



SunLine Transit Agency
July 27, 2022
10:20 a.m. – 11:15 a.m.

AGENDA

FINANCE/AUDIT COMMITTEE Regular Meeting

VIA VIDEOCONFERENCE

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

INSTRUCTIONS FOR ELECTRONIC PARTICIPATION

Join Zoom Meeting - from PC, Laptop or Phone

<https://us02web.zoom.us/j/84801817646>

Meeting ID: 848 0181 7646

Teleconference Dial In
888-475-4499 (Toll Free)
Meeting ID: 848 0181 7646

One tap mobile
+16699009128,,84801817646#

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 Finance/Audit Committee Meeting: public comment requests may be submitted via email to the Clerk of the Board at clerkoftheboard@sunline.org prior to July 26, 2022 at 5:00 p.m. with your name, telephone number and subject of your public comment (agenda item or non-agenda item). Members of the public may make public comments through their telephone or Zoom connection when recognized by the Chair. Those who have submitted a request to speak by the deadline above will be recognized first, then anyone else who wishes to speak will be provided an opportunity to make public comment. If you send written comments, your comments will be made part of the official record of the proceedings and read into the record if they are received by the deadline above.

ITEM

RECOMMENDATION

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

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

ITEM

RECOMMENDATION

1. CALL TO ORDER

2. FLAG SALUTE

3. ROLL CALL

4. PRESENTATIONS

5. FINALIZATION OF AGENDA

6. 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. COMMITTEE 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\) Checks \\$1,000 and Over Report for May 2022](#)

(PAGE 4-8)

[8b\) Credit Card Statement for May 2022](#)

(PAGE 9-19)

[8c\) Monthly Budget Variance Report for May 2022](#)

(PAGE 20-24)

[8d\) Contracts Signed in Excess of \\$25,000 for
June 2022](#)

(PAGE 25-27)

ITEM

RECOMMENDATION

- | | |
|--|-----------------------------------|
| 8e) Union & Non-Union Pension Investment Asset Summary May 2022 | (PAGE 28-37) |
| 8f) Ridership Report for June 2022 | (PAGE 38-41) |
| 8g) SunDial Operational Notes for June 2022 | (PAGE 42-44) |
| 8h) Metrics for June 2022 | (PAGE 45-64) |
| 8i) Quarterly Capital Projects Update for 2nd Quarter Calendar Year 2022 | (PAGE 65-70) |
| 8j) Board Member Attendance for June 2022 | (PAGE 71-72) |
| 9. PURCHASE OF FIVE (5) CHEVY BOLT EV RELIEF VEHICLES (Staff: Frank Rytych, Chief Maintenance Officer) | APPROVE (PAGE 73-75) |
| 10. LIQUID HYDROGEN STATION (Staff: Rudy Le Flore, Chief Project Consultant) | APPROVE (PAGE 76-84) |
| 11. PROCUREMENT POLICY RECOMMENDED CHANGES (Staff: Gloria Salazar, Finance Consultant) | DISCUSSION (PAGE 85-86) |
| 12. REVOLVING FUND AND STATE OF GOOD REPAIR FUND POLICY (Staff: Luis Garcia, Controller/Assistant Chief Financial Officer and Gloria Salazar, Finance Consultant) | DISCUSSION (PAGE 87-96) |
| 13. ADJOURN | |

SunLine Transit Agency**CONSENT CALENDAR**

DATE: July 27, 2022

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

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

Summary:

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

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

| Vendor | Check # | Amount |
|-------------------------------------|----------------|---------------|
| <i>Resource Environmental, Inc.</i> | 689611 | \$63,650.00 |

Recommendation:

Receive and file.

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

| Vendor Filed As Name | Description | Check # | Payment Date | Payment Amount |
|---|--|----------------|---------------------|-----------------------|
| CALPERS | Group Health Premiums | 689584 | 05/26/2022 | 349,888.46 |
| U.S. BANK INSTITUTIONAL TRUST-WESTERN | Pension Deposit | 689423 | 05/04/2022 | 111,700.11 |
| IMPERIAL IRRIGATION DIST | Utilities | 689459 | 05/11/2022 | 99,194.30 |
| ELEMENT MARKETS RENEWABLE ENERGY, LLC | Utilities | 689593 | 05/26/2022 | 79,670.98 |
| RESOURCE ENVIRONMENTAL, INC. | WIP- Modular Building Demolition | 689611 | 05/26/2022 | 63,650.00 |
| SO CAL GAS CO. | Utilities | 689496 | 05/11/2022 | 62,399.06 |
| ROBERT HALF | Temporary Help | 689488 | 05/11/2022 | 28,543.39 |
| BURKE, WILLIAMS & SORENSEN, LLP | Legal Service | 689583 | 05/26/2022 | 27,319.07 |
| WSP USA INC. | TDM & Vanpool Program | 689573 | 05/19/2022 | 25,423.16 |
| ROBERT HALF | Temporary Help | 689555 | 05/19/2022 | 23,298.81 |
| NFI PARTS | Inventory Repair Parts | 689429 | 05/11/2022 | 22,385.36 |
| DOUG WALL CONSTRUCTION | WIP- Nice Mobile Liquid Hydrogen Refueling | 689592 | 05/26/2022 | 19,963.11 |
| THE LEFLORE GROUP LLC | Projects Consultant | 689613 | 05/26/2022 | 17,671.50 |
| TEC EQUIPMENT, INC. | Inventory Repair Parts | 689567 | 05/19/2022 | 16,875.36 |
| NAPA AUTO PARTS | Inventory Repair Parts | 689466 | 05/11/2022 | 14,528.86 |
| GLORIA G. SALAZAR | Consulting | 689455 | 05/11/2022 | 14,428.17 |
| OLD GREEN HOUSE LLC | Planning Consultant | 689489 | 05/11/2022 | 13,800.00 |
| IMPERIAL IRRIGATION DIST | Utilities | 689544 | 05/19/2022 | 13,791.38 |
| YELLOW CAB OF THE DESERT | SunRide Ride Share Expenses | 689515 | 05/11/2022 | 13,258.57 |
| ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS | Contract Services - General | 689519 | 05/11/2022 | 12,825.00 |
| OLD GREEN HOUSE LLC | Planning Consultant | 689557 | 05/19/2022 | 12,600.00 |
| RUSH TRUCK CENTERS OF CALIFORNIA, INC. | Inventory Repair Parts | 689492 | 05/11/2022 | 12,414.92 |
| INLAND EMPIRE COLLISION | Repair Claims | 689420 | 05/04/2022 | 12,310.36 |
| NFI PARTS | Inventory Repair Parts | 689522 | 05/19/2022 | 11,657.76 |
| UNUM | Group Dental & Vision Premiums | 689565 | 05/19/2022 | 11,532.77 |
| VERIZON WIRELESS | Wireless Telephone Service | 689509 | 05/11/2022 | 11,445.90 |
| HDR ENGINEERING, INC. | Consulting | 689458 | 05/11/2022 | 10,963.44 |
| DESERT VIEW CONSTRUCTION | Repair Claims | 689407 | 05/04/2022 | 9,889.00 |
| DYNAMIC BUILDING MAINTENANCE INC | Janitorial Services | 689447 | 05/11/2022 | 9,240.00 |
| PALM SPRINGS MOTORS, INC. | Inventory Repair Parts | 689549 | 05/19/2022 | 9,223.12 |
| ANDREA CARTER & ASSOCIATES | Marketing & Communication Services | 689435 | 05/11/2022 | 8,230.00 |
| MOTOR COACH INDUSTRIES, INC. | Bus lease | 689604 | 05/26/2022 | 8,081.25 |
| VASQUEZ AND COMPANY LLP | Audit Services | 689572 | 05/19/2022 | 7,887.50 |
| ZOHO CORPORATION | Computer/Network Software Agreement | 689576 | 05/19/2022 | 6,852.00 |
| RUSH TRUCK CENTERS OF CALIFORNIA, INC. | Inventory Repair Parts | 689559 | 05/19/2022 | 6,802.17 |
| COMPLETE COACH WORKS | Repair Parts-Fixed Route | 689533 | 05/19/2022 | 6,727.50 |
| US BANK VOYAGER FLEET SYSTEMS | Unleaded/Diesel Fuel | 689507 | 05/11/2022 | 6,498.09 |
| ADVANCED WEB OFFSET, INC. | Printing Expense | 689428 | 05/11/2022 | 6,243.50 |
| SC FUELS | Lubricants- Oil | 689563 | 05/19/2022 | 6,191.52 |

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

| Vendor Filed As Name | Description | Check # | Payment Date | Payment Amount |
|--|----------------------------------|----------------|---------------------|-----------------------|
| FENCEWORKS RENTAL SYSTEMS, INC | WIP- Modular Building Demolition | 689595 | 05/26/2022 | 5,926.08 |
| HEPTAGON SEVEN CONSULTING, INC. | WIP- Coachella Transit Hub | 689599 | 05/26/2022 | 5,689.32 |
| SONSRAY FLEET SERVICES | Inventory Repair Parts | 689503 | 05/11/2022 | 5,244.62 |
| ADMIRAL SECURITY SERVICES, INC. | Security Guard Services | 689577 | 05/26/2022 | 5,213.04 |
| ROBERT HALF | Temporary Help | 689612 | 05/26/2022 | 5,000.00 |
| CARQUEST AUTO PARTS STORES | Inventory Repair Parts | 689529 | 05/19/2022 | 4,628.32 |
| THERMOGUARD | Repair Claims | 689570 | 05/19/2022 | 4,600.00 |
| DESERT PROMOTIONAL AND EMBROIDERY, LLC | Advertising | 689538 | 05/19/2022 | 4,507.44 |
| TOWNSEND PUBLIC AFFAIRS, INC | Consulting-General | 689422 | 05/04/2022 | 4,500.00 |
| AMERICAN SECURITY GROUP | Security Services | 689391 | 05/04/2022 | 4,411.35 |
| SC FUELS | Lubricants- Oil | 689418 | 05/04/2022 | 4,197.51 |
| MURCHISON & CUMMING, LLP | Insurance Loss | 689465 | 05/11/2022 | 4,194.00 |
| CREATIVE BUS SALES, INC, | Inventory Repair Parts | 689445 | 05/11/2022 | 4,133.94 |
| TPX COMMUNICATIONS | Communication Service | 689619 | 05/26/2022 | 4,008.35 |
| GARON WYATT INVESTIGATIVE SERVICES, LLC. | Insurance Loss | 689454 | 05/11/2022 | 3,925.00 |
| JESSE FRESCAS JR. | WIP- Coachella Transit Hub | 689404 | 05/04/2022 | 3,840.00 |
| STATEWIDE SERVICES, INC. | WIP-Operation Facility | 689501 | 05/11/2022 | 3,700.00 |
| TIME WARNER CABLE | Utilities | 689502 | 05/11/2022 | 3,677.44 |
| SAFETY-KLEEN CORPORATION | Contract Svc-Haz Waste Removal | 689561 | 05/19/2022 | 3,529.80 |
| IMPERIAL IRRIGATION DIST | Utilities | 689600 | 05/26/2022 | 3,371.31 |
| FORENSIC DRUG TESTING SERVICES | Alcohol & Drug Testing | 689597 | 05/26/2022 | 3,359.00 |
| CITY CAB | Taxi Voucher Program | 689562 | 05/19/2022 | 3,326.93 |
| MAGALDI & MAGALDI, INC. | Inventory Repair Parts | 689546 | 05/19/2022 | 3,319.08 |
| YELLOW CAB OF THE DESERT | SunRide Ride Share Expenses | 689574 | 05/19/2022 | 3,304.58 |
| JESSE FRESCAS JR. | WIP- Coachella Transit Hub | 689602 | 05/26/2022 | 3,280.00 |
| RIDECO US INC | SunRide Ride Share Expenses | 689554 | 05/19/2022 | 3,258.48 |
| CARROT-TOP INDUSTRIES, INC. | WIP-Operation Facility | 689585 | 05/26/2022 | 3,184.00 |
| PRUDENTIAL OVERALL SUPPLY | Uniforms | 689483 | 05/11/2022 | 3,154.58 |
| WORK ZONE CAM LLC | WIP- Modular Building Demolition | 689513 | 05/11/2022 | 3,150.00 |
| HD INDUSTRIES | Inventory Repair Parts | 689457 | 05/11/2022 | 3,096.82 |
| WESTERN EXTERMINATOR COMPANY | Contract Services - General | 689511 | 05/11/2022 | 3,045.00 |
| CCFST OR SWAGELOK LOS ANGELES/HAWAII/ | WIP-CNG Station | 689532 | 05/19/2022 | 2,945.56 |
| OMNITRACS, LLC | General Services | 689475 | 05/11/2022 | 2,760.00 |
| CALIFORNIA STATE DISBURSEMENT UNIT | Garnishment | 689397 | 05/04/2022 | 2,720.76 |
| PLAZA TOWING, INC. | Taxi Voucher Program | 689623 | 05/26/2022 | 2,635.00 |
| BROADLUX, INC. | Contract Services – H2 | 689582 | 05/26/2022 | 2,631.29 |
| ADMIRAL SECURITY SERVICES, INC. | Security Guard Services | 689427 | 05/11/2022 | 2,606.52 |
| ADMIRAL SECURITY SERVICES, INC. | Security Guard Services | 689521 | 05/19/2022 | 2,578.43 |
| DESERT VIEW CONSTRUCTION | WIP-Operation Facility | 689462 | 05/11/2022 | 2,500.00 |

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

| Vendor Filed As Name | Description | Check # | Payment Date | Payment Amount |
|---|--|----------------|---------------------|-----------------------|
| FULTON DISTRIBUTING | Bus Stop Supplies | 689401 | 05/04/2022 | 2,483.52 |
| VALLEY OFFICE EQUIPMENT, INC. | Copier Service | 689508 | 05/11/2022 | 2,425.80 |
| ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS | WIP-Liquid Hydrogen Refueling Infrastructure | 689518 | 05/11/2022 | 2,255.75 |
| CDW GOVERNMENT, INC | Computer/Network Software Agreement | 689442 | 05/11/2022 | 2,098.30 |
| UNITED RENTALS, INC. | WIP- Modular Building Demolition | 689621 | 05/26/2022 | 2,054.11 |
| UNITED RENTALS, INC. | WIP- Modular Building Demolition | 689625 | 05/26/2022 | 2,054.11 |
| FRANKLIN TRUCK PARTS, INC | Inventory Repair Parts | 689452 | 05/11/2022 | 2,011.44 |
| COUNTY OF RIVERSIDE | WIP- Zero Emissions Maintenance Facility | 689399 | 05/04/2022 | 2,000.00 |
| YELLOW CAB OF THE DESERT | Taxi Voucher Program | 689516 | 05/11/2022 | 1,962.07 |
| PARKHOUSE TIRE, INC. | Inventory Repair Parts | 689479 | 05/11/2022 | 1,956.34 |
| DESERT PARADISE CONSTRUCTION, LLC | WIP-Operation Facility | 689590 | 05/26/2022 | 1,920.00 |
| YELLOW CAB OF THE DESERT | Taxi Voucher Program | 689517 | 05/11/2022 | 1,908.31 |
| DELUXE | Sunline Event Expense | 689536 | 05/19/2022 | 1,837.12 |
| XENIA RACING WRAPS | Contracted Services | 689426 | 05/04/2022 | 1,732.50 |
| TOTAL CARE WORK INJURY CLINIC | Medical Exam & Testing | 689627 | 05/26/2022 | 1,660.00 |
| PLAZA TOWING, INC. | Towing Service | 689482 | 05/11/2022 | 1,625.00 |
| GRAINGER | Plumbing Expenses | 689598 | 05/26/2022 | 1,619.95 |
| CMD CORPORATION | Repair Parts- CNG | 689586 | 05/26/2022 | 1,618.34 |
| HOME DEPOT CREDIT SERVICES | Facility Maintenance | 689542 | 05/19/2022 | 1,601.93 |
| BASIN VALVE COMPANY-SIGNAL HILL | Repair Parts- CNG | 689580 | 05/26/2022 | 1,549.11 |
| CLAIREMONT EQUIPMENT | Equipment Rental | 689575 | 05/19/2022 | 1,530.74 |
| FRONTIER COMMUNICATIONS | Utilities- OPS Bldg | 689453 | 05/11/2022 | 1,525.00 |
| MILE3 WEB DEVELOPMENT | Website Maintenance | 689410 | 05/04/2022 | 1,470.00 |
| BURRTEC WASTE & RECYCLING SERVICES | Trash Service | 689439 | 05/11/2022 | 1,432.96 |
| SERVEXO | Security Services | 689614 | 05/26/2022 | 1,423.50 |
| BURRTEC WASTE & RECYCLING SERVICES | Trash Service | 689438 | 05/11/2022 | 1,369.19 |
| C V WATER DISTRICT | Utilities | 689587 | 05/26/2022 | 1,355.32 |
| ROMAINE ELECTRIC CORP. | Inventory Repair Parts | 689490 | 05/11/2022 | 1,351.19 |
| SIGN A RAMA | Facility Maintenance | 689419 | 05/04/2022 | 1,326.29 |
| RECARO NORTH AMERICA, INC. | Paratransit Repair Parts | 689553 | 05/19/2022 | 1,315.00 |
| ELDORADO NATIONAL (CALIFORNIA), INC. | Inventory Repair Parts | 689448 | 05/11/2022 | 1,313.09 |
| BROADLUX, INC. | Contract Services - General | 689394 | 05/04/2022 | 1,242.00 |
| PAUL ASSOCIATES | Printing Expenses | 689414 | 05/04/2022 | 1,235.59 |
| SPORTWORKS NORTHWEST, INC. | Repair Parts-Fixed Route | 689616 | 05/26/2022 | 1,194.00 |
| SC FUELS | Lubricants- Oil | 689495 | 05/11/2022 | 1,160.38 |
| DESERT HOSE & SUPPLY CORP. | Inventory Repair Parts | 689537 | 05/19/2022 | 1,147.88 |
| DESERT AIR CONDITIONING, INC. | Contract Services – A/C | 689400 | 05/04/2022 | 1,147.00 |
| QUICK FIX AUTO GLASS | Outside Repair-Fixed Route | 689579 | 05/26/2022 | 1,100.00 |
| QUICK FIX AUTO GLASS | Repair Parts-Fixed Route | 689524 | 05/19/2022 | 1,100.00 |

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

| Vendor Filed As Name | Description | Check # | Payment Date | Payment Amount |
|-----------------------------------|---------------------------|----------------|---------------------|-----------------------|
| UNITED RENTALS, INC. | Rental Equipment Expenses | 689506 | 05/11/2022 | 1,054.73 |
| QUADIENT FINANCE USA, INC. | Postage | 689485 | 05/11/2022 | 1,000.00 |
| Total Checks Over \$1,000 | \$1,415,726.56 | | | |
| Total Checks Under \$1,000 | \$32,676.79 | | | |
| Total Checks | \$1,448,403.35 | | | |

SunLine Transit Agency
CONSENT CALENDAR

DATE: July 27, 2022

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Credit Card Statements for May 2022

Summary:

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

Recommendation:

Receive and file.

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 6/3/2022

Name on Card: Lauren Skiver

| Trans. Date | Post Date | Reference | Detail - Description | Credits | Charges |
|--------------|-----------|----------------------|--|---------|------------|
| 1 5/5/2022 | 5/5/2022 | Westin Hotel | Regional Workshop: Hydrogen Hub Opportunity in Thousand Palms, CA - Lodging Incidentals; Jack Brouwer, Featured Speaker | | \$88.98 |
| 2 5/8/2022 | 5/8/2022 | United Airlines | United Airlines Roundtrip Flight from Palm Springs, CA to Louisville, KY for Travel to CTAA Expo Conference in Kentucky; Lauren Skiver, CEO/General Manager's Luggage Fee | | \$35.00 |
| 3 5/9/2022 | 5/9/2022 | Hilton Hotel | Leadership APTA Capstone Session in San Diego, CA - Lodging Deposit for 1 Night; Brittney Sowell, Chief of Staff | | \$334.73 |
| 4 5/9/2022 | 5/9/2022 | Hilton Hotel | Leadership APTA Capstone Session in San Diego, CA - Lodging Deposit for 1 Night; Lauren Skiver, CEO/General Manager | | \$357.23 |
| 5 5/9/2022 | 5/9/2022 | Hilton Hotel | Leadership APTA Capstone Session in San Diego, CA - Lodging Deposit for 1 Night; Brittney Sowell, Chief of Staff's No show fee <i>*Hotel error to be corrected in the next billing cycle*</i> | | \$334.73 |
| 6 5/13/2022 | 5/13/2022 | Hyatt Regency | CTAA Expo Conference in Louisville, KY - Lodging for 4 Nights; Lauren Skiver, CEO/General Manager | | \$1,488.25 |
| 7 5/13/2022 | 5/13/2022 | Palm Springs Airport | Parking in Palm Springs, CA for travel to CTAA Expo Conference; Lauren Skiver, CEO/General Manager | | \$100.00 |
| 8 5/13/2022 | 5/13/2022 | United Airlines | United Airlines Roundtrip Flight from Palm Springs, CA to Louisville, KY for Travel to CTAA Expo Conference in Kentucky; Lauren Skiver, CEO/General Manager's WiFi Fee | | \$8.00 |
| 9 5/15/2022 | 5/15/2022 | Hyatt Regency | CTAA Expo Conference in Louisville, KY - Lodging for 6 Nights; Isabel Acosta, Chief Transportation Officer (Early Bird Rate) | | \$1,501.96 |
| 10 5/15/2022 | 5/15/2022 | Hyatt Regency | CTAA Expo Conference in Louisville, KY - Lodging for 6 Nights; Marina Blackstone, Transportation Services Lead | | \$2,392.46 |
| 11 5/18/2022 | 5/18/2022 | Luna Grill | Luna Grill Catering Order; ATU and SunLine Negotiations Meeting | | \$345.22 |
| 12 5/21/2022 | 5/21/2022 | Red Robin | Red Robin Catering Order; ATU and SunLine Negotiations Meeting | | \$284.16 |

| | Trans. Date | Post Date | Reference | Detail - Description | Credits | Charges |
|-----------------------------|-------------|-----------|----------------------|--|---------|------------|
| 13 | 5/25/2022 | 5/25/2022 | United Airlines | United Airlines Roundtrip Flight from Palm Springs, CA to Sacramento, CA for Travel to California Hydrogen Leadership Summit in California; Lauren Skiver, CEO/General Manager | | \$431.20 |
| 14 | 5/31/2022 | 5/31/2022 | EIG Constant Contact | E-newsletter and mass e-mail software; Constant Contact Toolkit Bi-annual membership | | \$243.00 |
| 15 | 6/1/2022 | 6/1/2022 | APTA | TBM and TBA Seminars July 30 - August 2, 2022 - Registration; Edith Hernandez, Clerk of the Board/Special Assistant to the CEO | | \$695.00 |
| 16 | 6/1/2022 | 6/1/2022 | Delta Airlines | Delta Airlines Roundtrip Flight from Palm Springs, CA to Salt Lake City, UT for Travel to TBM and TBA Seminars in Utah; Edith Hernandez, Clerk of the Board/Special Assistant to the CEO | | \$317.20 |
| Credits and Charges: | | | | | \$0.00 | \$8,957.12 |



CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

| | |
|------------------------|--------------------------------|
| Prepared For | SUNLINE TRANSIT LUIS GARCIA |
| Account Number | [REDACTED] |
| Statement Closing Date | 06/03/22 |
| Days in Billing Cycle | 31 |
| Next Statement Date | 07/03/22 |
| Credit Line | \$40,000 |
| Available Credit | \$28,781 |

For Customer Service Call:
800-231-5511

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

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

Payment Information

| | |
|---------------------------------------|------------|
| New Balance | \$8,463.31 |
| Current Payment Due (Minimum Payment) | \$500.00 |
| Current Payment Due Date | 06/28/22 |

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

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

Account Summary

| | | |
|---------------------------|---|-------------|
| Previous Balance | | \$13,806.79 |
| Credits | - | \$493.81 |
| Payments | - | \$13,806.79 |
| Purchases & Other Charges | + | \$8,957.12 |
| Cash Advances | + | \$0.00 |
| Finance Charges | + | \$0.00 |
| New Balance | = | \$8,463.31 |

Wells Fargo Cash Back SM Program Summary

| | | |
|---------------------------------|---|----------|
| Previous Cash Back Balance | | \$359.45 |
| Cash Earned this Month | | \$134.36 |
| Trades From Other Company Cards | | \$0.00 |
| Bonus/Adjustments | | \$0.00 |
| Cash Back Balance | = | \$0.00 |
| Cash Awarded this Period | | \$493.81 |
| Year to Date Cash Back Awarded | | \$664.66 |

Cash Back Notice

Use your Business Card for all of your business expenses plus everyday purchases and get 1.5% Cash Back.

See reverse side for important information.

DETACH HERE

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

Make checks payable to: Wells Fargo

| | |
|------------------------------------|------------|
| Account Number | [REDACTED] |
| New Balance | \$8,463.31 |
| Total Amount Due (Minimum Payment) | \$500.00 |
| Current Payment Due Date | 06/28/22 |



Print address or phone changes: _____

Work () _____

Amount Enclosed: \$

ELITE CARD PAYMENT CENTER YTG

 PO BOX 77066 29

 MINNEAPOLIS MN 55480-7766

SUNLINE TRANSIT

 LUIS GARCIA

 32505 HARRY OLIVER TRL

 THOUSAND PALMS CA 92276-3501

73111
S306



Rate Information

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

| TYPE OF BALANCE | ANNUAL INTEREST RATE | DAILY FINANCE CHARGE RATE | AVERAGE DAILY BALANCE | PERIODIC FINANCE CHARGES | TRANSACTION FINANCE CHARGES | TOTAL FINANCE CHARGES |
|-----------------|----------------------|---------------------------|-----------------------|--------------------------|-----------------------------|-----------------------|
| PURCHASES | 11.990% | .03284% | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| CASH ADVANCES | 24.740% | .06778% | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| TOTAL | | | | \$0.00 | \$0.00 | \$0.00 |

Important Information

\$0 - \$8,463.31 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 06/28/22. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

Summary of Sub Account Usage

| Name | Sub Account Number Ending In | Monthly Spending Cap | Spend This Period |
|--------------|------------------------------|----------------------|-------------------|
| LAURA SKIVER | [REDACTED] | 40,000 | \$8,957.12 |

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 |
|-------|-------|-------------------|--|-----------|---------|
| 05/27 | 05/27 | F326800H300CHGDDA | AUTOMATIC PAYMENT - THANK YOU TOTAL [REDACTED] \$13,806.79- | 13,806.79 | |
| 06/03 | 06/03 | | WELLS FARGO CASH BACK - CREDIT | 493.81 | |

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

| | | | | | |
|-------|-------|-------------------|---|--|----------|
| 05/05 | 05/05 | 2475542GD7K9WXZHG | WESTIN (WESTIN HOTELS) 760-3285955 CA | | 88.98 |
| 05/08 | 05/08 | 2469216GH2XYBQB03 | UNITED 0169989954589800-932-2732 TX | | 35.00 |
| 05/09 | 05/09 | 2475542GJ4ZHADF6K | HILTON HOTEL SAN DIEGO 619-5643333 CA | | 334.73 |
| 05/09 | 05/09 | 2475542GJ4ZHADH0K | HILTON HOTEL SAN DIEGO 619-5643333 CA | | 357.23 |
| 05/09 | 05/09 | 2475542GJ4ZHADKBL | HILTON HOTEL SAN DIEGO 619-5643333 CA | | 334.73 |
| 05/13 | 05/13 | 2422709GP0GRYAS2A | HYATT REGENCY LOUISVILLE 502-5811234 KY | | 1,488.25 |
| 05/13 | 05/13 | 2443106GMBMBBE4LA | PALM SPRINGS AIRPORT PALM SPRINGS CA | | 100.00 |
| 05/13 | 05/13 | 2469216GN2X4DDJA6 | UA INFLT 0169991165233 HOUSTON TX | | 8.00 |
| 05/15 | 05/15 | 2422709GR0GRX15ZH | HYATT REGENCY LOUISVILLE 502-5811234 KY | | 1,501.96 |
| 05/15 | 05/15 | 2422709GR0GRX160B | HYATT REGENCY LOUISVILLE 502-5811234 KY | | 2,392.46 |
| 05/18 | 05/18 | 2449215GSMN5H7J0X | EZCATERLUNA GRILL 8004881803 MA | | 345.22 |
| 05/21 | 05/21 | 2444500GXEJ5ZS7H9 | RED ROBIN NO 253 RANCHO MIRAGE CA | | 284.16 |
| 05/25 | 05/25 | 2469216H22X64H04M | UNITED 0167817571204800-932-2732 TX | | 431.20 |
| | | 06/06/22 | SKIVER/LAURA LEE | | |
| | | 1 UA U | PALM SPRINGS SAN FRANCISCO | | |
| | | 2 UA U | SAN FRANCISCO SACRAMENTO | | |
| | | 3 UA S | SACRAMENTO SAN FRANCISCO | | |
| | | 4 AU S | SAN FRANCISCO PALM SPRINGS | | |
| | | 11617270 | EXPEDIA.COM TRAVEL | | |
| 05/31 | 05/31 | 2490641H74A8Z1NQ8 | EIG*CONSTANTCONTACT.COM 855-2295506 MA | | 243.00 |
| 06/01 | 06/01 | 2463923H9S66LGWFY | APTA 202-4964800 DC | | 695.00 |
| 06/01 | 06/01 | 2471705H9TBMM6SZM | DELTA AIR 0062319522597 DELTA.COM CA | | 317.20 |
| | | 07/29/22 | HERNANDEZ/EDITH | | |
| | | 1 DL X | PALM SPRINGS SALT LAKE CITY | | |
| | | 2 DL V | SALT LAKE CITY PALM SPRINGS | | |
| | | 150098 | DELTA.COM | | |
| | | | TOTAL \$8,957.12 | | |
| | | | LAURA SKIVER / Sub Acct Ending In [REDACTED] | | |

Sunline Transit Agency Visa Credit Card Statement

Closing Date: 5/31/2022

Name on Card: Walter Watcher (Procurement Card)

| | Trans. Date | Post. Date | Name | Detail-Description | Credits | Charges |
|----|--------------------|-------------------|---------------------------------|--|----------------|----------------|
| 1 | 5/2/2022 | 5/4/2022 | BAVCO | Valve repair kit rubber for water leak | | \$ 75.95 |
| 2 | 5/3/2022 | 5/3/2022 | Amazon | Alexa for Business subscription | | \$ 6.40 |
| 3 | 5/4/2022 | 5/4/2022 | Microsoft | Server update | | \$ 499.00 |
| 4 | 5/9/2022 | 5/11/2022 | ARCO | Fuel for support vehicle # 999 | | \$ 80.50 |
| 5 | 5/11/2022 | 5/12/2022 | Flying/Pilot | Fuel for bus # 2009 - Route 10 | | \$ 200.00 |
| 6 | 5/11/2022 | 5/13/2022 | Shell | Fuel for support vehicle # 98 | | \$ 85.90 |
| 7 | 5/12/2022 | 5/13/2022 | Technician and Mechanic Jobs | Posting jobs | | \$ 105.00 |
| 8 | 5/14/2022 | 5/16/2022 | Amazon | Protective phone cases | | \$ 29.07 |
| 9 | 5/15/2022 | 5/16/2022 | Amazon | Office supplies | | \$ 122.85 |
| 10 | 5/18/2022 | 5/19/2022 | Fully Factory GmbH | COVID screening software app license | | \$ 36.45 |
| 11 | 5/18/2022 | 5/19/2022 | Facebook | COVID - mask promotion ads | | \$ 6.93 |
| 12 | 5/18/2022 | 5/19/2022 | Wells Fargo | German currency fee for Fully Factory GmbH | | \$ 0.36 |
| 13 | 5/19/2022 | 5/23/2022 | BAVCO | Backflow repair kit for water leak | | \$ 142.00 |
| 14 | 5/20/2022 | 5/23/2022 | Sam's Club | Bottled water for employees | | \$ 287.04 |
| 15 | 5/21/2022 | 5/23/2022 | Amazon | Triple monitor mount | | \$ 62.42 |

| | Trans. Date | Post. Date | Name | Detail-Description | Credits | Charges |
|----|--------------------|-------------------|-------------|------------------------------------|----------------|--------------------|
| 16 | 5/27/2022 | 5/30/2022 | DMV | Fees for replacement plate #2105 | | \$ 0.53 |
| 17 | 5/27/2022 | 5/30/2022 | DMV | Fees for replacement plate #2106 | | \$ 23.00 |
| 18 | 5/30/2022 | 5/31/2022 | Amazon | COVID PPE for employees and riders | | \$ 682.68 |
| | | | | Credits and Charges | \$0.00 | \$ 2,446.08 |



Reporting Period : 4/30/2022 - 5/31/2022

Statement Summary

| | | | |
|-------------------------|-----------------------|-----------------|------------------------|
| Name | Walter Watcher | Company | Sunline Transit Agency |
| Account # | | Currency | US Dollar |
| Reporting Period | 4/30/2022 - 5/31/2022 | | |

| Trans Date | Post Date | Merchant Name | Charge Codes | Approved | Personal | Receipt | Amount |
|------------|-----------|---|---|----------|----------|---------|--------|
| 1 5/2/2022 | 5/4/2022 | Bavco | | X | | | 75.95 |
| | | Facilities - Repair Parts Backflow rebuild kit Fuel Island. | General Ledger Code: 5099900002 Fund: 00 Division: 23 | | | | |
| 2 5/3/2022 | 5/3/2022 | Amazon Web Services | | X | | | 6.40 |
| | | IT Department - Alexa for Business Subscription | General Ledger Code: 5039903800 Fund: 00 Division: 15 | | | | |
| 3 5/4/2022 | 5/4/2022 | Microsoft*answer Desk | | X | | | 499.00 |
| | | IT Department - Microsoft Technical support Server Related | General Ledger Code: 5099900002 Fund: 00 Division: 15 | | | | |
| 4 5/9/2022 | 5/11/2022 | Arco #42627 Ampm | | X | | | 80.50 |
| | | Fuel - Support Vehicle unit 999 | General Ledger Code: 5099900002 Fund: 00 Division: 21 | | | | |

| Trans Date | Post Date | Merchant Name | Charge Codes | Approved | Personal | Receipt | Amount |
|--------------|-----------|---|---|----------|----------|---------|--------|
| 5 5/11/2022 | 5/12/2022 | Pilot 00007658 | | X | | | 200.00 |
| | | Fuel - Revenue Vehicle Unit 2009 - Commuter Link route 10 | General Ledger Code: 5099900002 Fund: 00 Division: 21 | | | | |
| 6 5/11/2022 | 5/13/2022 | Shell Oil10056601015 | | X | | | 85.90 |
| | | Fuel - Support Vehicle unit 98 | General Ledger Code: 5040102000 Fund: 00 Division: 21 | | | | |
| 7 5/12/2022 | 5/13/2022 | Technicianandmechanicj | | X | | | 105.00 |
| | | HR Department - Add for Mechanic Technician recruiting | General Ledger Code: 5030400000 Fund: 00 Division: 32 | | | | |
| 8 5/14/2022 | 5/16/2022 | Amzn Mktp Us | | X | | | 29.07 |
| | | IT Department - Protective phone cases 2 ea | General Ledger Code: 5099900002 Fund: 00 Division: 15 | | | | |
| 9 5/15/2022 | 5/16/2022 | Amzn Mktp Us | | X | | | 122.85 |
| | | Human Resources - Office Supplies File Folders w/dividers 5 boxes | General Ledger Code: 5099900002 Fund: 00 Division: 00 | | | | |
| 10 5/18/2022 | 5/19/2022 | Fully Factory | | X | | | 36.45 |
| | | IT / SAFETY - Covid Screening software app license | General Ledger Code: 5030300011 Fund: 00 Division: 15 | | | | |

| Trans Date | Post Date | Merchant Name | Charge Codes | Approved | Personal | Receipt | Amount |
|--------------|-----------|---|---|----------|----------|---------|--------|
| 11 5/18/2022 | 5/19/2022 | Facebk 62246ffeg2 | | X | | | 6.93 |
| | | Marketing - Social Media ad for Facemasks | General Ledger Code: 5030303260 Fund: 00 Division: 00 | | | | |
| 12 5/18/2022 | 5/19/2022 | | | X | | | 0.36 |
| | | IT / SAFETY - Covid Screening Software app license Currency Fee | General Ledger Code: 5030300011 Fund: 00 Division: 15 | | | | |
| 13 5/19/2022 | 5/23/2022 | Bavco | | X | | | 142.00 |
| | | Facilities - Backflow repair kit Fuel Island | General Ledger Code: 5099900002 Fund: 00 Division: 23 | | | | |
| 14 5/20/2022 | 5/23/2022 | Sams Club #6609 | | X | | | 287.04 |
| | | Operations - Bottled water for operators | General Ledger Code: 5099900002 Fund: 00 Division: 11 | | | | |
| 15 5/21/2022 | 5/23/2022 | Amzn Mktp Us | | X | | | 62.42 |
| | | IT Department - Triple Monitor Stand | General Ledger Code: 5099900002 Fund: 00 Division: 15 | | | | |
| 16 5/27/2022 | 5/30/2022 | Fd *ca Dmv 683 *svc | | X | | | 0.53 |
| | | Maintenance DMV Fees for replacement plate unit 2105 | General Ledger Code: 5099900002 Fund: 00 Division: 21 | | | | |

| Trans Date | Post Date | Merchant Name | Charge Codes | Approved | Personal | Receipt | Amount |
|--------------|-----------|---|---|----------|----------|---------|--------|
| 17 5/27/2022 | 5/30/2022 | Fd *ca Dmv 683 | | X | | | 23.00 |
| | | Maintenance - DMV fee for replacement plate unit 2105 | General Ledger Code: 5099900002 Fund: 00 Division: 21 | | | | |
| <hr/> | | | | | | | |
| 18 5/30/2022 | 5/31/2022 | Amzn Mktp Us | | X | | | 682.68 |
| | | Safety Dept. - Disposable face masks | General Ledger Code: 5099900002 Fund: 00 Division: 15 | | | | |
| <hr/> | | | | | | | |

Transaction Count: 18

Total: 2,446.08

SunLine Transit Agency**CONSENT CALENDAR**

DATE: July 27, 2022

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Monthly Budget Variance Report for May 2022

Summary:

The budget variance report compares revenues and expenses to the respective line item budgets. The report identifies current monthly revenues and expenses as well as fiscal year to date (FYTD) values. The budgetary figures are represented as a straight line budget. Accordingly, the current monthly budget values are calculated by taking 1/12th of the annual budget. The FYTD budget values for the month of May 2022 are equal to 11/12^{ths} of the yearly budget.

Year to Date Summary

- As of May 31, 2022, the Agency's FYTD revenues are \$1,760,492 or 62.91% above the FYTD budget due to large amounts of emission credit and CNG fueling revenue.
- As of May 31, 2022, the Agency's FYTD expenditures are \$1,383,633 or 3.68% below the FYTD budget.

Monthly Spotlight

- The category of Other Expenses had a negative variance attributed to consulting expenses and temporary help to assist in delivering the Agency's successful grant awards and projects.

Recommendation:

Receive and file.

SunLine Transit Agency
Budget Variance Report
May 2022

| Description | FY22 Total Budget | Current Month | | | Fiscal Year to Date | | | |
|--|----------------------|-----------------------|------------------|---------------------|------------------------|---------------------|------------------------|-------------------------|
| | | Actual | Budget | Positive (Negative) | FYTD Actual | FY22 FYTD Budget | Positive (Negative) | Percentage Remaining |
| Operating Revenues: | | | | | | | | |
| Passenger Revenue | 938,400 | 149,484 | 78,200 | 71,284 | 1,464,876 | 860,200 | 604,676 | -56.1% |
| Other Revenue | 2,114,326 | 158,395 | 176,194 | (17,799) | 3,093,948 | 1,938,132 | 1,155,815 | -46.3% |
| Total Operating Revenue | 3,052,726 | 307,878 | 254,394 | 53,485 | 4,558,824 | 2,798,332 | 1,760,492 | -49.3% |
| Operating Expenses: | | | | | | | | |
| Operator & Mechanic Salaries & Wages | 9,799,741 | 719,365 | 816,645 | 97,280 | 8,297,805 | 8,983,096 | 685,291 | 15.3% |
| Operator & Mechanic Overtime | 918,833 | 73,627 | 76,569 | 2,943 | 857,954 | 842,264 | (15,691) | 6.6% |
| Administration Salaries & Wages | 6,360,353 | 480,774 | 530,029 | 49,256 | 5,401,055 | 5,830,324 | 429,269 | 15.1% |
| Administration Overtime | 119,516 | 6,126 | 9,960 | 3,834 | 59,616 | 109,556 | 49,941 | 50.1% |
| Fringe Benefits | 10,475,957 | 833,527 | 872,996 | 39,470 | 8,642,966 | 9,602,961 | 959,995 | 17.5% |
| Communications | 250,000 | 20,374 | 20,833 | 459 | 224,652 | 229,167 | 4,515 | 10.1% |
| Legal Services | 575,000 | 80,652 | 47,917 | (32,735) | 446,802 | 527,083 | 80,281 | 22.3% |
| Computer/Network Software Agreement | 600,000 | 50,017 | 50,000 | (17) | 612,734 | 550,000 | (62,734) | -2.1% |
| Uniforms | 103,966 | 5,327 | 8,664 | 3,337 | 62,544 | 95,302 | 32,758 | 39.8% |
| Contracted Services | 654,628 | 40,989 | 54,552 | 13,564 | 435,771 | 600,076 | 164,304 | 33.4% |
| Equipment Repairs | 8,500 | 0 | 708 | 708 | 8,286 | 7,792 | (495) | 2.5% |
| Security Services | 160,000 | 13,242 | 13,333 | 91 | 133,202 | 146,667 | 13,464 | 16.7% |
| Fuel - CNG | 1,516,432 | 155,629 | 126,369 | (29,260) | 1,639,030 | 1,390,063 | (248,967) | -8.1% |
| Fuel - Hydrogen | 845,934 | 99,032 | 70,495 | (28,537) | 1,012,144 | 775,440 | (236,705) | -19.6% |
| Tires | 226,183 | 16,097 | 18,849 | 2,752 | 178,925 | 207,334 | 28,409 | 20.9% |
| Office Supplies | 70,392 | 6,754 | 5,866 | (888) | 54,334 | 64,526 | 10,192 | 22.8% |
| Travel/Training | 96,680 | 17,747 | 8,057 | (9,691) | 89,031 | 88,623 | (408) | 7.9% |
| Repair Parts | 1,436,101 | 115,315 | 119,675 | 4,360 | 1,182,429 | 1,316,426 | 133,997 | 17.7% |
| Facility Maintenance | 41,300 | 889 | 3,442 | 2,553 | 38,614 | 37,858 | (756) | 6.5% |
| Electricity - CNG & Hydrogen | 1,230,000 | 111,601 | 102,500 | (9,101) | 1,093,060 | 1,127,500 | 34,440 | 11.1% |
| Natural Gas | 1,175,000 | 142,325 | 97,917 | (44,409) | 1,585,245 | 1,077,083 | (508,161) | -34.9% |
| Water and Gas | 10,575 | 760 | 881 | 121 | 9,746 | 9,694 | (52) | 7.8% |
| Insurance Losses | 1,850,000 | 108,748 | 154,167 | 45,418 | 1,534,836 | 1,695,833 | 160,997 | 17.0% |
| Insurance Premium - Property | 50,000 | 6,579 | 4,167 | (2,412) | 73,128 | 45,833 | (27,295) | -46.3% |
| Repair Claims | 200,000 | 14,349 | 16,667 | 2,317 | 82,226 | 183,333 | 101,107 | 58.9% |
| Fuel Taxes | 94,400 | 4,521 | 7,867 | 3,346 | 77,711 | 86,533 | 8,823 | 17.7% |
| Other Expenses | 4,621,150 | 405,258 | 385,096 | (20,162) | 4,958,627 | 4,236,054 | (722,573) | -7.3% |
| Self Consumed Fuel | (2,487,067) | (254,488) | (207,256) | 47,232 | (2,591,788) | (2,279,811) | 311,977 | -4.2% |
| Total Operating Expenses (Before Depreciation) | 41,003,574 | 3,275,135 | 3,416,965 | 141,829 | 36,200,685 | 37,586,610 | 1,385,925 | 11.7% |
| Operating Expenses in Excess of Operating Revenue | | \$ (2,967,257) | | | \$ (31,641,861) | | | |
| Subsidies: | | | | | | | | |
| Local - Measure A, Commuter 10, Haul Pass | 7,262,861 | 567,860 | 605,238 | 37,378 | 6,055,476 | 6,657,623 | 602,147 | 16.6% |
| State - LTF, LCTOP | 7,135,429 | 557,897 | 594,619 | 36,722 | 5,949,228 | 6,540,810 | 591,582 | 16.6% |
| Federal | 23,552,558 | 1,841,500 | 1,962,713 | 121,213 | 19,637,157 | 21,589,845 | 1,952,688 | 16.6% |
| Total Subsidies | 37,950,848 | 2,967,257 | 3,162,571 | 195,314 | 31,641,861 | 34,788,277 | 3,146,417 | 16.6% |
| Net Operating Gain (Loss) After Subsidies | \$ - | \$ - | | | \$ - | | | |

*Item identified on monthly spotlight.

SunLine Transit Agency
Budget Variance Report
May 2022

| Description | FY22 Total Budget | Current Month | | | Fiscal Year to Date | | | |
|---|----------------------|-----------------------|------------------|------------------------|------------------------|---------------------|------------------------|-------------------------|
| | | Actual | Budget | Positive (Negative) | FYTD Actual | FY22 FYTD Budget | Positive (Negative) | Percentage Remaining |
| Operating Expenses: | | | | | | | | |
| Wages & Benefits | 27,674,400 | 2,113,417 | 2,306,200 | 192,783 | 23,259,395 | 25,368,200 | 2,108,805 | 16.0% |
| Services | 4,081,926 | 386,613 | 340,161 | (46,453) | 3,866,879 | 3,741,766 | (125,113) | 5.3% |
| Fuels & Lubricants | 2,525,519 | 266,660 | 210,460 | (56,200) | 2,808,468 | 2,315,059 | (493,409) | -11.2% |
| Tires | 226,183 | 16,097 | 18,849 | 2,752 | 178,925 | 207,334 | 28,409 | 20.9% |
| Materials and Supplies | 1,857,038 | 131,748 | 154,753 | 23,005 | 1,558,871 | 1,702,285 | 143,414 | 16.1% |
| Utilities | 2,699,927 | 277,780 | 224,994 | (52,786) | 2,982,116 | 2,474,933 | (507,183) | -10.5% |
| Casualty & Liability | 3,355,200 | 244,014 | 279,600 | 35,586 | 2,948,961 | 3,075,600 | 126,639 | 12.1% |
| Taxes and Fees | 94,400 | 4,521 | 7,867 | 3,346 | 77,711 | 86,533 | 8,823 | 17.7% |
| Miscellaneous Expenses | 976,048 | 88,773 | 81,337 | (7,436) | 1,111,147 | 894,711 | (216,436) | -13.8% |
| Self Consumed Fuel | (2,487,067) | (254,488) | (207,256) | 47,232 | (2,591,788) | (2,279,811) | 311,977 | -4.2% |
| Total Operating Expenses (Before Depreciation) | 41,003,574 | 3,275,135 | 3,416,965 | 141,829 | 36,200,685 | 37,586,610 | 1,385,925 | 11.7% |
| Revenues: | | | | | | | | |
| Passenger Revenue | 938,400 | 149,484 | 78,200 | 71,284 | 1,464,876 | 860,200 | 604,676 | -56.1% |
| Other Revenue | 2,114,326 | 158,395 | 176,194 | (17,799) | 3,093,948 | 1,938,132 | 1,155,815 | -46.3% |
| Total Operating Revenue | 3,052,726 | 307,878 | 254,394 | 53,485 | 4,558,824 | 2,798,332 | 1,760,492 | -49.3% |
| Net Operating Gain (Loss) | | \$ (2,967,257) | | | \$ (31,641,861) | | | |
| Subsidies: | | | | | | | | |
| Local - Measure A, Commuter 10, Haul Pass | 7,262,861 | 567,860 | 605,238 | 37,378 | 6,055,476 | 6,657,623 | 602,147 | 16.6% |
| State - LTF, LCTOP | 7,135,429 | 557,897 | 594,619 | 36,722 | 5,949,228 | 6,540,810 | 591,582 | 16.6% |
| Federal - CMAQ,5307,5309,5310,5311,5311(f),5312 | 23,552,558 | 1,841,500 | 1,962,713 | 121,213 | 19,637,157 | 21,589,845 | 1,952,688 | 16.6% |
| Total Subsidies | 37,950,848 | 2,967,257 | 3,162,571 | 195,314 | 31,641,861 | 34,788,277 | 3,146,417 | 16.6% |
| Net Operating Gain (Loss) After Subsidies | \$ - | \$ - | | | \$ - | | | |

Budget Variance Analysis - SunLine Transit Agency

Passenger Revenue

- The positive variance in passenger fares is attributed to conservative budget estimates due to unknown ridership impacts due to COVID-19.
- As of May, ridership was at 9.4% above FY21 FYTD totals.
- Total system ridership was 181,389 trips above FY21 FYTD amounts.

Ridership

| | FY21-May | FY22-May | Variance | %Δ |
|---------------------|----------------|----------------|---------------|--------------|
| Fixed Route | 164,969 | 210,945 | 45,976 | 27.9% |
| Paratransit | 6,809 | 9,010 | 2,201 | 32.3% |
| SolVan | 1,330 | 1,602 | 272 | 20.5% |
| SunRide | 249 | 454 | 205 | - |
| System Total | 173,357 | 222,011 | 48,654 | 28.1% |

Ridership

| | FYTD-FY21 | FYTD-FY22 | Variance | %Δ |
|---------------------|------------------|------------------|----------------|-------------|
| Fixed Route | 1,848,318 | 1,996,731 | 148,413 | 8.0% |
| Paratransit | 64,016 | 92,532 | 28,516 | 44.5% |
| SolVan | 14,757 | 15,456 | 699 | 4.7% |
| SunRide | 817 | 4,578 | 3,761 | - |
| System Total | 1,927,908 | 2,109,297 | 181,389 | 9.4% |

Other Revenue

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

Operator & Mechanic Salaries & Wages

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

Operator & Mechanic Overtime

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

Administration Salaries & Wages

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

Administration Overtime

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

Fringe Benefits

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

Communications

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

Legal Services

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

Computer/Network Software Agreement

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

Uniforms

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

Contracted Services

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

Equipment Repairs

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

Security Services

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

Fuel - CNG

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

Fuel - Hydrogen

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

Tires

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

Office Supplies

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

Travel/Training

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

Repair Parts

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

Facility Maintenance

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

Electricity - CNG & Hydrogen

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

Natural Gas

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

Water and Gas

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

Insurance Losses

- Insurance loss experience has not exceeded YTD budgeted expectations.

Insurance Premium - Property

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

Repair Claims

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

Fuel Taxes

- Outside fuel sales are currently \$249,515 above FY21 FYTD amounts.
- For May, sales decreased by \$15,336 from the previous month.
- Fuel Tax expenses are within an acceptable range of the budget.

Outside Fueling Revenue

| | Revenue | Variance FY21 vs. FY22 | Variance Previous Month | %Δ FY21 vs FY22 | %Δ Previous Month |
|---------------|------------|---------------------------|----------------------------|-----------------------|-------------------------|
| May FY21 | \$ 89,334 | | | | |
| May FY22 | \$ 65,758 | \$ (23,576) | \$ (15,336) | -26.39% | -18.91% |
| April FY22 | \$ 81,094 | | | | |
| FYTD May FY21 | \$ 630,152 | | | | |
| FYTD May FY22 | \$ 879,667 | \$ 249,515 | | 39.60% | |

Other Expenses

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

Self-Consumed Fuel

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

SunLine Transit Agency
CONSENT CALENDAR

DATE: July 27, 2022 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

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

Summary:

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

- For the month of June 2022, there were two (2) agreements, one (1) amendment and five (5) purchase orders executed between \$25,000 and \$100,000:

| Vendor | Purpose | Amount |
|---------------------------------|---|---------------|
| Agreement Dynamics | Facilitator Services for ATU/SunLine Labor Negotiations | \$26,000.00 |
| Harbor Diesel & Equipment | Purchase of Fixed Route Bus Transmission | \$26,915.95 |
| Trapeze Group | Yearly Software Maintenance - Workforce Management | \$57,742.00 |
| Trapeze Group | Yearly Software Maintenance - Scheduling | \$26,979.00 |
| Trapeze Group | Yearly Software Maintenance - Paratransit Dispatching | \$26,216.00 |
| Zen and the Art of Clean Energy | Liquid Hydrogen Project Management | \$75,000.00 |
| Veronica Stumpf | Enterprise Asset Management Project Management | \$50,000.00 |
| Luminator Technology | Camera Systems for Buses | \$26,223.61 |

Recommendation:

Receive and file.

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

June 2022

| Vendor | Product/Service | Need | Budgeted | Budgeted Amount | Cost | Type |
|---------------------------------|--------------------------|---|----------------------|-----------------|--------------|--------------------|
| Agreement Dynamics | Facilitator Services | Support labor negotiations | FY22 FY23 | \$26,000.00 | \$26,000.00 | Executed Amendment |
| Harbor Diesel & Equipment | Fixed Route Repair Parts | Replacement transmission | FY23 | \$28,000.00 | \$26,915.95 | Purchase Order |
| Trapeze Group | Specialized Software | Yearly Software Maintenance - Workforce Management | FY22 FY23 | \$57,742.00 | \$57,742.00 | Purchase Order |
| Trapeze Group | Specialized Software | Yearly Software Maintenance - Scheduling | FY22 FY23 | \$26,979.00 | \$226,979.00 | Purchase Order |
| Trapeze Group | Specialized Software | Yearly Software Maintenance - Paratransit Dispatching | FY22 FY23 | \$26,216.00 | \$26,216.00 | Purchase Order |
| Zen and the Art of Clean Energy | Project Management | Technical LH2 project support | FY22 FY23 FY24 | \$75,000.00 | \$75,000.00 | Executed Agreement |
| Veronica Stumpf | Project Management | Implementation of a new asset management system | FY23 | \$50,000.00 | \$50,000.00 | Executed Agreement |
| Illuminator | Onboard Cameras | 4 Camera systems for H2 Ride | FY22 FY23 | \$26,223.61 | \$26,223.61 | Purchase Order |

SunLine Transit Agency
CONSENT CALENDAR

DATE: July 27, 2022

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Union & Non-Union Pension Investment Asset Summary May 2022

Summary:

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

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

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

Union

| Asset Class | | Actual | Range |
|---------------------------|----------------------|--------|-----------|
| Growth Assets | | | |
| | Domestic Equity | 32.4% | 16% – 56% |
| | International Equity | 13.8% | 0% - 39% |
| | Other | 4.0% | 0% – 20% |
| Income Assets | | | |
| | Fixed Income | 34.8% | 25% - 65% |
| | Other | 2.8% | 0% – 20% |
| Real Return Assets | | 4.2% | 0% – 20% |
| Cash Equivalents | | 8.1% | 0% – 20% |

Non-Union

| Asset Class | | Actual | Range |
|---------------------------|----------------------|--------|-----------|
| Growth Assets | | | |
| | Domestic Equity | 32.4% | 16% – 56% |
| | International Equity | 13.8% | 0% - 39% |
| | Other | 4.0% | 0% – 20% |
| Income Assets | | | |
| | Fixed Income | 34.8% | 25% - 65% |
| | Other | 2.8% | 0% – 20% |
| Real Return Assets | | 4.2% | 0% – 20% |
| Cash Equivalents | | 8.0% | 0% – 20% |

For the month of May, the market value of assets decreased by \$116,530 and \$121,812 for the union and non-union plans, respectively.

Month to Month Asset Comparison

| Month | Market Value - Union | Market Value – Non-Union |
|---------------------|----------------------|--------------------------|
| April 2022 | \$36,672,506 | \$36,728,241 |
| May 2022 | \$36,555,976 | \$36,606,429 |
| Increase (Decrease) | (\$116,530) | (\$121,812) |

Recommendation:

Receive and file.

Portfolio Summary and Statistics

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

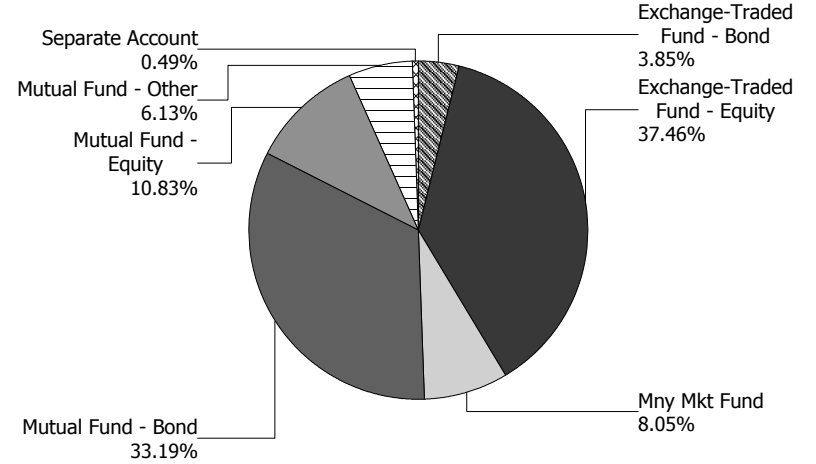
SUNLINE EMPLOYEES RETIREMENT BARGAINING

Account Summary

| Description | Par Value | Market Value | Percent |
|----------------------------------|---------------------|----------------------|----------------|
| Separate Account | 179,293.95 | 179,293.95 | 0.49 |
| Mutual Fund - Other | 137,579.89 | 2,239,631.40 | 6.13 |
| Mutual Fund - Equity | 145,949.83 | 3,958,033.15 | 10.83 |
| Mutual Fund - Bond | 1,189,110.07 | 12,131,728.24 | 33.19 |
| Money Market Mutual Fund | 2,943,887.64 | 2,943,887.64 | 8.05 |
| Exchange-Traded Fund - Equity | 137,337.00 | 13,694,598.17 | 37.46 |
| Exchange-Traded Fund - Bond | 34,899.00 | 1,408,802.97 | 3.85 |
| Managed Account Sub-Total | 4,768,057.38 | 36,555,975.52 | 100.00% |
| Accrued Interest | | 0.00 | |
| Total Portfolio | 4,768,057.38 | 36,555,975.52 | |

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

Sector Allocation



Detail of Securities Held & Market Analytics

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

SUNLINE EMPLOYEES RETIREMENT BARGAINING

| Security Type/Description | Dated Date/Coupon/Maturity | CUSIP | Ticker | Shares | Average Cost/Share | Original Cost | Market Price | Market Value | Unreal G/L on Cost | Percentage |
|---|-----------------------------------|--------------|---------------|------------------|---------------------------|----------------------|---------------------|---------------------|---------------------------|-------------------|
| Exchange-Traded Fund - Bond | | | | | | | | | | |
| ISHARES INTERMEDIATE-TERM CO | | 464288638 | IGIB | 2,389.00 | 60.31 | 144,080.59 | 52.67 | 125,828.63 | (18,251.96) | 0.34 |
| ISHARES INTERMEDIATE-TERM CO | | 464288638 | IGIB | 5,177.00 | 57.68 | 298,614.54 | 52.67 | 272,672.59 | (25,941.95) | 0.75 |
| ISHARES INTERMEDIATE-TERM CO | | 464288638 | IGIB | 633.00 | 56.99 | 36,074.67 | 52.67 | 33,340.11 | (2,734.56) | 0.09 |
| ISHARES INTERMEDIATE-TERM CO | | 464288638 | IGIB | 1,146.00 | 61.13 | 70,054.98 | 52.67 | 60,359.82 | (9,695.16) | 0.17 |
| ISHARES INTERMEDIATE-TERM CO | | 464288638 | IGIB | 631.00 | 56.69 | 35,771.39 | 52.67 | 33,234.77 | (2,536.62) | 0.09 |
| ISHARES INTERMEDIATE-TERM CO | | 464288638 | IGIB | 965.00 | 61.01 | 58,874.65 | 52.67 | 50,826.55 | (8,048.10) | 0.14 |
| ISHARES PREFERRED&INCOME SECURITIES ETF | | 464288687 | PFF | 13,884.00 | 39.22 | 544,524.93 | 34.75 | 482,469.00 | (62,055.93) | 1.32 |
| ISHARES PREFERRED&INCOME SECURITIES ETF | | 464288687 | PFF | 10,074.00 | 39.10 | 393,892.39 | 34.75 | 350,071.50 | (43,820.89) | 0.96 |
| Security Type Sub-Total | | | | 34,899.00 | | 1,581,888.14 | 385.52 | 1,408,802.97 | (173,085.17) | 3.86 |
| Exchange-Traded Fund - Equity | | | | | | | | | | |
| INVESCO OPT YIELD DIVERSIFIED COMMODITY | | 46090F100 | PDBC | 24,046.00 | 17.14 | 412,148.44 | 19.51 | 469,137.46 | 56,989.02 | 1.28 |
| INVESCO OPT YIELD DIVERSIFIED COMMODITY | | 46090F100 | PDBC | 15,511.00 | 16.68 | 258,723.48 | 19.51 | 302,619.61 | 43,896.13 | 0.83 |
| INVESCO S&P 500 EQUAL WEIGHT ETF | | 46137V357 | RSP | 2,440.00 | 155.89 | 380,371.12 | 148.93 | 363,389.20 | (16,981.92) | 0.99 |
| INVESCO S&P 500 EQUAL WEIGHT ETF | | 46137V357 | RSP | 3,263.00 | 156.88 | 511,899.11 | 148.93 | 485,958.59 | (25,940.52) | 1.33 |
| ISHARES CORE S&P MIDCAP ETF | | 464287507 | IJH | 2,656.00 | 276.40 | 734,118.40 | 251.18 | 667,134.08 | (66,984.32) | 1.83 |
| ISHARES CORE S&P SMALL-CAP E | | 464287804 | IJR | 3,251.00 | 117.36 | 381,537.03 | 101.28 | 329,261.28 | (52,275.75) | 0.90 |
| ISHARES CORE S&P SMALL-CAP E | | 464287804 | IJR | 1,257.00 | 107.25 | 134,813.12 | 101.28 | 127,308.96 | (7,504.16) | 0.35 |
| ISHARES CORE S&P SMALL-CAP E | | 464287804 | IJR | 884.00 | 106.82 | 94,428.35 | 101.28 | 89,531.52 | (4,896.83) | 0.24 |
| ISHARES CORE S&P SMALL-CAP E | | 464287804 | IJR | 1,234.00 | 106.97 | 132,000.86 | 101.28 | 124,979.52 | (7,021.34) | 0.34 |
| VANGUARD FTSE DEVELOPED MARKETS ETF | | 921943858 | VEA | 5,979.00 | 49.91 | 298,408.30 | 45.51 | 272,104.29 | (26,304.01) | 0.75 |
| VANGUARD FTSE DEVELOPED MARKETS ETF | | 921943858 | VEA | 4,354.00 | 49.33 | 214,780.21 | 45.51 | 198,150.54 | (16,629.67) | 0.54 |
| VANGUARD TOTAL INTL STOCK | | 921909768 | VXUS | 553.00 | 64.35 | 35,585.55 | 56.71 | 31,360.63 | (4,224.92) | 0.09 |
| VANGUARD TOTAL INTL STOCK | | 921909768 | VXUS | 23,203.00 | 52.12 | 1,209,340.36 | 56.71 | 1,315,842.13 | 106,501.77 | 3.60 |
| VANGUARD TOTAL INTL STOCK | | 921909768 | VXUS | 6,979.00 | 65.37 | 456,217.23 | 56.71 | 395,779.09 | (60,438.14) | 1.08 |
| VANGUARD TOTAL INTL STOCK | | 921909768 | VXUS | 593.00 | 56.01 | 33,213.93 | 56.71 | 33,629.03 | 415.10 | 0.09 |

Detail of Securities Held & Market Analytics

For the Month Ending May 31, 2022

SUNLINE EMPLOYEES RETIREMENT BARGAINING

| Security Type/Description Dated Date/Coupon/Maturity | CUSIP | Ticker | Shares | Average Cost/Share | Original Cost | Market Price | Market Value | Unreal G/L on Cost | Percentage |
|---|-----------|--------|---------------------|-----------------------|----------------------|-----------------|----------------------|-----------------------|--------------|
| Exchange-Traded Fund - Equity | | | | | | | | | |
| VANGUARD TOTAL STOCK MKT ETF | 922908769 | VTI | 39,155.00 | 169.04 | 6,618,761.20 | 206.36 | 8,080,025.80 | 1,461,264.60 | 22.10 |
| VANGUARD TOTAL STOCK MKT ETF | 922908769 | VTI | 433.00 | 233.92 | 101,287.36 | 206.36 | 89,353.88 | (11,933.48) | 0.24 |
| VANGUARD TOTAL STOCK MKT ETF | 922908769 | VTI | 1,546.00 | 226.21 | 349,720.35 | 206.36 | 319,032.56 | (30,687.79) | 0.87 |
| Security Type Sub-Total | | | 137,337.00 | | 12,357,354.40 | 1,930.12 | 13,694,598.17 | 1,337,243.77 | 37.45 |
| Money Market Mutual Fund | | | | | | | | | |
| FIRST AMERICAN GOVERNMENT OBLIGATION - Z | 31846V567 | FGZXX | 2,943,887.64 | 1.00 | 2,943,887.64 | 1.00 | 2,943,887.64 | 0.00 | 8.05 |
| Security Type Sub-Total | | | 2,943,887.64 | | 2,943,887.64 | 1.00 | 2,943,887.64 | 0.00 | 8.05 |
| Mutual Fund - Bond | | | | | | | | | |
| BAIRD CORE PLUS BOND - INST | 057071870 | BCOIX | 309,601.29 | 11.65 | 3,608,298.90 | 10.47 | 3,241,525.53 | (366,773.37) | 8.87 |
| DOUBLELINE CORE FIXED INCOME I | 258620301 | DBLFX | 215,686.03 | 10.81 | 2,332,317.32 | 9.91 | 2,137,448.56 | (194,868.76) | 5.85 |
| MAINSTAY MACKAY HIGH YIELD CORP BD R6 | 56063N881 | MHYSX | 64,772.50 | 5.65 | 365,704.02 | 5.18 | 335,521.53 | (30,182.49) | 0.92 |
| PACIFIC FUNDS FLOATING RATE INCOME FUND | 69447T771 | PLFRX | 114,293.16 | 9.70 | 1,108,169.26 | 9.38 | 1,072,069.88 | (36,099.38) | 2.93 |
| PRUDENTIAL TOTAL RETRN BND-Q | 74440B884 | PTROX | 248,534.26 | 14.77 | 3,670,315.73 | 12.81 | 3,183,723.87 | (486,591.86) | 8.71 |
| VOYA INTERMEDIATE BOND R6 | 92913L569 | IIBZX | 236,222.83 | 10.56 | 2,494,232.80 | 9.15 | 2,161,438.87 | (332,793.93) | 5.91 |
| Security Type Sub-Total | | | 1,189,110.07 | | 13,579,038.03 | 56.90 | 12,131,728.24 | (1,447,309.79) | 33.19 |
| Mutual Fund - Equity | | | | | | | | | |
| HARDING LOEVNER INTERNATIONAL EQUITY POR | 412295107 | HLMIX | 45,850.50 | 25.54 | 1,171,145.06 | 24.73 | 1,133,882.80 | (37,262.26) | 3.10 |
| HRTFRD SCHR EM MRKT EQ-SDR | 41665H789 | SEMTX | 31,093.23 | 19.14 | 595,178.73 | 16.46 | 511,794.63 | (83,384.10) | 1.40 |
| JENSEN QUALITY GROWTH-Y | 476313408 | JENYX | 20,300.74 | 49.58 | 1,006,459.83 | 57.82 | 1,173,788.54 | 167,328.71 | 3.21 |
| JOHCM INTERNATIONAL SELECT I | 46653M849 | JOHIX | 48,602.53 | 23.44 | 1,139,436.53 | 23.40 | 1,137,299.15 | (2,137.38) | 3.11 |
| MFS EMERGING MARKETS DEBT R6 | 552746364 | MEDHX | 102.84 | 12.33 | 1,268.00 | 12.33 | 1,268.00 | 0.00 | 0.00 |
| VANGUARD TOT INST ST IDX - ADM | 921909818 | VTIAX | 0.00 | 33.33 | 0.03 | 30.49 | 0.03 | 0.00 | 0.00 |
| Security Type Sub-Total | | | 145,949.83 | | 3,913,488.18 | 165.23 | 3,958,033.15 | 44,544.97 | 10.82 |

Detail of Securities Held & Market Analytics

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

SUNLINE EMPLOYEES RETIREMENT BARGAINING

| Security Type/Description Dated Date/Coupon/Maturity | CUSIP | Ticker | Shares | Average Cost/Share | Original Cost | Market Price | Market Value | Unreal G/L on Cost | Percentage |
|---|--------------|---------------|-----------------------|-------------------------------------|--------------------------------|-------------------------------|-------------------------------|-------------------------------------|-------------------|
| Mutual Fund - Other | | | | | | | | | |
| COHEN & STEERS INST REALTY SHARES | 19247U106 | CSRIX | 14,519.65 | 46.25 | 671,535.35 | 50.82 | 737,888.46 | 66,353.11 | 2.02 |
| PIMCO COMMODITY REAL RETURN STRATEGY | 722005667 | PCRIX | 98,787.34 | 6.54 | 645,777.72 | 7.86 | 776,468.46 | 130,690.74 | 2.12 |
| PRINCIPAL RE SECURITIES INST FUND | 74253Q580 | PIREX | 24,272.91 | 27.53 | 668,170.10 | 29.88 | 725,274.48 | 57,104.38 | 1.98 |
| Security Type Sub-Total | | | 137,579.89 | | 1,985,483.17 | 88.56 | 2,239,631.40 | 254,148.23 | 6.12 |
| Separate Account | | | | | | | | | |
| ATEL PRIVATE DEBT PARTNERS II | ATEL00019 | SA406 | 30,625.00 | 1.00 | 30,625.00 | 100.00 | 30,625.00 | 0.00 | 0.08 |
| ATEL PRIVATE DEBT PARTNERS II | ATEL00019 | SA406 | 34,300.00 | 1.00 | 34,300.00 | 100.00 | 34,300.00 | 0.00 | 0.09 |
| ATEL PRIVATE DEBT PARTNERS II | ATEL00019 | SA406 | 23,562.70 | 1.00 | 23,562.70 | 100.00 | 23,562.70 | 0.00 | 0.06 |
| ATEL PRIVATE DEBT PARTNERS II | ATEL00019 | SA406 | 22,050.00 | 1.00 | 22,050.00 | 100.00 | 22,050.00 | 0.00 | 0.06 |
| NB SECONDARY OPPORTUNITIES FUND V | NBSOFV007 | SA425 | 68,756.25 | 1.00 | 68,756.25 | 100.00 | 68,756.25 | 0.00 | 0.19 |
| Security Type Sub-Total | | | 179,293.95 | | 179,293.95 | 500.00 | 179,293.95 | 0.00 | 0.48 |
| Managed Account Sub-Total | | | 4,768,057.38 | | 36,540,433.51 | 3,127.33 | 36,555,975.52 | 15,542.01 | 99.97 |
| Securities Sub-Total | | | \$4,768,057.38 | | \$36,540,433.51 | \$3,127.33 | \$36,555,975.52 | \$15,542.01 | 99.97% |
| Accrued Interest | | | | | | | \$0.00 | | |
| Total Investments | | | | | | | \$36,555,975.52 | | |

Portfolio Summary and Statistics

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

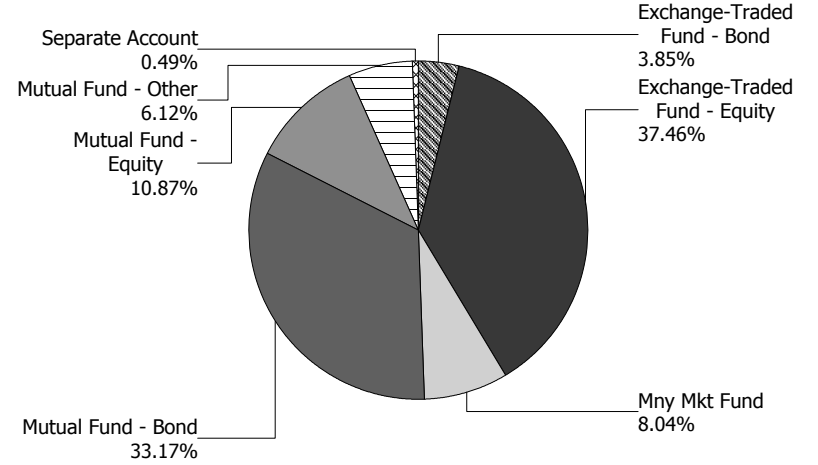
SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN

Account Summary

| Description | Par Value | Market Value | Percent |
|----------------------------------|---------------------|----------------------|----------------|
| Separate Account | 179,293.95 | 179,293.95 | 0.49 |
| Mutual Fund - Other | 137,713.16 | 2,240,658.13 | 6.12 |
| Mutual Fund - Equity | 146,896.20 | 3,980,024.23 | 10.87 |
| Mutual Fund - Bond | 1,190,295.27 | 12,143,448.63 | 33.17 |
| Money Market Mutual Fund | 2,944,130.10 | 2,944,130.10 | 8.04 |
| Exchange-Traded Fund - Equity | 137,431.00 | 13,708,744.32 | 37.46 |
| Exchange-Traded Fund - Bond | 34,931.00 | 1,410,130.01 | 3.85 |
| Managed Account Sub-Total | 4,770,690.68 | 36,606,429.37 | 100.00% |
| Accrued Interest | | 0.00 | |
| Total Portfolio | 4,770,690.68 | 36,606,429.37 | |

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

Sector Allocation



Detail of Securities Held & Market Analytics

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

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN

| Security Type/Description | Dated Date/Coupon/Maturity | CUSIP | Ticker | Shares | Average Cost/Share | Original Cost | Market Price | Market Value | Unreal G/L on Cost | Percentage |
|---|-----------------------------------|--------------|---------------|------------------|---------------------------|----------------------|---------------------|---------------------|---------------------------|-------------------|
| Exchange-Traded Fund - Bond | | | | | | | | | | |
| ISHARES INTERMEDIATE-TERM CO | | 464288638 | IGIB | 633.00 | 56.99 | 36,074.67 | 52.67 | 33,340.11 | (2,734.56) | 0.09 |
| ISHARES INTERMEDIATE-TERM CO | | 464288638 | IGIB | 982.00 | 61.01 | 59,911.82 | 52.67 | 51,721.94 | (8,189.88) | 0.14 |
| ISHARES INTERMEDIATE-TERM CO | | 464288638 | IGIB | 5,189.00 | 57.68 | 299,306.70 | 52.67 | 273,304.63 | (26,002.07) | 0.75 |
| ISHARES INTERMEDIATE-TERM CO | | 464288638 | IGIB | 631.00 | 56.69 | 35,771.39 | 52.67 | 33,234.77 | (2,536.62) | 0.09 |
| ISHARES INTERMEDIATE-TERM CO | | 464288638 | IGIB | 2,405.00 | 60.31 | 145,045.55 | 52.67 | 126,671.35 | (18,374.20) | 0.35 |
| ISHARES INTERMEDIATE-TERM CO | | 464288638 | IGIB | 1,113.00 | 61.13 | 68,037.69 | 52.67 | 58,621.71 | (9,415.98) | 0.16 |
| ISHARES PREFERRED&INCOME SECURITIES ETF | | 464288687 | PFF | 13,883.00 | 39.22 | 544,485.71 | 34.75 | 482,434.25 | (62,051.46) | 1.32 |
| ISHARES PREFERRED&INCOME SECURITIES ETF | | 464288687 | PFF | 10,095.00 | 39.10 | 394,713.49 | 34.75 | 350,801.25 | (43,912.24) | 0.96 |
| Security Type Sub-Total | | | | 34,931.00 | | 1,583,347.02 | 385.52 | 1,410,130.01 | (173,217.01) | 3.86 |
| Exchange-Traded Fund - Equity | | | | | | | | | | |
| INVESCO OPT YIELD DIVERSIFIED COMMODITY | | 46090F100 | PDBC | 24,045.00 | 17.14 | 412,131.30 | 19.51 | 469,117.95 | 56,986.65 | 1.28 |
| INVESCO OPT YIELD DIVERSIFIED COMMODITY | | 46090F100 | PDBC | 15,558.00 | 16.68 | 259,507.44 | 19.51 | 303,536.58 | 44,029.14 | 0.83 |
| INVESCO S&P 500 EQUAL WEIGHT ETF | | 46137V357 | RSP | 2,437.00 | 155.89 | 379,903.45 | 148.93 | 362,942.41 | (16,961.04) | 0.99 |
| INVESCO S&P 500 EQUAL WEIGHT ETF | | 46137V357 | RSP | 3,264.00 | 156.88 | 512,055.99 | 148.93 | 486,107.52 | (25,948.47) | 1.33 |
| ISHARES CORE S&P MIDCAP ETF | | 464287507 | IJH | 2,662.00 | 276.40 | 735,776.80 | 251.18 | 668,641.16 | (67,135.64) | 1.83 |
| ISHARES CORE S&P SMALL-CAP E | | 464287804 | IJR | 886.00 | 106.82 | 94,641.99 | 101.28 | 89,734.08 | (4,907.91) | 0.25 |
| ISHARES CORE S&P SMALL-CAP E | | 464287804 | IJR | 1,256.00 | 107.25 | 134,705.87 | 101.28 | 127,207.68 | (7,498.19) | 0.35 |
| ISHARES CORE S&P SMALL-CAP E | | 464287804 | IJR | 3,250.00 | 117.36 | 381,419.68 | 101.28 | 329,160.00 | (52,259.68) | 0.90 |
| ISHARES CORE S&P SMALL-CAP E | | 464287804 | IJR | 1,233.00 | 106.97 | 131,893.89 | 101.28 | 124,878.24 | (7,015.65) | 0.34 |
| VANGUARD FTSE DEVELOPED MARKETS ETF | | 921943858 | VEA | 5,980.00 | 49.91 | 298,458.21 | 45.51 | 272,149.80 | (26,308.41) | 0.74 |
| VANGUARD FTSE DEVELOPED MARKETS ETF | | 921943858 | VEA | 4,352.00 | 49.33 | 214,681.55 | 45.51 | 198,059.52 | (16,622.03) | 0.54 |
| VANGUARD TOTAL INTL STOCK | | 921909768 | VXUS | 580.00 | 56.01 | 32,485.80 | 56.71 | 32,891.80 | 406.00 | 0.09 |
| VANGUARD TOTAL INTL STOCK | | 921909768 | VXUS | 632.00 | 64.35 | 40,669.20 | 56.71 | 35,840.72 | (4,828.48) | 0.09 |
| VANGUARD TOTAL INTL STOCK | | 921909768 | VXUS | 23,215.00 | 52.12 | 1,209,965.80 | 56.71 | 1,316,522.65 | 106,556.85 | 3.60 |
| VANGUARD TOTAL INTL STOCK | | 921909768 | VXUS | 6,883.00 | 65.37 | 449,941.71 | 56.71 | 390,334.93 | (59,606.78) | 1.07 |

Detail of Securities Held & Market Analytics

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

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN

| Security Type/Description Dated Date/Coupon/Maturity | CUSIP | Ticker | Shares | Average Cost/Share | Original Cost | Market Price | Market Value | Unreal G/L on Cost | Percentage |
|---|-----------|--------|---------------------|-----------------------|----------------------|-----------------|----------------------|-----------------------|--------------|
| Exchange-Traded Fund - Equity | | | | | | | | | |
| VANGUARD TOTAL STOCK MKT ETF | 922908769 | VTI | 1,551.00 | 226.21 | 350,851.40 | 206.36 | 320,064.36 | (30,787.04) | 0.87 |
| VANGUARD TOTAL STOCK MKT ETF | 922908769 | VTI | 39,214.00 | 169.04 | 6,628,734.56 | 206.36 | 8,092,201.04 | 1,463,466.48 | 22.11 |
| VANGUARD TOTAL STOCK MKT ETF | 922908769 | VTI | 433.00 | 233.92 | 101,287.36 | 206.36 | 89,353.88 | (11,933.48) | 0.24 |
| Security Type Sub-Total | | | 137,431.00 | | 12,369,112.00 | 1,930.12 | 13,708,744.32 | 1,339,632.32 | 37.45 |
| Money Market Mutual Fund | | | | | | | | | |
| FIRST AMERICAN GOVERNMENT OBLIGATION - Z | 31846V567 | FGZXX | 2,944,130.10 | 1.00 | 2,944,130.10 | 1.00 | 2,944,130.10 | 0.00 | 8.04 |
| Security Type Sub-Total | | | 2,944,130.10 | | 2,944,130.10 | 1.00 | 2,944,130.10 | 0.00 | 8.04 |
| Mutual Fund - Bond | | | | | | | | | |
| BAIRD CORE PLUS BOND - INST | 057071870 | BCOIX | 309,961.53 | 11.66 | 3,613,944.68 | 10.47 | 3,245,297.17 | (368,647.51) | 8.87 |
| DOUBLELINE CORE FIXED INCOME I | 258620301 | DBLFX | 215,623.64 | 10.82 | 2,332,483.41 | 9.91 | 2,136,830.23 | (195,653.18) | 5.84 |
| MAINSTAY MACKAY HIGH YIELD CORP BD R6 | 56063N881 | MHYSX | 64,941.25 | 5.65 | 366,656.13 | 5.18 | 336,395.67 | (30,260.46) | 0.92 |
| PACIFIC FUNDS FLOATING RATE INCOME FUND | 69447T771 | PLFRX | 114,428.38 | 9.70 | 1,109,474.41 | 9.38 | 1,073,338.21 | (36,136.20) | 2.93 |
| PRUDENTIAL TOTAL RETRN BND-Q | 74440B884 | PTROX | 248,831.14 | 14.77 | 3,674,533.53 | 12.81 | 3,187,526.89 | (487,006.64) | 8.71 |
| VOYA INTERMEDIATE BOND R6 | 92913L569 | IIBZX | 236,509.34 | 10.56 | 2,498,000.49 | 9.15 | 2,164,060.46 | (333,940.03) | 5.91 |
| Security Type Sub-Total | | | 1,190,295.27 | | 13,595,092.65 | 56.90 | 12,143,448.63 | (1,451,644.02) | 33.18 |
| Mutual Fund - Equity | | | | | | | | | |
| HARDING LOEVNER INTERNATIONAL EQUITY POR | 412295107 | HLMIX | 46,050.87 | 25.52 | 1,175,159.20 | 24.73 | 1,138,838.01 | (36,321.19) | 3.11 |
| HRTFRD SCHR EM MRKT EQ-SDR | 41665H789 | SEMTX | 31,134.75 | 19.14 | 595,877.60 | 16.46 | 512,478.00 | (83,399.60) | 1.40 |
| JENSEN QUALITY GROWTH-Y | 476313408 | JENYX | 20,296.89 | 49.58 | 1,006,384.71 | 57.82 | 1,173,566.09 | 167,181.38 | 3.21 |
| JOHCM INTERNATIONAL SELECT I | 46653M849 | JOHIX | 49,310.87 | 23.38 | 1,153,119.54 | 23.40 | 1,153,874.27 | 754.73 | 3.15 |
| MFS EMERGING MARKETS DEBT R6 | 552746364 | MEDHX | 102.82 | 12.33 | 1,267.82 | 12.33 | 1,267.82 | 0.00 | 0.00 |
| VANGUARD TOTAL STOCK MARKET INDEX | 922908801 | VITSX | 0.00 | 75.00 | 0.03 | 100.56 | 0.04 | 0.01 | 0.00 |
| Security Type Sub-Total | | | 146,896.20 | | 3,931,808.90 | 235.30 | 3,980,024.23 | 48,215.33 | 10.87 |

Detail of Securities Held & Market Analytics

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

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN

| Security Type/Description Dated Date/Coupon/Maturity | CUSIP | Ticker | Shares | Average Cost/Share | Original Cost | Market Price | Market Value | Unreal G/L on Cost | Percentage |
|---|--------------|---------------|-----------------------|-------------------------------------|--------------------------------|-------------------------------|-------------------------------|-------------------------------------|-------------------|
| Mutual Fund - Other | | | | | | | | | |
| COHEN & STEERS INST REALTY SHARES | 19247U106 | CSRIX | 14,519.49 | 46.24 | 671,321.18 | 50.82 | 737,880.49 | 66,559.31 | 2.02 |
| PIMCO COMMODITY REAL RETURN STRATEGY | 722005667 | PCRIX | 98,921.39 | 6.54 | 646,697.12 | 7.86 | 777,522.16 | 130,825.04 | 2.12 |
| PRINCIPAL RE SECURITIES INST FUND | 74253Q580 | PIREX | 24,272.27 | 27.52 | 667,930.47 | 29.88 | 725,255.48 | 57,325.01 | 1.98 |
| Security Type Sub-Total | | | 137,713.16 | | 1,985,948.77 | 88.56 | 2,240,658.13 | 254,709.36 | 6.12 |
| Separate Account | | | | | | | | | |
| ATEL PRIVATE DEBT PARTNERS II | ATEL00020 | SA407 | 23,562.70 | 1.00 | 23,562.70 | 100.00 | 23,562.70 | 0.00 | 0.06 |
| ATEL PRIVATE DEBT PARTNERS II | ATEL00020 | SA407 | 30,625.00 | 1.00 | 30,625.00 | 100.00 | 30,625.00 | 0.00 | 0.08 |
| ATEL PRIVATE DEBT PARTNERS II | ATEL00020 | SA407 | 22,050.00 | 1.00 | 22,050.00 | 100.00 | 22,050.00 | 0.00 | 0.06 |
| ATEL PRIVATE DEBT PARTNERS II | ATEL00020 | SA407 | 34,300.00 | 1.00 | 34,300.00 | 100.00 | 34,300.00 | 0.00 | 0.09 |
| NB SECONDARY OPPORTUNITIES FUND V | NBSOFV008 | SA426 | 68,756.25 | 1.00 | 68,756.25 | 100.00 | 68,756.25 | 0.00 | 0.19 |
| Security Type Sub-Total | | | 179,293.95 | | 179,293.95 | 500.00 | 179,293.95 | 0.00 | 0.48 |
| Managed Account Sub-Total | | | 4,770,690.68 | | 36,588,733.39 | 3,197.40 | 36,606,429.37 | 17,695.98 | 100.00 |
| Securities Sub-Total | | | \$4,770,690.68 | | \$36,588,733.39 | \$3,197.40 | \$36,606,429.37 | \$17,695.98 | 100.00% |
| Accrued Interest | | | | | | | \$0.00 | | |
| Total Investments | | | | | | | \$36,606,429.37 | | |

SunLine Transit Agency
CONSENT CALENDAR

DATE: July 27, 2022

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Ridership Report June 2022

Summary:

| | Monthly Ridership | | Monthly Variance | |
|---------------|-------------------|----------------|------------------|--------------|
| | Jun-22 | Jun-21 | Net | Percent |
| Fixed Route | 183,375 | 151,759 | 31,616 | 20.8% |
| SolVan | 1,654 | 1,271 | 383 | 30.1% |
| SunRide | 402 | 291 | 111 | 27.6% |
| Taxi Voucher* | 383 | 280 | 103 | 26.9% |
| SunDial | 9,057 | 7,113 | 1,944 | 27.3% |
| Total | 194,871 | 160,714 | 34,157 | 21.3% |

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

| 2022 Fiscal Year To Date Ridership | |
|------------------------------------|----------------|
| Fiscal Year 2022 | 2,307,061 |
| Fiscal Year 2021 | 2,092,668 |
| Ridership Variance | 214,394 |

Fiscal year to date system ridership is up by 214,394 rides or 10.2% compared to the previous fiscal year. The baseline of the attached COVID-19 Recovery charts is calendar year 2020, this allows a comparison of three (3) years.

Recommendation:

Receive and file.

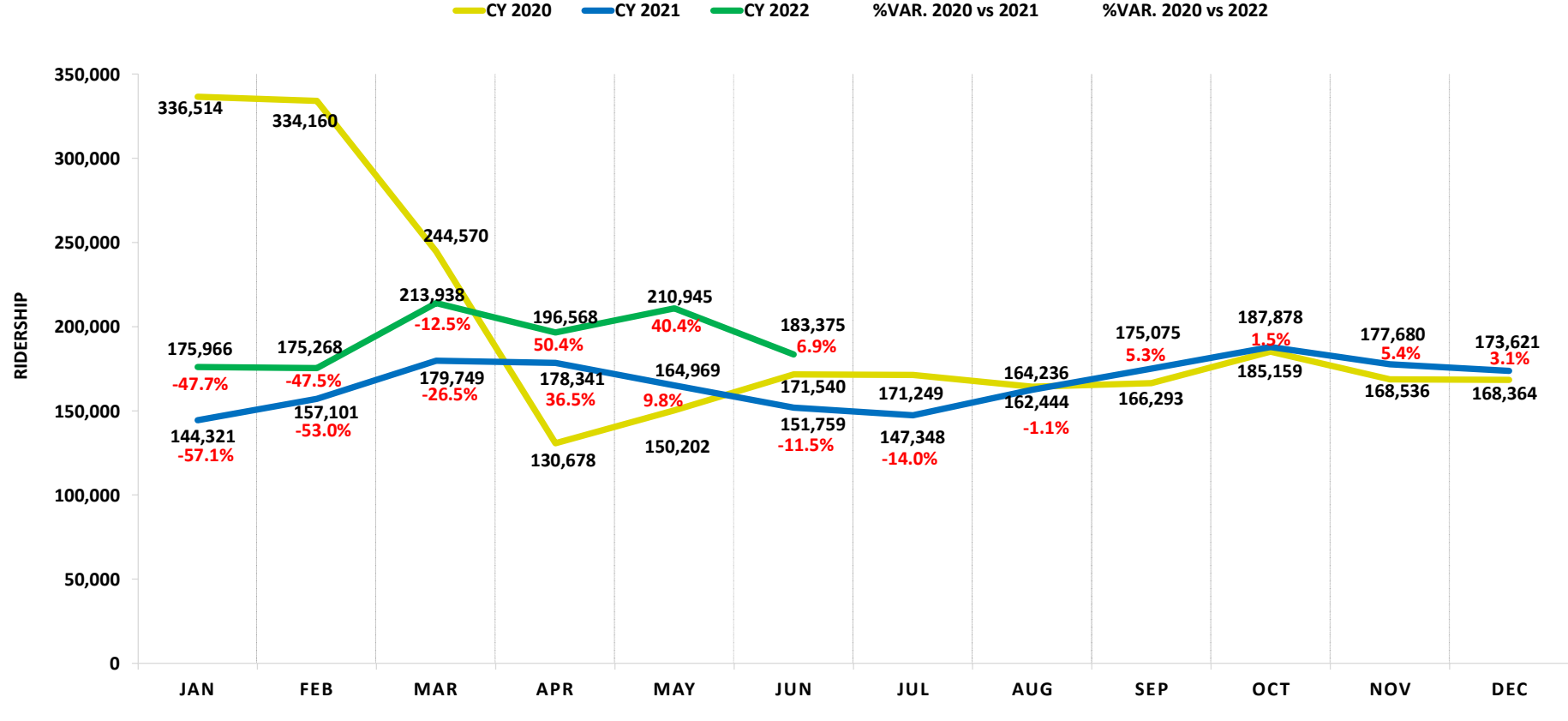


SunLine Transit Agency Monthly Ridership Report June 2022

| Fixed Route | Description | Jun 2022 | Jun 2021 | FY 2022 | FY 2021 | Monthly KPI | | Bikes | | Wheelchairs | |
|------------------|---|----------------|----------------|------------------|------------------|---------------------------|---------------------------|--------------|---------------|--------------|---------------|
| | | | | YTD | YTD | Passengers/ Rev. Hours | Passengers/ Rev. Miles | Monthly | FYTD | Monthly | FYTD |
| | | | | | | | | | | | |
| Route 1 | Coachella - Hwy 111 - Palm Springs | 79,633 | 68,458 | 898,073 | 456,141 | 13.0 | 0.8 | 3,865 | 41,353 | 752 | 7,771 |
| Route 2 | Desert Hot Springs - Palm Springs - Cathedral City | 50,460 | 43,116 | 585,384 | 276,883 | 18.1 | 1.3 | 2,023 | 21,398 | 422 | 5,393 |
| Route 3 | Desert Hot Springs - Desert Edge | 4,736 | 3,402 | 59,455 | 22,291 | 11.7 | 0.7 | 103 | 1,190 | 90 | 689 |
| Route 4 | Westfield Palm Desert - Palm Springs | 15,894 | 13,699 | 188,347 | 85,075 | 8.6 | 0.6 | 654 | 7,539 | 73 | 1,236 |
| Route 5* | Desert Hot Springs - CSUSB - Palm Desert | 1,248 | - | 12,676 | - | 5.5 | 0.2 | 60 | 619 | 9 | 70 |
| Route 6 | Coachella - Fred Waring - Westfield Palm Desert | 6,015 | 4,772 | 78,443 | 26,897 | 5.3 | 0.4 | 223 | 2,572 | 59 | 538 |
| Route 7 | Bermuda Dunes - Indian Wells - La Quinta | 4,766 | 4,528 | 64,168 | 29,349 | 10.3 | 0.8 | 239 | 3,500 | 36 | 605 |
| Route 8 | North Indio - Coachella - Thermal/Mecca | 13,326 | 9,493 | 134,346 | 56,942 | 7.5 | 0.5 | 354 | 3,626 | 52 | 795 |
| Route 9 | North Shore - Mecca - Oasis | 5,572 | 3,908 | 69,132 | 19,307 | 6.1 | 0.3 | 48 | 694 | 17 | 457 |
| Route 10* | Indio - CSUSB - San Bernardino - Metrolink | 949 | - | 19,948 | - | 10.0 | 0.1 | 22 | 189 | 6 | 55 |
| Route 200 SB* | Palm Springs High School AM Tripper | 44 | 17 | 3,370 | 171 | 33.2 | 1.6 | 2 | 16 | - | 3 |
| Route 400 SB* | Raymond Cree / Palm Springs HS Tripper | 20 | 3 | 1,611 | 49 | 14.6 | 0.9 | - | 3 | - | 4 |
| Route 401 SB/NB* | Vista Chino / Sunrise PM Tripper | - | - | 206 | - | 8.0 | 0.6 | - | - | - | - |
| Route 402 NB* | Palm Canyon / Stevens AM Tripper | 5 | 5 | 515 | 51 | 10.1 | 0.7 | - | 5 | - | - |
| Route 403 NB* | Vista Chino / Sunrise PM Tripper | 10 | 2 | 1,356 | 53 | 26.9 | 0.9 | - | 3 | - | 2 |
| Route 500 SB* | Westfield Palm Desert PM Tripper | 55 | 14 | 2,712 | 173 | 36.7 | 2.3 | - | 115 | - | 3 |
| Route 501 NB* | Palm Desert High School AM Tripper | - | 4 | 95 | 65 | 13.1 | 0.9 | - | 27 | - | 3 |
| Route 700 SB/NB* | Harris / Washington - Calle Madrid / Ave Vallejo AM Tripper | 57 | 16 | 4,007 | 275 | 22.5 | 1.4 | 1 | 66 | - | 6 |
| Route 701 SB/NB* | Harris / Washington - Calle Madrid / Ave Vallejo PM Tripper | 82 | 60 | 8,963 | 520 | 49.6 | 3.3 | 1 | 45 | - | 8 |
| Route 800 NB* | Shadow Hills High School AM Tripper | 134 | 66 | 15,784 | 678 | 82.9 | 4.1 | 10 | 31 | - | 4 |
| Route 801 SB* | Jackson / 44th PM Tripper | 166 | 178 | 20,766 | 1,101 | 126.6 | 7.5 | - | 2 | 1 | 20 |
| Route 802 SB* | Hwy 111 / Golf Center Pkwy PM Tripper | 51 | - | 4,429 | 59 | 25.2 | 1.3 | - | 1 | - | - |
| Route 803 NB* | Shadow Hills High School AM Tripper | 152 | 18 | 6,320 | 160 | 50.4 | 2.5 | - | 1 | - | 1 |
| | Fixed Route Total | 183,375 | 151,759 | 2,180,106 | 2,000,077 | 11.6 | 0.7 | 7,605 | 82,995 | 1,517 | 17,663 |
| SolVan | | 1,654 | 1,271 | 17,110 | 16,028 | | | | | | |
| SunRide | | 402 | 291 | 4,980 | 1,108 | | | | | | |
| Taxi Voucher | | 383 | 280 | 3,276 | 4,326 | | | | | | |
| SunDial | | 9,057 | 7,113 | 101,589 | 71,129 | 1.9 | 0.1 | | | | |
| | System Total | 194,871 | 160,714 | 2,307,061 | 2,092,668 | 9.1 | 0.6 | | | | |
| | | Jun-22 | Jun-21 | | | | | | | | |
| | Weekdays: | 22 | 22 | | | | | | | | |
| | Saturdays: | 4 | 4 | | | | | | | | |
| | Sundays: | 4 | 4 | | | | | | | | |
| | Total Days: | 30 | 30 | | | | | | | | |

Trippler 501 is no longer active on Level 2 since Route 5 started operations. Trippler 401 is not in service for Level 2.

Fixed Route Ridership COVID-19 Recovery

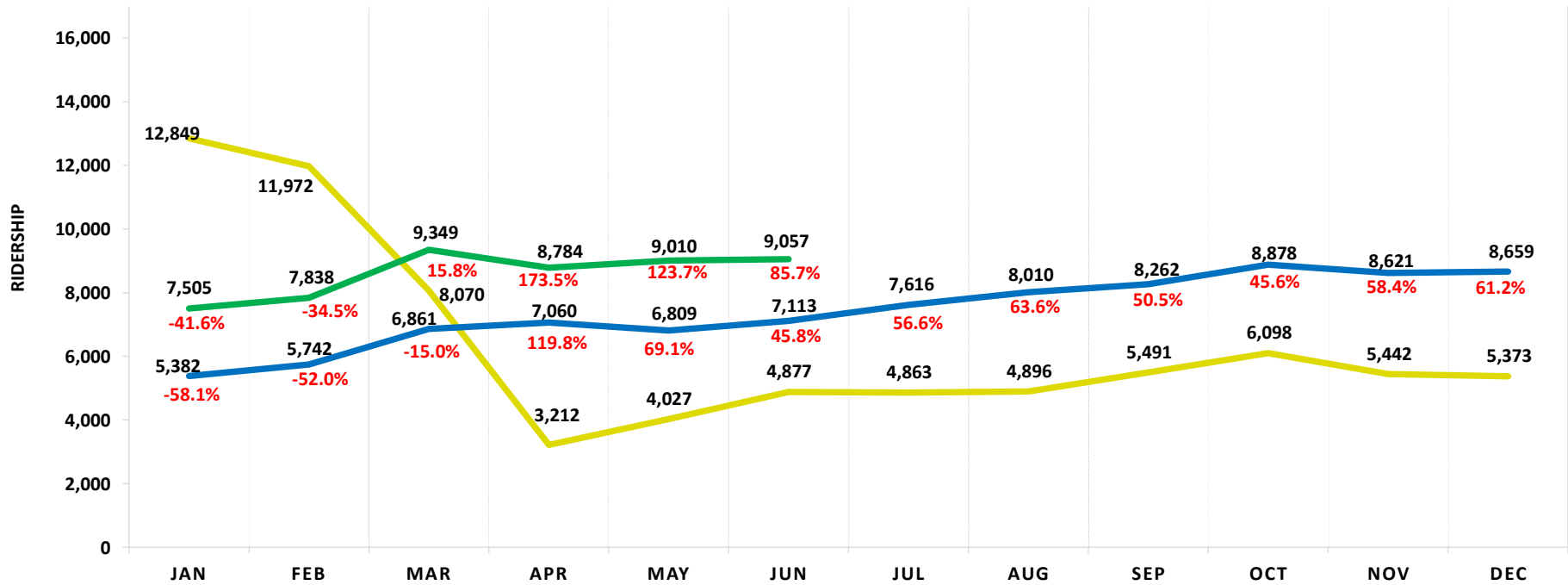


Since March 21, 2020, thru September 4, 2021, SunLine operated at a reduced level of service, Level 3, in response to the COVID-19 disease. January 2021 fixed route ridership was calculated from January 3, 2021, to maintain data integrity of the new Refueled system. FY 2022 data includes the resumption of the school trippers in March 2021, and the new Route 10 that started on July 12, 2021. On October 17, 2021, SunLine commenced operations under Level 2. Variances are in red close to their corresponding ridership number. 2021 and 2022 are referring to the baseline of 2020.

Ridership:
 FY 2020 Actual = 3,379,520
 FY 2021 Actual = 2,000,077
 FY 2022 SRTP Predicted = 1,755,235

Paratransit Ridership COVID-19 Recovery

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



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

SunLine Transit Agency
CONSENT CALENDAR

DATE: July 27, 2022

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: SunDial Operational Notes for June 2022

Summary:

The attached report summarizes SunDial's operation for the month of June 2022. This report identifies that the on-time performance continues to exceed the internal standard goal of 85%. In June, paratransit met and exceeded the internal service goal at 86%. Fiscal year to date, SunDial has maintained an on-time performance of 88.6%. Total vehicle miles for June 2022, decreased by 2,338 compared to June 2021. Mobility device boardings for June 2022, increased by 478 compared to June 2021. Field Supervisors performed 51 onboard inspections and 58 safety evaluations which included pre-trip inspections and trailing evaluations.

Total trips for the month of June were 8,650. When compared to June 2021, this is an increase of 2,019 trips or 30.4%. Total passengers for the month of June were 9,057. When compared to June 2021, this is an increase of 1,944 passengers or 27.3%.

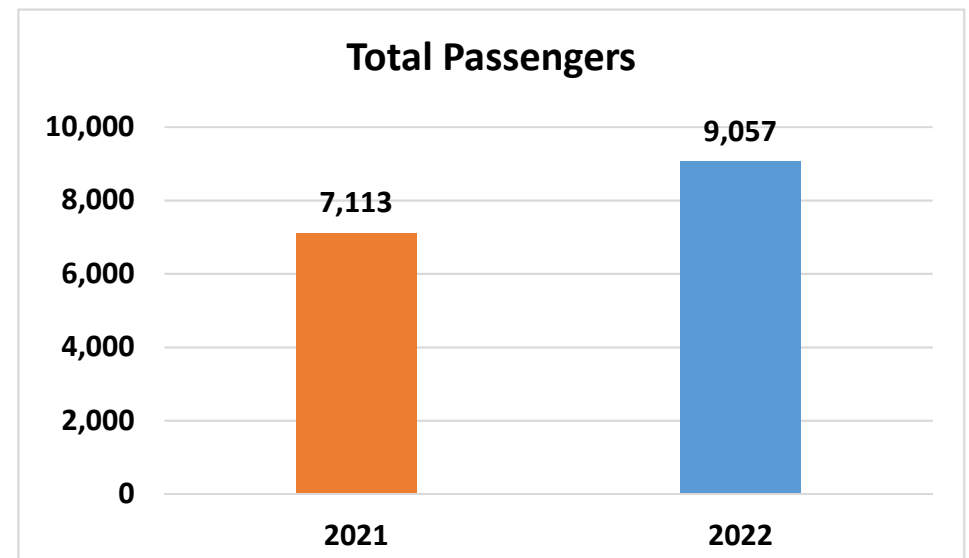
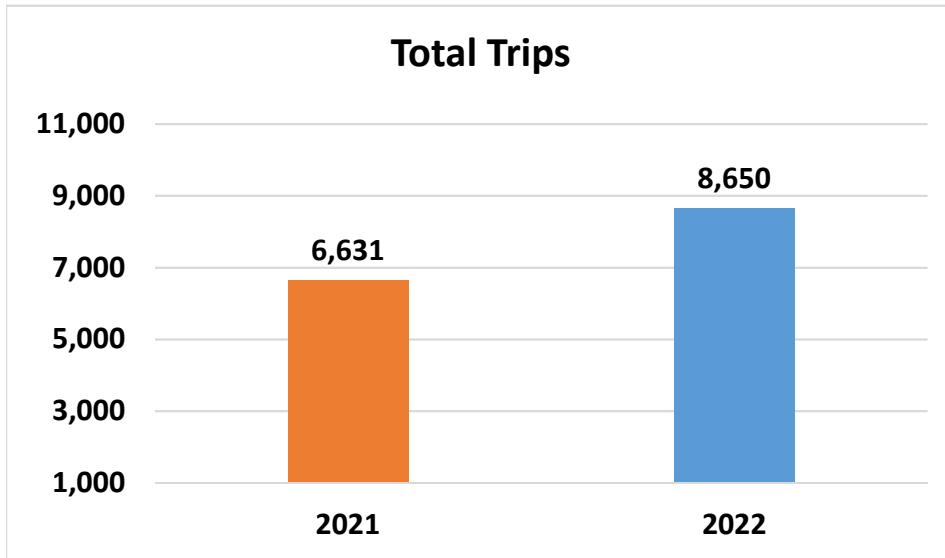
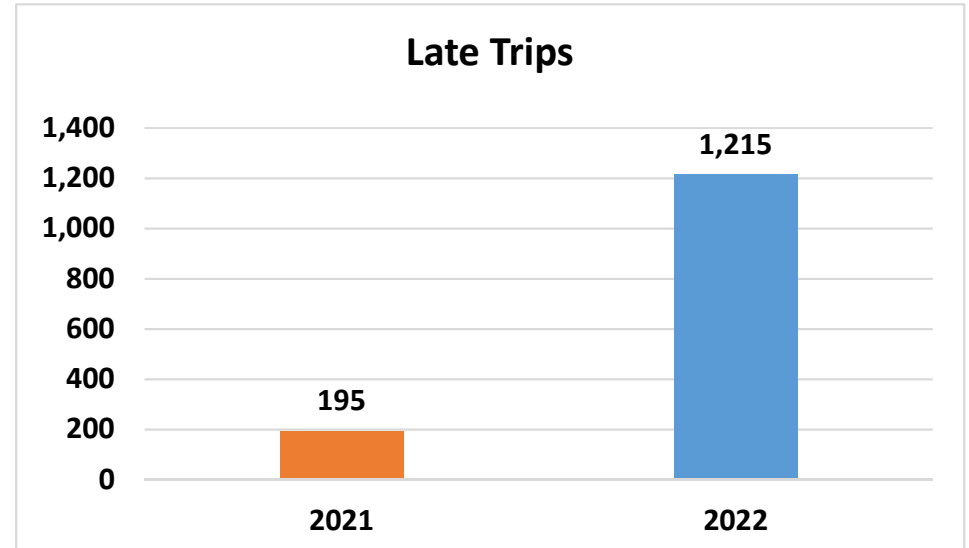
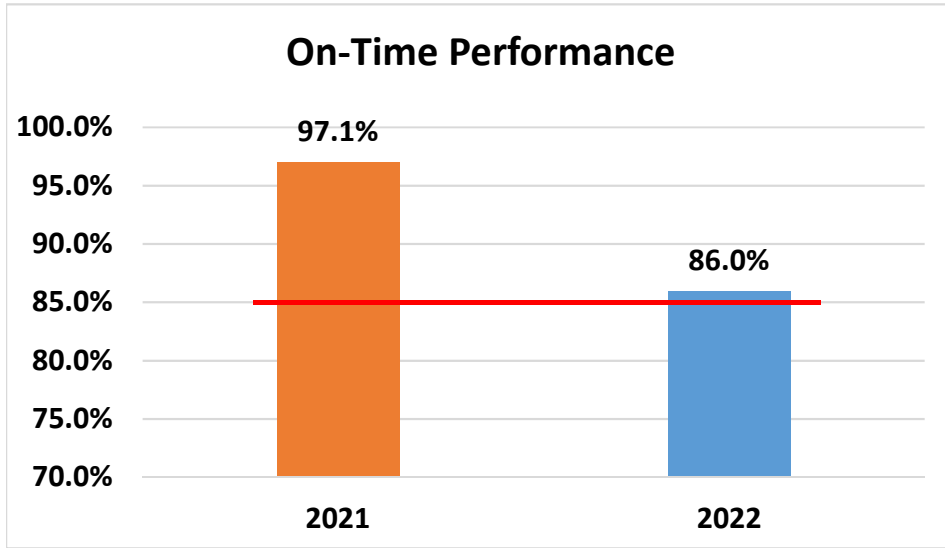
The definition of a late trip is when the vehicle arrives outside of the scheduled 30 minute pick-up window. SunDial had a total of 1,215 late trips for the month of June. When compared to June 2021, this is an increase of 1,020 late trips.

Recommendation:

Receive and file.

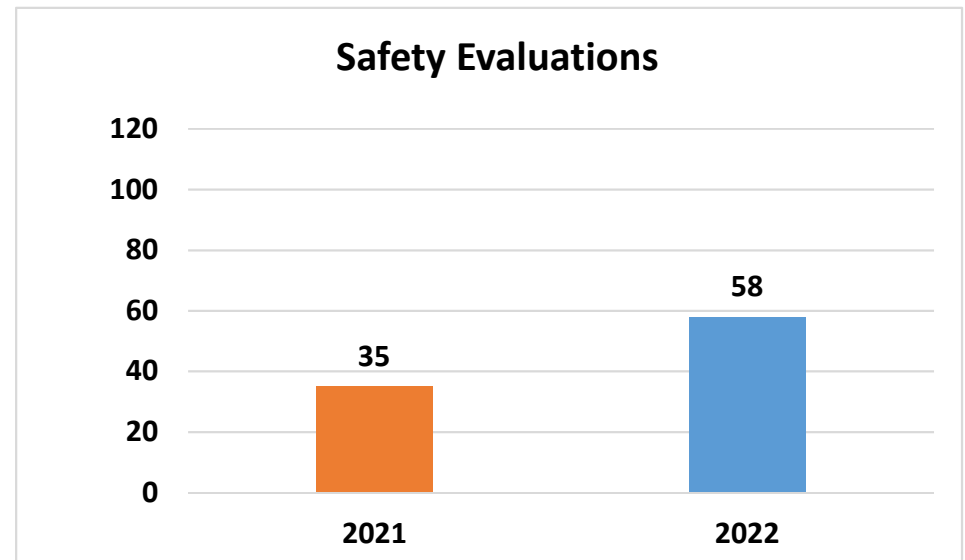
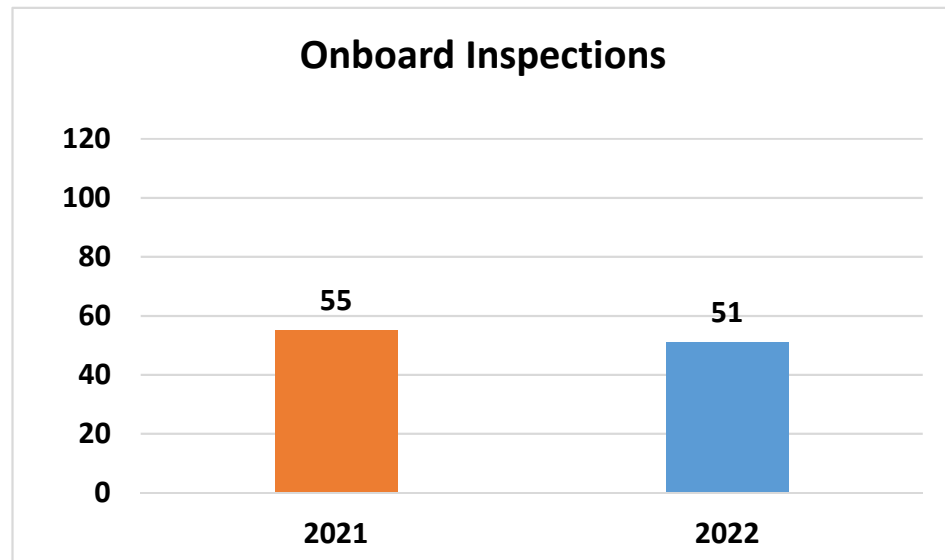
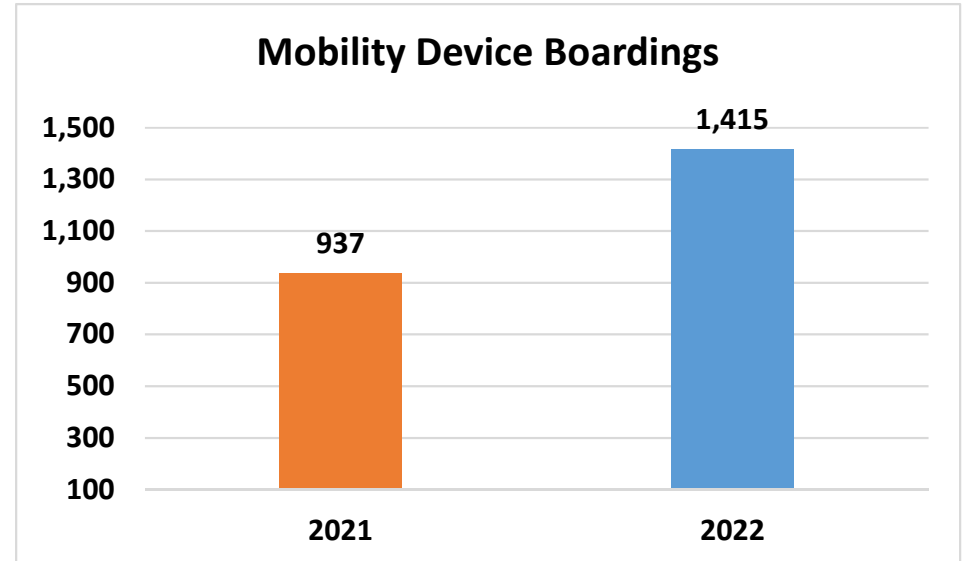
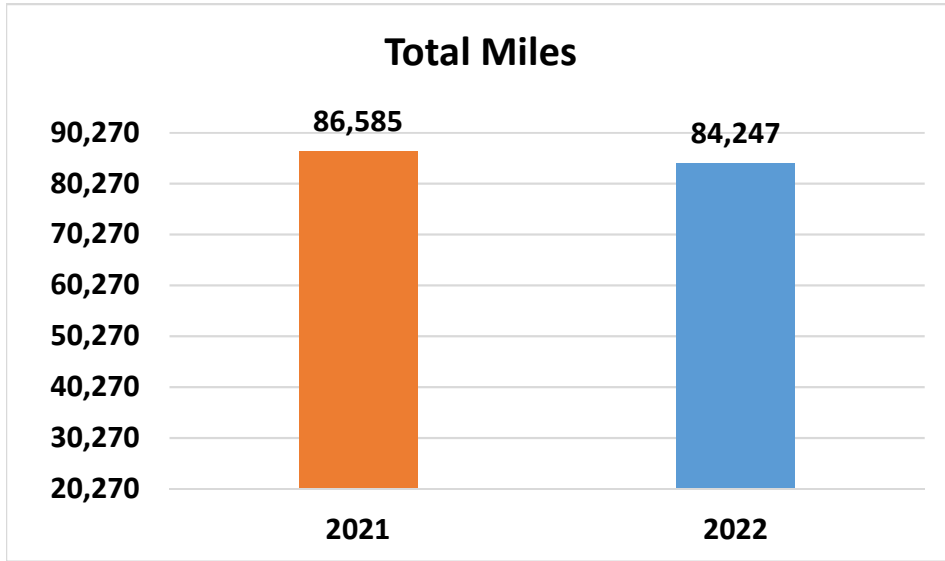
SunDial Operational Charts

June 2021 vs. June 2022



SunDial Operational Charts

June 2021 vs. June 2022



SunLine Transit Agency
CONSENT CALENDAR

DATE: July 27, 2022 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Metrics for June 2022

Summary:

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

SunRide

- Desert Hot Springs/Desert Edge has continued to experience a steady increase in ridership since February, up 52%.
- Mecca/North Shore had its first shared ride in June with all geo-fence zones now utilizing the ridesharing algorithm.
 - Increased marketing has been focused in Mecca/North Shore, including visiting businesses to introduce SunRide, handing out brochures and free ride promotional coupons.
- SunRide on-time performance was above goals in eight (8) of eight (8) data points.
- Customer satisfaction star-rating goals received 5-Stars in all four (4) geo-fence zones.

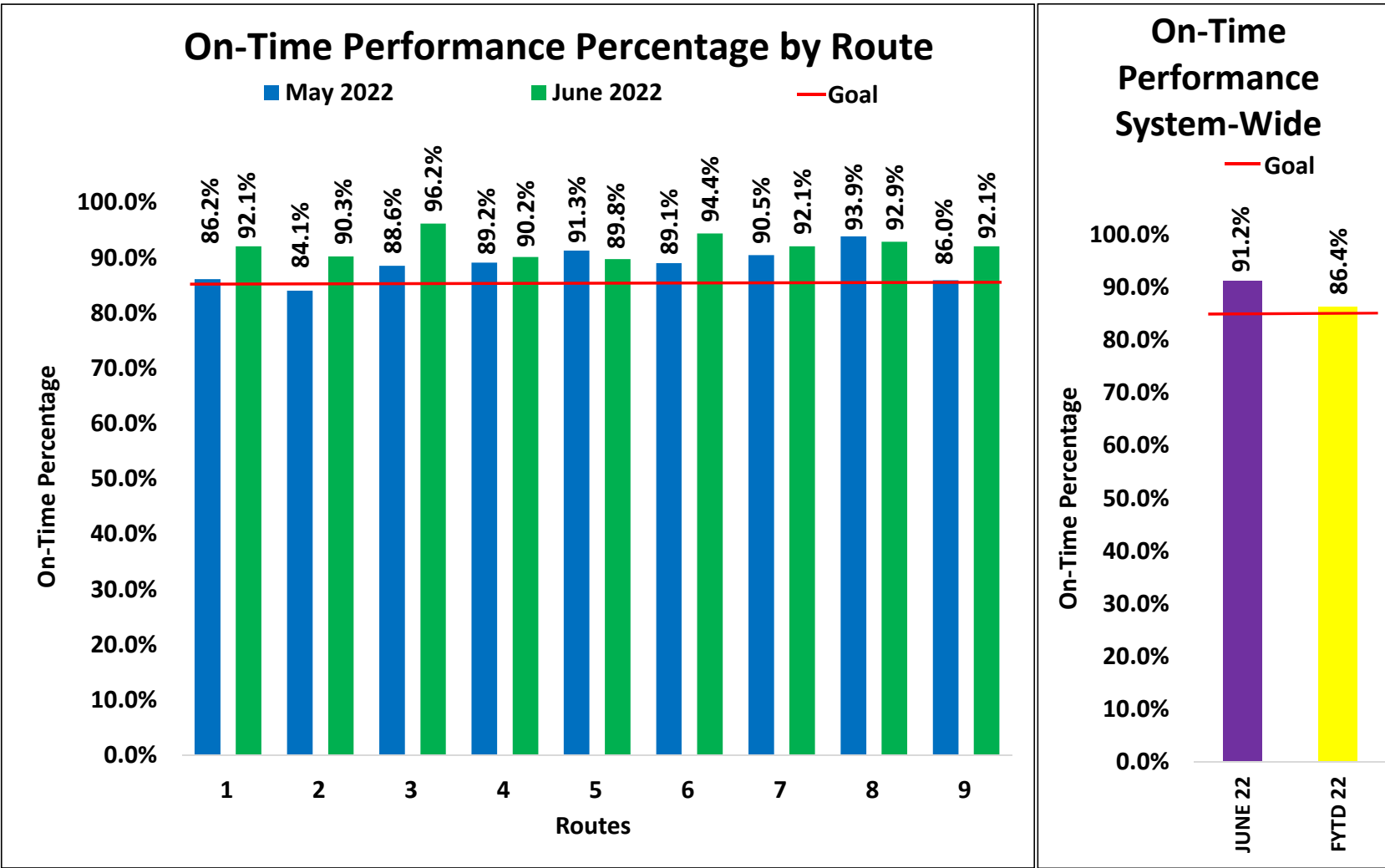
Fixed Route

- Fixed route on-time performance had an increase of 4.4% from May 2022 to June 2022. Eight (8) routes were above the 90% goal.

- Early departures had a decrease of 0.1% when compared to the previous month.
- Late departures had a decrease of 4.4% from May 2022 to June 2022.
- The Haul Pass program ridership decrease was anticipated due to students being on summer break through August 2022.

Recommendation:

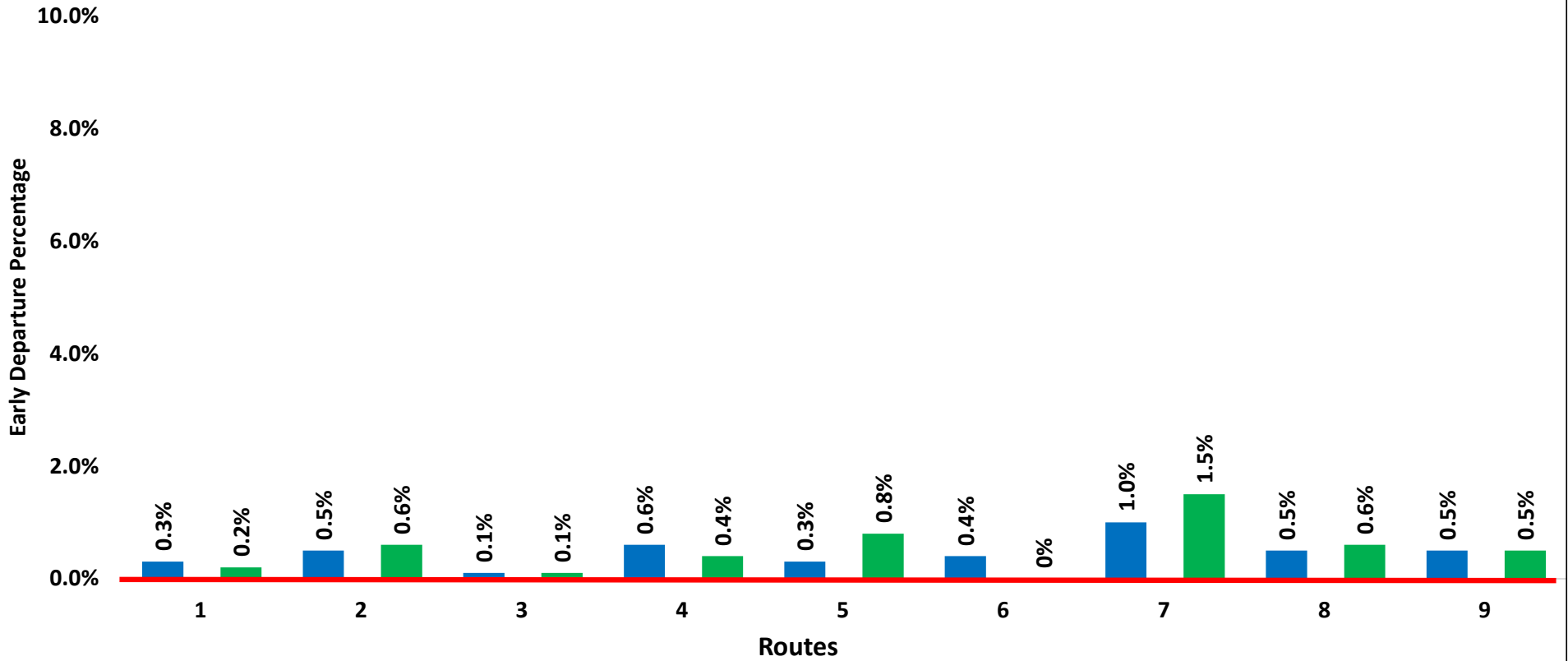
Receive and file.



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

Early Departure Percentage by Route

■ May 2022 ■ June 2022

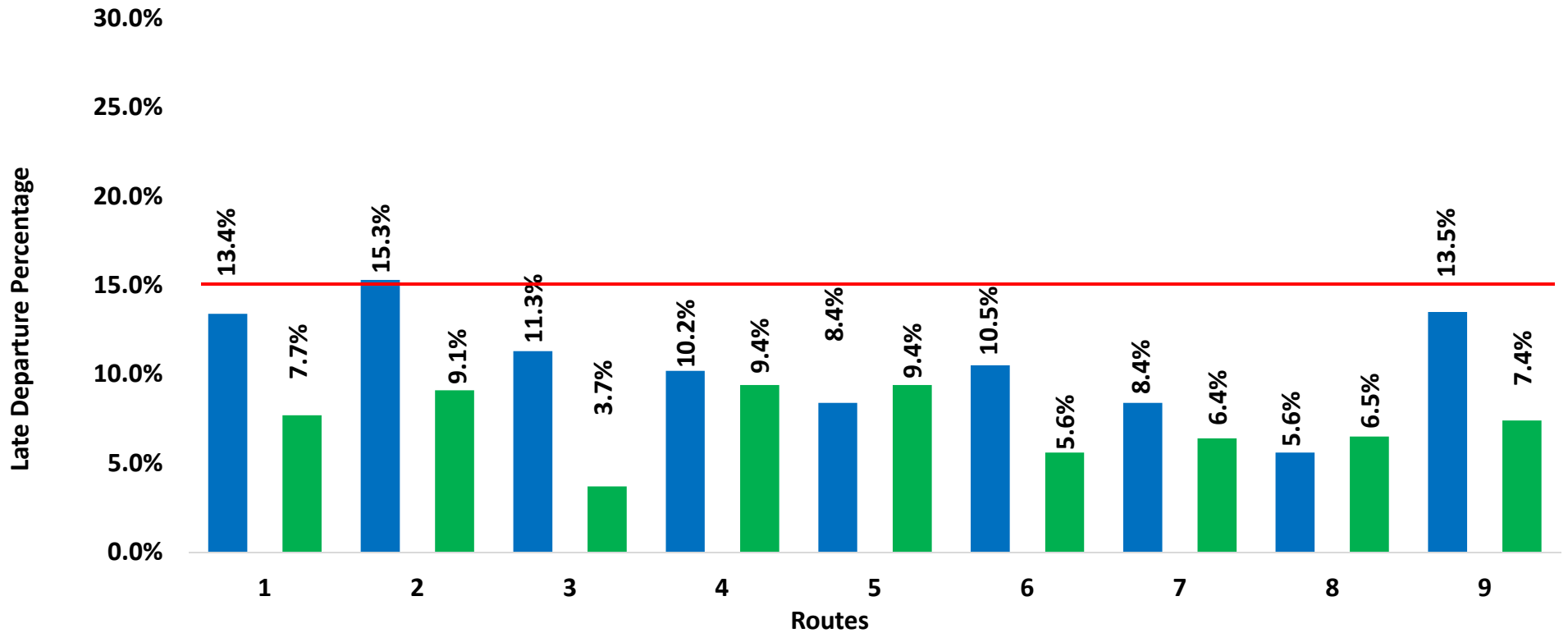


Early Departure Definition: When a bus leaves a time point ahead of the scheduled departure time.

Goal: To reduce early departures to 0%.

Late Departure Percentage by Route

■ May 2022 ■ June 2022 — Goal

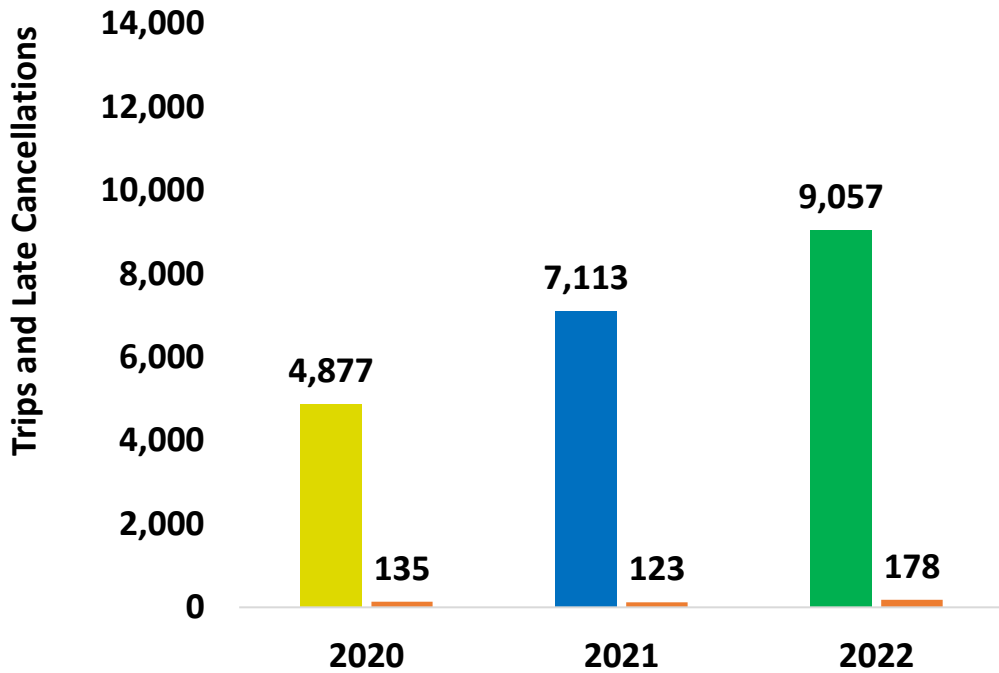


Late Departure Definition: When a bus leaves a time point after the scheduled departure time and the route is running late with a departure greater than five (5) minutes.

Goal: To ensure late departures remain below 15%.

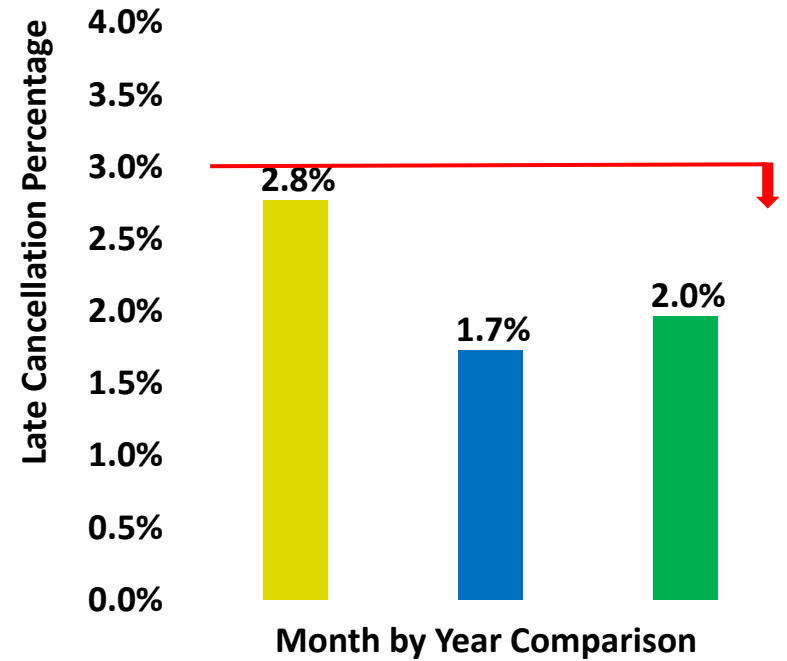
Total Trips vs. Late Cancellations June

■ Late Cancellations



Late Cancellation Percentage

■ FY20 ■ FY21 ■ FY22 — Goal



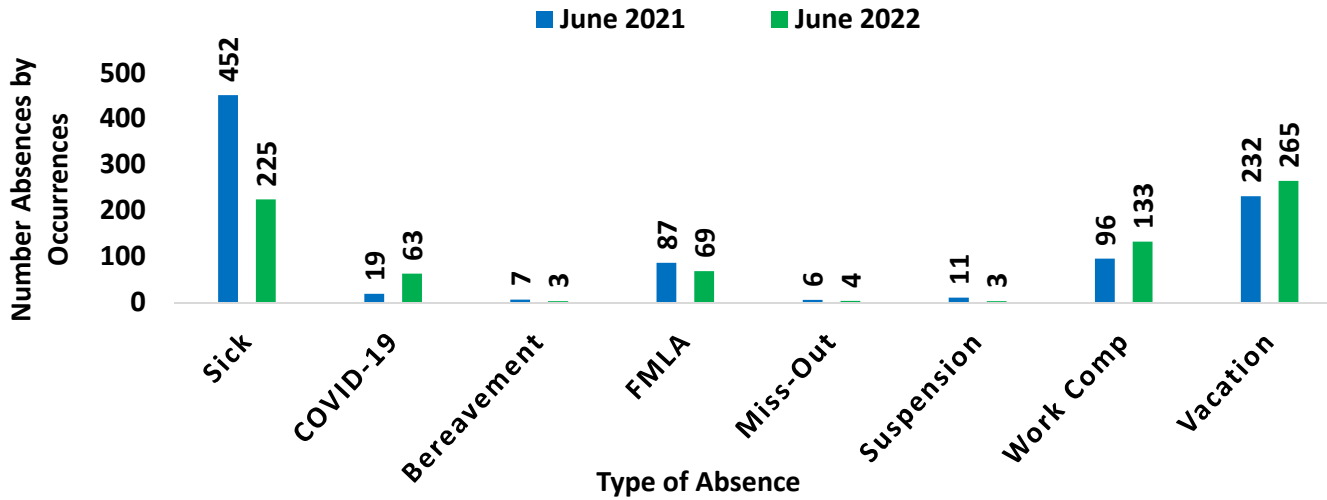
Trip: A one-way trip booked by the rider. A roundtrip is counted as two (2) trips.

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

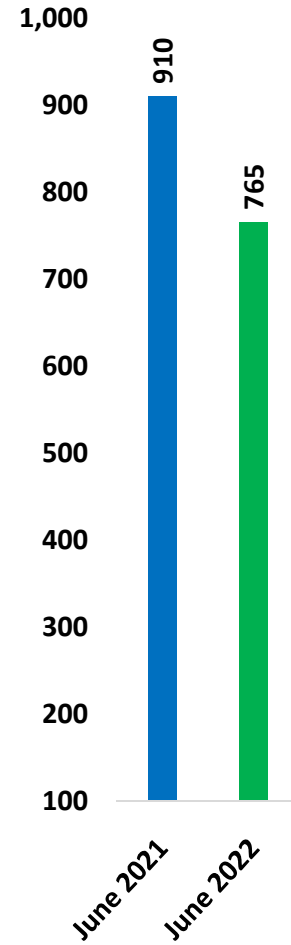
Goal for Late Cancellations: 3% or below.

Total Trips: Total one-way trips completed.

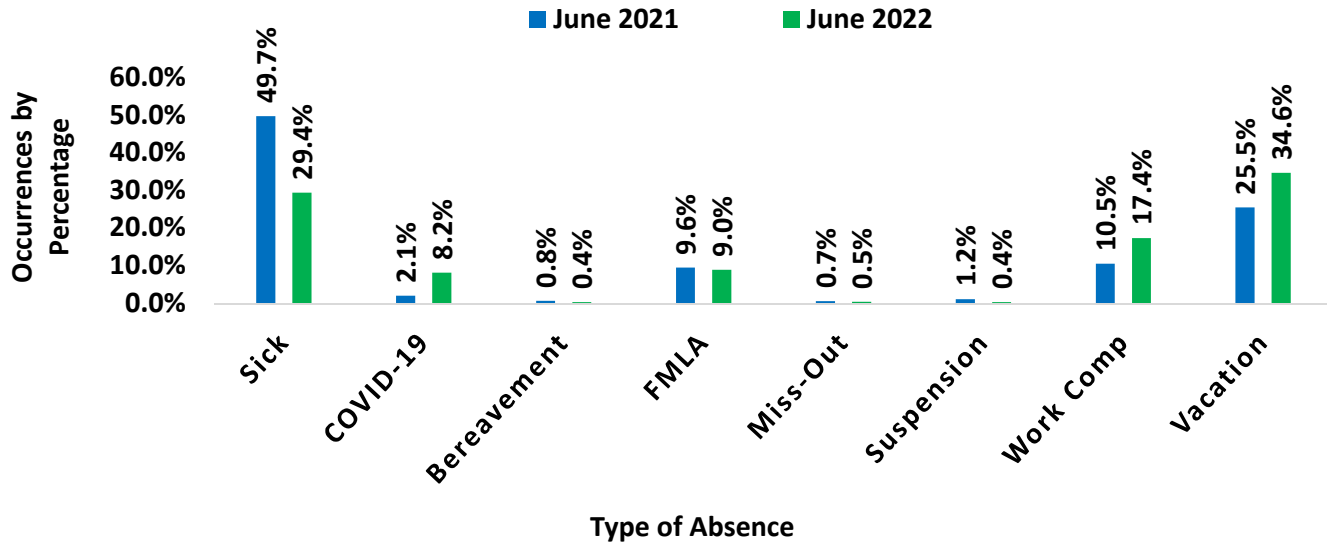
Operator Absence by Type



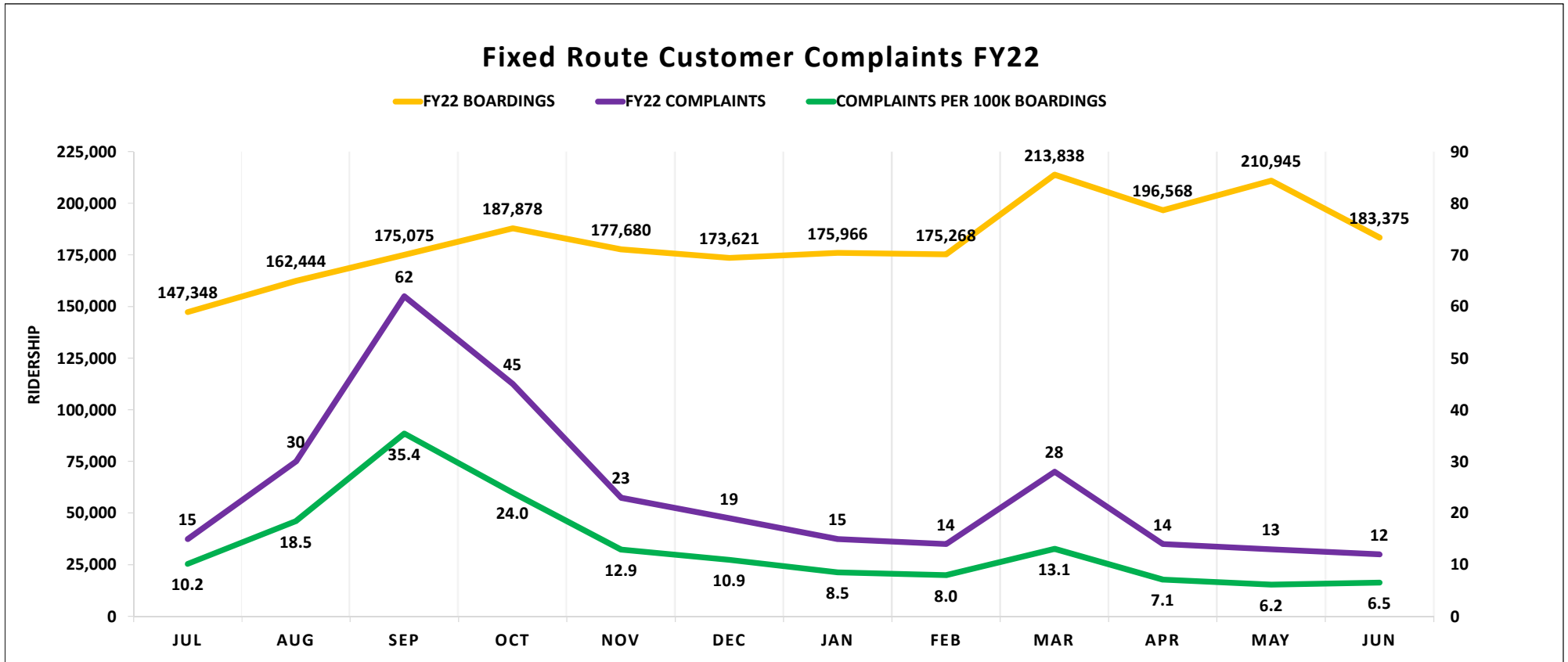
Total Absence Occurrences



Operator Absence Type by Percentage



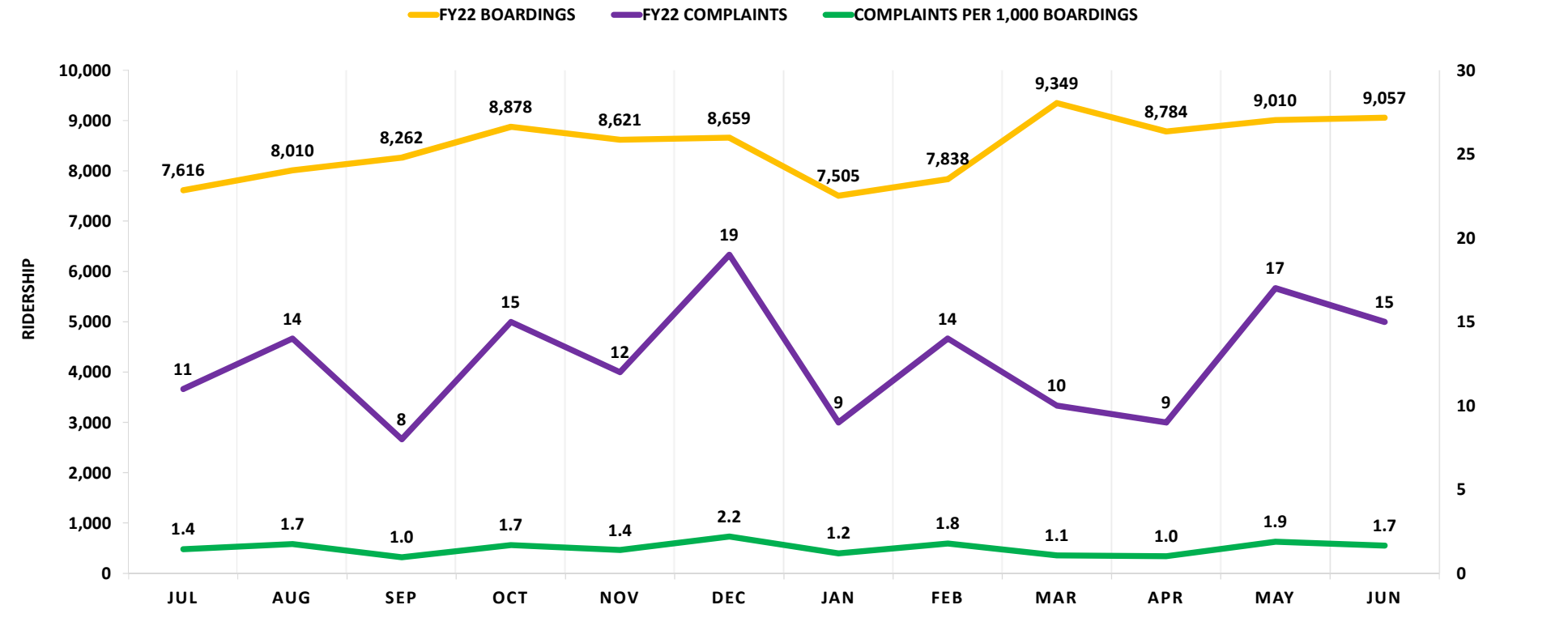
This chart includes unplanned/unscheduled and COVID-19 absences for Fixed Route drivers. SunLine continues to monitor all driver absences and have seen a decrease in workforce absences for June 2022 when compared to June 2021.



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

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

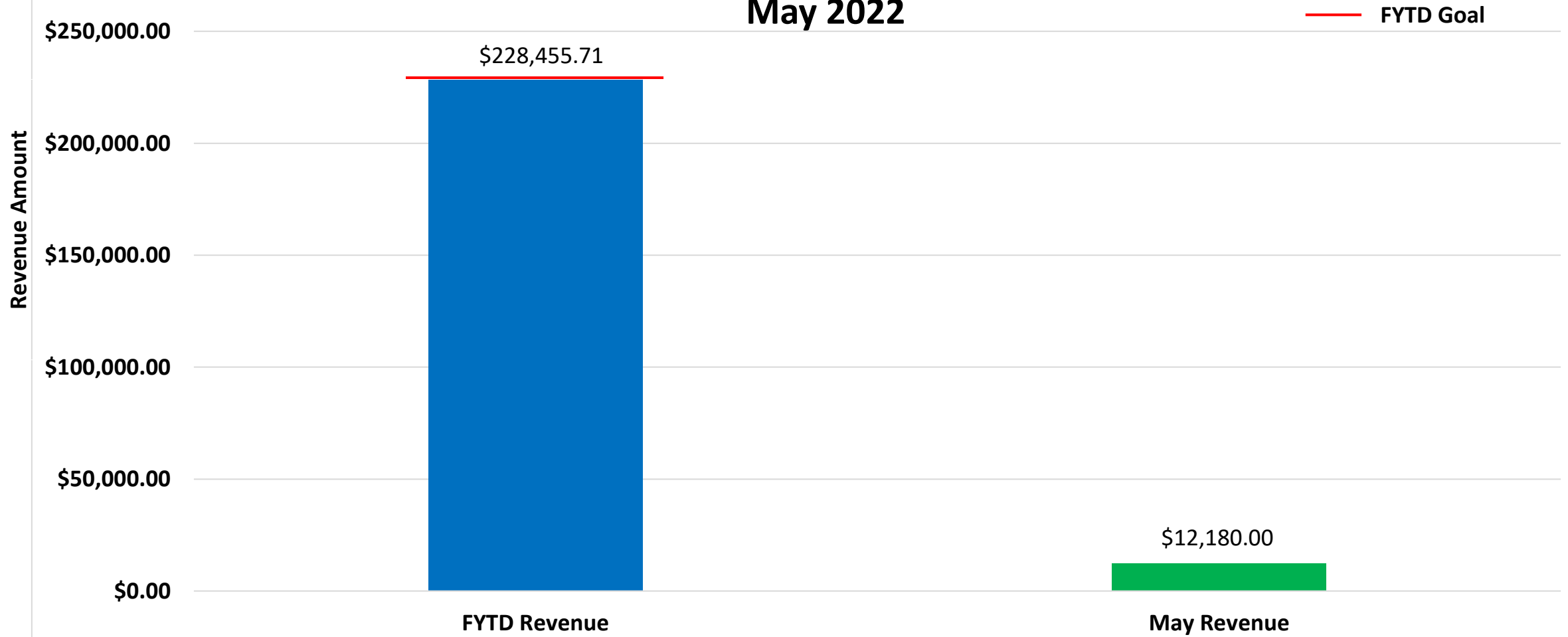
Paratransit Customer Complaints FY22



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

For the month of June, 99.83% of our total rides did not receive a complaint.

Advertising Revenue FYTD Budget vs FYTD Agency Revenue May 2022

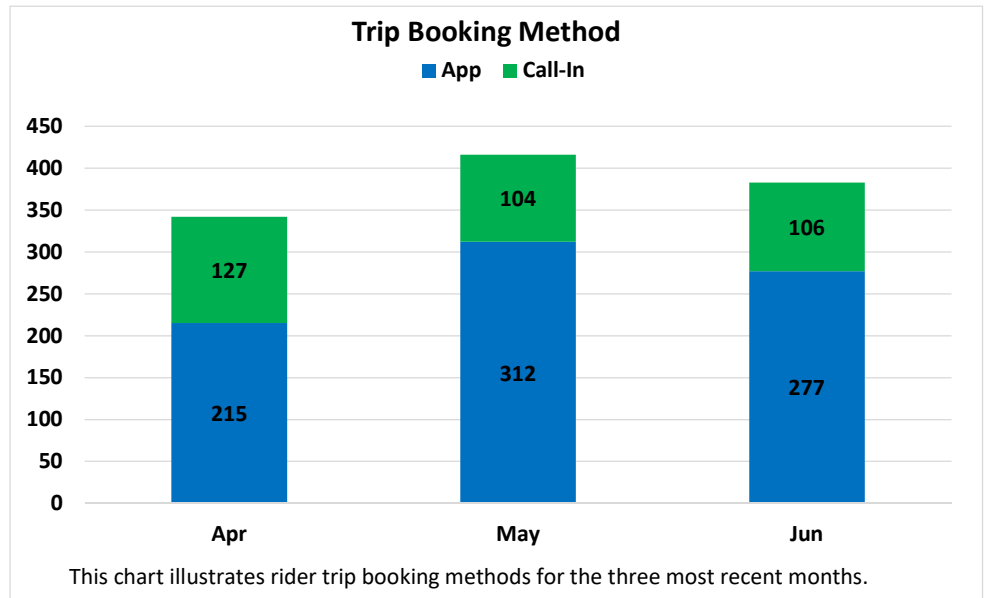
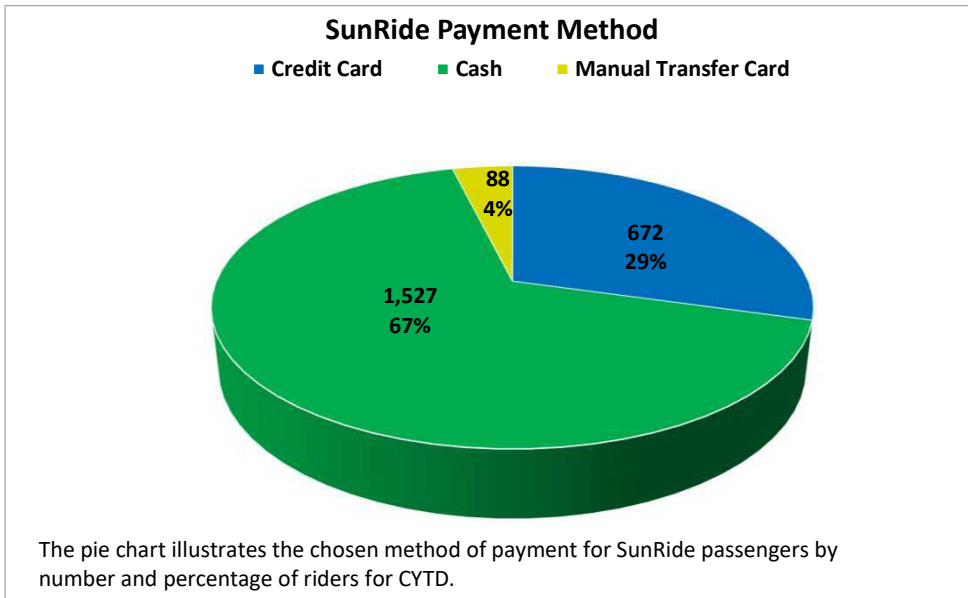
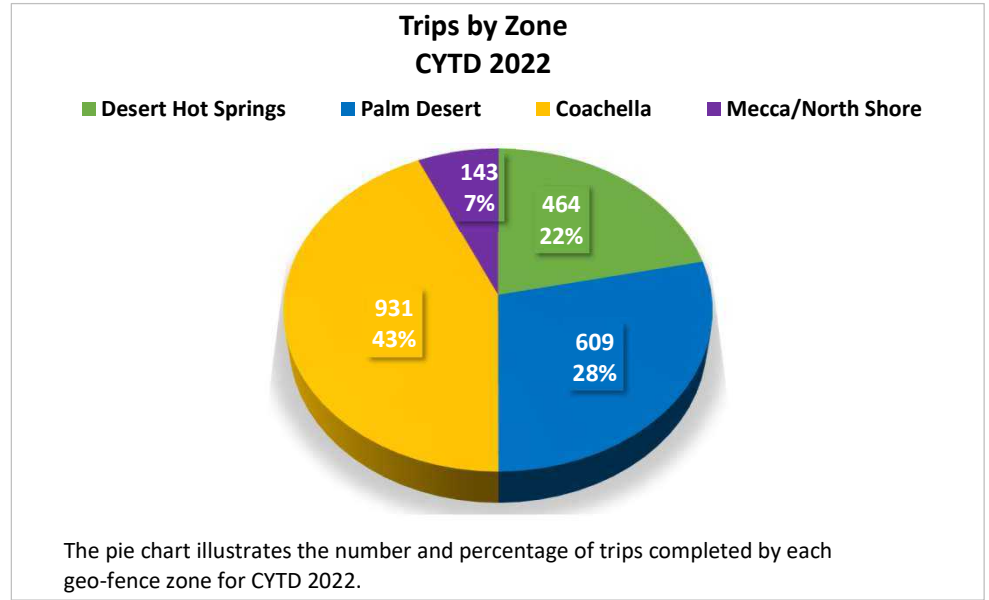
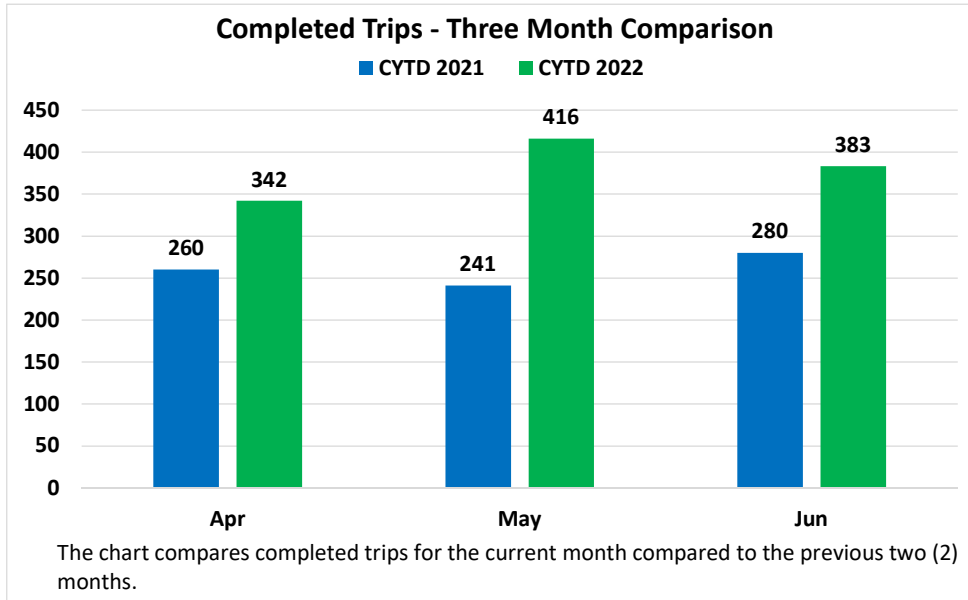


Advertising revenue tracks revenue of invoiced contracts for bus shelter and bus wrap advertising. The graph tracks FYTD revenue accrued with the monthly revenue accrued. The annual budget amount for FY22 is \$250,000. *(Advertising revenues follow Finance Department reporting from the previous two (2)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

SunRide System-Wide Metrics CYTD 2022

Total Completed Trips: 2,147

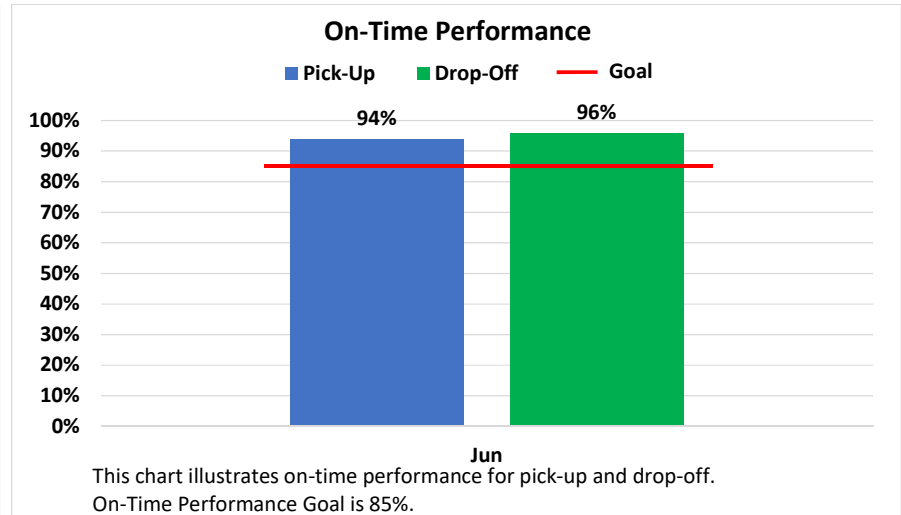
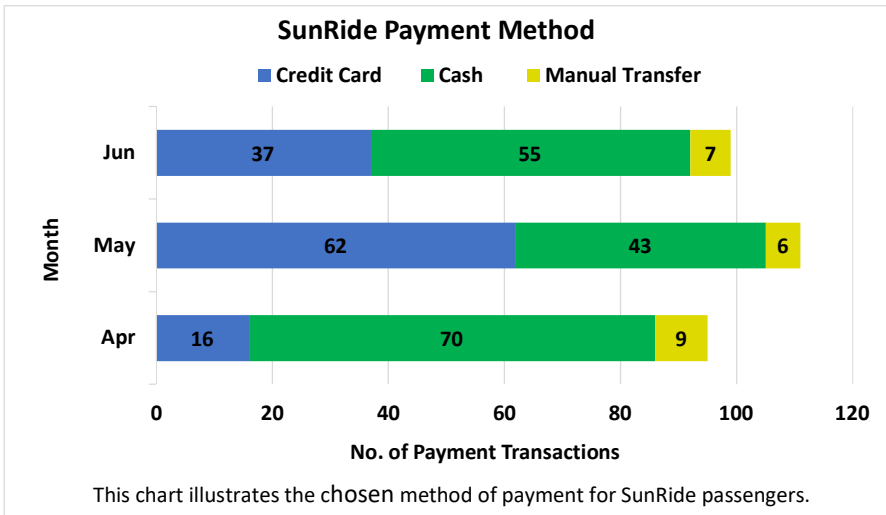
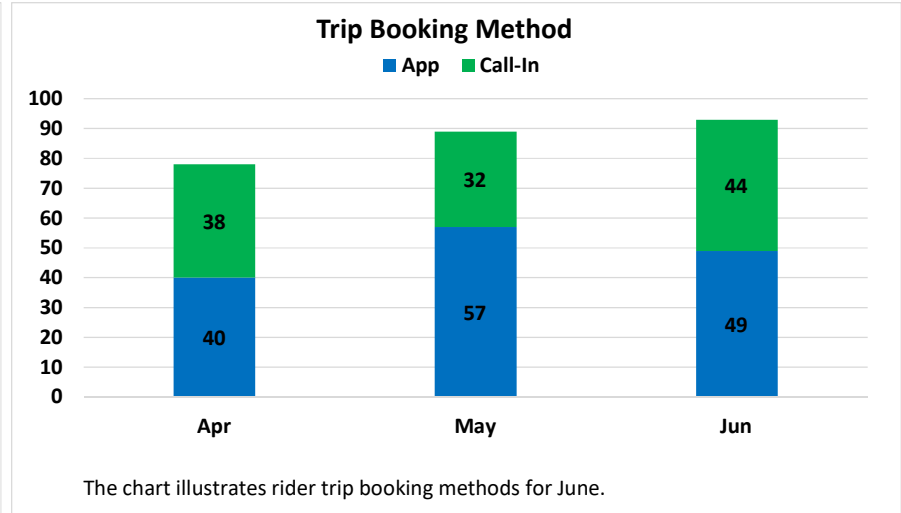
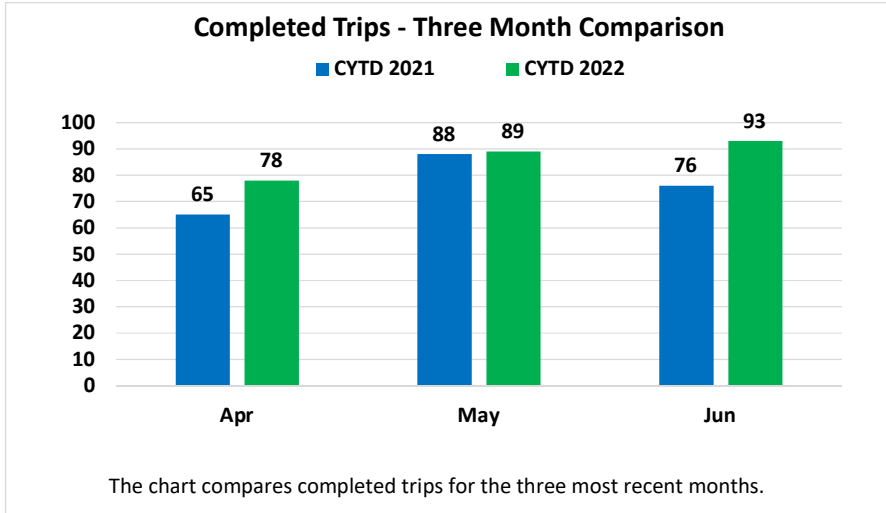
Total Number of Passengers: 2,287



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

Total Completed Trips: 464

Total Number of Passengers: 519



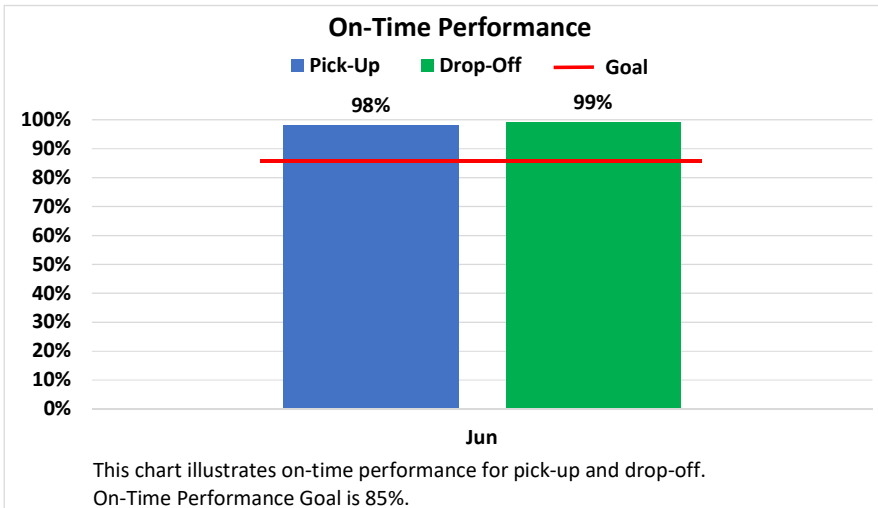
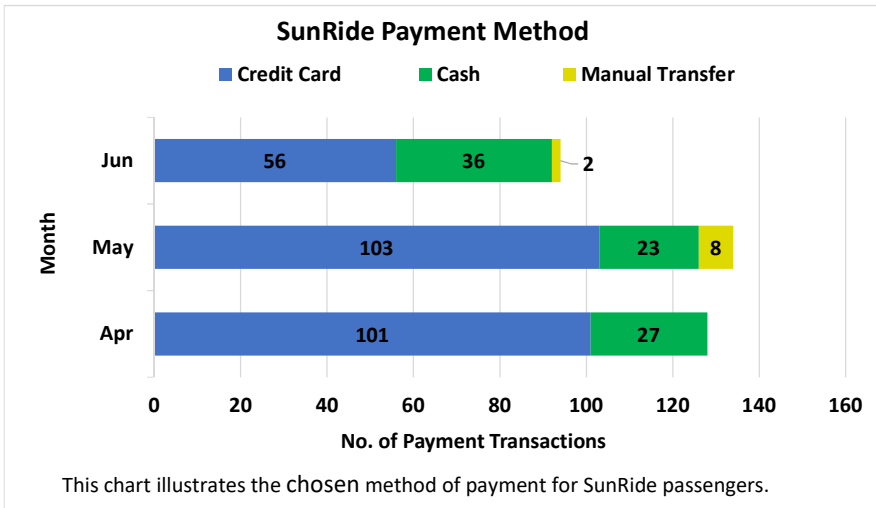
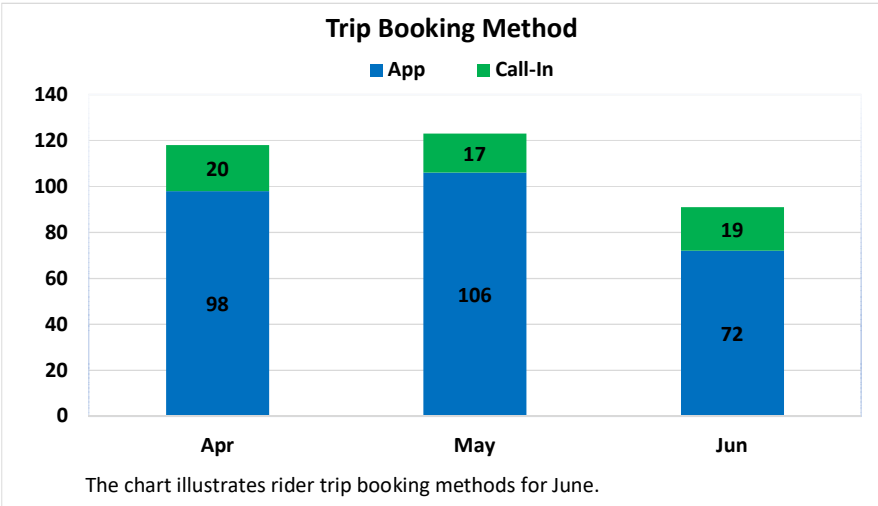
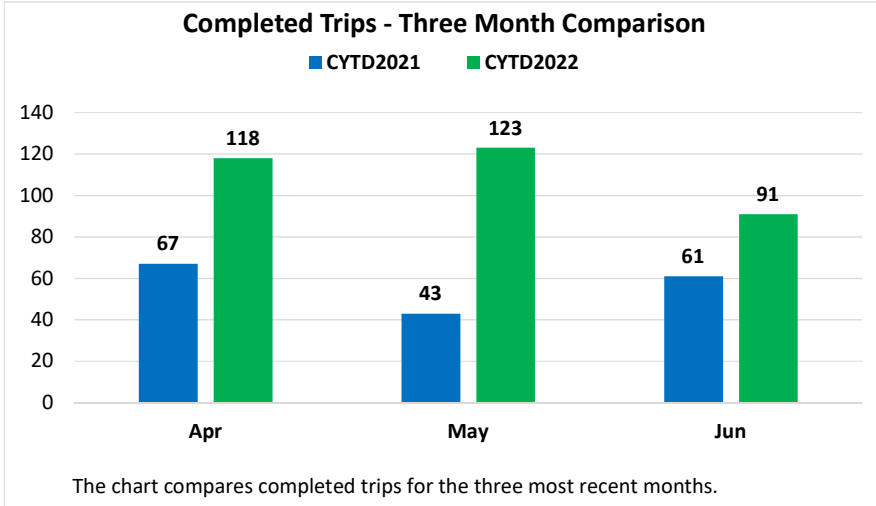
Customer Satisfaction Rating
Avg. rider trip rating 5.0
Goal: 4.5



Palm Desert Geo-Fence Metrics CYTD 2022

Total Completed Trips: 609

Total Number of Passengers: 640



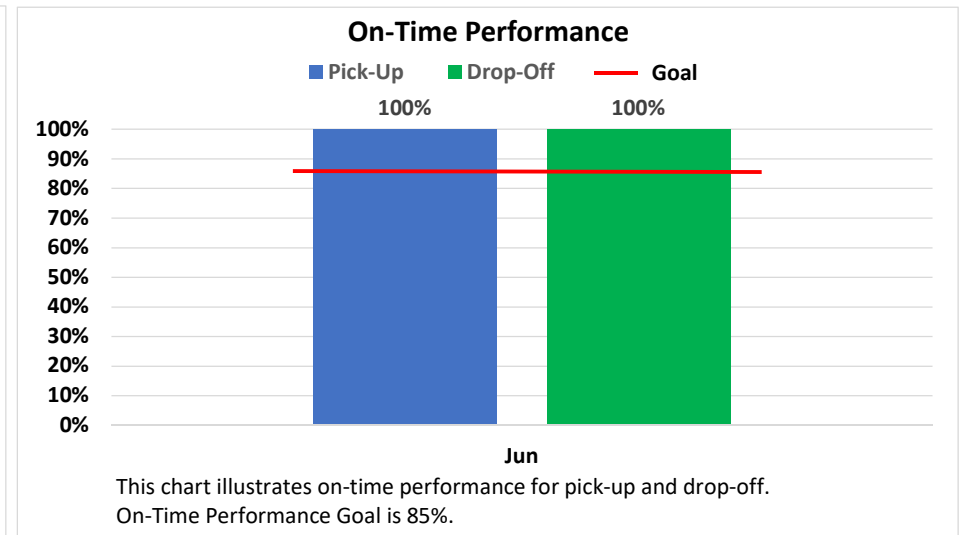
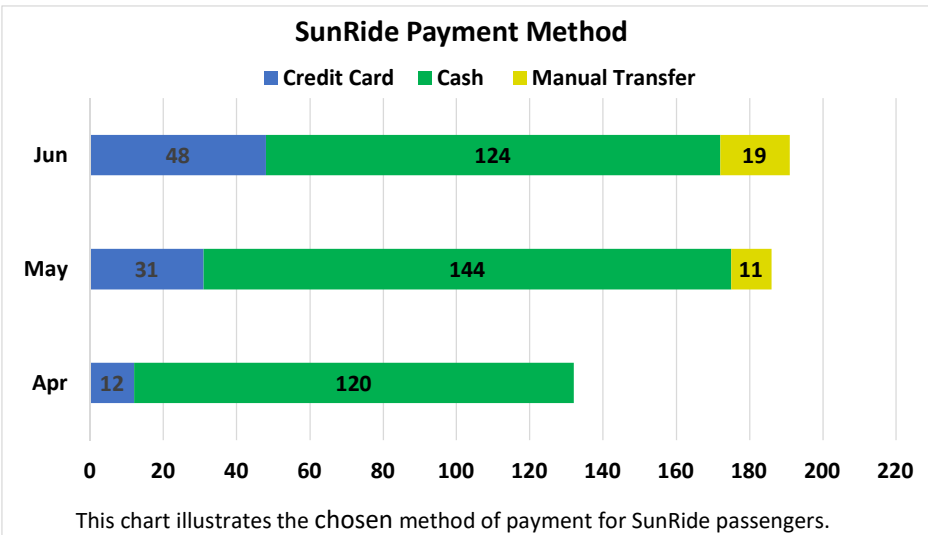
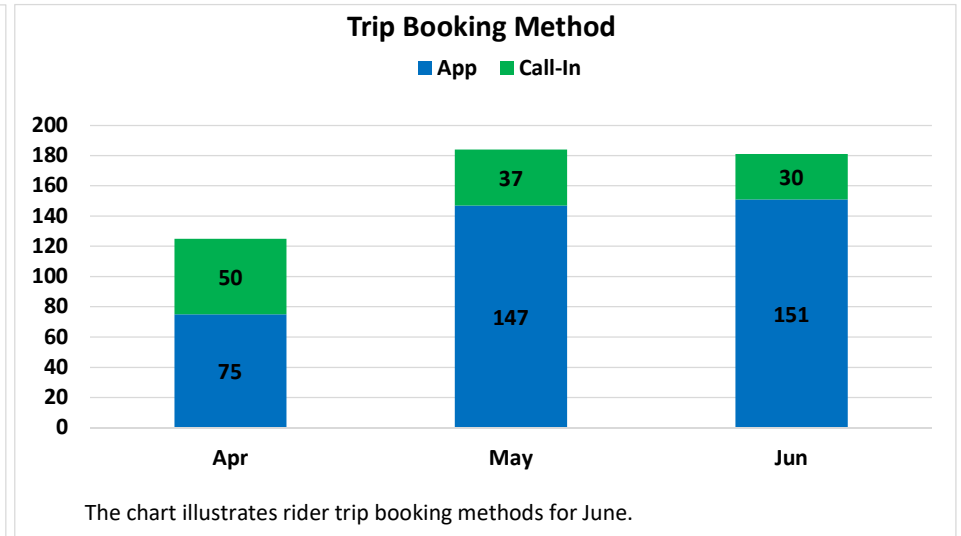
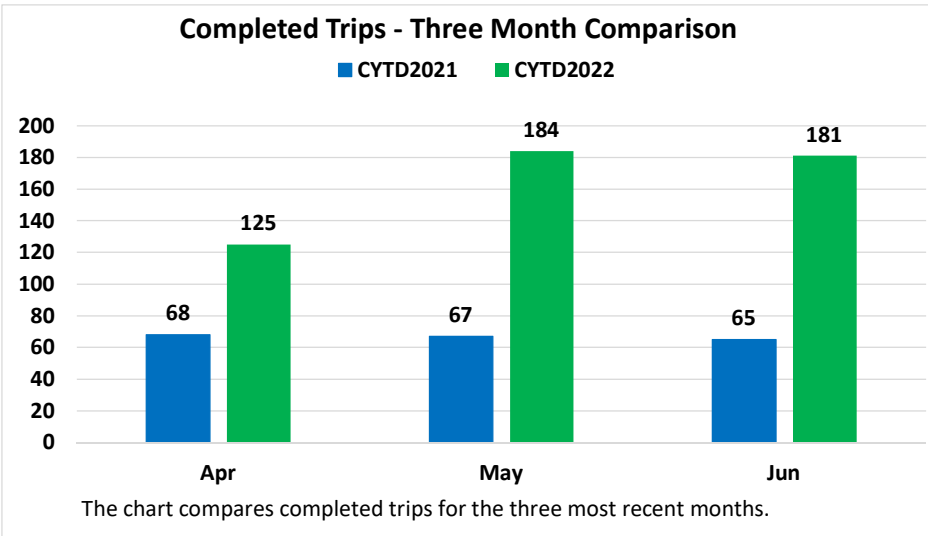
Customer Satisfaction Rating
Avg. rider trip rating: 5.0
Goal: 4.5



Coachella Geo-Fence Metrics CYTD 2022

Total Completed Trips: 931

Total Number of Passengers: 960



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

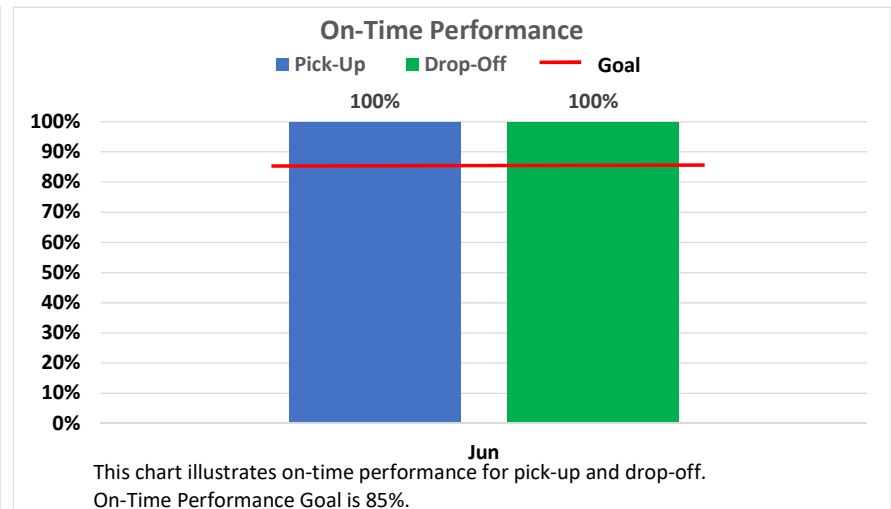
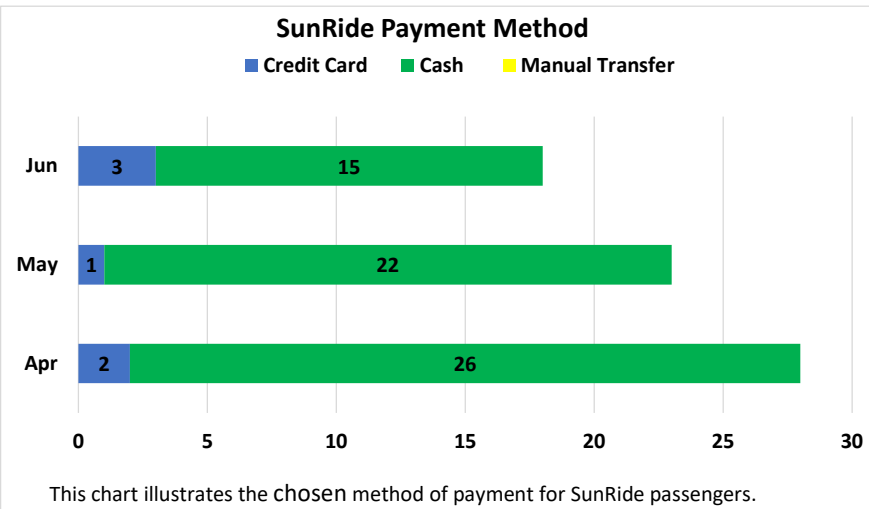
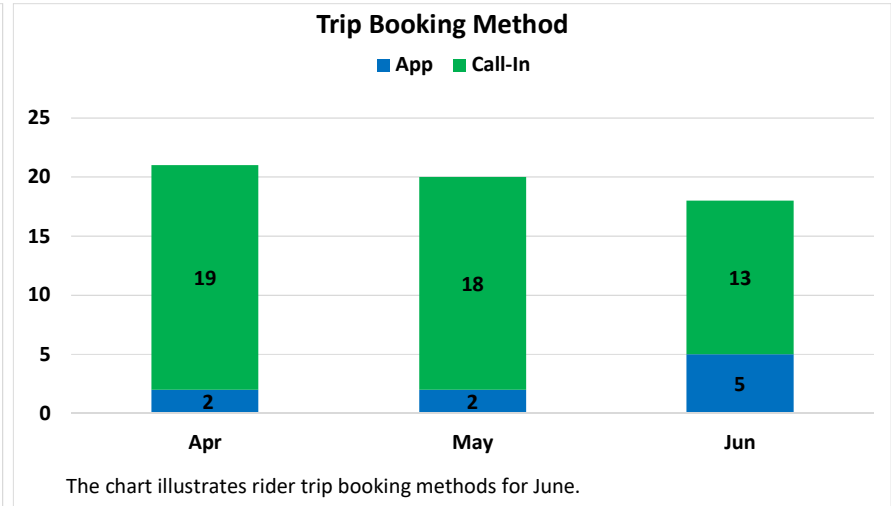
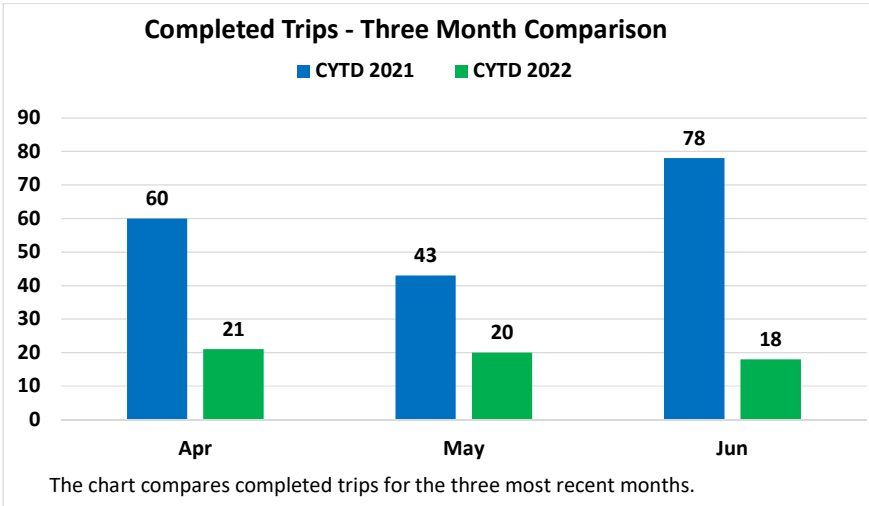


EXCEEDS GOAL!

Mecca/North Shore Geo-Fence Metrics CYTD 2022

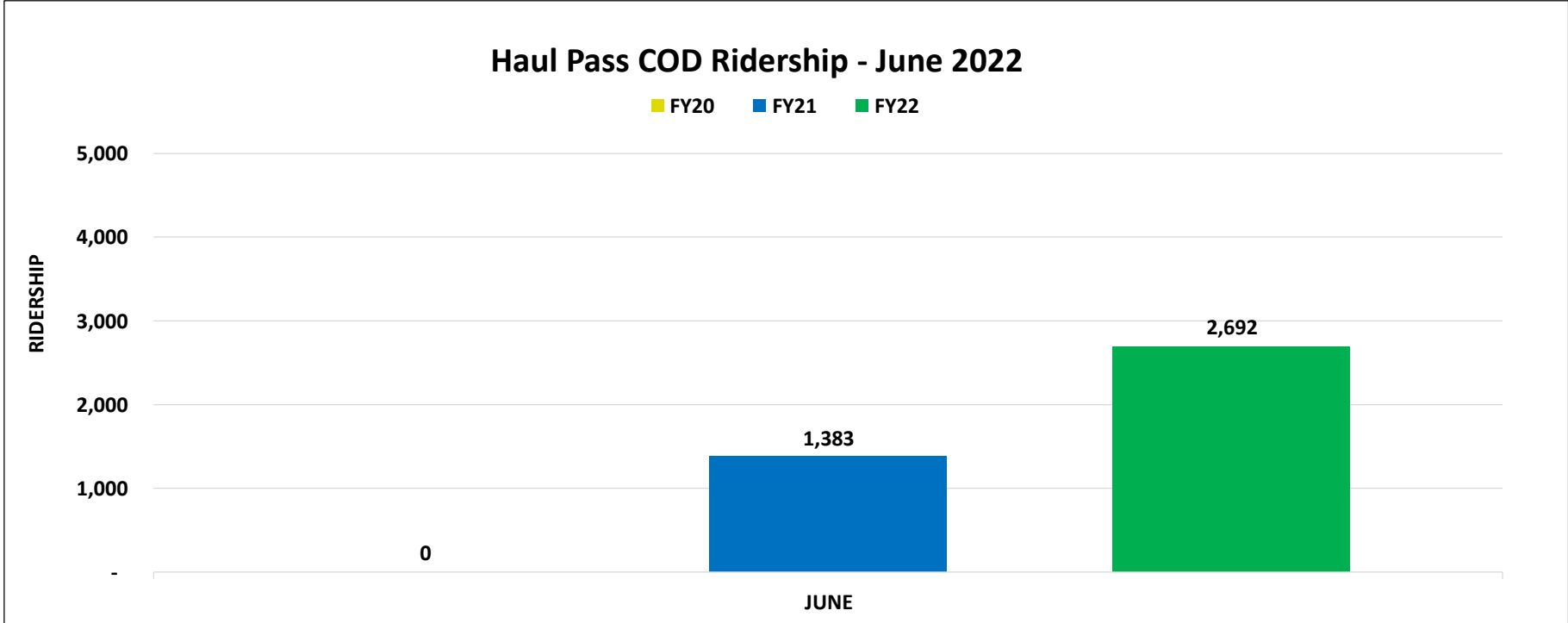
Total Completed Trips: 143

Total Number of Passengers: 168



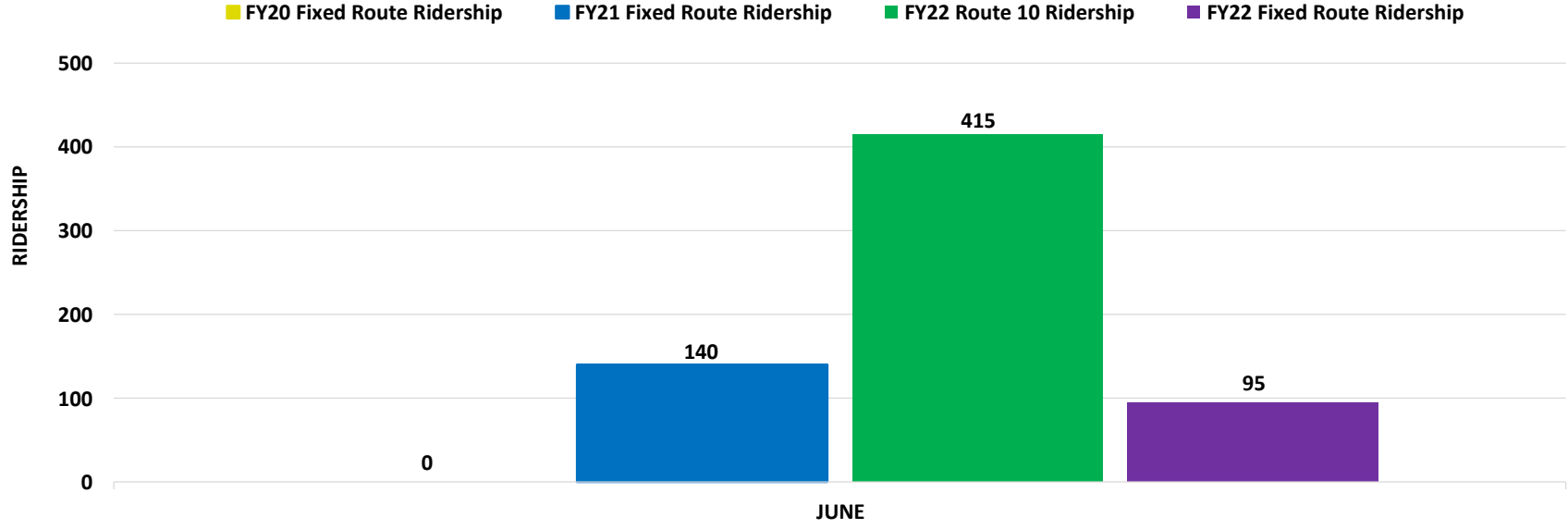
Customer Satisfaction Rating
Avg. rider trip rating: 5.0
Goal: 4.5





The Haul Pass program was introduced in August 2018.
 This chart represents monthly ridership on the Haul Pass COD.
 Haul Pass COD contributed with 2,695 rides from 168 unique riders.
 In May 2021, SunLine resumed fare collection.
 On October 17, 2021, SunLine commenced operations under Level 2.

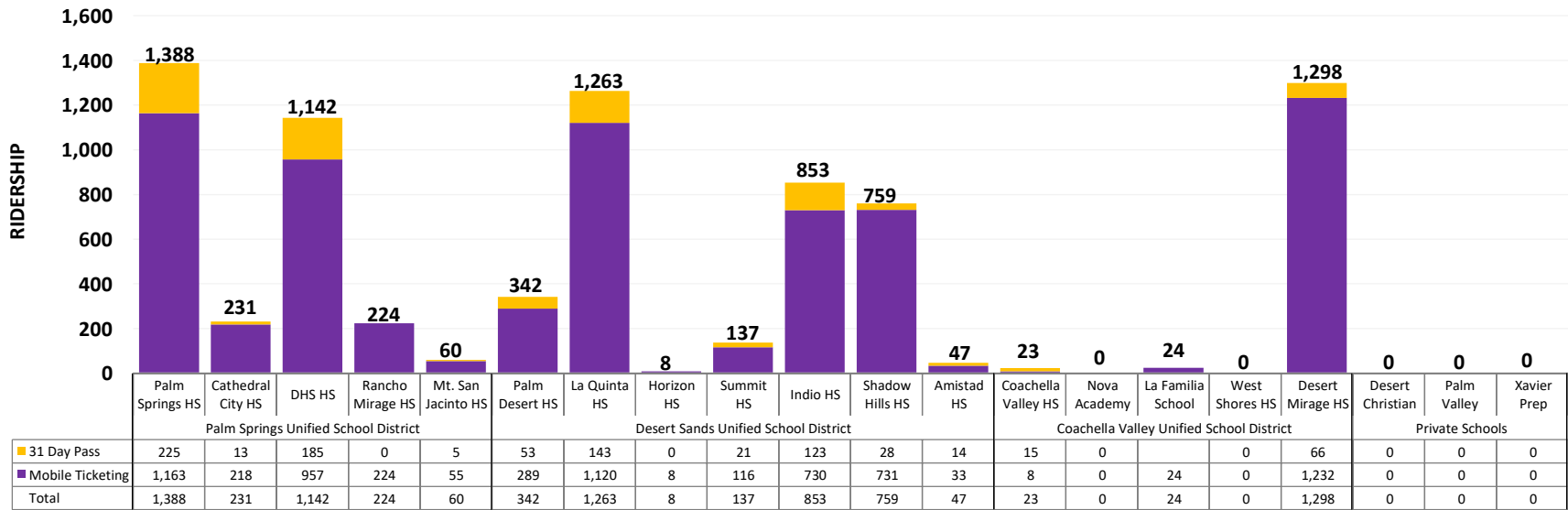
Haul Pass CSUSB Ridership - June 2022



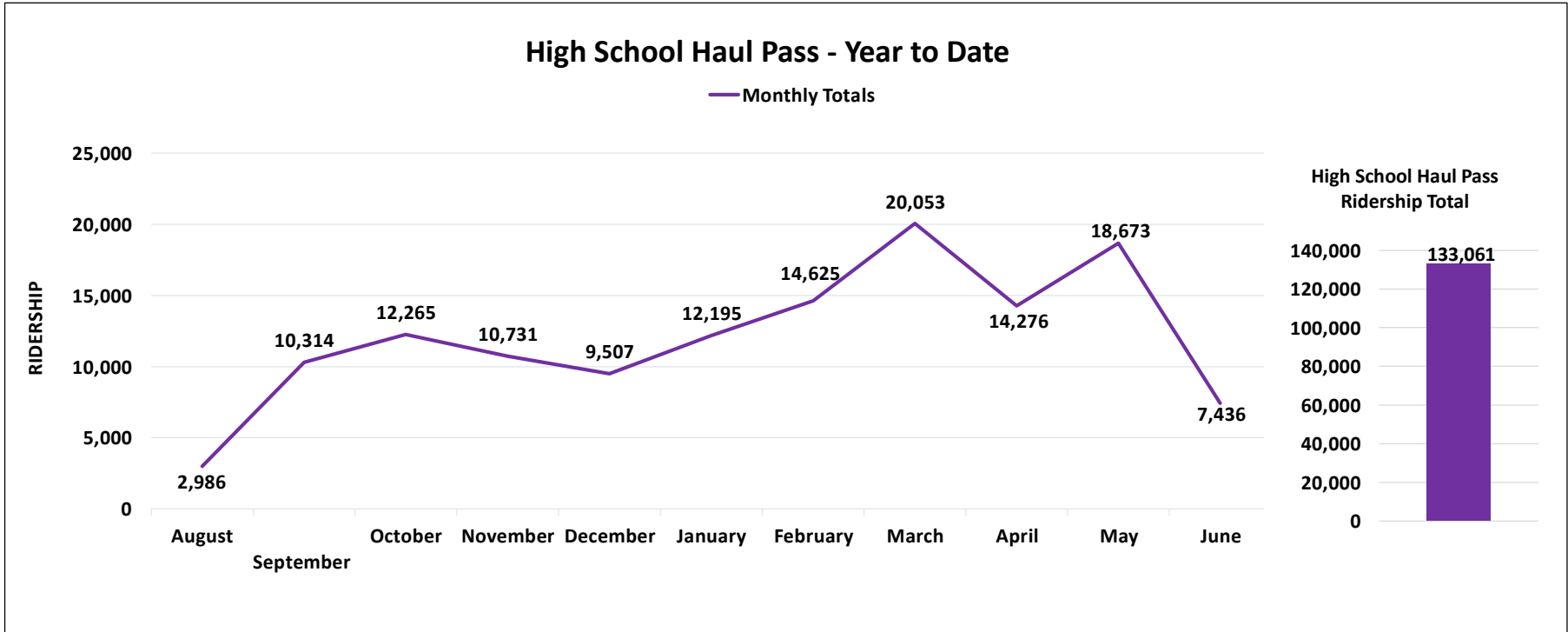
The Haul Pass CSUSB program was introduced in September 2019.
This chart represents monthly ridership on the Haul Pass CSUSB.
Haul Pass CSUSB contributed with 510 rides from which 415 rides were from the Route 10 and a total of 44 unique riders.
In May 2021, SunLine resumed fare collection.
On October 17, 2021, SunLine commenced operations under Level 2.

High School Haul Pass - June 2022

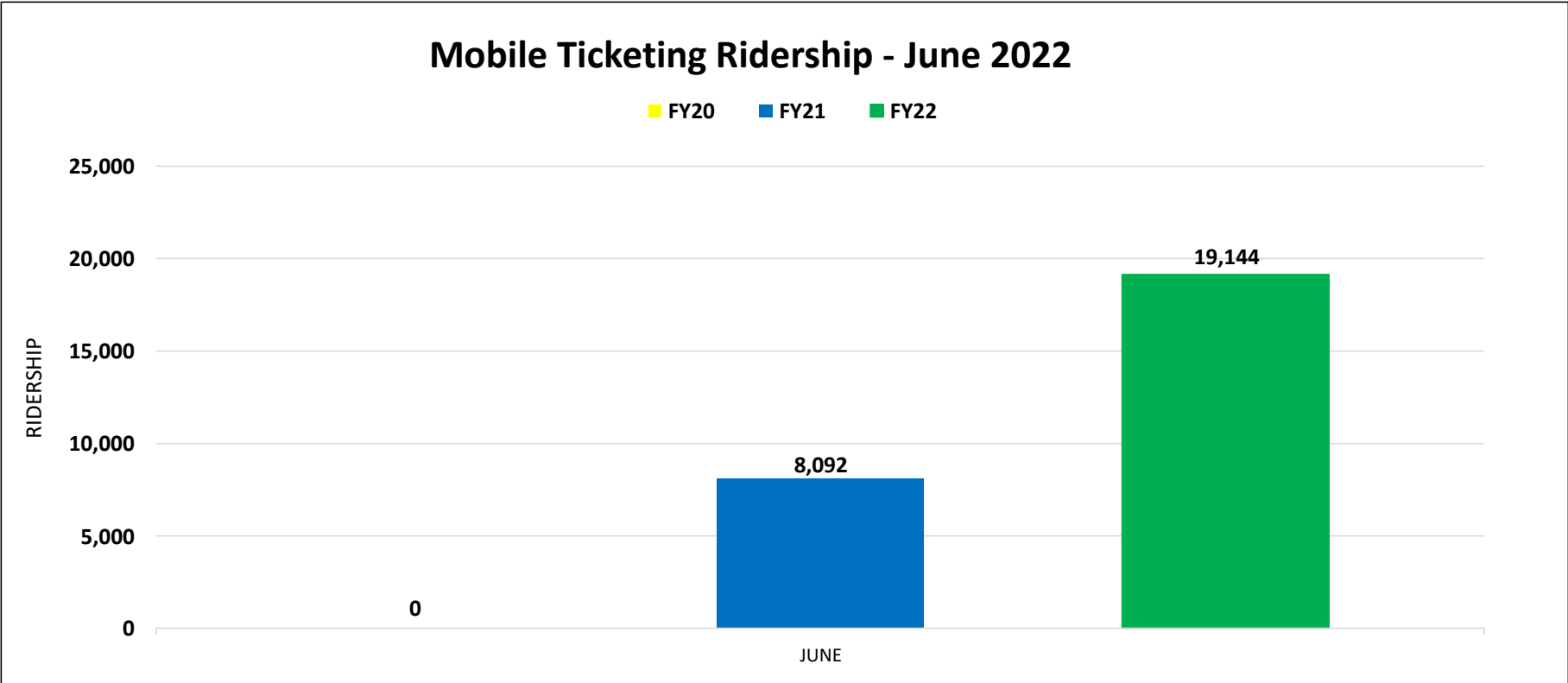
■ Mobile Ticketing ■ 31 Day Pass



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



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



This chart represents all monthly mobile ticketing usage based on the Token Transit app data. The total for June 2022 includes 205 paratransit mobile tickets. A total of 1,500 unique users used mobile ticketing in the month of June. In May 2021, SunLine resumed fare collection. On October 17, 2021, SunLine commenced operations under Level 2.

SunLine Transit Agency

CONSENT CALENDAR

DATE: July 27, 2022

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Quarterly Capital Projects Update for 2nd Quarter Calendar Year 2022

Summary:

The capital projects update summarizes the quarterly status of the large capital projects that are active. For the second quarter of calendar year 2022, there are 24 large projects in progress. During the second quarter, projects had some impacts due to the COVID-19 pandemic following similar trends nationwide. Any substantial impacts will be reported to the Board of Directors.

Recommendation:

Receive and file.

QUARTERLY CAPITAL PROJECT UPDATES 2ND QUARTER CALENDAR YEAR 2022

| New Projects Update | | | |
|--|--|--|----------------|
| Project Title | Brief Description | Current Status | Funding |
| Land Acquisition | Land acquisition of approximately 5.87 acres, located north of SunLine's Division I in Thousand Palms. This property will position the Agency to provide improved operational choices for its customers and support the Agency's zero emission technology expansion. | SunLine hired a consultant for due diligence services and has been in communication with the owner's broker representative. The land acquisition is in escrow and expected to close in the third quarter of 2022. | \$2,100,000 |
| Radio Replacement for Fixed Route Buses - Phase I | This project will allow the replacement of the current radio system from analog to cellular services that will improve the day-to-day operational communications of SunLine's Transportation department. | SunLine staff is in the process of finalizing a contract to hire a technical consultant that will support the project team in developing a project scope and will assist with the procurement of a radio system. The contract with the technical consultant is expected to be executed in July 2022. | \$997,500 |
| Purchase of Five (5) Replacement Zero Emission Relief Cars | This project will allow the purchase of five (5) replacement Chevy Bolt 2022 cars and charging infrastructure. | Solicitation for bids were released in June. Staff plans to present the contract for the procurement of the five (5) vehicles to the Board of Directors in July. | \$224,187 |
| Security Application Implementation 2022 | This project will deliver the procurement and installation of a security application to detect and interdict possible malware cyberattacks. | SunLine staff is working on finalizing the scope of work. Project team will issue an invitation for bids upon the completion of the scope of work. | \$201,300 |
| Purchase of Three (3) Micro Transit Vehicles | This project is for the purchase of three (3) micro transit vehicles to support the growing need of the Coachella Valley. | In May of 2022, the Board of Directors approved a contract with Creative Bus Sales, Inc. for the purchase of three (3) Braun low floor, accessible mini-vans. SunLine team is working on issuing a purchase order. | \$179,019 |

QUARTERLY CAPITAL PROJECT UPDATES 2ND QUARTER CALENDAR YEAR 2022

| Project Title | Brief Description | Current Status | Funding |
|--|---|---|-----------|
| Purchase of Shop Service CNG Vehicle (F-450) | This project is for the purchase of a shop service vehicle to support the Maintenance and Transportation departments. | The project team is working on issuing a purchase order through the state contract. Due to inventory shortages, there is a delay in manufacturing vehicles. It is anticipated that orders for vehicles will be available in the fourth quarter of 2022. | \$119,750 |
| Surveillance Camera Addition and Replacement | This project will allow the procurement and installation of new surveillance cameras to be installed at SunLine's Thousand Palms and Indio facilities. | Staff is currently working on the scope of work to issue an invitation for bids. Bids are expected to be received in the third quarter of 2022. | \$109,582 |
| H2Ride | This project will support the make ready costs for the demonstration of four (4) 22-foot hydrogen fuel cell shuttle buses. | The agreements with CALSTART and US Hybrid have been executed for the demonstration period. Shuttle buses are expected to be delivered in the third quarter of 2022. | \$99,000 |
| Access Control Replacement | This project will allow the procurement and installation of an access keycard control system and software to prevent unauthorized personnel from entering SunLine's facilities. | Staff is currently working on the scope of work to issue an invitation for bids. Bids are expected to be received in the third quarter of 2022. | \$68,280 |
| Purchase of Support Truck (F-250) | This project will allow the procurement of one (1) truck to support the Agency's staff for daily operations. | The project team is working on issuing a purchase order through the state contract. Due to inventory shortages, there is a delay in manufacturing vehicles. It is anticipated that orders for vehicles will be available in the fourth quarter of 2022. | \$53,745 |

QUARTERLY CAPITAL PROJECT UPDATES 2ND QUARTER CALENDAR YEAR 2022

| Projects Update | | | |
|---|--|--|----------------|
| Project Title | Brief Description | Current Status | Funding |
| Five (5) Hydrogen Buses & On-Site Hydrogen Fueling Station | This project deployed five (5) new 40-foot fuel cell electric buses along with the upgrade of SunLine’s existing hydrogen refueling station with a new electrolyzer. | All five (5) buses and the fueling station are in service. The fueling station is being used by staff to fuel SunLine’s fleet. The project team is working with the contractor on finalizing the commissioning of the station. An additional supply storage tank has been delivered and the installation will commence in the third quarter of 2022. | \$15,571,561 |
| Replacement Operations Facility | The new replacement Operations Facility allowed operators to move to a state of the art facility at Division I. | The facility is currently in use by SunLine staff. The project team is working on closing this project. | \$8,100,000 |
| CNG Fueling Station | The new CNG station located at Division I replaced the existing station that had exceeded its useful life. | All deliverables have been provided. Staff is working on closing the project. The project is expected to be closed by mid-August of 2022. | \$8,000,778 |
| Purchase of Five (5) New Flyer Fuel Cell Buses (SCAQMD Airshed Project) | This project is for the purchase of five (5) 40-foot fuel cell fixed route buses that will replace CNG buses. | Three (3) buses have been delivered and one (1) bus is in service. The remaining two (2) buses are in production at the New Flyer facility. They are expected to be delivered in the third quarter of 2022. | \$6,794,635 |
| Purchase of Five (5) New Flyer Fuel Cell Buses (VW Mitigation) | This project allowed the purchase of five (5) 40-foot fuel cell fixed route buses that will replace CNG buses. | All five (5) buses are in service. SunLine is waiting to receive five (5) laptops that are on backorder. Once all deliverables have been received, staff will begin to work on closing the project. | \$5,995,922 |

QUARTERLY CAPITAL PROJECT UPDATES 2ND QUARTER CALENDAR YEAR 2022

| Project Title | Brief Description | Current Status | Funding |
|-------------------------------------|---|--|-------------|
| Liquid Hydrogen Station Project | The new liquid hydrogen station will include liquid storage, compression equipment, gaseous storage and dispensing, providing both additional capacity and resiliency for the existing fueling infrastructure. The new station will be capable of dispensing fuel at 350 and 700 bar. | Bids were evaluated and staff interviewed the proposers for clarifications on the submitted proposals. SunLine staff will present the recommended firm to the Board of Directors in July of 2022. Upon approval of the selected contractor, permitting phase and civil work will commence. | \$5,161,250 |
| Center of Excellence Facility | This project is for the construction of a facility to serve as a training center and maintenance bay for the zero emission vehicles. | Design plans are being finalized by the Count of Riverside. Staff has been working on preparing the bidding documents and these are expected to be released in the third quarter of 2022. | \$3,097,654 |
| Purchase of 15 Paratransit Vehicles | This project is to procure 15 Paratransit vehicles to replace old vehicles that have exceeded their useful life. | All 15 vehicles have been delivered to SunLine. Twelve vehicles are in service. Final three (3) buses are being prepped by staff with make ready equipment. These three (3) vehicles are expected to be in service in the third quarter of 2022. | \$2,375,076 |
| Coachella Hub | This project is in conjunction with a grant awarded to SunLine as part of the Affordable Housing Sustainability Community Grant. SunLine, along with the City of Coachella, will construct sustainable transportation infrastructure to provide transportation related amenities. | The draft design work has been completed and submitted to the City for review. This project will be presented by City staff to its planning commission for approval in July of 2022. | \$1,313,500 |
| Purchase of MCI Commuter Bus | This project will allow the purchase of one (1) additional MCI bus to meet the needs of the Agency. | Staff has issued the purchase order. The bus is expected to be delivered in the fourth quarter of 2022. | \$950,000 |

QUARTERLY CAPITAL PROJECT UPDATES 2ND QUARTER CALENDAR YEAR 2022

| Project Title | Brief Description | Current Status | Funding |
|--|---|--|-----------|
| SoCalGas/Hydrogen Demonstration Project | SunLine, in partnership with SoCalGas, will install, test, monitor, and demonstrate a Steam Methane Reformer (SMR) in various operating conditions. | The site layout and preliminary schedule have been completed. A contractor for civil work has been selected by SoCalGas. Construction mobilization is expected to begin in July of 2022. | \$600,000 |
| Operations Facility IT Equipment | The project focuses on the purchase of information technology equipment such as servers, switches and battery backup systems for the new Operations Facility. | Information technology equipment has been delivered and installed. Staff is working on closing the project. | \$230,291 |
| Purchase of Five (5) Replacement Zero Emission Relief Cars | This project allowed the purchase of five (5) replacement Chevy Bolt 2021 cars and charging infrastructure. | All five (5) cars are in service. The Project Manager is working on closing this project. | \$196,866 |
| Modular Trailer Demolition | This project is for the demolition of trailers, formerly occupied by Transportation department staff, that have exceeded their useful life. | The demolition of the trailers has been completed and the installation of the land stabilizer was completed by the contractor. Staff will begin to close the project. | \$110,000 |

SunLine Transit Agency

CONSENT CALENDAR

DATE: July 27, 2022

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Board Member Attendance for June 2022

Summary:

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

Recommendation:

Receive and file.

| FY 21/22 | Board Member Matrix Attendance | | | | | | | | | | | | | Total Meetings | Total Attended |
|---------------------|--------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----|----------------|----------------|
| | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | | | |
| Desert Hot Springs | X | | X | X | | X | X | X | X | X | X | X | 10 | 10 | |
| Palm Desert | X | | X | X | | X | X | X | X | X | X | X | 10 | 10 | |
| Palm Springs | X | | X | X | | X | X | X | X | X | X | X | 10 | 10 | |
| Cathedral City | X | | X | X | | X | X | X | X | X | X | X | 10 | 10 | |
| Rancho Mirage | X | | X | X | | X | X | X | X | X | X | X | 10 | 10 | |
| Indian Wells | X | | X | | | X | X | X | X | X | X | X | 10 | 9 | |
| La Quinta | X | | X | X | | X | X | X | X | X | X | X | 10 | 10 | |
| Indio | X | | X | X | | X | X | X | X | X | X | X | 10 | 10 | |
| Coachella | X | | X | X | | X | X | X | X | | X | X | 10 | 9 | |
| County of Riverside | X | | X | X | | X | X | X | X | X | X | X | 10 | 10 | |

X - ATTENDED (Primary/Alternate)

DARK –

SunLine Transit Agency

DATE: July 27, 2022 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Frank Rytych, Chief Maintenance Officer

RE: Purchase of Five (5) Chevy Bolt EV Relief Vehicles

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a contract with Jessup Motors to purchase five (5) Chevy Bolt electric vehicles, in an amount not to exceed \$138,909.89 including taxes, upon approval as to form by General Counsel.

Background

This procurement will replace five (5) Honda Civic CNG vehicles which have passed their useful life. These vehicles are used to transport operators to and from route assignments, and support supervisor activities. In support of SunLine's mission statement, the replacement vehicles are zero emission battery electric vehicles.

The Chevy Bolt was selected because they are comparable with the current SunLine EV relief vehicle fleet. Jessup Motors was awarded a competitive bid contract through an invitation to bid.

Financial Impact

The financial impact of \$138,909.89 will utilize state and federal funds programmed in FY21.

Attachments:

- [Item 9a](#) – Price Analysis
- [Item 9b](#) – Solicitation List



INVITATION FOR BIDS
Electric Sedan Support Vehicles (5)
22-087

PRICE ANALYSIS

| | Jessup Chevrolet | Penske Chevrolet | | | State Contract Price |
|----------------|------------------|------------------|--|--|----------------------|
| Lump Sum Total | \$ 138,909.89 | \$ 176,980.31 | | | 184,079.85 |

| | Difference | Delta |
|---|----------------|---------|
| Difference between Jessup Chevrolet and Penske Lump Sum Total | \$ (38,070.42) | -21.51% |
| Difference between Jessup Chevrolet and Independent Cost Estimate | \$ (45,169.96) | -24.54% |

Competition was adequate because RFQs were sent to 10 vendors. Two (2) vendors independently contended for the contract that is to be awarded. Award is based on the Lump Sum Total. Vendors who had not submitted a quote were contacted via phone and listed lack of personnel, supply chain issues, and lack of vehicles as reasons for not submitting a quote. To determine reasonableness, the quotes were compared to the DTS State Contract pricing.

Based on the findings, the prices submitted by the lowest responsive and responsible bidder, Jessup Chevrolet, is 21.51% lower than the second bidder Penske Chevrolet, and 24.54% lower than the State contract award price.

Based on the results, it is determined that the price submitted by Jessup Chevrolet is considered fair and reasonable.

Amy Gunderloy, Procurement Specialist

Solicitation List

Jessup Chevrolet

68-111 E Palm Canyon Drive
Cathedral City, CA 92234
760-906-8989
larrymartin@jessupautoplaza.com

Anderson Chevrolet

31201 Auto Center Drive
Lake Elsinore, CA 92530
855-661-3342
jdiaz@andersonauto.com

Paradise Chevrolet Cadillac

27360 Ynez Road
Temecula, CA 92591
888-387-7019
aj@mychevyguy.com

Rotolo Chevrolet

16666 South Highland Ave
Fontana, CA 92336
866-506-9728
jamie@rotolo.com

Penske Chevrolet

18605 South Studebaker Road
Cerritos, CA 90703
877-772-3022
Kyle.slavin@gmail.com
Johnflavin@aol.com

Diamond Hills Chevrolet

4545 W Ramsey St
Banning, CA 92220
866-410-7823
rgill@daliaauto.com

Courtesy Chevrolet Center

750 Camino Del Rio
San Diego, CA 92108 619.373.1641
Javier.botero@courtesysd.com

Merchant's Fleet

7071 Warner Ave
Huntington Beach, 92647

Elk Grove Auto/Winner Chevrolet

8575 Laguna Grove Dr
Elk Grove, CA 95757
916-426-5752
Jerry Powers jpowers@lasherauto.com

La Quinta Chevy

jamesr@lqchevycady.com
pisbell@lqchevycady.com
carlosa@lqchevycady.com
MichaelKingsbury@LaQuintaChevroletCadillac.cmdlr.com

courtneywolschleger@MerchantsFleet.com

SunLine Transit Agency

| | | |
|--------------|---|---------------|
| DATE: | July 27, 2022 | ACTION |
| TO: | Finance/Audit Committee Board of Directors | |
| FROM: | Rudy Le Flore, Chief Project Consultant | |
| RE: | Liquid Hydrogen Station | |

Recommendation

Recommend that the Board of Directors authorize the CEO/General Manager to negotiate and execute a contract with Cryogenic Industries, LLC (Cryogenics) for an amount not to exceed:

- a) \$6,200,955 to design and build a liquid hydrogen refueling station; and
- b) \$5,841,762 for the option of three (3) years of fuel, operations, and maintenance of the facility, subject to review and approval by SunLine's General Counsel.

Background

In February 2021, the Notice of Proposed Awards for the GFO-20-602 Zero-Emission Transit Fleet Infrastructure Deployment grant application was released by the California Energy Commission (CEC) announcing SunLine as a grant awardee. The maximum amount for small fleet operators under the grant was \$5,000,000. SunLine applied for and received a grant award in the amount of \$4,986,250 from the CEC in June 2021. The award was to design and build a liquid hydrogen refueling station to increase SunLine's fueling capacity at its Thousand Palms facility. This investment will enable SunLine to comply with California's Innovative Clean Transit regulation, which requires all public transit agencies to transition to 100% zero-emission bus fleets by 2040.

The liquid refueling station will have the capacity to dispense 1,500 kg/d with a public dispenser to be included that can further serve the Coachella Valley. The public dispenser will be able to serve both light-duty and heavy-duty vehicles.

Staff utilized the evaluation criteria cited in Public Contract Code § 22160 et. seq. Though CLEANCOR submitted a price that was \$42,284 less than that of Cryogenics, the price difference did not overcome the technical superiority of the Cryogenics proposal. This was primarily due to CLEANCOR's initial reliance on the NICE pump that became unavailable during the solicitation process. The substitute pump proposed by

CLEANCOR has very little data to substantiate its commercial application. Since fueling is a fundamental operation of transit services, staff showed a preference for commercially proven technology.

The contract will also include three (3) years of operations and maintenance support and three (3) three years of fuel pricing options.

Financial Impact

The financial impact of the capital investment of \$6,200,955 will be satisfied by utilizing capital funds from the California Energy Commission grant, CNG rebate funds, and State Transit Assistance capital funding. The operating funds of \$5,841,762 will be included in the appropriate future fiscal year operating budgets.

Attachments:

- [Item 10a](#) – Liquid Hydrogen Station Project Presentation
- [Item 10b](#) – Price Analysis
- [Item 10c](#) – Solicitation List



Liquid Hydrogen Station Project

Rudy Le Flore
Chief Project Consultant

July 27, 2022

Project Layout

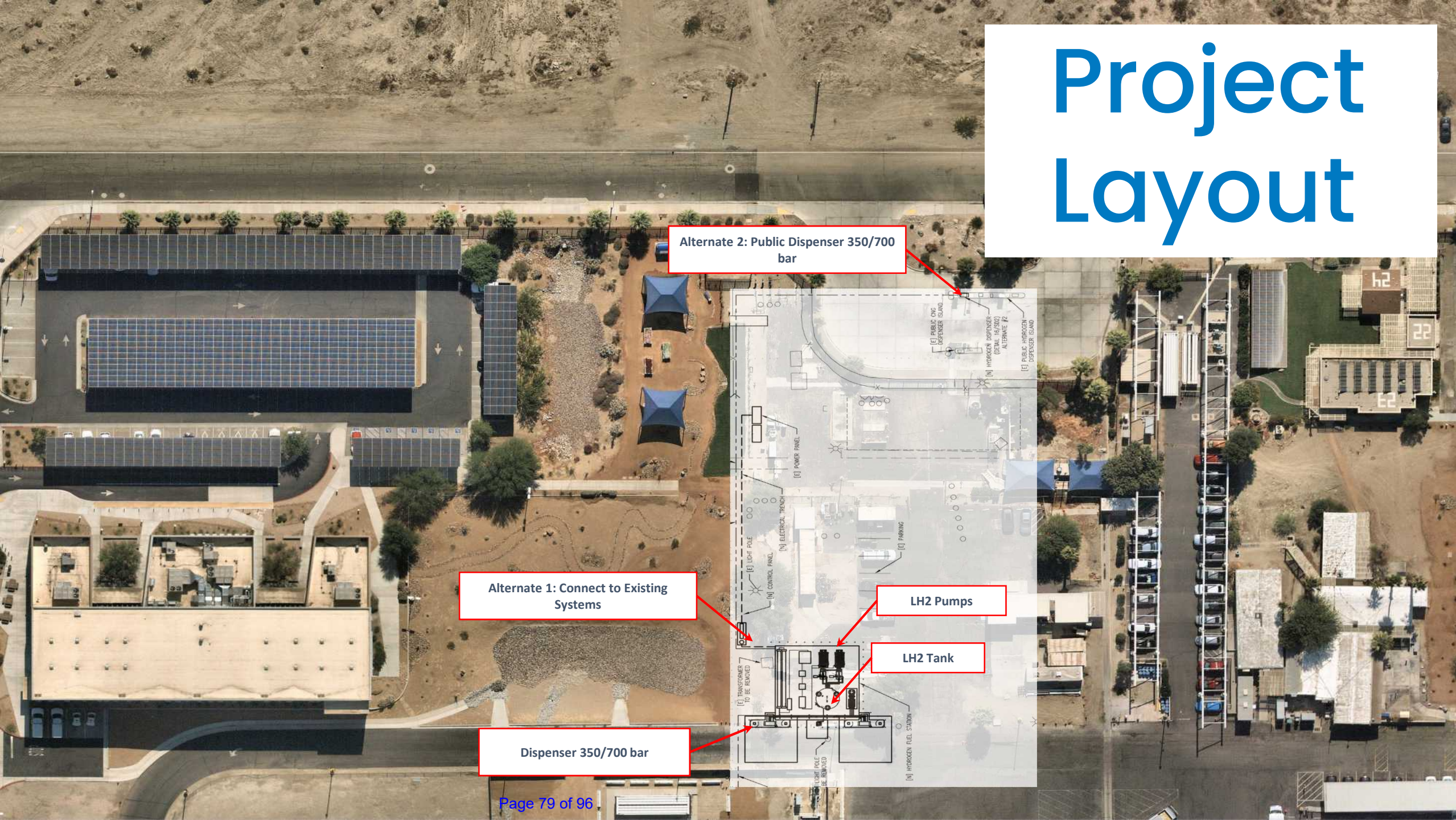
Alternate 2: Public Dispenser 350/700 bar

Alternate 1: Connect to Existing Systems

LH2 Pumps

LH2 Tank

Dispenser 350/700 bar



Liquid Hydrogen Station Budget & Funding



Proposed Budget

| Item | Amount |
|---|---------------------|
| Cryogenics Industries LLC Contract Amount | \$ 6,200,955 |
| Project Management (CEC Funded) | \$ 228,643 |
| Construction Management | \$ 300,000 |
| Technical Support | \$ 75,000 |
| Permits | \$ 100,000 |
| SunLine Construction Consulting | \$ 75,000 |
| Contingency | \$ 500,000 |
| Total Amount: | \$ 7,479,598 |

Funding

| Funds Source & Year | Amount |
|--|---------------------|
| CEC Grant | \$ 4,986,250 |
| CNG Rebate | \$ 175,000 |
| Capital Funds for Public Fueling Station (FY21 & FY22) | \$ 2,318,348 |
| Total Available Funds: | \$ 7,479,598 |

Grant Application Submissions



Low No Grant Submitted

- Liquid Hydrogen Station and Fuel Cell Buses (3)
 - Total Grant Request: \$7,819,257
 - Funds budgeted for the Liquid Hydrogen Station: \$3,500,000

Potential Earmark

- Transportation, and Housing and Urban Development (THUD) appropriations bill Earmark (Public Station)
 - Submitted to House Appropriations Committee: \$2,500,000





Thank you!





Request for Proposal
Liquid Hydrogen (H2) Refueling Station
22-035

Price Analysis

| Construction of Liquid Hydrogen Plant | Cryogenics (Nikkiso) 2022 BAFO | Clean Energy 2022 BAFO | CleanCor 2022 BAFO | Trillium 2022 BAFO |
|---------------------------------------|--------------------------------|------------------------|--------------------|--------------------|
| Total Base Proposal | \$ 5,571,200 | \$ 8,951,574 | \$ 6,479,719 | \$ 8,013,340 |
| Alternate #1 | \$ 34,772 | \$ 74,691 | \$ 23,500 | \$ 290,698 |
| Alternate #2 | \$ 594,983 | \$ 1,443,496 | \$ 495,713 | \$ 2,413,940 |
| Total Base and Alternate 1 & 2 | \$ 6,200,954 | \$ 10,469,760 | \$ 6,998,932 | \$ 10,717,978 |

| Operation & Maintenance (O&M) of Plant | | | | |
|--|----------------------|----------------------|----------------------|----------------------|
| 3 Year O&M | \$ 399,612 | \$ 660,107 | \$ 220,000 | \$ 639,396 |
| 3 Year H2 Supply | \$ 5,442,150 | \$ 6,531,675 | \$ 4,781,500 | \$ 4,818,000 |
| Total Program | \$ 12,042,716 | \$ 17,661,542 | \$ 12,000,432 | \$ 16,175,374 |

| Estimated Price for Hydrogen | \$/kg | \$/kg | \$/kg | \$/kg |
|------------------------------|----------|----------|---------|---------|
| Year 1 | \$ 8.70 | \$ 11.93 | \$ 8.55 | \$ 8.90 |
| Year 2 | \$ 10.56 | \$ 11.93 | \$ 8.70 | \$ 8.80 |
| Year 3 | \$ 10.56 | \$ 11.93 | \$ 8.95 | \$ 8.70 |

| | Difference | Delta |
|---|--------------|--------|
| Difference between Trillium and Nikkiso proposals | \$ 4,132,658 | 25.55% |
| Difference between CleanCor and Nikkiso proposals | \$ (42,284) | -0.35% |

There was adequate price competition since four (4) independent contractors submitted Best and Final Offer Proposals. Award is based on the highest evaluated proposal score for the evaluation criteria elements: Price, Technical Design and Construction Expertise and Life Cycle Costs.

Based upon the above, it is determined that the price submitted by Cryogenics (Nikkiso Solutions) is considered fair and reasonable and represents the best value to the Agency


Sara Parrish
Contract Administrator

**Liquid Hydrogen Refueling Station
Solicitation List
RFQu / RFQ 22-035**

| | | |
|---|---------------------------|-------------------------------------|
| First Element | Tim Brown | tim.brown@firstelementfuel.com |
| Plug Power | Al Cioffi | acioffi@plugpower.com |
| Shell | Wayne Leighty | W.Leighty@shell.com |
| Trilium | Kim Okafor | kimberly.okafor@loves.com |
| Linde | Stacey Grauer | stacey.grauer@linde.com |
| Linde | Wladimir Sarmiento-Darkin | Wladimir.Sarmiento-Darkin@linde.com |
| Air Products | John Chimenti | chimenjp@airproducts.com |
| Air Liquide | Jordan D. Truitt | jordan.truitt@airliquide.com |
| Mitsui | David Yanagisawa | D.Yanagisawa@mitsui.com |
| NICE | Jordan McRobie | jordanmnice@gmail.com |
| Iwatani | Michael Hoban | mhoban@iwatani.com |
| Toyota Tsusho | Yasunari Onodera | yasunari_onodera@taiamerica.com |
| Stratos Fuel, Inc | Jonathan Palacios-Avila | jpa@stratosfuel.com |
| Nel Hydrogen | Elan Bond | arlut@nelhydrogen.com |
| Messer | Mike Iannelli | mike.iannelli@messer-us.com |
| Johnson Peltier | Greg Kelley | gkelley@johnson-peltier.com |
| Construct Connect | John Fermize | john.fermiza@constructconnect.com |
| United Site Services | Ed Scott | ed.scott@unitedsiteservices |
| Cryogenic Industries LLC (Nikkiso) | Ken Gillette | kgillette@nikkisosolutions.com |
| Clean Energy Fuels | Mechelle Wells | wally.dubno@cleanenergyfuels.com |
| Opal Fuels | Steve Breeze | sbreeze@opalfuels.com |
| Bulldog Energy Providers | Erik Hansen | ehansen@bdogenergy.com |
| Cleancor Energy Solutions | Jeff Woods | jwoods@ckor.com |
| Dodge Construction Network | Michelle Wee | michelle.wee@construction.com |
| Fiedler Group | Patrick Fiedler | patrick.fiedler@fiedlergroup.com |
| Plug Power | Rick Mason | rmason@plugpower.com |

*Contractors noted in bold submitted Proposals and Best and Final Proposals

SunLine Transit Agency

DATE: July 27, 2022 **DISCUSSION**

TO: Finance/Audit Committee

FROM: Gloria Salazar, Finance Consultant

RE: Procurement Policy Recommended Changes

Background

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

Staff will be bringing to the September Board meeting an item recommending that the CEO/General Manager's authority be increased to be commensurate with the increased thresholds included in FTA regulations. The federal regulations contain the following thresholds:

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

Staff will recommend that the Procurement Policy (No. B-160501) be changed to reflect these thresholds for processing procurement transactions. Moreover, staff will recommend that the CEO/General Manager's signature authority for contracts be tied to the Simplified Acquisition Threshold as established in the federal regulations. Consequently, the CEO/General Manager's signing authority will be raised from the current limit of \$100,000 to \$250,000. The aggregate threshold for change orders and amendments will also be changed to reflect the new \$250,000 threshold.

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

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

SUMMARY OF PROPOSED CHANGES

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

SunLine Transit Agency

DATE: July 27, 2022 **DISCUSSION**

TO: Finance/Audit Committee

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

RE: Revolving Fund and State of Good Repair Fund Policy

Background

Staff is seeking the Board's opinion and input regarding the establishment of two (2) Board-restricted funds to improve the liquidity and financial condition of SunLine. The two (2) Board-restricted funds for discussion are as follows:

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

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

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

Staff recommendation is to set up a Revolving Fund for up to \$2,000,000 that staff can use for expenditures that have approved allocated funding, including projects with pre-award authority, subject to replenishment upon receipt of reimbursement from the

appropriate funding agencies. This fund will help to protect SunLine's ability to meet its payroll, pay bills, and advance projects that have approved funding.

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

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

If appropriate, staff will bring forward an action item for approval on the new policy in September. In accordance with Committee guidelines, the policy will be brought forward to the Board Operations Committee for approval. Any pertinent discussion and questions at the Finance/Audit Committee today will be discussed with the Board Operations Committee when requesting approval.

Attachments:

- [Item 12a](#) – Revolving Fund And State of Good Repair Fund Policy Presentation
- [Item 12b](#) – Revolving Fund And State of Good Repair Fund Policy



Revolving Fund and State of Good Repair Fund Policy

July 27, 2022

Gloria Salazar, Finance Consultant

Luis Garcia, Controller/Assistant Chief Financial Officer

Background

- Previously discussed by an Ad Hoc Committee
 - Future-proof SunLine

Considerations

- Core business: transit services
- Infrastructure and capital assets
- Unforeseen events
- Funding opportunities
- Compliance
- Culture of SunLine – “operate like a business”

Proposal

- Establish two funds
 - Revolving Fund
 - \$2,000,000 for cash flow purposes
 - State of Good Repair Fund
 - \$25,000,000 cap for capital replacement/emergency operating needs
- Funding Sources
 - Unrestricted revenues generated by SunLine
 - Not covered by state, federal, and local regulations

Next Steps

- No action is required today
- Will need guidance from Finance/Audit Committee
- Present to Board Operations Committee in September to recommend for Board approval

**Thank
You**



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

Adopted:

REVOLVING FUND AND STATE OF GOOD REPAIR FUND POLICY

PURPOSE

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

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

POLICY

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

Policy Statements

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

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

PROCEDURE

Revolving Fund

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

State of Good Repair Fund

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

Changes/Waivers to the Policy

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