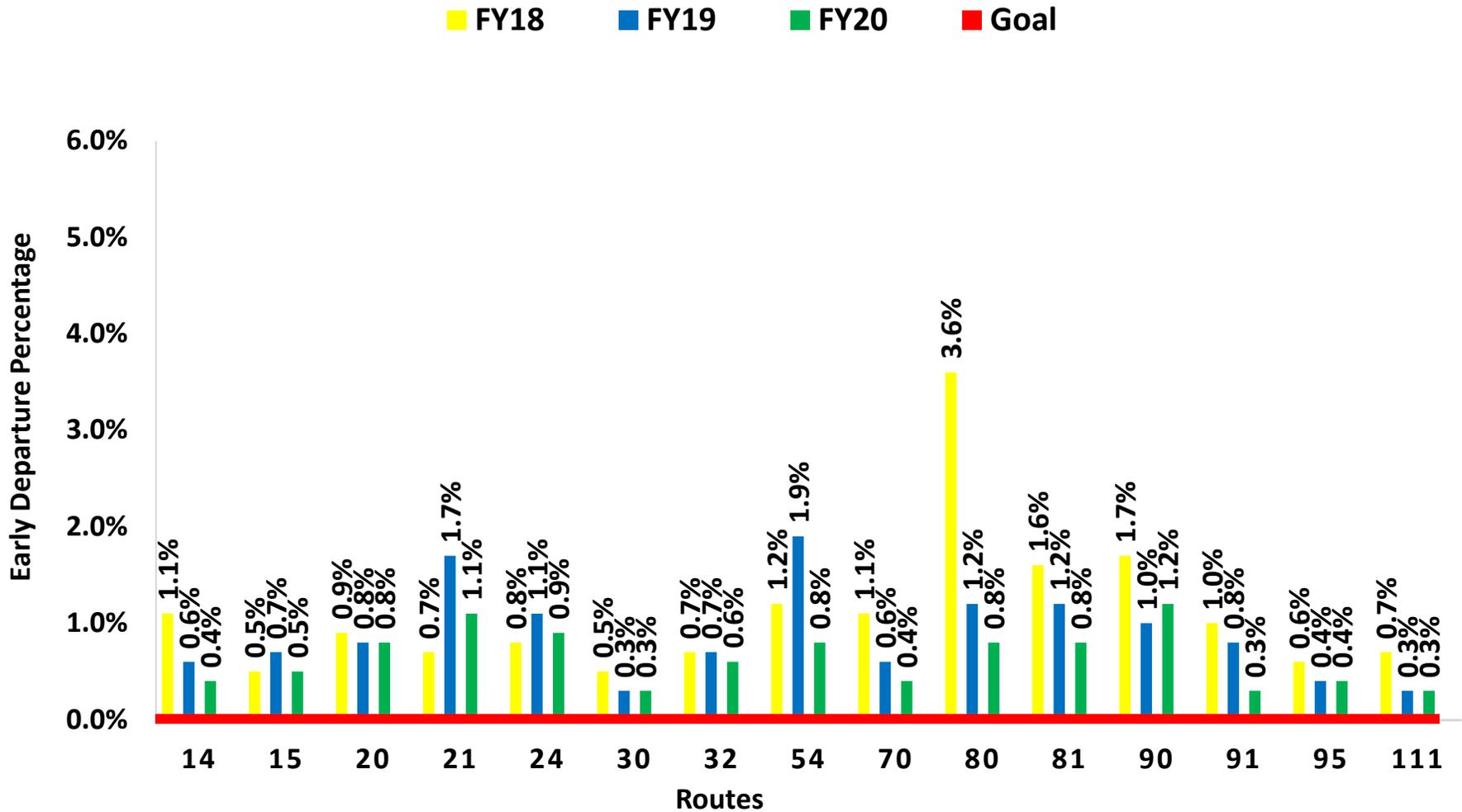


On Time Performance System Wide



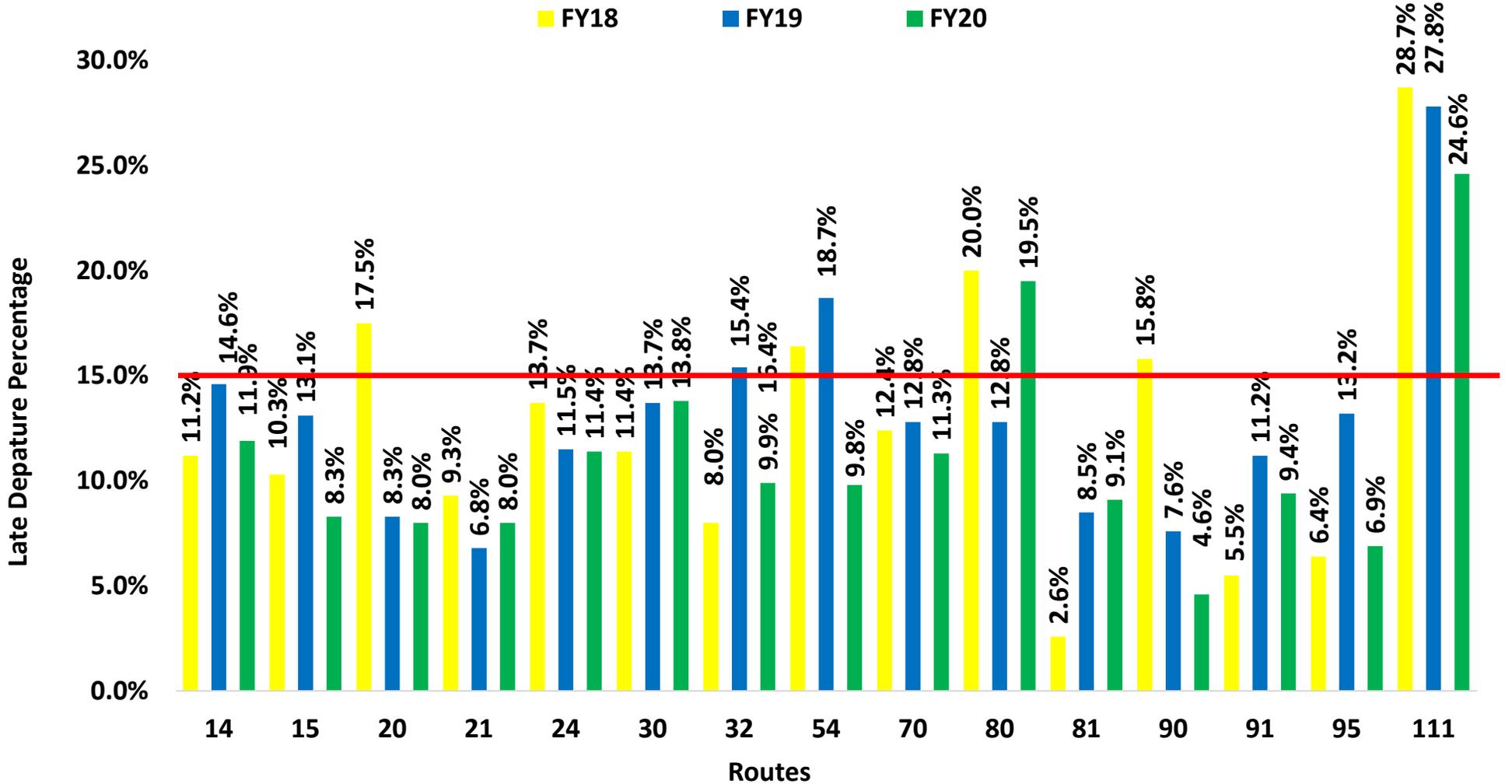
Definition: "On-Time" - when a trip departs a time point within range of zero minutes early to five minutes late.
 Goal: Minimum target for On-Time performance is 85%.
 Exceptions: Detours, train stuck on tracks, passenger problems, Information Technology System issues.

Early Departures by Route FYTD



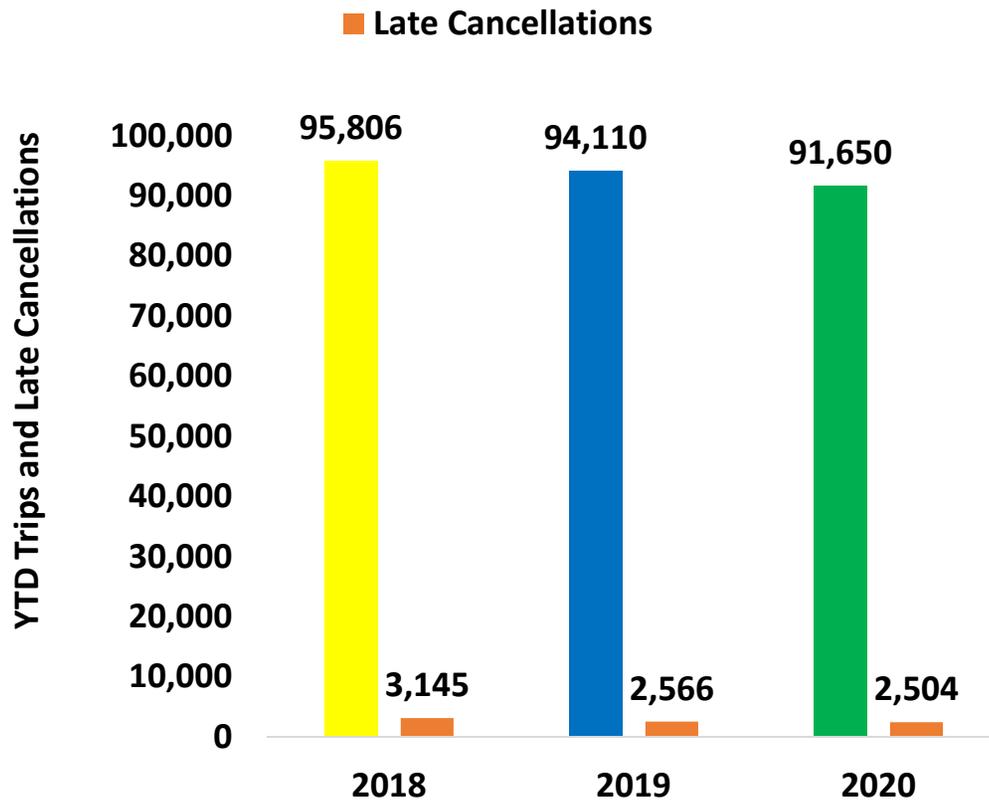
Definition: When a bus leaves a time point, ahead of the scheduled departure time.
 Goal: To reduce early departures to 0% for each route.

Late Departure Percent by Route February

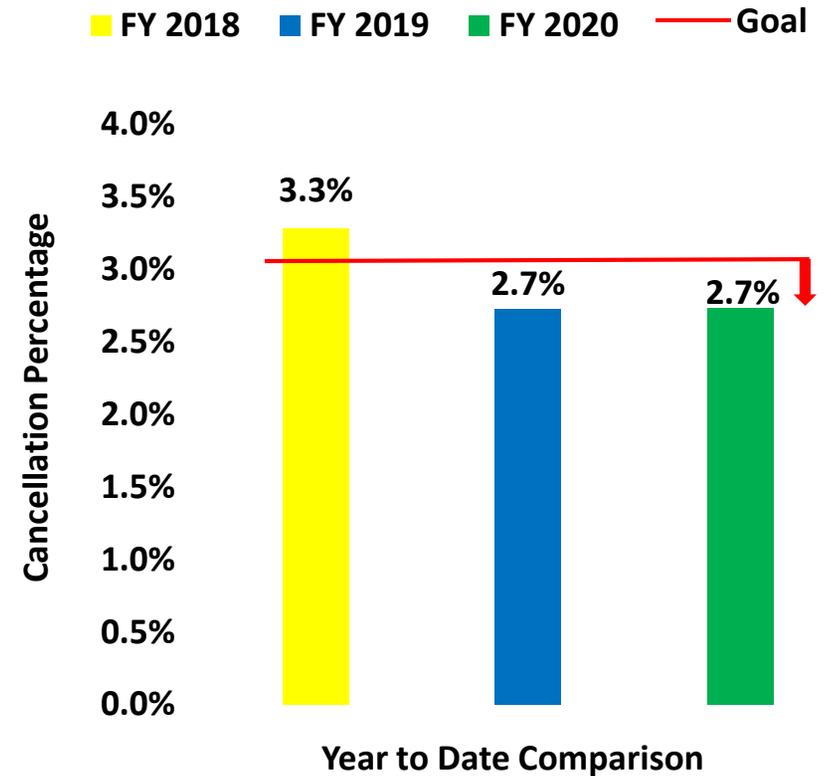


Late Definition: When a bus leaves a time point after the scheduled departure time.
 The line is running late with a departure greater than 5 minutes.
 Goal: To reduce late departures to 15%

Total Trips vs Late Cancellations FYTD



Late Cancellation Percentage FYTD

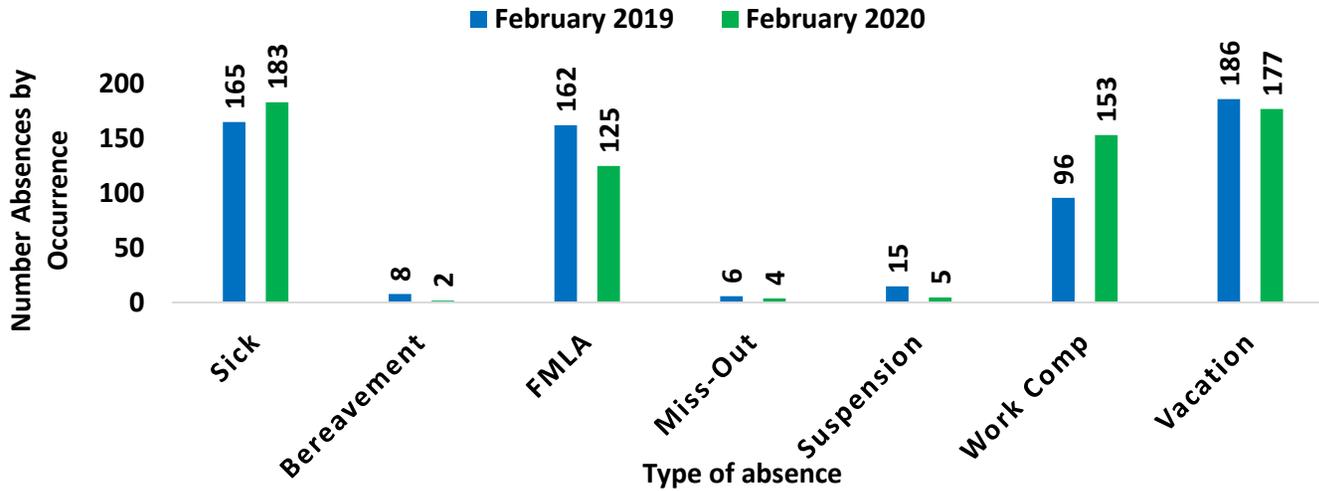


Trip: A one-way ride booked by the client. A round trip is counted as two trips.

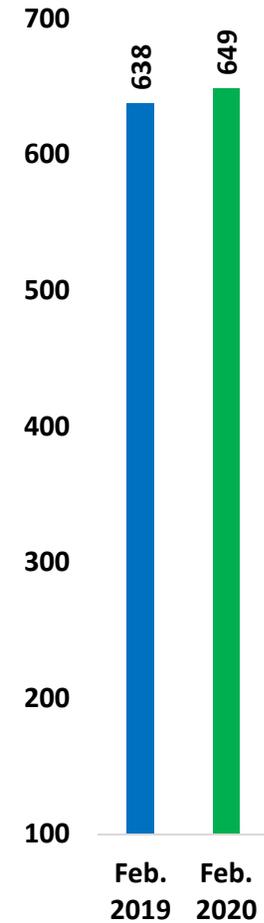
Late cancellation: A trip for which an ADA client does not cancel within 2 hours before the scheduled pick up time.

Goal for Late Cancellations: 3% or below.

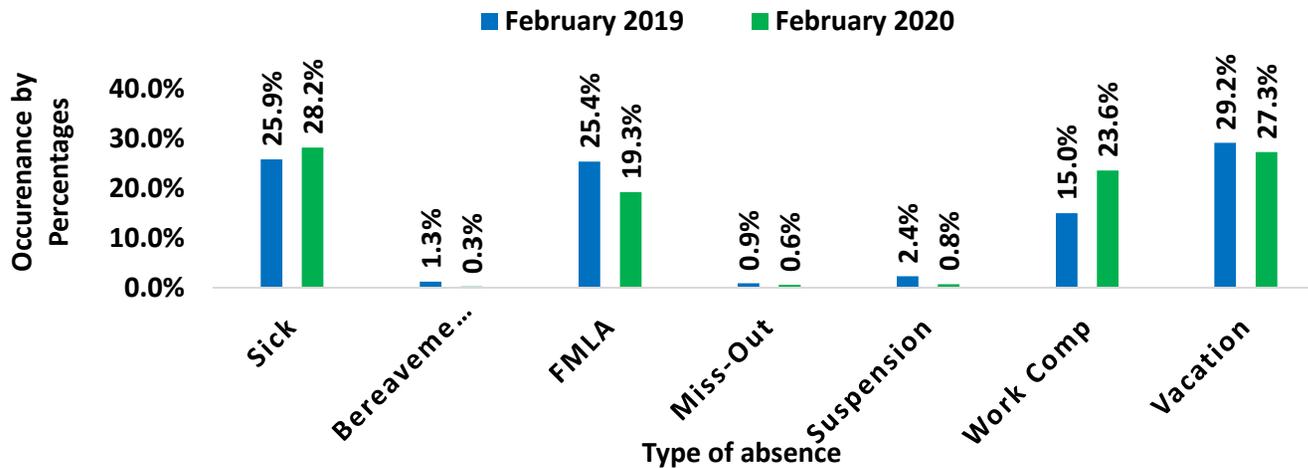
Driver Absence Occurrences



Total Absence Occurrences

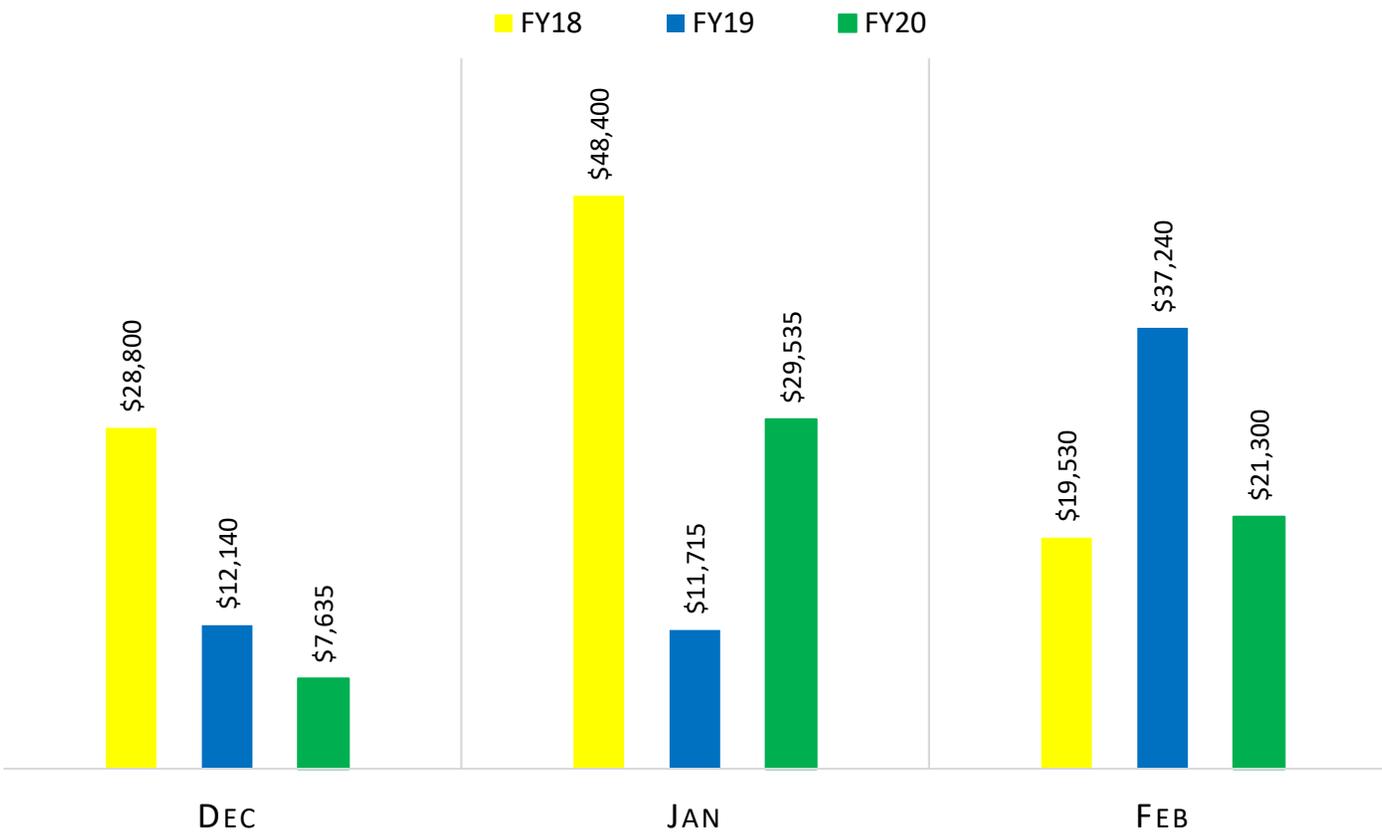


Driver Absence Occurrences by Percentages

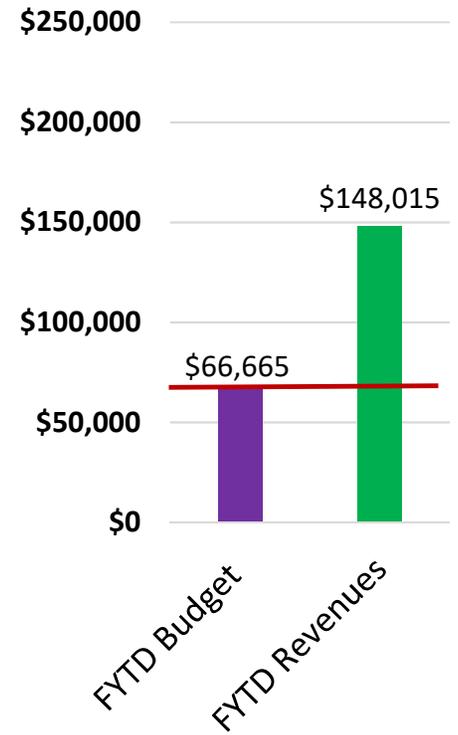


Goal: Reduce by 2% from previous year by enforcing attendance policy regularly and monitor trending. Absences include unscheduled for Fixed Route drivers.

Advertising Revenue FYTD20

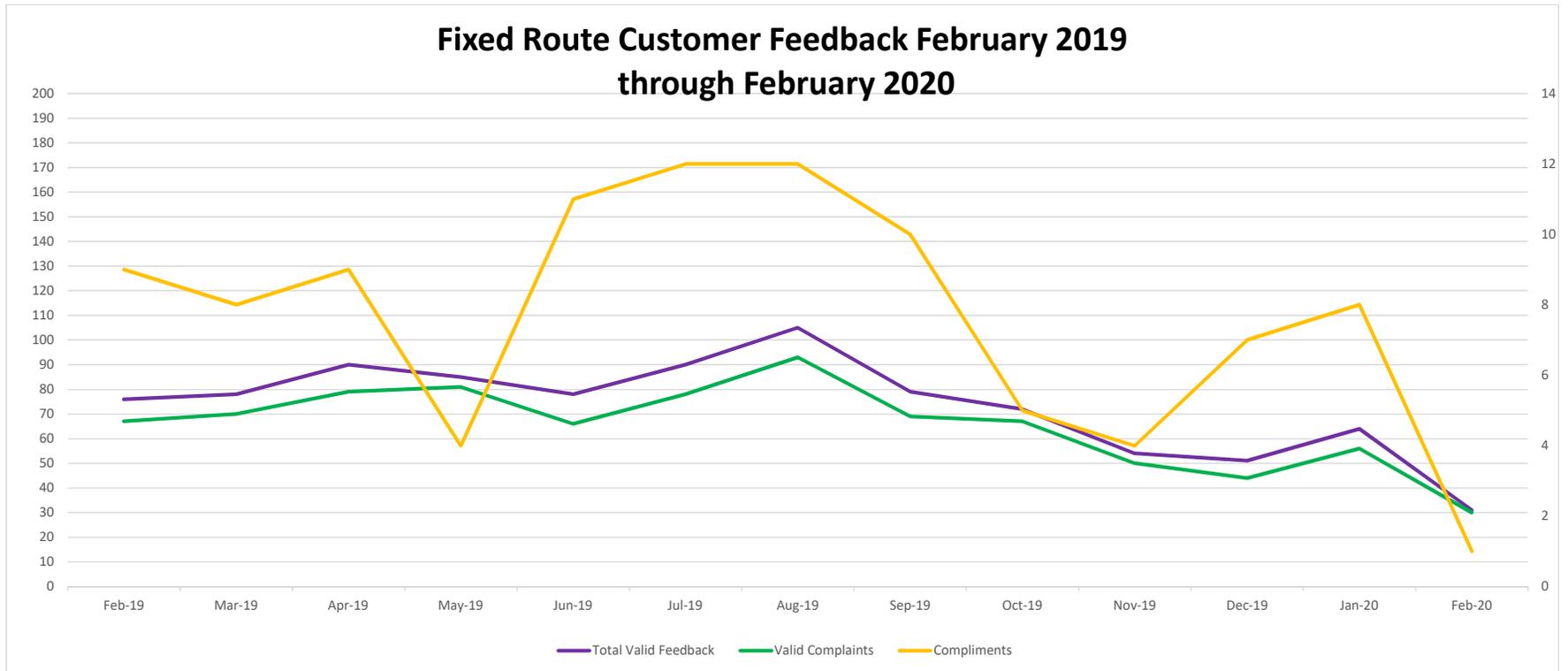


FYTD Budget vs FYTD Agency Revenue - February 2020



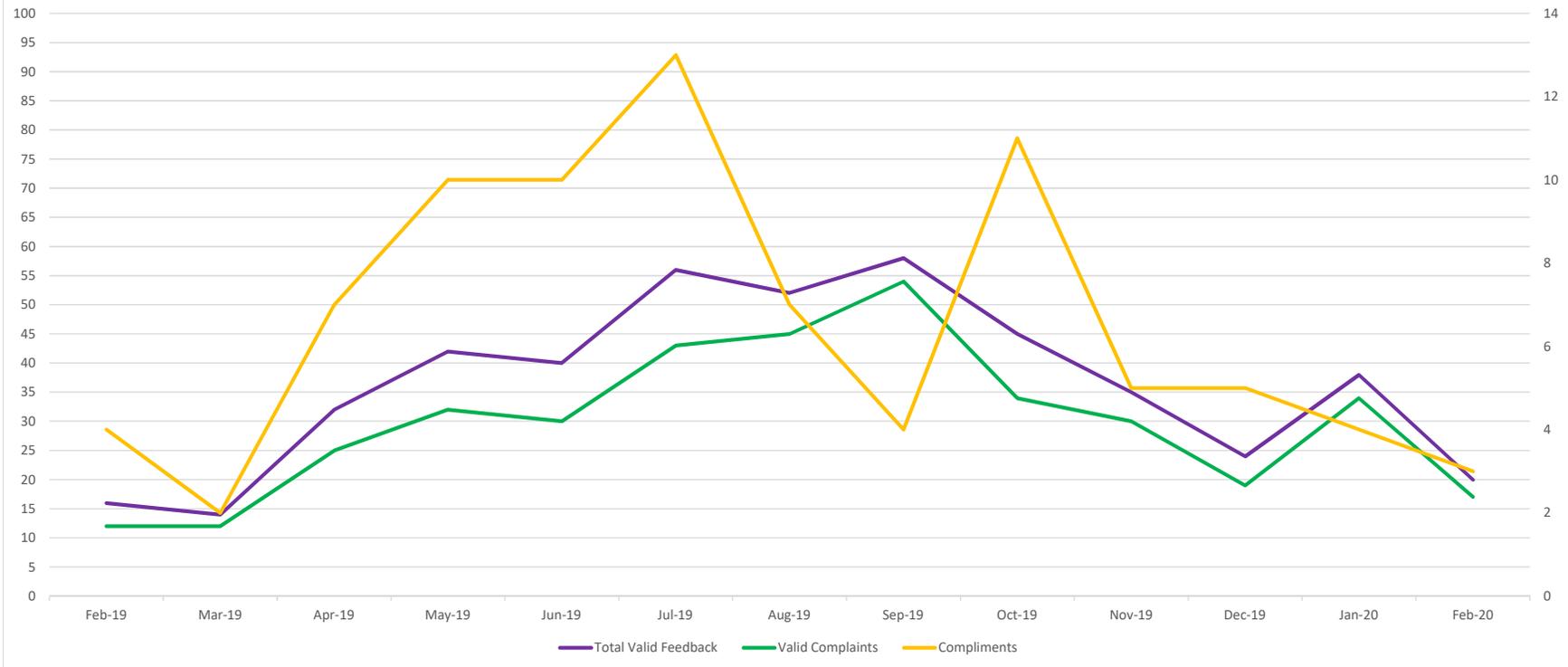
Advertising revenue tracks revenue of invoiced contracts for shelter and bus advertising. This section of the chart compares the FYTD20 against FYTD18 and FYTD19 totals. The graph tracks YTD revenue accrued vs the YTD budget. The annual budgeted amount for FY20 is \$100,000.

Fixed Route Customer Feedback February 2019 through February 2020



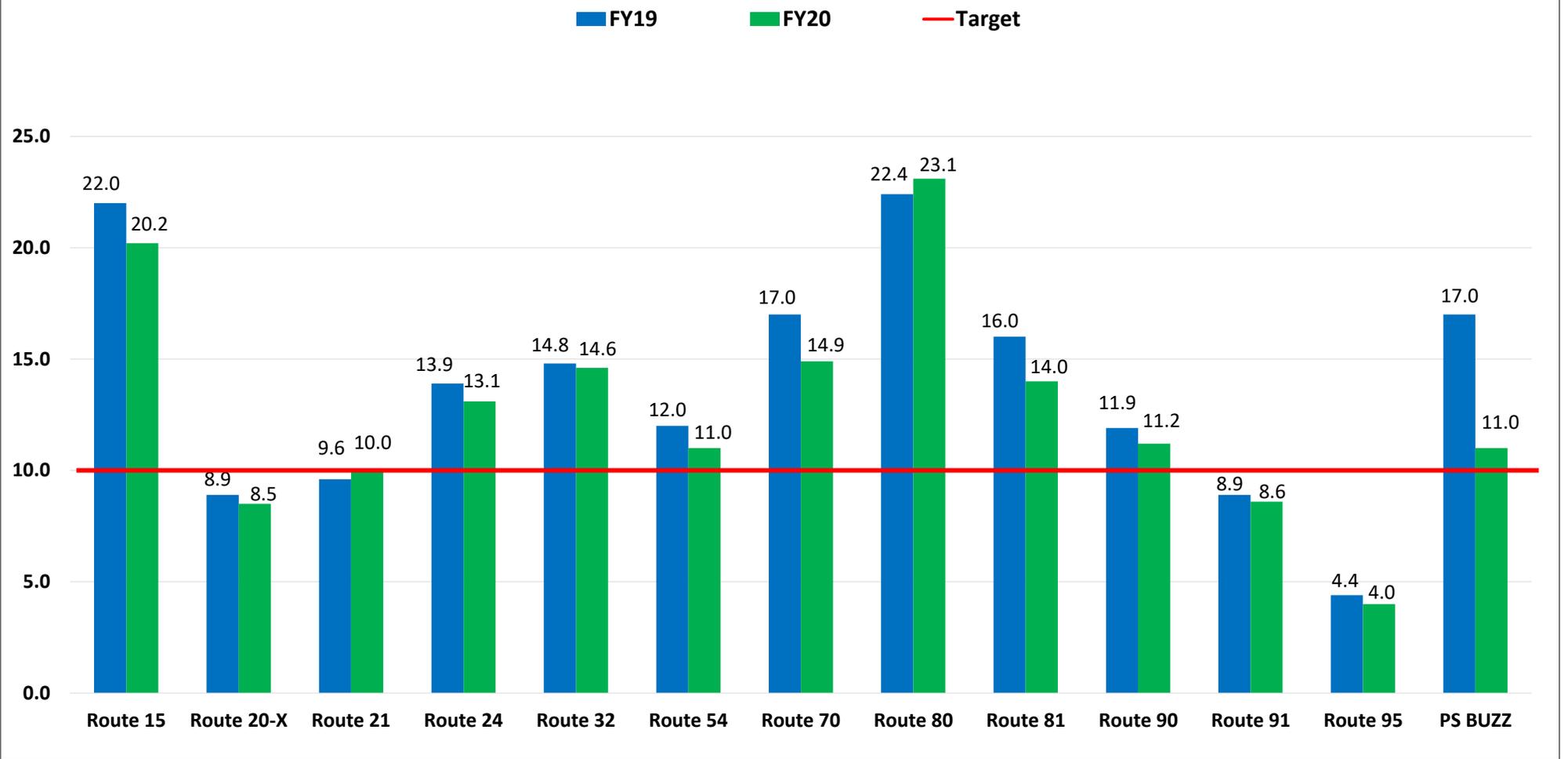
Valid fixed route feedback comprised of compliments and complaints for February 2020

Paratransit Customer Feedback February 2019 through February 2020



Valid paratransit feedback comprised of compliments and complaints for February 2020

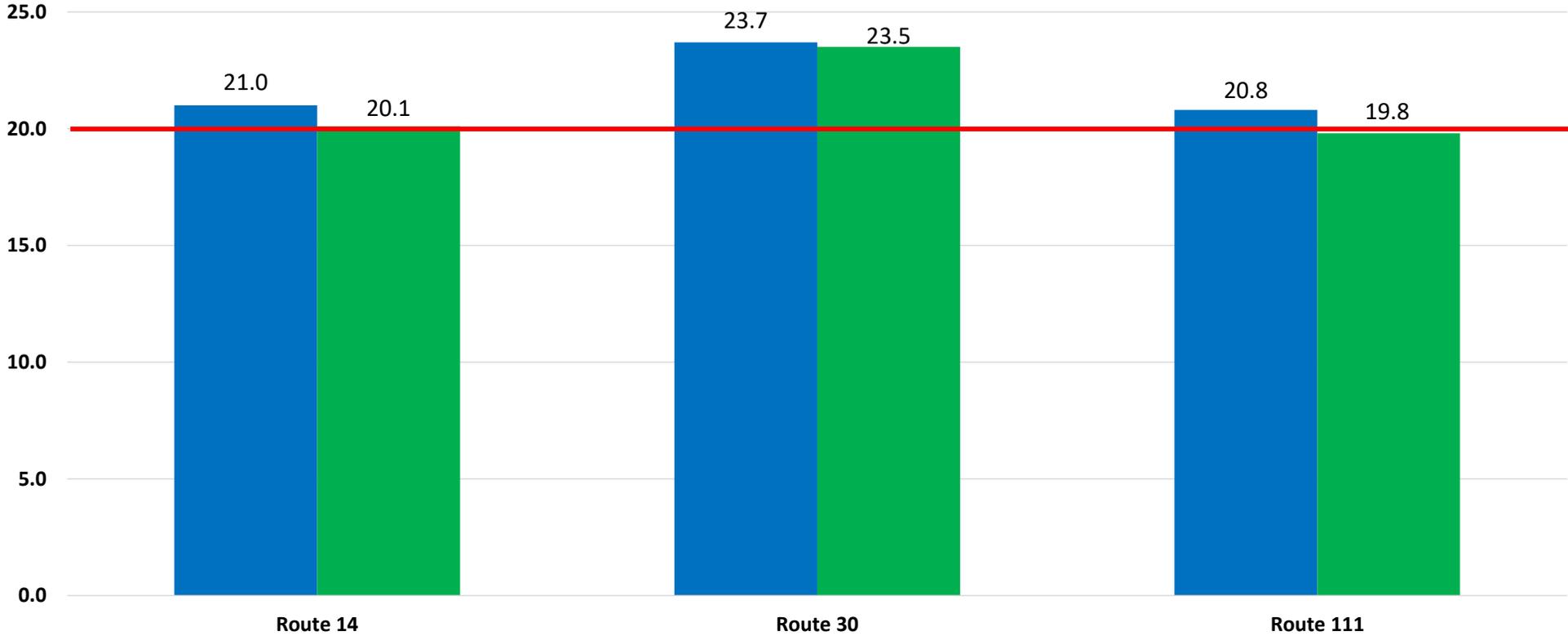
FYTD System Performance - Local Routes



The chart above represents the system performance on local routes for Passenger Per Revenue Hour (PPRH). The goal for local fixed routes is 10 PPRH. The FY 19/20 goal is based on Board approved Service Standards Policy (B-190613). Local Routes are secondary routes that connect to the trunk routes and supplement the SunBus network.

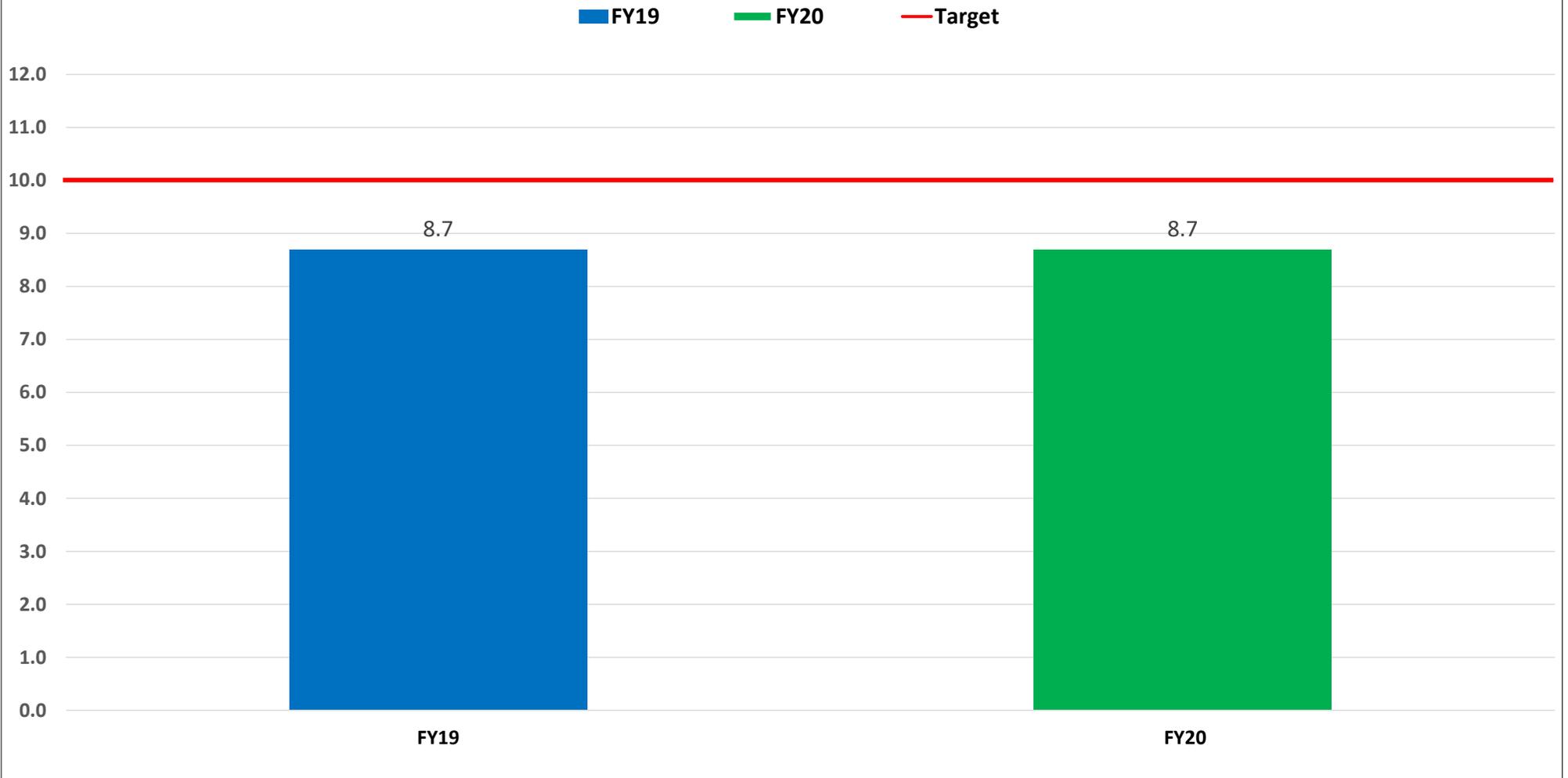
FYTD System Performance - Trunk Routes

FY19 FY20 Target



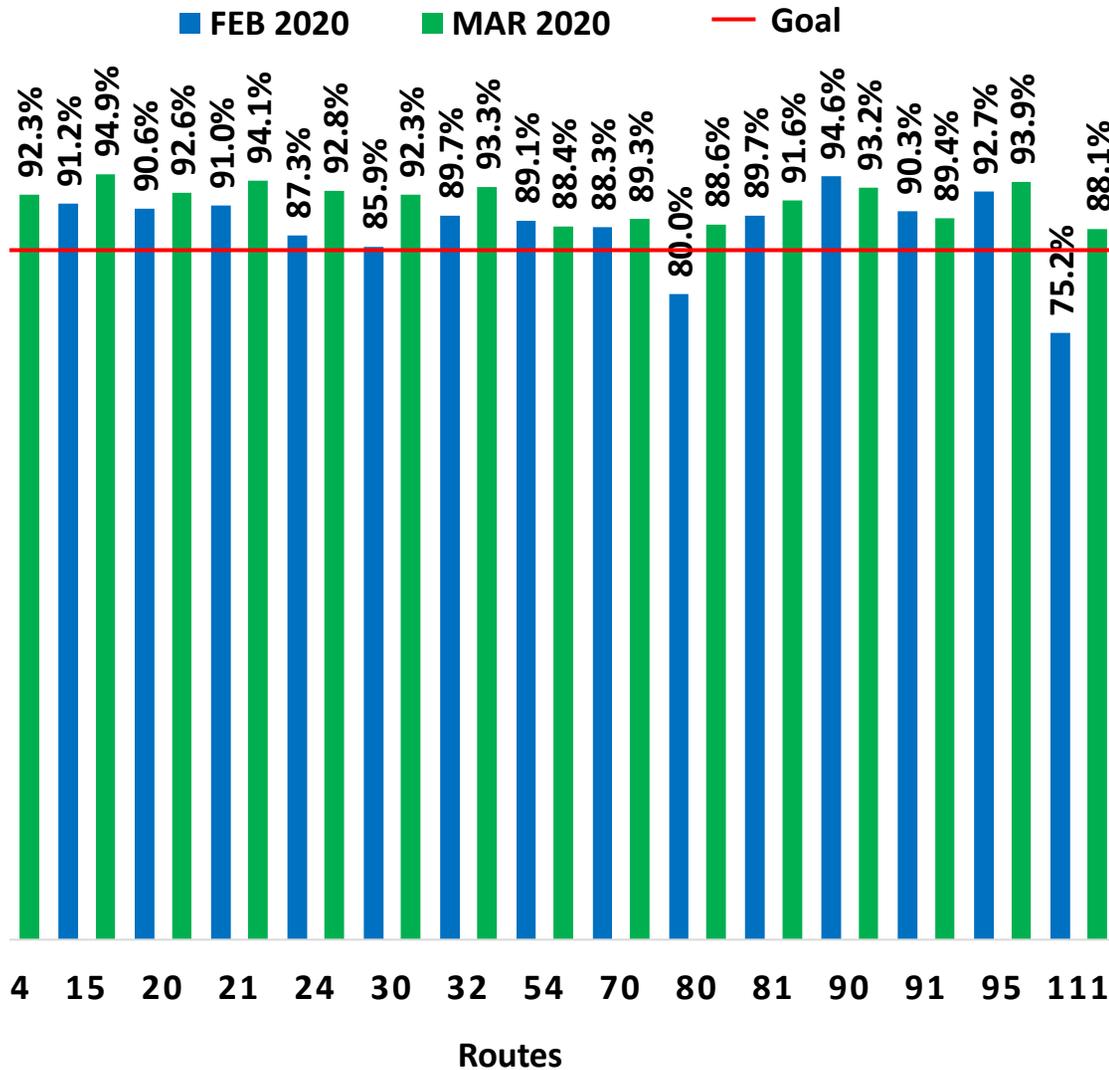
The chart above represents the system performance on trunk routes for Passenger Per Revenue Hour (PPRH). The goal for trunk fixed routes is 20 PPRH. The FY 19/20 goal is based on Board approved Service Standards Policy (B-190613). Trunk Routes are highly traveled corridors serving a variety of trip purposes and connect a variety of regional destinations.

FYTD System Performance - Regional Service Commuter Link 220

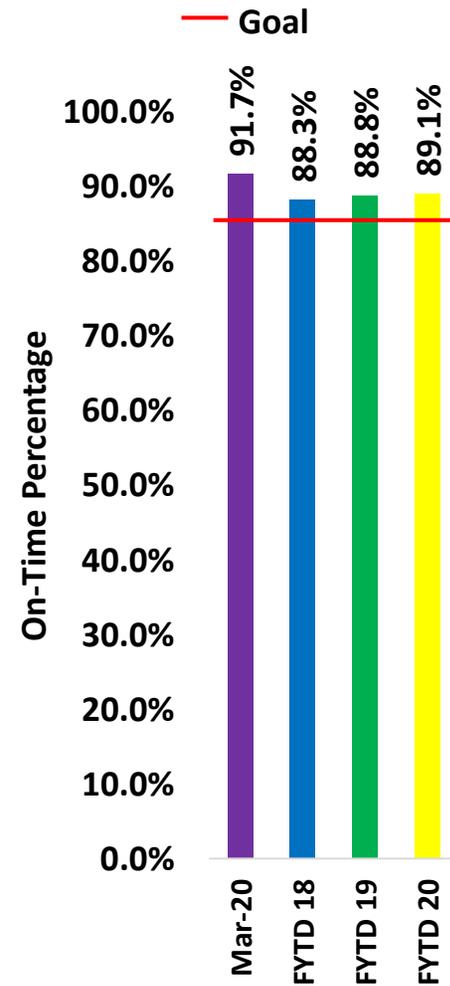


The chart above represents the system performance target for regional service on the Link 220 which is based on Passenger Per Revenue Trip (PPRT). The goal for regional service is 10 PPRT. The FY 19/20 goal is based on Board approved Service Standards Policy (B-190613).

On-Time Performance Percent by Route



On Time Performance System Wide



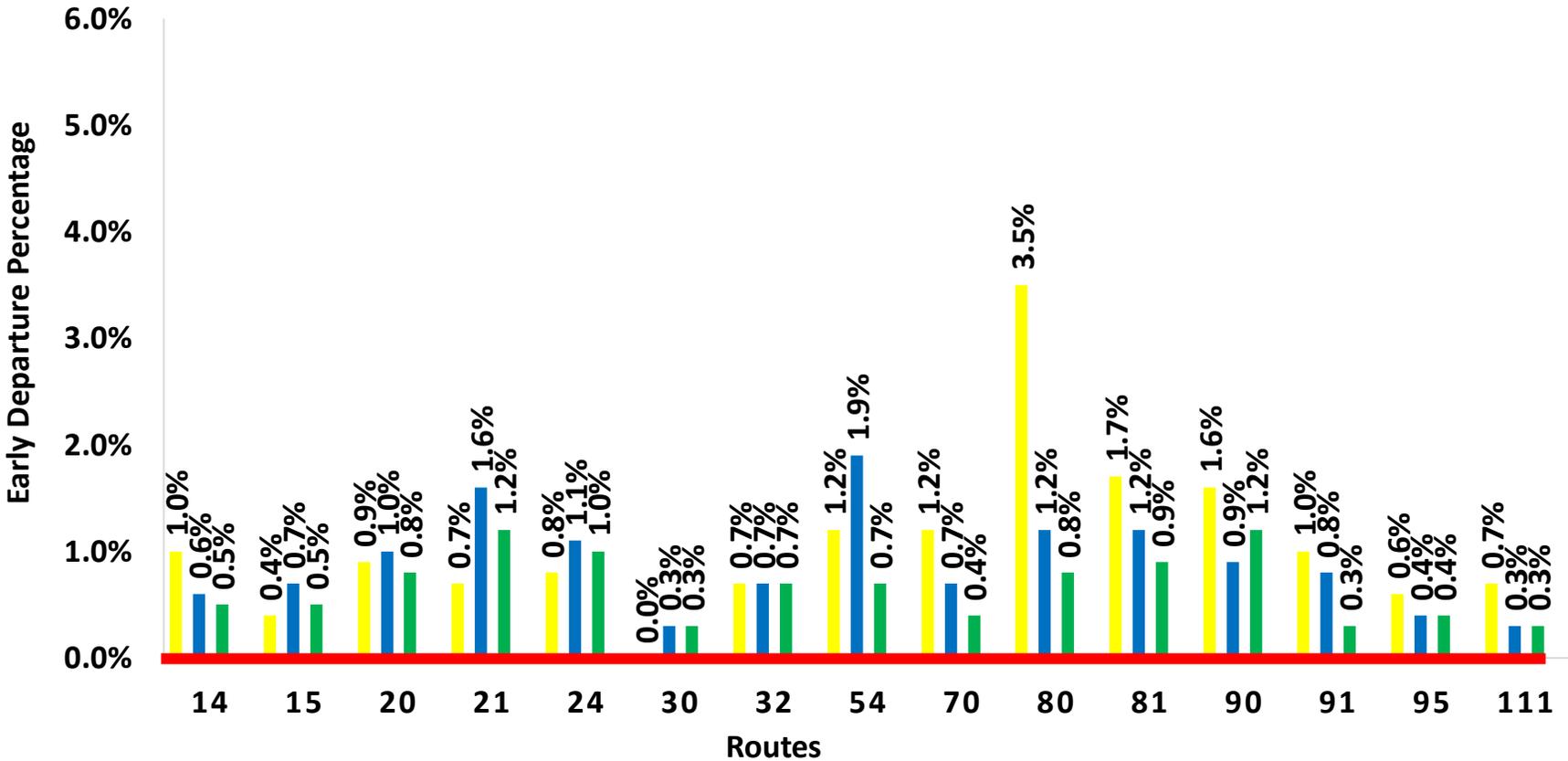
me" - when a trip departs a time point within range of zero minutes early to five minutes late.

arget for On-Time performance is 85%.

rs, train stuck on tracks, passenger problems, Information Technology System issues.

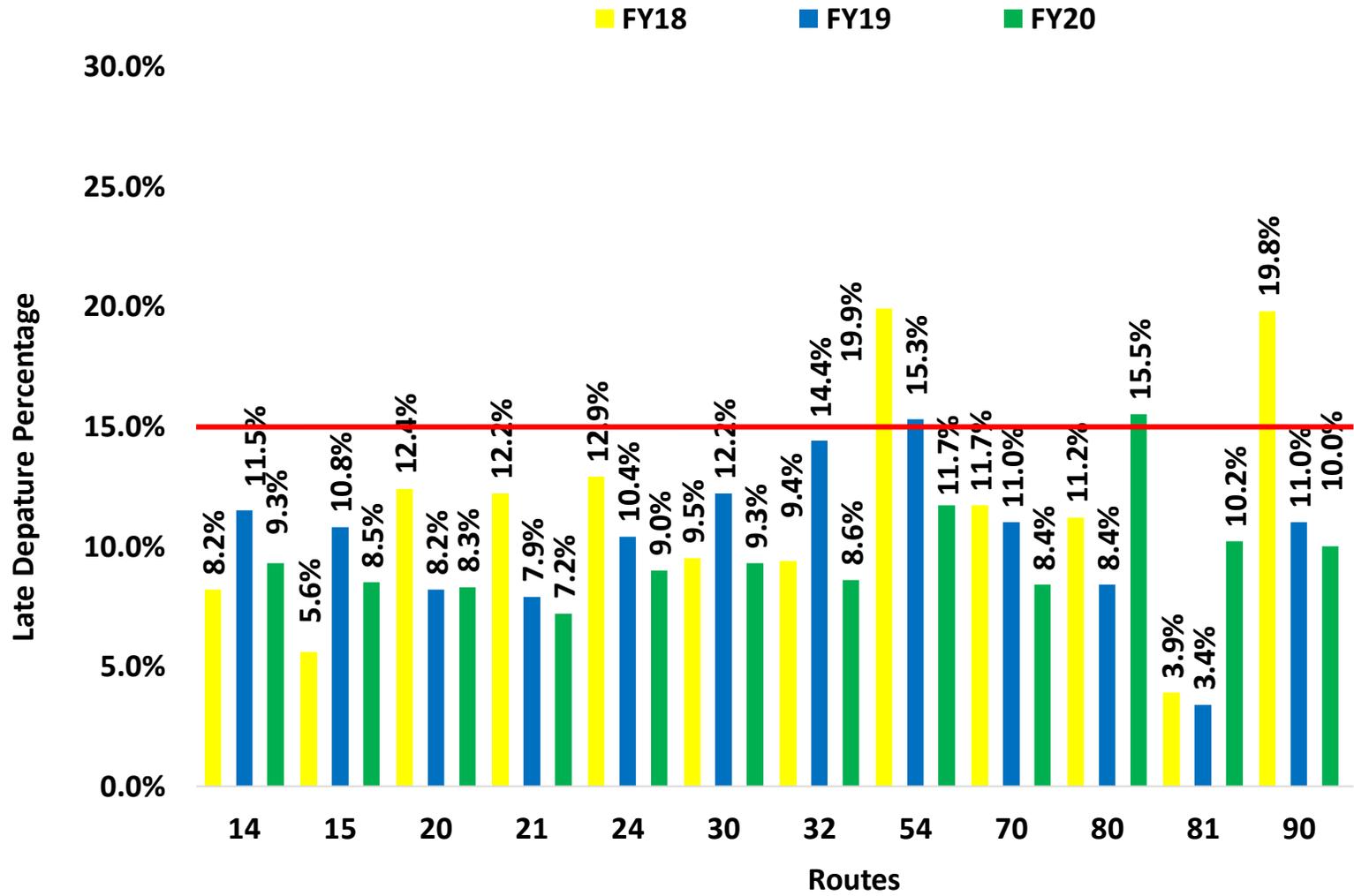
Early Departures by Route FYTD

FY18 FY19 FY20 Goal



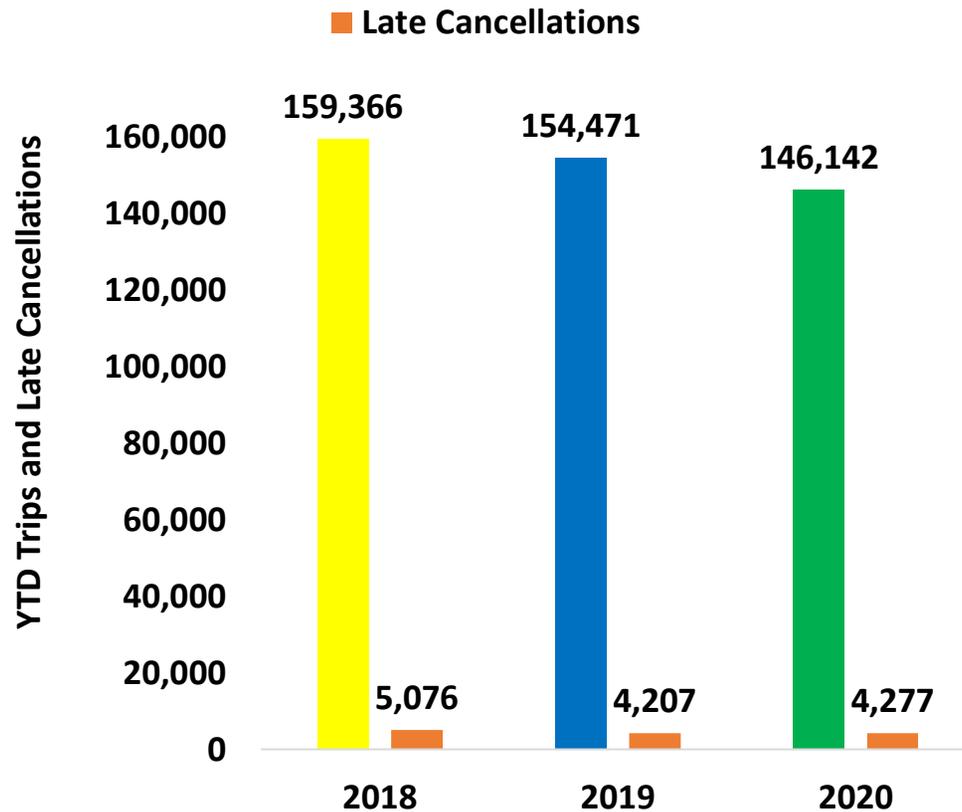
Definition: When a bus leaves a time point, ahead of the scheduled departure time.
 Goal: To reduce early departures to 0% for each route.

Late Departure Percent by Route March

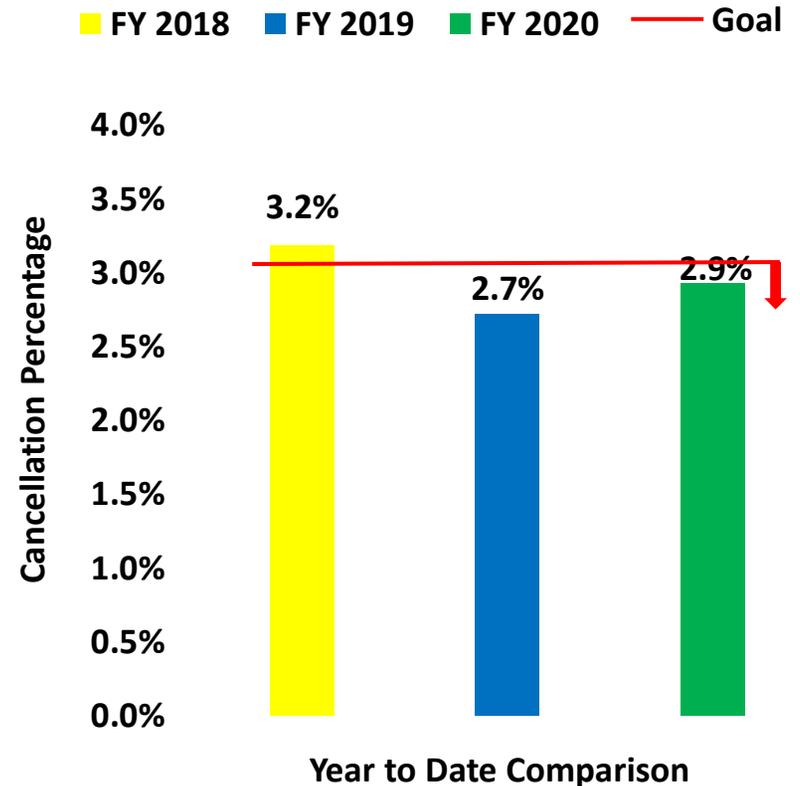


Late Definition: When a bus leaves a time point after the scheduled departure time.
 The route is running late with a departure greater than 5 minutes.
 Goal: To reduce late departures to 15%

Total Trips vs Late Cancellations FYTD



Late Cancellation Percentage FYTD

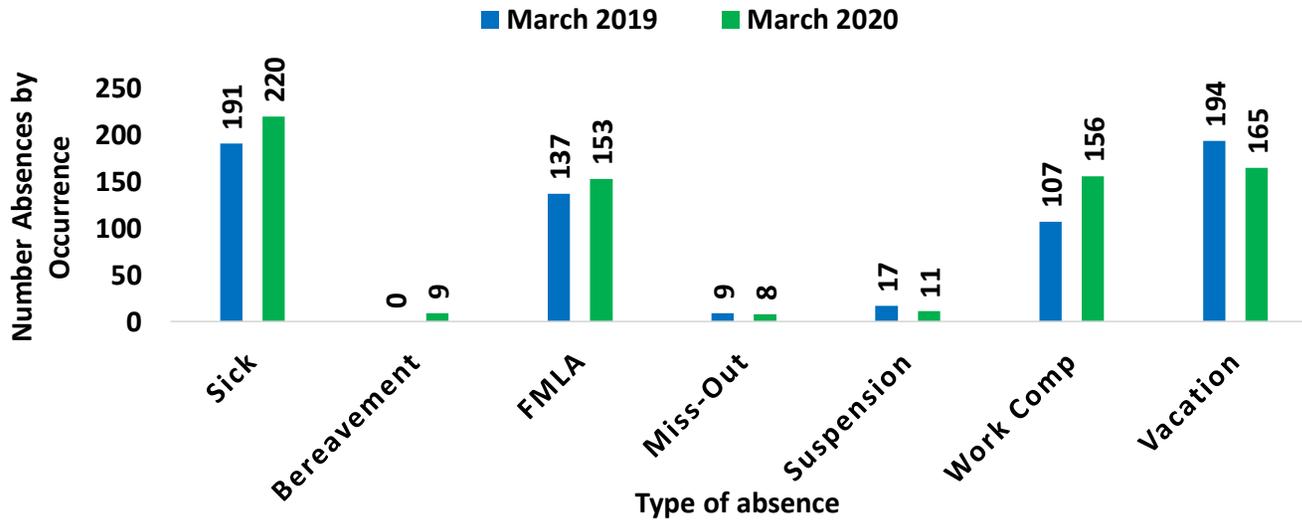


Trip: A one-way ride booked by the client. A round trip is counted as two trips.

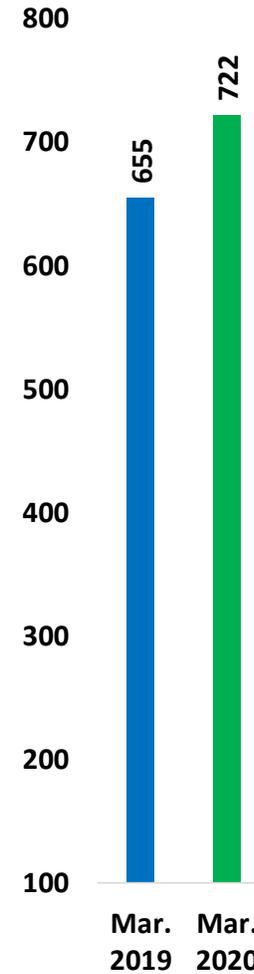
Late cancellation: A trip for which an ADA client does not cancel within 2 hours before the scheduled pick up time.

Goal for Late Cancellations: 3% or below.

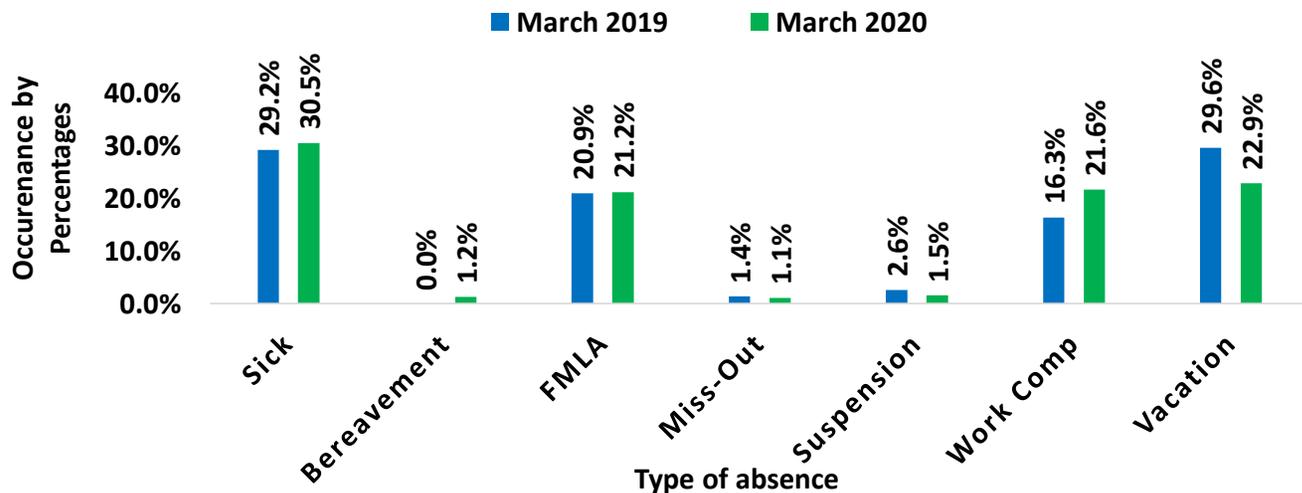
Driver Absence Occurrences



Total Absence Occurrences

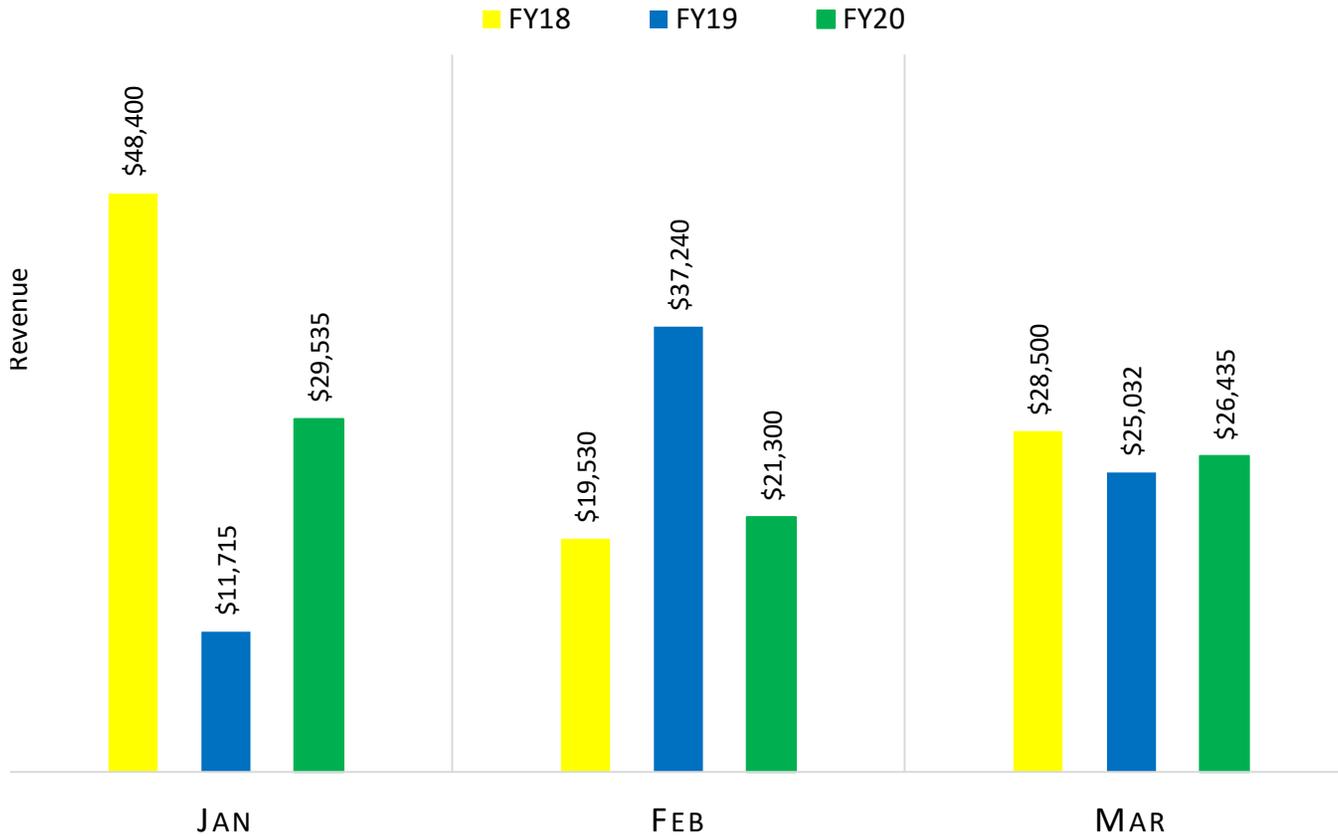


Driver Absence Occurrences by Percentages

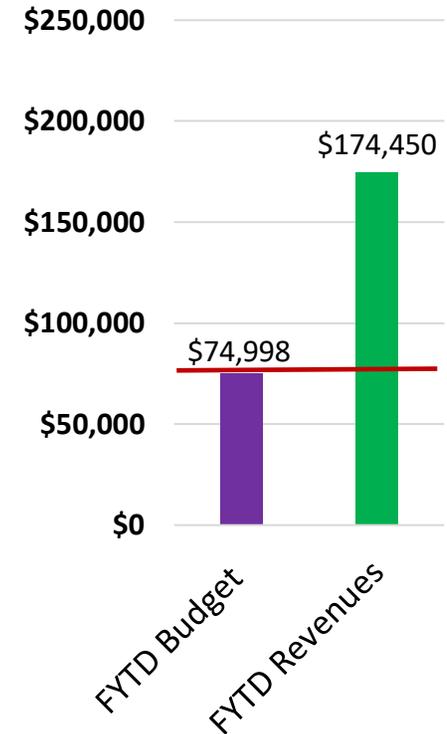


Goal: Reduce by 2% from previous year by enforcing attendance policy regularly and monitor trending. Absences include unscheduled for Fixed Route drivers.

Advertising Revenue FYTD20

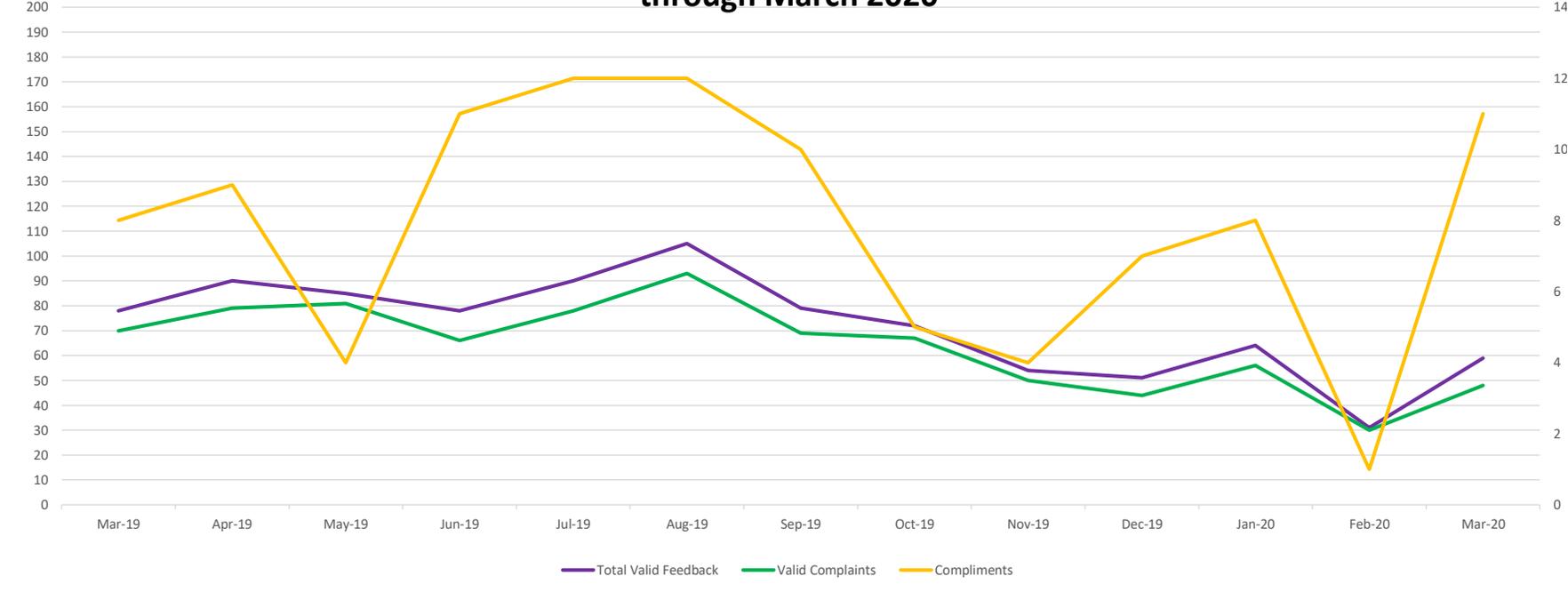


FYTD Budget vs FYTD Agency Revenue - March 2020



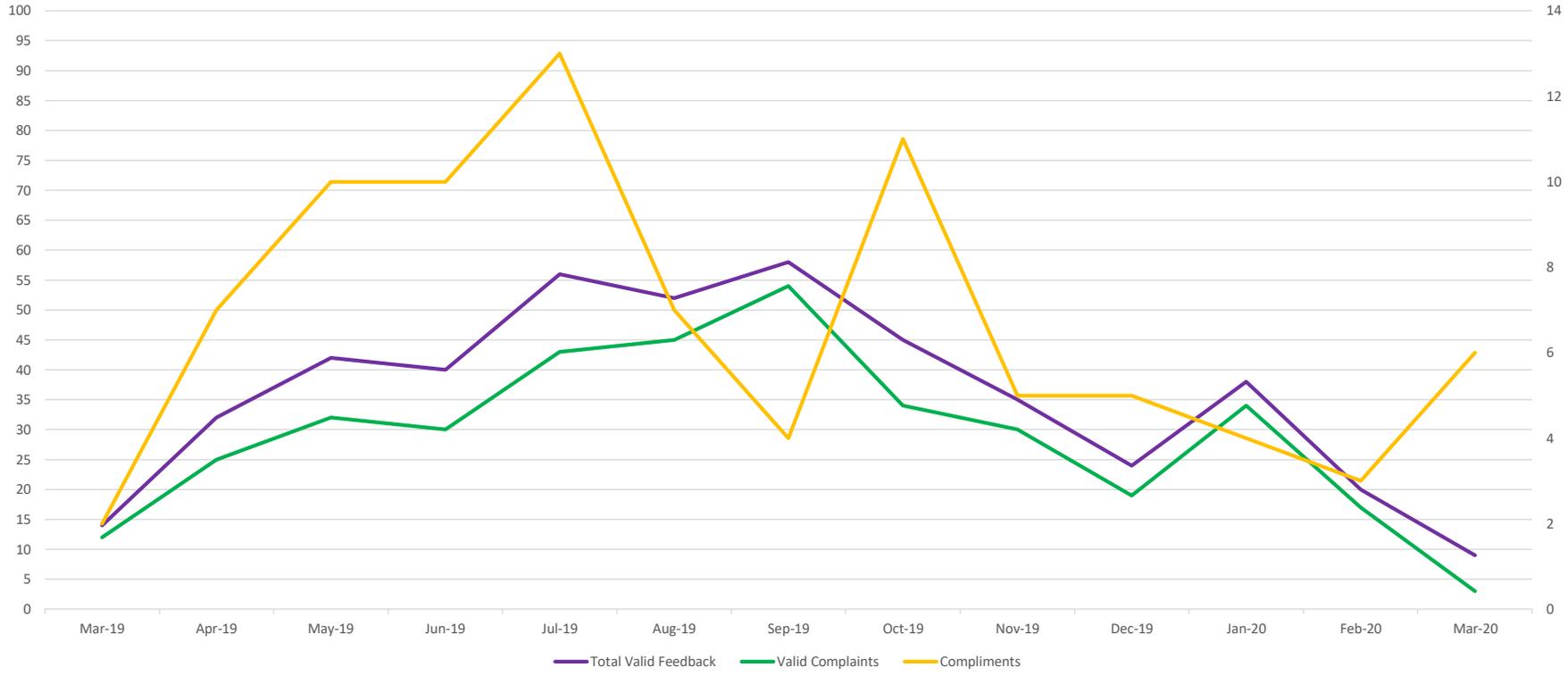
Advertising revenue tracks revenue of invoiced contracts for shelter and bus advertising. This section of the chart compares the FYTD20 against FYTD18 and FYTD19 totals. The graph tracks YTD revenue accrued vs the YTD budget. The annual budgeted amount for FY20 is \$100,000.

Fixed Route Customer Feedback March 2019 through March 2020



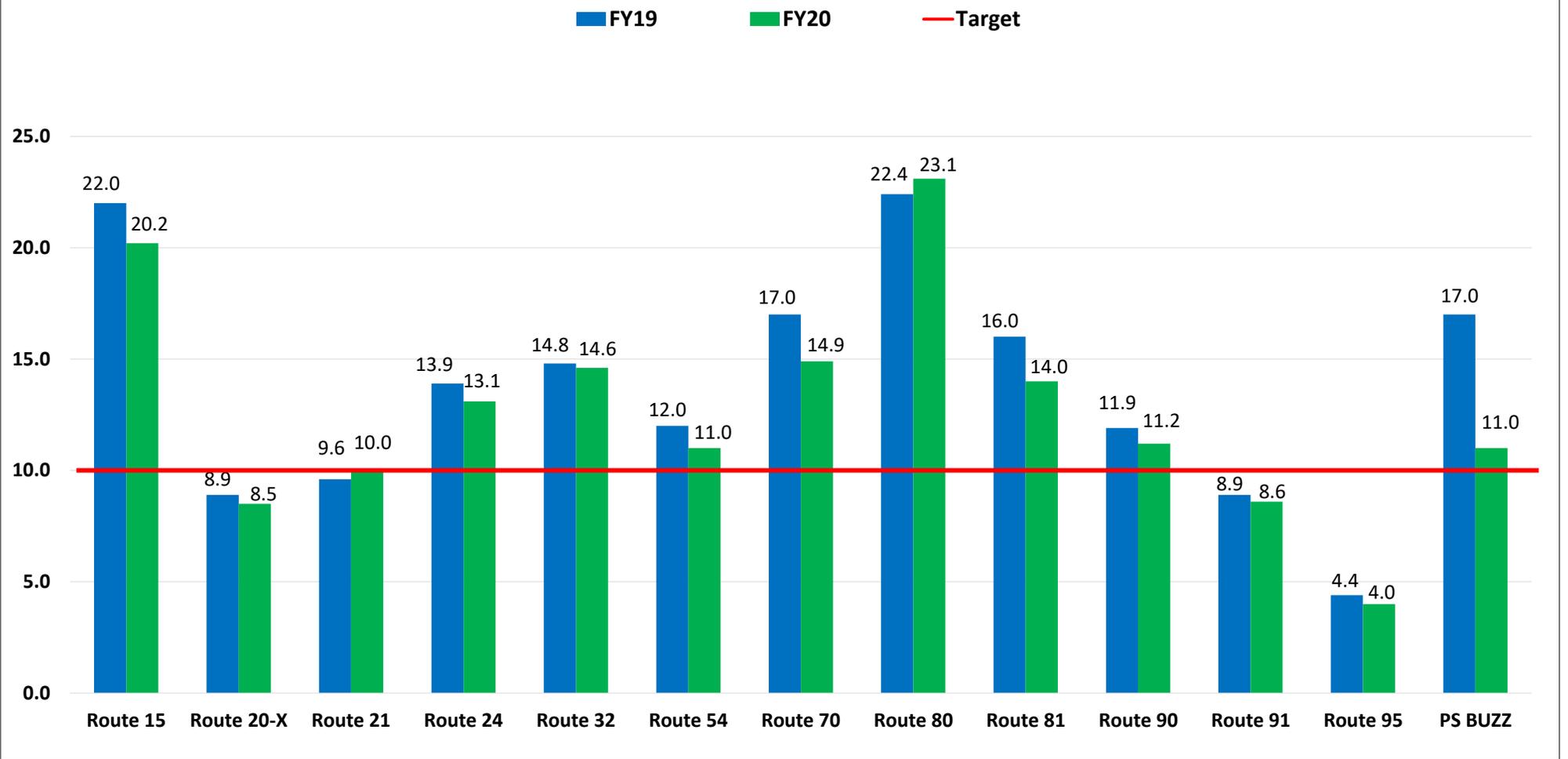
Valid fixed route feedback comprised of compliments and complaints for February 2020

Paratransit Customer Feedback March 2019 through March 2020



Valid paratransit feedback comprised of compliments and complaints for February 2020

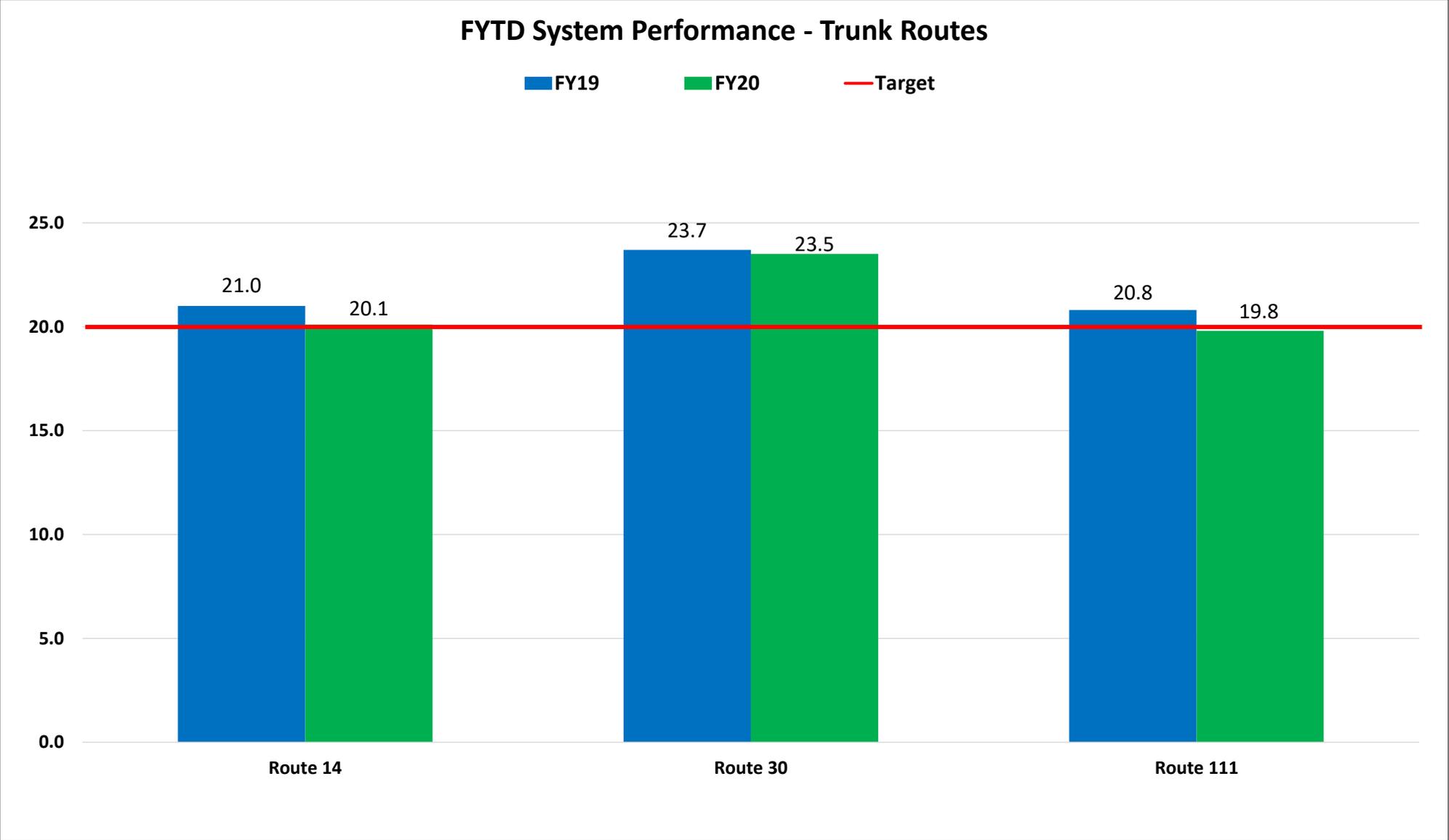
FYTD System Performance - Local Routes



The chart above represents the system performance on local routes for Passenger Per Revenue Hour (PPRH). The goal for local fixed routes is 10 PPRH. The FY 19/20 goal is based on Board approved Service Standards Policy (B-190613). Local Routes are secondary routes that connect to the trunk routes and supplement the SunBus network.

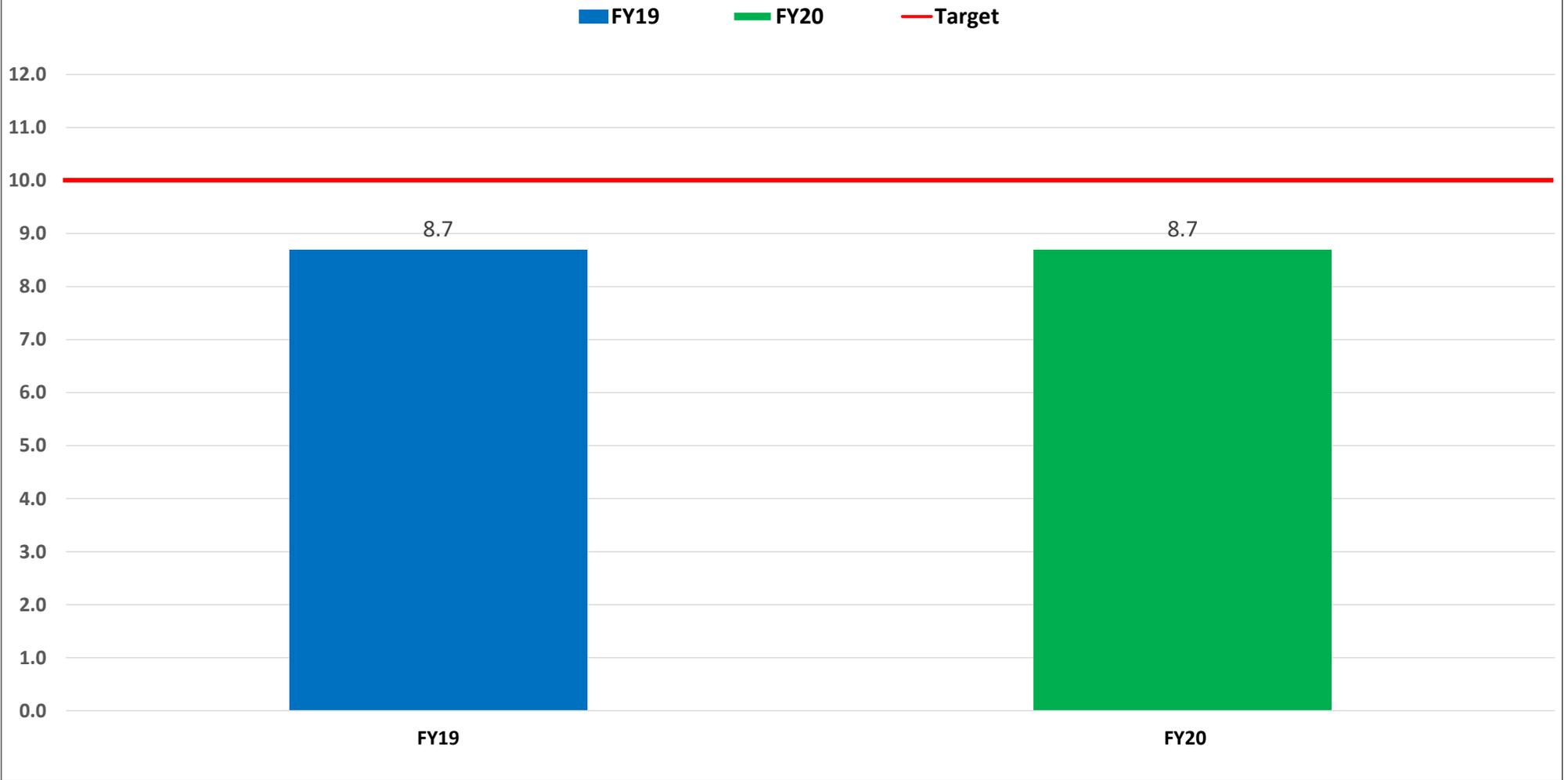
FYTD System Performance - Trunk Routes

FY19 FY20 Target



The chart above represents the system performance on trunk routes for Passenger Per Revenue Hour (PPRH). The goal for trunk fixed routes is 20 PPRH. The FY 19/20 goal is based on Board approved Service Standards Policy (B-190613). Trunk Routes are highly traveled corridors serving a variety of trip purposes and connect a variety of regional destinations.

FYTD System Performance - Regional Service Commuter Link 220



The chart above represents the system performance target for regional service on the Link 220 which is based on Passenger Per Revenue Trip (PPRT). The goal for regional service is 10 PPRT. The FY 19/20 goal is based on Board approved Service Standards Policy (B-190613).

SunLine Transit Agency

CONSENT CALENDAR

DATE: April 22, 2020

RECEIVE & FILE

TO: Board of Directors

RE: Board Member Attendance for February and March 2020

Summary:

The attached report summarizes the Board of Directors' attendance for fiscal year-to-date March 2020.

Recommendation:

Receive and file.

FY 19/20	Board Member Matrix Attendance													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Meetings	Total Attended
Desert Hot Springs	X		X	X		X	X	X	X				10	7
Palm Desert	X		X	X		X	X	X	X				10	7
Palm Springs			X	X		X		X	X				10	5
Cathedral City	X		X	X		X	X	X	X				10	7
Rancho Mirage	X		X	X			X	X	X				10	6
Indian Wells	X		X	X		X	X	X	X				10	7
La Quinta	X		X	X		X	X	X	X				10	7
Indio	X		X	X		X	X	X	X				10	7
Coachella			X	X				X	X				10	4
County of Riverside	X			X		X	X	X	X				10	6

X - ATTENDED (Primary/Alternate)

DARK –

SunLine Transit Agency
CONSENT CALENDAR

DATE: April 22, 2020

RECEIVE & FILE

TO: Board of Directors

RE: Quarterly Capital Project Update for 1st Quarter Calendar Year 2020

Summary:

The capital projects update summarizes the quarterly status of the large capital projects that are active. For the 1st quarter of calendar year 2020, there are 10 large projects in progress.

Recommendation:

Receive and file.

QUARTERLY CAPITAL PROJECT UPDATES 1ST QUARTER CALENDAR YEAR 2020

Project Title	Brief Description	Current Status	Funding
CNG Fueling Station	CNG station will be located at Division I and will replace the existing station that has exceeded its useful life.	Construction of the CNG fueling station is in progress.	\$8,000,778
Solar Carports	Project to complete solar carports at the Administrative parking lot at Division I.	Solar carport installation has been completed. Project team is working with IID and the contractor on interconnection.	\$656,815
Replacement Operations Facility	Replacement Operations Facility will allow SunLine to complete the demolition and removal of the existing Operations buildings in Division I.	Pre-construction kick-off meeting held in February. Construction mobilization and site groundwork has started.	\$8,100,000
5 Hydrogen Buses & On-Site Hydrogen Fueling Station	This project will deploy five (5) new 40' fuel cell electric buses along with the upgrade of SunLine's existing hydrogen refueling station with a new electrolyzer.	All five (5) buses have been delivered to SunLine and are in service. Temporary hydrogen dispenser is operational. Commissioning of the hydrogen station and permanent dispensers are in progress.	\$15,571,561
Transportation Demand Management – Vanpool	Program will assist riders in identifying the correct mode of transportation given their particular transportation needs. This project will help reduce single occupant vehicle trips within the Coachella Valley and surrounding areas which will improve air quality and ease congestion. This program features a Vanpool Pilot program to assist the agricultural community and large employers.	Six (6) Enterprise vanpools are in service. Service provider is in the final stages of procuring additional van vendors so that commuters can have multiple options to choose from.	\$1,990,000
Facility Improvements Division II	Project will provide much needed improvements at Division II such as: roof repair, relocating operator and dispatch area along with other improvements as needed.	Contract for the general contractor was approved in March. Work scope in the contract includes new training room, office space, breakroom and restroom.	\$1,000,000
West Coast Center of Excellence Facility	Project will build a facility to serve as a training facility and maintenance bay for the zero emission vehicles.	Project Manager is in process of negotiating with the selected design firm before executing the contract to complete 100% drawings.	\$3,097,654
Purchase of Two (2) CNG MCI Over the Road Replacement Buses	Project to procure two (2) 55 passenger over the road MCI CNG buses.	Buses are in production and expected to be delivered in the second quarter of 2020.	\$1,682,612

QUARTERLY CAPITAL PROJECT UPDATES 1ST QUARTER CALENDAR YEAR 2020

Purchase of Six (6) CNG New Flyer Fixed Route Replacement Buses	Project to procure six (6) New Flyer CNG buses.	All six (6) buses have been delivered, are in process of being accepted and getting registered with the DMV.	\$4,080,982
Purchase of 15 Paratransit Vehicles	Project to procure 15 Paratransit vehicles.	Vehicles are in production and expected to be delivered in the third quarter of 2020.	\$2,375,076

SunLine Services Group
CONSENT CALENDAR

DATE: April 22, 2020

RECEIVE & FILE

TO: Board of Directors

RE: SSG/SRA Checks \$1,000 and Over Report for January and February
2020

Summary:

This report lists all of the checks processed at the Agency with a value of over \$1,000 for a given month. Items identified in bold font represent "pass through" payments that were or will be reimbursed to SunLine under the provisions of specific grants or contracts. Items identified with underlines represent "shared" payments with SunLine and specific vendors/employees.

- For January and February, the largest payment issued represents reimbursements made to Sunline Transit Agency (STA) for SunLine Regulatory Administration (SRA) employees paid through the regular payroll process. Additionally, it includes payments made to STA for allocations of overhead costs for SRA operations.

Recommendation:

Receive and file.

**SunLine Transit Agency
Checks \$1,000 and Over
January 2020**

NOTE: 1). Bold check payments represent "Pass Through", Bold Italicized check payments represent "Capital Expenses", payments that were, or will be reimbursed to SunLine under the provisions of specific grants or contracts. 2). Underlined check payments represent "Shared" payments with SunLine and specific vendors/employees.

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
SUNLINE TRANSIT AGENCY	Operating Expense Allocation	90741	01/30/2020	7,445.37
SUNLINE TRANSIT AGENCY	Payroll Liabilities 1/24/20	90737	01/24/2020	3,092.93
SUNLINE TRANSIT AGENCY	Payroll Liabilities 1/10/20	90730	01/17/2020	3,092.93
SUNLINE TRANSIT AGENCY	SRA Overhead Allocation Jan 2020	90742	01/30/2020	2,174.00
ATWORK FRANCHISE, INC.	Temporary Help	90733	01/24/2020	1,595.68
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services Dec 2019	90726	01/17/2020	1,488.00
Total Checks Over \$1,000	\$18,888.91			
Total Checks Under \$1,000	\$5,769.50			
Total Checks	\$24,658.41			

SunLine Regulatory Administration
Checks \$1,000 and Over
February 2020

NOTE: 1). Bold check payments represent "pass through", Bold Italicized check payments represent "Capital Expenses", payments that were, or will be reimbursed to SunLine under the provisions of specific grants or contracts. 2). Underlined check payments represent "shared" payments with SunLine and specific vendors/employees.

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
SUNLINE TRANSIT AGENCY	SRA Overhead Feb 2020 and Payroll Liabilities 2/7/2020	90747	02/14/2020	5,266.93
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services Jan 2020	90743	02/14/2020	4,464.00
SUNLINE TRANSIT AGENCY	Payroll Liabilities 2/21/2020	90751	02/24/2020	2,999.93
ATWORK FRANCHISE, INC.	Temporary Help	90750	02/24/2020	1,753.00
Total Checks Over \$1,000	\$14,483.86			
Total Checks Under \$1,000	\$2,512.08			
Total Checks	\$16,995.94			

SunLine Services Group
CONSENT CALENDAR

DATE: April 22, 2020 **RECEIVE & FILE**
TO: Board of Directors
RE: Monthly Budget Variance Report for January and February 2020

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. Most of the current monthly budget values are calculated by taking 1/12th of the annual budget. The FYTD budget values are calculated by dividing the yearly budget by the number of months progressed through the fiscal year. The exception is the taxicab business permit fee that is budgeted on a Board approved installment plan.

- As of February 29, 2020, the organization's revenues are \$1,554 below budget or 0.9% below the FYTD budget. Expenditures are \$36,330 below budget or 21.4% below the FYTD budget.
- The net FYTD operating gain (loss) after expenses is \$29,199.

Recommendation:

Receive and file.

SunLine Regulatory Administration
Budget Variance Report
January 2020

Description	FY20 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY20 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
Revenues:								
Revenue Fines	5,000	0	417	(417)	900	2,917	(2,017)	82.0%
New Driver Permit Revenue	7,500	900	625	275	2,145	4,375	(2,230)	71.4%
Taxi Business Permit	180,000	22,055	22,055	0	108,320	108,320	0	39.8%
Driver Transfer Revenue	500	0	42	(42)	200	292	(92)	60.0%
Driver Renewal Revenue	5,000	350	417	(67)	1,800	2,917	(1,117)	64.0%
Driver Permit Reinstatement/Replacement	50	0	4	(4)	30	29	1	40.0%
Vehicle Permit Revenue	45,000	4,738	3,750	988	30,325	26,250	4,075	32.6%
Other Revenue	500	350	42	308	475	292	183	5.0%
Operator Application Fee	1,500	0	125	(125)	0	875	(875)	100.0%
Total Revenue	245,050	28,393	27,476	917	144,195	146,266	(2,071)	41.2%
Expenses:								
Salaries and Wages	93,706	4,638	7,809	3,171	38,989	54,662	15,673	58.4%
Fringe Benefits	73,861	4,615	6,155	1,541	26,708	43,086	16,377	63.8%
Services	61,570	8,550	5,131	(3,420)	40,989	35,916	(5,073)	33.4%
Supplies and Materials	5,216	235	435	199	968	3,043	2,074	81.4%
Utilities	4,833	403	403	0	2,821	2,819	(2)	41.6%
Casualty and Liability	7,973	664	664	0	4,648	4,651	3	41.7%
Taxes and Fees	300	0	25	25	4	175	171	98.6%
Miscellaneous	7,100	67	592	525	3,752	4,142	390	47.2%
Total Expenses	254,559	19,172	21,213	2,041	118,879	148,493	29,614	53.3%
Total Operating Surplus (Deficit)	\$ (9,509)	\$ 9,220			\$ 25,316			

Budget Variance Analysis - SunLine Regulatory Administration

Revenue - Unfavorable

- The unfavorable variance in revenues is attributed to lower revenues collected than budgeted amounts for revenue fines, new driver permit revenue, driver renewal revenue, and operator application fees.
- As of YTD FY20 there is a decrease of 10,173 Taxi Trips compared to the YTD FY19.

Taxi Trips				
	FY19-Jan	FY20-Jan	Variance	%Δ
Trips	20,359	17,631	(2,728)	-13.4%

Taxi Trips				
	YTD-FY19	YTD-FY20	Variance	%Δ
Trips	113,233	103,060	(10,173)	-9.0%

Salaries and Wages - Favorable

- Saving in salaries and wages are due to a vacant position, and lower expenses for allocated salaries.

Fringe Benefits - Favorable

- Fringe benefit savings are attributed to a vacant position, and lower balances for accruals.

Services - Unfavorable

- Legal service fees were incurred for research and review of the taxi ordinance, and temporary help service expenditures incurred to cover a vacant position.

Supplies and Materials - Favorable

- The favorable variance is mainly attributed to savings in office supply costs, and repair part expenses.

Utilities - Unfavorable

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

Casualty and Liability - Favorable

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

Taxes and Fees - Favorable

- Taxes and Fees are within an acceptable range of the budget.

Miscellaneous - Favorable

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

SunLine Regulatory Administration
Budget Variance Report
February 2020

Description	FY20 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY20 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
Revenues:								
Revenue Fines	5,000	0	417	(417)	900	3,333	(2,433)	82.0%
New Driver Permit Revenue	7,500	150	625	(475)	2,295	5,000	(2,705)	69.4%
Taxi Business Permit	180,000	18,663	18,663	0	120,762	120,762	0	32.9%
Driver Transfer Revenue	500	100	42	58	300	333	(33)	40.0%
Driver Renewal Revenue	5,000	275	417	(142)	2,075	3,333	(1,258)	58.5%
Driver Permit Reinstatement/Replacement	50	0	4	(4)	30	33	(3)	40.0%
Vehicle Permit Revenue	45,000	4,863	3,750	1,113	35,188	30,000	5,188	21.8%
Other Revenue	500	550	42	508	1,025	333	692	-105.0%
Operator Application Fee	1,500	0	125	(125)	0	1,000	(1,000)	100.0%
Total Revenue	245,050	24,601	24,084	517	162,575	164,129	(1,554)	33.7%
Expenses:								
Salaries and Wages	93,706	4,703	7,809	3,106	43,692	62,471	18,779	53.4%
Fringe Benefits	73,861	4,331	6,155	1,824	31,039	49,241	18,201	58.0%
Services	61,570	3,803	5,131	1,328	44,792	41,047	(3,745)	27.3%
Supplies and Materials	5,216	526	435	(91)	1,494	3,477	1,983	71.3%
Utilities	4,833	403	403	0	3,224	3,222	(2)	33.3%
Casualty and Liability	7,973	664	664	0	5,312	5,315	3	33.4%
Taxes and Fees	300	0	25	25	4	200	196	98.6%
Miscellaneous	7,100	66	592	525	3,818	4,733	915	46.2%
Total Expenses	254,559	14,497	21,213	6,716	133,376	169,706	36,330	47.6%
Total Operating Surplus (Deficit)	\$ (9,509)	\$ 10,103			\$ 29,199			

Budget Variance Analysis - SunLine Regulatory Administration

Revenue - Unfavorable

- The unfavorable variance in revenues is attributed to lower revenues collected than budgeted amounts for revenue fines, new driver permit revenue, driver renewal revenue, and operator application fees.
- As of FYTD FY20 there is a decrease of 10,901 Taxi Trips compared to the FYTD FY19.

Taxi Trips				
	FY19-Feb	FY20-Feb	Variance	%Δ
Trips	21,231	20,503	(728)	-3.4%

Taxi Trips				
	FYTD-FY19	FYTD-FY20	Variance	%Δ
Trips	134,464	123,563	(10,901)	-8.1%

Salaries and Wages - Favorable

- Saving in salaries and wages are due to a vacant position, and lower expenses for allocated salaries.

Fringe Benefits - Favorable

- Fringe benefit savings are attributed to a vacant position, and lower balances for accruals.

Services - Unfavorable

- Legal service fees were incurred for research and review of the taxi ordinance, and temporary help service expenditures were incurred to cover a vacant position.

Supplies and Materials - Favorable

- The favorable variance is mainly attributed to savings in office supply costs, and repair part expenses.

Utilities - Unfavorable

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

Casualty and Liability - Favorable

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

Taxes and Fees - Favorable

- Savings are attributed to lower fuel taxes fees incurred.

Miscellaneous - Favorable

- The favorable variance is attributed to lower expenditures for staff development, memberships, and subscriptions.

SunLine Services Group
CONSENT CALENDAR

DATE: April 22, 2020

RECEIVE & FILE

TO: Board of Directors

RE: Taxi Trip Data – February and March 2020

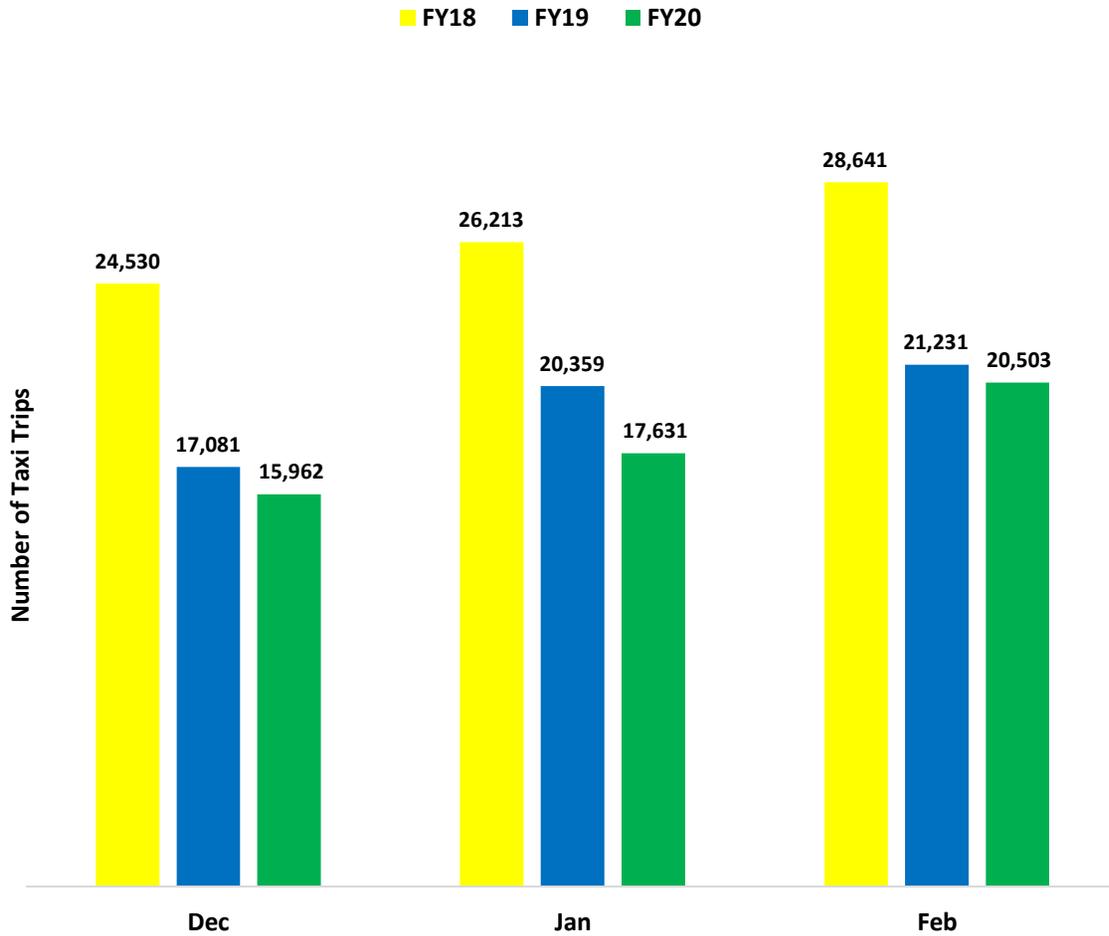
Summary:

The attached chart summarizes the total number of taxi trips generated in the Coachella Valley for the previous three (3) month period and total taxi trips for the current fiscal year to date (FYTD) compared to the last two (2) fiscal years. There were 13,927 fewer taxi trips in March 2020 compared to March 2019. The decrease in trips for March 2020 is mainly attributed to the impact that the COVID-19 pandemic has had on the industry. There were 24,828 fewer taxi trips for FYTD20 compared to FYTD19.

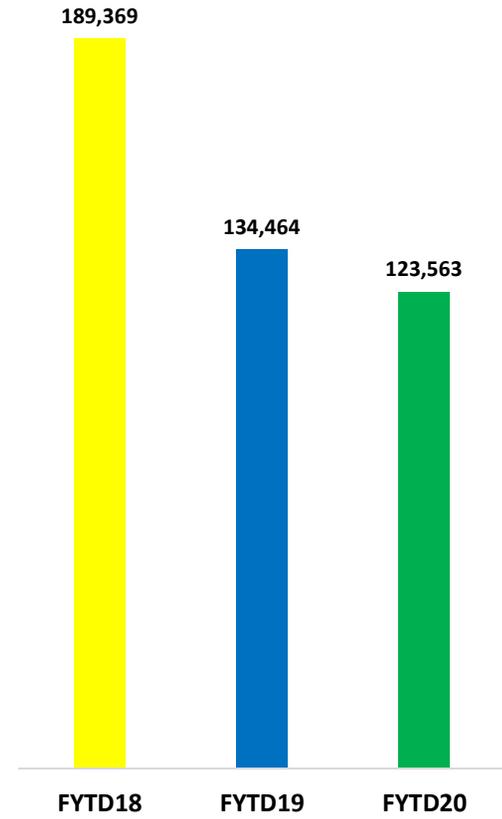
Recommendation:

Receive and file.

Taxi Trip Three (3) Month Comparison - As of Feb 2020

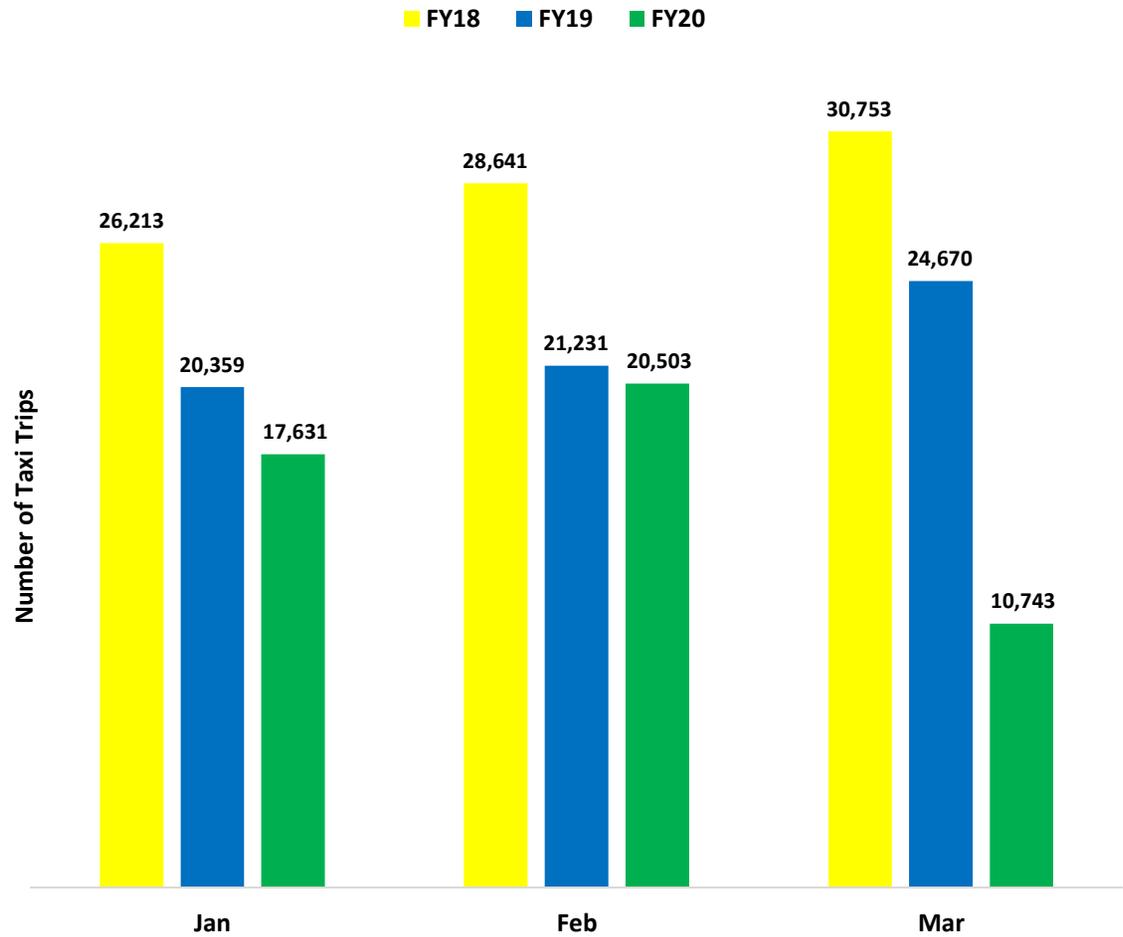


FYTD No. of Taxi Trips

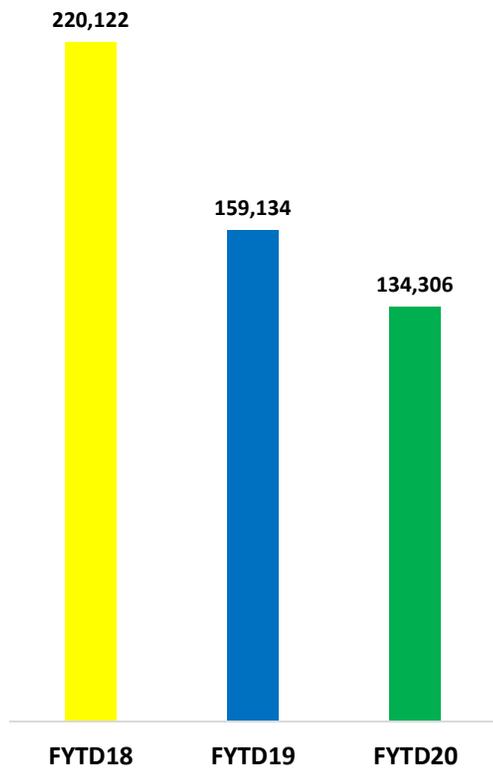


The chart compares the three (3) most recent months and measures the total number of taxi trips taken year-to-date for FY 2018, 2019 and 2020.

Taxi Trip Three (3) Month Comparison - As of Mar 2020



FYTD No. of Taxi Trips



The chart compares the three (3) most recent months and measures the total number of taxi trips taken year-to-date for FY 2018, 2019 and 2020.

SunLine Services Group
CONSENT CALENDAR

DATE: April 22, 2020 **RECEIVE & FILE**
TO: Board of Directors
RE: Metric (Taxi Revenue vs Taxi Expense) January and February 2020

Summary:

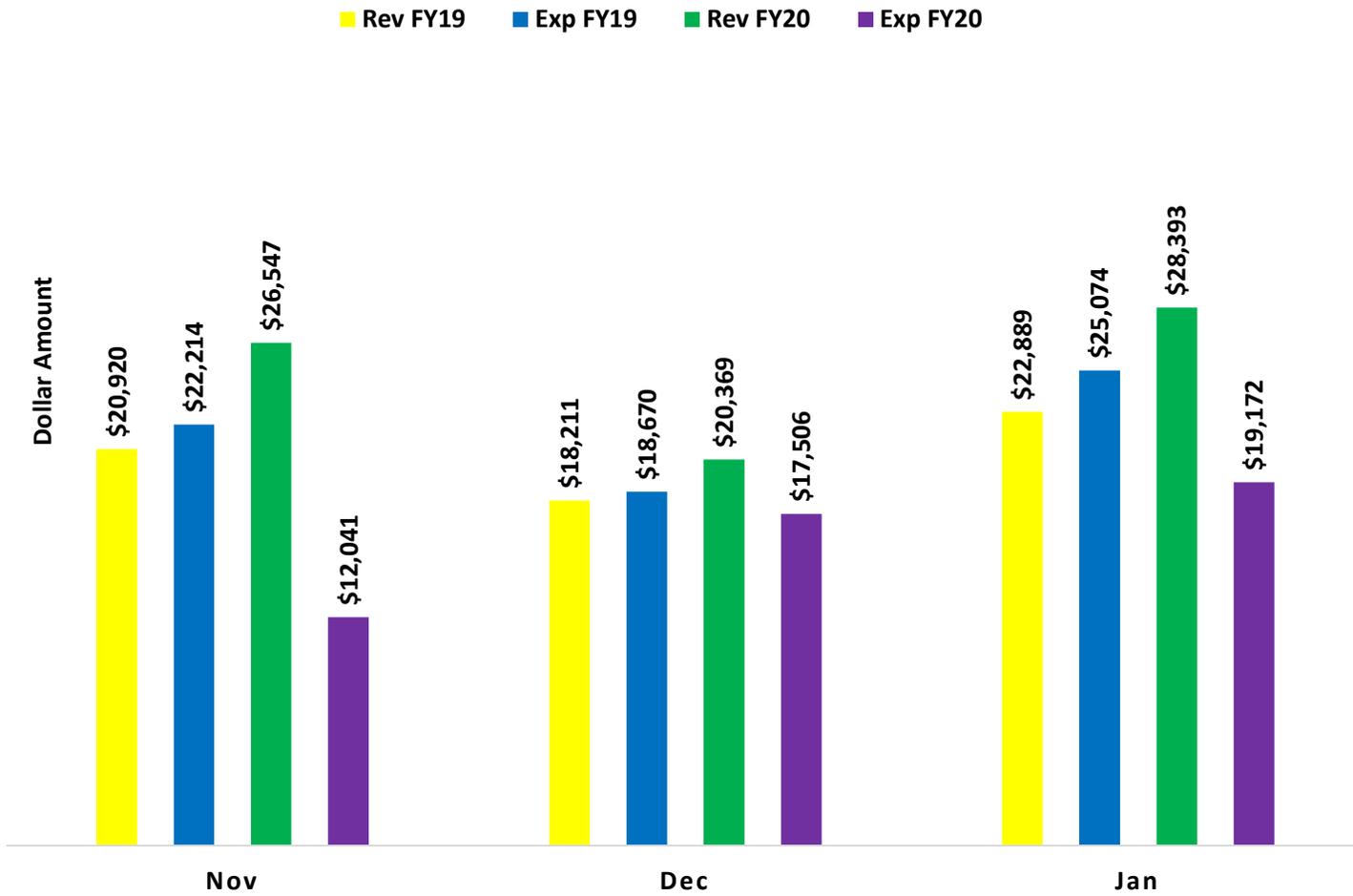
The chart displays revenue and expenses for the current month and two (2) previous months. Revenues are generated by taxi business permit fees, vehicle permit fees and driver permit fees. Expenses display the total operational costs for SunLine Services Group.

- Variance chart displays the total fiscal year to date variance between revenue and expenses for the 2020 fiscal year.
- A favorable variance for February 2020 is primarily attributed to savings in wages and fringe.
- Revenues for the current fiscal year are greater than expenses by \$29,199.
- The FY20 budget was approved at a \$9,509 deficit to allow the taxicab businesses time to financially benefit from the changes that stemmed from the passing of AB-1069. The use of previous years' operating fund reserves are required to cover the deficit.

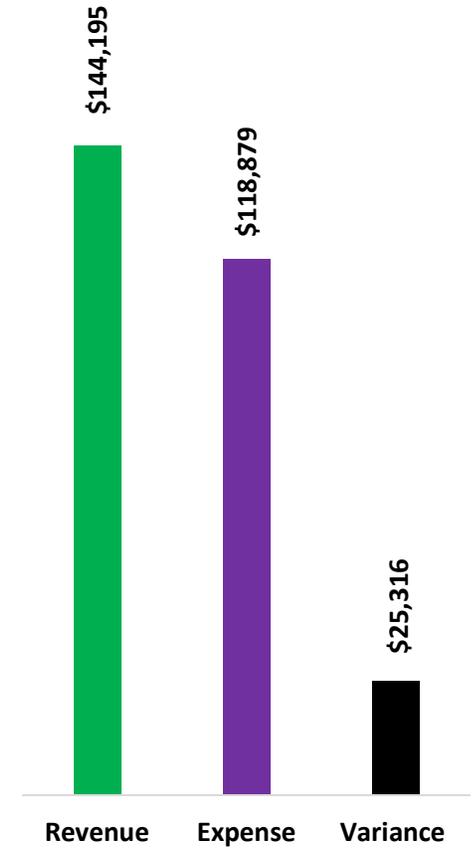
Recommendation:

Receive and file.

Revenue vs. Expense Three (3) Month Comparison As of Jan 2020

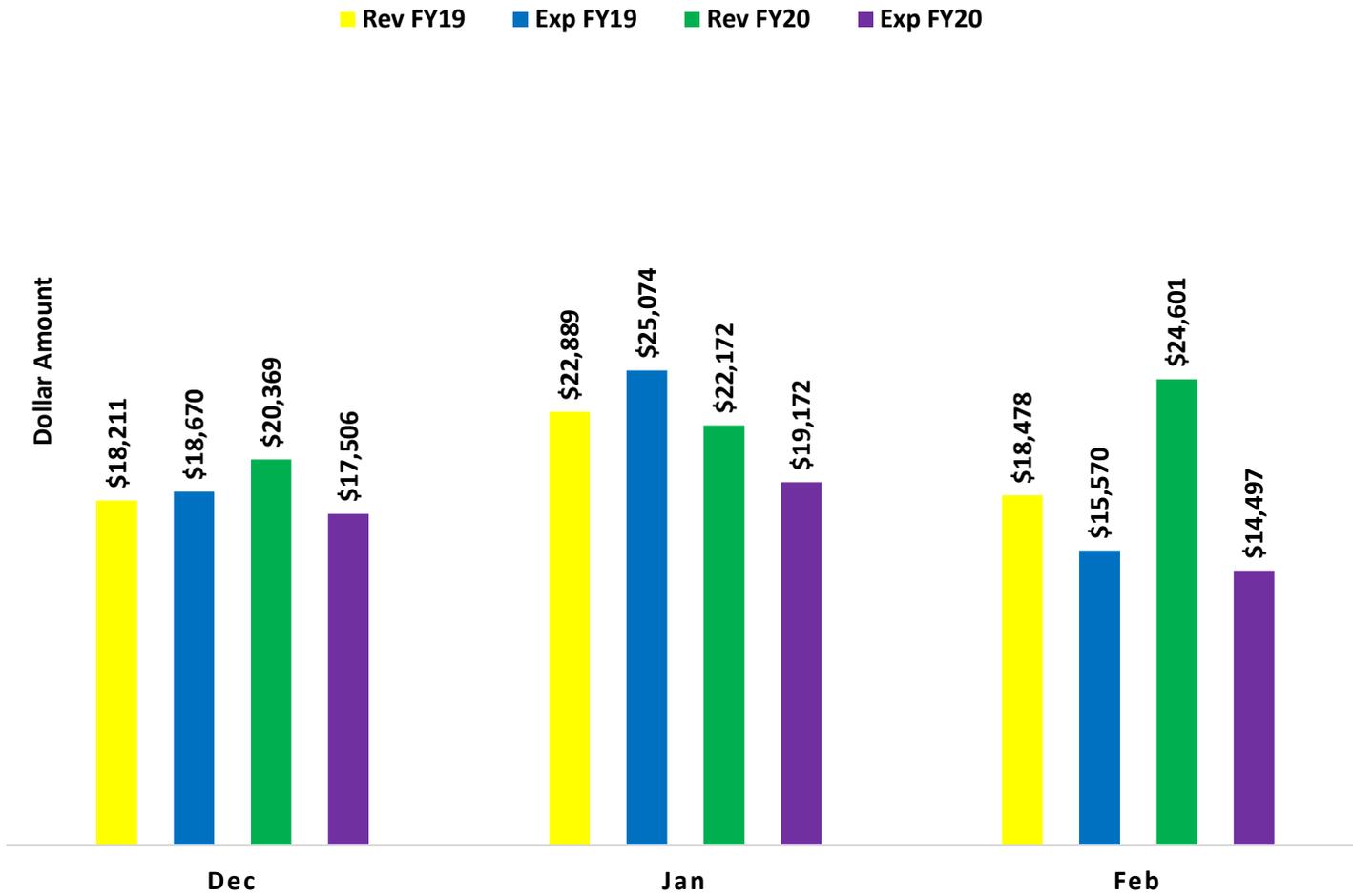


Variance FYTD Jan 2020

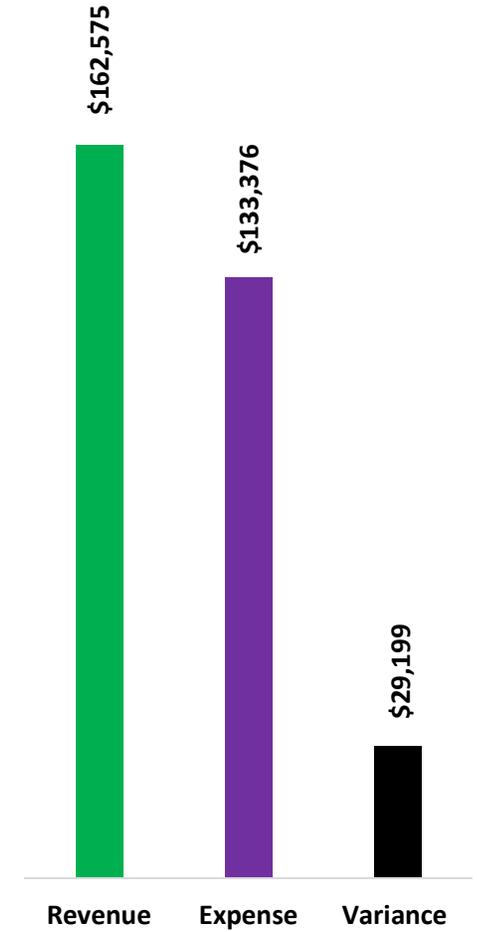


The chart compares current fiscal year revenues vs. expenses for the three (3) most recent months and measures Revenues vs. Expenses for FY20.

Revenue vs. Expense Three (3) Month Comparison As of Feb 2020



Variance FYTD Feb 2020



The chart compares current fiscal year revenues vs. expenses for the three (3) most recent months and measures Revenues vs. Expenses for FY20.

SunLine Transit Agency

DATE: April 22, 2020 **INFORMATION**

TO: Board of Directors

FROM: Luis Garcia, Chief Financial Officer

RE: Estimated Financial Impact Related to COVID-19

Background

This information item provides financial details to inform the Board on the impacts that COVID-19 has had on the Agency. One of the federal financial assistance measures that will assist SunLine relates to the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The CARES Act apportioned \$25 billion to the Federal Transit Administration (FTA). SunLine will receive an estimated \$16.9 million in CARES Act and FEMA funding which is roughly three (3) times the yearly federal apportionment that the Agency receives. SunLine will utilize these funds to respond to COVID-19 related necessities and help fund the projected shortfall in local and state funding in FY21.

FY20 Projection vs Budget

FY20 Projections vs Budget				
Category	FY20 Projections	FY20 Budget	Variance	
Total Expenses	\$ 36,437,673	\$ 40,840,150	\$	4,402,477
Total Revenue	\$ 36,437,673	\$ 40,840,150	\$	4,402,477

FY20 Revenue/Subsidy Estimates

Estimated FY20 Deferred Revenue	
Estimated Revenue/Subsidies	\$ 42,845,655
Allowable Estimated Expenses	\$ 36,437,673
Total Estimated Deferred LTF Revenue	\$ 6,407,982

Changes to FY21 Local Funding

Subsidy Reductions Due to COVID-19	
Funding Source	Reduction in RCTC Estimates
LTF	(6,568,500)
Measure A	(2,285,000)
Total	(8,853,500)

CARES Act/FEMA Funding Allocation

Estimated CARES Act/FEMA Fund Allocation	
FY20	\$ 2,000,000
FY21	\$ 12,795,744
FY22	\$ 2,160,147
Total	\$ 16,955,891

LTF Reserve Balance

Estimated LTF Reserves		
	LTF Balance end of FY19	\$ 7,178,897
	Estimated FY20	
Add:	Budget/Performance Savings	\$ 6,407,983
Add:	FY21 Apportionment 90%	\$ 13,305,000
Add:	FY21 Apportionment 10% restricted reserve	\$ 1,478,000
Sub-Total		\$ 28,369,880
Less:	FY21 Request	\$ (11,000,000)
	Estimated Reserve Balance FY22	\$ 17,369,880

Market Change Effects to Pension Assets

Market Value of Pension Assets				
Date	Bargaining	Non Bargaining	Total Assets	Estimated Funded %
January 1, 2020	\$ 30,786,240	\$ 31,082,952	\$ 61,869,192	101.0%
April 14, 2020	\$ 28,284,848	\$ 28,499,298	\$ 56,784,146	92.7%
Change in Asset Value	\$ (2,501,392)	\$ (2,583,655)	\$ (5,085,047)	

Pre and Post COVID-19 Projected Expenses and Revenues

FY20 Expense and Revenue Projections				
Category	Pre-COVID-19 Projections	Updated Projections	Variance	Budget
Expenses				
Wages & Benefits	\$ 25,419,471	\$ 25,525,616	\$ (106,145)	\$ 28,502,410
Services	\$ 2,903,128	\$ 2,929,128	\$ (26,000)	\$ 4,110,151
Fuels & Lubricants	\$ 2,033,009	\$ 2,033,009	\$ -	\$ 2,140,724
Tires	\$ 201,363	\$ 201,363	\$ -	\$ 291,800
Materials and Supplies	\$ 1,756,115	\$ 1,838,515	\$ (82,400)	\$ 1,808,028
Utilities	\$ 1,904,487	\$ 1,904,487	\$ -	\$ 1,902,500
Casualty & Liability	\$ 2,332,136	\$ 2,332,136	\$ -	\$ 2,155,119
Taxes and Fees	\$ 88,803	\$ 88,803	\$ -	\$ 116,500
Miscellaneous Expenses	\$ 1,211,429	\$ 1,332,572	\$ (121,143)	\$ 1,583,700
Self Consumed Fuel	\$ (1,747,956)	\$ (1,747,956)	\$ -	\$ (1,770,782)
Total Operating Expenses	\$ 36,101,984	\$ 36,437,673	\$ (335,688)	\$ 40,840,150
Revenues				
Passenger Revenue	\$ 2,779,407	\$ 1,852,938	\$ (926,469)	\$ 2,799,649
Fuel Revenue	\$ 1,355,557	\$ 1,295,471	\$ (60,086)	\$ 1,303,000
<i>CNG Rebate Revenue</i>	\$ 2,323,686	\$ 2,297,730	\$ (25,956)	\$ -
Other Revenue	\$ 499,352	\$ 384,053	\$ (115,299)	\$ 470,184
Measure A	\$ 6,706,363	\$ 6,706,363	\$ -	\$ 6,706,363
<i>LTF</i>	\$ 14,810,883	\$ 14,518,825	\$ 292,058	\$ 20,926,808
State and Local Subsidies	\$ 566,412	\$ 364,540	\$ (201,872)	\$ 810,500
Federal Subsidies	\$ 7,060,324	\$ 7,017,753	\$ (42,571)	\$ 7,823,646
<i>CARES Act/FEMA</i>	\$ -	\$ 2,000,000	\$ 2,000,000	\$ -
Total Operating Revenue	\$ 36,101,984	\$ 36,437,673	\$ 919,805	\$ 40,840,150

The careful utilization of available funding related to COVID-19 assistance will ensure that SunLine is in a stable financial position.



COVID-19 Financial Impacts

Luis Garcia, Chief Financial Officer

Current Financial Status

- Estimated \$4.4M under budget for FY20
 - Lower operating expenses
 - More revenue: fueling, advertising, CNG rebate
- Estimated FY20 revenue and expense impact related to COVID-19
 - \$1.2M
- Current estimate of pension plan funding
 - 92.7%

Funding Status

- SunLine to receive an estimated \$16.9M in emergency federal funding
 - Utilized to cover COVID-19 related costs & recover lost revenue and subsidies
- Impacts on FY21 Local Transportation Fund (LTF) and Measure A funding
 - Decrease of \$8.8M

Future Financial Strategy

- Build LTF reserves by maximizing emergency funding
- Continue to aggressively pursue competitive grants
- Fund capital projects that will reduce expenses and increase revenues
- Closely monitor future impacts of COVID-19 and impact on service demands



Thank You

SunLine Services Group

DATE: April 22, 2020 **INFORMATION**

TO: Board of Directors

FROM: Tommy Edwards, Chief Performance Officer

RE: Award of Volkswagen Environmental Mitigation Trust Funds Grant Funding

Background

On October 23, 2019, the Board of Directors approved Resolution No. 0774 authorizing the CEO/General Manager to apply, execute an agreement, and receive funding from the Volkswagen Environmental Mitigation Trust Funds, administered through the San Joaquin Valley Air Pollution Control District and the California Air Resources Board, to be used towards the purchase of three (3) hydrogen electric fuel cell replacement buses.

SunLine submitted three (3) grant applications for competitive funding. On April 13, 2020 a notice of approval was received by SunLine. The Agency was awarded an amount of \$400,000 per application, for a total of \$1,200,000, to supplement the purchase of three (3) hydrogen electric fuel cell buses.

Contracts awarded to SunLine per grant application:

- VW Mitigation Trust Fund Contract for Project # G-86225-A1
- VW Mitigation Trust Fund Contract for Project # G-86227-A1
- VW Mitigation Trust Fund Contract for Project # G-86222-A1

Upon the execution of the three (3) contracts, staff will begin the acquisition process for the three (3) buses. Staff will present the contracts for the procurement of these buses to the Board of Directors for approval.

SunLine Transit Agency

DATE: April 22, 2020 **ACTION**

TO: Board of Directors

FROM: Lauren Skiver, CEO/General Manager

RE: Ratification of Emergency Policy Changes

Recommendation

Recommend that the Board of Directors approve the emergency policy changes put in place by the CEO/General Manager in response to the COVID-19 pandemic. These emergency policy changes are temporary in duration and will be in effect until the Board's declaration of emergency is rescinded.

Background

The COVID-19 pandemic required swift changes to respond to health orders, federal leave protection programs, and the needs of our essential workforce. SunLine Transit Agency was the first in California to institute many policy changes that provided relief to our employees and our Coachella Valley community. Our employees are the catalyst for transporting other essential workers to their jobs at local restaurants, medical facilities, and retail centers. The dedication of our entire workforce has been instrumental in keeping the Coachella Valley moving.

The categories below incorporate conformance to both state and federal orders as well as practices that allowed for the continued operation of transit services.

1. Leave and vacation benefit changes:

- A. Employees do not need a doctor's note before or during an illness, however employees will be required to call in daily to update their manager/supervisor of their status. Employees may need a medical release to return to work depending on their circumstances.
 - The employee may use sick or other accrued leave available during the duration of the absence. Any absence in excess of the employees available sick or other accrued time off will be unpaid.
- B. Employees will be allowed to use their ETO/VTO accrual after exhaustion of sick accrual.
 - To minimize employee impacts, all employees will be able to use accrued ETO/VTO, if needed, once accrued sick time has been exhausted.

- C. Employees will be qualified to take accrued leave before the end of their probationary period.
 - SunLine Transit Agency will waive the current restrictions for sick and leave accrual use for probationary employees.
- D. The Agency will provide sufficient unpaid leave of absence benefits.
 - SunLine Transit Agency will waive penalties for unpaid leave use. All current policies and procedures regarding employee benefit contributions will remain in effect.
- E. Employees may utilize their accrued leave for school/childcare closures and any family caregiving.
 - The employee may use sick or other accrued leave available during the duration of the absence. Any absence in excess of the employees available sick or other accrued time off will be unpaid.
- F. The Agency will allow vacation accruals beyond 500 hours
 - We have cancelled all vacations for non-bargaining personnel so we did not want to create an undue burden for those whose accruals would be lost. Many bargaining personnel are forgoing their bid vacation time since travel restrictions have changed their plans.

2. Work Schedules

Employees have been categorized as mandatory and essential. Essential personnel have been split into A and B schedules and rotate every two days between in office assignment and telework remotely to respond to social distancing orders.

All mandatory employees have continued to work their regular schedule. Mandatory employees include:

- Bus Operators
- Maintenance and Facility staff
- Safety personnel
- Customer service/paratransit call center
- Human resource staff
- Operation supervisors and dispatchers
- Chiefs and Deputies
- Division managers

All essential employees are working an A and B schedule. Essential employees include:

- Finance staff
- Performance office staff
- Planning department staff
- Marketing staff

3. Fare Policy

SunLine instituted a free local, fixed route bus service initiative along with requiring non-disabled passengers to use the rear door for boarding and alighting. Free fares is also extended to paratransit customers.

4. Service Plan

To protect transit services and conform to social distance orders, SunLine moved to a Sunday service. This reduction of the network allowed for key routes and vulnerable communities to have adequate service access. All surplus buses and operators are deployed along the most productive lines to ensure that vehicle loads do not exceed social distance recommendations.

5. Public Facility Areas

SunLine has closed the reception area to the public and visitors and posted notices on our website directing customers to our Call Centers for information. Lost and Found is handled through appointments only.

Financial Impact

The fiscal impact of these policy changes is being calculated and will be applied to the CARES Act funding.

SunLine Transit Agency

DATE: April 22, 2020 **ACTION**

TO: Board of Directors

FROM: Tommy D. Edwards, Chief Performance Officer

RE: Harry Oliver Trail Land Acquisition

Recommendation

Recommend that the Board of Directors authorize the CEO/General Manager to negotiate and execute:

1. Real Property Acquisition Agreement and Joint Escrow Instruction (Agreement) with the Lazar Family in the amount of \$1,000,000, for the procurement of ten (10) acres of land, subject to review and approval by SunLine's general counsel; and
2. An environmental site assessment, flood-survey, and other related due diligence and escrow closing costs in an amount not to exceed \$100,000.

Background

The Lazar Family is the current owner of a 75 acre parcel of which ten (10) acres are located directly across SunLine's Division I in Thousand Palms, at the southeast corner of Haskell Road and Harry Oliver Trail (Property). The owner has agreed to sell the Property and the Agency has agreed to procure the Property to develop its infrastructure that will support the expansion of its zero-emissions fleet.

Under the Agreement, both parties agreed to comply with due diligence requirements. Prior to the close of escrow, there will be a due diligence period of 90 days (with an option to extend the period by an additional 30 days). During this due diligence period, SunLine will have access to inspect the physical condition of the Property. This inspection will include a Phase 1 environmental assessment and other environmental testing, a geological investigation, and surveying. During this time, the seller will also be required to engage a consultant to prepare a flood hazard assessment of the Property, which will be shared with SunLine. Lastly, during the due diligence period, SunLine will have an opportunity to inspect and approve any exceptions to title to the Property. Prior to the end of the due diligence period, SunLine must approve the condition of the property and title; otherwise, the Agreement will be terminated.

The acquisition of the Property will offer SunLine the opportunity to install a solar microgrid, on a portion of the land. This will support the substantial energy required to

power the Agency's hydrogen electrolyzer by harnessing the infinite power of the sun and storing it onsite. The solar microgrid is a first-of-its-kind, self-sustained, onsite solar, plus battery storage that will provide clean, renewable energy used specifically to deliver hydrogen power to SunLine's transit fleet. In the long term, the solar microgrid will offset the incremental cost of producing hydrogen or charging buses by averting the utility cost from the public electrical grid. It will assist SunLine in complying with the California Air Resources Board's Innovative Clean Transit mandate and will offer the Agency an opportunity to earn Low Carbon Fuel Standard credits by reducing greenhouse gas emissions.

The remaining portion of the Property gives SunLine the additional space required to build future Agency related infrastructure.

Financial Impact

The financial impact of \$1,100,000 will utilize FY20 Low Carbon Transit Operations Program grant funds and FY19 Local Transportation Funds.

SunLine Transit Agency

DATE: April 22, 2020 **ACTION**

TO: Board of Directors

FROM: Jeanette Juarez, Budget Manager/Financial Analyst

RE: Resolution No. 0777 to Obtain Federal Grant Funding

Recommendation

Recommend the Board of Directors approve Resolution No. 0777, which grants authorization to the CEO/General Manager or designee to file and execute the required documentation to apply for federal grants and obtain funds.

Background

The Federal Transit Administration (FTA), an operating administration of the United States Department of Transportation, requires a resolution from the Board of Directors authorizing the CEO/General Manager or designee to file applications with the FTA, for federal transportation assistance authorized by 49 U.S.C. Chapter 53; title 23, United States Code, or other federal statutes administered by the FTA.

Financial Impact

The approval of this item will ensure that SunLine is able to receive its federal funding on an annual basis. After approval by the Board of Directors, the annual apportionments will be allocated in the operating and capital budget of the respective year.

SUNLINE TRANSIT AGENCY

RESOLUTION NO. 0777

**RESOLUTION AUTHORIZING THE FILING OF
AN APPLICATION WITH THE FEDERAL
TRANSIT ADMINISTRATION FOR FEDERAL
TRANSPORTATION ASSISTANCE AUTHORIZED
BY 49 U.S.C. CHAPTER 53, TITLE 23, UNITED
STATES CODE, OR OTHER FEDERAL
STATUTES AUTHORIZING A PROJECT
ADMINISTERED BY THE FEDERAL TRANSIT
ADMINISTRATION.**

WHEREAS, the Federal Transit Administrator has been delegated authority to award federal financial assistance for a transportation project;

WHEREAS, the grant or cooperative agreement for federal financial assistance will impose certain obligations upon the applicant, and may require the applicant to provide the local share of the project cost;

WHEREAS, the applicant has or will provide all annual certifications and assurances to the Federal Transit Administration required for the project;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SUNLINE TRANSIT AGENCY:

1) That the CEO/General Manager or designee is authorized to execute and file an application for federal assistance on behalf of SunLine Transit Agency with the Federal Transit Administration for federal assistance authorized by 49 U.S.C. Chapter 53, title 23, United States Code, or other federal statutes authorizing a project administered by the Federal Transit Administration. SunLine Transit Agency is a designated recipient of Urbanized Area Formula Program assistance as defined by 49 U.S.C. 5307 (a)(2).

2) That the CEO/General Manager or designee is authorized to execute and file with its applications the annual certifications and assurances and other documents the Federal Transportation Administration requires before awarding a federal assistance grant or cooperative agreement.

3) That the CEO/General Manager or designee is authorized to execute grant and cooperative agreements with the Federal Transit Administration on behalf of SunLine Transit Agency.

ADOPTED THIS 22nd DAY OF APRIL, 2020

ATTEST:

Brittney B. Sowell
Clerk of the Board
SunLine Transit Agency

Kathleen Kelly
Chairperson of the Board
SunLine Transit Agency

APPROVED AS TO FORM:

General Counsel
Eric Vail

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

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

AYES:

NOES:

ABSENT:

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

Brittney B. Sowell
Clerk of the Board
SunLine Transit Agency

SunLine Transit Agency

DATE: April 22, 2020 **ACTION**

TO: Board of Directors

FROM: Rudy Le Flore, Chief Project Consultant

RE: Amendment to Technical Support Agreement

Recommendation

Recommend that the Board of Directors authorize the CEO/General Manager to negotiate and execute a technical support amendment with BMI Consulting in an amount not to exceed \$75,000.

Background

On December 5, 2018, the Board approved a technical support agreement with BMI Consulting (BMI). This agreement was for \$100,000 and for an approximate two (2) year term. BMI was retained by SunLine to assist with its very ambitious capital program. The majority of funding for BMI comes from capital and not operating funds. Expenditures for BMI were higher than anticipated in the critical coordination between the Imperial Irrigation District's infrastructure requirements and the coordination of these improvements with the new hydrogen fueling station. Below is a listing of projects utilizing BMI's resources:

- Utility Infrastructure Upgrade
- Indio Division Improvement
- Hydrogen Fueling Station
- West Coast Center of Excellence
- Coachella Transit Hub
- Palm Desert Transit Hub

This technical support consists of estimating, change evaluations, resolution of Requests for Information, project oversight, and coordination with the utility and permitting agencies.

SunLine would like to keep BMI involved for technical continuity as many of these programs are ongoing.

Financial Impact

The \$75,000 for this amendment will be funded with capital and operating funds from FY20 and FY21.

SunLine Transit Agency

DATE: April 22, 2020 **ACTION**

TO: Board of Directors

FROM: Rudy Le Flore, Chief Project Consultant

RE: West Coast Center of Excellence Facility – Architect and Engineering Services

Recommendation

Recommend that the Board of Directors authorize the CEO/General Manager to negotiate and execute a contract with Urrutia Marks Architect for an amount not to exceed \$252,000 for architect and engineering services for the West Coast Center of Excellence Facility, subject to review and approval by SunLine's general counsel.

Background

SunLine received a Federal Transportation Administration (FTA) Low or No Emission grant to build a zero-emission maintenance facility. This facility will be a state-of-the-art maintenance facility with training rooms. Urrutia Marks Architect will complete the full drawing package for this facility and will support the general contractor during construction. SunLine has recently created on-call engineering agreements with qualified firms. Such firms were requested to submit proposals and SunLine received one (1) response. SunLine has evaluated and reviewed the proposal from Urrutia Marks Architect and qualified them as acceptable to perform the work.

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

Financial Impact

The financial impact of \$252,000 will utilize approved capital project funds assigned to this project from Low No Grant in FY16.

Solicitation List

Urrutia Marks

165 N. Luring Drive
Palm Springs, CA 92262
(760)327-6800
David@urrutiaarchitects.com

Dahl, Taylor & Associates, Inc.

Quang D. Vu
2960 S. Daimler Street
Santa Ana, CA 92705
(949) 756-8654
quv@dahltaylor.com

HDR Engineering, Inc.

2280 Market Street, Suite 100
Riverside, CA 92501
(951) 320-7300
Kip.field@hdrinc.com

Heptagon Seven

Brad Donais
17797 N. Perimeter Drive, Suite D-101
Scottsdale, AZ 85255
(760) 895-0044
bdonais@hept7.com

SunLine Transit Agency

DATE:	April 22, 2020	ACTION
TO:	Board of Directors	
FROM:	Tamara Miles, Chief of Human Relations	
RE:	Authorization to Award Agreement to Two Knights Insurance Service, LTD for Medical Brokerage Services	

Recommendation

Recommend the Board of Directors authorize the CEO/General Manager to negotiate and execute a contract with Two Knights Insurance Services, LTD for an amount not-to-exceed a commission rate of 7.5%. The commission rate will be paid for by the benefits providers for Medical Broker services for the Agency. Subject to review and approval by SunLine's general counsel.

Background

The Agency utilizes the services of a third party medical broker to survey the market for health and welfare benefits such as dental, vision, short term disability and long term disability insurance. On an annual basis, the brokerage firm assists staff in obtaining insurance benefits for employees and eligible employee dependents. The benefits program is intended to maximize employee benefits while containing costs. In addition, the brokerage firm will provide regular assistance throughout the year with issues that may arise with billing, employee claims, enrollment, and carrier contracts.

The Agency's current contract for these services will expire on May 30, 2020.

The objective is to evaluate the marketplace in terms of competitiveness and assess price, and other factors so that the method of contracting for these services is the most advantageous for the Agency.

On January 24, 2020, the Agency issued a Request for Proposals (RFP) No. 20-029 for Medical Broker Services. The RFP was publicly advertised in a newspaper of general circulation and notices were posted on the Agency's website along with copies of the RFP documents.

On February 24, 2020, the Agency received five (5) proposals and the evaluation committee reviewed the pricing submitted by all proposing firms, along with their technical scores.

Based on the evaluation process, it was the committee's determination that Two Knights Insurance Services was the most responsive and responsible vendor providing the best value to the Agency.

Financial Impact

No financial impact to the Agency. The brokerage commission is paid for by the insurer providing coverage.



PRICE ANALYSIS

Services	Two Knights Insurance Services, LTD Evaluation Score: 284.00				Burnham Benefits Insurance Services Evaluation Score: 246.18				Alliant Employee Benefits Evaluation Score: 248.75			
	Year 1 Commission Rate	Option 1 Commission Rate	Option 2 Commission Rate	Option 3 Commission Rate	Year 1 Commission Rate	Option 1 Commission Rate	Option 2 Commission Rate	Option 3 Commission Rate	Year 1 Commission Rate	Option 1 Commission Rate	Option 2 Commission Rate	Option 3 Commission Rate
Health, Medical, Dental and Vision Insurance Brokerage Services	7.5%	5%	5%	5%	8.0%	8.0%	8.0%	8.0%	10%	10%	10%	10%
Supplemental Insurance Brokerage Services	7.5%	5%	5%	5%	8.0%	8.0%	8.0%	8.0%	10%	10%	10%	10%

Difference between Two Knights Insurance Services Year 1 Commission Rates and Burnham Benefits Insurance Services	-0.5%
Delta	6.67%

Difference between Two Knights Insurance Services Year 1 Commission Rates and Alliant Employee Benefits	-2.5%
Delta	33.33%

There was adequate competition since five (5) proposers independently contended for the contract that is to be awarded and all were responsive to the requirements of the solicitation. Commission rates for the top three (3) evaluated proposers were compared.

Based on the findings, the commission rate submitted by the highest evaluated proposer, Two Knights Insurance Services, LTD is 6.67% lower than Burnham Benefits Insurance Services, and 33.33% lower than Alliant Employee Benefits. Two Knights Insurance Services, LTD provides services that are in addition to the original scope of work in the Request for Proposal providing extra value to the Agency.

Based on the results, it is determined that the commission rate submitted by Two Knights Insurance Services, LTD is considered fair and reasonable.

Solicitation List

Alliant Insurance Services
1301 Dove Street, Suite 200
New Port Beach, CA 92660
(949) 756-0271
gayle.hyatt@alliant.com

American Insurance Brokers
26050 Mureau Road, Suite 200
Calabasas, CA 91302
(800) 669-8700
info@aib4insurance.com

Ascend Insurance
36917 Cook St., Ste 101
Palm Desert, CA 92211
(760) 341-3477
Dennis Vanbuskirk
info@ascendins.com

BP Health Insurance
(310) 390-8762
info@bphealthinsurance.com

Boelzner & Associates Insurance Services, Inc.
73-350 El Paseo, Suite 107
Palm Desert, CA 92260
(760) 773-5671
info@boelzner.com

Bolton & Company
2390 E. Orangewood Ave, Suite 430
Anaheim, CA 92806
(800) 439-9337
Ester Caballos
ecaballos@boltonco.com

Burnham
2211 Michelson Drive, Suite 1200
Irvine, CA 92612
(949) 833-2983
inquiries@burnhambenefits.com

Cal Health

(800)320-6269
help@calhealth.net

Chimienti & Associates Insurance Services
3400 W. Mineral King Ave, Suite B
Visalia, CA 93291
(559) 733-1670
pallyg@chimienti.com

Chun-Ha Insurance Services, Inc.
kenny@chunha.com

Citrust Insurance
161 S Madison Ave #12
Pasadena, CA 91101
(626) 765-4495
gethelp@edwards.com

Dickerson Insurance Services
(800)457-6116
largegroupconsulting@dickerson-group.com

Epic Brokers
3633 Inland Empire Blvd., Suite 640
Ontario, CA 91764
(909) 919-7880
Dan.ryan@epicbrokers.com

Good and Associates
3811 Schaefer Ave Ste F
Chino, CA 91710
(800) 429-9900
info@goodhealthquotes.com

Health Broker
(714)840-0047
kathy@healthbroker.com

Integrity Now Insurance Brokers, Inc.
4182 Viking Way #203
Long Beach, CA 90808
(562) 606-1030

Medical Broker Services
20-029

kedwards@integritynowins.com

Keenan

PO Box 4328
Torrance, CA 90510
(310) 212-3344
msanchez@keenan.com

Leavitt Group

(435) 586-6553
info@leavitt.com

Living Benefits Inc.

1319 Stratford Court
Del Mar, CA 92014
(858) 350-7539
natasha@livingbenefitsinc.com

Marsh & McLennan Agency

(858) 875-5406
Erin.quigley@marshmma.com

Morgan & Franz

10606 N Trademark Pkwy Ste 201A
Rancho Cucamonga, CA 91730
(800)341-9000
Info@morganandfranz.com

Pacific Health Brokers

(800) 858-0563
contact@pacifichealthbrokers.com

**Pacific All Risk Insurance Brokers,
LLC**

PO Box 18252
Anaheim, CA 92817
(800) 846-5902
george@pacificarib.com

**Professional Benefits & Insurance
Services**

280 N. Montebello Blvd., Suite 102
Montebello, CA 90640
(800) 746-0045
info@benefitscafe.com

Quotebroker

PO Box 800189
Santa Clarita, CA 91380
(800) 783-0802
info@quotebroker.com

SPF Insurance Services

(858) 613-3628
info@spfinsurance.com

Taylor Benefits

4820 Harwood Rd Ste 130
San Jose, CA 95124
(408) 358-7502
todd@taylorbenefits.net

Two Knights Insurance Services, LTD

Rancho Mirage, CA
(760)459-3193
theresa@twoknightsins.com

Tveter Insurance Services

PO Box 273
Danville, CA 94526
(925) 408-5756
insurs@yahoo.com

SunLine Transit Agency

DATE: April 22, 2020 **ACTION**

TO: Board of Directors

FROM: Luis Garcia, Chief Financial Officer

RE: Extension of Legal Services Agreement

Recommendation

Recommend that the Board of Directors authorize the CEO/General Manager to directly negotiate and execute a one (1) year extension with Burke, Williams & Sorensen, LLP in an amount not to exceed \$425,000.

Background

Burke, Williams & Sorensen has been under agreement to provide legal services for SunLine Transit Agency since 2015. The last option year will expire on September 3, 2020. Accordingly, staff brought forward an action item to the Finance/Audit Committee on February 26, 2020 to begin the solicitation process for legal services. During the Committee meeting, Board Members expressed their satisfaction with Burke, Williams & Sorensen and suggested the formation of a sub-committee to review the current agreement and invoices to identify any possible areas of concern.

The sub-committee was formed from the following members of the Finance/Audit Committee: Kathleen Kelly, Ty Peabody and Lisa Middleton. The sub-committee met with the CEO/General Manager and staff on April 9, 2020 to review documentation and discuss next steps. After discussion, the sub-committee determined that the best course of action was to extend the agreement with Burke, Williams & Sorensen for a period of one (1) year. This recommendation was attributed to various factors, including the overall positive satisfaction with legal services, consideration of the strain on Agency resources related to the COVID-19 and the absence of any abnormalities in the invoices or rates.

Financial Impact

The \$425,000 for this extension will be budgeted in the Agency's operating budget in FY20 and FY21.

SunLine Transit Agency

DATE: April 22, 2020 **ACTION**

TO: Board of Directors

FROM: Luis Garcia, Chief Financial Officer

RE: Resolution No. 0778 – Federal Emergency Funding

Recommendation

Recommend that the Board of Directors approve the attached resolution No. 0778 granting the CEO/General Manager authority to spend federal emergency funding made available from the Federal Emergency Management Agency (FEMA) and the Coronavirus Aid, Relief, and Economic Security (“CARES”) Act approved by congress for public transportation systems in an amount estimated at \$17 million.

Background

Federal funding has been made available to help transit agencies cope with the financial impacts of the COVID-19 pandemic. SunLine is eager to utilize these funds to continue to respond to the needs of the community while balancing the economic impact of this pandemic. In making this much needed funding available, it is the expectation of funders that these resources would be made available and utilized in the near term to respond to the health crisis facing the country.

This item is made necessary to allow the CEO/General Manager to forego the traditional budgeting process and to obtain board approval to use these funds to offset operational and capital expenditures impacted by the current pandemic. All claims of CARES Act or FEMA funds shall be brought to the SunLine Board for ratification at the next regular SunLine Board meeting following the request for funds.

Financial Impact

This item will allow the agency to utilize federal funding to respond to the urgent needs of the agency.

SUNLINE TRANSIT AGENCY

RESOLUTION NO. 0778

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SUNLINE TRANSIT AGENCY AUTHORIZING THE CEO/GENERAL MANAGER TO EXPEND EMERGENCY FUNDS

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

WHEREAS, the Coronavirus Aid, Relief, and Economic Security (“CARES”) Act, a federal stimulus package to help the economy cope with the COVID-19 pandemic, includes \$25 billion in federal funding for public transportation systems to fund day-to-day operations, make up for lost revenue, and sustain jobs (“CARES Act Funds”); and

WHEREAS, the CARES Act Funds are expressly available to public transit agencies for operating expenses to prevent, prepare for, and respond to COVID-19, and are available to reimburse public transit agencies for capital costs and operating costs to maintain service and lost revenue due to the public health emergency, including the purchase of personal protective equipment and paying administrative leave of operations personnel due to reduction in service.

WHEREAS, the Federal Emergency Management Agency (“FEMA”) is also making funds available to public transit agencies for operating expenses to prevent, prepare for, and respond to COVID-19 (“FEMA Funds”).

WHEREAS, to ensure that SunLine Transit Agency (“SunLine”) can quickly and efficiently respond to the COVID-19 pandemic and continue to serve the public, it is important that the CEO/General Manager of SunLine (“CEO/General Manager”) be authorized to expend funds that will be reimbursed through available CARES Act Funds and FEMA Funds without unnecessary oversight.

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

Section 1: The recitals set forth herein are found to be true and correct.

Section 2: The CEO/General Manager is hereby authorized and directed to expend general funds that will be reimbursed through CARES Act Funds for capital costs

and operating costs to maintain service and lost revenue, purchase personal protective equipment, pay administrative leave of SunLine personnel due to the COVID-19 pandemic, and all other expenditures authorized by the CARES Act. In the expenditure of general funds that will be reimbursed through CARES Act Funds, the CEO/General Manager shall do so in the exercise of her or his reasonable business judgment, in accordance with all federal, state, and local laws governing the expenditure of such funds, and without obtaining prior authorization from the Finance Committee or SunLine Board. The CEO/General Manager is also authorized and directed to expend general funds that will be reimbursed through FEMA Funds in her or his reasonable business judgment, and in accordance with all federal, state, and local laws governing the expenditure of such funds, and without obtaining prior authorization from the Finance Committee or SunLine Board. Moreover, in the expenditure of general funds that will be reimbursed through CARES Act Funds and FEMA Funds, the CEO/General Manager is authorized to enter into contracts on behalf of SunLine in an amount not to exceed \$250,000, without obtaining prior authorization from the Finance Committee or SunLine Board.

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

Section 4: This Resolution shall take effect immediately upon adoption by the Board of Directors of the SunLine Transit Agency.

ADOPTED this 22 day of April, 2020.

ATTEST:

Brittney B. Sowell
Clerk of the Board
SunLine Transit Agency

Kathleen Kelly
Chairperson of the Board
SunLine Transit Agency

APPROVED AS TO FORM:

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

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

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

AYES:

NOES:

ABSENT:

ABSTAIN:

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

Brittney B. Sowell
Clerk of the Board
SunLine Transit Agency

SunLine Services Group

DATE: April 22, 2020 **ACTION**

TO: Board of Directors

FROM: Michal Brock, Taxi Administrator

RE: Resolution No. 089 – SSG Taxicab Industry Emergency Relief Measure

Recommendation

Recommend that the Board of Directors approve Resolution No. 089 ratifying the SSG Taxicab Industry Emergency Relief Measure.

Background

Throughout March 2020, several local and state actions were taken to slow the spread COVID-19. The cancellation of major events and travel restrictions within the Coachella Valley due to the COVID-19 pandemic is having a significant negative impact on the local taxicab industry.

SSG CEO/General Manager, Lauren Skiver, approved an emergency relief measure agreement on April 2, 2020, providing needed financial relief. The emergency measure waives monthly installments of the Annual Taxicab Business Permit fee from March 2020 through June 2020. Additionally, the emergency measure waives the Annual Business Permit Renewal Application fee that would be due for each taxicab business planning to renew their Annual Business Permit, effective July 1, 2020.

Financial Impact

This emergency measure reduces SSG regulatory revenues for FY20 by \$60,738. Expense savings and operating fund reserves will be used to cover this reduction.

SUNLINE SERVICES GROUP

RESOLUTION NO. 089

A RESOLUTION OF THE SUNLINE SERVICES GROUP BOARD OF DIRECTORS RATIFYING TAXI EMERGENCY RELIEF MEASURE

WHEREAS, the SunLine Transit Agency delegated the authority to regulate the safe operation of taxicab services to SunLine Services Group; and

WHEREAS, SSG adopted Ordinance 2019-01, establishing a policy for the entry into the business of taxicab transportation services and requires issuance of a Business Permit; and

WHEREAS, on March 25, 2020, both SunLine Transit Agency and SunLine Services Group jointly adopted a resolution declaring the existence of an “emergency” as defined in Government Code section 54956.5(a) and a “local emergency” as defined in California Government Code section 8558(c) in response to the COVID-19 pandemic.

WHEREAS, as a result of the COVID-19 pandemic, Taxicab Business Permittees have requested emergency relief and temporary suspension of Section 1.030(H) and Section 1.035(A)(2) of Ordinance 2019-01; and

WHEREAS, the CEO/General Manager of SunLine Services Group issued the above requested relief, suspending the requirements of payment for the Annual Taxicab Business Permit Fee and Annual Taxicab Business Renewal Application Fee for the months of March, April, May and June, 2020 on April 2, 2020 (collectively “Taxi Emergency Relief Measure”); and

WHEREAS, the Taxi Emergency Relief Measure went into effect on April 2, 2020; and

WHEREAS, the CEO/General Manager of SunLine Services Group now requests the Board of Directors ratify the Taxi Emergency Relief Measure.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of SunLine Services Group that:

SECTION 1. The enactment of Taxi Emergency Relief Measure issued by the CEO/General Manager of SunLine Services Group is hereby ratified.

ADOPTED this 22nd day of April, 2020.

ATTEST:

Brittney B. Sowell
Clerk of the Board
SunLine Services Group

Kathleen Kelly
Chairperson of the Board
SunLine Services Group

APPROVED AS TO FORM:

Eric S. Vail
General Counsel

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

I, BRITTNEY B. SOWELL, Clerk of the Board of Directors of the SunLine Services Group, do hereby certify that Resolution No. _____ was adopted at a regular meeting of the Board of Directors held on the _____ day of _____, 20__, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

Brittney B. Sowell
Clerk of the Board
SunLine Services Group

SunLine Services Group

DATE: April 22, 2020 **DISCUSSION**

TO: Board of Directors

FROM: Michal Brock, Taxi Administrator

RE: FY21 SunLine Services Group (SSG) Taxicab Permitting Fees

Background

California Government Code 53075.5 authorizes SSG to levy fees in an amount sufficient to cover the costs of carrying out an ordinance relating to taxicab transportation services. Annually, staff works with the Taxi Committee and the Board of Directors to establish this fee structure. In lieu of a Taxi Committee meeting, this discussion item is being presented to the Board of Directors for consideration. FY21 regulatory permitting fees are to be approved by the Board of Directors before staff brings forward the FY21 SSG budget for approval in June 2020.

Between FY18 and FY19, \$110,093 in reserve funds were expended to cover revenue shortfalls. Reserve funds will be further used in FY20 to cover an estimated budget deficit of \$25,152. A reserve is important to the Agency because it protects the solvency of SSG when unexpected circumstances arise, e.g., one of the three taxicab businesses cease operations, COVID-19 pandemic relief, etc. Over the years, SSG has continuously reduced expenses by decreasing staff to keep operating costs feasible. These proactive measures have helped reduce the amount of reserves needed to fund revenue shortfalls.

The challenge, highlighted by the below chart, shows that there is little room to continue operating at an annual deficit or financially recover should the Agency encounter any more unpredicted changes.

3 Year SSG Budget History			
	(Actual) Fiscal Year Budget Deficit	SRA Operating Acct. Balance (Fiscal Year End)	SSG Capital Acct. Balance (Fiscal Year End)
FY2018	\$ (20,303.00)	\$ 337,578.25	\$ 130,663.65
FY2019	\$ (89,790.00)	\$ 228,930.01	\$ 130,663.65
FY2020*	\$ (25,152.00)	\$ 161,659.00	\$ 130,663.65
Total	\$ (135,245.00)		

*Estimated

Staff has designed a change to the fee structure to propose the following goals:

- Allow individual taxicab businesses to have more control over regulatory fees based on increasing/decreasing their respective fleet size.
- Adjust the budget distribution gap between smaller and larger taxicab businesses.
- Incentivize taxicab businesses to invest in more environmentally friendly vehicles and wheelchair accessible vans.
- Propose a prudent and balanced budget for Fiscal Year 2021 to protect the solvency of SSG.

PROPOSED FY21 SSG FEE SCHEDULE

Fee Description	FY20 Fee Amt.	Proposed FY21 Fee Amt.	Variance
New Taxicab Application	\$ 1,000.00	\$ 1,000.00	\$ -
Annual Taxicab Business Permit Renewal Application Fee	\$ 500.00	\$ 500.00	\$ -
Annual Business Permit	\$ 60,000.00	\$ 40,000.00	\$ (20,000.00)
Business Permit Reinstatement	\$ 10,000.00	\$ 10,000.00	\$ -
Annual Vehicle Permit (Gasoline/Diesel)	\$ 600.00	\$ 1,650.00	\$ 1,050.00
Annual Vehicle Permit (Hybrid ¹ /Alt Fuel ²)	\$ 450.00	\$ 850.00	\$ 400.00
Annual Vehicle Permit (WAV ³ /Zero Emission ⁴)	\$ 450.00	\$ 200.00	\$ (250.00)
Vehicle Permit Reinstatement	\$ 65.00	\$ 65.00	\$ -
New Driver Permit	\$ 75.00	\$ 75.00	\$ -
Driver Permit Renewal	\$ 25.00	\$ 25.00	\$ -
Driver Permit Transfer	\$ 25.00	\$ 25.00	\$ -
Driver Permit Reinstatement	\$ 25.00	\$ 25.00	\$ -
Driver Permit Replacement	\$ 10.00	\$ 10.00	\$ -
Appeal Fee	\$ 100.00	\$ 100.00	\$ -

^[1] "Hybrid" means Hybrid Electric/Gas Vehicle (HEV) and Plug-in Electric/Gas Hybrid Vehicle (PHEV)

^[2] "Alt Fuel" means alternative fuel vehicles that use Compressed Natural Gas (CNG), Biodiesel, or Ethanol (E85) fuel blends to operate

^[3] "WAV" means wheelchair accessible vehicle that has the ability to load wheelchair users safely and without the need for the wheelchair user to leave their wheelchair.

^[4] "Zero Emission" means Electric Vehicles (EV) and Hydrogen-Powered Fuel-Cell Vehicles (FCEV)