



**SunLine Transit Agency/
SunLine Services Group
January 24, 2024
12:00 p.m.**

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

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

NOTICE TO THE PUBLIC

SunLine has discontinued its COVID-19 Emergency Declaration and has returned its Board and Board Committee meetings to live and in-person attendance at the location noted above. These meetings are no longer available for viewing, attendance, or comment by two-way audiovisual platform, two-way telephonic service, webcasting, or streaming video broadcast. SunLine may prepare audio or video recordings of Board meetings. In accordance with the Brown Act and California Public Records Act, these recordings are subject to public inspection for a period of thirty (30) days after the meeting.

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

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 72 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**

ITEM

RECOMMENDATION

4. PRESENTATIONS

5. FINALIZATION OF AGENDA

6. APPROVAL OF MINUTES

APPROVE

a) [December 6, 2023 Joint Board Meeting](#)

(PAGE 5-8)

7. PUBLIC COMMENTS

RECEIVE COMMENTS

NON AGENDA ITEMS

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

8. BOARD MEMBER COMMENTS

RECEIVE COMMENTS

9. CONSENT CALENDAR

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

RECEIVE & FILE

9a) [Checks \\$1,000 and Over Report for October and November 2023](#)

(PAGE 9-16)

9b) [Credit Card Statement for October and November 2023](#)

(PAGE 17-39)

9c) [Monthly Budget Variance Report for October and November 2023](#)

(PAGE 40-49)

9d) [Contracts Signed in Excess of \\$25,000 for November and December 2023](#)

(PAGE 50-52)

9e) [Union & Non-Union Pension Investment Asset Summary for October and November 2023](#)

(PAGE 53-75)

9f) [Ridership Report for November and December 2023](#)

(PAGE 76-80)

9g) [SunDial Operational Notes for November and December 2023](#)

(PAGE 81-86)

9h) [Metrics for November and December 2023](#)

(PAGE 87-122)

9i) [Quarterly Capital Project Update for 4th Quarter Calendar Year 2023](#)

(PAGE 123-127)

9j) [Board Member Attendance for December 2023](#)

(PAGE 128-129)

<u>ITEM</u>	<u>RECOMMENDATION</u>
9k) SSG/SRA Checks \$1,000 and Over Report for October and November 2023	(PAGE 130-132)
9l) SSG Monthly Budget Variance Report for October and November 2023	(PAGE 133-137)
9m) Taxi Trip Data – November and December 2023	(PAGE 138-140)
10. ON CALL ENGINEERING AND SUPPORT SERVICES FOR HYDROGEN FUELING (Nancy Ross, Chair of Finance/Audit Committee; Staff: Walter Watcher, Deputy Chief of Project Delivery)	APPROVE (PAGE 141-142)
11. COACHELLA LEASE AGREEMENT (Nancy Ross, Chair of Finance/Audit Committee; Staff: Luis Garcia, Chief Financial Officer)	APPROVE (PAGE 143-144)
12. APPROVE RESOLUTION NO. 0805 TO AMEND THE CONFLICT OF INTEREST CODE (John Peña, Chair of Board Operations Committee; Staff: Edith Hernandez, Clerk of the Board)	APPROVE (PAGE 145-158)
13. USED BUS PURCHASE FROM RIVERSIDE TRANSIT AGENCY (Nancy Ross, Chair of Finance/Audit Committee; Staff: Luis Garcia, Chief Financial Officer)	INFORMATION (PAGE 159)
14. FIXED ROUTE SERVICE STATUS REPORT (Nancy Ross, Chair of Finance/Audit Committee; Staff: Manuel Alcala, Transit Planning Manager)	INFORMATION (PAGE 160-178)
15. GENERAL COUNSEL’S REPORT	
16. CEO/GENERAL MANAGER’S REPORT	
17. CLOSED SESSION	
a) <u>CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION</u> Initiation of litigation pursuant to Government Code section 54956.9(d)(4) Number of matters: One (1). <ul style="list-style-type: none">• Claim for Money: Bobby McReynolds	
b) <u>CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION</u> Initiation of litigation pursuant to Government Code section 54956.9(d)(4) Number of matters: One (1).	

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING
JANUARY 24, 2024
ITEM**

PAGE 4

RECOMMENDATION

18. NEXT MEETING DATE

February 28, 2024 at 12 p.m.
Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

19. ADJOURN

MINUTES

**Joint SunLine Transit Agency/SunLine Services Group
Board of Directors Meeting
December 6, 2023**

A joint regular meeting of the SunLine Transit Agency and SunLine Services Group Board of Directors was held at 12:00 p.m. on Wednesday, December 6, 2023 in the Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

1. CALL TO ORDER

The meeting was called to order at 12:02 p.m. by Chairperson Lisa Middleton.

2. FLAG SALUTE

Board Member Kelly led the pledge of allegiance.

3. ROLL CALL

Members Present:

Lisa Middleton, Chair, SunLine Agency Board Member, City of Palm Springs
Nancy Ross, SunLine Agency Board Member, City of Cathedral City
Russell Betts, SunLine Agency Board Member, City of Desert Hot Springs
Ty Peabody, SunLine Agency Board Member, City of Indian Wells
Glenn Miller, SunLine Agency Board Member, City of Indio
Katherine Fitzpatrick, SunLine Agency Board Member Alternate, City of La Quinta
Kathleen Kelly, SunLine Agency Board Member, City of Palm Desert
Lynn Mallotto, SunLine Agency Board Member, City of Rancho Mirage
Pat Cooper, SunLine Agency Board Member Alternate, County of Riverside

Members Absent:

Denise Delgado, Vice-Chair, SunLine Agency Board Member, City of Coachella

** Members of the public were given an opportunity to provide public comment before Closed Session. No public comments were provided.*

4. CLOSED SESSION

a) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

Number of Matters: Two (2)

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
DECEMBER 6, 2023**

Navarrete v. SunLine Transit Agency
Riverside Co. Superior Court: Case No. CVRI2103875

Raeck v. SunLine Transit Agency
Riverside Co. Superior Court

- a) General Counsel, Eric Vail, reported that the Board received a briefing and direction on both cases, other than that there was no reportable action taken.

b) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Initiation of litigation pursuant to Government Code section 54956.9(d)(4)
Number of matters: One (1).

- b) Legal Counsel, Catherine Groves reported that the Board was briefed, other than that there was no reportable action taken.

5. PRESENTATIONS

a) CTE Presentation

A CTE presentation was provided by Erik Bigelow, Director – Midwest for Center for Transportation and the Environment (CTE).

b) January Service Change Presentation

The January Service Change presentation was provided by Manuel Alcala, Transit Planning Manager and Carmen Cubero, Marketing & Events Manager.

6. FINALIZATION OF AGENDA

No changes to the agenda.

7. APPROVAL OF MINUTES FOR THE JOINT STA/SSG October 25, 2023 BOARD MEETING

Board Member Betts moved to approve the minutes of the October 25, 2023 Joint STA/SSG Board meeting. The motion was seconded by Board Member Mallotto. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

8. PUBLIC COMMENTS

None.

9. BOARD MEMBER COMMENTS

None.

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
DECEMBER 6, 2023**

10. CONSENT CALENDAR

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

11. FISCAL YEAR 2023 AUDIT REPORTS

Finance/Audit Committee Chair Ross reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Ross moved to approve the Fiscal Year 2023 Audit Reports. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain.

12. RESOLUTION NO. 0804 TO SUBMIT APPLICATION FOR VOLKSWAGEN ENVIRONMENTAL MITIGATION TRUST FUND

Finance/Audit Committee Chair Ross reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Ross moved to approve Resolution No. 0804 to Submit Application for Volkswagen Environmental Mitigation Trust Fund. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain.

13. CALIFORNIA SENATE BILL 125 (SB 125) PROJECT LIST AND STATE TRANSIT ASSISTANCE FUNDING ALLOCATION

Finance/Audit Committee Chair Ross reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Ross moved to approve the California Senate Bill 125 (SB 125) Project List and State Transit Assistance Funding Allocation. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain.

14. LIQUID HYDROGEN STATION CHANGE ORDER/CHANGE DIRECTIVE

Finance/Audit Committee Chair Ross reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Ross moved to approve the Liquid Hydrogen Station Change Order/Change Directive. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain.

15. SERVICE STANDARDS POLICY NO. B-190613 REVISION

Board Operations Committee Chair Peña reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Peña moved to approve the Service Standards Policy No. B-190613. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain.

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
DECEMBER 6, 2023**

16. EMERGENCY POLICY SUNSET – AGENCY RELATED TRAVEL

Board Operations Committee Chair Peña reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Peña moved to approve the Emergency Policy Sunset – Agency Related Travel. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain.

17. FIXED ROUTE SERVICE STATUS REPORT

Finance/Audit Committee Chair Ross reported that an oral report was provided by Manuel Alcala, Transit Planning Manager on this information item.

18. TRIENNIEL REVIEW FINDINGS

Finance/Audit Committee Chair Ross reported that an oral report was provided by Tina Hamel, Chief Administrative Officer on this information item.

19. GENERAL COUNSEL’S REPORT

None.

20. CEO/GENERAL MANAGER’S REPORT

CEO/General Manager, Mona Babauta provided a brief update.

21. NEXT MEETING DATE

January 24, 2024 at 12 pm
Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

19. ADJOURN

The SunLine Services Group and SunLine Transit Agency meeting concurrently adjourned at 1:51 p.m.

Respectfully Submitted,

Edith Hernandez
Clerk of the Board

SunLine Transit Agency**CONSENT CALENDAR**

DATE: January 24, 2024

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Checks \$1,000 and Over Report October and November 2023

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 months of October and November which required signature from the Chair or Vice Chair.

<i>Vendor</i>	<i>Check #</i>	<i>Amount</i>
<i>Integrated Cryogenic Solutions LLC</i>	<i>694678</i>	<i>\$241,048.67</i>

Recommendation:

Receive and file.

**SunLine Transit Agency
Checks \$1,000 and Over
October 2023**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
CALPERS	Group Health Premium	694343	10/25/2023	364,948.83
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	694321	10/19/2023	130,582.78
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	694445	10/31/2023	130,156.81
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	694171	10/04/2023	128,865.39
ANEW RNG, LLC	Utilities	694255	10/19/2023	96,901.64
IMPERIAL IRRIGATION DIST	Utilities	694214	10/11/2023	85,962.87
SO CAL GAS CO.	Utilities CNG	694238	10/11/2023	58,592.00
BURKE, WILLIAMS & SORENSEN, LLP	Legal Service	694342	10/25/2023	48,385.63
TRUGUARD SECURITY SERVICES, INC	Security Guard Services	694244	10/11/2023	39,877.50
ADT COMMERCIAL LLC	WIP-Access Control Replacement-Project Acct#2113-00	694441	10/31/2023	37,870.36
MUTUAL OF OMAHA INSURANCE COMPANY	Supplement Benefits LTD/STD/LIFE Ins Prem	694370	10/25/2023	37,113.98
ADT COMMERCIAL LLC	WIP-Access Control Replacement-Project Acct#2113-00	694442	10/31/2023	28,222.11
THE LEFLORE GROUP LLC	WIP-Project Administration -Project Acct#2421-04	694379	10/25/2023	27,993.52
MICHELIN NORTH AMERICA, INC.	Lease Tires Services	694148	10/04/2023	25,651.75
MICHELIN NORTH AMERICA, INC.	Lease Tires Services	694419	10/31/2023	25,382.00
THE LEFLORE GROUP LLC	WIP-Hydrogen Refueling Infrastructure-Project Acct#2211-03	694435	10/31/2023	25,267.93
OLD GREEN HOUSE LLC	Planning Consultant	694307	10/19/2023	20,325.00
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	694180	10/04/2023	20,222.41
JACKSON LEWIS P.C.	Insurance Loss	694216	10/11/2023	20,124.38
HD INDUSTRIES	Inventory Repair Parts	694280	10/19/2023	20,115.24
AVAIL TECHNOLOGIES	Inventory Repair Parts	694394	10/31/2023	16,297.45
DESERT AIR CONDITIONING, INC.	WIP-AC Replacement TP Facility- Project Acct#1912-04	694348	10/25/2023	14,975.00
NFI PARTS	Inventory Repair Parts	694117	10/04/2023	14,369.49
VERIZON WIRELESS	Wireless Telephone Service	694246	10/11/2023	13,593.08
KEYPER SYSTEMS	WIP-Fixed Assets-Facility Improvement Project Acct #1912-14	694367	10/25/2023	12,814.85
UNUM	Group Dental & Vision Premiums	694316	10/19/2023	12,655.68
NFI PARTS	Inventory Repair Parts	694331	10/25/2023	11,177.78
SPECIALTY FIELD SERVICE, INC.	Outside Repair-Fixed Route	694314	10/19/2023	10,560.00
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	694330	10/19/2023	10,338.81
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	694451	10/31/2023	10,174.12
SONSRAY FLEET SERVICES	Inventory Repair Parts	694444	10/31/2023	9,766.28
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	694388	10/25/2023	9,704.47
COACHELLA VALLEY TAXI	SunRide Ride Share Expenses	694145	10/04/2023	9,694.78
PDC MACHINES, INC	Inventory Repair Parts	694302	10/19/2023	9,526.20
ATKINSON, ANDELSON, LOYA RUUD AND ROMO	Legal Service	694338	10/25/2023	9,436.00
DYNAMIC BUILDING MAINTENANCE INC	Janitorial Services	694207	10/11/2023	9,410.00
WSP USA INC.	TDM & Vanpool Program	694178	10/04/2023	9,373.84
TOWNSEND PUBLIC AFFAIRS, INC	Consulting-General	694319	10/19/2023	9,000.00
HTEC HYDROGEN TECHNOLOGY & ENERGY	Consulting-General	694284	10/19/2023	8,812.50

**SunLine Transit Agency
Checks \$1,000 and Over
October 2023**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	694380	10/25/2023	7,899.59
TINT CITY INC	WIP-Fixed Assets-Facility Improvement Project Acct #2011-01	694168	10/04/2023	7,822.00
SC FUELS	Lubricants- Oil	694313	10/19/2023	7,378.02
MAKAI SOLUTIONS	WIP-Facility Improvement Project Acct #1912-16	694219	10/11/2023	7,367.12
ALLIED REFRIGERATION, INC	Freon & Coolant	694186	10/11/2023	7,269.97
SONSRAY FLEET SERVICES	Inventory Repair Parts	694169	10/04/2023	7,237.94
TESTEQUITY LLC	WIP-Fixed Assets-Misc Equipment Project Acct #1912-06	694167	10/04/2023	7,168.78
US BANK VOYAGER FLEET SYSTEMS	Unleaded/Diesel Fuel	694245	10/11/2023	7,119.07
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	694310	10/19/2023	7,070.06
CUSTOM INDUSTRIES, INC	Inventory Repair Parts	694265	10/19/2023	6,564.19
AMALGAMATED TRANSIT UNION	Union Dues	694392	10/31/2023	6,561.26
NFI PARTS	Inventory Repair Parts	694250	10/19/2023	6,486.62
TEC EQUIPMENT, INC.	Inventory Repair Parts	694242	10/11/2023	6,297.18
BEST BEST & KRIEGER LLP	Legal Services	694340	10/25/2023	6,000.00
AMALGAMATED TRANSIT UNION	Union Dues	694252	10/19/2023	5,879.16
RWC GROUP	Inventory Repair Parts	694358	10/25/2023	5,736.37
ROBERT BACH	Consulting-General	694231	10/11/2023	5,647.58
NAPA AUTO PARTS	Inventory Repair Parts	694296	10/19/2023	5,575.26
RIDECO US INC	SunRide Ride Share Expenses	694305	10/19/2023	5,445.90
FORENSIC DRUG TESTING SERVICES	Alcohol & Drug Testing	694212	10/11/2023	5,331.00
PDC MACHINES, INC	Inventory Repair Parts	694228	10/11/2023	5,146.16
PROMELI MEDIA, LLC	Miscellaneous Expense	694344	10/25/2023	5,025.34
FONTANA RADIATOR SERVICE, INC.	Inventory Repair Parts	694357	10/25/2023	4,796.01
HOME DEPOT CREDIT SERVICES	Facility Maintenance	694281	10/19/2023	4,727.30
IMPERIAL IRRIGATION DIST	Utilities	694362	10/25/2023	4,566.20
CMD CORPORATION	Inventory Repair Parts	694345	10/25/2023	4,502.92
PRUDENTIAL OVERALL SUPPLY	Uniforms	694303	10/19/2023	4,435.15
NFI PARTS	Inventory Repair Parts	694185	10/11/2023	4,427.91
ANDREA CARTER & ASSOCIATES	Marketing & Communication Services	694254	10/19/2023	4,400.00
TPX COMMUNICATIONS	Communication Service	694320	10/19/2023	4,164.21
JOSEPH LYNN FRIEND	Contracted Services	694288	10/19/2023	4,068.75
HD INDUSTRIES	Inventory Repair Parts	694412	10/31/2023	4,015.03
FULTON DISTRIBUTING	Bus Stop Supplies	694131	10/04/2023	3,998.93
PLAZA TOWING, INC.	Towing Services	694376	10/25/2023	3,605.00
BEST BUY RESTAURANT EQUIPMENT	WIP-Fixed Assets-Misc Equipment- Project Acct#2413-04	694259	10/19/2023	3,604.44
VALLEY OFFICE EQUIPMENT, INC.	Copier Service	694324	10/19/2023	3,447.64
CHARTER COMMUNICATIONS	Utilities	694240	10/11/2023	3,445.05
COACHELLA VALLEY TAXI	SunRide Ride Share Expenses	694292	10/19/2023	3,395.10
COACHELLA VALLEY TAXI	SunRide Ride Share Expenses	694366	10/25/2023	3,374.40

**SunLine Transit Agency
Checks \$1,000 and Over
October 2023**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
AMAZON CAPITAL SERVICES, INC	Facility Maintenance	694121	10/04/2023	3,230.88
ALEXANDER COHN, ESQ	Legal Services	694120	10/04/2023	3,200.00
JESSE FRESCAS JR.	WIP-Coachella Transit Hub- Project Acct#2212-00	694286	10/19/2023	3,200.00
CPAC INC.COM	Computer/Network Software Agreement	694129	10/04/2023	3,127.80
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	694162	10/04/2023	3,071.23
IVYS ADSORPTION INC.	Inventory Repair Parts	694363	10/25/2023	2,973.00
BROADLUX, INC.	Contract Services-General	694193	10/11/2023	2,960.00
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	694200	10/11/2023	2,931.91
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	694396	10/31/2023	2,921.57
SAFETY-KLEEN CORPORATION	Contract Svc-Haz Waste Removal	694311	10/19/2023	2,888.60
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	694182	10/05/2023	2,839.01
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	694124	10/04/2023	2,749.34
MODEL1 COMMERCIAL VEHICLES, INC.	Inventory Repair Parts	694205	10/11/2023	2,732.44
PNEUMATIC CONTROL, INC	Inventory Repair Parts	694377	10/25/2023	2,703.68
KORE CONTROLS, LLC	Electrical Related Expenditure	694291	10/19/2023	2,700.00
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	694373	10/25/2023	2,656.29
COMMUNITY TRANSPORTATION ASSOCIATION	Membership & Subscriptions	694128	10/04/2023	2,600.00
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	694260	10/19/2023	2,555.02
GARON WYATT INVESTIGATIVE SERVICES, LLC.	Insurance Loss	694279	10/19/2023	2,505.40
PRUDENTIAL OVERALL SUPPLY	Uniforms	694158	10/04/2023	2,445.22
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	694161	10/04/2023	2,402.83
COACH GLASS	Inventory Repair Parts	694365	10/25/2023	2,354.30
FPS SPECIALISTS IN FIRE SYSTEMS	Contract Services- H2	694215	10/11/2023	2,310.40
AMERICAN MOVING PARTS	Inventory Repair Parts	694189	10/11/2023	2,303.20
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	694277	10/19/2023	2,176.14
SECTRAN SECURITY INC.	Bank Adjustment Fees	694381	10/25/2023	2,161.66
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	694194	10/11/2023	2,143.08
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	694308	10/19/2023	2,113.29
ANDERSON COMMUNICATIONS	Radio Repeater Hill Top Rental	694191	10/11/2023	2,100.00
CPAC INC.COM	Contracted Services	694399	10/31/2023	1,994.95
A AND A FLEET PAINTING INC	Paratransit Repair Parts	694184	10/11/2023	1,980.00
TOTAL CARE WORK INJURY CLINIC	Medical Exam & Testing	694329	10/19/2023	1,980.00
WELTYS ENTERPRISES, INC.	Advertising	694387	10/25/2023	1,942.94
ODP BUSINESS SLOUTIONS LLC	Office Supplies	694422	10/31/2023	1,912.34
NFI PARTS	Inventory Repair Parts	694391	10/31/2023	1,911.26
CITY CAB	Taxi Voucher Program	694312	10/19/2023	1,887.85
KAMINSKY PRODUCTIONS, INC	Advertising	694290	10/19/2023	1,875.00
URIEL GONZALEZ	Reimbursement Expense	694249	10/13/2023	1,852.67
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	694226	10/11/2023	1,827.41

**SunLine Transit Agency
Checks \$1,000 and Over
October 2023**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
YELLOW CAB OF THE DESERT	Taxi Voucher Program	694181	10/04/2023	1,825.45
OMNITRACS, LLC	General Services	694222	10/11/2023	1,820.00
C V WATER DISTRICT	Utilities	694346	10/25/2023	1,806.78
AMAZON CAPITAL SERVICES, INC	Bus Stop Supplies	694336	10/25/2023	1,771.95
WILLIAM LOPER	WIP-Liquid Hydrogen Refueling -Project Acct#2211-02	694327	10/19/2023	1,700.00
DEWEY PEST CONTROL	Contract Services-Maintenance	694270	10/19/2023	1,660.00
C V WATER DISTRICT	Utilities	694127	10/04/2023	1,585.47
N/S CORPORATION	Facility Maintenance	694371	10/25/2023	1,566.48
FRONTIER COMMUNICATIONS	Utilities- OPS Bldg	694278	10/19/2023	1,525.00
CALIFORNIA DEPARTMENT OF TAX & FEE	Quarterly Used Sale Tax	694198	10/11/2023	1,511.00
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	694195	10/11/2023	1,509.92
MILE3 WEB DEVELOPMENT	Website Maintenance	694294	10/19/2023	1,470.00
HEPTAGON SEVEN CONSULTING, INC.	WIP-Thousand Palms Facility Fencing -Project Acct#1912-08	694413	10/31/2023	1,461.08
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	694426	10/31/2023	1,458.84
DESERT HOSE & SUPPLY CORP.	Inventory Repair Parts	694403	10/31/2023	1,442.85
DOUG WALL CONSTRUCTION	WIP-Fixed Assets-Facility Improvement Project Acct #2115-04	694132	10/04/2023	1,383.10
J-A CUSTOM UPHOLSTERY	Repair Parts-Fixed Route	694143	10/04/2023	1,353.30
GILLIG LLC	Inventory Repair Parts	694360	10/25/2023	1,342.90
PAUL ASSOCIATES	Office Supplies	694155	10/04/2023	1,337.64
SECTRAN SECURITY INC.	Bank Adjustment Fees	694236	10/11/2023	1,282.03
DANIELS TIRE SERVICE - GOOD YEAR	Inventory Repair Parts	694400	10/31/2023	1,264.80
PLAZA TOWING, INC.	Towing Services	694157	10/04/2023	1,250.00
RONALD D. COLLINS	Legal Services	694233	10/11/2023	1,250.00
NORTHERN SAFETY COMPANY, INC.	Inventory Repair Parts	694421	10/31/2023	1,237.35
COLLEGE OF THE DESERT, PaCE	Center of Excellence -Project Acct#2319-01	694268	10/19/2023	1,231.60
SEFAC USA, INC.	Equipment Repairs-Shop Equipment	694382	10/25/2023	1,217.60
XENIA RACING WRAPS	Contract Services-Maintenance	694179	10/04/2023	1,188.00
KESQ	Van Pool Expenses	694217	10/11/2023	1,145.00
BATTERY SYSTEMS, INC.	Inventory Repair Parts	694192	10/11/2023	1,131.24
TRANSPORTATION SAFETY INSTITUTE, TRANSIT	Travel-Meetings/Seminars	694385	10/25/2023	1,080.00
GENFARE, LLC	Consulting	694359	10/25/2023	1,050.00
GRAINGER	Inventory Repair Parts	694411	10/31/2023	1,042.98
AMAZON CAPITAL SERVICES, INC	Computer Supplies	694187	10/11/2023	1,009.99
QUADIENT FINANCE USA, INC.	Postage	694304	10/19/2023	1,000.00
LIFECOM, INC.	Contract Services-General	694416	10/31/2023	1,000.00
ESTEBAN HUIZAR	Reimbursement Expense	694134	10/04/2023	1,000.00
WILLIAN NAVARRETE	Reimbursement Expense	694177	10/04/2023	1,000.00

Total Checks Over \$1,000 \$1,941,378.13

Total Checks Under \$1,000 \$45,425.28

Total Checks \$1,986,803.41

**SunLine Transit Agency
Checks \$1,000 and Over
November 2023**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
CALPERS	Group Health Premium	694661	11/29/2023	359,591.03
INTEGRATED CRYOGENIC SOLUTIONS LLC	WIP-Liquid Hydrogen Refueling -Project Acct#2211-02	694678	11/29/2023	241,048.67
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	694579	11/14/2023	130,428.31
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	694693	11/29/2023	78,405.00
ANEW RNG, LLC	Utilities	694591	11/21/2023	66,507.26
IMPERIAL IRRIGATION DIST	Utilities	694548	11/14/2023	65,988.26
SO CAL GAS CO.	Utilities	694574	11/14/2023	59,388.99
IMPERIAL IRRIGATION DIST	Utilities	694482	11/08/2023	45,573.78
BURKE, WILLIAMS & SORENSEN, LLP	Legal Service	694659	11/29/2023	36,908.03
MUTUAL OF OMAHA INSURANCE COMPANY	Supplement Benefits LTD/STD/LIFE Ins Prem	694620	11/21/2023	36,649.76
REMIX TECHNOLOGIES LLC	Computer/Network Software Agreement	694642	11/21/2023	35,000.00
DAHL, TAYLOR AND ASSOCIATES, INC.	WIP-Liquid Hydrogen Refueling -Project Acct#2211-02	694668	11/29/2023	30,074.79
ADT COMMERCIAL LLC	WIP-Access Control Replacement-Project Acct#2113-00	694690	11/29/2023	29,364.54
TOLAR MFG. CO., INC	Repair Claims	694636	11/21/2023	24,264.30
OLD GREEN HOUSE LLC	Planning Consultant	694571	11/14/2023	24,000.00
HD INDUSTRIES	Inventory Repair Parts	694674	11/29/2023	23,028.73
THE LEFLORE GROUP LLC	WIP-Liquid Hydrogen Refueling -Project Acct#2211-02 & 03	694684	11/29/2023	22,624.34
SONSRAY FLEET SERVICES	Inventory Repair Parts	694577	11/14/2023	21,119.06
ATKINSON, ANDELSON, LOYA RUUD AND ROMO	Legal Service	694658	11/29/2023	19,208.00
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	694505	11/08/2023	18,123.37
TEC EQUIPMENT, INC.	Inventory Repair Parts	694511	11/08/2023	16,845.05
VERIZON WIRELESS	Wireless Telephone Service	694514	11/08/2023	14,746.07
HTEC HYDROGEN TECHNOLOGY & ENERGY	Consulting-General	694675	11/29/2023	13,875.00
UNUM	Group Dental & Vision Premiums	694633	11/21/2023	12,064.76
WORLD OIL ENVIRONMENTAL SERVICES	Contract Services-Haz Waste Removal	694527	11/14/2023	11,422.41
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	694517	11/08/2023	10,935.27
DESERT AIR CONDITIONING, INC.	Contract Services A/C	694470	11/08/2023	10,894.68
BATTERY RUSH	Bus Stop Supplies	694531	11/14/2023	10,715.21
DYNAMIC BUILDING MAINTENANCE INC	Janitorial Services	694473	11/08/2023	9,410.00
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	694685	11/29/2023	9,292.18
TOWNSEND PUBLIC AFFAIRS, INC	Consulting-General	694637	11/21/2023	9,000.00
ADVANTAGE COLORGRAPHICS	Printing Expense	694521	11/14/2023	8,295.26
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	694608	11/21/2023	7,122.30
AMALGAMATED TRANSIT UNION	Union Dues	694652	11/29/2023	6,727.68
US BANK VOYAGER FLEET SYSTEMS	Unleaded/Diesel Fuel	694640	11/21/2023	6,720.94
ROBERT BACH	Consulting-General	694502	11/08/2023	6,649.43
AMALGAMATED TRANSIT UNION	Union Dues	694523	11/14/2023	6,526.62
REVIEWSNAP	Membership & Subscriptions	694592	11/21/2023	5,890.00
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	694682	11/29/2023	5,606.22

**SunLine Transit Agency
Checks \$1,000 and Over
November 2023**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
PADILLA TREE SERVICE	Facility Maintenance	694555	11/14/2023	5,500.00
MJM ENGINES	Inventory Repair Parts	694557	11/14/2023	5,393.50
TOOLTOPIA, LLC.	WIP-Fixed Assets Misc Equipment -Project Acct#1912-15	694513	11/08/2023	5,278.68
MAGALDI & MAGALDI, INC.	Inventory Repair Parts	694487	11/08/2023	5,099.04
RECARO NORTH AMERICA, INC.	Inventory Repair Parts	694500	11/08/2023	5,072.00
TRAPEZE SOFTWARE GROUP INC.	Computer/Network Software Agreement	694578	11/14/2023	5,018.00
ANDREA CARTER & ASSOCIATES	Marketing & Communication Services	694526	11/14/2023	4,930.00
JOSEPH LYNN FRIEND	Contracted Services	694553	11/14/2023	4,882.50
RIDECO US INC	SunRide Ride Share Expenses	694567	11/14/2023	4,453.97
WORK ZONE CAM LLC	WIP-Liquid Hydrogen Refueling -Project Acct#2211-02	694586	11/14/2023	4,200.00
WELLER TRUCK PARTS	Repair Parts-Fixed Route	694550	11/14/2023	4,198.42
TPX COMMUNICATIONS	Communication Service	694638	11/21/2023	4,170.93
IMPERIAL IRRIGATION DIST	Utilities	694676	11/29/2023	4,128.21
NFI PARTS	Inventory Repair Parts	694522	11/14/2023	3,866.02
BUREAU VERITAS NORTH AMERICA	Repair Parts-Fixed Route	694460	11/08/2023	3,757.13
GRAINGER	WIP-Fixed Assets Facility Improvements -Project Acct#2413-05	694480	11/08/2023	3,748.78
NFI PARTS	Inventory Repair Parts	694648	11/29/2023	3,747.17
SC FUELS	Lubricants- Oil	694686	11/29/2023	3,695.83
HTEC HYDROGEN TECHNOLOGY & ENERGY	Consulting-General	694547	11/14/2023	3,675.00
HD INDUSTRIES	Outside Repair-Fixed Route	694612	11/21/2023	3,660.00
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	694662	11/29/2023	3,117.66
PRUDENTIAL OVERALL SUPPLY	Uniforms	694562	11/14/2023	3,083.14
CMD CORPORATION	Inventory Repair Parts	694537	11/14/2023	3,058.05
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	694534	11/14/2023	3,010.71
SPECTRAPURE, INC.	Inventory Repair Parts	694597	11/21/2023	2,982.42
CHARTER COMMUNICATIONS	Utilities	694575	11/14/2023	2,974.98
BALLARD POWER SYSTEMS	Repair Parts-Fuel Cell	694529	11/14/2023	2,962.05
SC FUELS	Lubricants- Oil	694629	11/21/2023	2,836.53
HEPTAGON SEVEN CONSULTING, INC.	WIP- Coachella Transit Hub -Project Acct#2212-00	694481	11/08/2023	2,820.72
JESSE FRESCAS JR.	WIP- Coachella Transit Hub -Project Acct#2212-00	694551	11/14/2023	2,800.00
NFI PARTS	Inventory Repair Parts	694452	11/08/2023	2,768.18
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	694462	11/08/2023	2,712.07
GRAINGER	Inventory Repair Parts	694611	11/21/2023	2,653.43
CMD CORPORATION	Repair Parts- CNG	694467	11/08/2023	2,634.03
THERMOGUARD	Repair Parts-Fixed Route	694692	11/29/2023	2,515.00
PLAZA TOWING, INC.	Towing Services	694497	11/08/2023	2,477.25
ROBERT HALF	Temporary Help	694503	11/08/2023	2,434.47
HOME DEPOT CREDIT SERVICES	Facility Maintenance	694613	11/21/2023	2,239.70
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	694593	11/21/2023	2,186.32

**SunLine Transit Agency
Checks \$1,000 and Over
November 2023**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
NFI PARTS	Inventory Repair Parts	694588	11/21/2023	2,185.23
KELLY SPICERS STORES	Office Supplies	694554	11/14/2023	2,119.98
ANDERSON COMMUNICATIONS	Radio Repeater Hill Top Rental	694459	11/08/2023	2,100.00
YELLOW CAB OF THE DESERT	Taxi Voucher Program	694646	11/21/2023	2,051.75
A AND A FLEET PAINTING INC	Paratransit Repair Parts	694520	11/14/2023	1,980.00
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	694621	11/21/2023	1,942.45
BASIN VALVE COMPANY-SIGNAL HILL	Repair Parts- CNG	694530	11/14/2023	1,906.81
RAUL JR BARAJAS	Reimbursement Expense	694565	11/14/2023	1,877.85
RAUL JR BARAJAS	Reimbursement Expense	694519	11/13/2023	1,877.85
PLAZA TOWING, INC.	Towing Services	694624	11/21/2023	1,825.00
OMNITRACS, LLC	General Services	694492	11/08/2023	1,820.00
C V WATER DISTRICT	Utilities	694667	11/29/2023	1,817.25
YELLOW CAB OF THE DESERT	Taxi Voucher Program	694647	11/21/2023	1,732.20
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	694559	11/14/2023	1,708.23
VALLEY OFFICE EQUIPMENT, INC.	Copier Service	694583	11/14/2023	1,685.00
ROBERT HALF	Temporary Help	694570	11/14/2023	1,619.20
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	694461	11/08/2023	1,575.14
FRONTIER COMMUNICATIONS	Utilities- OPS Bldg	694610	11/21/2023	1,525.00
BROADLUX, INC.	Contract Services- General	694532	11/14/2023	1,480.00
SAFETY-KLEEN CORPORATION	Contract Svc-Haz Waste Removal	694507	11/08/2023	1,471.54
MILE3 WEB DEVELOPMENT	Website Maintenance	694488	11/08/2023	1,470.00
WILLIAM LOPER	Consulting-General	694645	11/21/2023	1,400.00
KESQ	Van Pool Expense	694483	11/08/2023	1,355.00
FORENSIC DRUG TESTING SERVICES	Alcohol & Drug Testing	694479	11/08/2023	1,265.00
TOTAL CARE WORK INJURY CLINIC	Medical Exam & Testing	694587	11/14/2023	1,235.00
ROBERT HALF	Temporary Help	694627	11/21/2023	1,234.64
QUICK FIX AUTO GLASS	Repair Parts-Fixed Route	694651	11/29/2023	1,225.00
CAROL DILLON	Reimbursement Expense	694536	11/14/2023	1,189.26
AMERICAN MOVING PARTS	Inventory Repair Parts	694525	11/14/2023	1,172.36
AMERICAN SECURITY GROUP	Security Service	694654	11/29/2023	1,171.19
LISA J MIDDLETON	Reimbursement Expense	694486	11/08/2023	1,131.50
CARISSA SANCHEZ	Reimbursement Expense	694664	11/29/2023	1,107.00
KUNA FM	Van Pool Expense	694484	11/08/2023	1,080.00
CAROL DILLON	Reimbursement Expense	694665	11/29/2023	1,060.58
CITY CAB	Taxi Voucher Program	694628	11/21/2023	1,024.77
Total Checks Over \$1,000	\$1,745,198.97			
Total Checks Under \$1,000	\$36,171.83			
Total Checks	\$1,781,370.80			

SunLine Transit Agency

CONSENT CALENDAR

DATE: January 24, 2024

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Credit Card Statement for October & November 2023

Summary:

The attached report summarizes the Agency's credit card expenses for October and November 2023. The report summarizes transactions for the credit card utilized for Procurement which aligns with the statement closing date of October 31, 2023 and November 30, 2023.

Recommendation:

Receive and file.

SunLine Transit Agency Visa Credit Card Statement**Closing Date: 10/31/2023****Name on Card: Walter Watcher (Procurement Card)**

	Trans. Date	Post. Date	Name	Detail-Description	Credits	Charges
1	09/28/23	10/2/2023	Home Depot	Cleaning Supplies		\$ 192.66
2	09/28/23	10/2/2023	Home Depot	Cleaning Supplies - Refund	\$ 19.37	\$ -
3	09/29/23	10/2/2023	Venlo Rv	Trailer Break Away Kit		\$ 19.52
4	09/29/23	10/2/2023	Tsi	Transportation Safety Institution -Registration Fee (Daniel Bazua)		\$ 145.00
5	09/29/23	10/2/2023	United Airlines	Transportation Safety Institution -Flight seat cost (Daniel Bazua)		\$ 32.00
6	09/29/23	10/2/2023	United Airlines	Transportation Safety Institution -Flight (Daniel Bazua)		\$ 368.40
7	09/29/23	10/2/2023	United Airlines	Transportation Safety Institution -Flight seat cost (Daniel Bazua)		\$ 32.00
8	09/29/23	10/2/2023	United Airlines	Transportation Safety Institution -Flight seat cost (Daniele Bazua)		\$ 32.00
9	09/29/23	10/2/2023	United Airlines	Transportation Safety Institution -Flight seat cost (Daniele Bazua)		\$ 32.00
10	09/29/23	10/2/2023	Costco	Liquid IV Hydration Packets		\$ 179.94
11	09/29/23	10/2/2023	Select Blinds	Roller Shades Blinds for OPS Supervisor Office		\$ 766.71
12	09/29/23	10/2/2023	Milennium Bitmore	2023 Clean Mobility Forum (Anna Maria Julianelli)		\$ 151.05
13	09/29/23	10/2/2023	Milennium Bitmore	2023 Clean Mobility Forum (Jill Plaza)		\$ 151.05
14	10/01/23	10/2/2023	Microsoft	Microsoft Teams Office 365		\$ 176.00
15	10/02/23	10/5/2023	Aloft	Transportation Safety Institution -Hotel room (Daniel Bazua)		\$ 1,099.33
16	10/03/23	10/4/2023	Sams Club	Bottled Water Cases		\$ 83.72
17	10/03/23	10/5/2023	Apta Hotel Expo	2023 Apta Transform Conference Registration (Mona Babauta)		\$ 1,100.00
18	10/04/23	10/5/2023	Grasshopper	SolVan Toll Free Number & Web Traffic		\$ 19.60

19	10/04/23	10/6/2023	W Hotels	36th Annual IATR Conference -Lodging (Jill Plaza)		\$	1,299.84
20	10/05/23	10/6/2023	Kleen-Rite Corp.	5-bolt-On No Pressure setting Rotary Vane System Pump (PD02)		\$	322.63
21	10/10/23	10/12/2023	Hilton Convention	Apta Expo Lodging (Lisa Middleton)		\$	677.26
22	10/10/23	10/12/2023	Hilton Convention	2023 Apta Transform Conference Registration Deposit - (Vanessa Mora)		\$	338.63
23	10/10/23	10/12/2023	Rosen Hotels	Latinos in Transit Graduation Hotel Room Deposit - (Ruby Galvan)	\$ 353.60	\$	-
24	10/11/23	10/12/2023	Godaddy	Standard Wildcard SSL Renewal		\$	899.98
25	10/11/23	10/12/2023	National safety Council	First Aid/CPR/AED Renewal		\$	80.00
26	10/11/23	10/13/2023	Alaska Air	California Transit Training Consortium(CTTC) Flight To conference - (Dioselyn Ayala Moreno)		\$	248.90
27	10/11/23	10/13/2023	United Airlines	California Transit Training Consortium(CTTC) Flight From conference - (Dioselyn Ayala Moreno)		\$	261.90
28	10/12/23	10/12/2023	A gas Service Co.	California Transit Training Consortium(CTTC) Travel Insurance Plan - (Dioselyn Ayala Moreno)		\$	13.50
29	10/12/23	10/12/2023	Expedia	California Transit Training Consortium(CTTC) Flight Cancellation Plan - (Dioselyn Ayala Moreno)		\$	40.11
30	10/12/23	10/12/2023	Expedia	Expedia Booking Fee - (Dioselyn Ayala Moreno)		\$	6.71
31	10/12/23	10/12/2023	A gas Service Co.	CTTC Travel Insurance Plan (Mona Babauta)		\$	13.50
32	10/12/23	10/13/2023	Courtyard	CTTC Lodging (Mona Babauta)		\$	199.20
33	10/12/23	10/13/2023	Courtyard	California Transit Training Consortium(CTTC) Hotel Room - (Dioselyn Ayala Moreno)		\$	199.20
34	10/12/23	10/16/2023	Hilton Convention	2023 Apta Transform Conference - Lodging (Ray Allen)		\$	1,354.52
35	10/12/23	10/16/2023	Hilton Convention	2023 Apta Transform Conference - Lodging (Tina Hamel)		\$	1,693.15
36	10/12/23	10/16/2023	Hilton Convention	2023 Apta Transform Conference - Lodging (Isabel Acosta)		\$	1,693.15
37	10/16/23	10/17/2023	Fastool Inc.	Graco 26C385 -Electronic Preset Antifreeze Meter Rigid Extension		\$	1,207.40
38	10/16/23	10/17/2023	Small Engines Pro Dealer	Graco Battery Cover		\$	96.25
39	10/16/23	10/18/2023	United Airlines	California Transit Training Consortium(CTTC) Flight To conference - (Ray Allen)		\$	133.00

40	10/16/23	10/18/2023	Home Depot	Solar Charge Controller		\$	97.46
41	10/16/23	10/18/2023	United Airlines	California Transit Training Consortium(CTTC) Flight To conference - (Ray Allen)		\$	128.90
42	10/16/23	10/18/2023	Alaska Air	California Transit Training Consortium(CTTC) Flight From conference - (Ray Allen)		\$	261.90
43	10/17/23	10/19/2023	Home Depot	Solar Charge Controller		\$	100.80
44	10/18/23	10/20/2023	Courtyard	CTTC Lodging (Mona Babauta)		\$	0.01
45	10/18/23	10/20/2023	Courtyard	California Transit Training Consortium(CTTC) Hotel Room-(Dioselyn Ayala Moreno)		\$	0.01
46	10/19/23	10/20/2023	Select Blinds	Roller Shades Blinds for Training and Office		\$	464.84
47	10/20/23	10/23/2023	Sams Club	Bottled Water Cases for Boardroom		\$	143.52
48	10/20/23	10/23/2023	Sams Club	Bottled Water Cases for Maintenance		\$	287.04
49	10/21/23	10/24/2023	Aloft	Transportation Safety Institution -Breakfast charges (Daniel Bazua)		\$	46.02
50	10/22/23	10/23/2023	Woobox	Student Art Contest Woobox Voting Subscription -1 month		\$	37.00
51	10/23/23	10/24/2023	Party Time Rentals	Table and Chair Rentals for CalACT Conference		\$	1,416.31
52	10/28/23	10/30/2023	Smk	SolVan Web Forms - 1 month Subscription		\$	19.00
						\$	372.97
						\$	18,362.62



Reporting Period : 9/30/2023 - 10/31/2023

Statement Summary

Name	Walter Watcher	Company	Sunline Transit Agency
Account #	XXXX-XXXX-XXX XXXXXXXXXX	Currency	US Dollar
Reporting Period	9/30/2023 - 10/31/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
1 9/28/2023	10/2/2023	The Home Depot #0667 Rancho Mirage, CA					192.66
<div>PR 19712 Cleaning Supplies for Maintenance</div>			General Ledger Code: 5049900011 Fund: 00				
2 9/28/2023	10/2/2023	The Home Depot #0667 Rancho Mirage, CA					-19.37
<div>PR 19712 Cleaning Supplies for Maintenance</div>			General Ledger Code: 5049900011 Fund: 00				
3 9/29/2023	10/2/2023	Venlo Rv Indio, CA					19.52
<div>PR 19746 Trailer break away kit - Maintenance</div>			General Ledger Code: 5099900002 Fund: 00				
4 9/29/2023	10/2/2023	Tsi 405-954-9742, OK					145.00
<div>Approved Travel for Transportation Safety Institute - Daniel Bazua</div>			General Ledger Code: 5099900002 Fund: 00				

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
5 9/29/2023	10/2/2023	United 800-932-2732, TX	General Ledger Code: 5090200000 Fund: 00	_____	_____	_____	32.00
Seat Charge - Approved Travel for Transportation Safety Institute - Daniel Bazua							
6 9/29/2023	10/2/2023	United 800-932-2732, TX	General Ledger Code: 5090200000 Fund: 00	_____	_____	_____	368.40
Seat Charge Approved Travel for Transportation Safety Institute - Daniel Bazua							
7 9/29/2023	10/2/2023	United 800-932-2732, TX	General Ledger Code: 5090200000 Fund: 00	_____	_____	_____	32.00
Seat Charge -Approved Travel for Transportation Safety Institute - Daniel Bazua							
8 9/29/2023	10/2/2023	United 800-932-2732, TX	General Ledger Code: 5090200000 Fund: 00	_____	_____	_____	32.00
Seat Charge - Approved Travel for Transportation Safety Institute - Daniel Bazua							
9 9/29/2023	10/2/2023	United 800-932-2732, TX	General Ledger Code: 5090200000 Fund: 00	_____	_____	_____	32.00
Seat Charge -Approved Travel for Transportation Safety Institute - Daniel Bazua							
10 9/29/2023	10/2/2023	Www Costco Com 800-955-2292, WA	General Ledger Code: 5099900002 Fund: 00	_____	_____	_____	179.94
PR 19721 Costco Purchase Liquid I.V. Hydration Packets for Maintenance							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
11 9/29/2023	10/2/2023	Selectblinds, Llc 480-302-5164, AZ					766.71
			General Ledger Code: 5049900011 Fund: 00				
			PR 19734 Blinds for OPS Supervisor Office - Facilities				
12 9/29/2023	10/2/2023	Millennium Biltmore La Ec 213-6241011, CA					151.05
			General Ledger Code: 5039903800 Fund: 00				
			Approved Lodging for Anna Maria - 2023 Clean Mobility				
13 9/29/2023	10/2/2023	Millennium Biltmore La Ec 213-6241011, CA					151.05
			General Ledger Code: 5039903800 Fund: 00				
			Approved Lodging for Jill Plaza - 2023 Clean Mobility Forum				
14 10/1/2023	10/2/2023	Msft * E0800p8j7c Msbill.Info, WA					176.00
			Purchase Msft * E0800p8j7c				
			General Ledger Code: 5030300011 Fund: 00				
			PR 19076 - Microsoft Teams - Office 365 for October for IT				
15 10/2/2023	10/5/2023	Aloft 512-2190267, TX					1,099.33
			Purchase Aloft				
			General Ledger Code: 5090200000 Fund: 00				
			Approved Lodging for Daniel Bazua - Transportation Safety				
16 10/3/2023	10/4/2023	Sams Club #6609 Palm Desert, CA					83.72
			General Ledger Code: 5099900002 Fund: 00				
			PR 19760 Pallet of Water for Maintenance				

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
17 10/3/2023	10/5/2023	Apta 202-4964800, DC					1,100.00
APTA Registration - Mona Babauta			General Ledger Code: 5090100000 Fund: 00				
18 10/4/2023	10/5/2023	Grasshopper.Com Logmein.Com, MA					19.60
PR 19508 - Grasshopper - SolVan Toll Free Number & web Traffic			General Ledger Code: 5099900002 Fund: 00				
19 10/4/2023	10/6/2023	W Hotels Scottsdale 480-9702100, AZ					1,299.84
Approved Lodging for 36th Annual Conference IATR - Jill Plaza			General Ledger Code: 5090200000 Fund: 00				
20 10/5/2023	10/6/2023	Kleen Rite Corp 800-233-3873, PA					322.63
PR 19769 Ro-DI system pump for SunFuels			General Ledger Code: 5099900002 Fund: 00				
21 10/10/2023	10/12/2023	Hilton Convention Ctr 407-3134300, FL					677.26
APTA Lodging charge for Lisa Middleton			General Ledger Code: 5090200000 Fund: 00				
22 10/10/2023	10/12/2023	Hilton Convention Ctr 407-3134300, FL					338.63
Approved Hotel Deposit for Vanessa Mora - APTA Conference			General Ledger Code: 5090200000 Fund: 00				

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
23 10/10/2023	10/12/2023	Rosen Hotels Centre Orlando, FL					-353.60
Hotel reimbursement for Ruby Galvan - Latinos in Transit Graduation			General Ledger Code: 5090200000 Fund: 00				
24 10/11/2023	10/12/2023	Dnh*godaddy.Com 480-5058855, AZ					899.98
PR 19879 Website Wildcard SSL Renewal for IT			General Ledger Code: 5030300011 Fund: 00				
25 10/11/2023	10/12/2023	National Safety Council 800-621-7615, IL					80.00
PR 19815 First Aid-CPR-AED Renewal - Safety			General Ledger Code: 5090200001 Fund: 00				
26 10/11/2023	10/13/2023	Alaska Air Seattle, WA					248.90
Approved Travel for Dioselyn Ayala - CTTC Meeting at AC Transit			General Ledger Code: 5090200000 Fund: 00				
27 10/11/2023	10/13/2023	United 800-932-2732, TX					261.90
Approved Travel for Dioselyn Ayala - CTTC Meeting			General Ledger Code: 5090200000 Fund: 00				
28 10/12/2023	10/12/2023	Agaserviceco Mar Tt Allianzins.Us, VA					13.50
Approved Hotel Protection for Dioselyn Ayala - CTTC Meeting			General Ledger Code: 5060401000 Fund: 00				

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
29 10/12/2023	10/12/2023	Expedia 72676440374631 Expedia.Com, WA					40.11
Approved Flight Cancellation Plan - Dioselyn Ayala - CTTC Meeting			General Ledger Code: 5090200000 Fund: 00				
30 10/12/2023	10/12/2023	Expedia 72676440374631 Expedia.Com, WA					6.71
Approved Travel - Expedia Booking Fee - Dioselyn Ayala - CTTC Meeting			General Ledger Code: 5090200000 Fund: 00				
31 10/12/2023	10/12/2023	Agaserviceco Mar Tt Allianzins.Us, VA					13.50
Hotel Protection Charge - Mona Babauta - CTTC Meeting			General Ledger Code: 5060401000 Fund: 00				
32 10/12/2023	10/13/2023	Courtyard Oakland Down Oakland, CA					199.20
Lodging for Mona Babauta - CTTC Meeting			General Ledger Code: 5090200000 Fund: 00				
33 10/12/2023	10/13/2023	Courtyard Oakland Down Oakland, CA					199.20
Approved Lodging for Dioselyn Ayala - CTTC Meeting			General Ledger Code: 5090200000 Fund: 00				
34 10/12/2023	10/16/2023	Hilton Convention Ctr 407-3134300, FL					1,354.52
Approved Lodging for Ray Allen - APTA Conference			General Ledger Code: 5090200000 Fund: 00				

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
35	10/12/2023	10/16/2023	Hilton Convention Ctr 407-3134300, FL				1,693.15
			General Ledger Code: 5090200000 Fund: 00				
			Approved Lodging for Tina Hamel - APTA Conference				
36	10/12/2023	10/16/2023	Hilton Convention Ctr 407-3134300, FL				1,693.15
			General Ledger Code: 5090200000 Fund: 00				
			Approved Lodging for Isabel Acosta - APTA Conference				
37	10/16/2023	10/17/2023	Fastool Inc 888-654-8898, MI				1,207.40
			General Ledger Code: 5099900002 Fund: 00				
			PR 19828 Electronic Preset Antifreeze Meter for Facilities				
38	10/16/2023	10/17/2023	Smallenginesprodealer 561-888-4022, FL				96.25
			General Ledger Code: 5049900011 Fund: 00				
			PR 19823 Graco Battery Cover for Facilities				
39	10/16/2023	10/18/2023	United 800-932-2732, TX				133.00
			General Ledger Code: 5090200000 Fund: 00				
			Approved Flight Charge for Ray Allen - CTTC Meeting				
40	10/16/2023	10/18/2023	Homedepot.Com 800-430-3376, GA				97.46
			General Ledger Code: 5049900011 Fund: 00				
			PR 19869 (5) Solar Charger Controller for Stops and Zones				

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
41	10/16/2023	10/18/2023	United 800-932-2732, TX				128.90
			General Ledger Code: 5090200000 Fund: 00				
			Approved Flight for Ray Allen - CTTC Meeting				
42	10/16/2023	10/18/2023	Alaska Air Seattle, WA				261.90
			General Ledger Code: 5090200000 Fund: 00				
			Approved Flight for Ray Allen - CTTC Meeting				
43	10/17/2023	10/19/2023	Homedepot.Com 800-430-3376, GA				100.80
			General Ledger Code: 5049900011 Fund: 00				
			PR 19869 (5) Solar Charger Controller Stops and Zones				
44	10/18/2023	10/20/2023	Courtyard Oakland Down Oakland, CA				0.0 1
			General Ledger Code: 5090200000 Fund: 00				
			Hotel Visa Charge - Mona Babauta - CTTC Meeting				
45	10/18/2023	10/20/2023	Courtyard Oakland Down Oakland, CA				0.0 1
			General Ledger Code: 5090200000 Fund: 00				
			Approved Hotel Visa Charge - Dioselyn Ayala - CTTC Meeting				
46	10/19/2023	10/20/2023	Selectblinds, Llc 480-302-5164, AZ				464.84
			General Ledger Code: 5049900011 Fund: 00				
			PR 19891 Blinds for Training and Office Facilities				

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
47 10/20/2023	10/23/2023	Samsclub #6609 Palm Desert, CA					143.52
PR 19806 Bottled Water for Boardroom			General Ledger Code: 5099900002 Fund: 00				
48 10/20/2023	10/23/2023	Sams Club#6609 Palm Desert, CA					287.04
PR 19805 Water for Maintenance			General Ledger Code: 5099900002 Fund: 00				
49 10/21/2023	10/24/2023	Aloft 512-2190267, TX					46.02
Approved Hotel Breakfast Charge for Daniel Bazua			General Ledger Code: 5090200000 Fund: 00				
50 10/22/2023	10/23/2023	Woobox 360-450-5200, WA					37.00
Woobox Subscription for Student Art Contest - Marketing			General Ledger Code: 5030300011 Fund: 00				
51 10/23/2023	10/24/2023	Sq *party Time Rentals Indio, CA					1,416.31
PR 19931 Table and Chair Rental for CalAct Conference - Executive			General Ledger Code: 5099900002 Fund: 00				
52 10/28/2023	10/30/2023	Smk 813-4213676, CA					19.00
Wufoo -Pop-up ox Web-based forms for SolVan - SolVan web forms			General Ledger Code: 5099900002 Fund: 00				

Transaction Count: 52
Total: 17,989.65

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 11/30/2023

Name on Card: Walter Watcher (Procurement Card)

	Trans. Date	Post. Date	Name	Detail-Description	Credits	Charges
1	11/01/23	11/2/2023	Microsoft	Microsoft Teams increase to 50 Licenses		\$ 176.00
2	11/03/23	11/6/2023	United	USDOT Transportation Institution TSI Training for (Jorge Ornelas) -Seat charge		\$ 13.00
3	11/03/23	11/6/2023	United	USDOT Transportation Institution TSI Training for (Jorge Ornelas) -Flight		\$ 937.32
4	11/03/23	11/6/2023	United	USDOT Transportation Institution TSI Training for (Jorge Ornelas) -Checked bag Fee		\$ 30.00
5	11/03/23	11/6/2023	United	USDOT Transportation Institution TSI Training for (Jorge Ornelas) -Seat charge		\$ 13.00
6	11/03/23	11/6/2023	United	USDOT Transportation Institution TSI Training for (Jorge Ornelas) -Checked bag Fee		\$ 30.00
7	11/03/23	11/6/2023	United	USDOT Transportation Institution TSI Training for (Jorge Ornelas) -Seat charge		\$ 45.00
8	11/03/23	11/6/2023	United	USDOT Transportation Institution TSI Training for (Jorge Ornelas) -Seat charge		\$ 17.00
9	11/04/23	11/6/2023	Priceline /United	USDOT Transportation Institution TSI Training for (Jorge Ornelas) -Seat and Bag Convenience Fee		\$ 48.50
10	11/04/23	11/6/2023	Grasshopper	SolVan Toll Free Number & Web Traffic		\$ 21.46
11	11/07/23	11/8/2023	FSPCTA	California Transit Association Annual Fall Conference - Attendee Registration (Ray Allen, Vanessa Mora, Isabel Vizcarra, Tamara Miles, Mona Babauta)		\$ 3,050.00
12	11/07/23	11/8/2023	Allianz Global Assistance	CTA Travel Insurance for (Mona Babauta)		\$ 49.27
13	11/08/23	11/9/2023	Party Time Rentals	Plastic Folding Chairs		\$ 553.43
14	11/10/23	11/13/2023	CALACT	USDOT Transportation Institution TSI Training - Registration Fee (Jorge Ornelas)		\$ 145.00
15	11/13/23	11/16/2023	Hotel Dena Pasada	California Transit Association Annual Fall Conference - Lodging (Vanessa Mora)		\$ 1,073.64
16	11/13/23	11/16/2023	Hotel Dena Pasada	California Transit Association Annual Fall Conference -Lodging (Isabela Vizcarra)		\$ 1,073.64
17	11/13/23	11/16/2023	Hotel Dena Pasada	California Transit Association Annual Fall Conference - Lodging (Tamara Miles)		\$ 1,073.64

18	11/14/23	11/15/2023	Expedia	2023 APTA Safety and Risk Mangement Seminar for (Bryan Valenzuela) -Booking Fee		\$	9.41
19	11/14/23	11/16/2023	United	2023 APTA Safety and Risk Mangement Seminar for (Bryan Valenzuela) -Flight		\$	219.21
20	11/14/23	11/16/2023	United	2023 APTA Safety and Risk Mangement Seminar for (Bryan Valenzuela) -Seat 12D Fee		\$	13.00
21	11/14/23	11/16/2023	American Air	2023 APTA Safety and Risk Mangement Seminar for (Bryan Valenzuela) -Seat 13A Fee		\$	45.07
22	11/14/23	11/16/2023	APTA	2023 APTA Safety and Risk Mangement Seminar for (Bryan Valenzuela) -Registration Fee		\$	275.00
23	11/14/23	11/16/2023	United	2023 APTA Safety and Risk Mangement Seminar for (Bryan Valenzuela) -Seat 12D Fee		\$	28.00
24	11/14/23	11/16/2023	American Air	2023 APTA Safety and Risk Mangement Seminar for (Bryan Valenzuela) -Flight		\$	325.90
25	11/14/23	11/17/2023	Hotel Dena Pasada	CTA Lodging for (Mona Babauta)		\$	729.94
26	11/15/23	11/16/2023	Supplyhouse.com	Mini Tank Water Heater for Mechanics Sink		\$	226.60
27	11/15/23	11/20/2023	AutoDoorhd	Door Brush Pile Weather Stripping for Admin Entrance		\$	78.20
28	11/15/23	11/21/2023	Hotel Dena Pasada	CTA Lodging for (Mona Babauta) - Refund	\$ 729.94	\$	-
29	11/18/23	11/21/2023	Comfort Suites Clovis	USDOT Transportation Institution TSI Training for Jorge Ornelas -Hotel Lodging		\$	900.99
30	11/20/23	11/21/2023	Expedia	West Coast Center of Excellence ZEB Workshops for (Dioselyn Ayala Moreno) -Logding		\$	443.06
31	11/20/23	11/21/2023	Expedia	West Coast Center of Excellence ZEB Workshops for (Shawn Craycraft) -Logding		\$	443.06
32	11/20/23	11/22/2023	American Air	West Coast Center of Excellence ZEB Workshops for (Dioselyn Ayala Moreno) -Seat charge		\$	77.06
33	11/20/23	11/27/2023	American Air	West Coast Center of Excellence ZEB Workshops for (Dioselyn Ayala Moreno) -Flight		\$	501.38
34	11/21/23	11/21/2023	Expedia	West Coast Center of Excellence ZEB Workshops for (Mike Hayes) -Logding		\$	550.66
35	11/21/23	11/22/2023	Sp Ocmounts.com	Ram Powered Dock for Samsung Tablet 3		\$	445.22
36	11/28/23	11/29/2023	Smk	SolVan Web Forms - 1 month Subscription		\$	19.00
37	11/28/23	11/30/2023	Hampton Inn and Suites	Hampton Inn -Conference Room for Arbitration		\$	250.00
						\$ 729.94	\$ 13,930.66



Reporting Period : 11/1/2023 - 11/30/2023

Statement Summary

Name	Walter Watcher	Company	Sunline Transit Agency
Account #	XXXX-XXXX-XXXX	Currency	US Dollar
Reporting Period	11/1/2023 - 11/30/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
1 11/1/2023	11/2/2023	Msft * E0800pmuef Msbill.Info, WA					176.00
Purchase Msft * E0800pmuef			General Ledger Code: 5030300011				
PR 20090 MS Teams increase to 50 Licenses - IT Department			Fund: 00				
2 11/3/2023	11/6/2023	United 800-932-2732, TX					13.00
Purchase United			General Ledger Code: 5090200000				
			Fund: 00				
Seat Charge - Authorized Travel for Jorge Ornelas - TSI Training - Transportation							
3 11/3/2023	11/6/2023	United 800-932-2732, TX					937.32
Purchase United			General Ledger Code: 5090200000				
Fight - Authorized Travel for Jorge Ornelas - TSI Training - Transportation			Fund: 00				
4 11/3/2023	11/6/2023	United 800-932-2732, TX					30.00
Purchase United			General Ledger Code: 5090200000				
			Fund: 00				
Seat Charge - Authorized Travel for Jorge Ornelas - TSI Training - Transportation							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
5 11/3/2023	11/6/2023	United 800-932-2732, TX					13.00
Purchase United			General Ledger Code: 5090200000 Fund: 00				
Seat Charge - Authorized Travel for Jorge Ornelas - TSI Training - Transportation Dept							
6 11/3/2023	11/6/2023	United 800-932-2732, TX					30.00
Purchase United			General Ledger Code: 5090200000 Fund: 00				
Seat Charge - Authorized Travel for Jorge Ornelas - TSI Training - Transportation Dept							
7 11/3/2023	11/6/2023	United 800-932-2732, TX					45.00
Purchase United			General Ledger Code: 5090200000 Fund: 00				
Seat Charge - Authorized Travel for Jorge Ornelas - TSI Training - Transportation Dept							
8 11/3/2023	11/6/2023	United 800-932-2732, TX					17.00
Purchase United			General Ledger Code: 5090200000 Fund: 00				
Seat Charge - Authorized Travel for Jorge Ornelas - TSI Training - Transportation Dept							
9 11/4/2023	11/6/2023	Priceln*united Airline 800-774-2354, CT					48.50
Purchase Priceln*united Airline			General Ledger Code: 5090200000 Fund: 00				
Convenience Fee - Authorized Travel for Jorge Ornelas - TSI Training - Transportation Dept							
10 11/4/2023	11/6/2023	Grasshopper.Com Logmein.Com, MA					21.46
Purchase Grasshopper.Com			General Ledger Code: 5099900002 Fund: 00				
PR 19508 - Grasshopper - SolVan Toll Free Number & web Traffic - Safety Dept							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
11 11/7/2023	11/8/2023	Fsp*cta 916-446-4656, CA					3,050.00
		Purchase Fsp*cta	General Ledger Code: 5090100000 Fund: 00				
		CTA Annual Conference for Mona, Tamara, Ray, Vanessa, and Isabel					
12 11/7/2023	11/8/2023	Agaserviceco Mar Tt Allianzins.Us, VA					49.27
		Purchase Agaserviceco Mar Tt	General Ledger Code: 5060401000 Fund: 00				
		Travel Insurance for Mona Babauta - CTA Annual Conference - Executive Dept					
13 11/8/2023	11/9/2023	Sq *party Time Rentals Indio, CA					553.43
		Purchase Sq *party Time Rentals	General Ledger Code: 5099900002 Fund: 00				
		Plastic Folding Chairs for CalAct Conference - Executive Dept					
14 11/10/2023	11/13/2023	Calact 800-422-5228, CA					145.00
		Purchase Calact	General Ledger Code: 5090100000 Fund: 00				
		Training Fee for Jorge Ornelas - TSI Training - Transportation Dept					
15 11/13/2023	11/16/2023	Hotel Dena Pasadena 800-4907332, CA					1,073.64
		Purchase Hotel Dena Pasadena	General Ledger Code: 5090200000 Fund: 00				
		Lodging - Authorized Travel for Vanessa Mora – CTA Annual Fall Conference - Safety Dept					
16 11/13/2023	11/16/2023	Hotel Dena Pasadena 800-4907332, CA					1,073.64
		Purchase Hotel Dena Pasadena	General Ledger Code: 5090200000 Fund: 00				
		Lodgeing - Authorized Travel for Isabel Vizcarra – CTA Annual Fall Conference - Transplantation Dept					

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
17 11/13/2023	11/16/2023	Hotel Dena Pasadena 800-4907332, CA					1,073.64
		Purchase Hotel Dena Pasadena	General Ledger Code: 5090200000 Fund: 00				
		Lodging - Authorized Travel for Tamara Miles – CTA Annual Fall Conference - HR Dept					
18 11/14/2023	11/15/2023	Expedia 72695009989227 Expedia.Com, WA					9.41
		Purchase Expedia 72695009989227	General Ledger Code: 5090200000 Fund: 00				
		Flight Charge from PSP to TX - Authorized Travel for Bryan Valenzuela – APTA Safety and Risk Management Seminar - Safety Dept					
19 11/14/2023	11/16/2023	United 800-932-2732, TX					219.21
		Purchase United	General Ledger Code: 5090200000 Fund: 00				
		Seat Charge - Authorized Travel for Bryan Valenzuela – APTA Safety and Risk Management Seminar - Safety Dept					
20 11/14/2023	11/16/2023	United 800-932-2732, TX					13.00
		Purchase United	General Ledger Code: 5090200000 Fund: 00				
		Seat Charge - Authorized Travel for Bryan Valenzuela – APTA Safety and Risk Management Seminar					
21 11/14/2023	11/16/2023	American Air Fort Worth, TX					45.07
		Purchase American Air	General Ledger Code: 5090200000 Fund: 00				
		Seat charge - Authorized Travel for Bryan Valenzuela – APTA Safety and Risk Management Seminar - Safety Dept					
22 11/14/2023	11/16/2023	Apta 202-4964800, DC					275.00
		Purchase Apta	General Ledger Code: 5090100000 Fund: 00				
		Seminar Fee - Authorized Travel for Bryan Valenzuela – APTA Safety and Risk Management Seminar - Safety Dept					
		Amount will be reimbursed in December					

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
23 11/14/2023	11/16/2023	United 800-932-2732, TX					28.00
		Purchase United	General Ledger Code: 5090200000 Fund: 00				
		Seat Charge - Authorized Travel for Bryan Valenzuela – APTA Safety and Risk Management Seminar - Safety Dept					
24 11/14/2023	11/16/2023	American Air Fort Worth, TX					325.90
		Purchase American Air	General Ledger Code: 5090200000 Fund: 00				
		Flight TX to PSP - Authorized Travel for Bryan Valenzuela – APTA Safety and Risk Management Seminar - Safety Dept					
25 11/14/2023	11/17/2023	Hotel Dena Pasadena 800-4907332, CA					729.94
		Purchase Hotel Dena Pasadena	General Ledger Code: 5090200000 Fund: 00				
		Lodging for Mona Babauta - CTA Annual Fall Conference - Executive Dept					
26 11/15/2023	11/16/2023	Supplyhouse.Com 888-757-4774, NY					226.60
		Purchase Supplyhouse.Com	General Ledger Code: 5040300100 Fund: 00				
		PR 20050 Mini Tank Water Heater for Mechanics Sink - Facilities Maintenance					
27 11/15/2023	11/20/2023	Autodoorhd 402-935-7733, TX					78.20
		Purchase Autodoorhd	General Ledger Code: 5049900011 Fund: 00				
		PR 20034 Door Pile for Admin Entrance - Facilities Maintenance					
28 11/15/2023	11/21/2023	Hotel Dena Pasadena 800-4907332, CA					-729.94
		Credit Voucher Hotel Dena Pasadena	General Ledger Code: 5090200000 Fund: 00				
		Hotel Credit for Mona Babauta - CTA Annual Fall Conference - Executive Dept					

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
29 11/18/2023	11/21/2023	Comfort Suites Clovis Clovis, CA					900.99
		Purchase Comfort Suites Clovis	General Ledger Code: 5090200000 Fund: 00				
		Lodging - Authorized Travel for Jorge Ornelas - TSI Training - Transportation					
30 11/20/2023	11/21/2023	Expedia 72698364536488 Expedia.Com, WA					443.06
		Purchase Expedia 72698364536488	General Ledger Code: 5090200000 Fund: 00				
		Lodging - Authorized Travel for Dioselyn Ayala – WCCoE ZEB Workshop - Planning and Development Dept					
31 11/20/2023	11/21/2023	Expedia 72698348558661 Expedia.Com, WA					443.06
		Purchase Expedia 72698348558661	General Ledger Code: 5090200000 Fund: 00				
		Lodging - Authorized Travel for Shawn Craycraft – WCCoE ZEB Workshop - Planning and Development Dept					
32 11/20/2023	11/22/2023	American Ai 800-433-7300, TX					77.06
		Purchase American Ai	General Ledger Code: 5090200000 Fund: 00				
		Seat Charge - Authorized Travel for Dioselyn Ayala – WCCoE ZEB Workshop - Planning and Development Dept					
33 11/20/2023	11/27/2023	American Air Fort Worth, TX					501.38
		Purchase American Air	General Ledger Code: 5090200000 Fund: 00				
		Flight Charge - Authorized Travel for Dioselyn Ayala – WCCoE ZEB Workshop - Planning and Development Dept					
34 11/21/2023	11/21/2023	Expedia 72698508428651 Expedia.Com, WA					550.66
		Purchase Expedia 72698508428651	General Ledger Code: 5090200000 Fund: 00				
		Lodging Charge - Authorized Travel for Mike Hayes – WCCoE ZEB Workshop - Planning and Development Dept					

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
35	11/21/2023	11/22/2023	Sp Ocmounts.Com Httpsocmounts, CA				445.22
Purchase Sp Ocmounts.Com			General Ledger Code: 5030300011 Fund: 00				
PR 20183 Ram Powered Dock for Samsung Tablet 3 - Safety							
36	11/28/2023	11/29/2023	Smk 813-4213676, CA				19.00
Purchase Smk			General Ledger Code: 5099900002 Fund: 00				
PR19576 - Wufoo -Pop-up ox Web-based forms for SolVan - SolVan web forms - Safety							
37	11/28/2023	11/30/2023	Hampton Inn And Suites P 760-3401001, CA				250.00
Purchase Hampton Inn And Suites P			General Ledger Code: 5090200000 Fund: 00				
PR 20130 - Hampton Inn - Conference Room for Arbitration - HR Dept							

Transaction Count: 37
Total: 13,200.72

Employee Signature

Date

Authorized Approver Signature

Date

SunLine Transit Agency**CONSENT CALENDAR**

DATE: January 24, 2024

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Monthly Budget Variance Report for October and November 2023

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 October 2023 are equal to 4/12^{ths} of the yearly budget. The FYTD budget values for the month of November 2023 are equal to 5/12^{ths} of the yearly budget.

Year to Date Summary

- As of October 31, 2023, the Agency's FYTD revenues are \$219,377 or 27.33% above the FYTD budget.
- As of October 31, 2023, the Agency's FYTD expenditures are \$755,204 or 4.77% below the FYTD budget.
- As of November 30, 2023, the Agency's FYTD revenues are \$255,048 or 25.42% above the FYTD budget.
- As of November 30, 2023, the Agency's FYTD expenditures are \$1,103,978 or 5.58% below the FYTD budget.

Monthly Spotlight:

- The negative variance in operator and mechanic wages is primarily due to unexpected arbitration awards in the maintenance department.

Recommendation:

Receive and file.

SunLine Transit Agency
Budget Variance Report
October 2023

		Current Month			Fiscal Year to Date			
	FY24			Positive		FY24	Positive	
Description	Total Budget	Actual	Budget	(Negative)	FYTD Actual	FYTD Budget	(Negative)	Percentage Remaining
Operating Revenues:								
Passenger Revenue	1,550,964	161,799	129,247	32,552	545,268	516,988	28,280	64.8%
Other Revenue	857,170	113,244	71,431	41,813	476,821	285,723	191,097	44.4%
Total Operating Revenue	2,408,134	275,043	200,678	74,365	1,022,088	802,711	219,377	57.6%
Operating Expenses:								
Operator & Mechanic Salaries & Wages	9,642,603	898,227	803,550	(94,677)	3,609,304	3,214,201	(395,103)	62.6%
Operator & Mechanic Overtime	1,226,000	77,501	102,167	24,665	545,767	408,667	(137,100)	55.5%
Administration Salaries & Wages	7,325,230	572,330	610,436	38,106	2,360,656	2,441,743	81,087	67.8%
Administration Overtime	109,250	12,105	9,104	(3,001)	67,902	36,417	(31,485)	37.8%
Fringe Benefits	11,591,219	798,325	965,935	167,609	3,401,288	3,863,740	462,452	70.7%
Communications	230,400	23,719	19,200	(4,519)	91,447	76,800	(14,647)	60.3%
Legal Services	400,000	84,832	33,333	(51,499)	231,066	133,333	(97,733)	42.2%
Computer/Network Software Agreement	861,455	50,457	71,788	21,331	208,575	287,152	78,577	75.8%
Uniforms	129,360	2,361	10,780	8,419	22,566	43,120	20,554	82.6%
Contracted Services	855,022	54,250	71,252	17,001	239,454	285,007	45,553	72.0%
Equipment Repairs	14,000	1,569	1,167	(402)	10,346	4,667	(5,679)	26.1%
Security Services	295,000	41,275	24,583	(16,692)	166,287	98,333	(67,954)	43.6%
Fuel - CNG	2,530,920	141,810	210,910	69,100	675,386	843,640	168,254	73.3%
Fuel - Hydrogen	1,418,612	78,605	118,218	39,613	316,864	472,871	156,006	77.7%
Tires	259,155	18,298	21,596	3,298	71,249	86,385	15,136	72.5%
Office Supplies	72,285	3,885	6,024	2,139	19,504	24,095	4,591	73.0%
Travel/Training	163,720	12,510	13,643	1,133	26,262	54,573	28,311	84.0%
Repair Parts	1,809,339	164,373	150,778	(13,595)	599,527	603,113	3,586	66.9%
Facility Maintenance	51,450	13,033	4,288	(8,746)	28,652	17,150	(11,502)	44.3%
Electricity - CNG & Hydrogen	1,530,000	92,048	127,500	35,452	361,255	510,000	148,745	76.4%
Natural Gas	2,610,000	125,925	217,500	91,575	646,780	870,000	223,220	75.2%
Water and Gas	19,001	908	1,583	675	3,641	6,334	2,693	80.8%
Insurance Losses	1,440,000	248,407	120,000	(128,407)	415,225	480,000	64,775	71.2%
Insurance Premium - Property	125,000	16,047	10,417	(5,630)	64,187	41,667	(22,520)	48.7%
Repair Claims	85,000	51	7,083	7,032	978	28,333	27,355	98.8%
Fuel Taxes	114,400	9,348	9,533	186	41,189	38,133	(3,056)	64.0%
Other Expenses	6,551,149	427,802	545,929	118,127	1,834,146	2,183,716	349,570	72.0%
Self Consumed Fuel	(3,992,196)	(220,415)	(332,683)	(112,268)	(992,250)	(1,330,732)	(338,482)	75.1%
Total Operating Expenses (Before Depreciation)	47,467,374	3,749,589	3,955,615	206,026	15,067,254	15,822,458	755,204	68.3%
Operating Expenses in Excess of Operating Revenue		\$ (3,474,546)			\$ (14,045,166)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	8,456,000	652,047	704,667	52,619	2,635,773	2,818,667	182,894	68.8%
State - LTF, LCTOP	26,808,875	2,067,249	2,234,073	166,824	8,356,446	8,936,292	579,846	68.8%
Federal	9,794,365	755,250	816,197	60,948	3,052,947	3,264,788	211,841	68.8%
Total Subsidies	45,059,240	3,474,546	3,754,937	280,391	14,045,166	15,019,747	974,581	68.8%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

SunLine Transit Agency
Budget Variance Report
October 2023

Description	FY24 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY24 FYTD Budget	Positive (Negative)	Percentage Remaining
Operating Expenses:								
Wages & Benefits	29,894,302	2,358,490	2,491,192	132,702	9,984,917	9,964,767	(20,150)	66.6%
Services	5,598,654	422,288	466,555	44,267	1,650,224	1,866,218	215,994	70.5%
Fuels & Lubricants	4,115,207	230,864	342,934	112,070	1,070,086	1,371,736	301,650	74.0%
Tires	259,155	18,298	21,596	3,298	71,249	86,385	15,136	72.5%
Materials and Supplies	2,313,768	198,076	192,814	(5,262)	753,448	771,256	17,808	67.4%
Utilities	4,504,781	249,130	375,398	126,269	1,140,464	1,501,594	361,129	74.7%
Casualty & Liability	3,309,926	436,232	275,827	(160,405)	1,169,019	1,103,309	(65,710)	64.7%
Taxes and Fees	114,400	9,348	9,533	186	41,189	38,133	(3,056)	64.0%
Miscellaneous Expenses	1,349,377	47,279	112,448	65,169	178,908	449,792	270,885	86.7%
Self Consumed Fuel	(3,992,196)	(220,415)	(332,683)	(112,268)	(992,250)	(1,330,732)	(338,482)	75.1%
Total Operating Expenses (Before Depreciation)	47,467,374	3,749,589	3,955,615	206,026	15,067,254	15,822,458	755,204	68.3%
Revenues:								
Passenger Revenue	1,550,964	161,799	129,247	32,552	545,268	516,988	28,280	64.8%
Other Revenue	857,170	113,244	71,431	41,813	476,821	285,723	191,097	44.4%
Total Operating Revenue	2,408,134	275,043	200,678	74,365	1,022,088	802,711	219,377	57.6%
Net Operating Gain (Loss)		\$ (3,474,546)			\$ (14,045,166)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	8,456,000	652,047	704,667	52,619	2,635,773	2,818,667	182,894	68.8%
State - LTF, LCTOP	26,808,875	2,067,249	2,234,073	166,824	8,356,446	8,936,292	579,846	68.8%
Federal - CMAQ,5307,5309,5310,5311,5311(f),5312	9,794,365	755,250	816,197	60,948	3,052,947	3,264,788	211,841	68.8%
Total Subsidies	45,059,240	3,474,546	3,754,937	280,391	14,045,166	15,019,747	974,581	68.8%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

Budget Variance Analysis - SunLine Transit Agency

Passenger Revenue

- The favorable variance in passenger revenue is due to higher than anticipated ridership for FY24.
- As of October, ridership was at 0.1% above FY23 FYTD totals.
- Total system ridership was 521 trips above FY23 FYTD amounts.

Ridership				
	FY23-Oct.	FY24-Oct.	Variance	%Δ
Fixed Route	228,790	232,748	3,958	1.7%
Paratransit	9,101	11,028	1,927	21.2%
SolVan	1,699	2,043	344	20.2%
SunRide	656	2,109	1,453	221.5%
System Total	240,246	247,928	7,682	3.2%

Ridership				
	FYTD-FY23	FYTD-FY24	Variance	%Δ
Fixed Route	824,235	813,632	(10,603)	-1.3%
Paratransit	35,225	40,705	5,480	15.6%
SolVan	6,625	7,906	1,281	19.3%
SunRide	2,127	6,490	4,363	205.1%
System Total	868,212	868,733	521	0.1%

Other Revenue

- The positive variance in other revenue is primarily due to outside fuel sales of CNG.

Operator & Mechanic Salaries & Wages

- The unfavorable variance in wages is primarily due to unexpected arbitration awards.

Operator & Mechanic Overtime

- The unfavorable variance is primarily attributed to overtime due to the vehicle maintenance as needed.

Administration Salaries & Wages

- The favorable variance in administrative salaries and wages is primarily attributed to vacancies.

Administration Overtime

- The unfavorable variance is primarily attributed to overtime in the Operations and Maintenance departments.

Fringe Benefits

- Savings in fringe benefit expenditures are associated with vacancies across the Agency and budgeted cost increases scheduled to take effect in January 2024.

Communications

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

Legal Services

- Legal services have had higher expenses due to legal representation for labor issues.

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

- Savings in contract services costs are primarily attributed to marketing and towing services.

Equipment Repairs

- The unfavorable balance in equipment repair costs are primarily associated with unexpected repairs conducted in September.

Security Services

- Security service are unfavorable primarily due to costs associated with increased service hours.

Fuel - CNG

- The positive variance is primarily attributed to lower usage of CNG fixed route vehicles over budgeted estimates for FY24.

Fuel - Hydrogen

- The savings in the fuel - hydrogen is primarily attributed to lower usage of hydrogen fixed route vehicles as the agency is not utilizing the full fleet due to fueling issues.

Tires

- Tire expenses are less than anticipated due to fewer miles driven in FY24.

Office Supplies

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

Travel/Training

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

Repair Parts

- The favorable variance is due to fewer YTD costs associated with fixed route vehicles.

Facility Maintenance

- The unfavorable balance in facility maintenance expenses is primarily attributed to tree cleanup on Agency property in October.

Electricity - CNG & Hydrogen

- Electricity - CNG & Hydrogen expenses are less than anticipated due to fewer miles driven in FY24.

Natural Gas

- The positive variance is primarily attributed to lower usage of CNG fixed route vehicles over budgeted estimates for FY24.

Water and Gas

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

Insurance Losses

- The positive variance is primarily due fewer YTD losses than anticipated.

Insurance Premium - Property

- Insurance premiums for property increased exceeding budgeted amount.

Repair Claims

- Repair claim expenses are favorable due to fewer than anticipated repairs conducted in the months of July & August.

Fuel Taxes

- Fuel tax expenses increased for August 2023 due to outside fuel sales.

Other Expenses

- The favorable variance is primarily due to YTD savings in contracted services.

Self-Consumed Fuel

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

SunLine Transit Agency
Budget Variance Report
November 2023

		Current Month			Fiscal Year to Date			
	FY24 Total Budget				FY24		Positive	Percentage
Description		Actual	Budget	(Negative)	FYTD Actual	FYTD Budget	(Negative)	Remaining
Operating Revenues:								
Passenger Revenue	1,550,964	142,468	129,247	13,221	687,736	646,235	41,501	55.7%
Other Revenue	857,170	93,881	71,431	22,450	570,702	357,154	213,548	33.4%
Total Operating Revenue	2,408,134	236,349	200,678	35,671	1,258,438	1,003,389	255,048	47.7%
Operating Expenses:								
Operator & Mechanic Salaries & Wages	9,642,603	825,954	803,550	(22,404)	4,435,258	4,017,751	(417,507)	54.0%
Operator & Mechanic Overtime	1,226,000	86,394	102,167	15,773	632,161	510,833	(121,328)	48.4%
Administration Salaries & Wages	7,325,230	528,590	610,436	81,846	2,889,246	3,052,179	162,933	60.6%
Administration Overtime	109,250	21,180	9,104	(12,076)	89,082	45,521	(43,561)	18.5%
Fringe Benefits	11,591,219	872,831	965,935	93,104	4,274,119	4,829,675	555,556	63.1%
Communications	230,400	26,326	19,200	(7,126)	117,773	96,000	(21,773)	48.9%
Legal Services	400,000	47,727	33,333	(14,393)	278,793	166,667	(112,126)	30.3%
Computer/Network Software Agreement	861,455	49,900	71,788	21,888	258,475	358,940	100,465	70.0%
Uniforms	129,360	3,143	10,780	7,637	25,709	53,900	28,191	80.1%
Contracted Services	855,022	49,815	71,252	21,437	289,270	356,259	66,990	66.2%
Equipment Repairs	14,000	0	1,167	1,167	10,346	5,833	(4,512)	26.1%
Security Services	295,000	37,976	24,583	(13,393)	204,263	122,917	(81,347)	30.8%
Fuel - CNG	2,530,920	182,185	210,910	28,725	857,571	1,054,550	196,979	66.1%
Fuel - Hydrogen	1,418,612	66,145	118,218	52,073	383,009	591,088	208,079	73.0%
Tires	259,155	18,934	21,596	2,663	90,183	107,981	17,798	65.2%
Office Supplies	72,285	3,357	6,024	2,667	22,861	30,119	7,258	68.4%
Travel/Training	163,720	9,937	13,643	3,706	36,199	68,217	32,018	77.9%
Repair Parts	1,809,339	151,261	150,778	(483)	750,788	753,891	3,103	58.5%
Facility Maintenance	51,450	6,304	4,288	(2,017)	34,956	21,438	(13,519)	32.1%
Electricity - CNG & Hydrogen	1,530,000	79,133	127,500	48,367	440,387	637,500	197,113	71.2%
Natural Gas	2,610,000	166,840	217,500	50,660	813,621	1,087,500	273,879	68.8%
Water and Gas	19,001	989	1,583	594	4,630	7,917	3,287	75.6%
Insurance Losses	1,079,253	21,295	89,938	68,643	436,519	449,689	13,169	59.6%
Insurance Premium - Property	125,000	16,047	10,417	(5,630)	80,234	52,083	(28,150)	35.8%
Repair Claims	85,000	24,295	7,083	(17,212)	25,273	35,417	10,143	70.3%
Fuel Taxes	114,400	13,055	9,533	(3,522)	54,244	47,667	(6,578)	52.6%
Other Expenses	6,911,896	545,558	575,991	30,434	2,379,704	2,879,957	500,253	65.6%
Self Consumed Fuel	(3,992,196)	(248,330)	(332,683)	(84,353)	(1,240,580)	(1,663,415)	(422,835)	68.9%
Total Operating Expenses (Before Depreciation)	47,467,374	3,606,840	3,955,615	348,775	18,674,094	19,778,073	1,103,978	60.7%
Operating Expenses in Excess of Operating Revenue		\$ (3,370,491)			\$ (17,415,657)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	8,456,000	632,520	704,667	72,147	3,268,293	3,523,333	255,040	61.3%
State - LTF, LCTOP	26,808,875	2,005,339	2,234,073	228,734	10,361,785	11,170,365	808,579	61.3%
Federal	9,794,365	732,631	816,197	83,566	3,785,579	4,080,985	295,407	61.3%
Total Subsidies	45,059,240	3,370,491	3,754,937	384,446	17,415,657	18,774,683	1,359,027	61.3%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

SunLine Transit Agency
Budget Variance Report
November 2023

		Current Month			Fiscal Year to Date			
Description	FY24 Total Budget	Actual	Budget	Positive (Negative)	FYTD Actual	FY24 FYTD Budget	Positive (Negative)	Percentage Remaining
Operating Expenses:								
Wages & Benefits	29,894,302	2,334,949	2,491,192	156,243	12,319,867	12,455,959	136,093	58.8%
Services	5,560,654	419,036	463,388	44,352	2,069,260	2,316,939	247,679	62.8%
Fuels & Lubricants	4,115,207	263,849	342,934	79,085	1,333,935	1,714,670	380,734	67.6%
Tires	259,155	18,934	21,596	2,663	90,183	107,981	17,798	65.2%
Materials and Supplies	2,313,768	186,584	192,814	6,230	940,031	964,070	24,039	59.4%
Utilities	4,504,781	273,749	375,398	101,650	1,414,213	1,876,992	462,779	68.6%
Casualty & Liability	3,309,926	260,719	275,827	15,108	1,429,738	1,379,136	(50,602)	56.8%
Taxes and Fees	114,400	13,055	9,533	(3,522)	54,244	47,667	(6,578)	52.6%
Miscellaneous Expenses	1,387,377	84,295	115,615	31,320	263,203	578,074	314,871	81.0%
Self Consumed Fuel	(3,992,196)	(248,330)	(332,683)	(84,353)	(1,240,580)	(1,663,415)	(422,835)	68.9%
Total Operating Expenses (Before Depreciation)	47,467,374	3,606,840	3,955,615	348,775	18,674,094	19,778,073	1,103,978	60.7%
Revenues:								
Passenger Revenue	1,550,964	142,468	129,247	13,221	687,736	646,235	41,501	55.7%
Other Revenue	857,170	93,881	71,431	22,450	570,702	357,154	213,548	33.4%
Total Operating Revenue	2,408,134	236,349	200,678	35,671	1,258,438	1,003,389	255,048	47.7%
Net Operating Gain (Loss)		\$ (3,370,491)			\$ (17,415,657)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	8,456,000	632,520	704,667	72,147	3,268,293	3,523,333	255,040	61.3%
State - LTF, LCTOP	26,808,875	2,005,339	2,234,073	228,734	10,361,785	11,170,365	808,579	61.3%
Federal - CMAQ,5307,5309,5310,5311,5311(f),5312	9,794,365	732,631	816,197	83,566	3,785,579	4,080,985	295,407	61.3%
Total Subsidies	45,059,240	3,370,491	3,754,937	384,446	17,415,657	18,774,683	1,359,027	61.3%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

Budget Variance Analysis - SunLine Transit Agency

Passenger Revenue

- The favorable variance in passenger revenue is due to higher than anticipated ridership for FY24.
- As of November, ridership was at 1.0% above FY23 FYTD totals.
- Total system ridership was 10,898 trips above FY23 FYTD amounts.

Ridership

	FY23-Nov.	FY24-Nov.	Variance	%Δ
Fixed Route	207,091	214,204	7,113	3.4%
Paratransit	8,609	10,027	1,418	16.5%
SolVan	1,446	1,846	400	27.7%
SunRide	562	2,008	1,446	257.3%
System Total	217,708	228,085	10,377	4.8%

Ridership

	FYTD-FY23	FYTD-FY24	Variance	%Δ
Fixed Route	1,031,326	1,027,836	(3,490)	-0.3%
Paratransit	43,834	50,732	6,898	15.7%
SolVan	8,071	9,752	1,681	20.8%
SunRide	2,689	8,498	5,809	216.0%
System Total	1,085,920	1,096,818	10,898	1.0%

Other Revenue

- The positive variance in other revenue is primarily due to outside fuel sales of CNG.

Operator & Mechanic Salaries & Wages

- The unfavorable variance in wages is primarily due to unexpected arbitration awards.

Operator & Mechanic Overtime

- The unfavorable variance is primarily attributed to overtime due to the vehicle maintenance as needed.

Administration Salaries & Wages

- The favorable variance in administrative salaries and wages is primarily attributed to vacancies.

Administration Overtime

- The unfavorable variance is primarily attributed to overtime in the Operations and Maintenance departments.

Fringe Benefits

- Savings in fringe benefit expenditures are associated with vacancies across the Agency and budgeted cost increases scheduled to take effect in January 2024.

Communications

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

Legal Services

- Legal services have had higher expenses due to legal representation for labor issues.

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

- Savings in contract services costs are primarily attributed to marketing and towing services.

Equipment Repairs

- The unfavorable balance in equipment repair costs are primarily associated with unexpected repairs conducted in September.

Security Services

- Security service are unfavorable primarily due to costs associated with increased service hours.

Fuel - CNG

- The positive variance is primarily attributed to lower usage of CNG fixed route vehicles over budgeted estimates for FY24.

Fuel - Hydrogen

- The savings in the fuel - hydrogen is primarily attributed to lower usage of hydrogen fixed route vehicles as the agency is not utilizing the full fleet due to fueling issues.

Tires

- Tire expenses are less than anticipated due to fewer miles driven in FY24.

Office Supplies

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

Travel/Training

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

Repair Parts

- The favorable variance is due to fewer YTD costs associated with fixed route vehicles.

Facility Maintenance

- The unfavorable balance in facility maintenance expenses is primarily attributed to tree cleanup on Agency property in October.

Electricity - CNG & Hydrogen

- Electricity - CNG & Hydrogen expenses are less than anticipated due to fewer miles driven in FY24.

Natural Gas

- The positive variance is primarily attributed to lower usage of CNG fixed route vehicles over budgeted estimates for FY24.

Water and Gas

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

Insurance Losses

- The positive variance is primarily due fewer YTD losses than anticipated.

Insurance Premium - Property

- Insurance premiums for property increased exceeding budgeted amount.

Repair Claims

- Repair claim expenses are favorable due to fewer than anticipated repairs conducted in the months of July & August.

Fuel Taxes

- Fuel tax expenses increased for August 2023 due to outside fuel sales.

Other Expenses

- The favorable variance is primarily due to YTD savings in contracted services.

Self-Consumed Fuel

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

SunLine Transit Agency
CONSENT CALENDAR

DATE: January 24, 2024 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Contracts Signed between \$25,000 and \$250,000 for November and December 2023

Summary:

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

There was one (1) Purchase Order executed in November 2023 and one (1) Purchase Order in December 2023 between \$25,000 and \$250,000:

November 2023

Vendor	Purpose	Amount
BAE Systems	FC 12 HV Batteries	\$39,140.00

December 2023

Vendor	Purpose	Amount
Tyler Technologies	Annual PO System Maintenance	\$68,804.15

Recommendation:

Receive and file.

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

November 2023

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
BAE Systems	HV Batteries	FC #12	FY24	\$39,140.00	\$39,140.00	Purchase Order

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

December 2023

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Tyler Technologies	Software	Annual Maintenance	FY24	\$68,804.15	\$68,804.15	Purchase Order

SunLine Transit Agency

CONSENT CALENDAR

DATE: January 24, 2024

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Union & Non-Union Pension Investment Asset Summary October and November 2023

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 October, 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	34.8%	16% – 56%
	International Equity	17.0%	0% - 39%
	Other	4.0%	0% – 20%
Income Assets			
	Fixed Income	37.4%	25% - 65%
	Other	5.5%	0% – 20%
Real Return Assets		0.0%	0% – 20%

Cash Equivalents	1.3%	0% – 20%
-------------------------	------	----------

Non-Union

Asset Class		Actual	Range
Growth Assets			
	Domestic Equity	34.7%	16% – 56%
	International Equity	17.0%	0% - 39%
	Other	4.0%	0% – 20%
Income Assets			
	Fixed Income	37.4%	25% - 65%
	Other	5.5%	0% – 20%
Real Return Assets		0.0%	0% – 20%
Cash Equivalents		1.5%	0% – 20%

Components may not sum to 100.0% due to rounding.

For the month of October, the market value of assets decreased by \$729,829 and \$719,679 for the union and non-union plans, respectively.

Month to Month Asset Comparison

Month	Market Value - Union	Market Value – Non-Union
September 2023	\$36,688,375	\$36,621,243
October 2023	\$35,958,546	\$35,901,564
Increase (Decrease)	(\$729,829)	(\$719,679)

For the month of November, 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	34.2%	16% – 56%
	International Equity	17.9%	0% - 39%
	Other	4.0%	0% – 20%
Income Assets			
	Fixed Income	38.2%	25% - 65%
	Other	5.3%	0% – 20%
Real Return Assets		0.0%	0% – 20%
Cash Equivalents		0.5%	0% – 20%

Non-Union

Asset Class		Actual	Range
Growth Assets			
	Domestic Equity	34.2%	16% – 56%
	International Equity	17.8%	0% - 39%
	Other	4.0%	0% – 20%
Income Assets			
	Fixed Income	38.2%	25% - 65%
	Other	5.4%	0% – 20%
Real Return Assets		0.0%	0% – 20%
Cash Equivalents		0.5%	0% – 20%

Components may not sum to 100.0% due to rounding.

For the month of November, the market value of assets increased by \$2,366,879 and \$2,340,550 for the union and non-union plans, respectively.

Month to Month Asset Comparison

Month	Market Value - Union	Market Value – Non-Union
October 2023	\$35,958,546	\$35,901,564
November 2023	\$38,325,425	\$38,242,114
Increase (Decrease)	\$2,366,879	\$2,340,550

Recommendation:

Receive and file.

Portfolio Summary and Statistics

For the Month Ending **October 31, 2023**

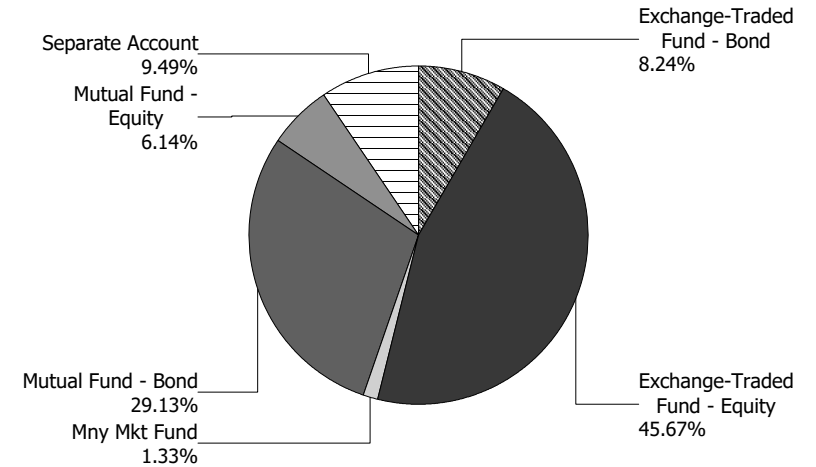
SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]

Account Summary

Description	Par Value	Market Value	Percent
Separate Account	2,997,480.88	3,412,995.59	9.49
Mutual Fund - Equity	95,292.14	2,208,770.53	6.14
Mutual Fund - Bond	1,165,462.32	10,473,509.37	29.13
Money Market Mutual Fund	477,373.31	477,373.31	1.33
Exchange-Traded Fund - Equity	145,626.00	16,421,924.94	45.67
Exchange-Traded Fund - Bond	39,184.00	2,963,972.10	8.24
Managed Account Sub-Total	4,920,418.66	35,958,545.84	100.00%
Accrued Interest		0.00	
Total Portfolio	4,920,418.66	35,958,545.84	

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

Sector Allocation



Detail of Securities Held & Market Analytics

For the Month Ending **October 31, 2023**

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Bond									
ISHARES CORE U.S. AGGREGATE	464287226	AGG	3,307.00	96.41	318,827.87	92.31	305,269.17	(13,558.70)	0.85
ISHARES CORE U.S. AGGREGATE	464287226	AGG	3,322.00	99.13	329,309.86	92.31	306,653.82	(22,656.04)	0.85
ISHARES CORE U.S. AGGREGATE	464287226	AGG	17,918.00	98.65	1,767,610.70	92.31	1,654,010.58	(113,600.12)	4.60
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,776.00	57.68	102,441.46	47.69	84,697.44	(17,744.02)	0.24
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	633.00	56.99	36,074.67	47.69	30,187.77	(5,886.90)	0.08
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,389.00	60.31	144,080.59	47.69	113,931.41	(30,149.18)	0.32
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	7,097.00	50.33	357,192.01	47.69	338,455.93	(18,736.08)	0.94
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	631.00	56.69	35,771.39	47.69	30,092.39	(5,679.00)	0.08
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,146.00	61.13	70,054.98	47.69	54,652.74	(15,402.24)	0.15
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	965.00	61.01	58,874.65	47.69	46,020.85	(12,853.80)	0.13
Security Type Sub-Total			39,184.00		3,220,238.18	610.76	2,963,972.10	(256,266.08)	8.24
Exchange-Traded Fund - Equity									
ISHARES MSCI EMERGING MKTS EX CHINA ETF	46434G764	EMXC	3,140.00	52.57	165,069.49	48.21	151,379.40	(13,690.09)	0.42
ISHARES MSCI EMERGING MKTS EX CHINA ETF	46434G764	EMXC	3,139.00	52.15	163,698.85	48.21	151,331.19	(12,367.66)	0.42
VANGUARD FTSE ALL-WLD EX-US SMCP ETF	922042718	VSS	1,464.00	112.48	164,670.72	100.99	147,849.36	(16,821.36)	0.41
VANGUARD FTSE ALL-WLD EX-US SMCP ETF	922042718	VSS	1,464.00	111.96	163,909.44	100.99	147,849.36	(16,060.08)	0.41
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	6,816.00	38.86	264,869.76	42.24	287,907.84	23,038.08	0.80
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,629.00	39.68	104,318.72	42.24	111,048.96	6,730.24	0.31
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,614.00	37.17	97,162.38	42.24	110,415.36	13,252.98	0.31
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,193.00	42.18	92,500.74	42.24	92,632.32	131.58	0.26
VANGUARD TOTAL INTL STOCK	921909768	VXUS	593.00	56.01	33,213.93	51.72	30,669.96	(2,543.97)	0.09
VANGUARD TOTAL INTL STOCK	921909768	VXUS	18,820.00	47.87	900,909.64	51.72	973,370.40	72,460.76	2.71
VANGUARD TOTAL INTL STOCK	921909768	VXUS	2,586.00	56.20	145,333.20	51.72	133,747.92	(11,585.28)	0.37
VANGUARD TOTAL INTL STOCK	921909768	VXUS	1,834.00	54.46	99,879.64	51.72	94,854.48	(5,025.16)	0.26
VANGUARD TOTAL INTL STOCK	921909768	VXUS	2,875.00	51.82	148,982.21	51.72	148,695.00	(287.21)	0.41
VANGUARD TOTAL INTL STOCK	921909768	VXUS	1,932.00	53.54	103,439.28	51.72	99,923.04	(3,516.24)	0.27
VANGUARD TOTAL INTL STOCK	921909768	VXUS	6,979.00	65.37	456,217.23	51.72	360,953.88	(95,263.35)	1.00

Detail of Securities Held & Market Analytics

For the Month Ending **October 31, 2023**

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Equity									
VANGUARD TOTAL INTL STOCK	921909768	VXUS	2,586.00	56.53	146,186.58	51.72	133,747.92	(12,438.66)	0.37
VANGUARD TOTAL INTL STOCK	921909768	VXUS	553.00	64.35	35,585.55	51.72	28,601.16	(6,984.39)	0.08
VANGUARD TOTAL INTL STOCK	921909768	VXUS	17,752.00	52.12	925,234.24	51.72	918,133.44	(7,100.80)	2.55
VANGUARD TOTAL INTL STOCK	921909768	VXUS	8,244.00	52.51	432,892.44	51.72	426,379.68	(6,512.76)	1.19
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	276.00	216.58	59,776.08	206.79	57,074.04	(2,702.04)	0.16
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	2,772.00	225.33	624,614.76	206.79	573,221.88	(51,392.88)	1.59
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	625.00	199.58	124,737.50	206.79	129,243.75	4,506.25	0.36
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	624.00	198.24	123,701.76	206.79	129,036.96	5,335.20	0.36
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	4,809.00	195.76	941,409.84	206.79	994,453.11	53,043.27	2.77
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	1,546.00	226.21	349,720.35	206.79	319,697.34	(30,023.01)	0.89
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	764.00	191.49	146,298.36	206.79	157,987.56	11,689.20	0.44
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	433.00	233.92	101,287.36	206.79	89,540.07	(11,747.29)	0.25
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	20,572.00	204.04	4,197,510.88	206.79	4,254,083.88	56,573.00	11.83
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	24,992.00	169.04	4,224,647.68	206.79	5,168,095.68	943,448.00	14.37

Security Type Sub-Total			145,626.00		15,537,778.61	3,104.18	16,421,924.94	884,146.33	45.66
--------------------------------	--	--	-------------------	--	----------------------	-----------------	----------------------	-------------------	--------------

Money Market Mutual Fund

FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	477,373.31	1.00	477,373.31	1.00	477,373.31	0.00	1.33
---	-----------	-------	------------	------	------------	------	------------	------	------

Security Type Sub-Total			477,373.31		477,373.31	1.00	477,373.31	0.00	1.33
--------------------------------	--	--	-------------------	--	-------------------	-------------	-------------------	-------------	-------------

Mutual Fund - Bond

ARISTOTLE FUNDS FLOATING RATE INC I	04045F592	PLFRX	1.59	9.33	14.85	9.40	14.96	0.11	0.00
BAIRD CORE PLUS BOND - INST	057071870	BCOIX	389,336.69	11.12	4,329,018.58	9.42	3,667,551.63	(661,466.95)	10.20
BBH LIMITED DURATION I	05528X851	BBBIX	11.76	10.11	118.84	10.11	118.84	0.00	0.00
DOUBLELINE CORE FIXED INCOME I	258620301	DBLFX	185,756.19	10.53	1,955,217.41	8.67	1,610,506.13	(344,711.28)	4.48
MAINSTAY MACKAY HIGH YIELD CORP BD R6	56063N881	MHYSX	126,082.53	5.19	654,045.38	4.89	616,543.57	(37,501.81)	1.71
PRUDENTIAL TOTAL RETRN BND-Q	74440B884	PTRQX	265,422.49	13.94	3,698,944.82	11.16	2,962,114.94	(736,829.88)	8.24
VOYA INTERMEDIATE BOND R6	92913L569	IIBZX	198,851.08	10.10	2,008,001.93	8.13	1,616,659.30	(391,342.63)	4.50

Detail of Securities Held & Market Analytics

For the Month Ending **October 31, 2023**

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Security Type Sub-Total			1,165,462.32		12,645,361.81	61.78	10,473,509.37	(2,171,852.44)	29.13
Mutual Fund - Equity									
GOLDMAN SACHS GQG PTNRS INTL OPPS INSTL	38147N293	GSIMX	25,956.28	18.30	475,000.00	17.69	459,166.66	(15,833.34)	1.28
HARDING LOEVNER INTERNATIONAL EQUITY POR	412295107	HLMIX	17,683.99	29.08	514,188.03	23.26	411,329.57	(102,858.46)	1.14
HRTFRD SCHR EM MRKT EQ-SDR	41665H789	SEMTX	19,895.92	15.19	302,219.10	14.38	286,103.39	(16,115.71)	0.80
JENSEN QUALITY GROWTH-Y	476313408	JENYX	11,085.13	54.14	600,182.14	56.97	631,519.72	31,337.58	1.76
JOHCM INTERNATIONAL SELECT I	46653M849	JOHIX	20,670.82	26.14	540,286.40	20.35	420,651.19	(119,635.21)	1.17
Security Type Sub-Total			95,292.14		2,431,875.67	132.65	2,208,770.53	(223,105.14)	6.15

Separate Account

ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	49,000.00	1.00	49,000.00	103.38	50,655.87	1,655.87	0.14
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	22,050.00	1.00	22,050.00	103.38	22,795.14	745.14	0.06
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	45,325.00	1.00	45,325.00	103.38	46,856.68	1,531.68	0.13
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	21,070.00	1.00	21,070.00	103.38	21,782.02	712.02	0.06
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	10,286.93	1.00	10,286.93	103.38	10,634.56	347.63	0.03
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	49,980.00	1.00	49,980.00	103.38	51,668.99	1,688.99	0.14
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	45,325.00	1.00	45,325.00	103.38	46,856.69	1,531.69	0.13
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	49,000.00	1.00	49,000.00	103.38	50,655.87	1,655.87	0.14
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	24,500.00	1.00	24,500.00	103.38	25,327.94	827.94	0.07
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	45,325.00	1.00	45,325.00	103.38	46,856.68	1,531.68	0.13
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	45,325.00	1.00	45,325.00	103.38	46,856.68	1,531.68	0.13
GOLUB CAPITAL PARTNERS INT'L XIV	GOLUB0090	SA467	1,342,543.00	1.00	1,342,543.00	103.01	1,383,016.55	40,473.55	3.85
GOLUB CAPITAL PARTNERS INT'L XIV	GOLUB0090	SA467	180,000.00	1.00	180,000.00	103.01	185,426.45	5,426.45	0.52
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	191,676.07	1.00	191,676.07	133.33	255,556.88	63,880.81	0.71
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	252,000.00	1.00	252,000.00	133.33	335,985.25	83,985.25	0.93
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	55,556.72	1.00	55,556.72	133.33	74,072.38	18,515.66	0.21

Detail of Securities Held & Market Analytics

For the Month Ending **October 31, 2023**

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]									
Security Type/Description				Average	Original	Market	Market	Unreal G/L	
Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Cost/Share	Cost	Price	Value	on Cost	Percentage
Separate Account									
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	309,750.00	1.00	309,750.00	133.33	412,981.88	103,231.88	1.15
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	127,930.57	1.00	127,930.57	133.33	170,566.61	42,636.04	0.47
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	130,837.59	1.00	130,837.59	133.33	174,442.47	43,604.88	0.49
Security Type Sub-Total			2,997,480.88		2,997,480.88	2,143.17	3,412,995.59	415,514.71	9.49
Managed Account Sub-Total			4,920,418.66		37,310,108.46	6,053.54	35,958,545.84	(1,351,562.62)	100.00
Securities Sub-Total			\$4,920,418.66		\$37,310,108.46	\$6,053.54	\$35,958,545.84	(\$1,351,562.62)	100.00%
Accrued Interest							\$0.00		
Total Investments							\$35,958,545.84		

Portfolio Summary and Statistics

For the Month Ending **October 31, 2023**

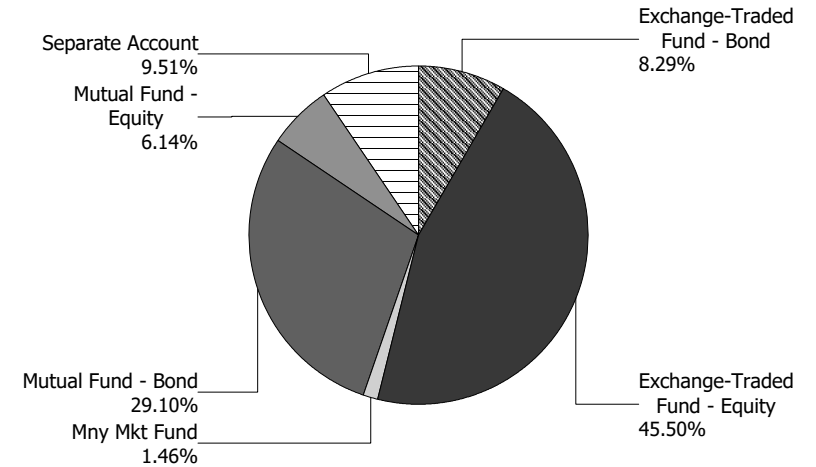
SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]

Account Summary

Description	Par Value	Market Value	Percent
Separate Account	2,997,480.88	3,412,995.58	9.51
Mutual Fund - Equity	95,094.48	2,204,224.25	6.14
Mutual Fund - Bond	1,162,655.65	10,448,505.12	29.10
Money Market Mutual Fund	525,529.34	525,529.34	1.46
Exchange-Traded Fund - Equity	144,745.00	16,335,482.35	45.50
Exchange-Traded Fund - Bond	39,319.00	2,974,827.63	8.29
Managed Account Sub-Total	4,964,824.34	35,901,564.27	100.00%
Accrued Interest		0.00	
Total Portfolio	4,964,824.34	35,901,564.27	

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

Sector Allocation



Detail of Securities Held & Market Analytics

For the Month Ending **October 31, 2023**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Bond									
ISHARES CORE U.S. AGGREGATE	464287226	AGG	3,317.00	96.41	319,791.97	92.31	306,192.27	(13,599.70)	0.85
ISHARES CORE U.S. AGGREGATE	464287226	AGG	17,957.00	98.65	1,771,458.05	92.31	1,657,610.67	(113,847.38)	4.62
ISHARES CORE U.S. AGGREGATE	464287226	AGG	3,372.00	99.13	334,266.36	92.31	311,269.32	(22,997.04)	0.87
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,113.00	61.13	68,037.69	47.69	53,078.97	(14,958.72)	0.15
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	982.00	61.01	59,911.82	47.69	46,831.58	(13,080.24)	0.13
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	7,130.00	50.33	358,852.90	47.69	340,029.70	(18,823.20)	0.95
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,405.00	60.31	145,045.55	47.69	114,694.45	(30,351.10)	0.32
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	633.00	56.99	36,074.67	47.69	30,187.77	(5,886.90)	0.08
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	631.00	56.69	35,771.39	47.69	30,092.39	(5,679.00)	0.08
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,779.00	57.68	102,614.50	47.69	84,840.51	(17,773.99)	0.24
Security Type Sub-Total			39,319.00		3,231,824.90	610.76	2,974,827.63	(256,997.27)	8.29
Exchange-Traded Fund - Equity									
ISHARES MSCI EMERGING MKTS EX CHINA ETF	46434G764	EMXC	3,134.00	52.57	164,754.07	48.21	151,090.14	(13,663.93)	0.42
ISHARES MSCI EMERGING MKTS EX CHINA ETF	46434G764	EMXC	3,133.00	52.15	163,385.95	48.21	151,041.93	(12,344.02)	0.42
VANGUARD FTSE ALL-WLD EX-US SMCP ETF	922042718	VSS	1,462.00	112.48	164,445.76	100.99	147,647.38	(16,798.38)	0.41
VANGUARD FTSE ALL-WLD EX-US SMCP ETF	922042718	VSS	1,461.00	111.96	163,573.56	100.99	147,546.39	(16,027.17)	0.41
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,211.00	42.18	93,259.98	42.24	93,392.64	132.66	0.26
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,484.00	39.68	98,565.12	42.24	104,924.16	6,359.04	0.29
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	6,915.00	38.86	268,716.90	42.24	292,089.60	23,372.70	0.81
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,614.00	37.17	97,162.38	42.24	110,415.36	13,252.98	0.31
VANGUARD TOTAL INTL STOCK	921909768	VXUS	2,470.00	56.53	139,629.10	51.72	127,748.40	(11,880.70)	0.36
VANGUARD TOTAL INTL STOCK	921909768	VXUS	632.00	64.35	40,669.20	51.72	32,687.04	(7,982.16)	0.09
VANGUARD TOTAL INTL STOCK	921909768	VXUS	2,469.00	56.20	138,757.80	51.72	127,696.68	(11,061.12)	0.36
VANGUARD TOTAL INTL STOCK	921909768	VXUS	8,570.00	52.51	450,010.70	51.72	443,240.40	(6,770.30)	1.23
VANGUARD TOTAL INTL STOCK	921909768	VXUS	18,935.00	47.87	906,414.66	51.72	979,318.20	72,903.54	2.73
VANGUARD TOTAL INTL STOCK	921909768	VXUS	6,883.00	65.37	449,941.71	51.72	355,988.76	(93,952.95)	0.99
VANGUARD TOTAL INTL STOCK	921909768	VXUS	1,375.00	54.46	74,882.50	51.72	71,115.00	(3,767.50)	0.20

Detail of Securities Held & Market Analytics

For the Month Ending **October 31, 2023**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Equity									
VANGUARD TOTAL INTL STOCK	921909768	VXUS	2,875.00	51.82	148,982.21	51.72	148,695.00	(287.21)	0.41
VANGUARD TOTAL INTL STOCK	921909768	VXUS	1,714.00	53.54	91,767.56	51.72	88,648.08	(3,119.48)	0.25
VANGUARD TOTAL INTL STOCK	921909768	VXUS	17,679.00	52.12	921,429.48	51.72	914,357.88	(7,071.60)	2.55
VANGUARD TOTAL INTL STOCK	921909768	VXUS	580.00	56.01	32,485.80	51.72	29,997.60	(2,488.20)	0.08
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	433.00	233.92	101,287.36	206.79	89,540.07	(11,747.29)	0.25
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	24,762.00	169.04	4,185,768.48	206.79	5,120,533.98	934,765.50	14.26
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	138.00	216.58	29,888.04	206.79	28,537.02	(1,351.02)	0.08
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	500.00	199.58	99,790.00	206.79	103,395.00	3,605.00	0.29
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	499.00	198.24	98,921.76	206.79	103,188.21	4,266.45	0.29
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	20,562.00	204.04	4,195,470.48	206.79	4,252,015.98	56,545.50	11.84
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	1,551.00	226.21	350,851.40	206.79	320,731.29	(30,120.11)	0.89
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	2,790.00	225.33	628,670.70	206.79	576,944.10	(51,726.60)	1.61
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	4,931.00	195.76	965,292.56	206.79	1,019,681.49	54,388.93	2.84
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	983.00	191.49	188,234.67	206.79	203,274.57	15,039.90	0.57

Security Type Sub-Total			144,745.00		15,453,009.89	3,104.18	16,335,482.35	882,472.46	45.50
--------------------------------	--	--	-------------------	--	----------------------	-----------------	----------------------	-------------------	--------------

Money Market Mutual Fund

FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	525,529.34	1.00	525,529.34	1.00	525,529.34	0.00	1.46
---	-----------	-------	------------	------	------------	------	------------	------	------

Security Type Sub-Total			525,529.34		525,529.34	1.00	525,529.34	0.00	1.46
--------------------------------	--	--	-------------------	--	-------------------	-------------	-------------------	-------------	-------------

Mutual Fund - Bond

ARISTOTLE FUNDS FLOATING RATE INC I	04045F592	PLFRX	1.60	9.33	14.96	9.40	15.07	0.11	0.00
BAIRD CORE PLUS BOND - INST	057071870	BCOIX	388,429.65	11.12	4,318,472.46	9.42	3,659,007.30	(659,465.16)	10.19
BBH LIMITED DURATION I	05528X851	BBBIX	11.81	10.11	119.35	10.11	119.35	0.00	0.00
DOUBLELINE CORE FIXED INCOME I	258620301	DBLFX	185,302.25	10.53	1,950,566.92	8.67	1,606,570.47	(343,996.45)	4.47
MAINSTAY MACKAY HIGH YIELD CORP BD R6	56063N881	MHYSX	125,749.00	5.19	652,150.21	4.89	614,912.63	(37,237.58)	1.71
PRUDENTIAL TOTAL RETRN BND-Q	74440B884	PTRQX	264,811.42	13.93	3,688,679.09	11.16	2,955,295.47	(733,383.62)	8.23
VOYA INTERMEDIATE BOND R6	92913L569	IIBZX	198,349.92	10.10	2,002,646.15	8.13	1,612,584.83	(390,061.32)	4.49

Detail of Securities Held & Market Analytics

For the Month Ending **October 31, 2023**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Security Type Sub-Total			1,162,655.65		12,612,649.14	61.78	10,448,505.12	(2,164,144.02)	29.09
Mutual Fund - Equity									
GOLDMAN SACHS GQG PTNRS INTL OPPS INSTL	38147N293	GSIMX	25,901.64	18.30	474,000.00	17.69	458,199.99	(15,800.01)	1.28
HARDING LOEVNER INTERNATIONAL EQUITY POR	412295107	HLMIX	17,654.60	29.06	513,100.34	23.26	410,645.92	(102,454.42)	1.14
HRTFRD SCHR EM MRKT EQ-SDR	41665H789	SEMTX	19,859.48	15.19	301,665.51	14.38	285,579.33	(16,086.18)	0.80
JENSEN QUALITY GROWTH-Y	476313408	JENYX	11,063.25	54.14	598,998.75	56.97	630,273.40	31,274.65	1.76
JOHCM INTERNATIONAL SELECT I	46653M849	JOHIX	20,615.51	26.15	539,153.74	20.35	419,525.61	(119,628.13)	1.17
Security Type Sub-Total			95,094.48		2,426,918.34	132.65	2,204,224.25	(222,694.09)	6.15

Separate Account

ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	45,325.00	1.00	45,325.00	103.38	46,856.68	1,531.68	0.13
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	24,500.00	1.00	24,500.00	103.38	25,327.94	827.94	0.07
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	49,980.00	1.00	49,980.00	103.38	51,668.99	1,688.99	0.14
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	49,000.00	1.00	49,000.00	103.38	50,655.87	1,655.87	0.14
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	45,325.00	1.00	45,325.00	103.38	46,856.68	1,531.68	0.13
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	10,286.93	1.00	10,286.93	103.38	10,634.56	347.63	0.03
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	45,325.00	1.00	45,325.00	103.38	46,856.68	1,531.68	0.13
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	49,000.00	1.00	49,000.00	103.38	50,655.87	1,655.87	0.14
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	21,070.00	1.00	21,070.00	103.38	21,782.02	712.02	0.06
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	45,325.00	1.00	45,325.00	103.38	46,856.68	1,531.68	0.13
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	22,050.00	1.00	22,050.00	103.38	22,795.14	745.14	0.06
GOLUB CAPITAL PARTNERS INT'L XIV	GOLUB0091	SA468	180,000.00	1.00	180,000.00	103.01	185,426.45	5,426.45	0.52
GOLUB CAPITAL PARTNERS INT'L XIV	GOLUB0091	SA468	1,342,543.00	1.00	1,342,543.00	103.01	1,383,016.55	40,473.55	3.85
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	252,000.00	1.00	252,000.00	133.33	335,985.25	83,985.25	0.94
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	55,556.72	1.00	55,556.72	133.33	74,072.38	18,515.66	0.21
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	127,930.57	1.00	127,930.57	133.33	170,566.61	42,636.04	0.48

Detail of Securities Held & Market Analytics

For the Month Ending **October 31, 2023**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]									
Security Type/Description				Average	Original	Market	Market	Unreal G/L	
Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Cost/Share	Cost	Price	Value	on Cost	Percentage
Separate Account									
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	130,837.59	1.00	130,837.59	133.33	174,442.47	43,604.88	0.49
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	191,676.07	1.00	191,676.07	133.33	255,556.88	63,880.81	0.71
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	309,750.00	1.00	309,750.00	133.33	412,981.88	103,231.88	1.15
Security Type Sub-Total			2,997,480.88		2,997,480.88	2,143.17	3,412,995.58	415,514.70	9.51
Managed Account Sub-Total			4,964,824.34		37,247,412.49	6,053.54	35,901,564.27	(1,345,848.22)	100.00
Securities Sub-Total			\$4,964,824.34		\$37,247,412.49	\$6,053.54	\$35,901,564.27	(\$1,345,848.22)	100.00%
Accrued Interest							\$0.00		
Total Investments							\$35,901,564.27		

Portfolio Summary and Statistics

For the Month Ending **November 30, 2023**

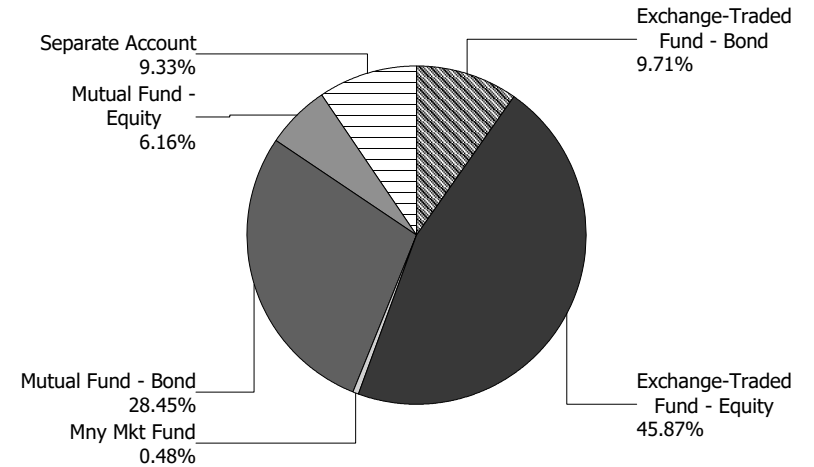
SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]

Account Summary

Description	Par Value	Market Value	Percent
Separate Account	3,102,480.88	3,576,506.47	9.33
Mutual Fund - Equity	94,616.13	2,360,084.30	6.16
Mutual Fund - Bond	1,164,776.54	10,905,486.47	28.45
Money Market Mutual Fund	182,666.44	182,666.44	0.48
Exchange-Traded Fund - Equity	146,722.00	17,581,053.90	45.87
Exchange-Traded Fund - Bond	45,630.00	3,719,627.28	9.71
Managed Account Sub-Total	4,736,891.98	38,325,424.86	100.00%
Accrued Interest		0.00	
Total Portfolio	4,736,891.98	38,325,424.86	

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

Sector Allocation



Detail of Securities Held & Market Analytics

For the Month Ending **November 30, 2023**

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Bond									
ISHARES CORE U.S. AGGREGATE	464287226	AGG	6,446.00	92.77	597,994.78	96.26	620,491.96	22,497.18	1.62
ISHARES CORE U.S. AGGREGATE	464287226	AGG	3,307.00	96.41	318,827.87	96.26	318,331.82	(496.05)	0.83
ISHARES CORE U.S. AGGREGATE	464287226	AGG	3,322.00	99.13	329,309.86	96.26	319,775.72	(9,534.14)	0.83
ISHARES CORE U.S. AGGREGATE	464287226	AGG	17,918.00	98.65	1,767,610.70	96.26	1,724,786.68	(42,824.02)	4.50
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	7,097.00	50.33	357,192.01	50.30	356,979.10	(212.91)	0.93
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	631.00	56.69	35,771.39	50.30	31,739.30	(4,032.09)	0.08
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,389.00	60.31	144,080.59	50.30	120,166.70	(23,913.89)	0.31
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,776.00	57.68	102,441.46	50.30	89,332.80	(13,108.66)	0.23
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	965.00	61.01	58,874.65	50.30	48,539.50	(10,335.15)	0.13
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,146.00	61.13	70,054.98	50.30	57,643.80	(12,411.18)	0.15
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	633.00	56.99	36,074.67	50.30	31,839.90	(4,234.77)	0.08
Security Type Sub-Total			45,630.00		3,818,232.96	737.14	3,719,627.28	(98,605.68)	9.69
Exchange-Traded Fund - Equity									
ISHARES MSCI EMERGING MKTS EX CHINA ETF	46434G764	EMXC	3,139.00	52.15	163,698.85	52.88	165,990.32	2,291.47	0.43
ISHARES MSCI EMERGING MKTS EX CHINA ETF	46434G764	EMXC	3,140.00	52.57	165,069.49	52.88	166,043.20	973.71	0.43
VANGUARD FTSE ALL-WLD EX-US SMCP ETF	922042718	VSS	1,464.00	111.96	163,909.44	110.45	161,698.80	(2,210.64)	0.42
VANGUARD FTSE ALL-WLD EX-US SMCP ETF	922042718	VSS	1,464.00	112.48	164,670.72	110.45	161,698.80	(2,971.92)	0.42
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,614.00	37.17	97,162.38	45.96	120,139.44	22,977.06	0.31
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,193.00	42.18	92,500.74	45.96	100,790.28	8,289.54	0.26
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,629.00	39.68	104,318.72	45.96	120,828.84	16,510.12	0.32
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	6,816.00	38.86	264,869.76	45.96	313,263.36	48,393.60	0.82
VANGUARD TOTAL INTL STOCK	921909768	VXUS	1,834.00	54.46	99,879.64	55.98	102,667.32	2,787.68	0.27
VANGUARD TOTAL INTL STOCK	921909768	VXUS	2,586.00	56.53	146,186.58	55.98	144,764.28	(1,422.30)	0.38
VANGUARD TOTAL INTL STOCK	921909768	VXUS	3,480.00	52.07	181,203.60	55.98	194,810.40	13,606.80	0.51
VANGUARD TOTAL INTL STOCK	921909768	VXUS	6,979.00	65.37	456,217.23	55.98	390,684.42	(65,532.81)	1.02
VANGUARD TOTAL INTL STOCK	921909768	VXUS	2,586.00	56.20	145,333.20	55.98	144,764.28	(568.92)	0.38
VANGUARD TOTAL INTL STOCK	921909768	VXUS	18,820.00	47.87	900,909.64	55.98	1,053,543.60	152,633.96	2.75

Detail of Securities Held & Market Analytics

For the Month Ending **November 30, 2023**

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Equity									
VANGUARD TOTAL INTL STOCK	921909768	VXUS	1,932.00	53.54	103,439.28	55.98	108,153.36	4,714.08	0.28
VANGUARD TOTAL INTL STOCK	921909768	VXUS	553.00	64.35	35,585.55	55.98	30,956.94	(4,628.61)	0.08
VANGUARD TOTAL INTL STOCK	921909768	VXUS	17,752.00	52.12	925,234.24	55.98	993,756.96	68,522.72	2.59
VANGUARD TOTAL INTL STOCK	921909768	VXUS	8,244.00	52.51	432,892.44	55.98	461,499.12	28,606.68	1.20
VANGUARD TOTAL INTL STOCK	921909768	VXUS	2,875.00	51.82	148,982.21	55.98	160,942.50	11,960.29	0.42
VANGUARD TOTAL INTL STOCK	921909768	VXUS	593.00	56.01	33,213.93	55.98	33,196.14	(17.79)	0.09
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	624.00	198.24	123,701.76	226.26	141,186.24	17,484.48	0.37
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	2,772.00	225.33	624,614.76	226.26	627,192.72	2,577.96	1.64
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	764.00	191.49	146,298.36	226.26	172,862.64	26,564.28	0.45
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	22,608.00	169.04	3,821,656.32	226.26	5,115,286.08	1,293,629.76	13.35
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	433.00	233.92	101,287.36	226.26	97,970.58	(3,316.78)	0.26
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	4,809.00	195.76	941,409.84	226.26	1,088,084.34	146,674.50	2.84
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	20,572.00	204.04	4,197,510.88	226.26	4,654,620.72	457,109.84	12.15
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	276.00	216.58	59,776.08	226.26	62,447.76	2,671.68	0.16
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	1,546.00	226.21	349,720.35	226.26	349,797.96	77.61	0.91
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	625.00	199.58	124,737.50	226.26	141,412.50	16,675.00	0.37

Security Type Sub-Total			146,722.00		15,315,990.85	3,444.86	17,581,053.90	2,265,063.05	45.88
--------------------------------	--	--	-------------------	--	----------------------	-----------------	----------------------	---------------------	--------------

Money Market Mutual Fund

FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	182,666.44	1.00	182,666.44	1.00	182,666.44	0.00	0.48
---	-----------	-------	------------	------	------------	------	------------	------	------

Security Type Sub-Total			182,666.44		182,666.44	1.00	182,666.44	0.00	0.48
--------------------------------	--	--	-------------------	--	-------------------	-------------	-------------------	-------------	-------------

Mutual Fund - Bond

ARISTOTLE FUNDS FLOATING RATE INC I	04045F592	PLFRX	1.60	9.33	14.92	9.46	15.13	0.21	0.00
BAIRD CORE PLUS BOND - INST	057071870	BCOIX	385,402.39	11.11	4,283,549.17	9.83	3,788,505.46	(495,043.71)	9.89
BBH LIMITED DURATION I	05528X851	BBBIX	11.81	10.11	119.36	10.18	120.19	0.83	0.00
DOUBLELINE CORE FIXED INCOME I	258620301	DBLFX	186,515.24	10.52	1,962,064.10	9.02	1,682,367.49	(279,696.61)	4.39
MAINSTAY MACKAY HIGH YIELD CORP BD R6	56063N881	MHYSX	126,734.25	5.19	657,323.53	5.03	637,473.28	(19,850.25)	1.66
PRUDENTIAL TOTAL RETRN BND-Q	74440B884	PTRQX	266,577.90	13.93	3,712,393.79	11.64	3,102,966.70	(609,427.09)	8.10

Detail of Securities Held & Market Analytics

For the Month Ending **November 30, 2023**

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Mutual Fund - Bond									
VOYA INTERMEDIATE BOND R6	92913L569	IIBZX	199,533.36	10.09	2,013,794.46	8.49	1,694,038.22	(319,756.24)	4.42
Security Type Sub-Total			1,164,776.54		12,629,259.33	63.65	10,905,486.47	(1,723,772.86)	28.46
Mutual Fund - Equity									
GOLDMAN SACHS GQG PTNRS INTL OPPS INSTL	38147N293	GSIMX	25,956.28	18.30	475,000.00	19.03	493,948.08	18,948.08	1.29
HARDING LOEVNER INTERNATIONAL EQUITY POR	412295107	HLMIX	17,683.99	29.08	514,188.03	25.53	451,472.22	(62,715.81)	1.18
HRTFRD SCHR EM MRKT EQ-SDR	41665H789	SEMTX	19,895.92	15.19	302,219.10	15.43	306,994.12	4,775.02	0.80
JENSEN QUALITY GROWTH-Y	476313408	JENYX	10,409.11	54.15	563,609.55	62.03	645,677.05	82,067.50	1.68
JOHCM INTERNATIONAL SELECT I	46653M849	JOHIX	20,670.82	26.14	540,286.40	22.35	461,992.83	(78,293.57)	1.21
Security Type Sub-Total			94,616.13		2,395,303.08	144.37	2,360,084.30	(35,218.78)	6.16
Separate Account									
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	21,070.00	1.00	21,070.00	105.09	22,141.86	1,071.86	0.06
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	45,325.00	1.00	45,325.00	105.09	47,630.73	2,305.73	0.12
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	49,000.00	1.00	49,000.00	105.09	51,492.69	2,492.69	0.13
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	49,980.00	1.00	49,980.00	105.09	52,522.54	2,542.54	0.14
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	45,325.00	1.00	45,325.00	105.09	47,630.74	2,305.74	0.12
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	45,325.00	1.00	45,325.00	105.09	47,630.73	2,305.73	0.12
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	45,325.00	1.00	45,325.00	105.09	47,630.73	2,305.73	0.12
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	49,000.00	1.00	49,000.00	105.09	51,492.69	2,492.69	0.13
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	24,500.00	1.00	24,500.00	105.09	25,746.34	1,246.34	0.07
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	22,050.00	1.00	22,050.00	105.09	23,171.71	1,121.71	0.06
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	10,286.93	1.00	10,286.93	105.09	10,810.24	523.31	0.03
GOLUB CAPITAL PARTNERS INT'L XIV	GOLUB0090	SA467	1,342,543.00	1.00	1,342,543.00	106.40	1,428,478.32	85,935.32	3.73
GOLUB CAPITAL PARTNERS INT'L XIV	GOLUB0090	SA467	180,000.00	1.00	180,000.00	106.40	191,521.68	11,521.68	0.50
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	130,837.59	1.00	130,837.59	130.34	170,538.39	39,700.80	0.45

Detail of Securities Held & Market Analytics

For the Month Ending **November 30, 2023**

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Separate Account									
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	55,556.72	1.00	55,556.72	130.34	72,414.61	16,857.89	0.19
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	252,000.00	1.00	252,000.00	130.34	328,465.80	76,465.80	0.86
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	309,750.00	1.00	309,750.00	130.34	403,739.21	93,989.21	1.05
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	191,676.07	1.00	191,676.07	130.34	249,837.44	58,161.37	0.65
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	105,000.00	1.00	105,000.00	130.34	136,860.75	31,860.75	0.36
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	127,930.57	1.00	127,930.57	130.34	166,749.27	38,818.70	0.44
Security Type Sub-Total			3,102,480.88		3,102,480.88	2,281.17	3,576,506.47	474,025.59	9.33
Managed Account Sub-Total			4,736,891.98		37,443,933.54	6,672.19	38,325,424.86	881,491.32	100.00
Securities Sub-Total			\$4,736,891.98		\$37,443,933.54	\$6,672.19	\$38,325,424.86	\$881,491.32	100.00%
Accrued Interest							\$0.00		
Total Investments							\$38,325,424.86		

Portfolio Summary and Statistics

For the Month Ending **November 30, 2023**

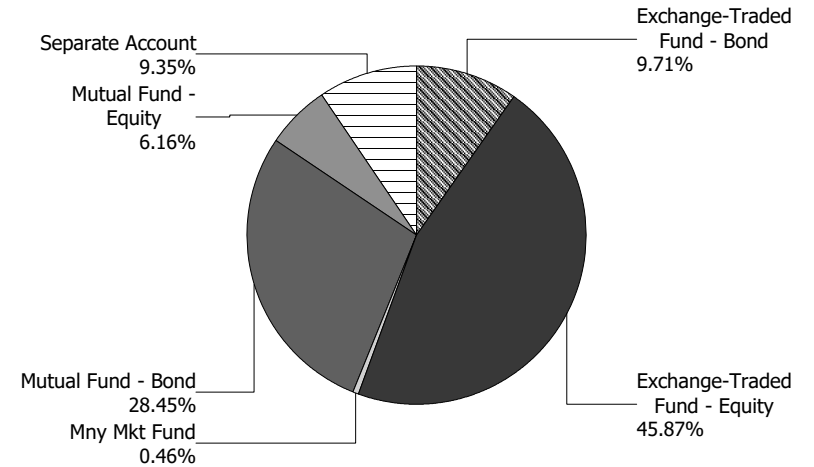
SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]

Account Summary

Description	Par Value	Market Value	Percent
Separate Account	3,102,480.88	3,576,506.47	9.35
Mutual Fund - Equity	94,418.46	2,355,138.49	6.16
Mutual Fund - Bond	1,161,958.90	10,879,330.49	28.45
Money Market Mutual Fund	177,657.47	177,657.47	0.46
Exchange-Traded Fund - Equity	146,291.00	17,539,262.81	45.87
Exchange-Traded Fund - Bond	45,591.00	3,714,218.58	9.71
Managed Account Sub-Total	4,728,397.71	38,242,114.31	100.00%
Accrued Interest		0.00	
Total Portfolio	4,728,397.71	38,242,114.31	

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

Sector Allocation



Detail of Securities Held & Market Analytics

For the Month Ending **November 30, 2023**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Bond									
ISHARES CORE U.S. AGGREGATE	464287226	AGG	17,957.00	98.65	1,771,458.05	96.26	1,728,540.82	(42,917.23)	4.52
ISHARES CORE U.S. AGGREGATE	464287226	AGG	3,317.00	96.41	319,791.97	96.26	319,294.42	(497.55)	0.83
ISHARES CORE U.S. AGGREGATE	464287226	AGG	3,372.00	99.13	334,266.36	96.26	324,588.72	(9,677.64)	0.85
ISHARES CORE U.S. AGGREGATE	464287226	AGG	6,272.00	92.77	581,852.81	96.26	603,742.72	21,889.91	1.58
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	631.00	56.69	35,771.39	50.30	31,739.30	(4,032.09)	0.08
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	982.00	61.01	59,911.82	50.30	49,394.60	(10,517.22)	0.13
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,405.00	60.31	145,045.55	50.30	120,971.50	(24,074.05)	0.32
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	633.00	56.99	36,074.67	50.30	31,839.90	(4,234.77)	0.08
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	7,130.00	50.33	358,852.90	50.30	358,639.00	(213.90)	0.94
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,113.00	61.13	68,037.69	50.30	55,983.90	(12,053.79)	0.15
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,779.00	57.68	102,614.50	50.30	89,483.70	(13,130.80)	0.23
Security Type Sub-Total			45,591.00		3,813,677.71	737.14	3,714,218.58	(99,459.13)	9.71
Exchange-Traded Fund - Equity									
ISHARES MSCI EMERGING MKTS EX CHINA ETF	46434G764	EMXC	3,134.00	52.57	164,754.07	52.88	165,725.92	971.85	0.43
ISHARES MSCI EMERGING MKTS EX CHINA ETF	46434G764	EMXC	3,133.00	52.15	163,385.95	52.88	165,673.04	2,287.09	0.43
VANGUARD FTSE ALL-WLD EX-US SMCP ETF	922042718	VSS	1,462.00	112.48	164,445.76	110.45	161,477.90	(2,967.86)	0.42
VANGUARD FTSE ALL-WLD EX-US SMCP ETF	922042718	VSS	1,461.00	111.96	163,573.56	110.45	161,367.45	(2,206.11)	0.42
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	6,915.00	38.86	268,716.90	45.96	317,813.40	49,096.50	0.83
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,614.00	37.17	97,162.38	45.96	120,139.44	22,977.06	0.31
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,484.00	39.68	98,565.12	45.96	114,164.64	15,599.52	0.30
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,211.00	42.18	93,259.98	45.96	101,617.56	8,357.58	0.27
VANGUARD TOTAL INTL STOCK	921909768	VXUS	580.00	56.01	32,485.80	55.98	32,468.40	(17.40)	0.08
VANGUARD TOTAL INTL STOCK	921909768	VXUS	6,883.00	65.37	449,941.71	55.98	385,310.34	(64,631.37)	1.01
VANGUARD TOTAL INTL STOCK	921909768	VXUS	2,875.00	51.82	148,982.21	55.98	160,942.50	11,960.29	0.42
VANGUARD TOTAL INTL STOCK	921909768	VXUS	632.00	64.35	40,669.20	55.98	35,379.36	(5,289.84)	0.09
VANGUARD TOTAL INTL STOCK	921909768	VXUS	2,469.00	56.20	138,757.80	55.98	138,214.62	(543.18)	0.36
VANGUARD TOTAL INTL STOCK	921909768	VXUS	2,470.00	56.53	139,629.10	55.98	138,270.60	(1,358.50)	0.36

Detail of Securities Held & Market Analytics

For the Month Ending **November 30, 2023**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Equity									
VANGUARD TOTAL INTL STOCK	921909768	VXUS	1,714.00	53.54	91,767.56	55.98	95,949.72	4,182.16	0.25
VANGUARD TOTAL INTL STOCK	921909768	VXUS	17,679.00	52.12	921,429.48	55.98	989,670.42	68,240.94	2.59
VANGUARD TOTAL INTL STOCK	921909768	VXUS	8,570.00	52.51	450,010.70	55.98	479,748.60	29,737.90	1.25
VANGUARD TOTAL INTL STOCK	921909768	VXUS	1,375.00	54.46	74,882.50	55.98	76,972.50	2,090.00	0.20
VANGUARD TOTAL INTL STOCK	921909768	VXUS	18,935.00	47.87	906,414.66	55.98	1,059,981.30	153,566.64	2.78
VANGUARD TOTAL INTL STOCK	921909768	VXUS	3,770.00	52.07	196,303.90	55.98	211,044.60	14,740.70	0.55
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	433.00	233.92	101,287.36	226.26	97,970.58	(3,316.78)	0.26
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	983.00	191.49	188,234.67	226.26	222,413.58	34,178.91	0.58
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	20,562.00	204.04	4,195,470.48	226.26	4,652,358.12	456,887.64	12.17
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	499.00	198.24	98,921.76	226.26	112,903.74	13,981.98	0.30
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	22,538.00	169.04	3,809,823.52	226.26	5,099,447.88	1,289,624.36	13.33
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	2,790.00	225.33	628,670.70	226.26	631,265.40	2,594.70	1.65
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	500.00	199.58	99,790.00	226.26	113,130.00	13,340.00	0.30
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	1,551.00	226.21	350,851.40	226.26	350,929.26	77.86	0.92
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	4,931.00	195.76	965,292.56	226.26	1,115,688.06	150,395.50	2.92
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	138.00	216.58	29,888.04	226.26	31,223.88	1,335.84	0.08

Security Type Sub-Total			146,291.00		15,273,368.83	3,444.86	17,539,262.81	2,265,893.98	45.86
--------------------------------	--	--	-------------------	--	----------------------	-----------------	----------------------	---------------------	--------------

Money Market Mutual Fund

FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	177,657.47	1.00	177,657.47	1.00	177,657.47	0.00	0.46
---	-----------	-------	------------	------	------------	------	------------	------	------

Security Type Sub-Total			177,657.47		177,657.47	1.00	177,657.47	0.00	0.46
--------------------------------	--	--	-------------------	--	-------------------	-------------	-------------------	-------------	-------------

Mutual Fund - Bond

ARISTOTLE FUNDS FLOATING RATE INC I	04045F592	PLFRX	1.61	9.34	15.03	9.46	15.23	0.20	0.00
BAIRD CORE PLUS BOND - INST	057071870	BCOIX	384,492.34	11.11	4,272,973.67	9.83	3,779,559.66	(493,414.01)	9.88
BBH LIMITED DURATION I	05528X851	BBBIX	11.86	10.11	119.87	10.18	120.69	0.82	0.00
DOUBLELINE CORE FIXED INCOME I	258620301	DBLFX	186,059.45	10.52	1,957,396.87	9.02	1,678,256.21	(279,140.66)	4.39
MAINSTAY MACKAY HIGH YIELD CORP BD R6	56063N881	MHYSX	126,399.00	5.19	655,419.68	5.03	635,786.96	(19,632.72)	1.66
PRUDENTIAL TOTAL RETRN BND-Q	74440B884	PTRQX	265,964.17	13.92	3,702,097.11	11.64	3,095,822.98	(606,274.13)	8.10

Detail of Securities Held & Market Analytics

For the Month Ending **November 30, 2023**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Mutual Fund - Bond									
VOYA INTERMEDIATE BOND R6	92913L569	IIBZX	199,030.48	10.09	2,008,424.11	8.49	1,689,768.76	(318,655.35)	4.42
Security Type Sub-Total			1,161,958.90		12,596,446.34	63.65	10,879,330.49	(1,717,115.85)	28.45
Mutual Fund - Equity									
GOLDMAN SACHS GQG PTNRS INTL OPPS INSTL	38147N293	GSIMX	25,901.64	18.30	474,000.00	19.03	492,908.19	18,908.19	1.29
HARDING LOEVNER INTERNATIONAL EQUITY POR	412295107	HLMIX	17,654.60	29.06	513,100.34	25.53	450,721.86	(62,378.48)	1.18
HRTFRD SCHR EM MRKT EQ-SDR	41665H789	SEMTX	19,859.48	15.19	301,665.51	15.43	306,431.78	4,766.27	0.80
JENSEN QUALITY GROWTH-Y	476313408	JENYX	10,387.23	54.15	562,426.16	62.03	644,320.03	81,893.87	1.68
JOHCM INTERNATIONAL SELECT I	46653M849	JOHIX	20,615.51	26.15	539,153.74	22.35	460,756.63	(78,397.11)	1.20
Security Type Sub-Total			94,418.46		2,390,345.75	144.37	2,355,138.49	(35,207.26)	6.15
Separate Account									
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	10,286.93	1.00	10,286.93	105.09	10,810.24	523.31	0.03
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	49,980.00	1.00	49,980.00	105.09	52,522.54	2,542.54	0.14
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	45,325.00	1.00	45,325.00	105.09	47,630.73	2,305.73	0.12
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	21,070.00	1.00	21,070.00	105.09	22,141.86	1,071.86	0.06
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	22,050.00	1.00	22,050.00	105.09	23,171.71	1,121.71	0.06
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	45,325.00	1.00	45,325.00	105.09	47,630.73	2,305.73	0.12
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	45,325.00	1.00	45,325.00	105.09	47,630.74	2,305.74	0.12
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	49,000.00	1.00	49,000.00	105.09	51,492.69	2,492.69	0.13
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	49,000.00	1.00	49,000.00	105.09	51,492.69	2,492.69	0.13
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	45,325.00	1.00	45,325.00	105.09	47,630.73	2,305.73	0.12
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	24,500.00	1.00	24,500.00	105.09	25,746.34	1,246.34	0.07
GOLUB CAPITAL PARTNERS INT'L XIV	GOLUB0091	SA468	1,342,543.00	1.00	1,342,543.00	106.40	1,428,478.32	85,935.32	3.74
GOLUB CAPITAL PARTNERS INT'L XIV	GOLUB0091	SA468	180,000.00	1.00	180,000.00	106.40	191,521.68	11,521.68	0.50
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	309,750.00	1.00	309,750.00	130.34	403,739.21	93,989.21	1.06

Detail of Securities Held & Market Analytics

For the Month Ending **November 30, 2023**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Separate Account									
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	130,837.59	1.00	130,837.59	130.34	170,538.39	39,700.80	0.45
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	252,000.00	1.00	252,000.00	130.34	328,465.80	76,465.80	0.86
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	191,676.07	1.00	191,676.07	130.34	249,837.44	58,161.37	0.65
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	55,556.72	1.00	55,556.72	130.34	72,414.61	16,857.89	0.19
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	127,930.57	1.00	127,930.57	130.34	166,749.27	38,818.70	0.44
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	105,000.00	1.00	105,000.00	130.34	136,860.75	31,860.75	0.36
Security Type Sub-Total			3,102,480.88		3,102,480.88	2,281.17	3,576,506.47	474,025.59	9.35
Managed Account Sub-Total			4,728,397.71		37,353,976.98	6,672.19	38,242,114.31	888,137.33	99.98
Securities Sub-Total			\$4,728,397.71		\$37,353,976.98	\$6,672.19	\$38,242,114.31	\$888,137.33	99.98%
Accrued Interest							\$0.00		
Total Investments							\$38,242,114.31		

SunLine Transit Agency

CONSENT CALENDAR

DATE: January 24, 2024

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Ridership Report for November & December 2023

Summary:

Monthly Ridership			Monthly Variance	
	Nov-23	Nov-22	Net	Percent
Fixed Route	214,204	207,091	7,113	3.4%
SolVan	1,808	1,446	362	25.0%
SunRide	2,008	562	1,446	257.3%
Taxi Voucher*	210	233	(23)	(9.9)%
SunDial	10,027	8,609	1,418	16.5%
Total	228,257	217,941	10,361	4.7%

Monthly Ridership			Monthly Variance	
	Dec-23	Dec-22	Net	Percent
Fixed Route	210,100	202,560	7,540	3.7%
SolVan	1,642	1,525	117	7.7%
SunRide	2,036	586	1,450	247.4%
Taxi Voucher*	197	189	8	4.2%
SunDial	9,390	8,529	861	10.1%
Total	223,365	213,389	9,976	4.7%

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

Yearly Ridership	
Fiscal Year 2024	1,321,149
Fiscal Year 2023	1,300,575
Ridership Increase	20,574

Fiscal year to date system ridership increased by 20,574 rides or 1.6% compared to the previous fiscal year. The baseline of the attached COVID-19 Recovery chart is calendar year 2020, this allows a comparison of three (3) years.

Recommendation:

Receive and file.



SunLine Transit Agency Monthly Ridership Report November 2023

Fixed Route		FY 2024		FY 2023		Monthly KPI		Bikes		Wheelchairs	
		Nov 2023	Nov 2022	YTD	YTD	Passengers/ Rev. Hours	Passengers/ Rev. Miles				
								Monthly	FYTD	Monthly	FYTD
Route 1EV	Coachella - Hwy 111 - Palm Desert Mall	49,732	-	240,310	-	16.5	1.3	2,660	11,752	300	1,655
Route 1WV	Palm Springs - Hwy 111 - Palm Desert Mall	35,650	85,560	184,594	427,226	14.0	1.2	1,333	8,715	388	1,825
Route 2	Desert Hot Springs - Palm Springs - Cathedral City	60,043	53,322	289,872	273,277	17.7	1.3	1,941	10,260	602	2,615
Route 3	Desert Hot Springs - Desert Edge	6,975	5,947	32,283	28,713	15.5	1.0	178	967	76	336
Route 4	Westfield Palm Desert - Palm Springs	17,959	17,049	85,070	86,065	10.7	0.7	777	4,403	158	499
Route 5	Desert Hot Springs - CSUSB - Palm Desert	1,421	2,047	6,387	8,599	8.1	0.3	38	225	7	15
Route 6	Coachella - Fred Waring - Westfield Palm Desert	2,185	8,781	13,307	38,668	10.2	0.6	63	442	9	74
Route 7	Bermuda Dunes - Indian Wells - La Quinta	7,762	5,305	35,916	26,944	14.8	1.1	288	1,579	21	69
Route 8	North Indio - Coachella - Thermal/Mecca	15,647	13,046	71,776	68,892	9.6	0.6	491	2,191	64	439
Route 9	North Shore - Mecca - Oasis	5,374	6,261	20,957	30,341	7.4	0.3	70	245	7	38
Route 10	Indio - CSUSB - San Bernardino - Metrolink	3,672	2,918	14,708	12,292	17.8	0.2	44	148	10	42
Route 200 SB	Palm Springs High School AM Tripper	288	350	864	1,486	16.7	1	5	7	3	5
Route 400 SB	Raymond Cree / Palm Springs HS Tripper		82	-	313	-	-	-	-	-	-
Route 401 SB	Palm Canyon / Stevens AM Tripper			-	-	-	-	-	-	-	-
Route 402 NB	Palm Canyon / Stevens AM Tripper		22	-	109	-	-	-	-	-	-
Route 403 NB	Vista Chino / Sunrise PM Tripper		48	-	319	-	-	-	-	-	-
Route 500 SB	Westfield Palm Desert PM Tripper	184	262	907	1,092	35.3	2.3	1	3	-	1
Route 501 NB	Palm Desert High School AM Tripper			-	-	-	-	-	-	-	-
Route 700 SB/NB	Harris / Washington - Calle Madrid / Ave Vallejo AM Tripper	377	285	1,490	1,353	21.8	1.4	6	16	2	3
Route 701 SB/NB	Harris / Washington - Calle Madrid / Ave Vallejo PM Tripper	838	741	3,634	3,235	54.5	3.6	6	41	-	1
Route 800 NB	Shadow Hills High School AM Tripper	1,318	1,168	7,488	4,983	108.5	5.3	-	17	-	-
Route 801 SB	Jackson / 44th PM Tripper	2,462	1,855	9,826	8,393	142.4	8.4	2	3	-	51
Route 802 SB	Hwy 111 / Golf Center Pkwy PM Tripper	675	617	2,338	2,249	33.9	1.7	-	-	-	38
Route 803 NB	Shadow Hills High School AM Tripper	1,642	1,425	6,109	6,777	106.7	5.2	-	59.0	-	-
Fixed Route Total		214,204	207,091	1,027,836	1,031,326	14.3	1.0	7,903	41,073	1,647	7,706
SolVan		1,846	1,446	9,752	8,071	5.4	0.1				
SunRide		2,008	562	8,498	2,689	1.1	0.2				
Taxi Voucher		210	233	966	1,266						
SunDial		10,027	8,609	50,732	43,834	2.1	0.1				
System Total		228,295	217,941	1,097,784	1,087,186	10.3	0.7				
		Nov-23	Nov-22								
Weekdays:		21	21								
Saturdays:		4	4								
Sundays:		4	4								
Total Days:		29	29								

Haul Pass COD contributed with 6,894 rides, CSUSB with 2,537 rides.

Mobile Ticketing contributed with 33,090 rides, the total for November 2023 includes 166 paratransit mobile tickets.

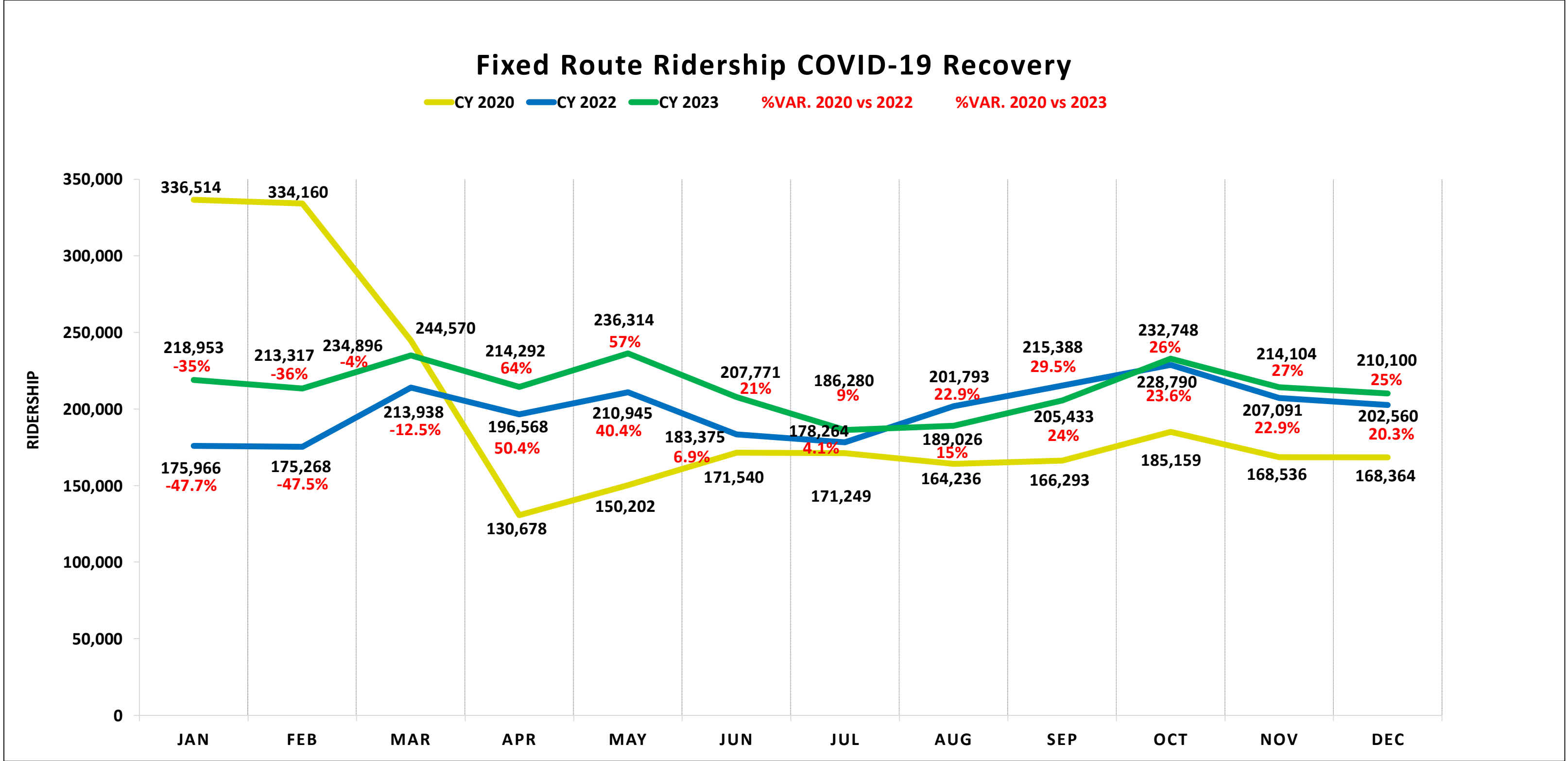


SunLine Transit Agency Monthly Ridership Report December 2023

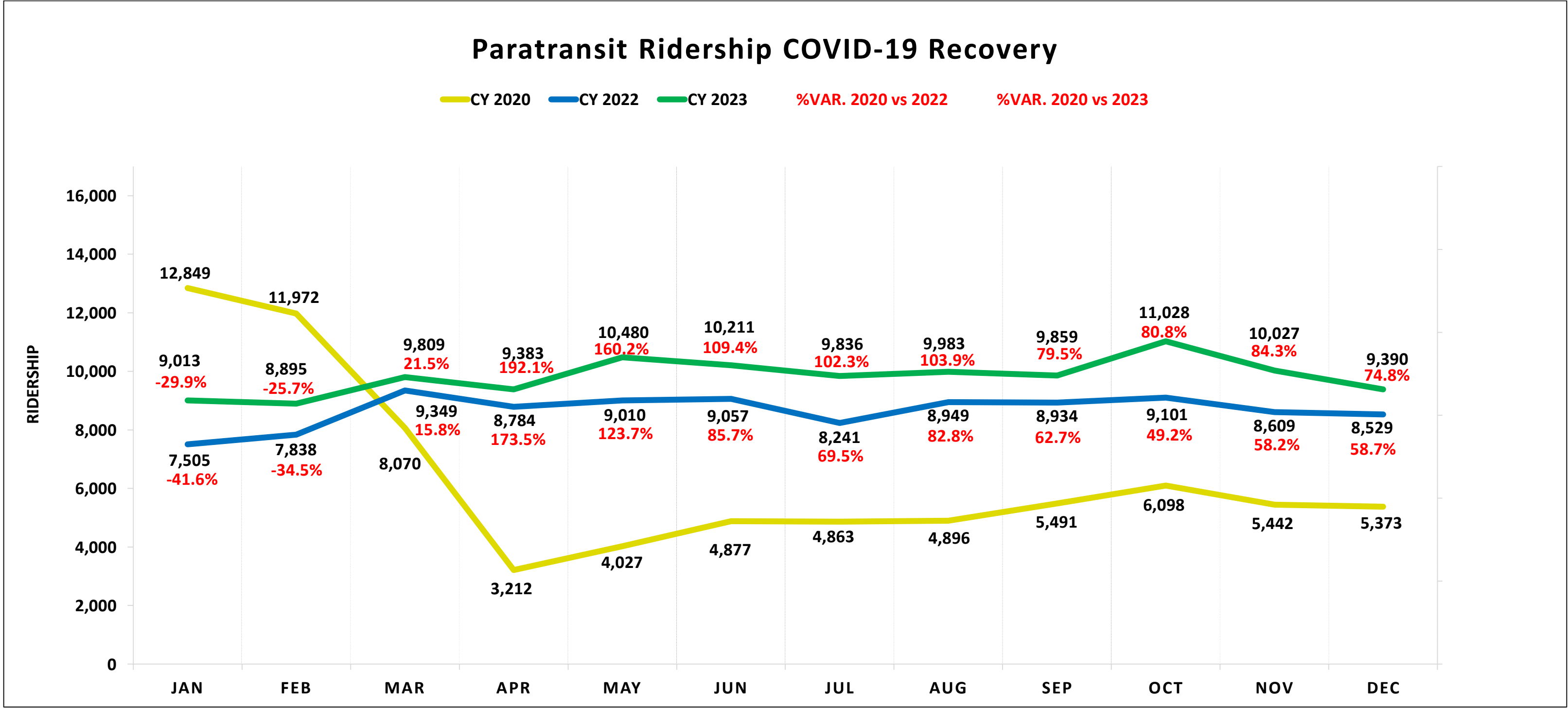
Fixed Route		FY 2024		FY 2023		Monthly KPI		Bikes		Wheelchairs	
		Dec 2023	Dec 2022	YTD	YTD	Passengers/ Rev. Hours	Passengers/ Rev. Miles				
								Monthly	FYTD	Monthly	FYTD
Route 1EV	Coachella - Hwy 111 - Palm Desert Mall	47,802	-	288,112	-	16.4	1.3	2,198	13,950	286	1,941
Route 1WV	Palm Springs - Hwy 111 - Palm Desert Mall	36,748	84,336	221,342	511,562	13.8	1.1	1,311	10,026	403	2,228
Route 2	Desert Hot Springs - Palm Springs - Cathedral City	60,926	53,671	350,798	326,948	17.6	1.3	1,873	12,133	678	3,293
Route 3	Desert Hot Springs - Desert Edge	6,087	5,987	38,370	34,700	15.4	1.0	227	1,194	73	409
Route 4	Westfield Palm Desert - Palm Springs	18,695	16,985	103,765	103,050	10.7	0.7	774	5,177	127	626
Route 5	Desert Hot Springs - CSUSB - Palm Desert	1,279	1,741	7,666	10,340	7.7	0.3	25	250	6	21
Route 6	Coachella - Fred Waring - Westfield Palm Desert	2,032	8,397	15,339	47,065	9.4	0.5	71	513	12	86
Route 7	Bermuda Dunes - Indian Wells - La Quinta	8,005	5,717	43,921	32,661	15.0	1.1	345	1,924	13	82
Route 8	North Indio - Coachella - Thermal/Mecca	14,779	13,824	86,555	82,716	9.7	0.6	438	2,629	92	531
Route 9	North Shore - Mecca - Oasis	4,830	5,628	25,787	35,969	7.6	0.3	57	302	3	41
Route 10	Indio - CSUSB - San Bernardino - Metrolink	2,214	1,217	16,922	13,509	20.5	0.2	44	192	8	50
Route 200 SB	Palm Springs High School AM Tripper	204	223	1,068	1,709	17.9	1	1	8	-	5
Route 400 SB	Raymond Cree / Palm Springs HS Tripper		108	-	421	-	-	-	-	-	-
Route 401 SB	Palm Canyon / Stevens AM Tripper		-	-	-	-	-	-	-	-	-
Route 402 NB	Palm Canyon / Stevens AM Tripper		32	-	141	-	-	-	-	-	-
Route 403 NB	Vista Chino / Sunrise PM Tripper		22	-	341	-	-	-	-	-	-
Route 500 SB	Westfield Palm Desert PM Tripper	130	168	1,037	1,260	32.4	2.1	0	3	-	1
Route 501 NB	Palm Desert High School AM Tripper		-	-	-	-	-	-	-	-	-
Route 700 SB/NB	Harris / Washington - Calle Madrid / Ave Vallejo AM Tripper	287	278	1,777	1,631	21.4	1.4	5	21	-	3
Route 701 SB/NB	Harris / Washington - Calle Madrid / Ave Vallejo PM Tripper	655	517	4,289	3,752	52.4	3.5	11	52	-	1
Route 800 NB	Shadow Hills High School AM Tripper	1,353	828	8,841	5,811	105.3	5.2	-	17	-	-
Route 801 SB	Jackson / 44th PM Tripper	1,973	1,364	11,799	9,757	140.5	8.3	-	3	-	51
Route 802 SB	Hwy 111 / Golf Center Pkwy PM Tripper	590	486	2,928	2,735	34.9	1.8	-	-	-	38
Route 803 NB	Shadow Hills High School AM Tripper	1,511	1,031	7,620	7,808	109.3	5.4	58.0	117.0	4	4.0
Fixed Route Total		210,100	202,560	1,237,936	1,233,886	14.2	1.0	7,438	48,511	1,705	9,411
SolVan		1,642	1,525	11,394	9,596	5.2	0.1				
SunRide		2,036	586	10,534	3,275	1.1	0.2				
Taxi Voucher		197	189	1,163	1,455						
SunDial		9,390	8,529	60,122	52,363	2.0	0.1				
System Total		223,365	213,389	1,321,149	1,300,575	10.3	0.7				
		Dec-23	Dec-22								
Weekdays:		20	22								
Saturdays:		5	5								
Sundays:		5	3								
Total Days:		30	30								

Haul Pass COD contributed with 5,098 rides, CSUSB with 1,085 rides.

Mobile Ticketing contributed with 31,486 rides, the total for December 2023 includes 203 paratransit mobile tickets.



The COVID-19 pandemic caused a major national and global disruption with closures of businesses, schools and entertainment venues due to the implementation of national and statewide public health policies. Variances are in red close to their corresponding ridership number. 2022 and 2023 are referring to the baseline of 2020. CY 2021 has been removed to reflect the two (2) most recent years in recovery. CY 2020 will remain on the chart since it is the baseline needed to compare ridership recovery for CY 2022 & CY 2023.



Beginning January 2022, instead of comparing the ridership to the 2019 pre COVID levels, we will be moving forward with comparing from 2020 and 2022. Variances are in red close to their corresponding ridership number. 2022 and 2023 are referring to the baseline of 2020. January 2020 and February 2020 show pre-pandemic COVID-19 ridership numbers. CY 2021 has been removed to reflect the two (2) most recent years in recovery. CY 2020 will remain on the chart since it is the baseline needed to compare ridership recovery for CY 2022 & CY 2023.

SunLine Transit Agency**CONSENT CALENDAR**

DATE: January 24, 2024

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Paratransit Operational Notes for November & December 2023

Summary:

The attached report summarizes Paratransit's operation for the month of November 2023. This report identifies that for the month of November, the on-time performance for Paratransit did meet the internal service goal of 85% which is comparable to the fixed route service goal. The on-time performance for the month of November was 89.4% and for the month of December was 90.2%. Fiscal-year-to-date, Paratransit has maintained an on-time performance of 90.1%.

Total vehicle miles for November 2023 increased by 6,634 compared to November 2022. Total trips for the month of November 2023 were 9,584 when compared to November 2022, this is an increase of 1,314 trips or 15.9%.

Total vehicle miles for December 2023 decreased by 1,249 compared to December 2022. Total trips for the month of December 2023 were 8,943 when compared to December 2022, this is an increase of 797 trips or 9.8%.

Total passengers for the month of November 2023 were 10,027 when compared to November 2022, this is an increase of 1,418 passengers or 16.5%. Mobility device boardings for November 2022 increased by 42 or 3% compared to November 2023. Field Supervisors performed 53 On-Board inspections and 51 Pre-Trip and Trailing evaluations. The Field Supervisors fell short of their monthly goal for On- Board inspections by 12% and fell short for their monthly Pre-Trip and Trailing evaluations by 25%. Field Supervisor goals were not met due to workforce shortage.

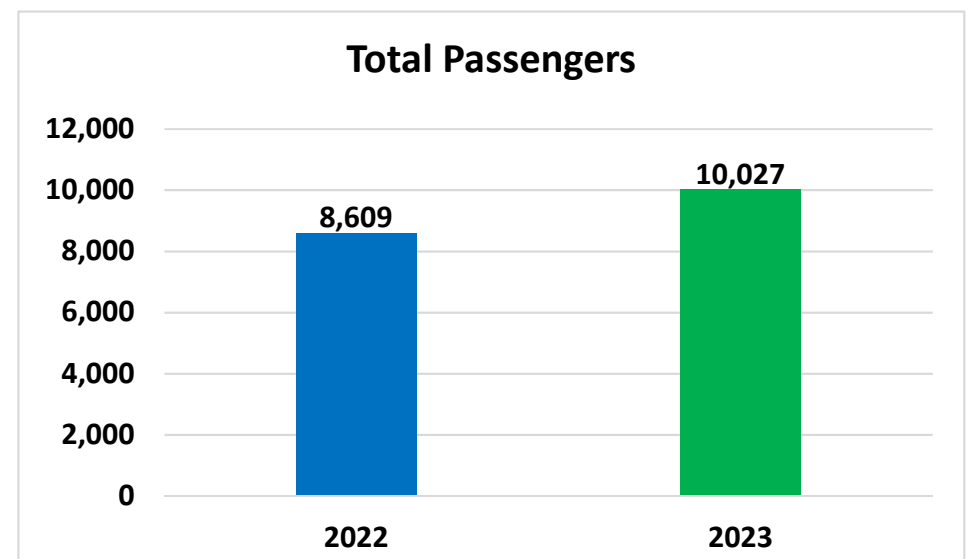
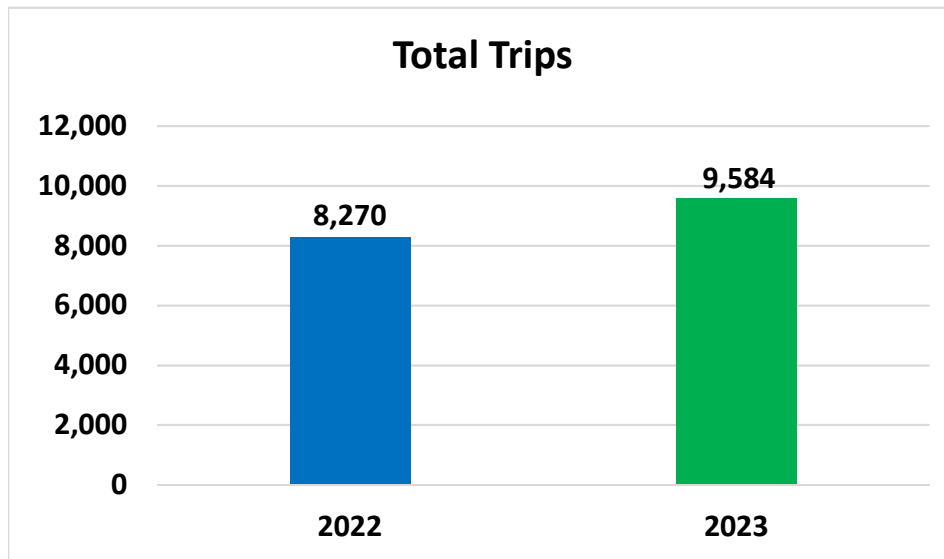
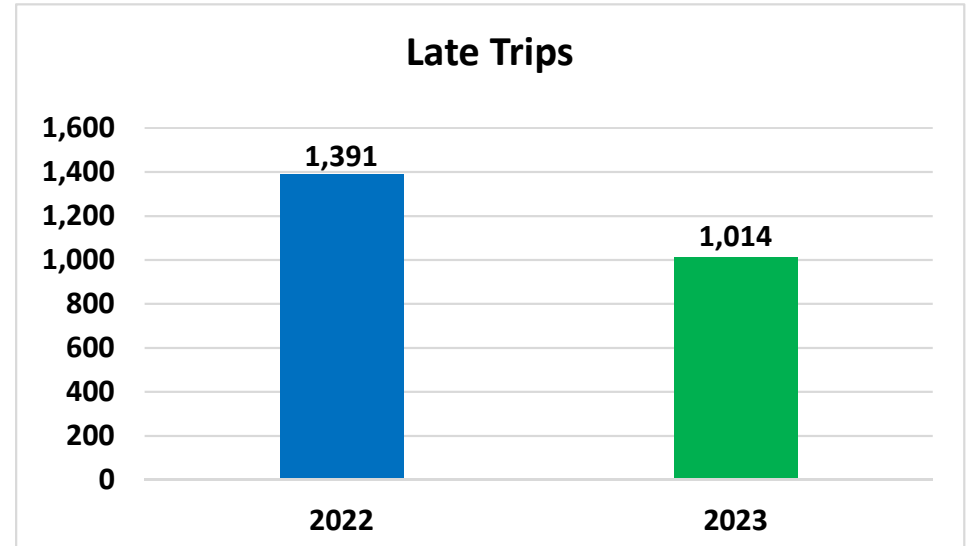
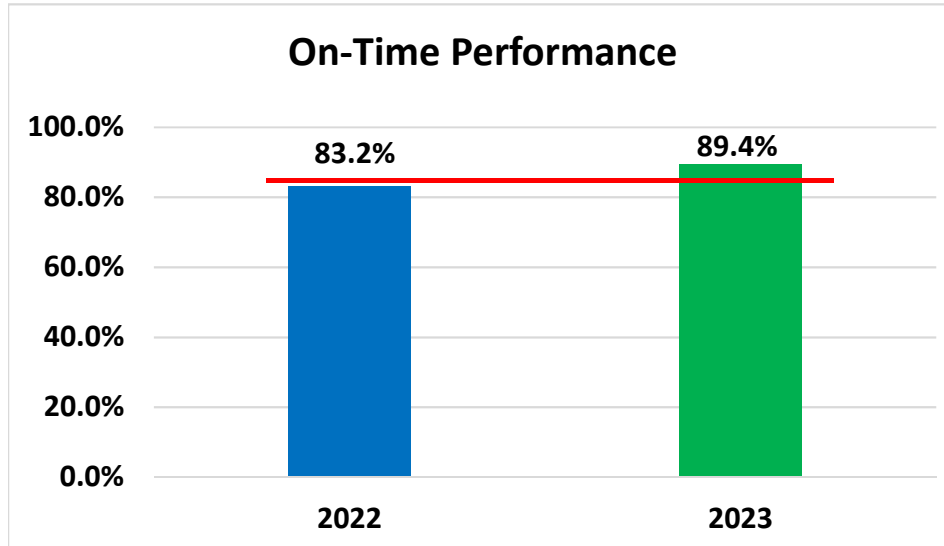
Total passengers for the month of December 2023 were 9,390 when compared to December 2022, this is an increase of 861 passengers or 10.1%. Mobility device boardings for December 2023 decreased by 116 or 8% compared to December 2022. Field Supervisors performed 39 On-Board inspections and 48 Pre-Trip and Trailing evaluations. The Field Supervisors fell short of their monthly goal for On-Board inspections by 35% and fell short for their monthly Pre-Trip and Trailing

evaluations by 21%. Field Supervisor goals were not met due to workforce shortage.

Recommendation:

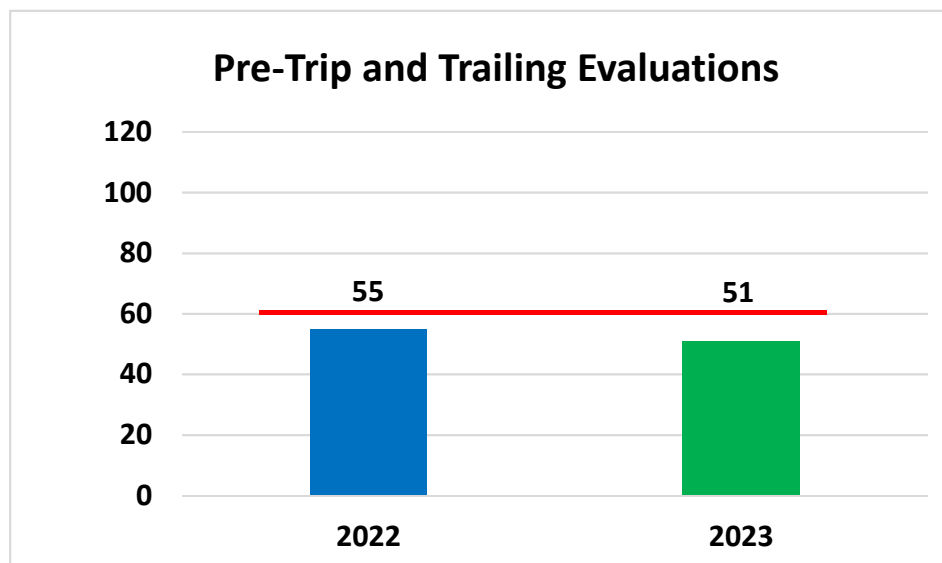
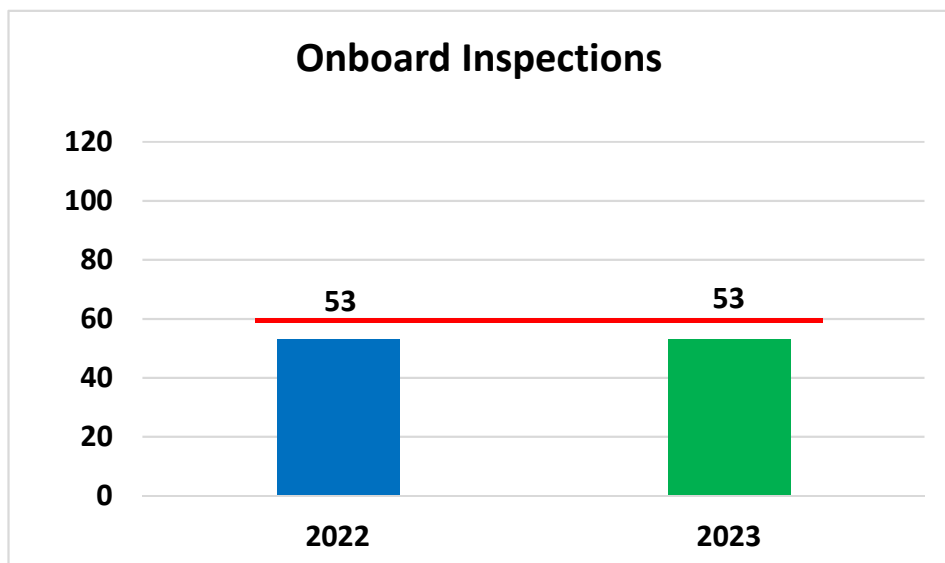
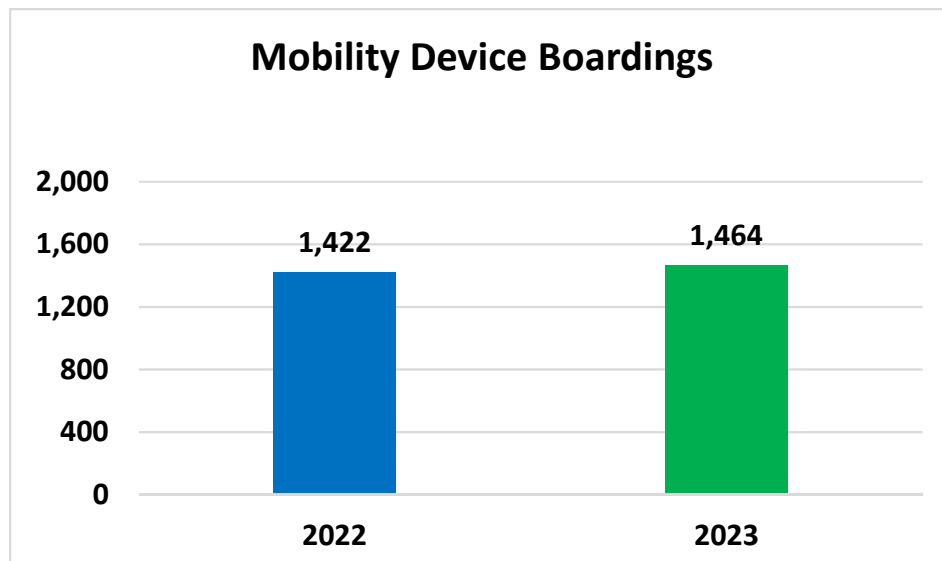
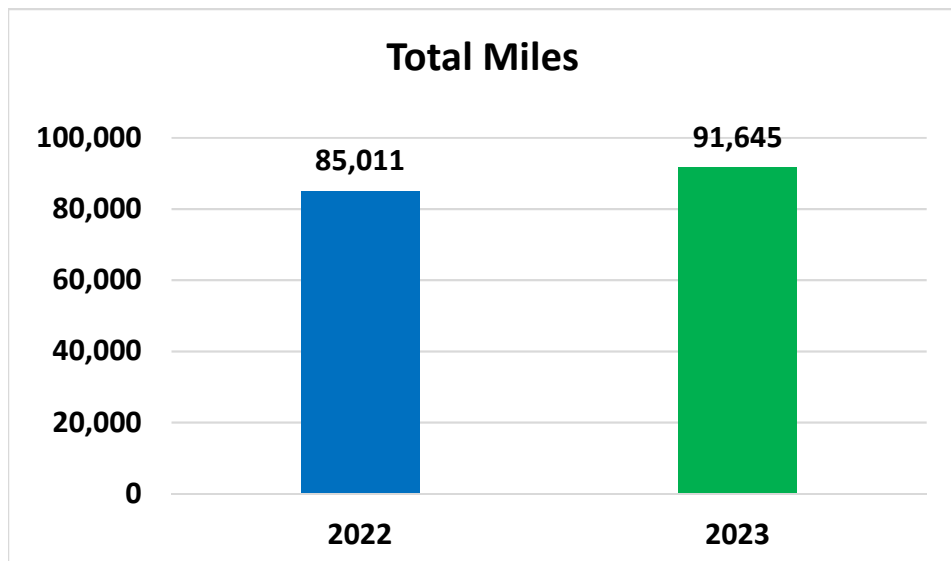
Receive and file.

Paratransit Operational Charts November 2022 vs. November 2023

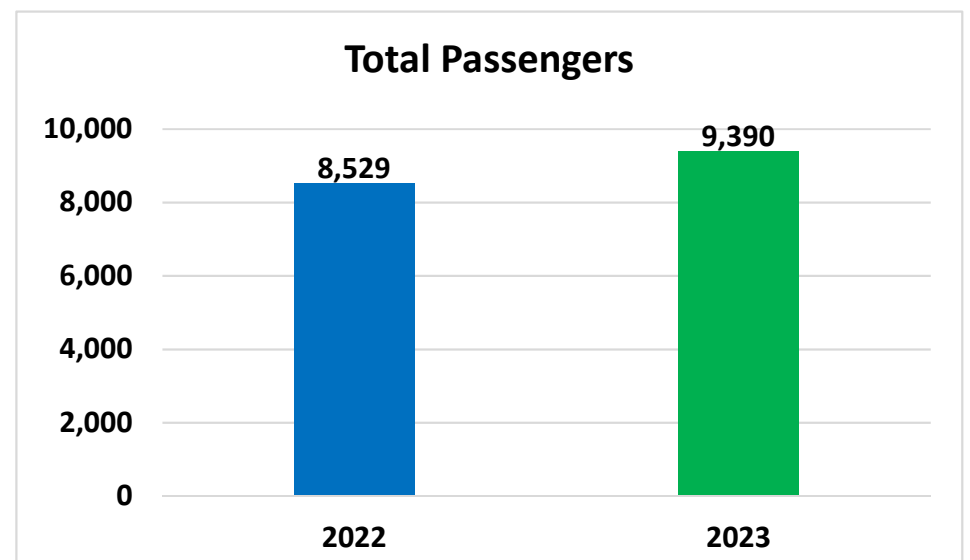
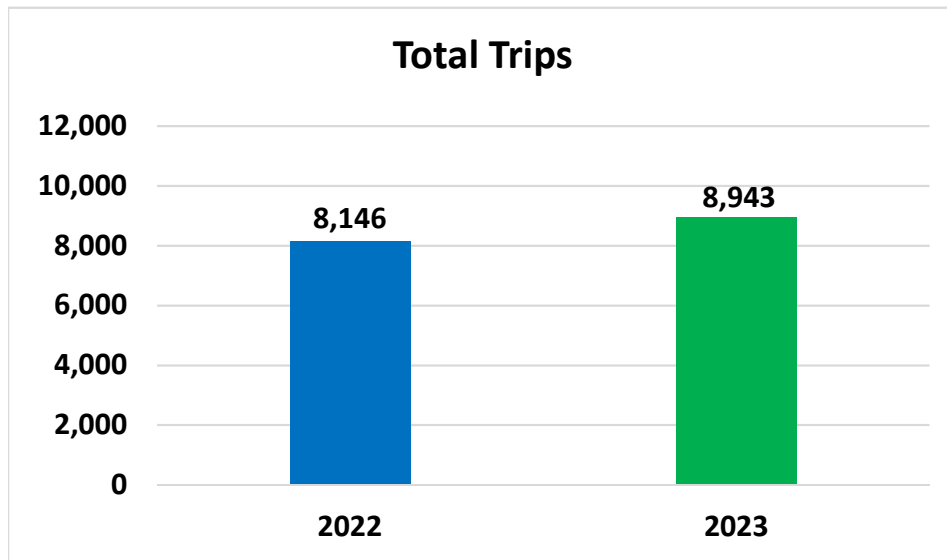
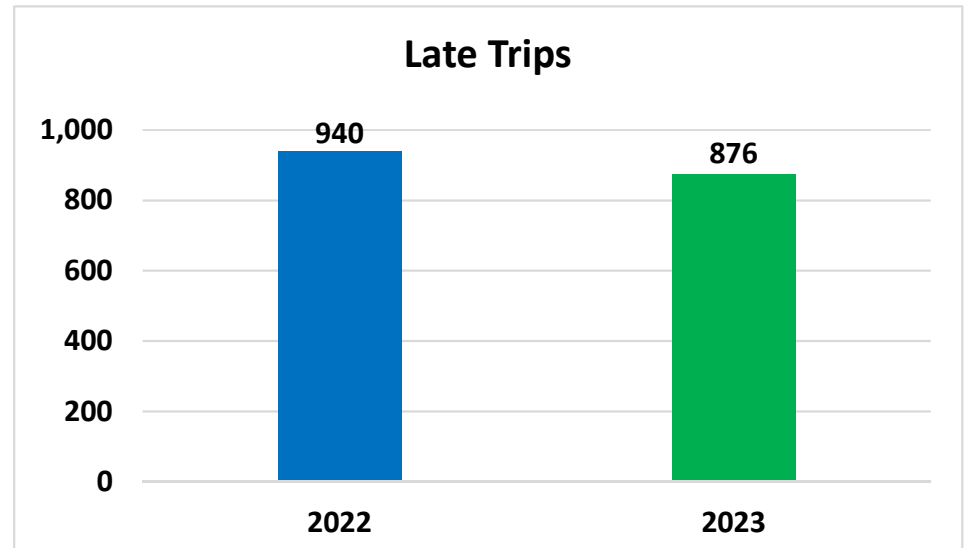
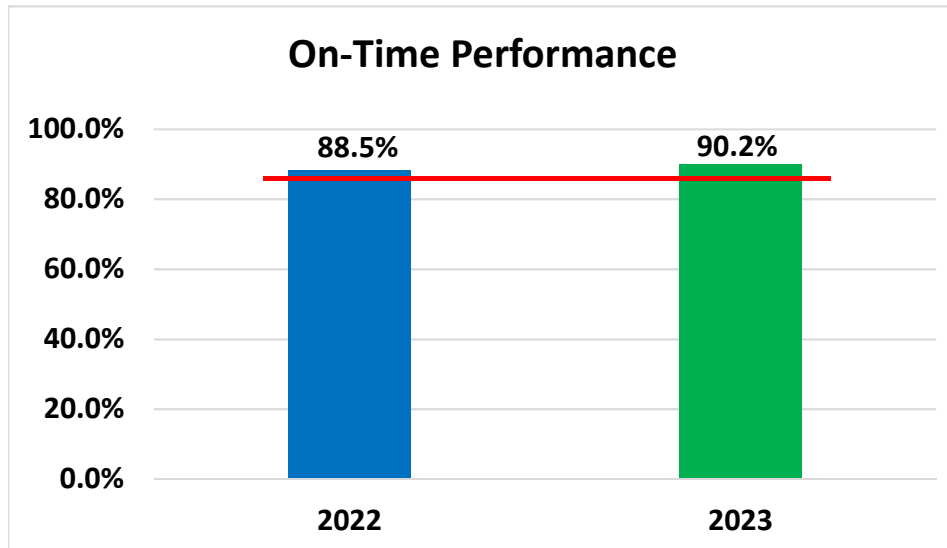


Paratransit Operational Charts

November 2022 vs. November 2023

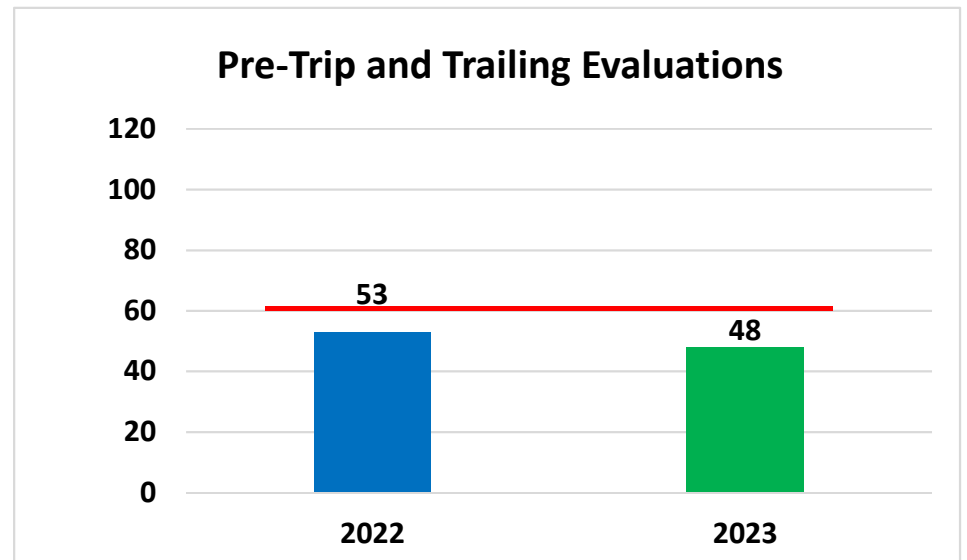
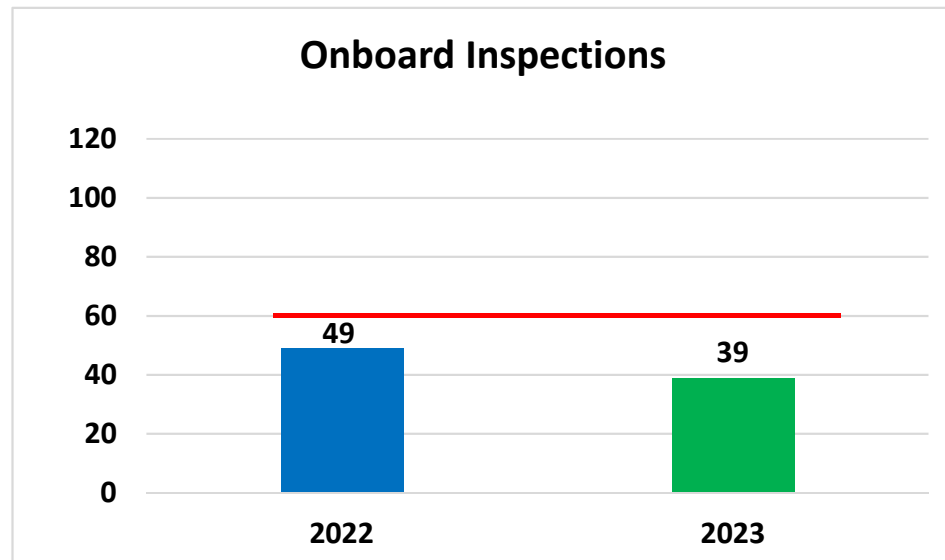
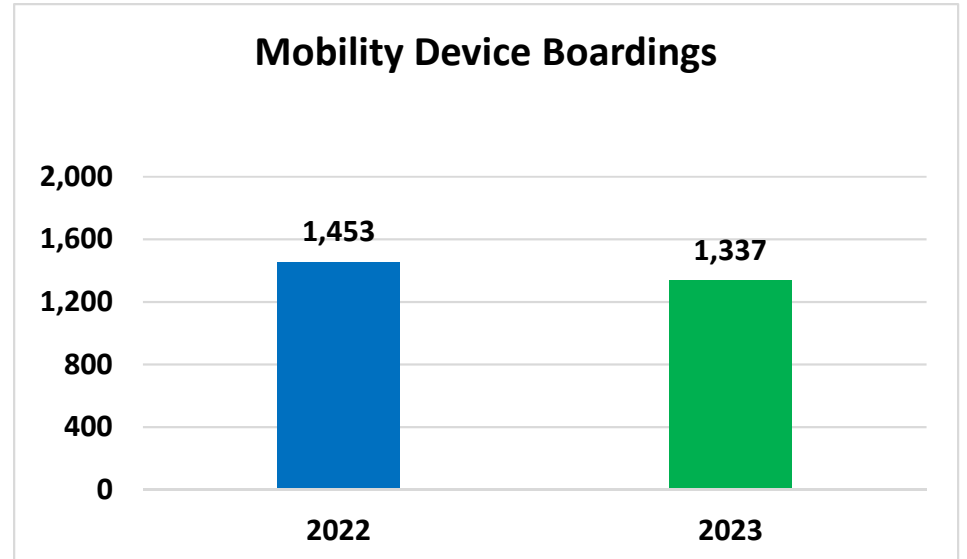
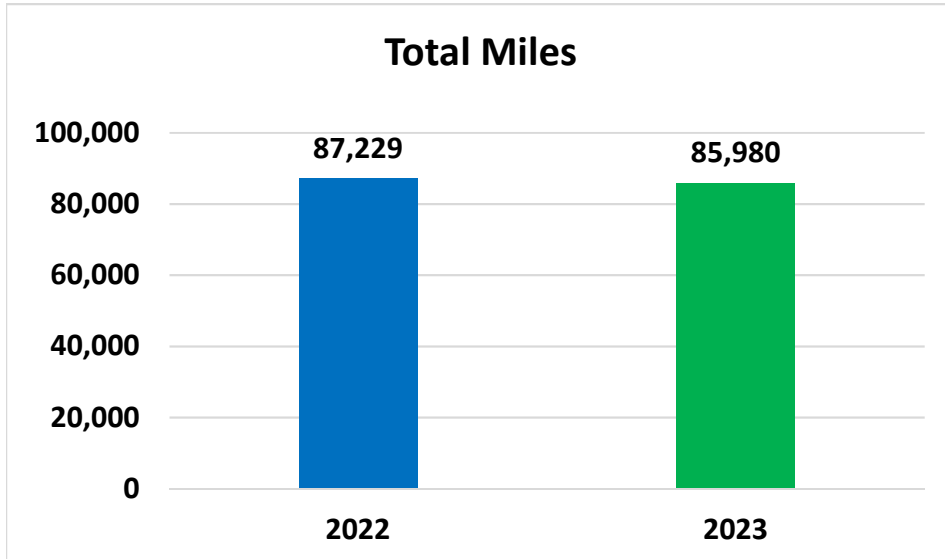


Paratransit Operational Charts December 2022 vs. December 2023



Paratransit Operational Charts

December 2022 vs. December 2023



SunLine Transit Agency**CONSENT CALENDAR**

DATE: January 24, 2024

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Metrics for November and December 2023

Summary:

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

SunRide**November and December 2023:**

- SunRide system-wide was down slightly in December as schools were out. Systemwide, SunRide continues to exceed 12,000 passengers. Overall, in December, SunRide is up 243% over December 2022.
- Cathedral City continues to grow. December saw 211 trips by 218 passengers, a ten (10) percent increase over November 2023.
- La Quinta is starting to grow with a 225% increase over November, with 26 rides by 28 passengers.
- Palm Desert had 600 trips by 645 passengers in December, up 10% from November and 196% from December 2022.
- Palm Springs had a decline of 18% in December over November. After its inaugural year of service, it appears that the late fall months of November and December are the slower months for the Palm Springs geo-fence.

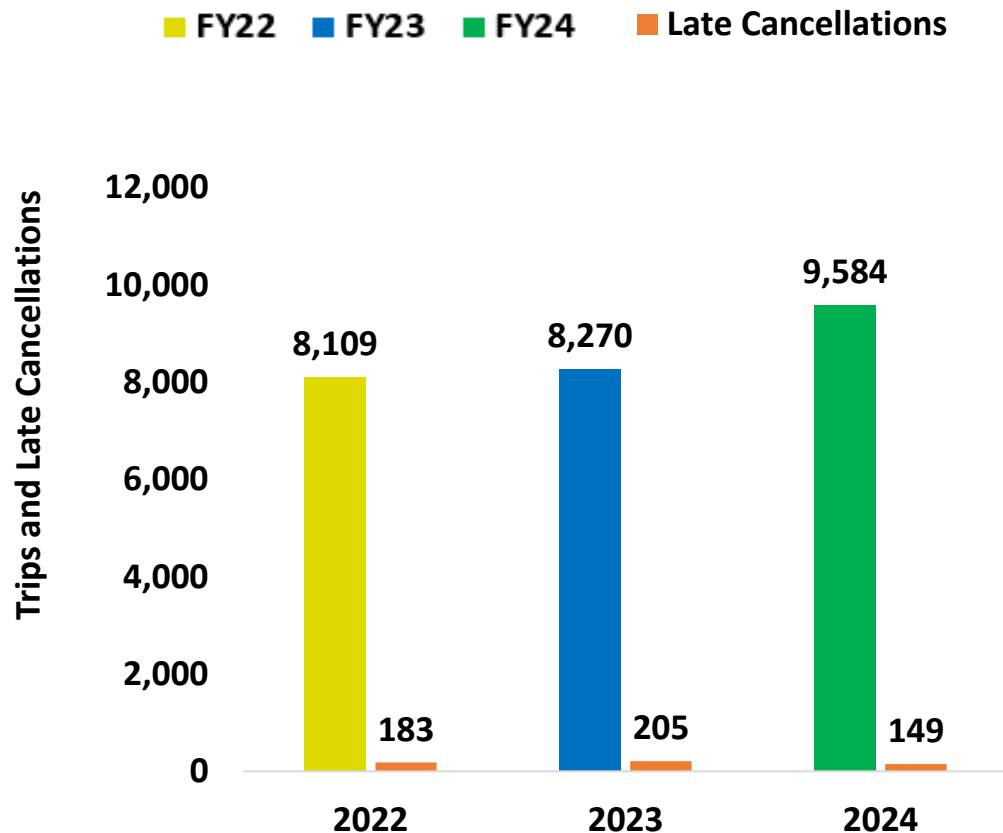
Fixed Route**November and December 2023:**

- For the month of November 2023, 19% of SunLine's fixed route operator workforce was absent when compared to November 2022 at 24%.
- For the month of November 2023, workforce was at a total of 150 operators when compared to November 2022 at 136 operators.
- For the month of December 2023, 21% of SunLine's fixed route operator workforce was absent when compared to December 2022 at 22%.
- For the month of December 2023, workforce was at a total of 147 operators when compared to December 2022 at 136 operators.

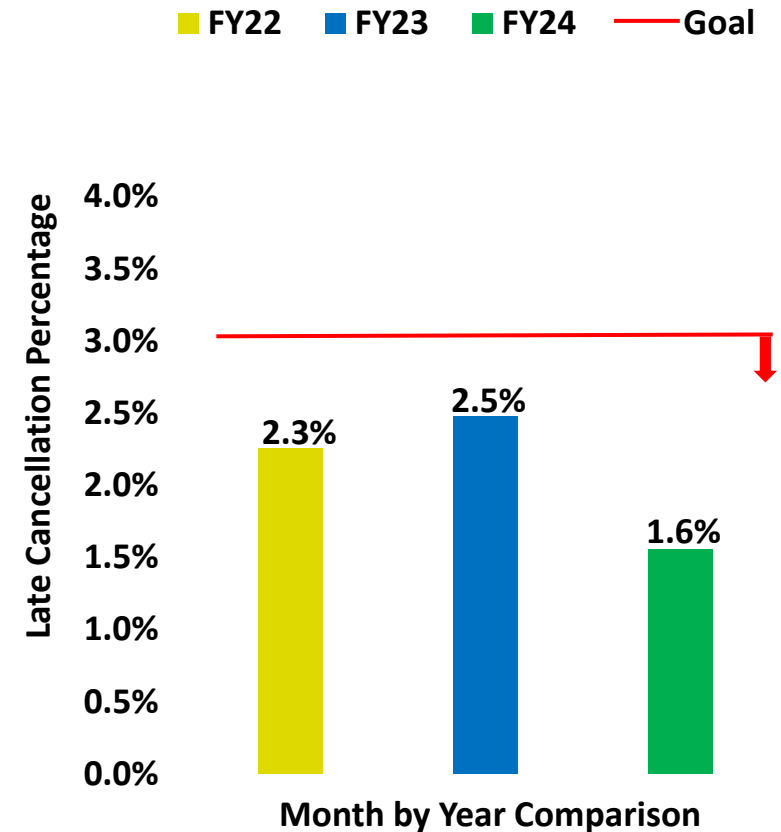
Recommendation:

Receive and file.

Paratransit Total Trips vs. Late Cancellations November



Late Cancellations by Percentage



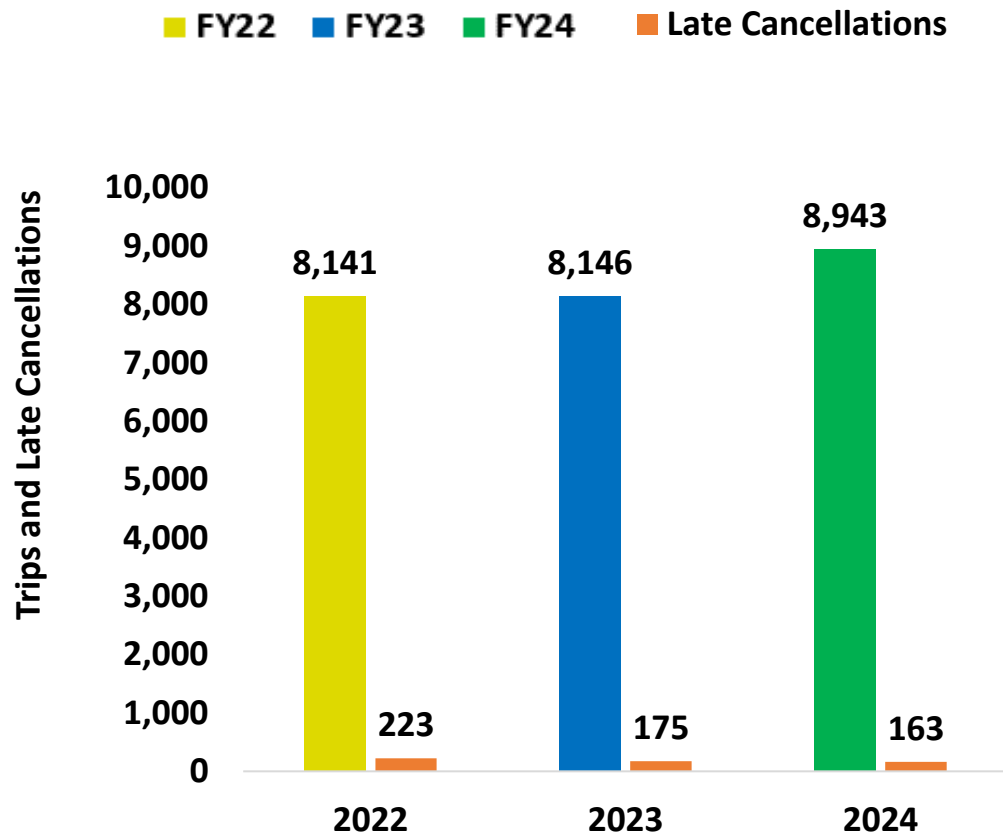
Trip: A one-way trip booked by the rider. A round trip is counted as two (2) trips.

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

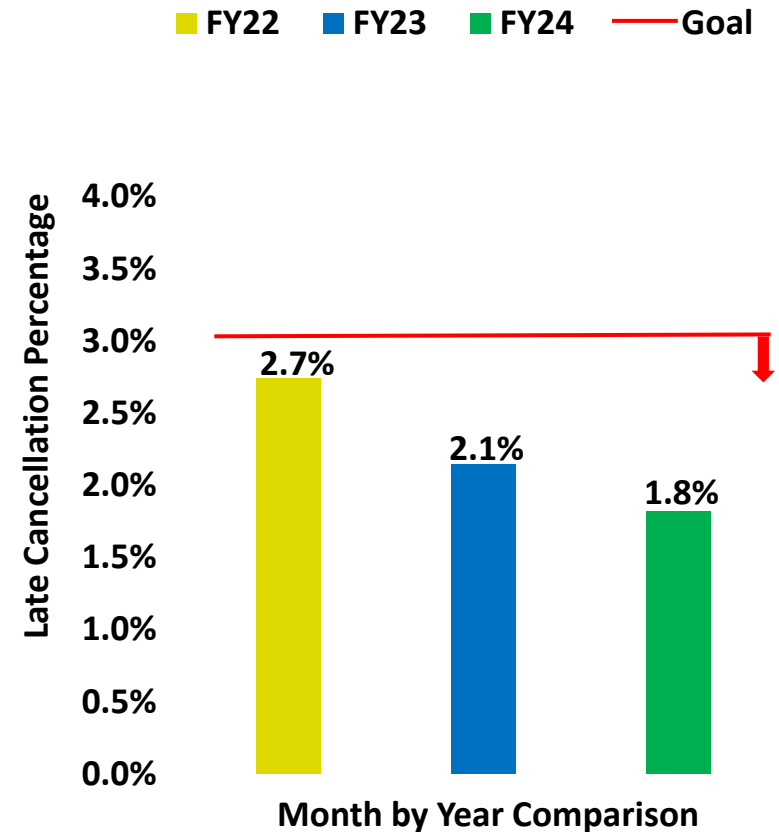
Goal for Late Cancellations: 3% or below.

Total Trips: Total one-way trips completed.

Paratransit Total Trips vs. Late Cancellations December



Late Cancellations by Percentage

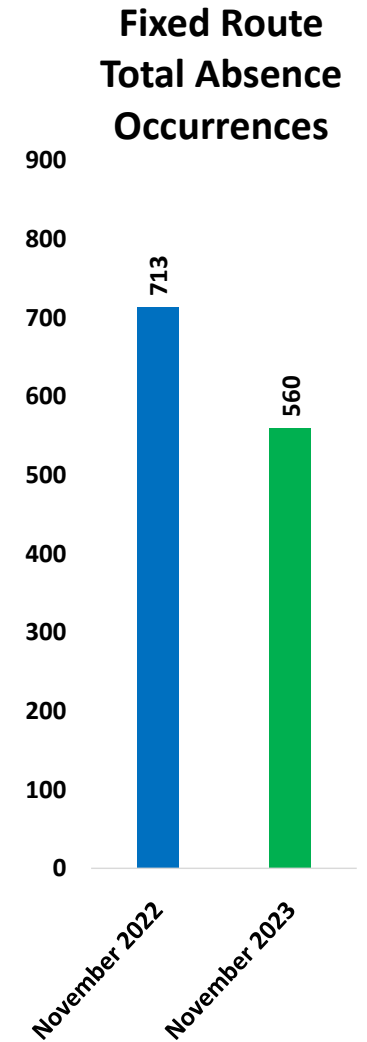
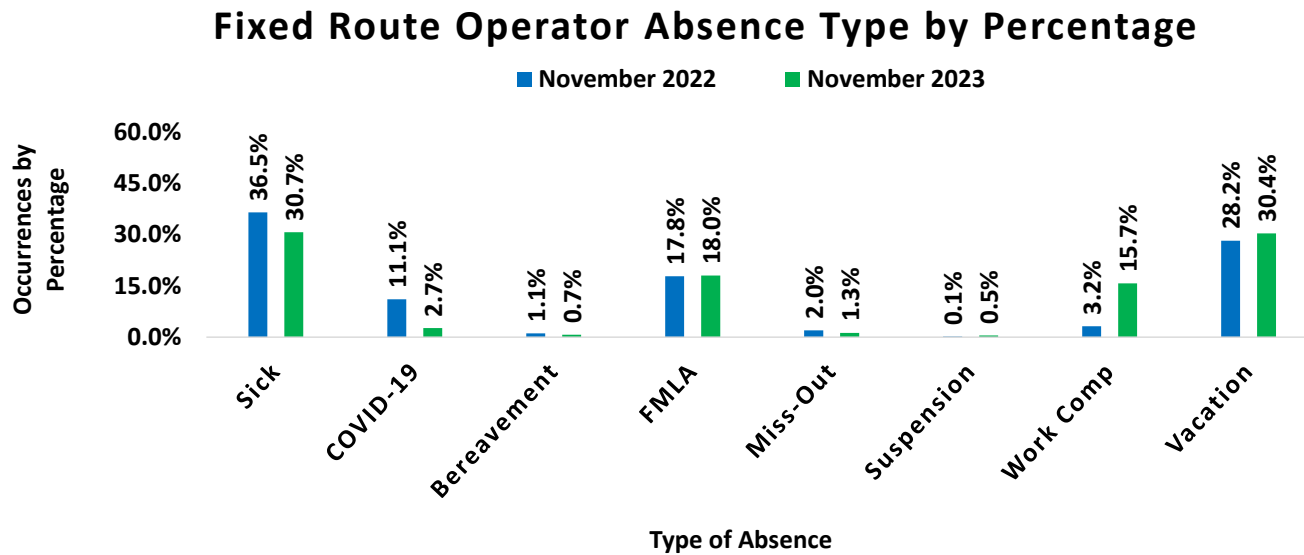
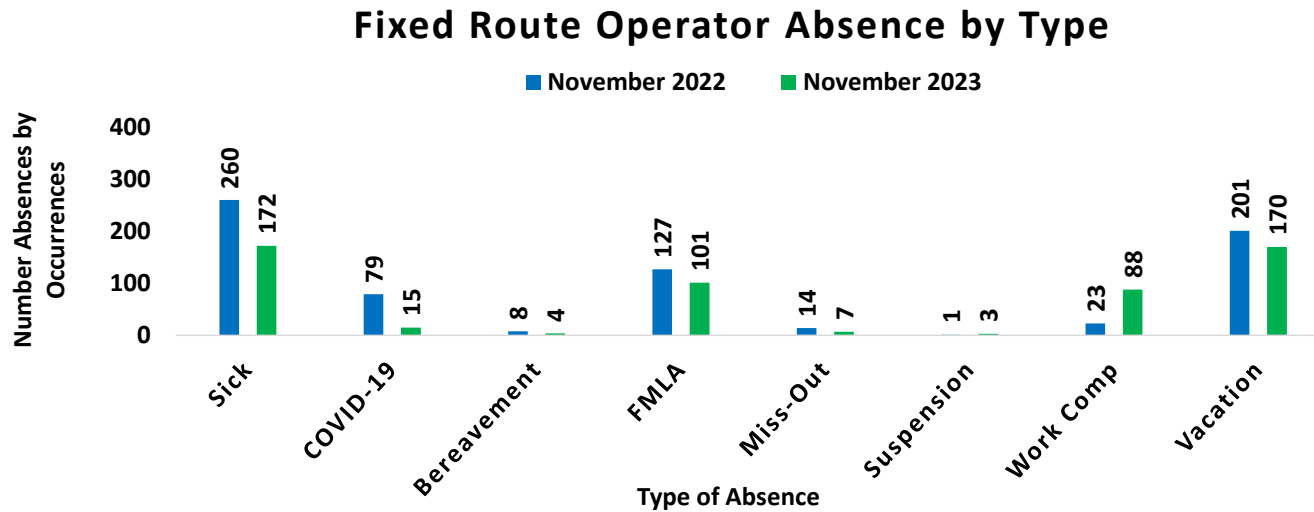


Trip: A one-way trip booked by the rider. A round trip is counted as two (2) trips.

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

Goal for Late Cancellations: 3% or below.

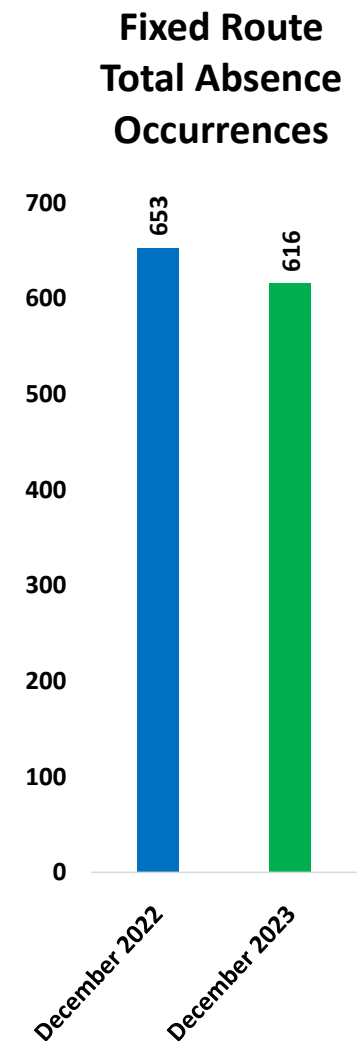
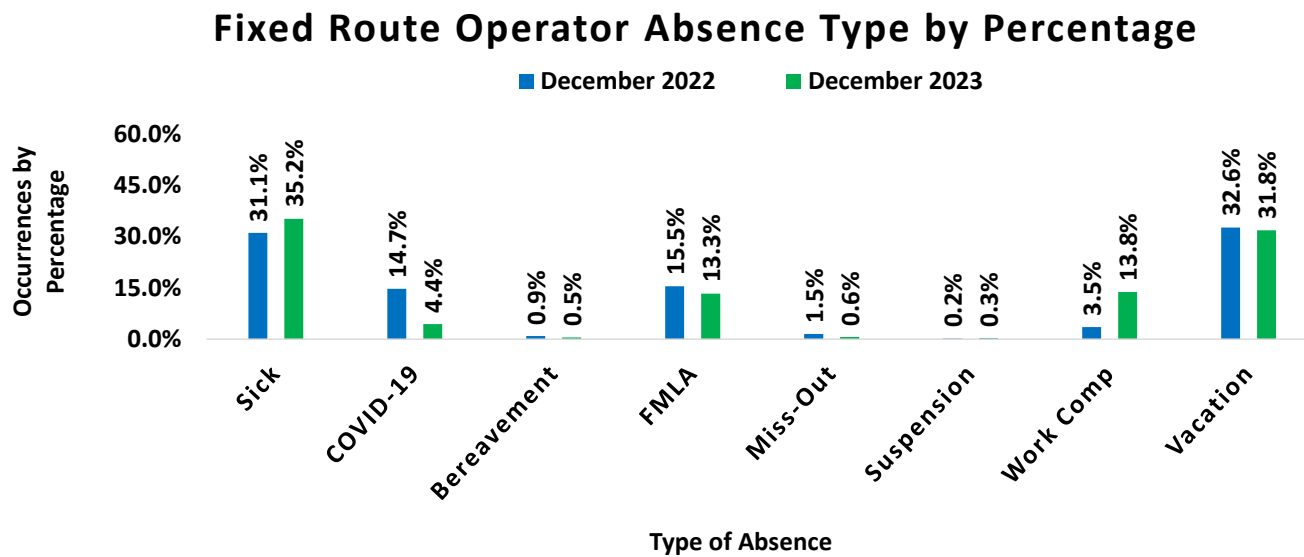
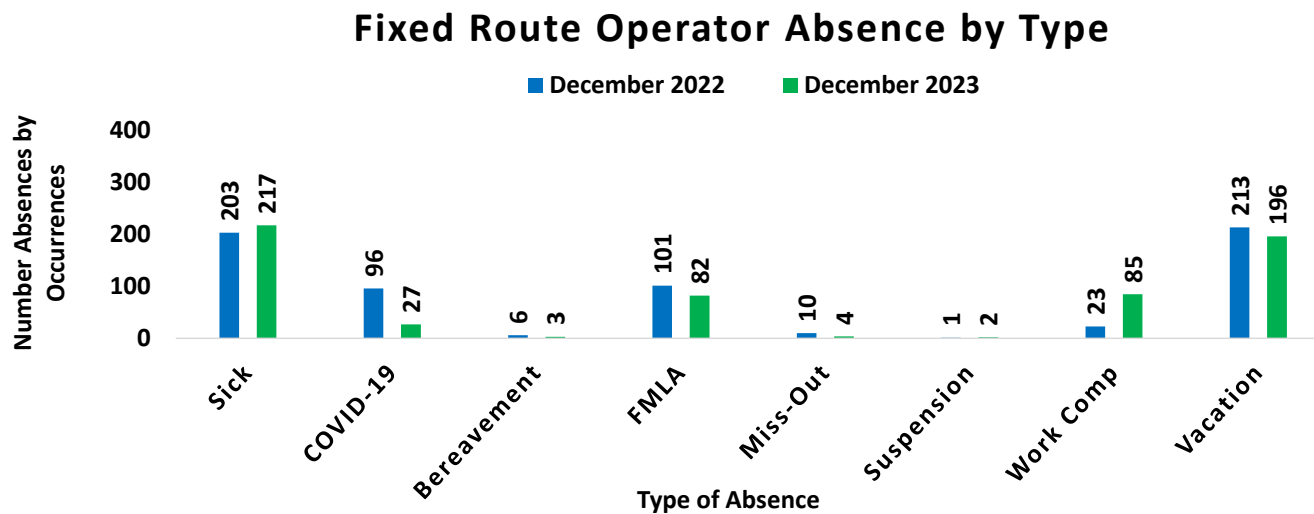
Total Trips: Total one-way trips completed.



This chart includes unplanned/unscheduled and COVID-19 absences for Fixed Route drivers.

For the month of November 2023, 19% of SunLine's fixed route operator workforce was absent when compared to November 2022 at 24%.

For the month of November 2023, workforce was at a total of 149 operators when compared to November 2022 at 136 operators.

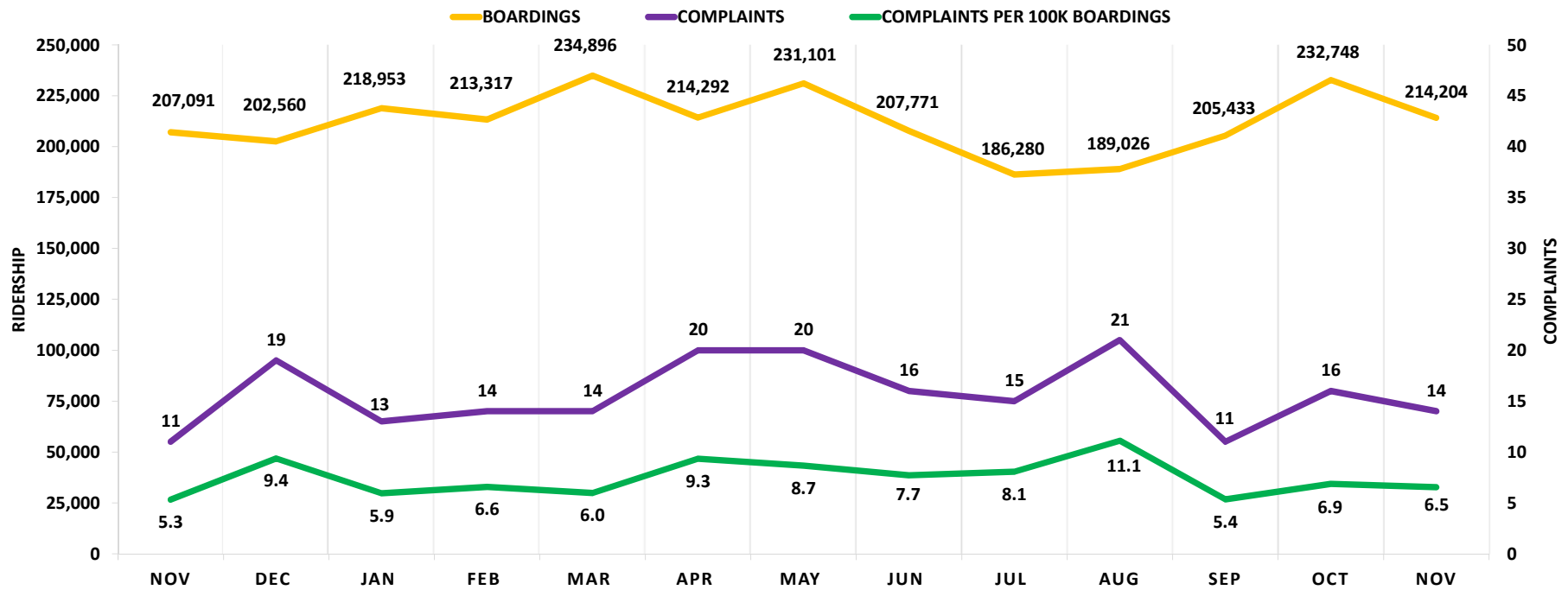


This chart includes unplanned/unscheduled and COVID-19 absences for Fixed Route drivers.

For the month of December 2023, 21% of SunLine's fixed route operator workforce was absent when compared to December 2022 at 22%.

For the month of December 2023, workforce was at a total of 147 operators when compared to December 2022 at 136 operators.

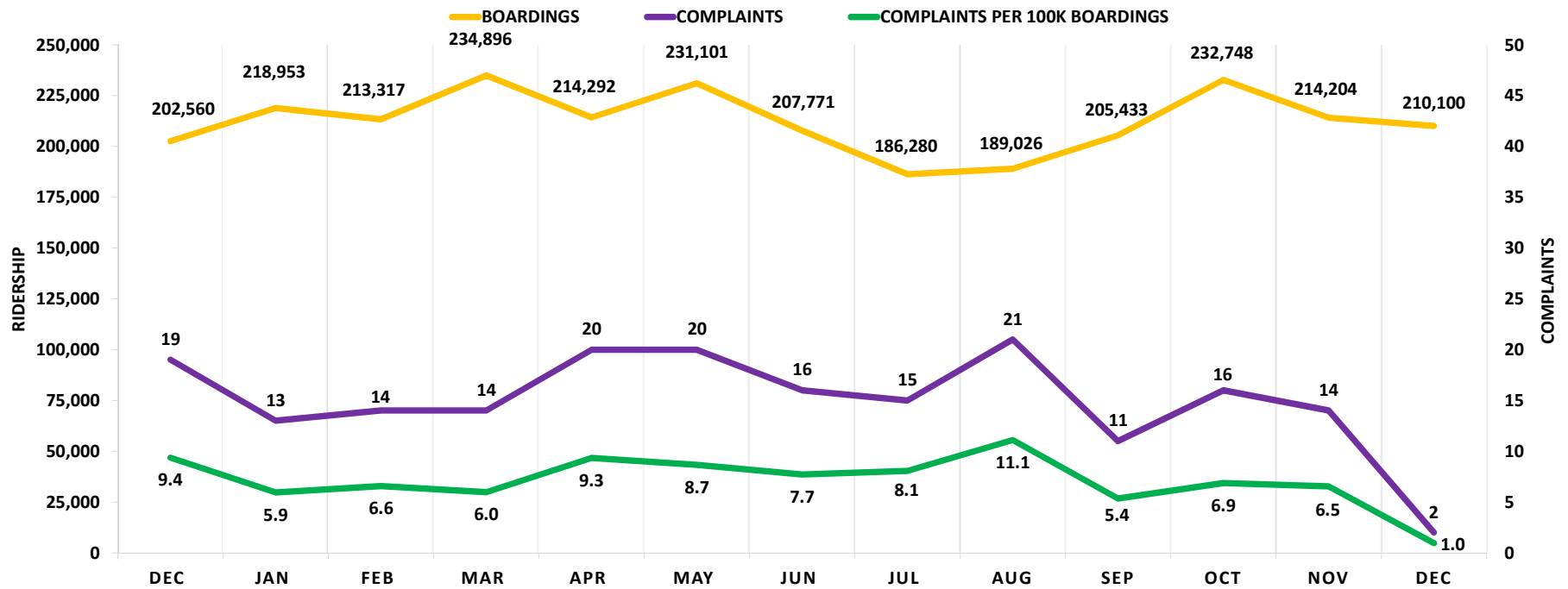
Fixed Route Customer Complaints November 2022 to November 2023



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

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

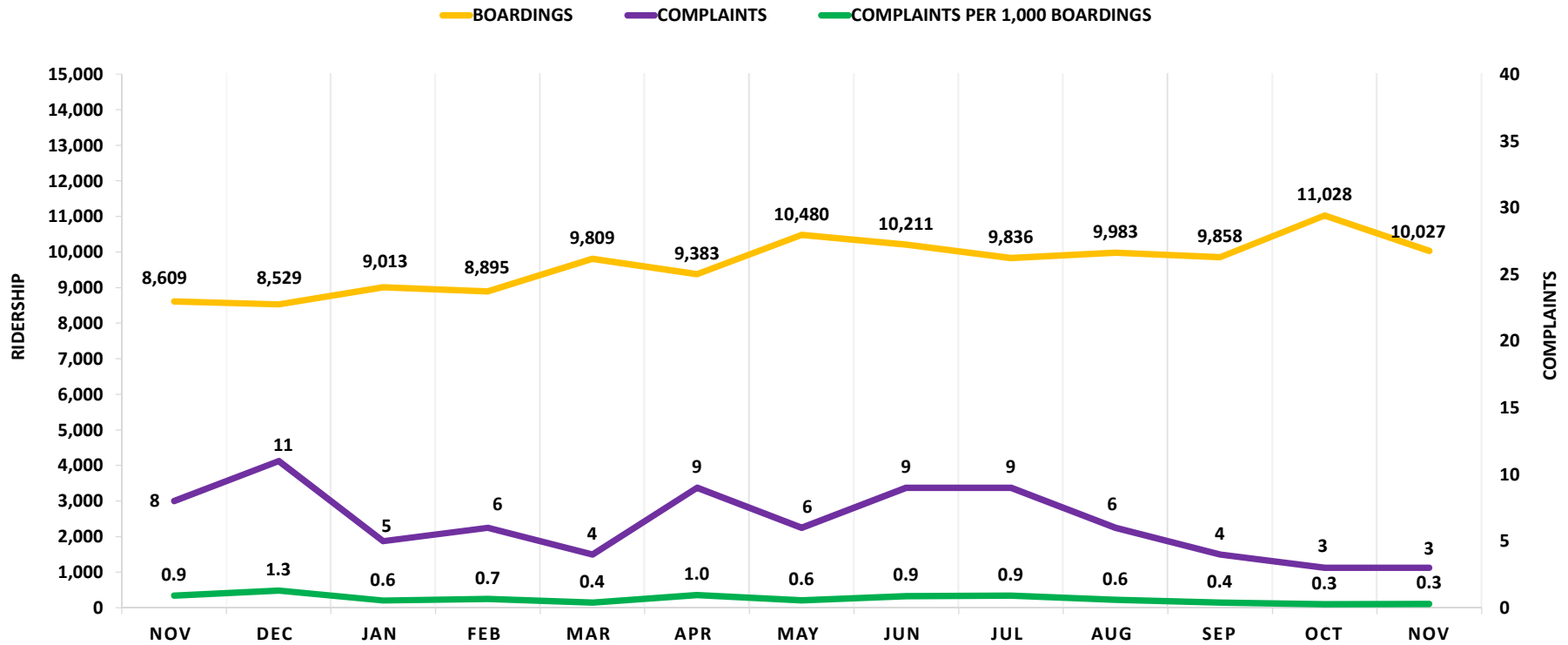
Fixed Route Customer Complaints December 2022 to December 2023



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

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

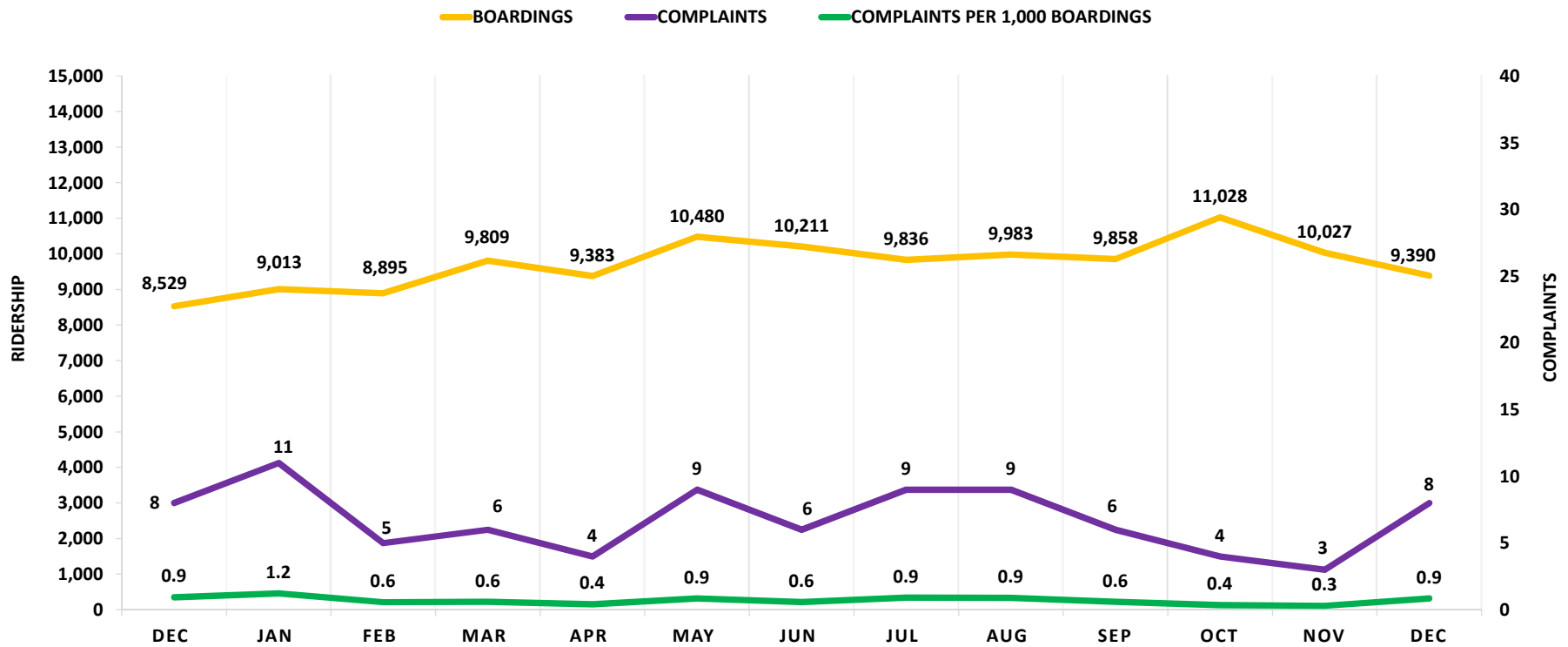
Paratransit Customer Complaints November 2022 to November 2023



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

For the month of November, 99.94% of our total boardings did not receive a complaint.

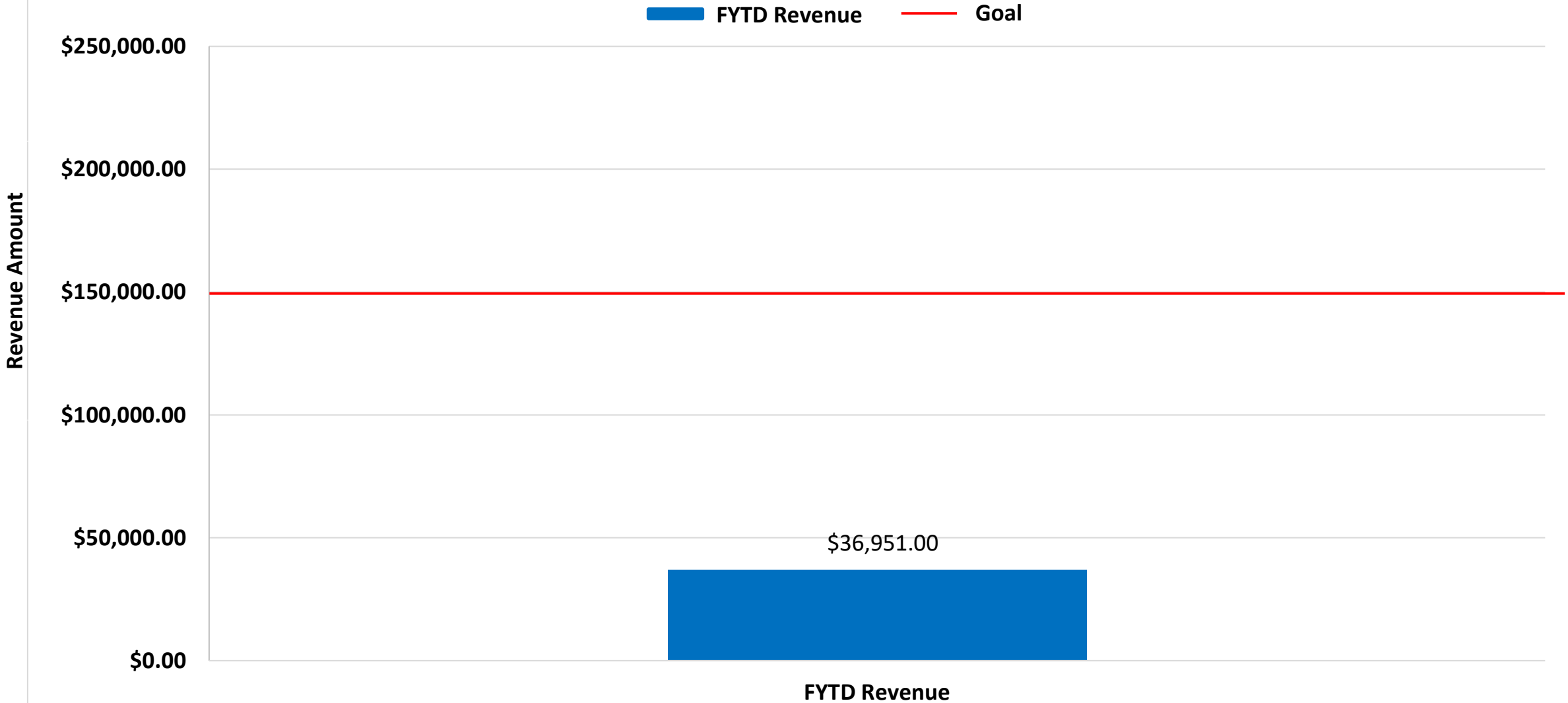
Paratransit Customer Complaints December 2022 to December 2023



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

For the month of December, 99.89% of our total boardings did not receive a complaint.

**Advertising Revenue
FYTD Revenue vs. Yearly Goal
November 2023**



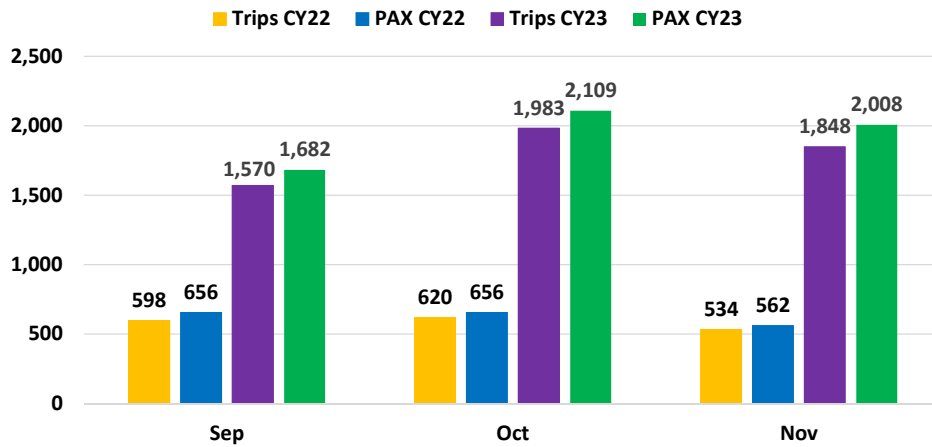
Advertising revenue tracks revenue of invoiced contracts for bus shelter and bus wrap advertising. The graph tracks FYTD revenue versus our yearly goal. The yearly goal for FY24 is \$150,000 (*advertising revenues follow Finance Department reporting from the previous two (2) months*).

SunRide System-Wide Metrics CYTD 2023

Total Completed Trips: 13,454

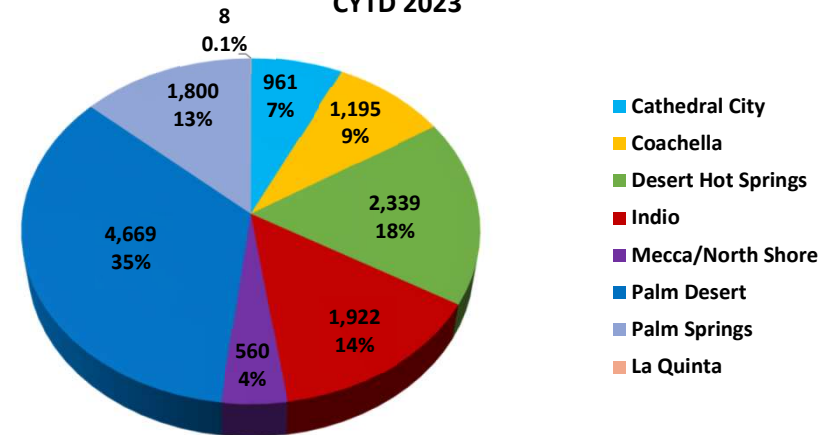
Total Number of Passengers: 14,436

Three Month Trips by Passengers Comparison



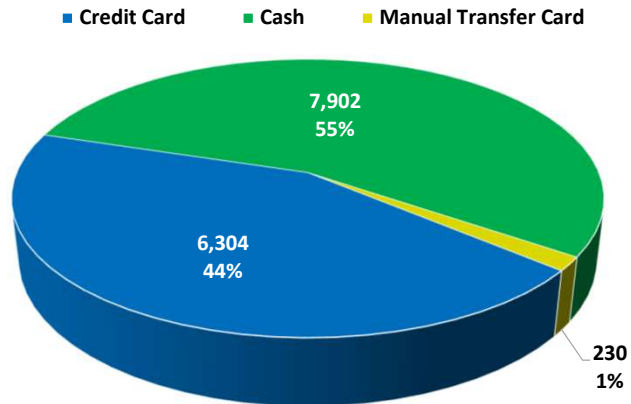
This chart compares completed trips by passengers (PAX) for the three (3) most recent months.

Trips by Zone CYTD 2023



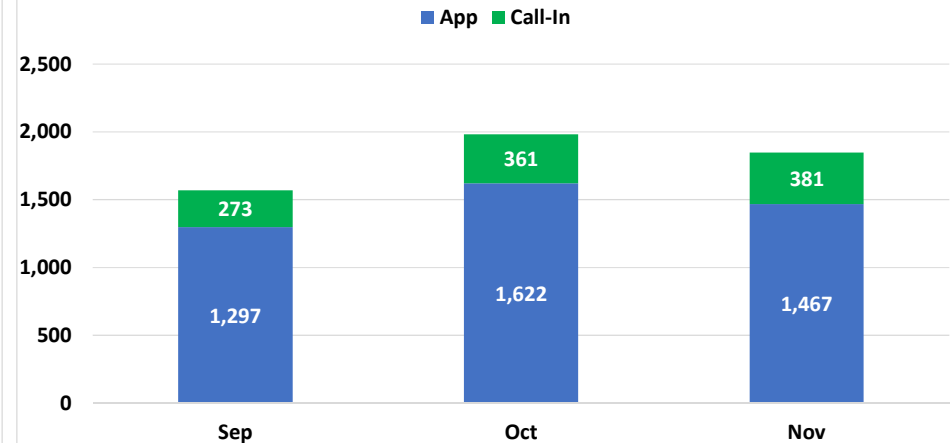
This pie chart illustrates the number and percentage of trips completed by each geo-fence zone for the calendar year to date (CYTD) 2023.

SunRide Payment Method CYTD 2023



This pie chart illustrates the chosen method of payment for SunRide passengers by number and percentage of riders for calendar year to date (CYTD) 2023.

Trip Booking Method



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



Percentage of Trips System-wide as Ridesharing: 24%.

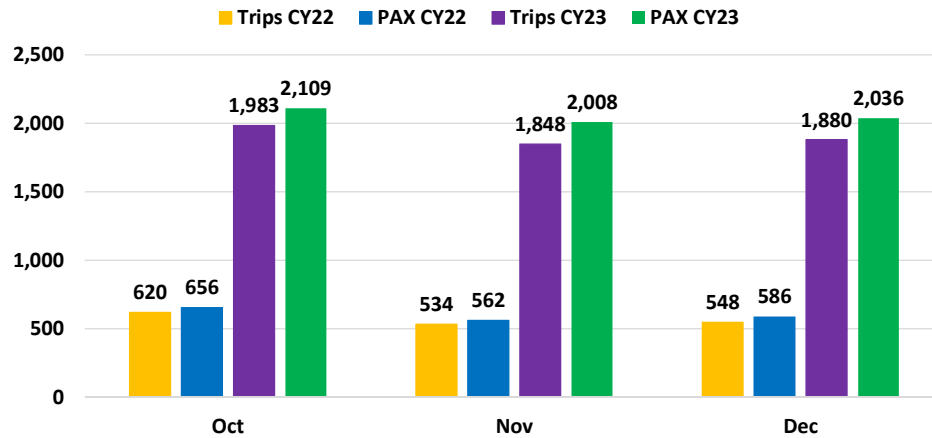
[Based on No. of Shared Rides for the month (439) divided by Total Trips Completed (1,848)].

SunRide System-Wide Metrics CYTD 2023

Total Completed Trips: 15,228

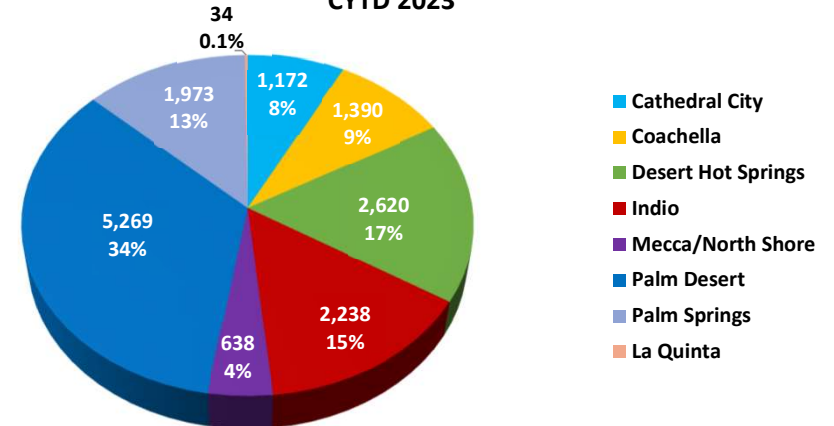
Total Number of Passengers: 16,472

Three Month Trips by Passengers Comparison



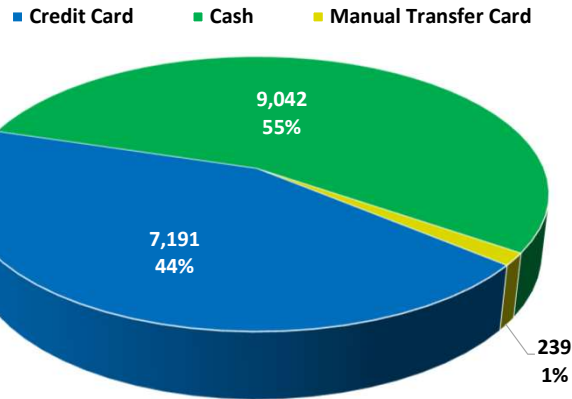
This chart compares completed trips by passengers (PAX) for the three (3) most recent months.

**Trips by Zone
CYTD 2023**



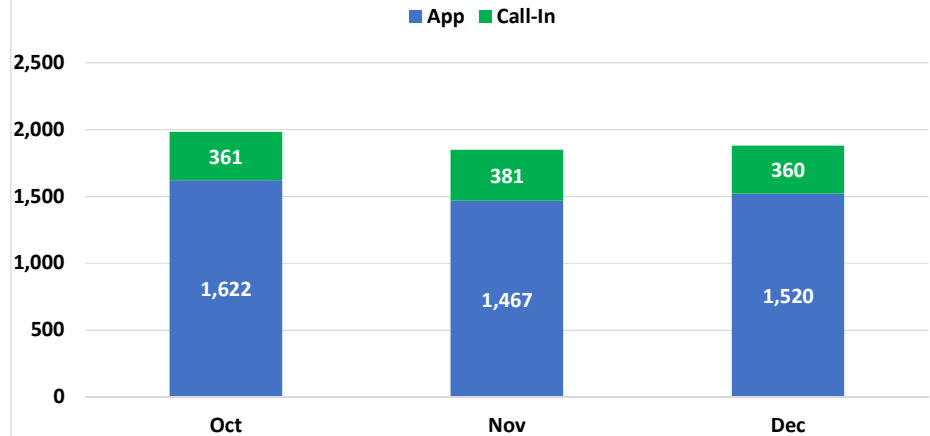
This pie chart illustrates the number and percentage of trips completed by each geo-fence zone for the calendar year to date (CYTD) 2023.

**SunRide Payment Method
CYTD 2023**



This pie chart illustrates the chosen method of payment for SunRide passengers by number and percentage of riders for calendar year to date (CYTD) 2023.

Trip Booking Method



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



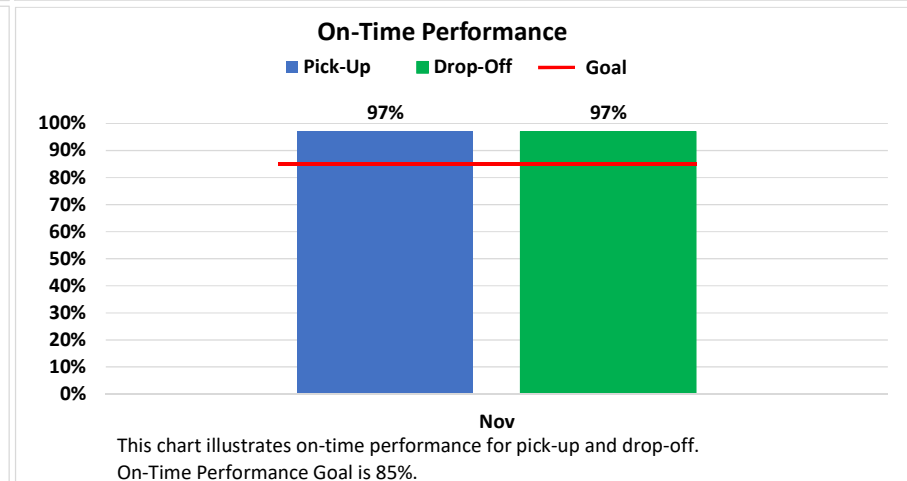
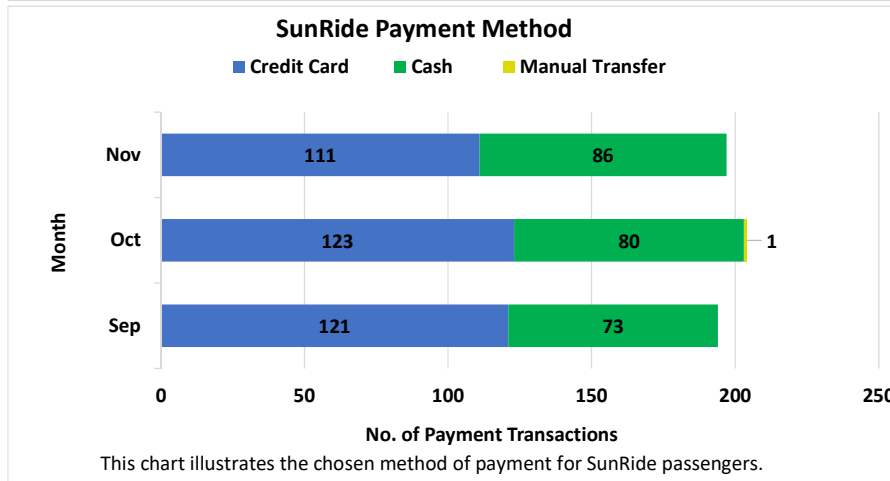
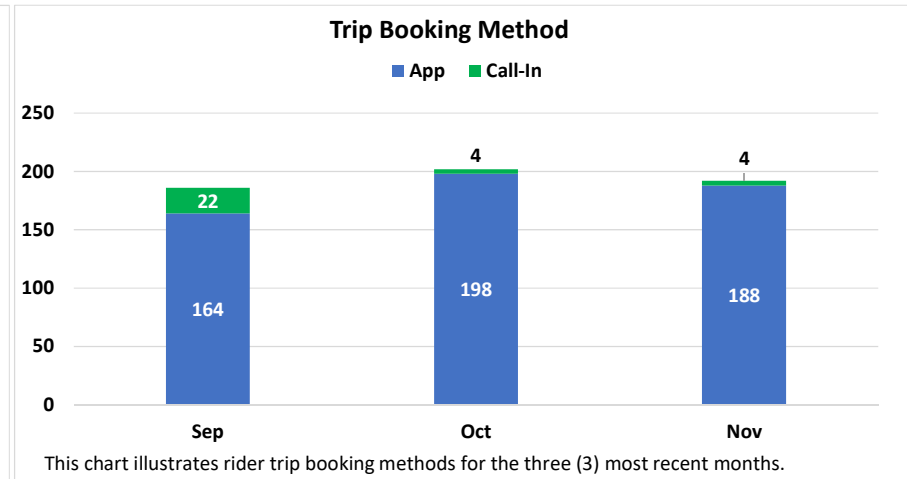
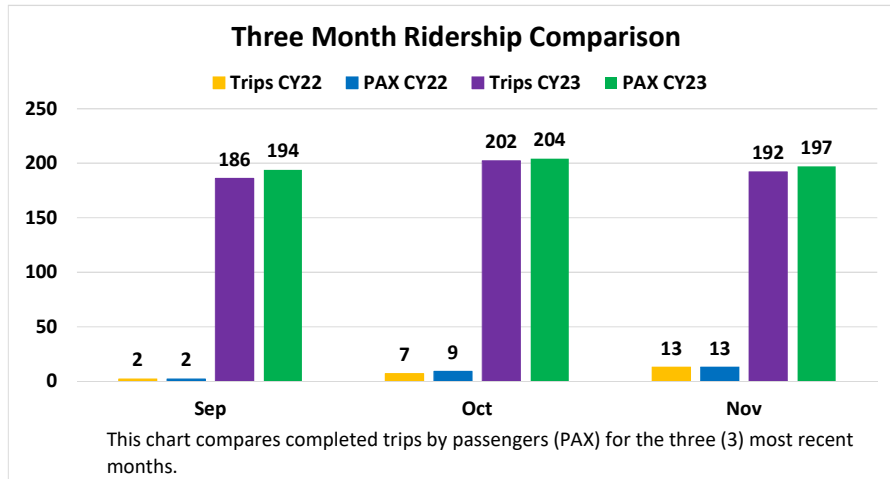
Percentage of Trips System-wide as Ridesharing: 22%.

[Based on No. of Shared Rides for the month (409) divided by Total Trips Completed (1,880)].

Cathedral City Geo-Fence Metrics CYTD 2023

Total Completed Trips: 961

Total Number of Passengers: 990



Percentage of Trips as Ridesharing: 17%.
[Based on No. of Shared Rides for the month (32) divided by Total Trips Completed (192).]

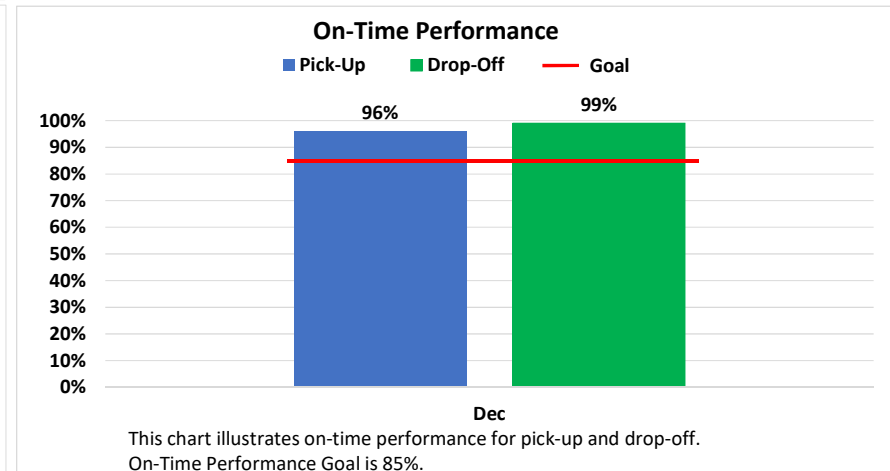
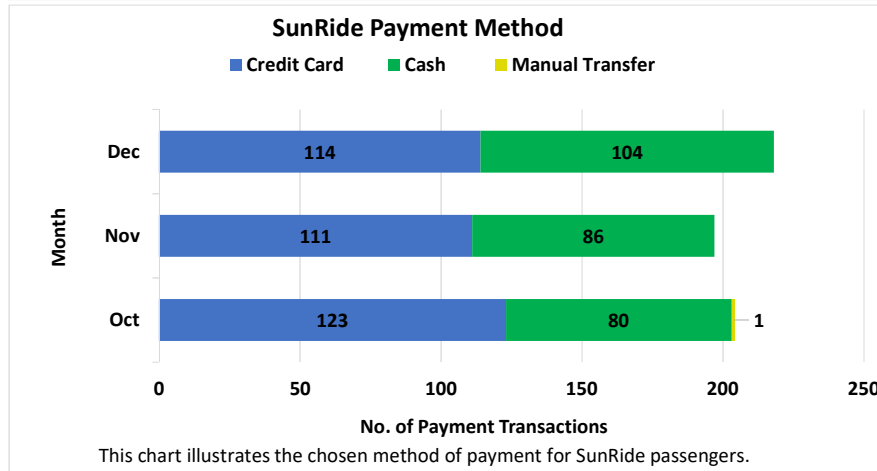
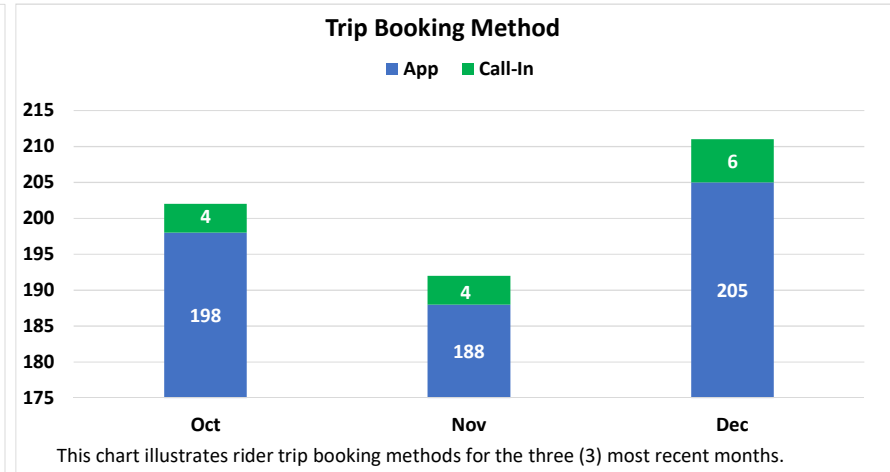
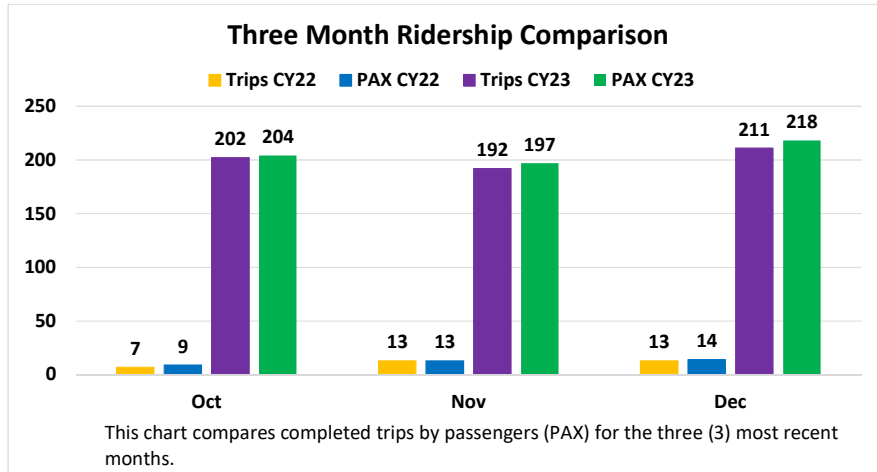
Customer Satisfaction Rating
Avg. rider trip rating 4.9
Goal: 4.5



Cathedral City Geo-Fence Metrics CYTD 2023

Total Completed Trips: 1,172

Total Number of Passengers: 1,208



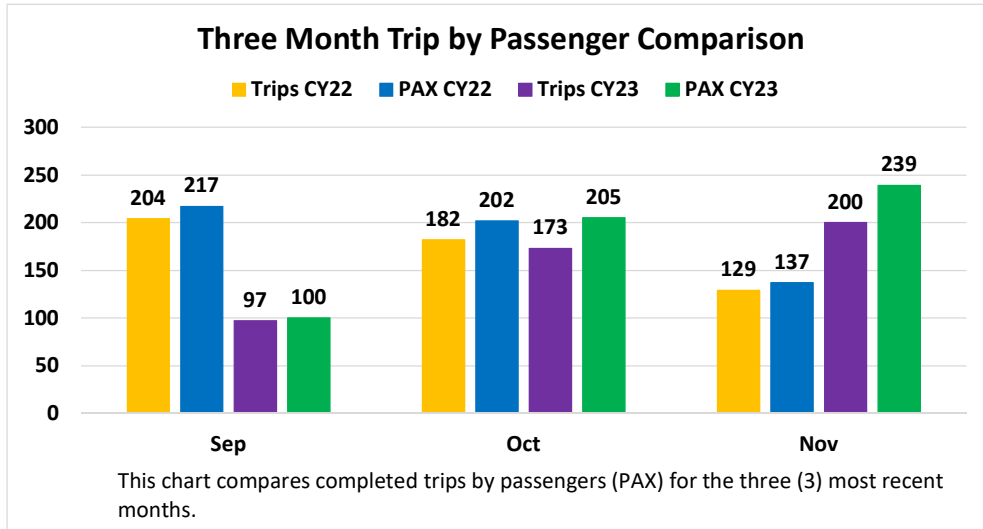
Percentage of Trips as Ridesharing: 12%.
[Based on No. of Shared Rides for the month (26) divided by Total Trips Completed (211).]

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

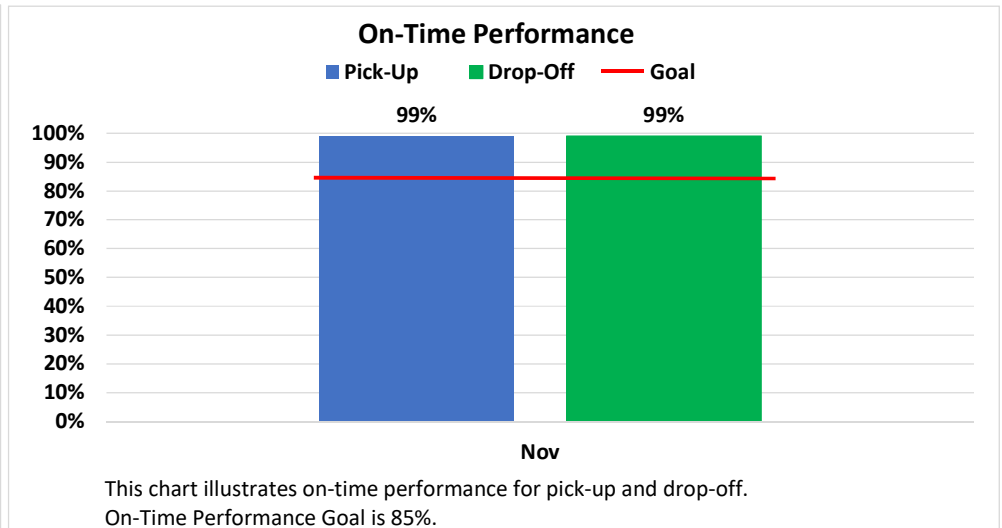
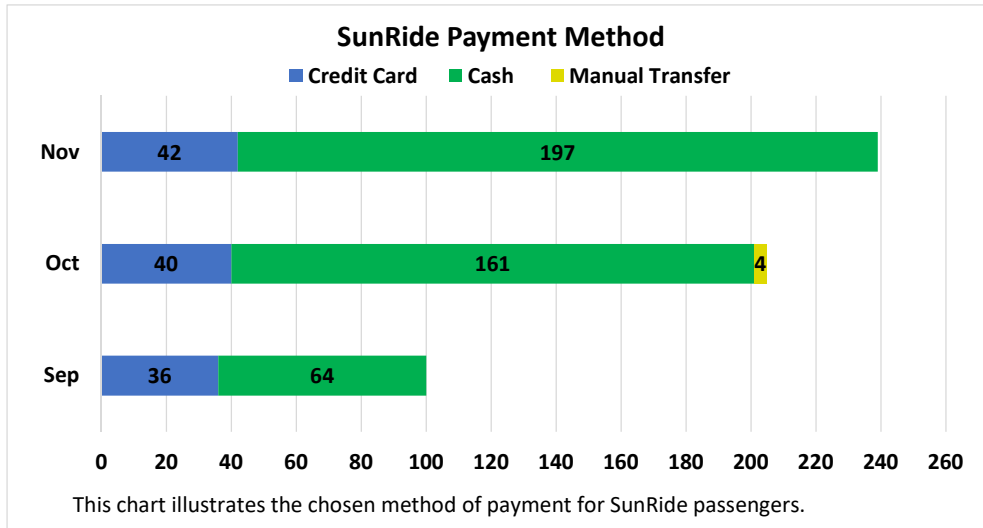
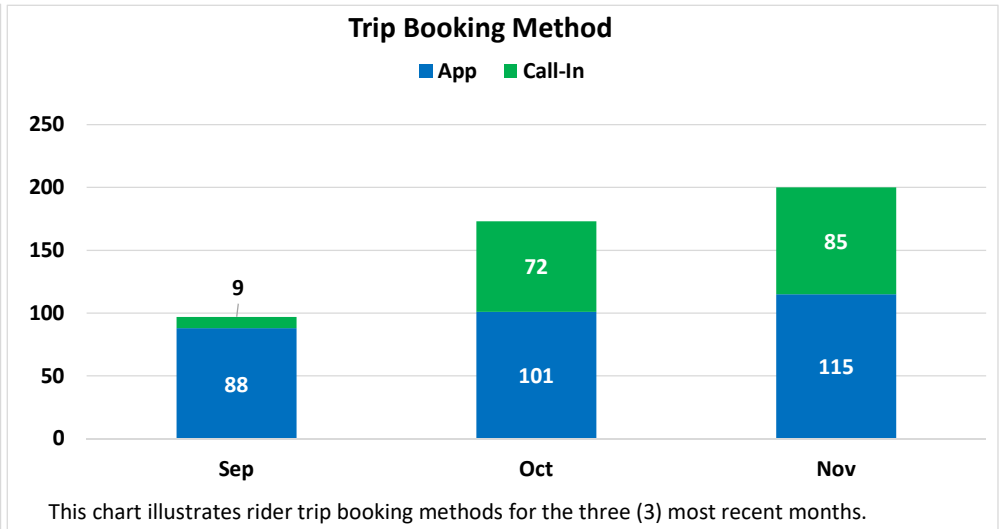


Coachella Geo-Fence Metrics CYTD 2023

Total Completed Trips: 1,195



Total Number of Passengers: 1,320



Percentage of Trips as Ridesharing: Nine (9) percent.
[Based on No. of Shared Rides for the month (18) divided by Total Trips Completed (200).]

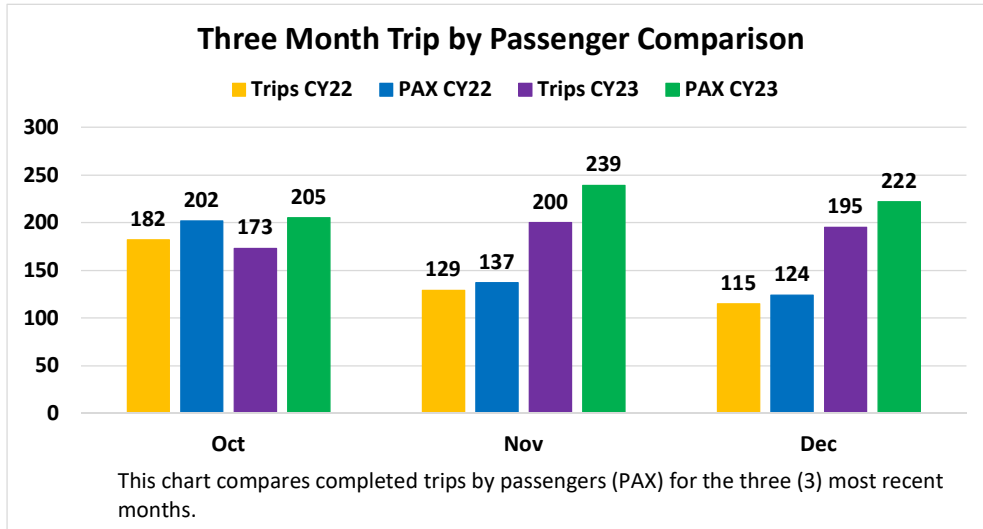
Customer Satisfaction Rating
Avg. rider trip rating: 5.0
Goal: 4.5



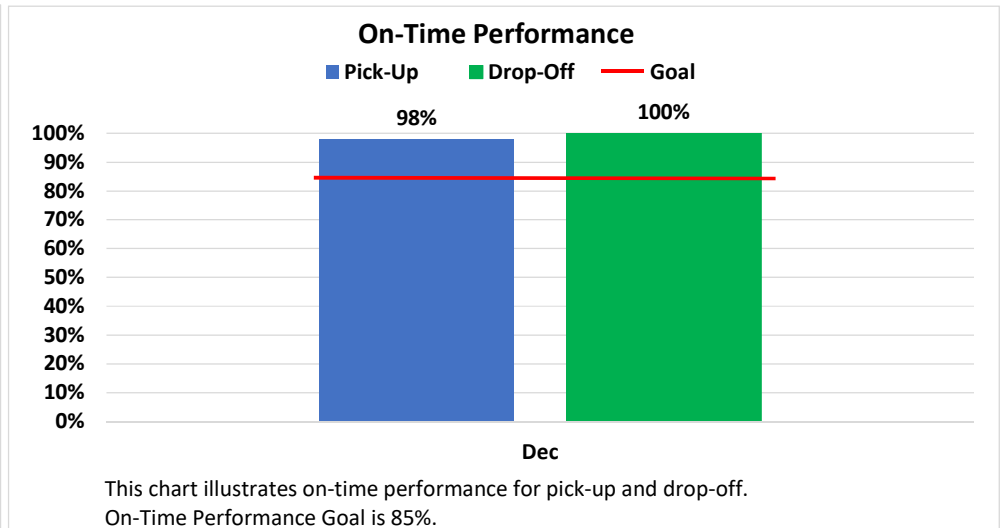
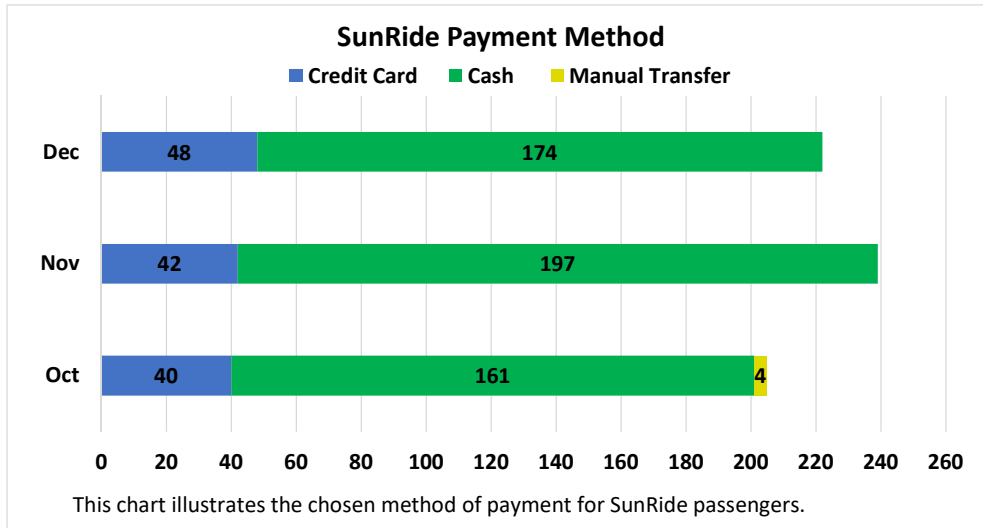
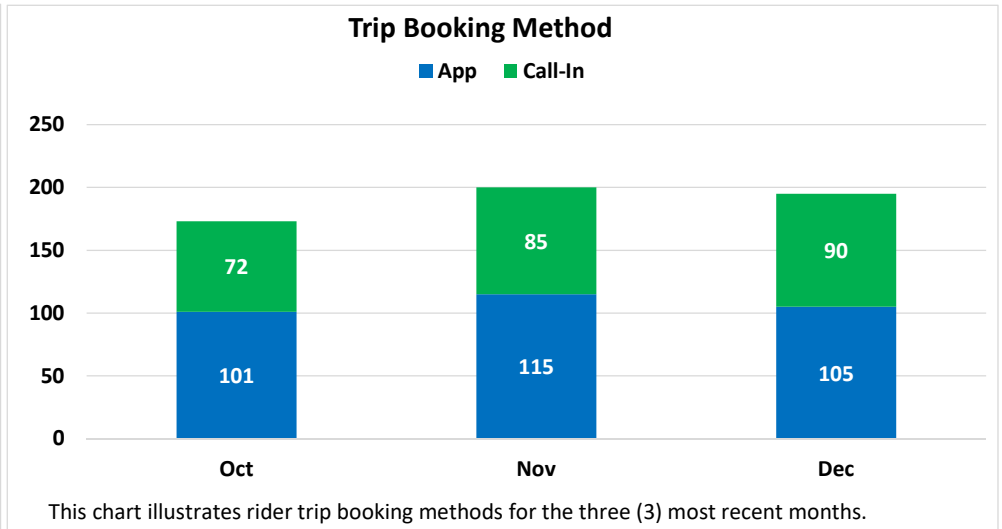
EXCEEDS GOAL!

Coachella Geo-Fence Metrics CYTD 2023

Total Completed Trips: 1,390



Total Number of Passengers: 1,542



Percentage of Trips as Ridesharing: Seven (7) percent.
[Based on No. of Shared Rides for the month (14) divided by Total Trips Completed (195).]

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

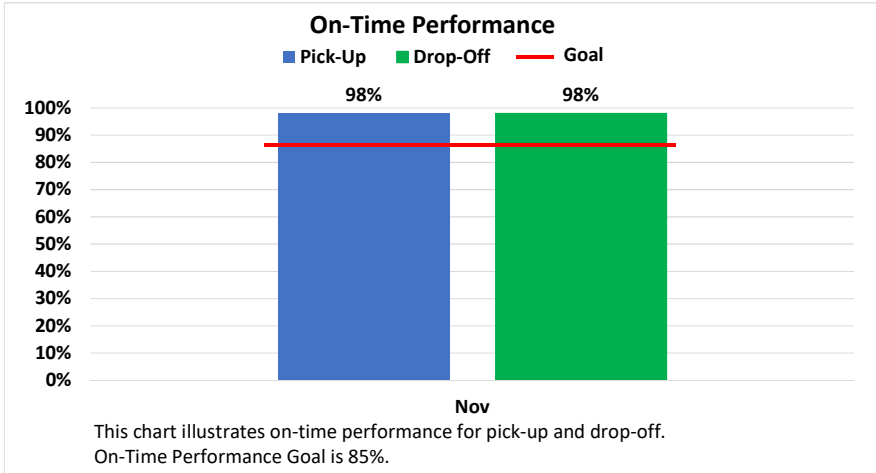
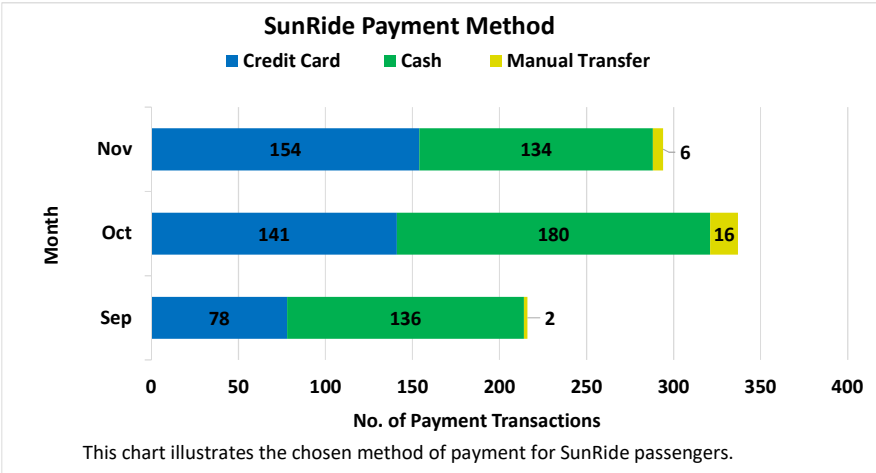
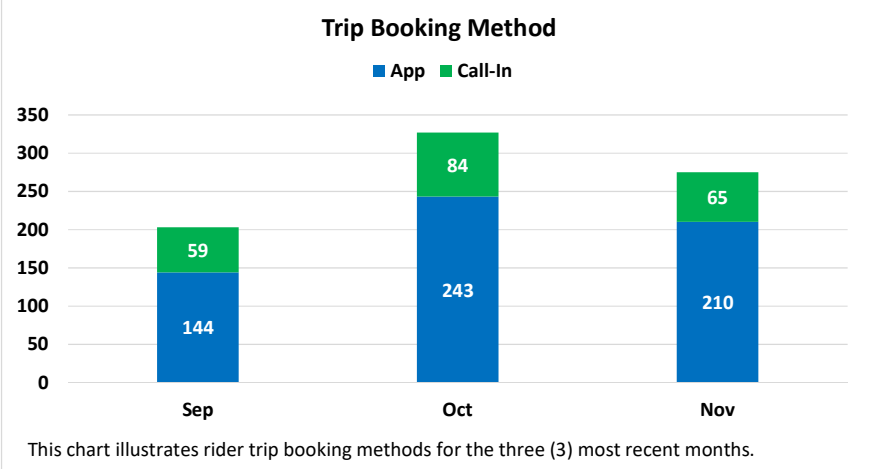
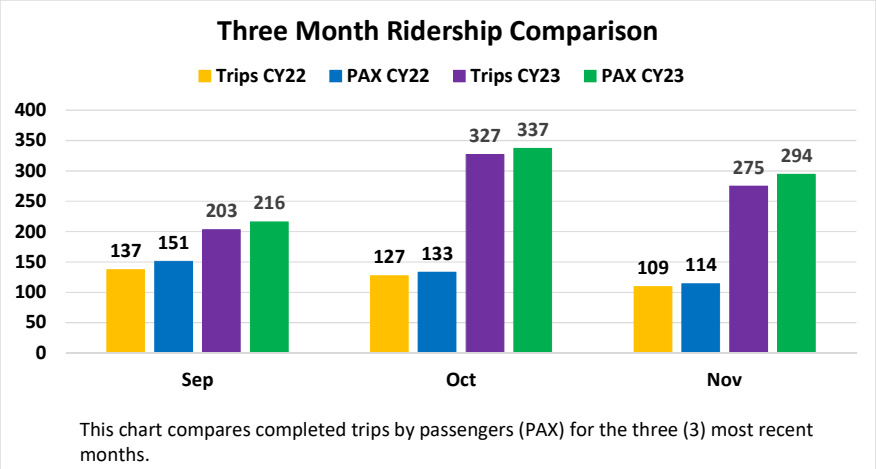


EXCEEDS GOAL!

Desert Hot Springs/Desert Edge Geo-Fence Metrics
CYTD 2023

Total Completed Trips: 2,339

Total Number of Passengers: 2,547



Percentage of Trips as Ridesharing: 18%.
[Based on No. of Shared Rides for the month (50) divided by Total Trips Completed (275).]

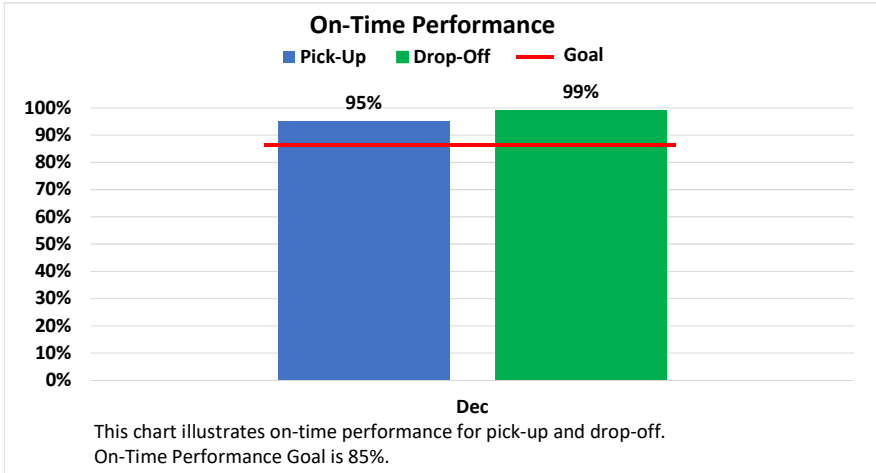
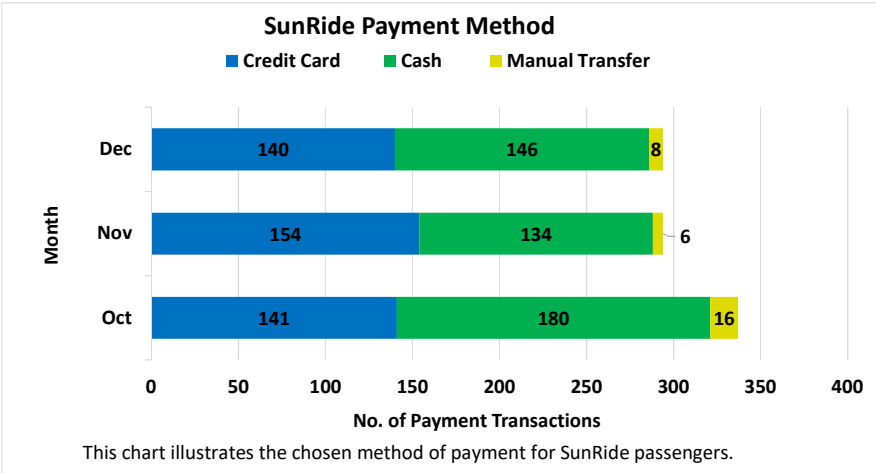
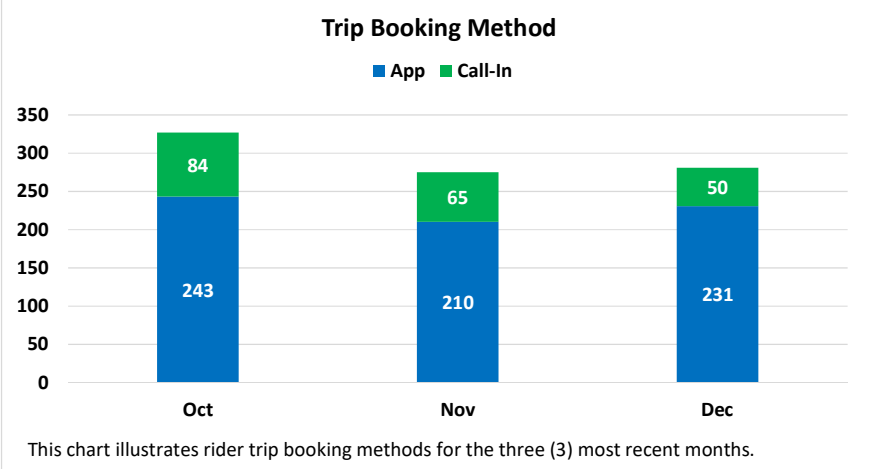
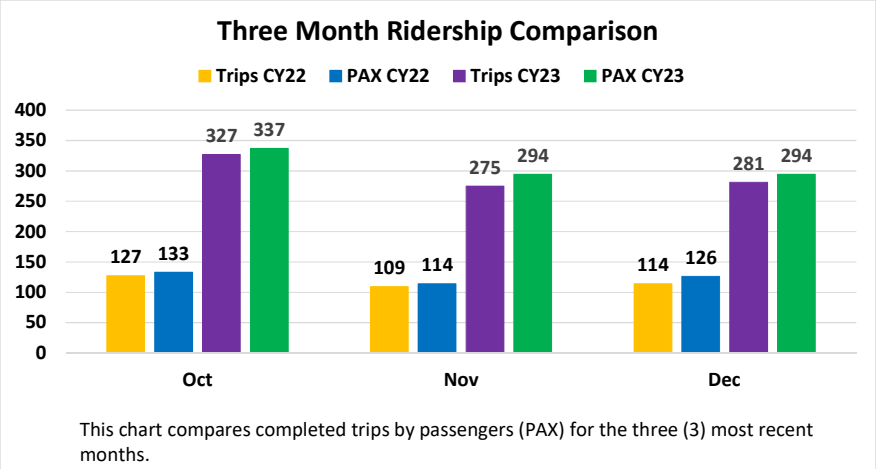
Customer Satisfaction Rating
Avg. rider trip rating 5.0
Goal: 4.5



Desert Hot Springs/Desert Edge Geo-Fence Metrics
CYTD 2023

Total Completed Trips: 2,571

Total Number of Passengers: 2,841



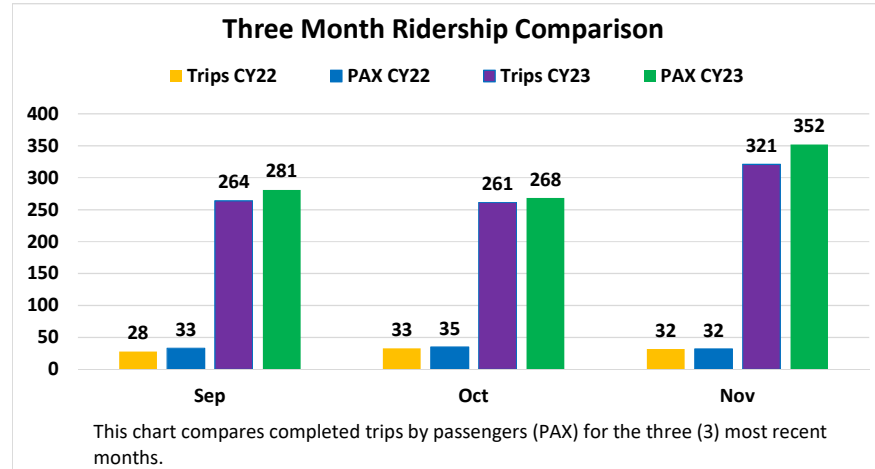
Percentage of Trips as Ridesharing: 19%.
[Based on No. of Shared Rides for the month (52) divided by Total Trips Completed (281).]

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

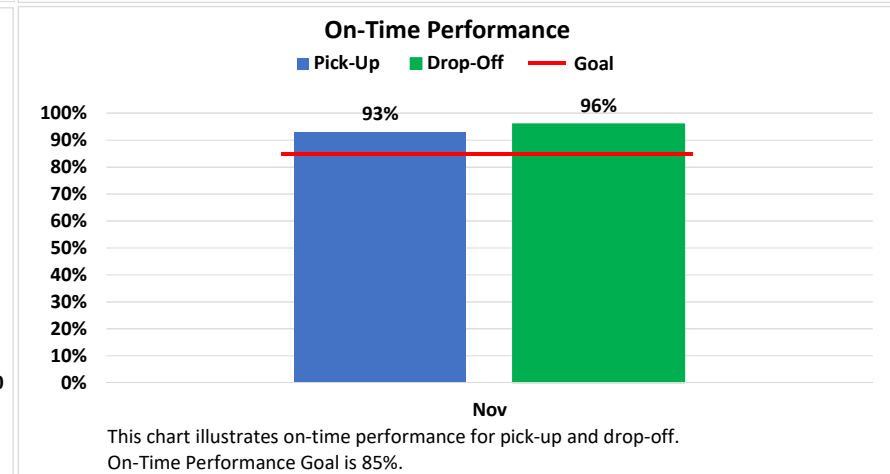
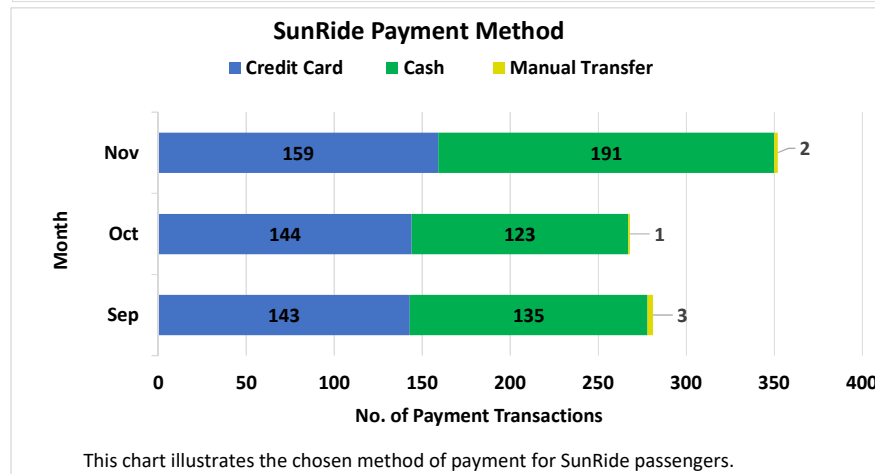
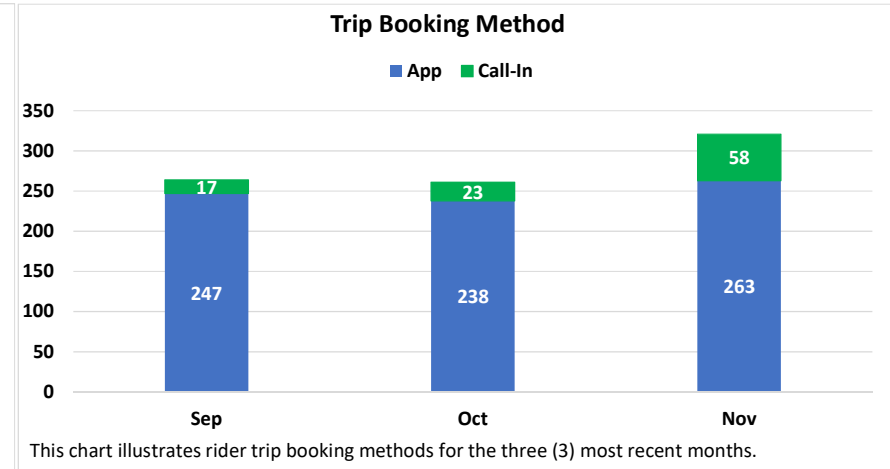


Indio Geo-Fence Metrics CYTD 2023

Total Completed Trips: 1,922



Total Number of Passengers: 2,045



Percentage of Trips as Ridesharing: 24%.

[Based on No. of Shared Rides for the month (77) divided by Total Trips Completed (321).]

Customer Satisfaction Rating

Avg. rider trip rating 4.9

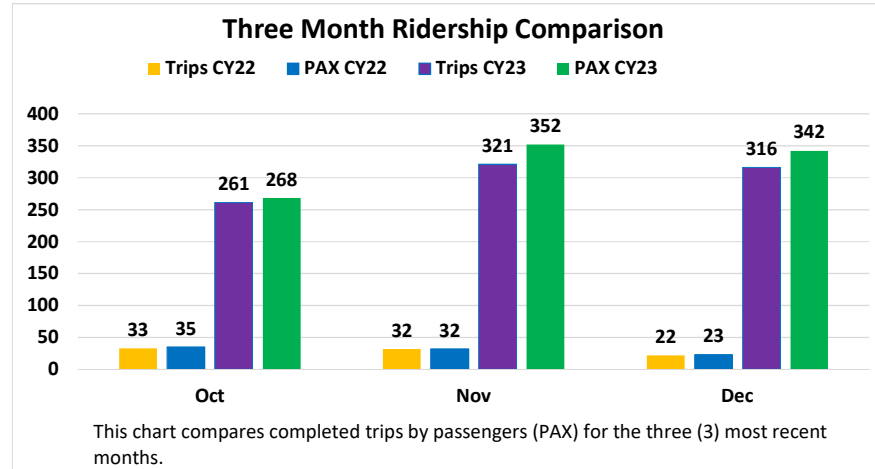
Goal: 4.5



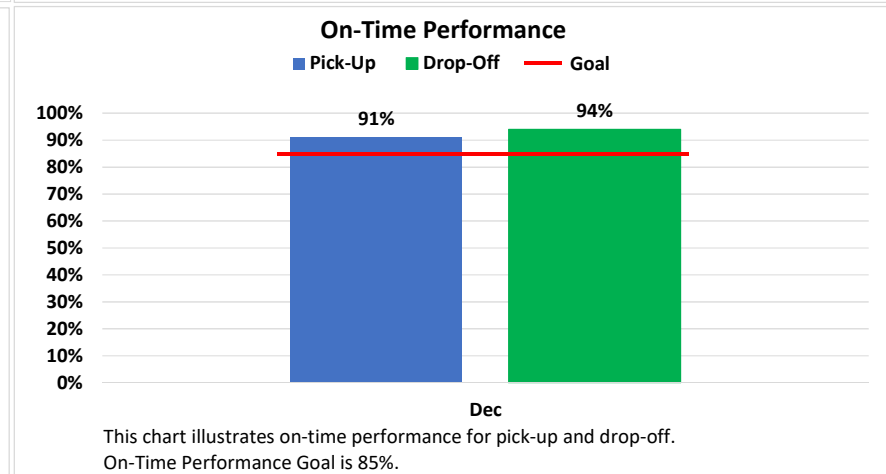
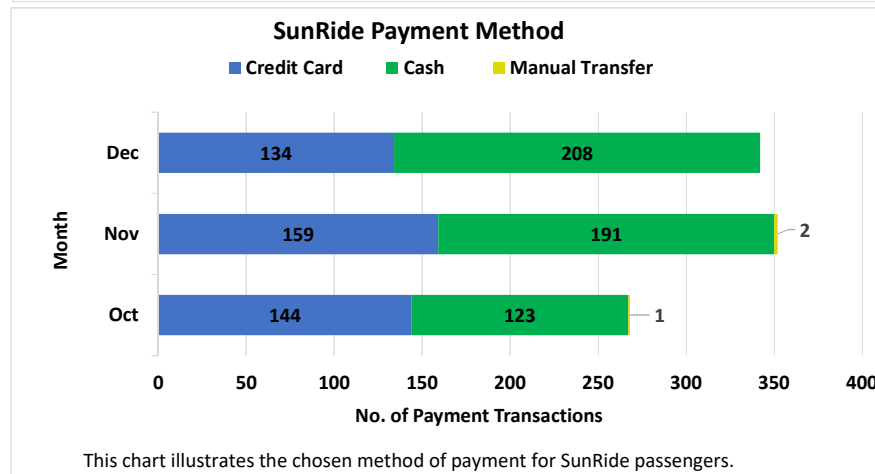
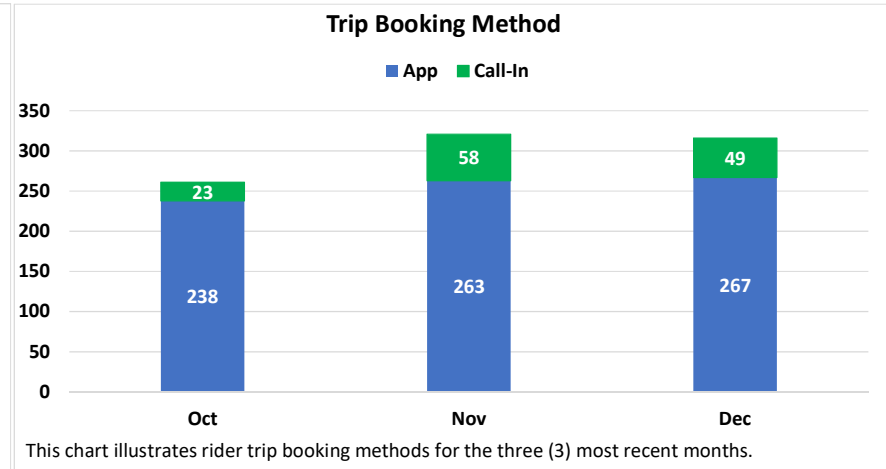
EXCEEDS GOAL

Indio Geo-Fence Metrics CYTD 2023

Total Completed Trips: 2,181



Total Number of Passengers: 2,387



Percentage of Trips as Ridesharing: 20%.
[Based on No. of Shared Rides for the month (63) divided by Total Trips Completed (316).]

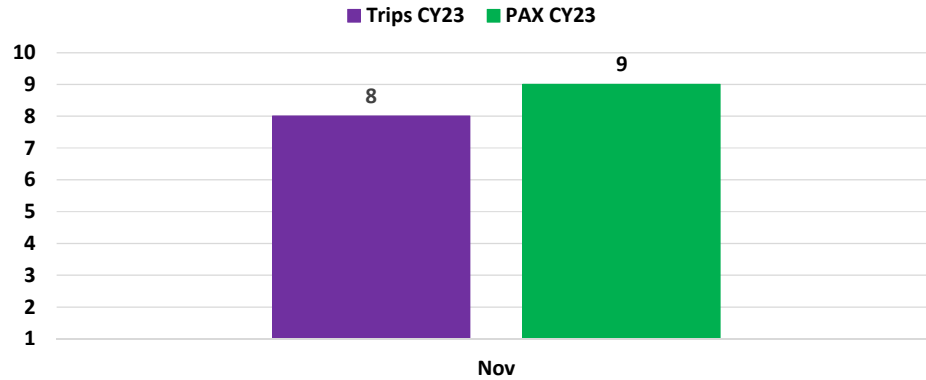
Customer Satisfaction Rating
Avg. rider trip rating 4.8
Goal: 4.5



La Quinta Geo-Fence Metrics CYTD 2023

Total Completed Trips: 8

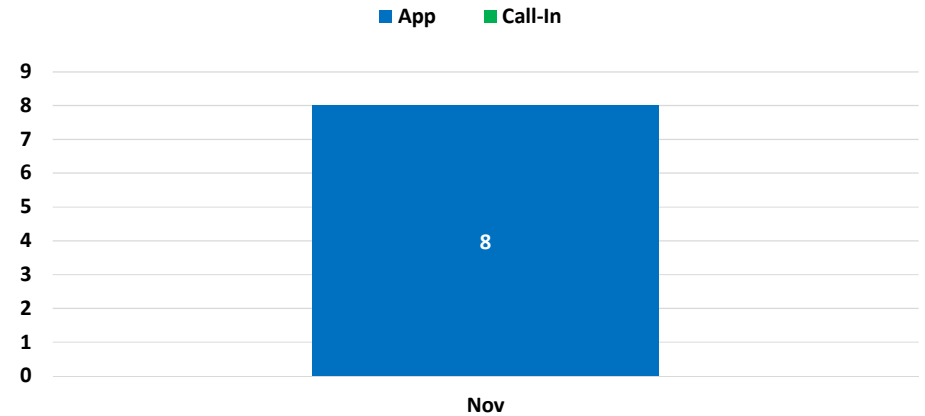
Trip by Passenger Comparison



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

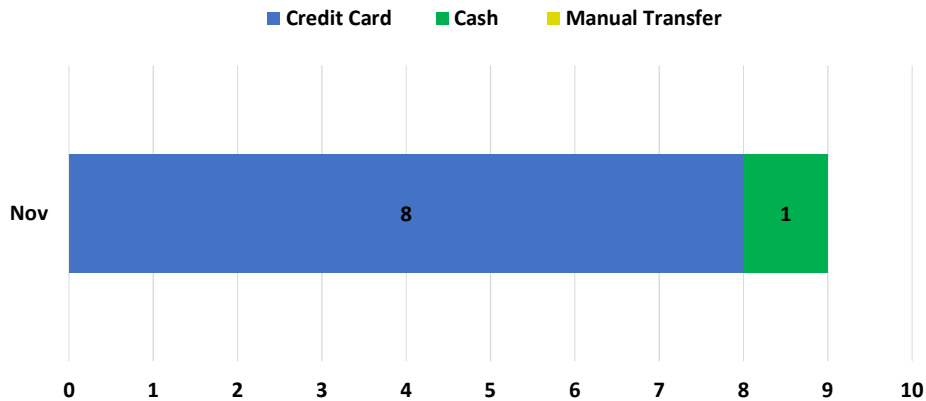
Total Number of Passengers: 9

Trip Booking Method



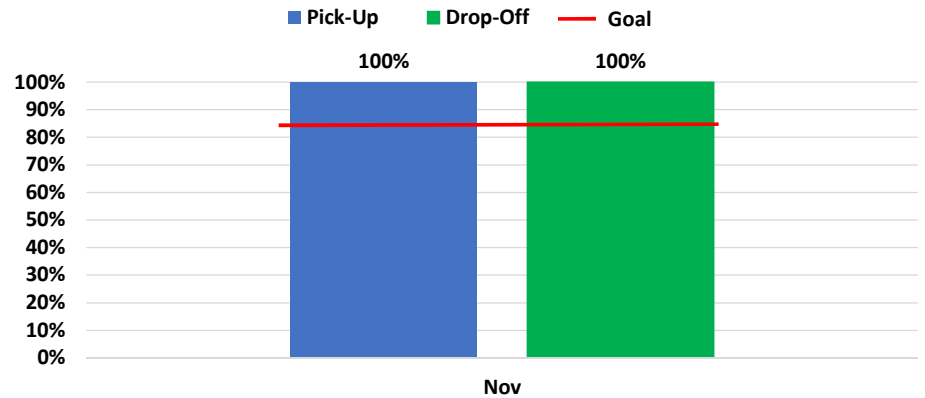
This chart illustrates rider trip booking methods for the month.

SunRide Payment Method



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

On-Time Performance



This chart illustrates on-time performance for pick-up and drop-off. On-Time Performance Goal is 85%.



Percentage of Trips as Ridesharing: Zero (0) percent.
[Based on No. of Shared Rides for the month (0) divided by Total Trips Completed (8).]

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

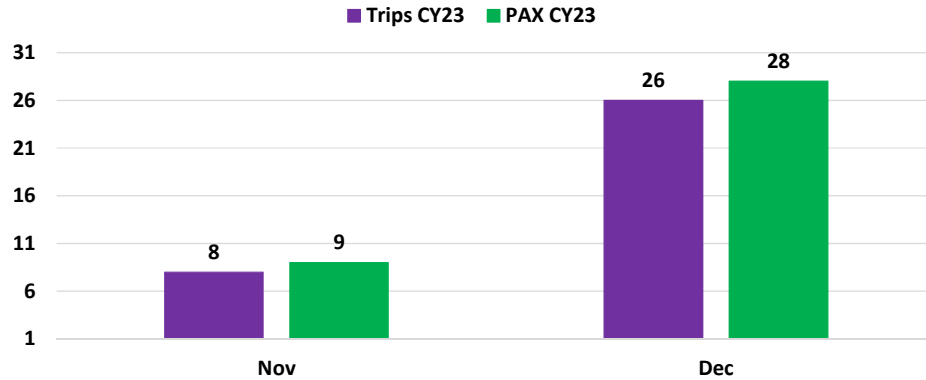


Above Goal

La Quinta Geo-Fence Metrics CYTD 2023

Total Completed Trips: 34

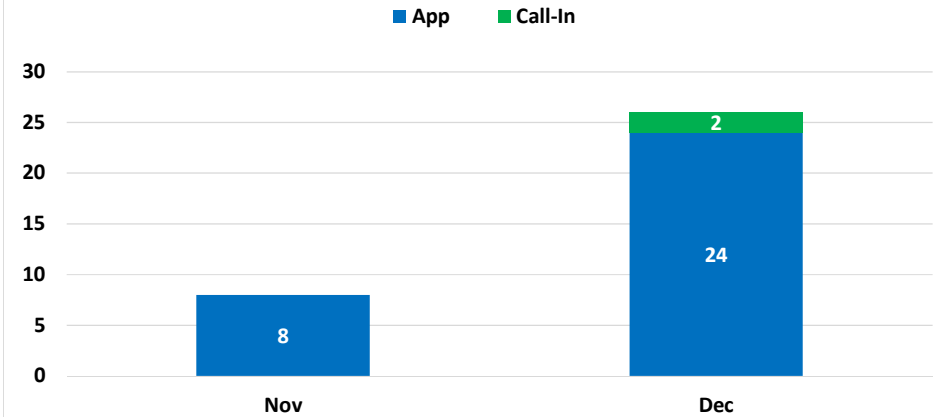
Trip by Passenger Comparison



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

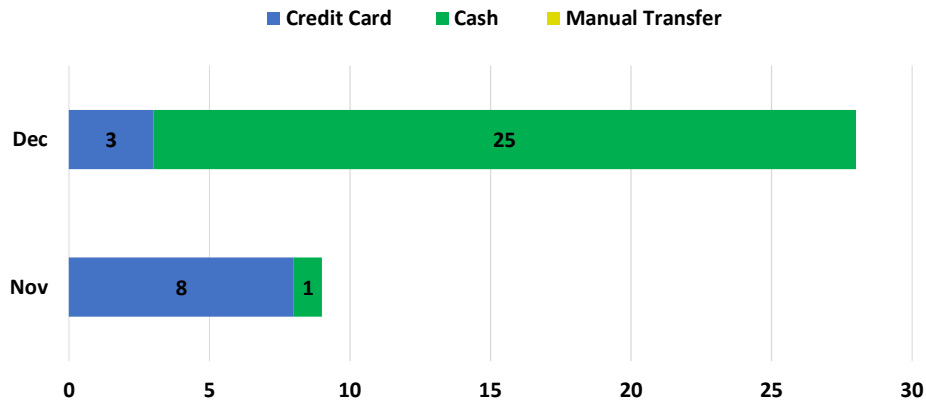
Total Number of Passengers: 37

Trip Booking Method



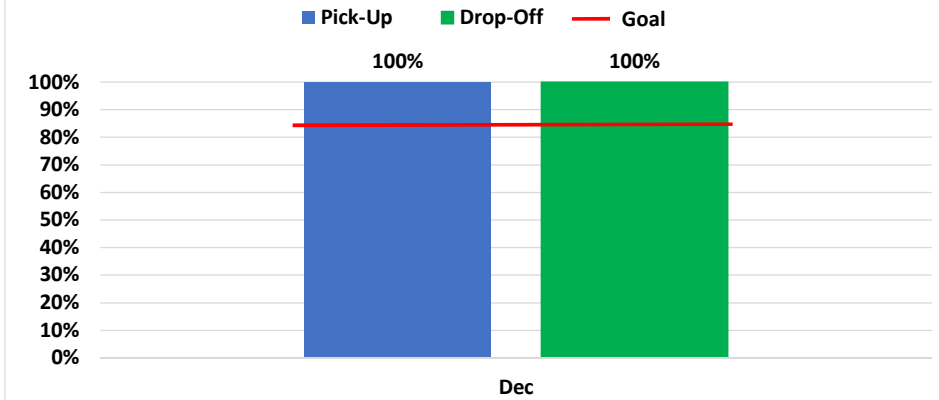
This chart illustrates rider trip booking methods for the month.

SunRide Payment Method



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

On-Time Performance



This chart illustrates on-time performance for pick-up and drop-off.
On-Time Performance Goal is 85%.



Percentage of Trips as Ridesharing: Zero (0) percent.
[Based on No. of Shared Rides for the month (0) divided by Total Trips Completed (26).]

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



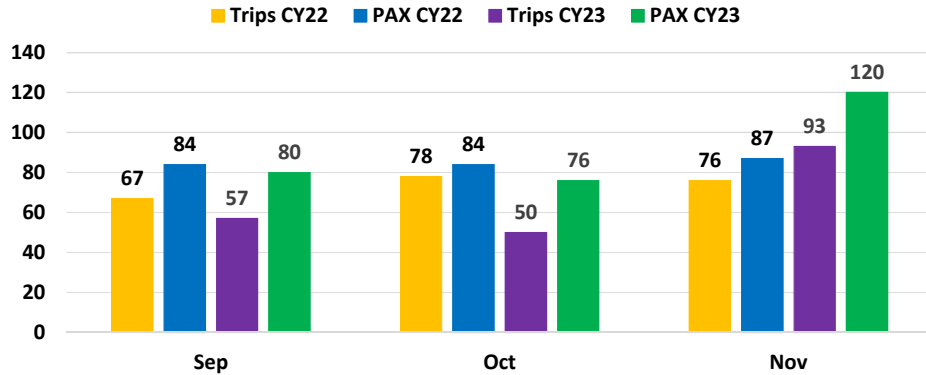
Exceeds Goal

Mecca/North Shore Geo-Fence Metrics CYTD 2023

Total Completed Trips: 560

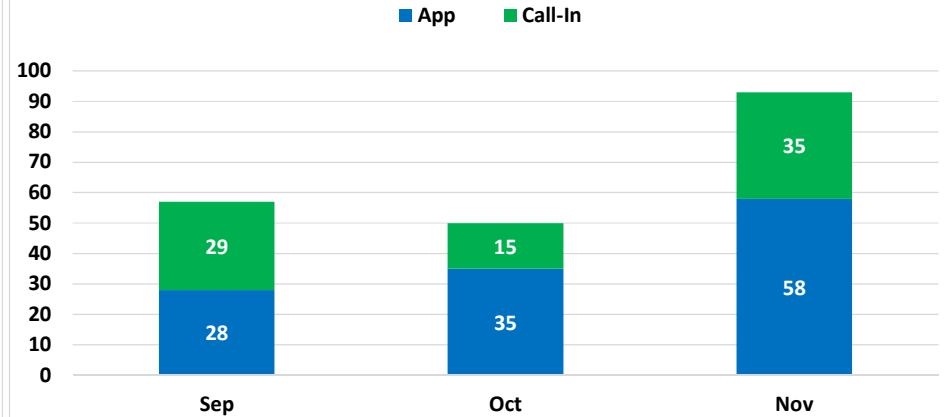
Total Number of Passengers: 713

Three Month Trip by Passenger Comparison



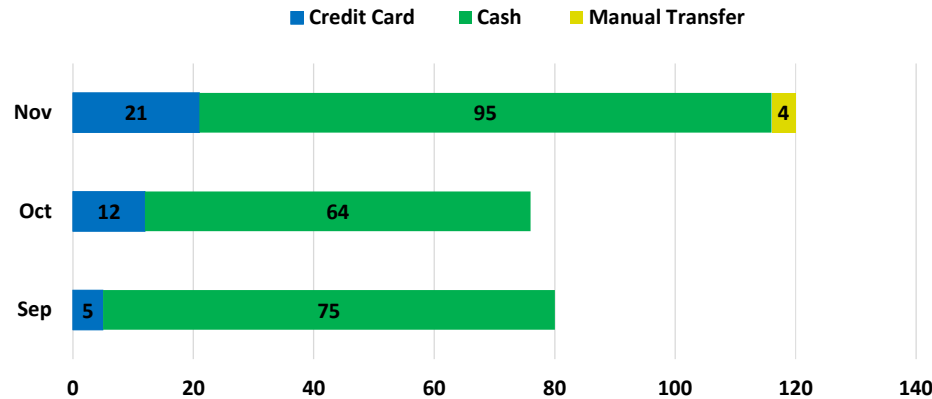
This chart compares completed trips by passengers (PAX) for the three (3) most recent months.

Trip Booking Method



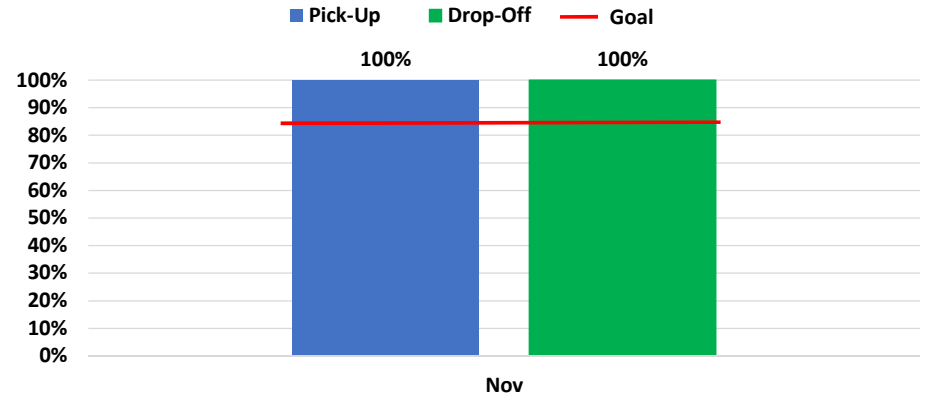
This chart illustrates rider trip booking methods for the three (3) most recent months.

SunRide Payment Method



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

On-Time Performance



This chart illustrates on-time performance for pick-up and drop-off.
On-Time Performance Goal is 85%.



Percentage of Trips as Ridesharing: Six (6) percent.
[Based on No. of Shared Rides for the month (6) divided by Total Trips Completed (93).]

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



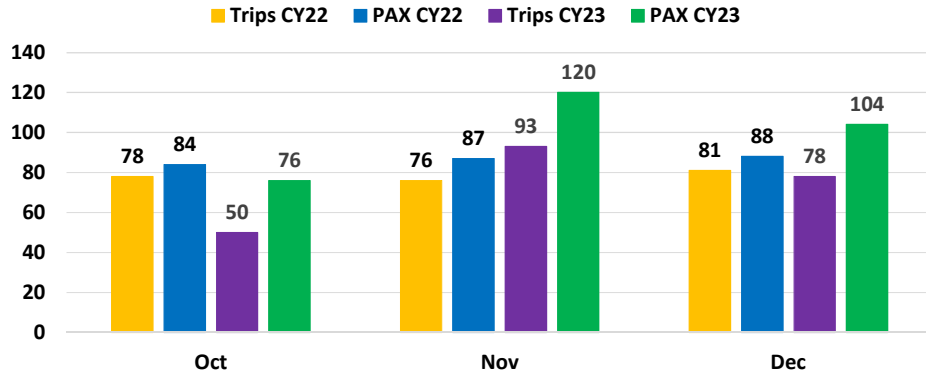
Above Goal

Mecca/North Shore Geo-Fence Metrics CYTD 2023

Total Completed Trips: 638

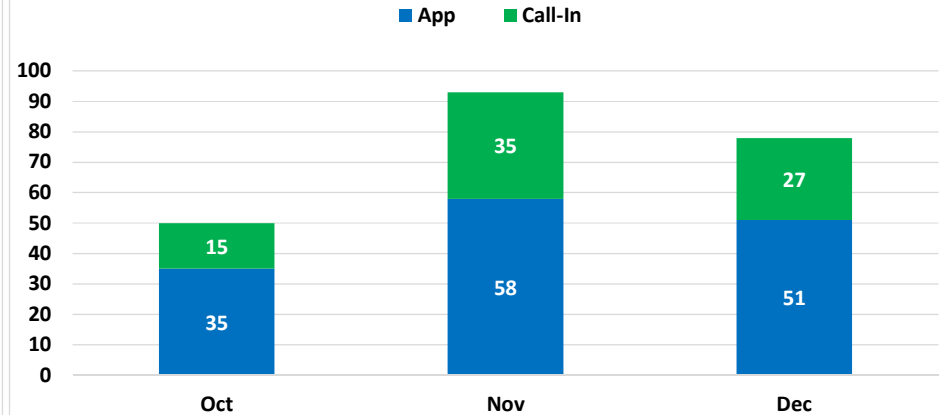
Total Number of Passengers: 817

Three Month Trip by Passenger Comparison



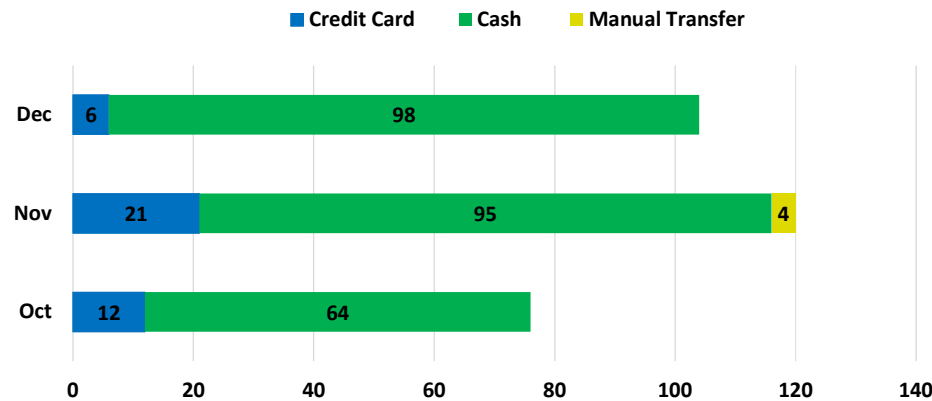
This chart compares completed trips by passengers (PAX) for the three (3) most recent months.

Trip Booking Method



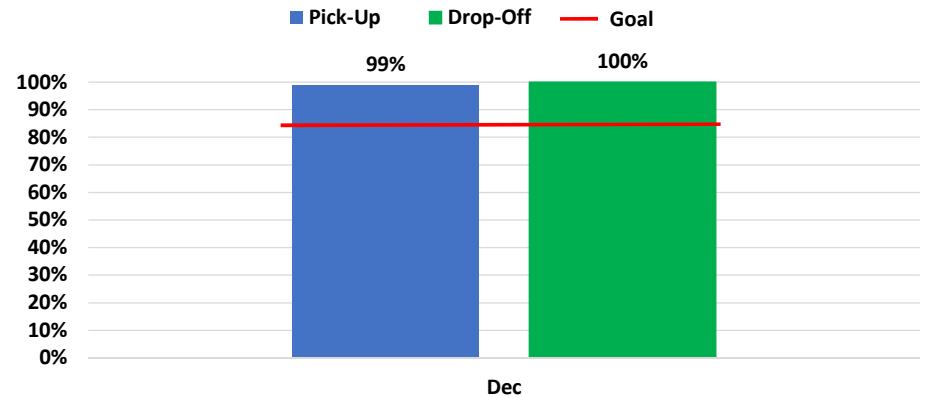
This chart illustrates rider trip booking methods for the three (3) most recent months.

SunRide Payment Method



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

On-Time Performance



This chart illustrates on-time performance for pick-up and drop-off.
On-Time Performance Goal is 85%.



Percentage of Trips as Ridesharing: Five (5) percent.
[Based on No. of Shared Rides for the month (4) divided by Total Trips Completed (78).]

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



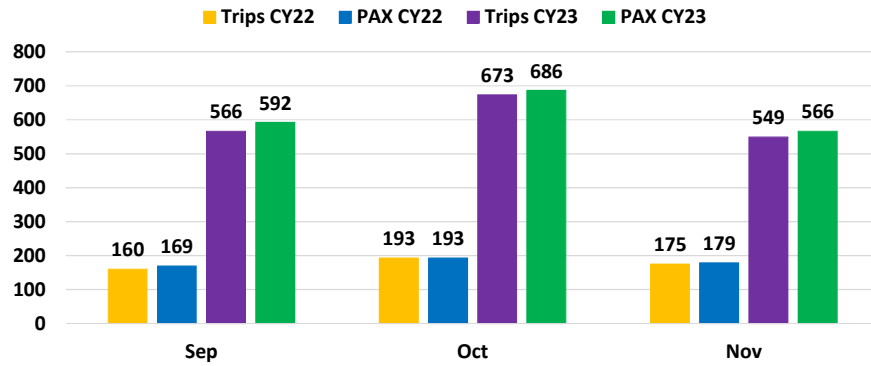
Exceeds Goal

Palm Desert Geo-Fence Metrics CYTD 2023

Total Completed Trips: 4,669

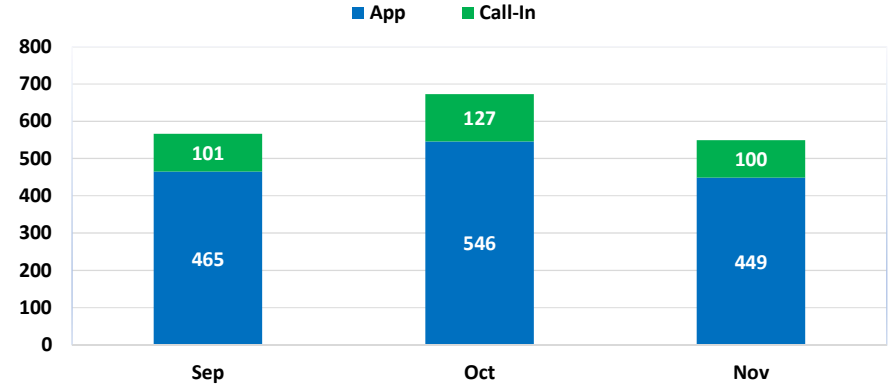
Total Number of Passengers: 4,850

Three Month Trip by Passenger Comparison



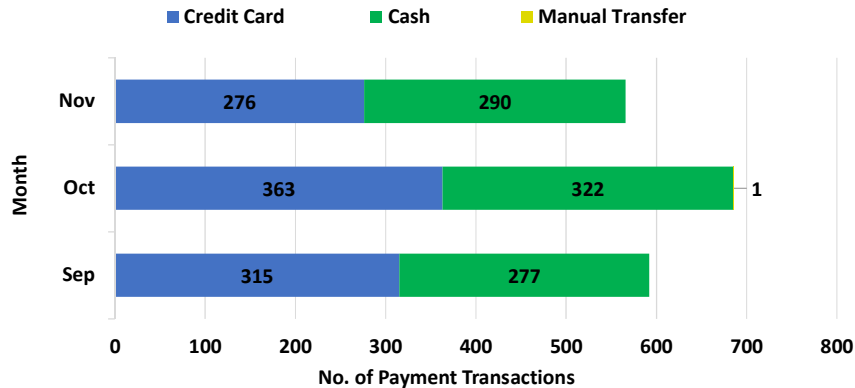
This chart compares completed trips by passengers (PAX) for the three (3) most recent months.

Trip Booking Method



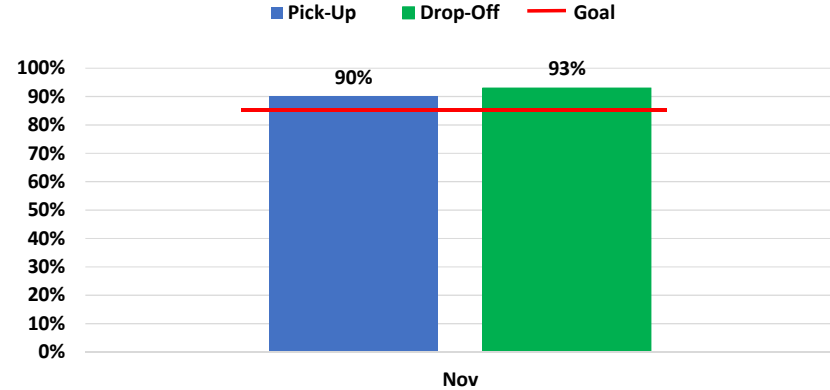
This chart illustrates rider trip booking methods for the three (3) most recent months.

SunRide Payment Method



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

On-Time Performance



This chart illustrates on-time performance for pick-up and drop-off.
On-Time Performance Goal is 85%.



Percentage of Trips as Ridesharing: 42%.

[Based on No. of Shared Rides for the month (230) divided by Total Trips Completed (549).]

Customer Satisfaction Rating

Avg. rider trip rating: 4.9
Goal: 4.5



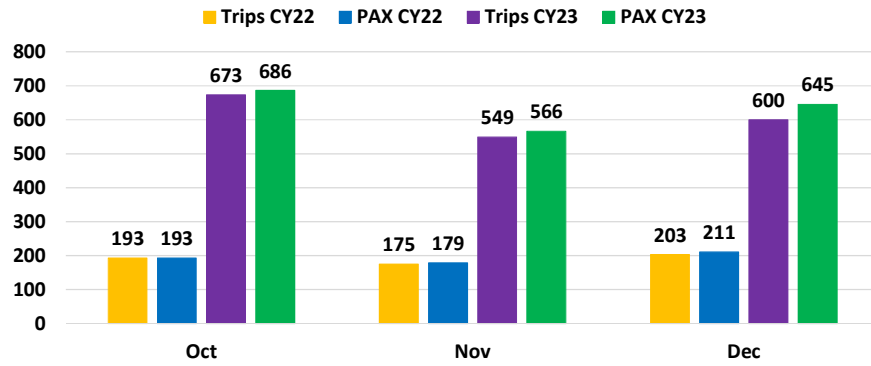
EXCEEDS GOAL!

Palm Desert Geo-Fence Metrics CYTD 2023

Total Completed Trips: 5,269

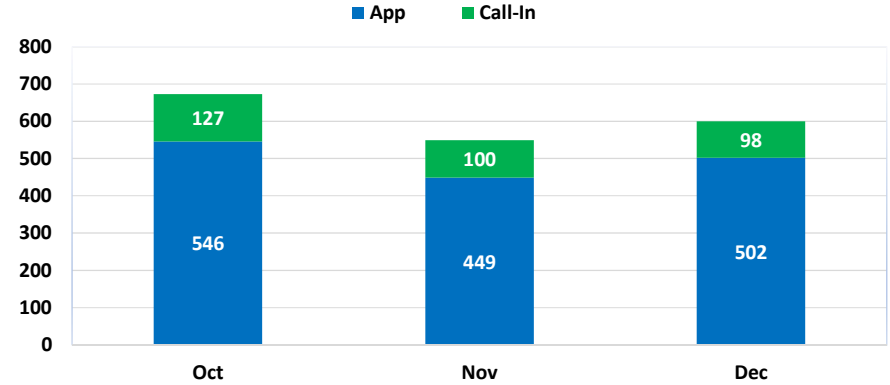
Total Number of Passengers: 5,495

Three Month Trip by Passenger Comparison



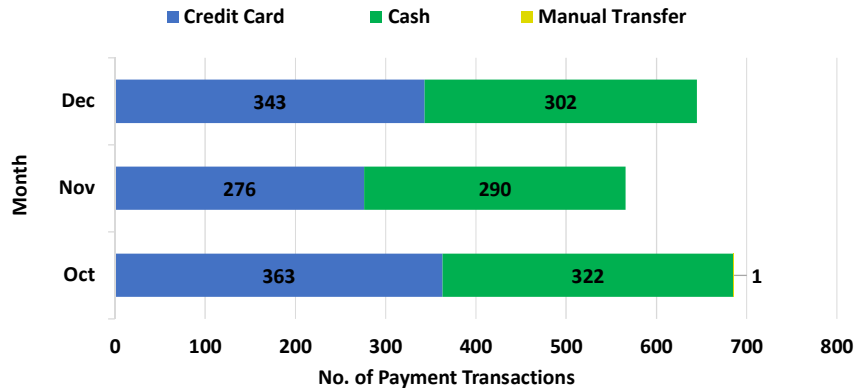
This chart compares completed trips by passengers (PAX) for the three (3) most recent months.

Trip Booking Method



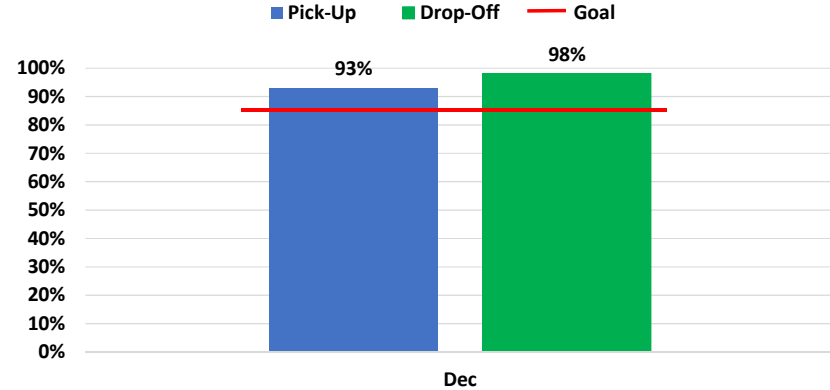
This chart illustrates rider trip booking methods for the three (3) most recent months.

SunRide Payment Method



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

On-Time Performance



This chart illustrates on-time performance for pick-up and drop-off.
On-Time Performance Goal is 85%.



Percentage of Trips as Ridesharing: 40%.

[Based on No. of Shared Rides for the month (240) divided by Total Trips Completed (600).]

Customer Satisfaction Rating

Avg. rider trip rating: 4.9

Goal: 4.5

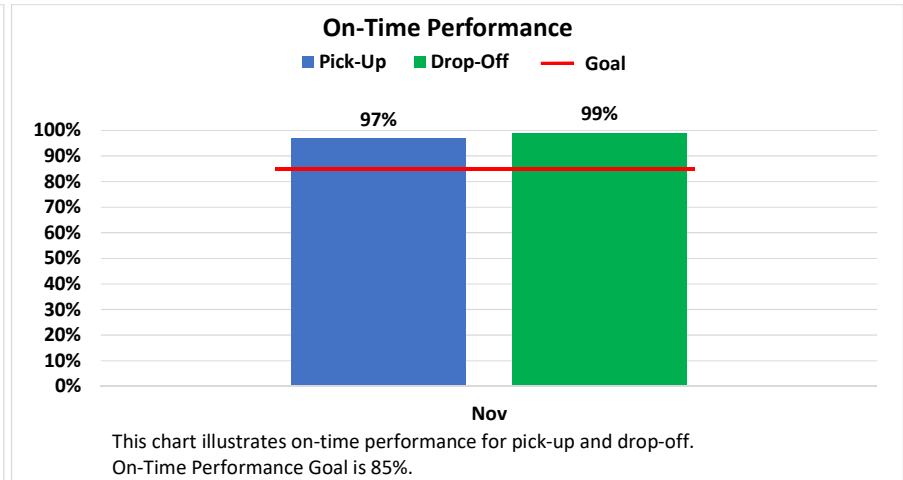
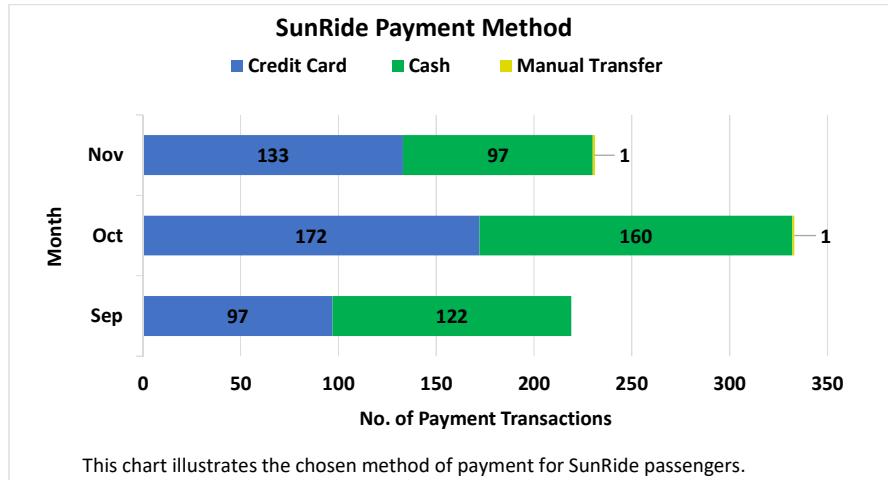
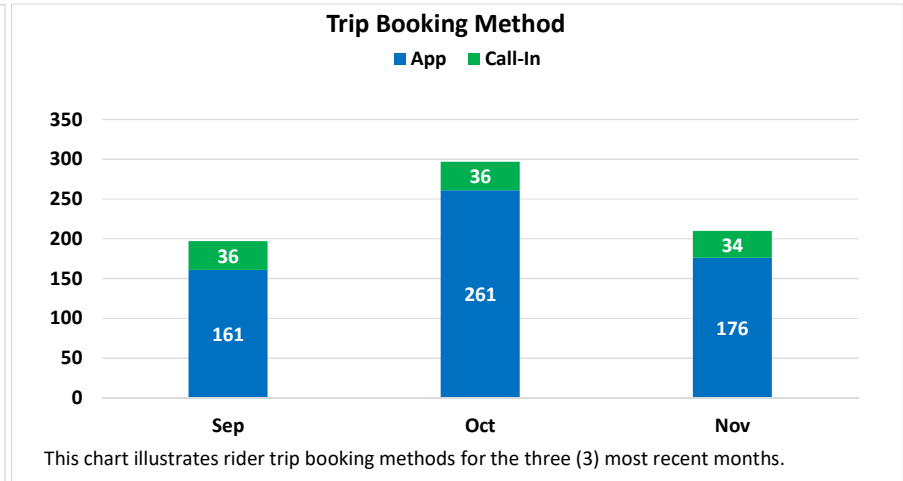
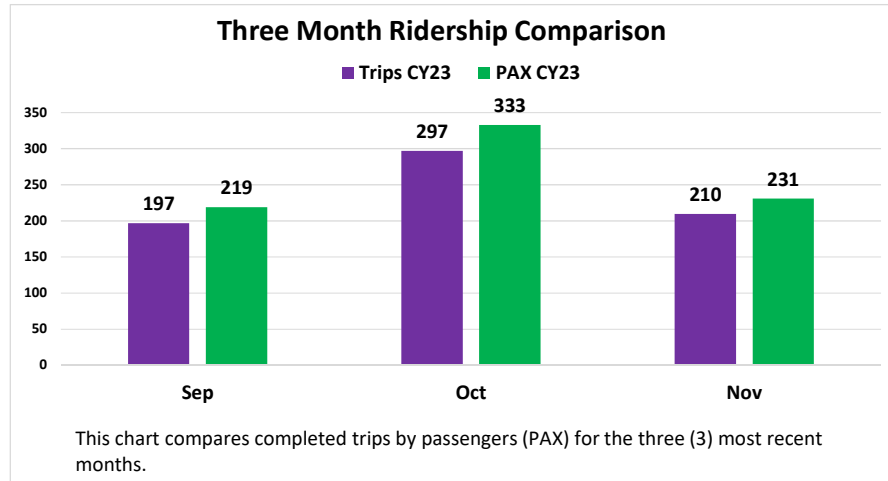


EXCEEDS GOAL!

Palm Springs Geo-Fence Metrics CYTD 2023

Total Completed Trips: 1,800

Total Number of Passengers: 1,962



Percentage of Trips as Ridesharing: 12%.

[Based on No. of Shared Rides for the month (26) divided by Total Trips Completed (210).]

Customer Satisfaction Rating

Avg. rider trip rating 5.0
Goal: 4.5

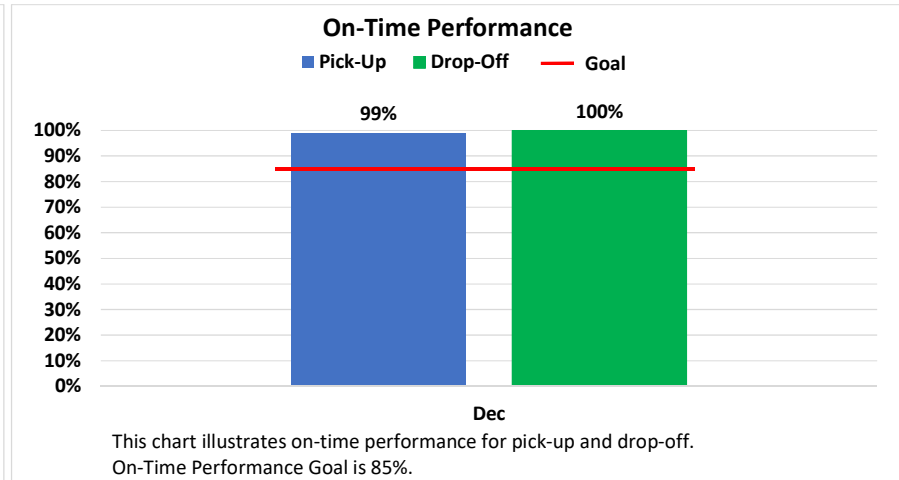
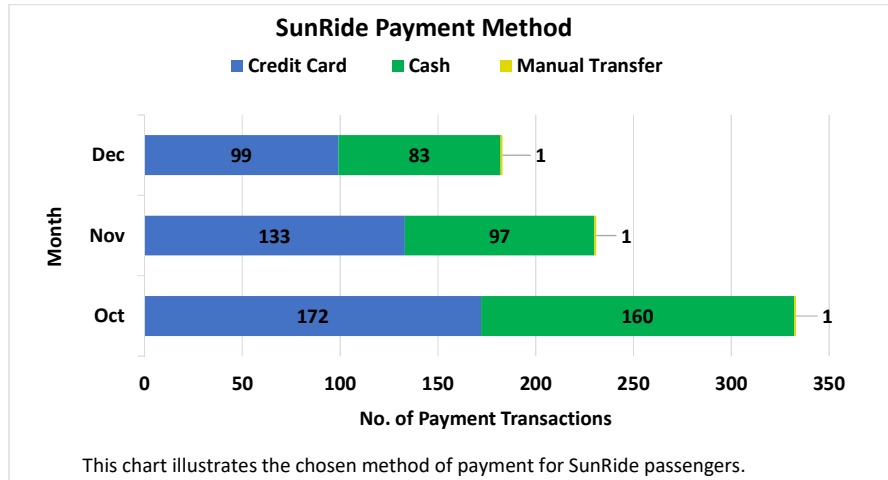
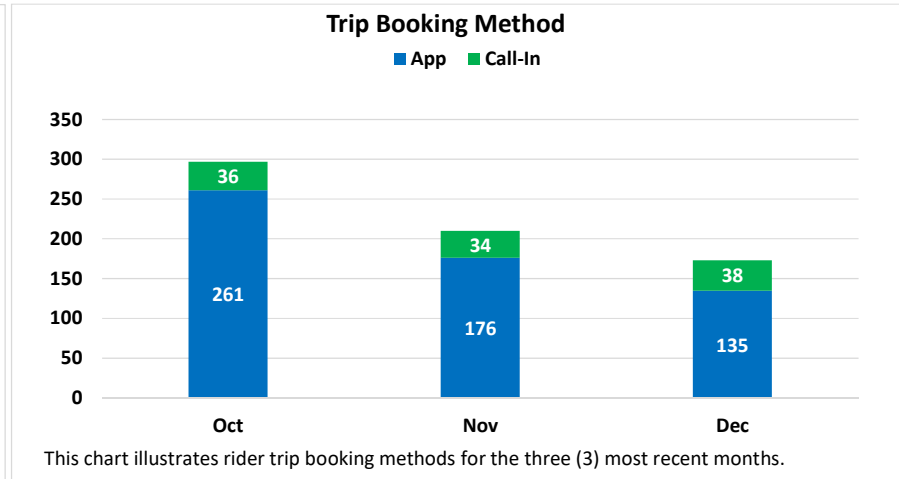
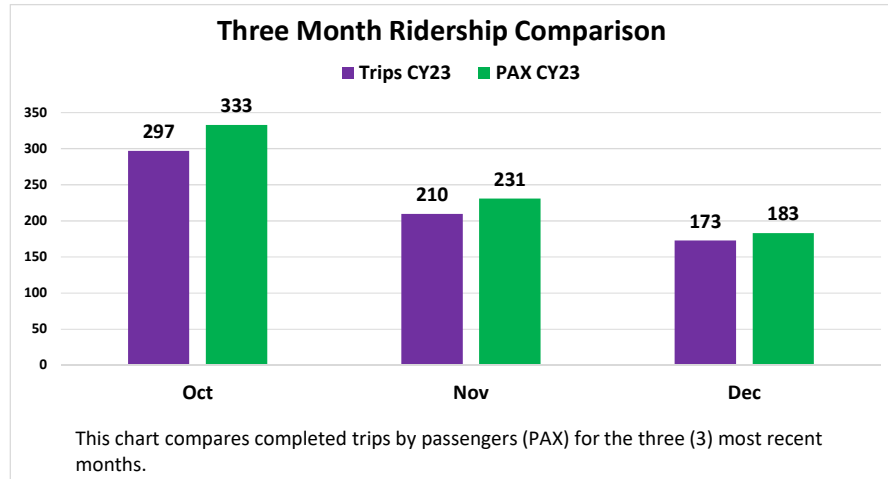


EXCEEDS GOAL

Palm Springs Geo-Fence Metrics CYTD 2023

Total Completed Trips: 1,973

Total Number of Passengers: 2,145



Percentage of Trips as Ridesharing: Six (6) Percent.

[Based on No. of Shared Rides for the month (10) divided by Total Trips Completed (173).]

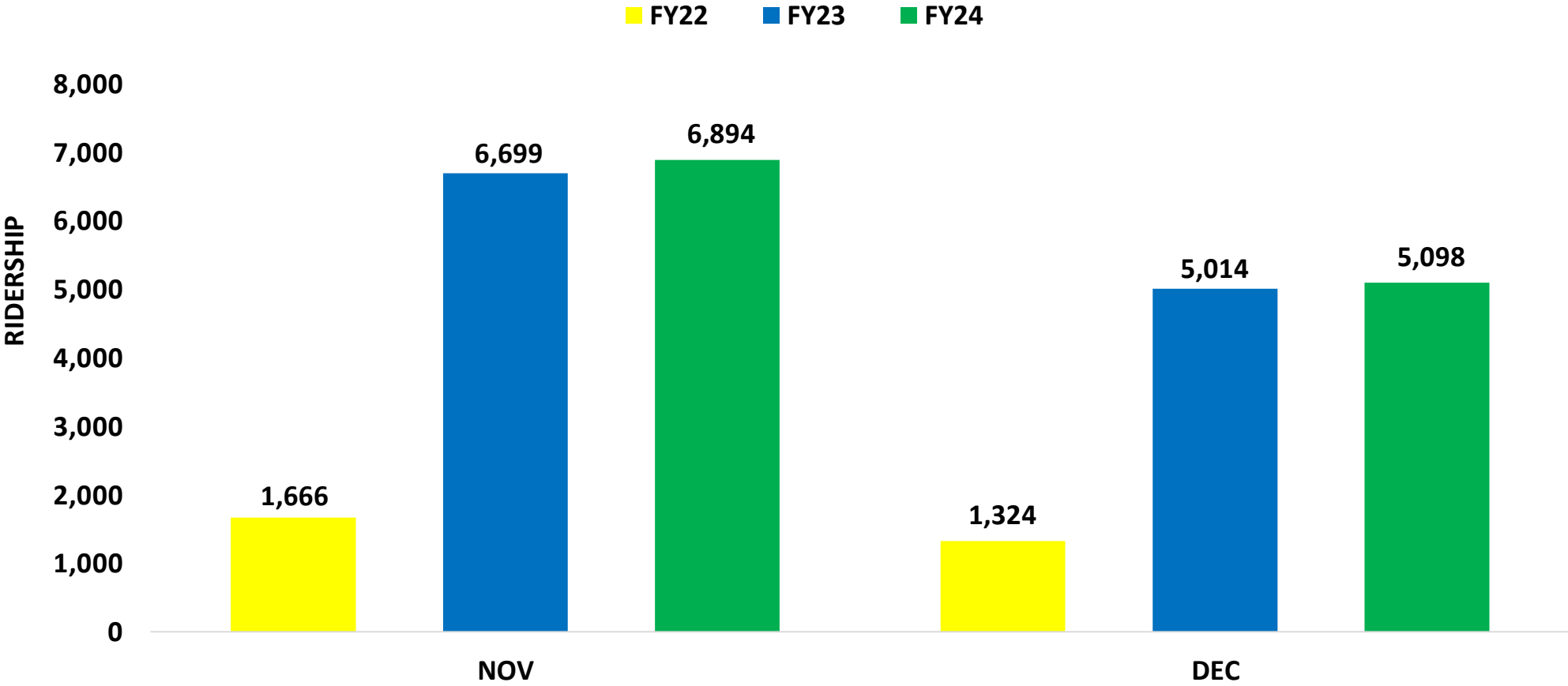
Customer Satisfaction Rating

Avg. rider trip rating 4.8
Goal: 4.5



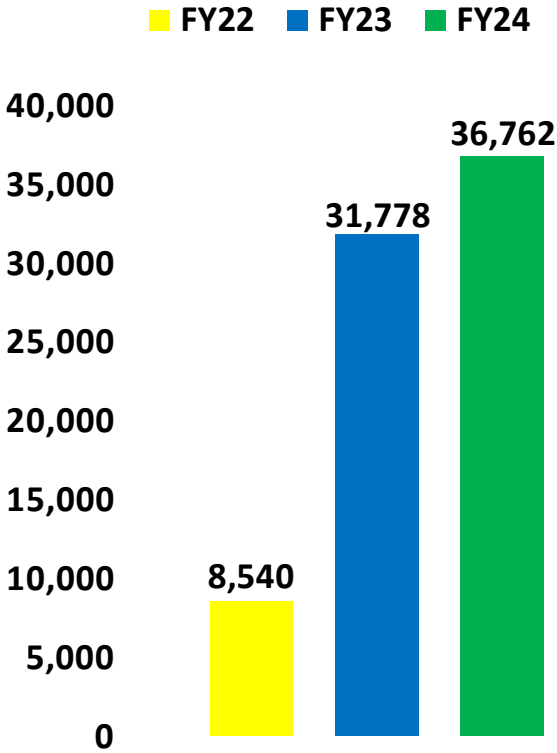
EXCEEDS GOAL

Haul Pass COD Ridership - November & December 2023

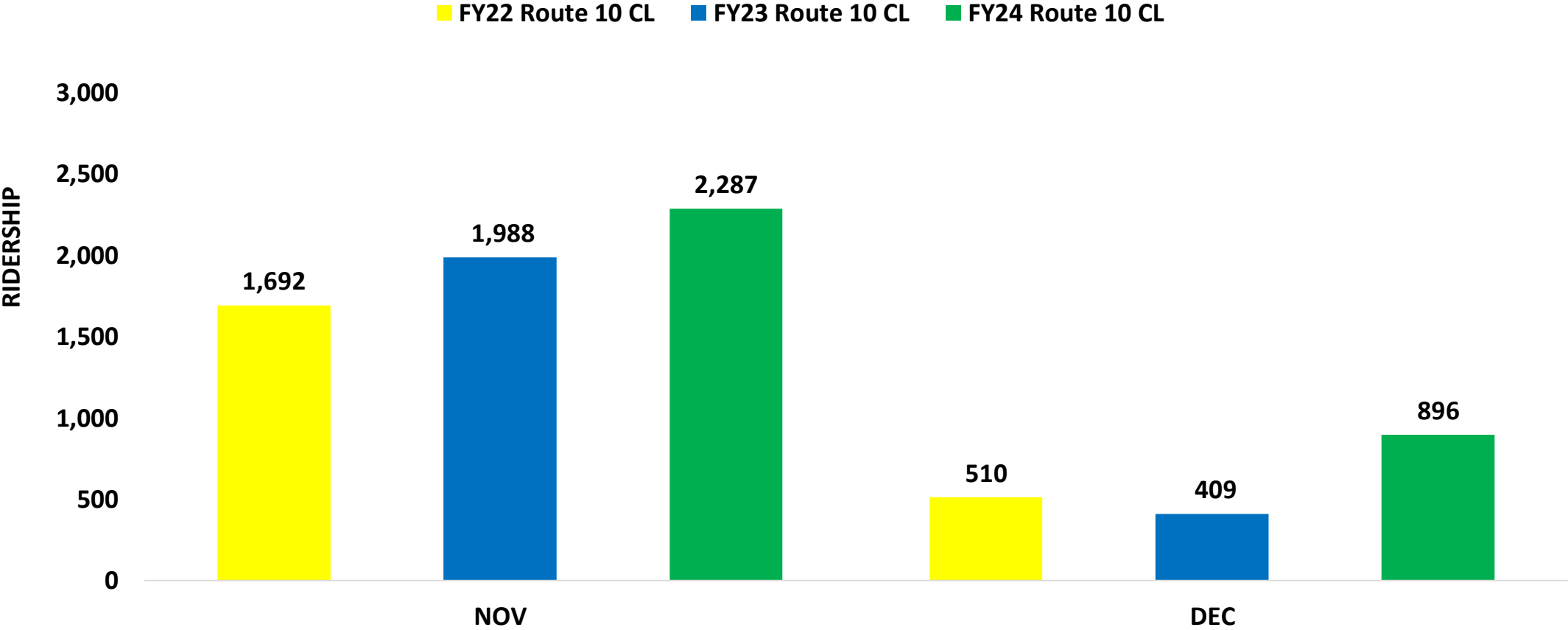


The Haul Pass program was introduced in August 2018.
This chart represents monthly ridership on the Haul Pass COD.
For the month of November 2023, Haul Pass COD contributed with 6,894 rides from 472 unique riders.
For the month of December 2023, Haul Pass COD contributed with 5,098 rides from 423 unique riders.

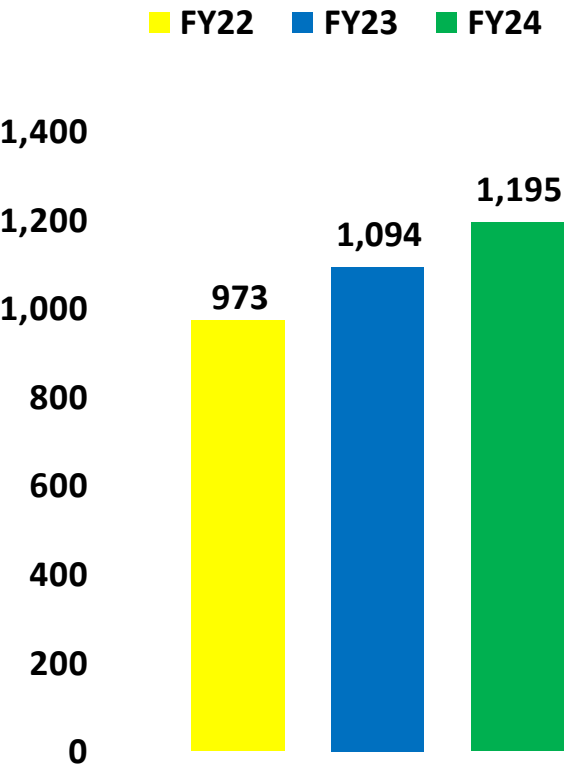
COD Fixed Route Ridership Year to Date



Haul Pass CSUSB Ridership - November & December 2023

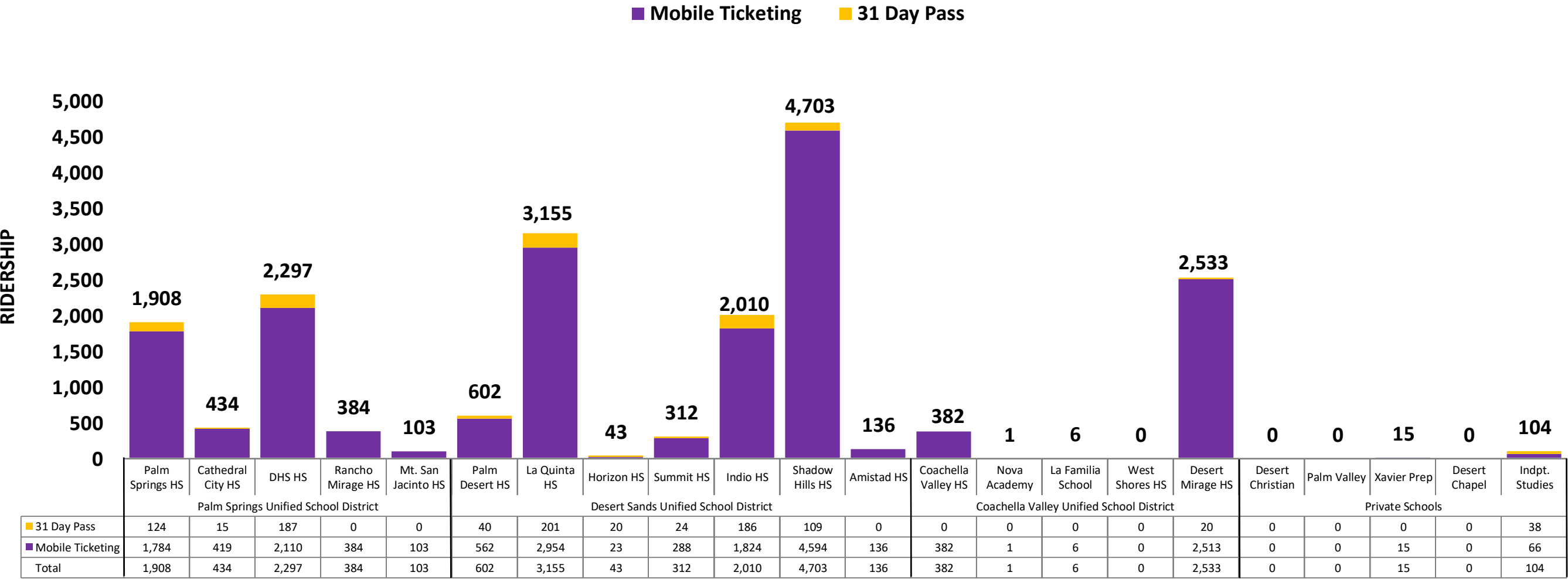


CSUSB Fixed Route Ridership Total



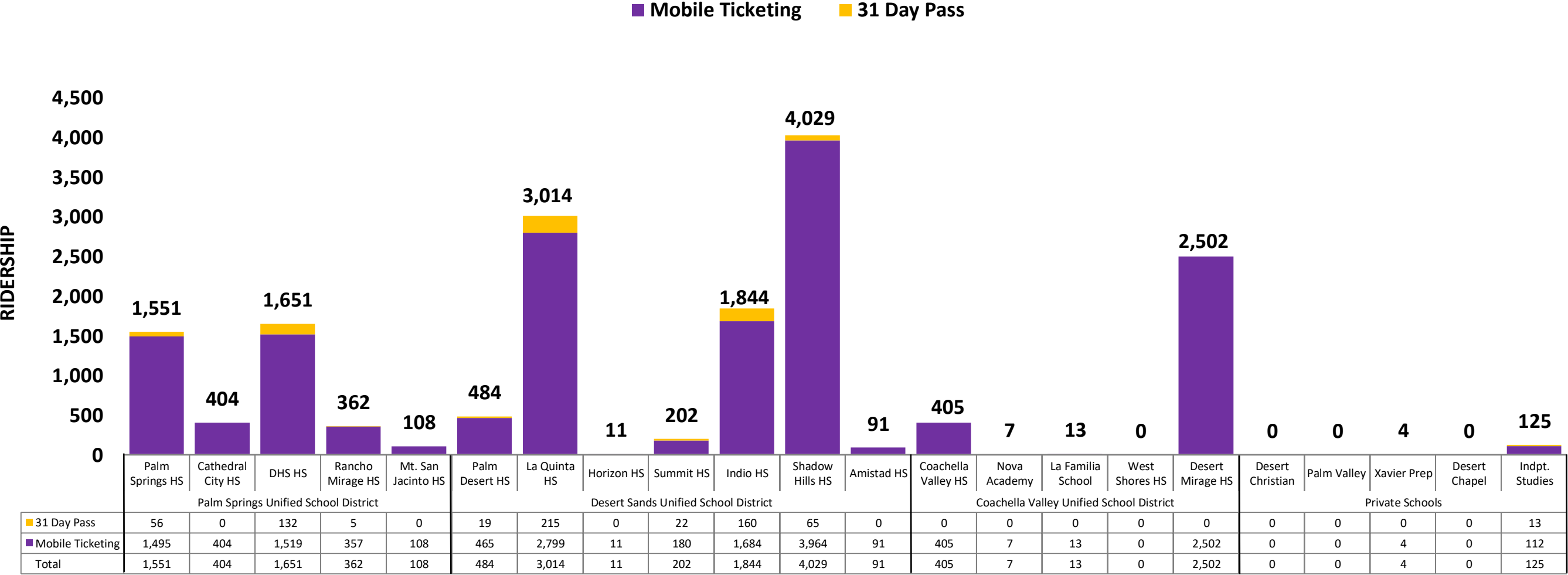
The Haul Pass CSUSB program was introduced in September 2019.
This chart represents monthly ridership on the Haul Pass CSUSB.
For the month of November 2023, CSUSB contributed 2,537 rides from 251 unique users. From that total, 2,287 rides were used on Route 10 and 250 rides on the fixed route system.
For the month of December 2023, CSUSB contributed 1,085 rides from 197 unique users. From that total, 896 rides were used on Route 10 and 189 rides on the fixed route system.

High School Haul Pass - November 2023



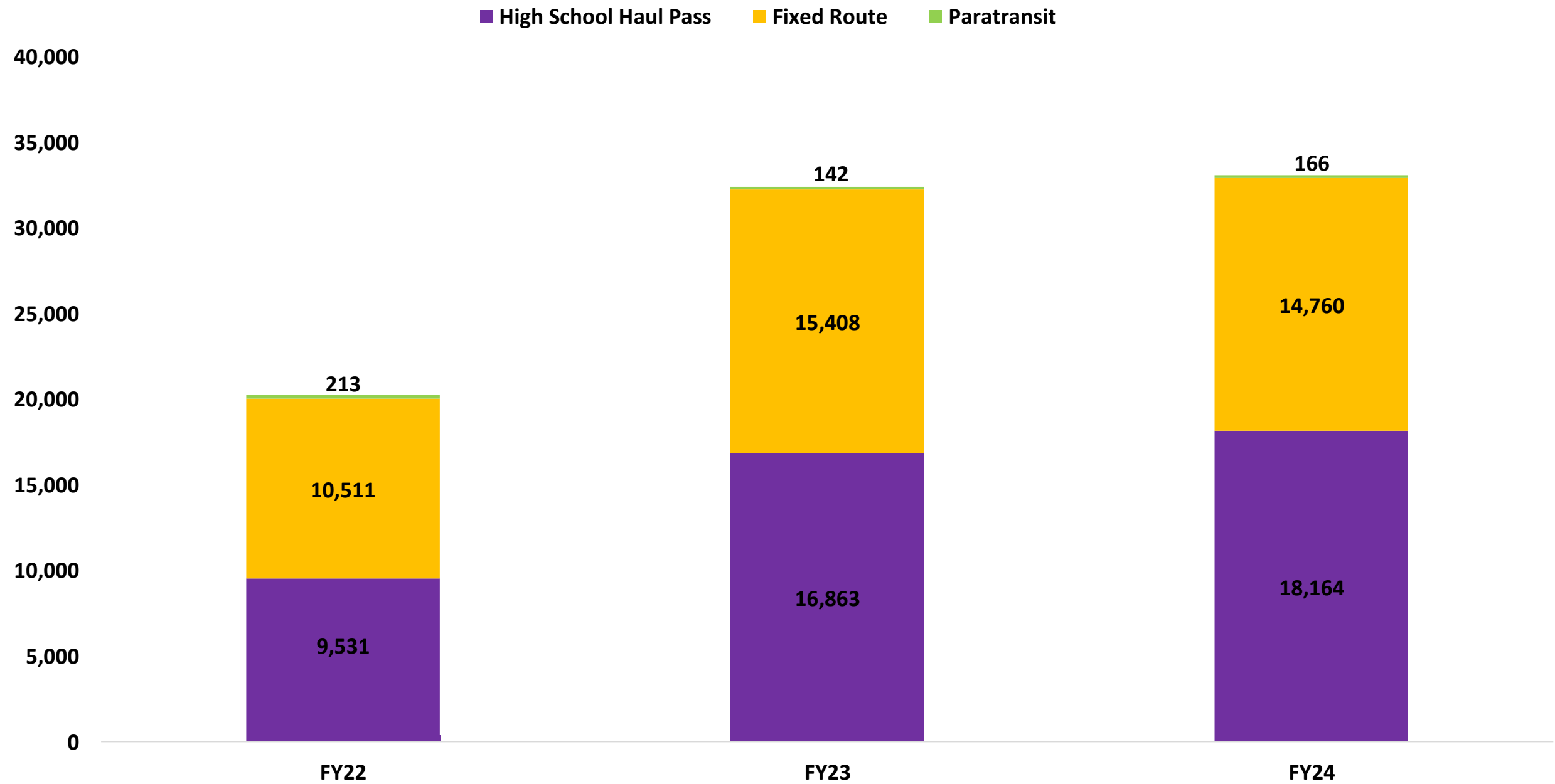
The High School Haul Pass program was introduced in August 2021.
This chart represents a monthly combination of Mobile Ticketing and 31 Day Pass ridership by school for the High School Haul Pass.
The total active users as of November 2023 are 3,777 using the High School Haul Pass.

High School Haul Pass - December 2023



The High School Haul Pass program was introduced in August 2021.
This chart represents a monthly combination of Mobile Ticketing and 31 Day Pass ridership by school for the High School Haul Pass.
The total active users as of December 2023 are 3,832 using the High School Haul Pass.

Mobile Ticketing Usage - November 2023

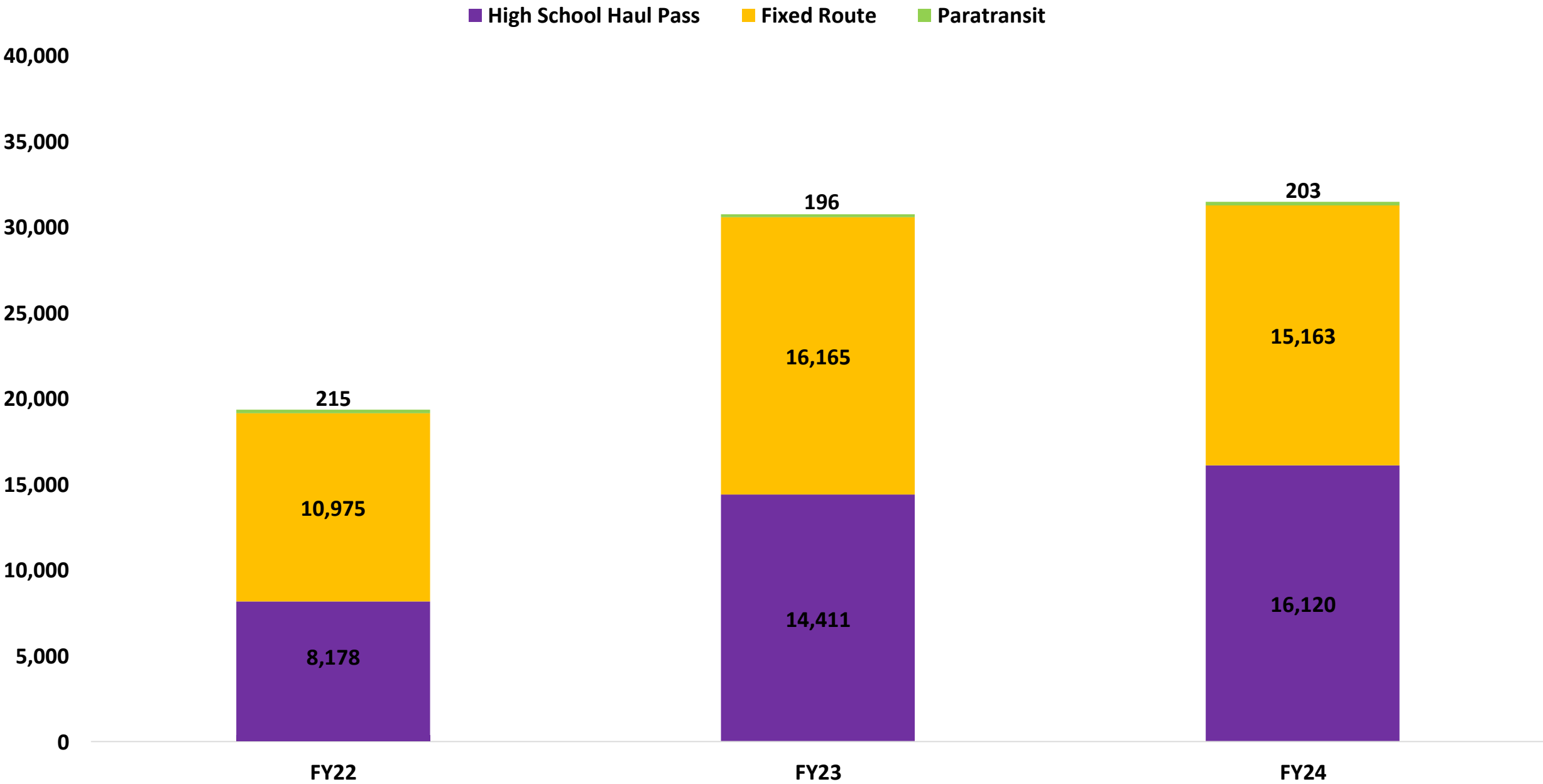


This chart represents all monthly mobile ticketing usage by category based on the Token Transit app data.

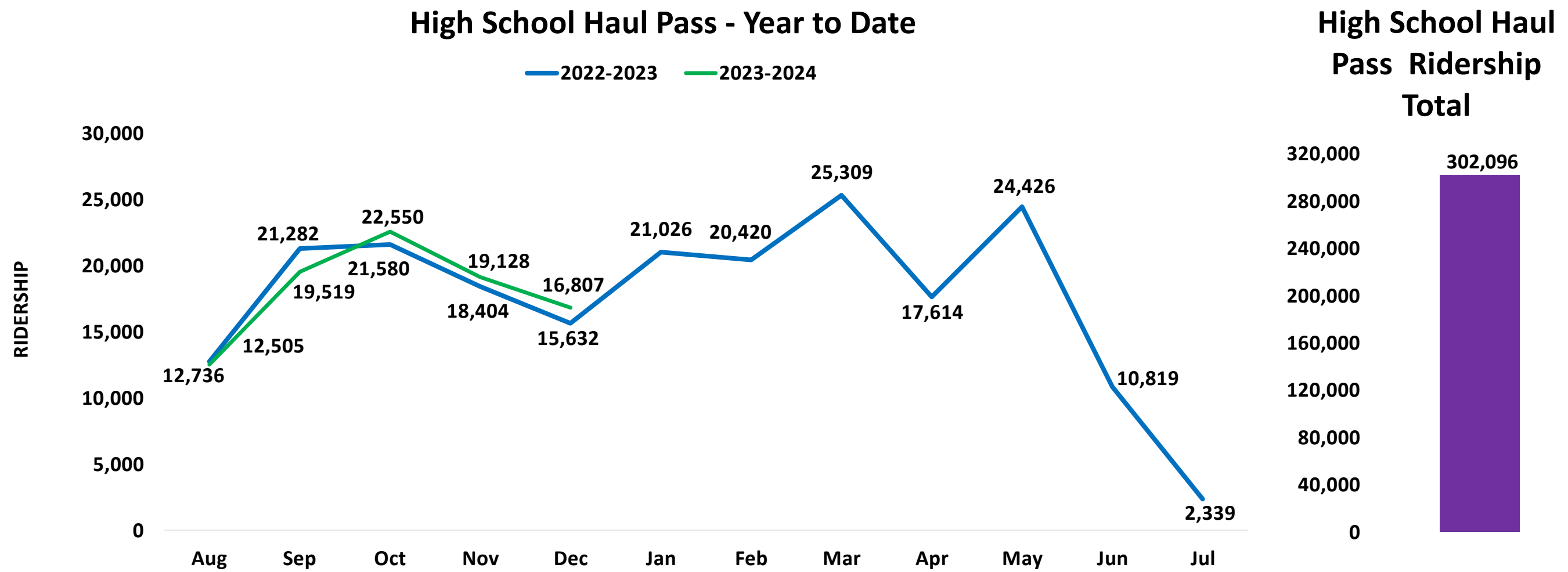
The total for November 2023 includes the following passes used through Token Transit: High School Haul Pass, Fixed Route, Paratransit.

A total of 2,107 unique users used mobile ticketing in the month of November 2023. Unique users made a total of 33,090 rides.

Mobile Ticketing Usage - December 2023



This chart represents all monthly mobile ticketing usage by category based on the Token Transit app data. The total for December 2023 includes the following passes used through Token Transit: High School Haul Pass, Fixed Route, Paratransit. A total of 2,101 unique users used mobile ticketing in the month of December 2023. Unique users made a total of 31,486 rides.



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

SunLine Transit Agency

CONSENT CALENDAR

DATE: January 24, 2024

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Quarterly Capital Projects Update for 4th Quarter Calendar Year 2023

Summary:

The capital projects update summarizes the quarterly status of the large capital projects that are active. The list summarizes all funding identified for capital projects which have been programmed over multiple fiscal years.

Recommendation:

Receive and file.

Project	Project Description	Project Status	Total Project Funding Balance
Vehicles & Vehicle Improvements			\$ 37,604,197
Purchase of Hydrogen Fuel Cell Bus (7)	Purchase of replacement fixed route vehicles to replace buses that have exceeded their useful life of 12 years of 500,000 miles.	Project for eight (8) total buses approved by the Board of Directors at the June 2023 board meeting. Project split by into two line items to differentiate between AQMD funding and other funding.	\$ 9,743,001
Purchase of Battery Electric Buses (6)	Purchase of replacement fixed route vehicles to replace buses that have exceeded their useful life of 12 years of 500,000 miles. The competitive funding for the buses and included electrical chargers were awarded to the agency as part of a competitive Low Now funding application.	Project not started. Staff will be working with FTA for a potential change from battery to fuel cell bus types.	7,421,443
Purchase of Hydrogen Fuel Cell Bus (1)	Purchase of replacement fixed route vehicles to replace buses that have exceeded their useful life of 12 years of 500,000 miles.	Project for eight (8) total buses approved by the Board of Directors at the June 2023 board meeting. Project split by into two line items to differentiate between AQMD funding and other funding.	1,391,356
Purchase of Fuel Cell Bus (1)	Purchase of replacement fixed route vehicle to replace buses that have exceeded their useful life of 12 years of 500,000 miles.	Project not started. Staff is planning to purchase buses from Riverside Transit Agency but will review the active fleet at that point to determine how many new replacement buses can be purchased with available funding.	768,000
Purchase of Fuel Cell Bus (1)	Purchase of replacement fixed route vehicle to replace buses that have exceeded their useful life of 12 years of 500,000 miles.	Project not started. Staff is planning to purchase buses from Riverside Transit Agency but will review the active fleet at that point to determine how many new replacement buses can be purchased with available funding.	649,088
Replacement of Fixed Route Bus (CNG)	Purchase of replacement fixed route vehicle to replace buses that have exceeded their useful life of 12 years of 500,000 miles.	Project not started. Staff is planning to purchase buses from Riverside Transit Agency but will review the active fleet at that point to determine how many new replacement buses can be purchased with available funding.	450,304
Expansion Fixed Route Bus (Fuel Cell)	Purchase of expansion fixed route vehicle.	Project not started. Staff is planning to purchase buses from Riverside Transit Agency but will review the active fleet at that point to determine how many new replacement buses can be purchased with available funding.	382,147
Expansion Fixed Route Bus (Motor Coach)	This project will allow the purchase of one (1) additional MCI bus to meet the needs of the Agency.	The vehicle has been delivered. However, there have been issues that the manufacturer needs to address before the vehicles are placed into revenue service. The project team will begin the process to close this project once the vehicle is repaired and officially placed into service.	45,857
Sub-total Fixed Route Vehicles			20,851,196
Purchase of Paratransit Vehicles (15)	This project will allow the replacement of fifteen paratransit vehicles that have met their useful life.	Project not started.	3,600,000
Purchase of Paratransit Vehicles (10)	This project will allow the replacement of ten (10) paratransit vehicles that have met their useful life.	Board approved the purchase at the July 2023 and the vehicles are expected in May 2024.	2,322,092
Sub-total Demand Response Vehicles			5,922,092
Micro Transit Expansion (4)	This project will allow the procurement of two (2) micro transit Chrysler Voyager vehicles that are ADA accessible.	Both vehicles have been received and the project will be closed out.	231,937
H2 Vehicle Demonstration	This project will support the make ready costs for the demonstration of four (4) 22-foot hydrogen fuel cell vehicles. Vehicles to be demonstrated in Agency service including the ability to assign to microtransit.	All four (4) vehicles have been delivered but are not yet ready to be placed into service.	23,497
Sub-total Micro Transit Vehicles			255,434
Purchase of Stops & Zones CNG Trucks (3)	Purchase of three (3) support trucks to replace the current vehicles that have met their useful life.	The vehicles have been manufactured but are waiting CARB certification for the CNG conversion before the vehicles are completed and delivered to SunLine.	209,949
Purchase of Shop Service CNG Vehicle (1)	This project is for the purchase of a shop service vehicle to support the Maintenance and Transportation departments.	The vehicles have been manufactured but are waiting CARB certification for the CNG conversion before the vehicles are completed and delivered to SunLine.	159,400

Project	Project Description	Project Status	Total Project Funding Balance
Purchase of Administrative Vehicles (2)	This project is for the purchase of two (2) support vehicles.	A revised project initiation has been completed and procurement will begin in the first quarter of calendar year 2024.	119,971
Sub-total Support Vehicles			489,320
CNG Bus Refurbishments (12)	Refurbishment of 12 CNG buses to extend their useful life. This will allow time to obtain zero emission replacement buses.	The first bus is being completed with the vendor. Staff is working with the vendor and FTA to possibly change the scope of the project to have different buses refurbished.	5,578,157
Bus Rehabilitation	This project allocates funding to ensure that the Agency's vehicles remain in a state of good repair.	Project not started.	505,853
Sub-total Bus Rehabilitation			6,084,010
Radio Replacements & ITS Phase 2	This project will allow the replacement of the current radio system and includes funding for a replacement ITS system for the fleet.	Project not started. This project will be initiated once the first phase of the radio project has been awarded and a determination of the estimated costs are finalized.	2,798,000
Radio Replacements Phase 1	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.	Staff is currently reviewing proposals.	1,032,645
Sub-total Radio Replacements			3,830,645
Fare Collection Modernization (Study)	This project will allow the Agency to conduct a study of its fare collection mechanism and provide recommendations on new technology to replace the existing fareboxes.	Project not started.	100,000
H1 Vehicle Demonstration	This project will support the make ready costs for the demonstration of one (1) hydrogen fuel cell vehicle.	Vehicle has been delivered but it is not yet ready to be placed into service.	71,500
Sub-total Others			171,500
Facilities & Stations			\$ 43,395,354
Public Hydrogen Station Expansion	This project will allow the Agency to provide hydrogen to the public through 700 bar dispensers.	Project not started.	9,725,000
Liquid Hydrogen Refueling Infrastructure	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.	Project is anticipated to be completed in April 2024.	8,861,653
Liquid Hydrogen Trailer	The new liquid hydrogen station in Indio would allow the Agency to fuel hydrogen fuel cell buses on the East end of the Valley and provide an opportunity for the public to access hydrogen.	Project not started.	6,449,750
Center of Excellence	This project is for the construction of a facility to serve as a training center and maintenance bay for zero-emission vehicles.	Bids received were higher than what was originally anticipated by the project team. Staff is currently reviewing the scope and will look to allocate additional funding.	3,501,595
Microgrid to Hydrogen	The microgrid will utilize power generated through solar panels to stored onsite in batteries. The project will reduce operating costs and provide for additional resiliency from green power.	Land has been purchased. The next step is the planning phase for the solar panels.	2,888,789
Coachella Transit 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 ground lease agreement will be executed in January 2024. The vendor has been awarded on the project and will initiate construction in early calendar year 2024.	2,096,613
Indio CNG Station Upgrade	The project will upgrade the existing equipment and CNG station in Indio.	Project not started.	2,000,000
Electrolyzer	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.	Contractor failed to meet site acceptance test by the December 2023 deadline. Staff is actively working on the next steps of the project.	1,052,298
Bus Stop Improvements	Bus stop improvements funds are utilized to replace and install new amenities in locations that meet the Agency's ridership and equity standards.	Project ongoing.	1,049,444

Project	Project Description	Project Status	Total Project Funding Balance
Operator's Training Ground	The project will allow the Agency to begin the initial stages of the plan to utilize its existing land to develop an area where operators can be trained on how to maneuver buses in a safe location.	Project not started.	1,000,000
Asphalt & Concrete Upgrade	The project will allow the Agency to maintain the asphalt and concrete at its Thousand Palms division in a state of good repair.	Project not started.	1,000,000
Design & Construction of New Storage Building	This project would allow the Agency to construct a new pre-fabricated building for the Facility Maintenance staff.	Project not started.	880,000
Facility Maintenance Upgrade	This project will support the purchase of equipment and facility improvements.	Ongoing.	581,077
SoCal Gas Demonstration Project	SunLine, in partnership with the Southern California Gas Company, will install, test, monitor, and demonstrate a Steam Methane Reformer (SMR) in various operating conditions at SunLine's Thousand Palms facility.	Commissioning phase and equipment integration is anticipated to be completed in the second quarter of calendar year 2024.	506,930
Automatic Transfer Switch (ATS) T-1 & T-2	This project will upgrade the existing connection to the maintenance building by converting it to an automatic transfer switch and will connect the operations building to the backup generator.	The project was approved by the Board of Directors in September 2023 and the solicitation was released in October 2023.	349,200
Upgrade Gate and Guard Shack	This project will make upgrades to the existing entrance and guard shack at the main entrance to the Thousand Palms facility.	Project not started.	277,150
Facility Improvements	This project will support the purchase of facility improvements.	Ongoing.	244,000
Maintenance Facility Modernization (Study)	The project would assist the Agency conduct a study for future plans for the maintenance facility.	Project not started.	200,000
Repair of Division 1 Maintenance Roof	The project will allow the Agency to make repairs to the roof in the maintenance shop at its Thousand Palms division.	Project not started.	200,000
Indio Facilities Improvements	The project would allow the Agency to make improvement and repairs to the Indio division property.	Ongoing.	157,405
Thousand Palms Facilities Improvements	This project will support the purchase of facility improvements.	Ongoing.	96,161
Upgrade Division 1 Fence	This project will allow the Agency to make upgrades to the fence surround the property at the Thousand Palms division.	Project not started.	100,000
Replace Vehicle Lift Equipment	This project will allow the Agency to repair existing lifts by replacing vital components.	Project is expected to be completed by the end of the first quarter of calendar year 2024.	72,525
Perimeter Lighting Division 1	Installation of perimeter lighting to enhance the safety and security of the Thousand Palms facility.	Project not started.	80,000
Operations Facility Replacement	Build and construction of an operations facility.	Project completed.	25,764
Equipment			\$ 1,925,397
Bus Chargers	Purchase of bus chargers to support the purchase for six (6) new electric buses. The competitive funding for the buses and included electrical chargers were awarded to the agency as part of a competitive Low Now funding application.	Project not started.	1,322,520
Tools & Equipment	This project will support the purchase of equipment needed in the maintenance department.	Project not started.	322,000
Miscellaneous Equipment	The project will allow the replacement of existing assets once they have met their useful life.	Project not started.	280,877
Boardroom Equipment Upgrade	This project funds the purchase of equipment and software necessary to upgrade and facilitate board meetings.	Project closed.	-
Systems			\$ 3,207,306

Project	Project Description	Project Status	Total Project Funding Balance
Project Management & Administration	This project allows the Agency to capitalize project management costs from third party contractors. Funding will be used when individual project costs do not allow for project management or do not have the budget to support project management.	Project is ongoing.	650,000
Software Expansion	This project would facilitate the Agency's need for software upgrades across its operations.	Project not started.	600,000
Information & Technology	The project focuses on the purchase of information technology equipment such as servers, switches and battery backup systems, desktop replacements.	Project is ongoing.	1,032,942
Transit Asset Management	This project will allow the purchase of an asset management tool for the Maintenance Department.	Team is actively working with vendor to launch the software. Software is expected to be implemented in the first quarter of calendar year 2024.	333,396
Access Control Surveillance	This project will allow the procurement and installation of new access control systems around the Agency.	Work has begun and the project is anticipated to be closed by the end of the first quarter of calendar year 2024.	154,543
Safety Projects	This project will be allow the Agency to improve overall safety of its facilities by enhancing the perimeter fence, gates and surveillance.	Project not started.	200,000
Real Time Surveillance System	This project is to add real time video surveillance to all Agency support vehicles.	Project not started.	90,000
Timekeeping Software Integration	This project is to replace an existing timekeeping interface between two software systems within the Agency.	The project has completed the testing phase and will be implemented in November 2023.	86,425
Safety Enhancements	This project will be allow the Agency to improve overall safety of its facilities by enhancing the perimeter fence, gates and surveillance.	Project not started.	60,000

Grand Total

\$ 104,934,353

Funding Summary

Direct Federal Grants	\$ 53,927,996
State Transit Assistance (STA)	24,242,247
Local Transportation Fund (LTF)	3,013,743
State of Good Repair (SB1 SGR)	5,456,285
Others (AHSC, CEC, LCTOP, AQIP,5339 - Caltrans)	17,213,562
Internal	1,080,522
	\$ 104,934,353

SunLine Transit Agency

CONSENT CALENDAR

DATE: January 24, 2024

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Board Member Attendance for December 2023

Summary:

The attached report summarizes the Board of Directors' attendance for fiscal year to date December 2023.

Recommendation:

Receive and file.

FY 23/24	Board Member Matrix Attendance													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Meetings	Total Attended
Desert Hot Springs	X		X	X		X							10	4
Palm Desert	X		X	X		X							10	4
Palm Springs	X		X	X		X							10	4
Cathedral City	X		X	X		X							10	4
Rancho Mirage	X		X	X		X							10	4
Indian Wells	X		X	X		X							10	4
La Quinta	X		X	X		X							10	4
Indio	X		X	X		X							10	4
Coachella	X		X	X									10	3
County of Riverside	X		X	X		X							10	4

X - ATTENDED (Primary/Alternate)

DARK –

SunLine Services Group

CONSENT CALENDAR

DATE: January 24, 2024

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Checks \$1,000 and Over Report for October and November 2023

Summary:

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

Recommendation:

Receive and file.

SunLine Regulatory Administration
Checks \$1,000 and Over
October 2023

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
SUNLINE TRANSIT AGENCY	Overhead Allocations Oct 2023	91244	10/19/2023	5,743.42
SUNLINE TRANSIT AGENCY	Payroll Liabilities 10/13/2023	91243	10/19/2023	2,420.97
SUNLINE TRANSIT AGENCY	Payroll Liabilities 10/27/2023	91248	10/31/2023	2,392.47
SUNLINE TRANSIT AGENCY	Payroll Liabilities 09/29/2023	91239	10/04/2023	1,497.96
Total Checks Over \$1,000	\$12,054.82			
Total Checks Under \$1,000	\$2,040.79			
Total Checks	\$14,095.61			

SunLine Regulatory Administration
Checks \$1,000 and Over
November 2023

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
SUNLINE TRANSIT AGENCY	Payroll Liabilities 11/22/2023	91256	11/29/2023	2,937.91
SUNLINE TRANSIT AGENCY	Payroll Liabilites 11/09/2023	91251	11/14/2023	2,420.97
Total Checks Over \$1,000	\$5,358.88			
Total Checks Under \$1,000	\$1,303.19			
Total Checks	\$6,662.07			

SunLine Services Group**CONSENT CALENDAR**

DATE: January 24, 2024

RECEIVE & FILETO: Taxi Committee
Board of Directors

RE: Monthly Budget Variance Report for October and November 2023

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 October 2023 are equal to 4/12^{ths} of the yearly budget. The FYTD budget values for the month of November 2023 are equal to 5/12^{ths} of the yearly budget.

Year to Date Summary

- As of October 31, 2023, the organization's revenues are \$79,518 or 20.68% above the FYTD budget.
- As of October 31, 2023, expenditures are \$56,967 or 13.55% below the FYTD budget.
- The net FYTD operating gain (loss) after expenses is \$22,552.
- As of November 30, 2023, the organization's revenues are \$98,454 or 19.53% above the FYTD budget.
- As of November 30, 2023, expenditures are \$71,751 or 12.89% below the FYTD budget.
- The net FYTD operating gain (loss) after expenses is \$26,702.

Recommendation:

Receive and file.

SunLine Regulatory Administration
Budget Variance Report
October 2023

Description	FY24 Total Budget	Current Month			Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY24 FYTD Budget	Positive (Negative)	Percentage Remaining
Revenues:								
Revenue Fines	3,500	12,885	292	12,594	13,410	1,167	12,244	-283.2%
New Driver Permit Revenue	750	300	63	238	450	250	200	40.0%
Taxi Business Permit	96,000	1,658	8,000	(6,342)	27,308	32,000	(4,692)	71.6%
Driver Transfer Revenue	125	50	10	40	75	42	33	40.0%
Driver Renewal Revenue	1,800	400	150	250	900	600	300	50.0%
Driver Permit Reinstatement/Replacement	-	-	-	-	10	-	10	0%
Vehicle Permit Revenue	94,000	8,063	7,833	229	37,365	31,333	6,031	60.3%
Operator Application Fee	1,500	-	125	(125)	-	500	(500)	100.0%
Total Revenue	197,675	23,356	16,473	6,883	79,518	65,892	13,627	20.7%
Expenses:								
Salaries and Wages	94,908	8,516	7,909	(607)	33,493	31,636	(1,857)	64.7%
Fringe Benefits	41,202	4,097	3,434	(663)	16,696	13,734	(2,962)	59.5%
Services	39,609	521	3,301	2,780	795	13,203	12,408	98.0%
Supplies and Materials	3,965	216	330	115	387	1,322	935	90.2%
Utilities	5,802	484	484	-	1,934	1,934	-	66.7%
Casualty and Liability	5,589	466	466	-	1,863	1,863	-	66.7%
Taxes and Fees	100	-	8	8	-	33	33	100.0%
Miscellaneous	6,500	1,612	542	(1,070)	1,798	2,167	368	72.3%
Total Expenses	197,675	15,911	16,473	562	56,967	65,892	8,925	13.5%
Total Operating Surplus (Deficit)	\$ -	\$ 7,446			\$ 22,552			

Budget Variance Analysis - SunLine Regulatory Administration

Revenue

- The positive variance in revenue is largely due to vehicle permit revenue
- As of FYTD24, there is a decrease of 4,975 taxi trips compared to FYTD23.

Taxi Trips

	FY23-October	FY24-October	Variance	%Δ
Trips	11,561	11,741	180	1.6%

Taxi Trips

	FYTD-FY23	FYTD-FY24	Variance	%Δ
Trips	33,647	28,852	(4,795)	-14.3%

Salaries and Wages

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

Fringe Benefits

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

Services

- The favorable variance in services is due to costs not yet incurred for legal and audit services

Supplies and Materials

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

Utilities

- Utility expenses are within an acceptable range of the budget

Casualty and Liability

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

Taxes and Fees

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

Miscellaneous

- Miscellaneous expenses are within an acceptable range of the budget

SunLine Regulatory Administration
Budget Variance Report
November 2023

		Current Month			Year to Date			
	FY24 Total Budget			Positive (Negative)		FY24 FYTD Budget	Positive (Negative)	Percentage Remaining
Description		Actual	Budget		FYTD Actual			
Revenues:								
Revenue Fines	3,500	250	292	(42)	13,660	1,458	12,202	-290.3%
New Driver Permit Revenue	750	375	63	313	825	313	513	-10.0%
Taxi Business Permit	96,000	13,410	8,000	5,410	40,719	40,000	719	57.6%
Driver Transfer Revenue	125	50	10	40	125	52	73	0.0%
Driver Renewal Revenue	1,800	125	150	(25)	1,025	750	275	43.1%
Driver Permit Reinstatement/Replacement	-	-	-	-	10	-	10	0%
Vehicle Permit Revenue	94,000	4,725	7,833	(3,108)	42,090	39,167	2,923	55.2%
Operator Application Fee	1,500	-	125	(125)	-	625	(625)	100.0%
Total Revenue	197,675	18,935	16,473	2,463	98,454	82,365	16,089	19.5%
Expenses:								
Salaries and Wages	94,908	8,389	7,909	(480)	41,883	39,545	(2,338)	55.9%
Fringe Benefits	41,202	5,090	3,434	(1,656)	21,786	17,168	(4,618)	47.1%
Services	39,609	136	3,301	3,165	932	16,504	15,572	97.6%
Supplies and Materials	3,965	57	330	273	444	1,652	1,208	88.8%
Utilities	5,802	484	484	-	2,418	2,418	-	58.3%
Casualty and Liability	5,589	466	466	-	2,329	2,329	-	58.3%
Taxes and Fees	100	-	8	8	-	42	42	100.0%
Miscellaneous	6,500	163	542	378	1,962	2,708	747	69.8%
Total Expenses	197,675	14,785	16,473	1,688	71,751	82,365	10,613	12.9%
Total Operating Surplus (Deficit)	\$ -	\$ 4,151			\$ 26,702			

Budget Variance Analysis - SunLine Regulatory Administration

Revenue

- The positive variance in revenue is largely due to vehicle permit revenue
- As of FYTD24, there is a decrease of 5,760 taxi trips compared to FYTD23.

Taxi Trips

	FY23-November	FY24-November	Variance	%Δ
Trips	11,677	10,712	(965)	-8.3%

Taxi Trips

	FYTD-FY23	FYTD-FY24	Variance	%Δ
Trips	45,324	39,564	(5,760)	-12.7%

Salaries and Wages

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

Fringe Benefits

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

Services

- The favorable variance in services is due to costs not yet incurred for legal and audit services

Supplies and Materials

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

Utilities

- Utility expenses are within an acceptable range of the budget

Casualty and Liability

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

Taxes and Fees

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

Miscellaneous

- Miscellaneous expenses are within an acceptable range of the budget

SunLine Services Group**CONSENT CALENDAR**

DATE: January 24, 2024

RECEIVE & FILETO: Taxi Committee
Board of Directors

RE: Taxi Trip Data – November and December 2023

Summary:

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

For the month of November, there were 965 fewer taxi trips in November 2023 serviced by the same number of cabs when compared to November 2022 (69 cabs in 2023 compared to 69 cabs in 2022). For December, there were 2,432 fewer taxi trips in December 2023 serviced by two (2) fewer cabs compared to December 2022 (67 cabs in 2023 compared to 69 cabs in 2022).

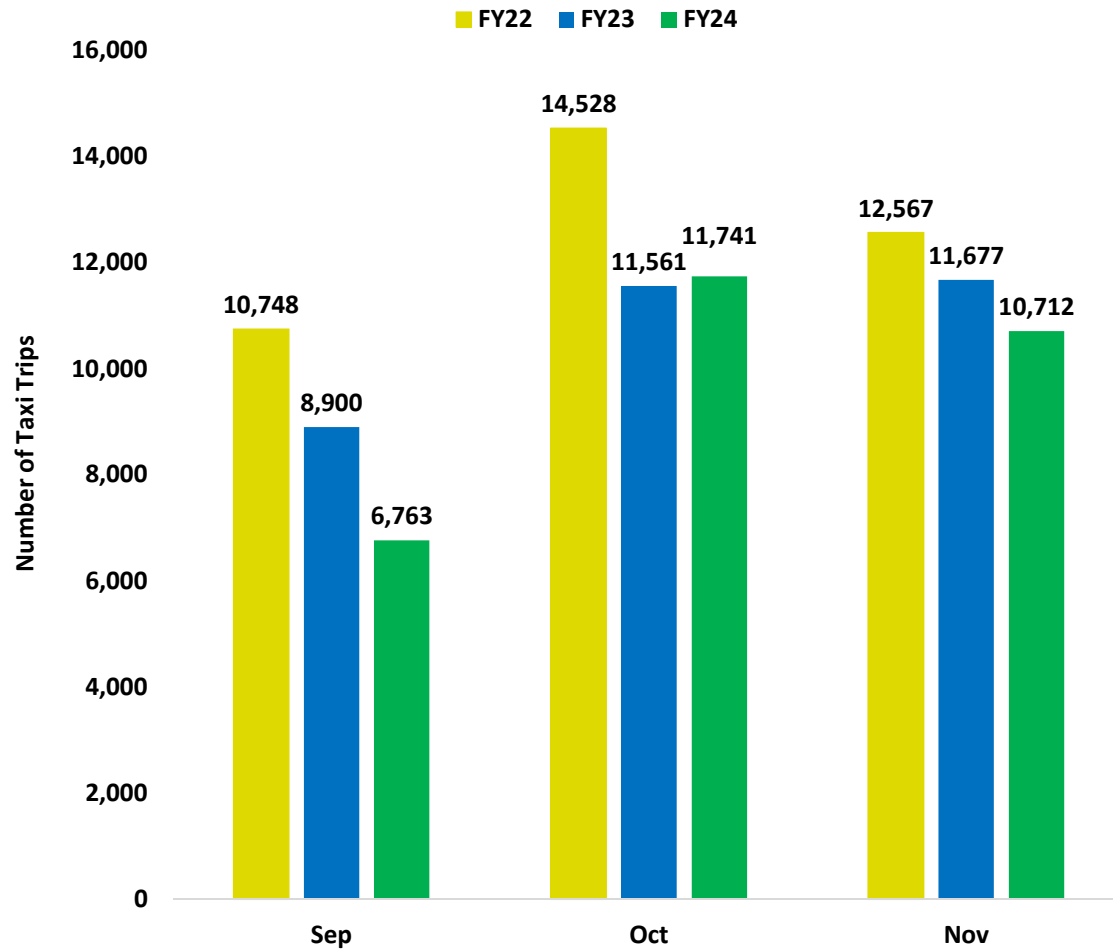
The decrease in trips for November and December 2023 is attributed to a decrease in the number of available cabs and the decline in ridership that occurs in December.

There were 8,192 fewer taxi trips for FYTD23 compared to FYTD22.

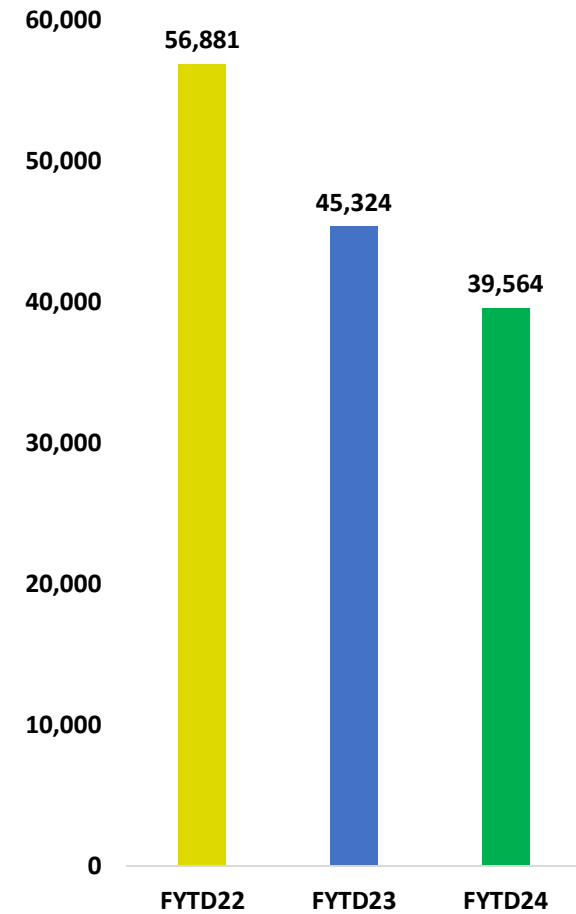
Recommendation:

Receive and file.

Taxi Trip Three (3) Month Comparison as of November 2023



FYTD No. of Taxi Trips

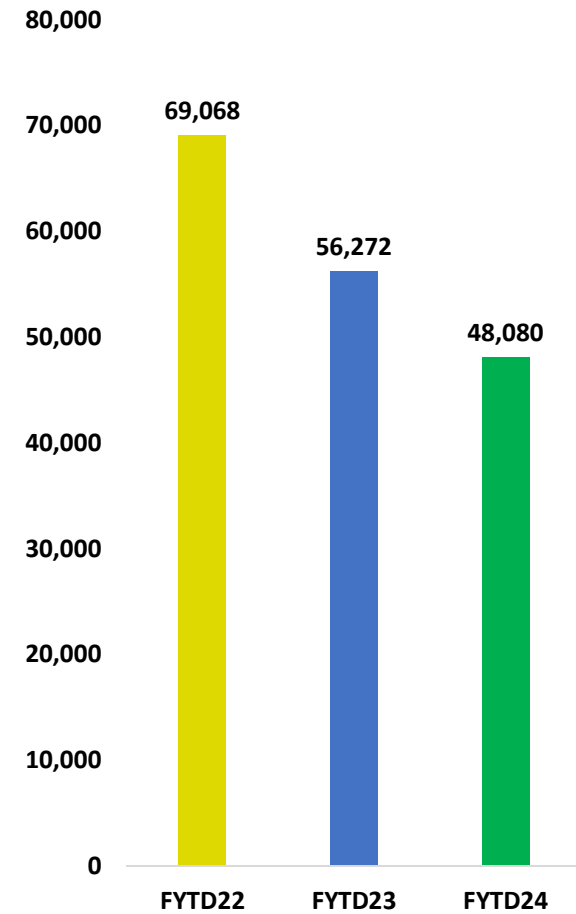


This chart compares the three (3) most recent months and measures the total number of taxi trips taken year to date for FY22, FY23, and FY24.

Taxi Trip Three (3) Month Comparison as of December 2023



FYTD No. of Taxi Trips



This chart compares the three (3) most recent months and measures the total number of taxi trips taken year to date for FY22, FY23, and FY24.

SunLine Transit Agency

DATE: January 24, 2024 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Walter Watcher, Deputy Chief of Project Delivery

RE: On Call Engineering and Support Services for Hydrogen Fueling

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a one (1) year contract, with four (4) one (1) year renewal options, with Stantec Consulting Services Inc., Dahl, Taylor & Associates and EPC - Engineering, Procurement & Construction for an amount not to exceed \$1,700,000 for engineering and support services for the Agency's fueling program.

Background

The Agency requires professional engineering and support services related to the hydrogen fueling program. These services are essential for operating and upgrading existing fueling equipment, as well as for handling funding, planning, design, procurement, and construction management for future expansion projects. Having qualified firms on call to provide engineering and support services will provide quicker response to urgent fueling issues and to provide upcoming project support from funding to acceptance.

On October 25, 2023, staff issued Request for Qualification (RFQ) No. 24-021 for On Call Hydrogen Engineering and Support Services. The RFQ was publicly advertised in a newspaper of general circulation and was posted on the Agency's website along with a copy of the RFQ document.

On December 21, 2023, the Agency received proposals from three (3) firms. An evaluation committee representing staff from the SunFuels and Maintenance departments evaluated the proposals in accordance with Brooks Act procedures which precludes the use of price as an evaluation factor. After the evaluation committee carefully reviewed all proposals, they scored and ranked them as follows:

- Stantec Consulting Services Inc. Score 287
- Dahl, Taylor & Associates Score 239
- EPC – Engineering, Procurement & Construction Score 221

Upon issuance of a task order, staff would begin negotiations with the highest ranked firm. These negotiations continue until a fair and reasonable price is negotiated. Should negotiations fail to result in a fair and reasonable price, the process starts over with the next highest technically ranked firm and continues until a mutually agreed upon price is accepted.

Financial Impact

The total estimated cost over five (5) years is \$1,700,000 for all three (3) firms. These expenditures will be incorporated into the Agency's Board approved capital and operating budgets on an annual basis.

SunLine Transit Agency

DATE: January 24, 2024 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Luis Garcia, Chief Financial Officer

RE: Coachella Lease Agreement

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a contract with the City of Coachella for a 30 year ground lease agreement for a total amount of \$30 over the term of the agreement.

Background

SunLine, along with the City of Coachella and Chelsea Investment Corporation, was awarded funds through the California Affordable Housing and Sustainable Communities (AHSC) grant program. Each entity made a separate commitment to complete the overall project. The AHSC program is designed to make it easier for Californians to drive less by making sure housing, jobs, and key destinations are accessible by walking, biking, and transit. The transit component will service the 105-unit development adjacent to a transit hub which SunLine will be responsible for constructing. The Coachella Transit Hub will provide amenities for SunLine's drivers serving the East Valley. SunLine has developed plans that were approved by the City of Coachella's Planning Commission.

The City of Coachella owns the land that the transit hub will be built upon and, as such, requires a ground lease agreement to ensure responsibilities are appropriately designated. Over the last months, staff and legal counsel from SunLine and the City of Coachella have been working on the terms of the agreement. The City of Coachella will be requesting approval from their City Council this month as well.

Financial Impact

The \$30 financial impact over the term of the agreement for the ground lease will be funded through the Agency's yearly operating budget. The capital project funding remains the same as the Board approved value funded through the following sources:

Deferred HVIP & CNG Revenue	\$ 400,000
LTF	\$ 17,000
AQIP	\$ 33,000
AHSC Funding	<u>\$1,813,500</u>
Total	\$2,263,500

SunLine Transit Agency

DATE: January 24, 2024 **ACTION**

TO: Board Operations Committee
Board of Directors

FROM: Edith Hernandez, Clerk of the Board

RE: Approve Resolution No. 0805 to Amend the Conflict of Interest Code

Recommendation

Recommend that the Board of Directors approve Resolution No. 0805 which updates Appendix A of SunLine Transit Agency's Conflict of Interest Code to account for the addition, deletion, and modification of positions listed as designated employees.

Background

Under the Political Reform Act, local public agencies are required to review and update, if necessary, their Conflict of Interest Codes including the listings of designated positions for employees who must disclose along with the types of disclosures required. The SunLine Transit Agency Conflict of Interest Code establishes substantive requirements for the disclosure of financial interests and disqualification of employees and other officials from participation in decisions in which they might have a private, financial interest. Upon review by the SunLine Board of Directors, the amended copy is sent to the County of Riverside Board of Supervisors which serves as the local code reviewing body.

Resolution No. 0805 requests an update to Appendix A which has been amended to include titles that have been revised due to position reclassifications. The list of covered positions has been updated to reflect those changes. There are no changes to any other aspects of the Conflict of Interest Code.

Financial Impact

No financial impact.

Attachment:

- [Item 12a](#) – Resolution No. 0805
- [Item 12b](#) – Redlined copy of Appendix A

SUNLINE TRANSIT AGENCY

RESOLUTION NO. 0805

RESOLUTION AMENDING SUNLINE TRANSIT AGENCY'S CONFLICT OF INTEREST CODE

WHEREAS, the County of Riverside and the Coachella Valley cities comprising the joint powers agency known as SunLine Transit Agency ("SunLine") is a local government agency required by Government Code Section 87300 to promulgate a Conflict of Interest Code; and

WHEREAS, the Political Reform Act, Government Code sections 81000 et seq., requires local agencies to review their Conflict of Interest Code in even numbered years and make any amendments that are necessary; and

WHEREAS, the Fair Political Practices Commission has adopted a provision at Title 2, section 18730 of the California Code of Regulations which sets forth the terms of a standard model conflict of interest code which may be incorporated by reference so as to constitute the adoption of a Conflict of Interest Code by SunLine; and

WHEREAS, the provisions of Title 2, section 18730 of the California Code of Regulations require local agencies to prepare a list of designated employees that are required to file a statement of economic interest and the formulation of disclosure categories for such employees; and

WHEREAS, the SunLine Board of Directors previously adopted SunLine's Conflict of Interest Code through Resolution No. 0782, which included a list of designated employees that must file statements of economic interests as Appendix A and disclosure categories in Appendix B; and

WHEREAS, the SunLine Board of Directors desires to amend SunLine Transit Agency's Conflict of Interest Code to reflect the reclassification of personnel pursuant to this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of SunLine Transit Agency that a Conflict of Interest Code is amended to read as follows:

CONFLICT OF INTEREST CODE

A. Code Adopted. The terms of Title 2, section 18730 of the California Code of Regulations as presently constituted or amended by the FPPC are hereby incorporated by reference to operate, along with the balance of this Resolution, as the Conflict of Interest Code for SunLine Transit Agency. The disclosure categories attached in Appendices A and B and the provisions of this Resolution, constitute the Conflict of Interest Code of SunLine Transit Agency.

B. Filing. Pursuant to Title 2, section 18730(b)(4) of the California Code of Regulations, those employees designated in Appendix A shall file statements of economic interest with the Clerk of the Board to whom the Board of Directors of SunLine Transit Agency hereby delegates the authority to carry out the duties of filing officer.

C. Public Investments. Those persons who manage public investments and are covered by Title 2, section 18720 of the California Code of Regulations will file statements of economic interests pursuant to Government Code section 87200 as required by the FPPC instead of being deemed to be designated by this Conflict of Interest Code.

D. Prohibition Concerning Prospective Employment. No SunLine employee shall make, participate in making, or otherwise use his or her official position to influence any governmental decision directly relating to any person with whom he or she is negotiating or has any arrangement concerning, prospective employment. For purposes of this resolution, the term "person" includes any natural person, corporation or other form of business entity and extends to any of its agents.

E. Federal Transit Administration Requirements. In addition to the Ethics Policy adopted by the Board of Directors, the following shall further apply as written standards of conduct applicable to SunLine's employees and Board of Directors:

1. No employee, officer, agent, immediate family member, or Board member of SunLine shall participate in the selection, award, or administration of a contract supported by FTA funds if a conflict of interest, real or apparent, would be involved.
2. Such a conflict would arise when any of the following has a financial or other interest in the firm selected for award:
 - (a) The employee, officer, agent, or Board member,
 - (b) Any member of his/her immediate family,
 - (c) His or her partner, or
 - (d) An organization that employs, or is about to employ, any of the above.

3. SunLine's officers, employees, agents, or Board members shall neither solicit nor accept gifts, gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.

APPENDIX A

The following designated employees make or participate in the making of decisions, which may have a material effect on a financial interest:

<u>Designated Positions</u>	<u>Disclosure Category</u>
CEO/General Manager	I, II, III
Chief Financial Officer	I, II, III
Deputy Chief of Financial Services	I, II, III
Deputy Chief of General Services	I, II, III
Chief of Human Relations	I, II, III
Deputy Chief of Human Relations	I, II, III
Chief Administrative Officer	I, II, III
Chief Planning & Development Officer	I, II, III
Deputy Chief of Service Delivery	I, II, III
Deputy Chief of Project Delivery	I, II, III
Chief Transportation Officer	I, II, III
Deputy Chief of Transit Operation	I, II, III
Deputy Chief of Transit System & Technology	I, II, III
Chief Maintenance Officer	I, II, III
Deputy Chief Maintenance Officer	I, II, III
Chief Safety Officer	I, II, III
Deputy Chief Safety Officer	I, II, III
Taxi Administrator	I, II, III
Superintendent of Safety and Training	I, II, III
Superintendent of Zero Emission Technology	I, II, III

<u>Designated Positions</u>	<u>Disclosure Category</u>
Superintendent of Transportation	I, II, III
Superintendent of Fleet Maintenance	I, II, III
Superintendent of Facilities Maintenance	I, II, III
Clerk of the Board	I, II, III
Assistant Clerk of the Board	I, II, III
Alternative Fuels Manager	I, II, III
Financial Accounting & Reporting Manager	I, II, III
Procurement Specialist	I, II, III
Contracts Administrator	I, II, III
Materials Inventory Technician	I, II, III
Manager of Schedules & Performance	I, II, III
Planning Manager	I, II, III
Principal/Senior Project Manager	I, II, III
Project Manager	I, II, III
Marketing & Events Manager	I, II, III
Consultants ¹	I, II, III
Any other employee at the discretion of the CEO/General Manager	I, II, III

¹ The General Manager may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager’s determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

APPENDIX B

CATEGORY NO. I: INTERESTS IN REAL PROPERTY

Category I relates to real property which is located in part or in whole in the jurisdiction of SunLine. As used in this section “jurisdiction” includes: (1) within the jurisdictional boundaries of SunLine Transit Agency (“SunLine”), (2) within two miles of the jurisdictional boundaries of SunLine, or (3) within two miles of land located outside of the jurisdictional boundaries of SunLine Transit Agency which is owned or used by SunLine.

Category I, “interest in real property” includes any leasehold, beneficial or ownership interest or an option to acquire such an interest in real property located in the jurisdiction owned directly, indirectly or beneficially by the public official, or other filer, or his or her immediate family if the fair market value of the interest is two thousand dollars (\$2,000) or more. Interests in real property of an individual includes a pro rata share of interests in real property of any business entity or trust in which the individual or immediate family owns, directly, indirectly or beneficially, a 10-percent interest of greater. The \$2,000 threshold referenced in this category applies to the value of the interest, not to the value of the property itself.

The terms “interest in real property” and “leasehold interest” does not include the interest of a tenant in a periodic tenancy of one month or less.

CATEGORY NO II: PERSONAL INCOME

Category II relates to income. “Income” means, except as provided in subdivision (b), a payment received, including but not limited to any salary, wage, advance, dividend, interest, rent, proceeds from any sale, gift, including any gift of food or beverage, loan, forgiveness or payment of indebtedness received by the filer, reimbursement for expenses, per diem, or contribution to an insurance or pension program paid by any person other than an employer, and including any community property interest in the income of a spouse. Income also includes an outstanding loan. Income of an individual also includes a pro rata share of any income of any business entity or trust in which the individual or spouse owns, directly, indirectly or beneficially, a 10-percent interest or greater.

(a) “Income,” other than a gift, does not include income received from any source outside the jurisdiction of SunLine, not doing business within the jurisdiction, not planning to do business within the jurisdiction, or not having done business within the jurisdiction during the two years prior to the time any statement or other action is required under this Code. For purposes of this category, “jurisdiction” is limited to the jurisdictional boundaries of SunLine and does not include any radius around it.

- (b) "Income" also does not include:
- (1) Campaign contributions required to be reported under Chapter 4 (commencing with Section 84100 of the Government Code).
 - (2) Salary and reimbursement for expenses or per diem received from a state, local, or federal government agency and reimbursement for travel expenses and per diem received from a bona fide nonprofit entity exempt from taxation under Section 501(c)(3) of the Internal Revenue Code.
 - (3) Any devise or inheritance.
 - (4) Interest, dividends, or premiums on a time or demand deposit in a financial institution, shares in a credit union or any insurance policy, payments received under any insurance policy, or any bond or other debt instrument issued by any government or government agency.
 - (5) Dividends, interest, or any other return on a security which is registered with the Securities and Exchange Commission of the United States government or a commodity future registered with the Commodity Futures Trading Commission of the United States government, except proceeds from the sale of these securities and commodities futures.
 - (6) Redemption of a mutual fund.
 - (7) Alimony or child support payments.
 - (8) Any loan or loans from a commercial lending institution which are made in the lender's regular course of business on terms available to members of the public without regard to official status if:
 - (A) The loan is secured by the principal residence of the employee; or
 - (B) The balance owed does not exceed ten thousand dollars (\$10,000).
 - (9) Any loan from or payments received on a loan made to an individual's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, uncle, aunt, or first cousin, or the spouse of any such person, provided that a loan or loan payment received from any such person shall be considered income if he or she is acting as an agent or intermediary for any person not covered by this paragraph.
 - (10) Any indebtedness created as part of a retail installment or credit card transaction if made in the lender's regular course of business on terms available to members of the public without regard to official status, so long as the balance owed to the creditor does not exceed ten thousand dollars (\$10,000).
 - (11) Payments received under a defined benefit pension plan qualified under Internal Revenue Code Section 401(a).
 - (12) Proceeds from the sale of securities registered with the Securities and Exchange Commission of the United States government or from the sale of commodities futures registered with the Commodity Futures Trading Commission of the United States government if the filer sells the securities or the commodities futures on a stock or commodities exchange and does not know or have reason to know the identity of the purchaser.

CATEGORY NO. III: BUSINESS ENTITIES

Category III relates to business entities, including parents, subsidiaries or otherwise related business entities, which (1) have an interest in real property located in part or in whole within the jurisdictional boundaries of SunLine, within two miles thereof or within two miles of land owned or used by SunLine, (2) do business or plan to do business within the jurisdictional boundaries of SunLine or (3) have done business within the jurisdictional boundaries of SunLine at any time during the two years prior to the time that the disclosure statement of the relevant designated employee is filed. "Business entity" means any organization or enterprise operated for profit, including but not limited to a proprietorship, partnership, firm, business trust, joint venture, syndicate, corporation or association.

Category III includes any investment in a business entity. Investment means any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments and any partnership or other ownership interest owned directly, indirectly or beneficially by the filer, or his or her immediate family, if the business entity or any parent, subsidiary or otherwise related business entity has an interest in real property in the jurisdiction, or does business or plans to do business in the jurisdiction, or has done business within the jurisdiction at any time during the two years prior to the time any statement or other action is required under this title. No asset shall be deemed an investment unless its fair market value equals or exceeds two thousand dollars (\$2,000). The term "investment" does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, interest in a diversified mutual fund registered with the Securities and Exchange Commission under the Investment Company Act of 1940 or a common trust fund which is created pursuant to Section 1564 of the Financial Code, or any bond or other debt instrument issued by any government or government agency. Investments of an individual includes a pro rata share of investments of any business entity, mutual fund, or trust in which the individual or immediate family owns, directly, indirectly or beneficially a 10-percent interest or greater.

Category III includes the disclosure of any business position held by the filer. "Business position" means any business entity in which the filer is a director, officer, partner, trustee, employee, or holds any position of management, if the business entity or any parent, subsidiary, or otherwise related business entity has an interest in real property in the jurisdiction, or does business or plans to do business in the jurisdiction or has done business in the jurisdiction at any time during the two years prior to the date the statement is required to be filed.

ADOPTED THIS 24TH DAY OF JANUARY, 2024

ATTEST:

Edith Hernandez
Clerk of the Board
SunLine Transit Agency

Lisa Middleton
Chairperson of the Board
SunLine Transit Agency

APPROVED AS TO FORM:

General Counsel
Eric Vail

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

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

AYES:

NOES:

ABSENT:

ABSTAIN:

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

Edith Hernandez
Clerk of the Board
SunLine Transit Agency

APPENDIX A

The following designated employees make or participate in the making of decisions, which may have a material effect on a financial interest:

<u>Designated Positions</u>	<u>Disclosure Category</u>
CEO/General Manager	I, II, III
Chief Financial Officer	I, II, III
Deputy Chief Financial Officer	I, II, III
<u>Deputy Chief of Financial Services</u>	<u>I, II, III</u>
<u>Deputy Chief of General Services</u>	<u>I, II, III</u>
Chief Performance Officer	I, II, III
Deputy Chief Performance Officer	I, II, III
Chief of Human Relations	I, II, III
<u>Deputy Chief of Human Relations</u>	<u>I, II, III</u>
<u>Chief Administrative Officer</u>	<u>I, II, III</u>
<u>Chief Planning & Development Officer</u>	<u>I, II, III</u>
<u>Deputy Chief of Service Delivery</u>	<u>I, II, III</u>
<u>Deputy Chief of Project Delivery</u>	<u>I, II, III</u>
Chief Transportation Officer	I, II, III
Deputy Chief Transportation Officer	I, II, III
<u>Deputy Chief of Transit Operation</u>	<u>I, II, III</u>
<u>Deputy Chief of Transit System & Technology</u>	<u>I, II, III</u>
Chief Maintenance Officer	I, II, III

<u>Designated Positions</u>	<u>Disclosure Category</u>
Deputy Chief Maintenance Officer	I, II, III
Chief Safety Officer	I, II, III
Deputy Chief Safety Officer	I, II, III
Taxi Administrator	I, II, III
Superintendent of Safety and Training	I, II, III
<u>Superintendent of Zero Emission Technology</u>	<u>I, II, III</u>
Superintendent of Transportation	I, II, III
Superintendent of Fleet Maintenance	I, II, III
Superintendent of Facilities Maintenance	I, II, III
Clerk of the Board	I, II, III
Assistant Clerk of the Board	I, II, III
Compliance/Eligibility Officer	I, II, III
Human Resources Manager	I, II, III
Alternative Fuels Manager	I, II, III
<u>Financial Accounting & Reporting Manager</u>	<u>I, II, III</u>
Procurement Manager	I, II, III
<u>Procurement Specialist</u>	<u>I, II, III</u>
Contracts Administrator	I, II, III
Contracts Assistant	I, II, III
IT Administrator	I, II, III
Assistant IT Administrator	I, II, III

<u>Designated Positions</u>	<u>Disclosure Category</u>
-----------------------------	----------------------------

Fuel Systems Specialist II	I, II, III
---------------------------------------	-----------------------

Materials & Inventory Manager	I, II, III
--	-----------------------

Materials Inventory Technician	I, II, III
--------------------------------	------------

<u>Manager of Schedules & Performance</u>	<u>I, II, III</u>
---	-------------------

<u>Planning Manager</u>	<u>I, II, III</u>
-------------------------	-------------------

<u>Principal/Senior Project Manager</u>	<u>I, II, III</u>
---	-------------------

Project Manager	I, II, III
-----------------	------------

Project Manager Assistant	I, II, III
--------------------------------------	-----------------------

Facilities Engineer	I, II, III
--------------------------------	-----------------------

Marketing & Events Manager	I, II, III
----------------------------	------------

Consultants ¹	I, II, III
--------------------------	------------

Any other employee at the discretion of the CEO/General Manager	I, II, III
---	------------

¹ The General Manager may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager’s determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

SunLine Transit Agency**DATE: January 24, 2024****INFORMATION****TO: Finance/Audit Committee
Board of Directors****FROM: Luis Garcia, Chief Financial Officer****RE: Used Bus Purchase from Riverside Transit Agency**

Background

Due to the recent challenges in fueling and operating SunLine's fleet of twenty-six hydrogen fuel cell buses, staff have implemented a variety of measures to minimize service disruptions for customers. Some of these measures include the lease of eight (8) compressed natural gas (CNG) buses and modifying bus schedules to align with fleet availability. In addition to these measures, SunLine has been in communication with Riverside Transit Agency (RTA) to procure buses in RTA's fleet that have met their useful life.

SunLine staff has inspected the vehicles and determined that the buses available for purchase would meet the needs of the Agency. Under the CEO/General Manager's contracting authority, staff will be looking to purchase up to 15 model year 2013 CNG buses from RTA at the price of \$8,000 per vehicle for a maximum total of \$120,000 utilizing state bus rehabilitation funds programmed in the FY24 budget and short range transit plan. The buses are newer and in better operating condition than many of the CNG buses that the Agency currently depends on to provide service. The purchase of the buses would allow the Agency to retire model year 2008/2009 CNG buses sooner than expected. These buses will also augment our fleet in the near term and prevent the need to cancel bus trips related to fueling challenges.

SunLine Transit Agency

DATE:	January 24, 2024	INFORMATION
TO:	Finance/Audit Committee Board of Directors	
FROM:	Manuel Alcala, Transit Planning Manager	
RE:	Fixed Route Service Status Report	

Background

Due to the failures of the Nel hydrogen electrolyzer fueling station, SunLine was forced to reduce service, which resulted in missed trips and some loss of ridership. Without a working hydrogen fueling station, SunLine could not fuel a sufficient number of its hydrogen fuel cell bus fleet to allow for a sufficient number of buses available to meet daily operational (service pull-out) needs. Consequently, SunLine pre-cancelled bus trips and operated fewer revenue miles and hours. To report the impact of this temporary, special situation, SunLine introduced two (2) new reports to the monthly metrics performance report to the Board of Directors. Item 17e reports Daily Lost Trips Average and item 13f summarizes missed Revenue Miles and Hours.

The monthly metrics performance report to the Board of Directors summarizes the performance of all SunLine services. The metrics report covers on-time performance, early departures, late departures, average daily lost trips, and revenue miles and hours.

November and December 2023:

- Fixed route's on-time performance had an increase of 4.6% from November 2023 at 83.8% to December 2023 at 88.4%.
- For the month of November, the Agency did not meet its service standard goal of 85%. Routes 4, 5, 6 and 7 did not meet their on-time performance for both months. Some routes were impacted due to construction, traffic and events through the valley.
 - Routes 1, 2 & 4 - Palm Springs Pride Parade.
 - Routes 1, 6 & 8 - Coachella Run de los Muertos.
 - Routes 1, 2 & 4 - Palm Springs Veterans Parade.
 - Routes 1 & 7 - Ironman Triathlon.
 - Routes 1, 6 & 8 - Coachella Christmas Parade.
 - Routes 2 & 3 - Desert Hot Springs Holiday Parade and Festival.
 - Routes 2 & 5 - Heavy traffic on Palm Dr in Desert Hot Springs during peak hours.

- Route 2 - Road work on Date Palm Dr. and Ramon in Cathedral City that started October 25, 2023 and ended December 26, 2023.
- Route 6 - Ongoing construction on Fred Waring that started on October 25, 2023 and ended December 14, 2023.
- Early departures had an increase in November of 0.2% due to operator error, which management have taken corrective actions.
- Late departures had a decrease of 4.5% in December 2023, when compared to the previous month.
- Daily fixed route missed trips in November, for worst case scenario, equated to 38 trips or 9% of total daily trips. No tripper routes and Route 10 Commuter Link were missed. 17 days in the month did not have any cuts and ran the scheduled service.
- Daily fixed route missed trips in December, for worst case scenario, equated to 49 trips or 11% of total daily trips. No tripper routes and Route 10 Commuter Link were missed. 26 days in the month did not have any cuts and ran the scheduled service.

Attachment:

- [Item 14a](#) – Fixed Route Service Status Report Presentation
- [Item 14b](#) – On-Time Performance
- [Item 14c](#) – Early Departures
- [Item 14d](#) – Late Departures
- [Item 14e](#) – Daily Lost Trips Average
- [Item 14f](#) – Revenue Miles and Hours

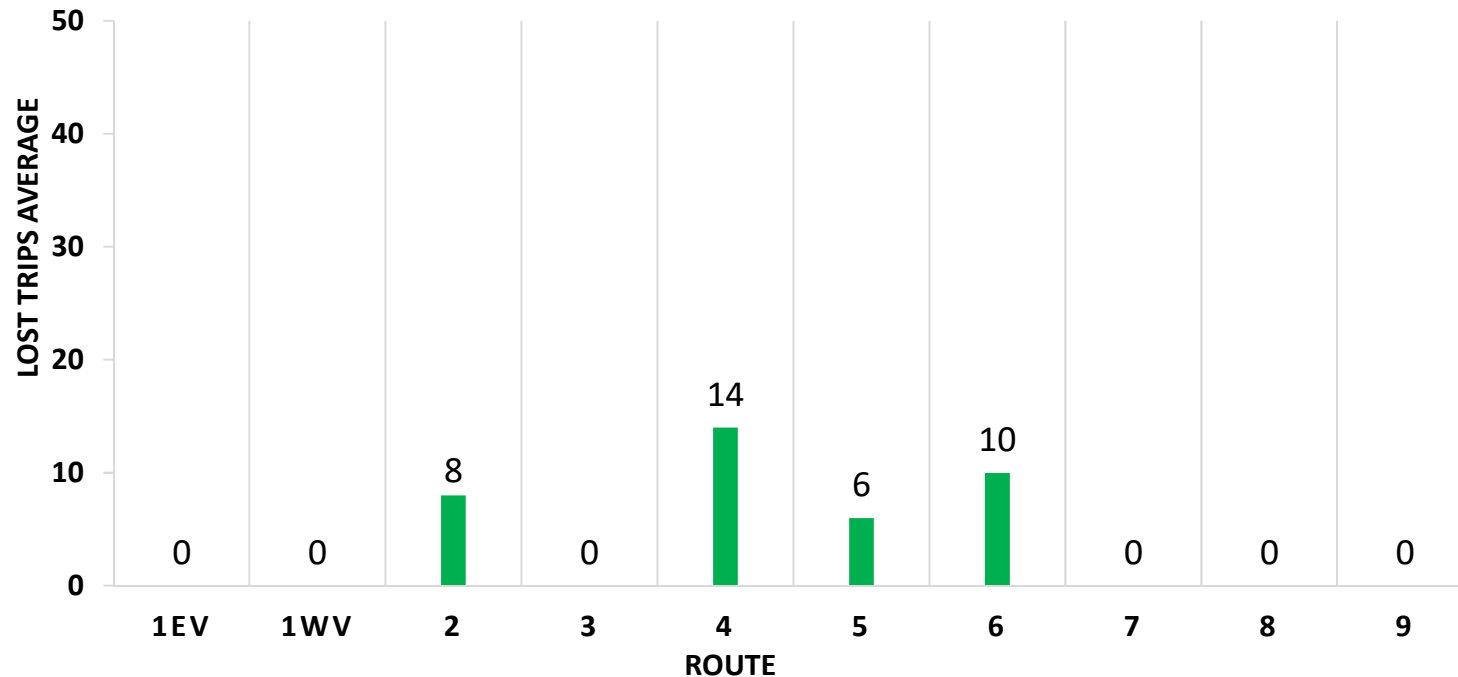


Fixed Route Service Status Report

January 24, 2024

Daily Lost Trips Average - November 2023

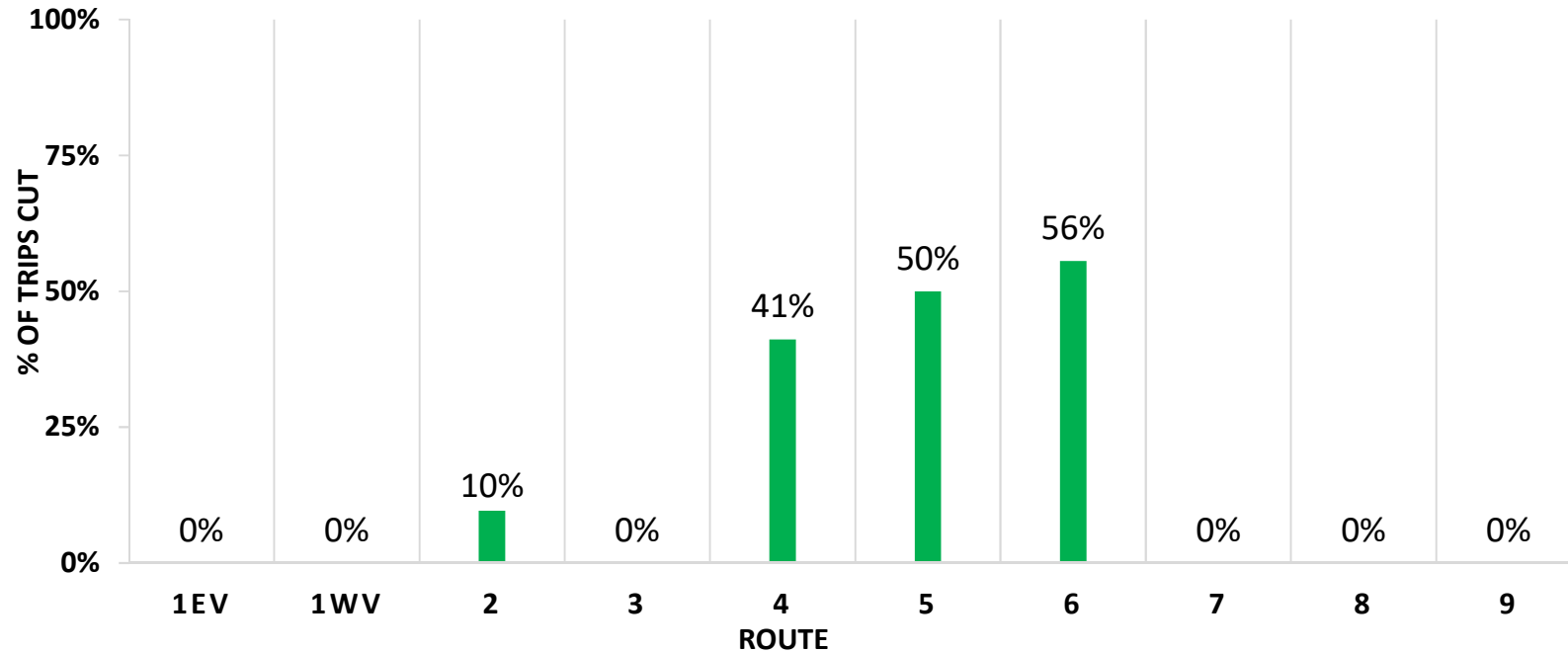
■ Trips Cut



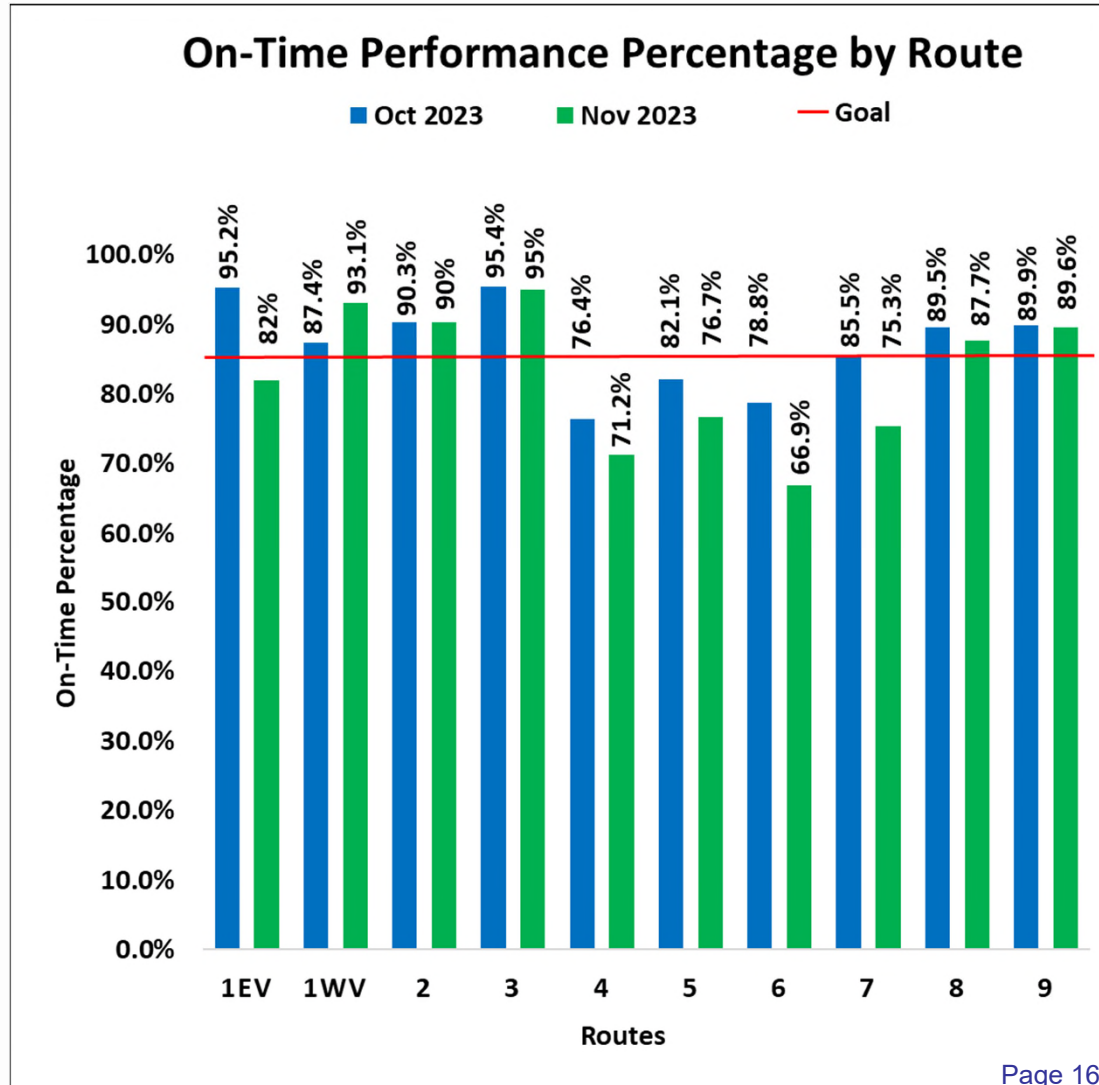
- 39 buses available daily from 47 buses needed to provide scheduled service
- Total of 38 trips impacted
- No tripper routes nor Route 10 Commuter Link trips were impacted

Percentage of Trips Cut Daily - November 2023

■ Percentage Trips Cut

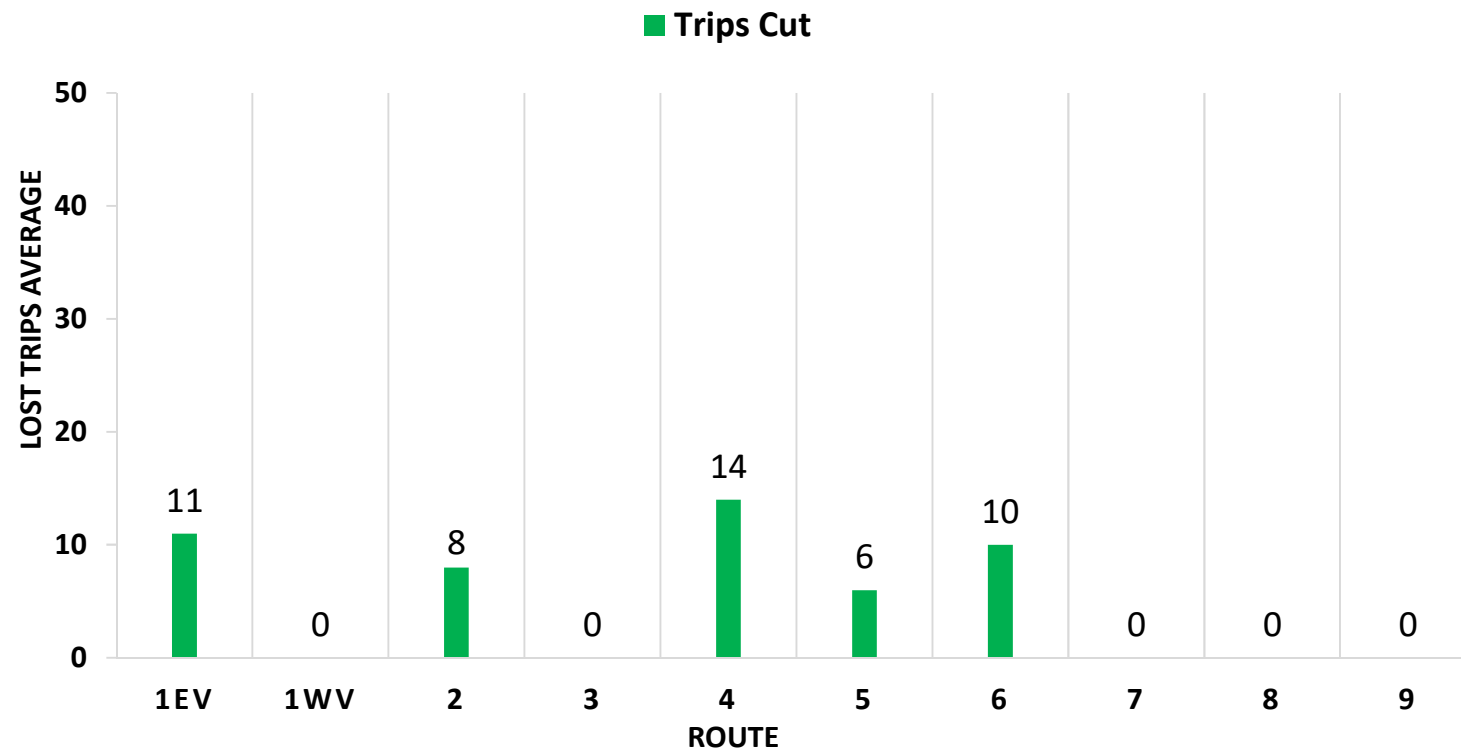


- 38 total daily trips cut on worst day
- 17 days in the month ran full scheduled service



- On-time performance is based on service operated
- Five (5) routes met goal
- Construction and detours are the primary cause for decreased on-time performance

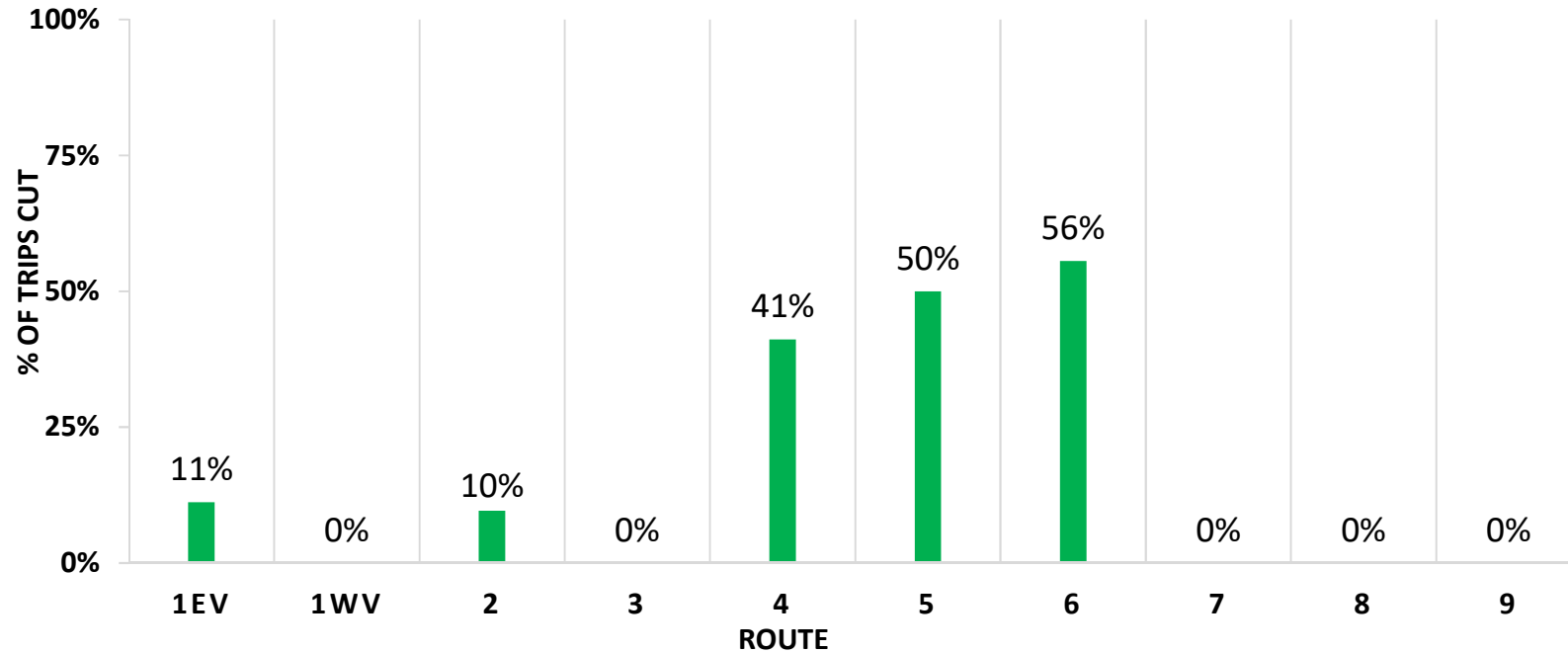
Daily Lost Trips Average - December 2023



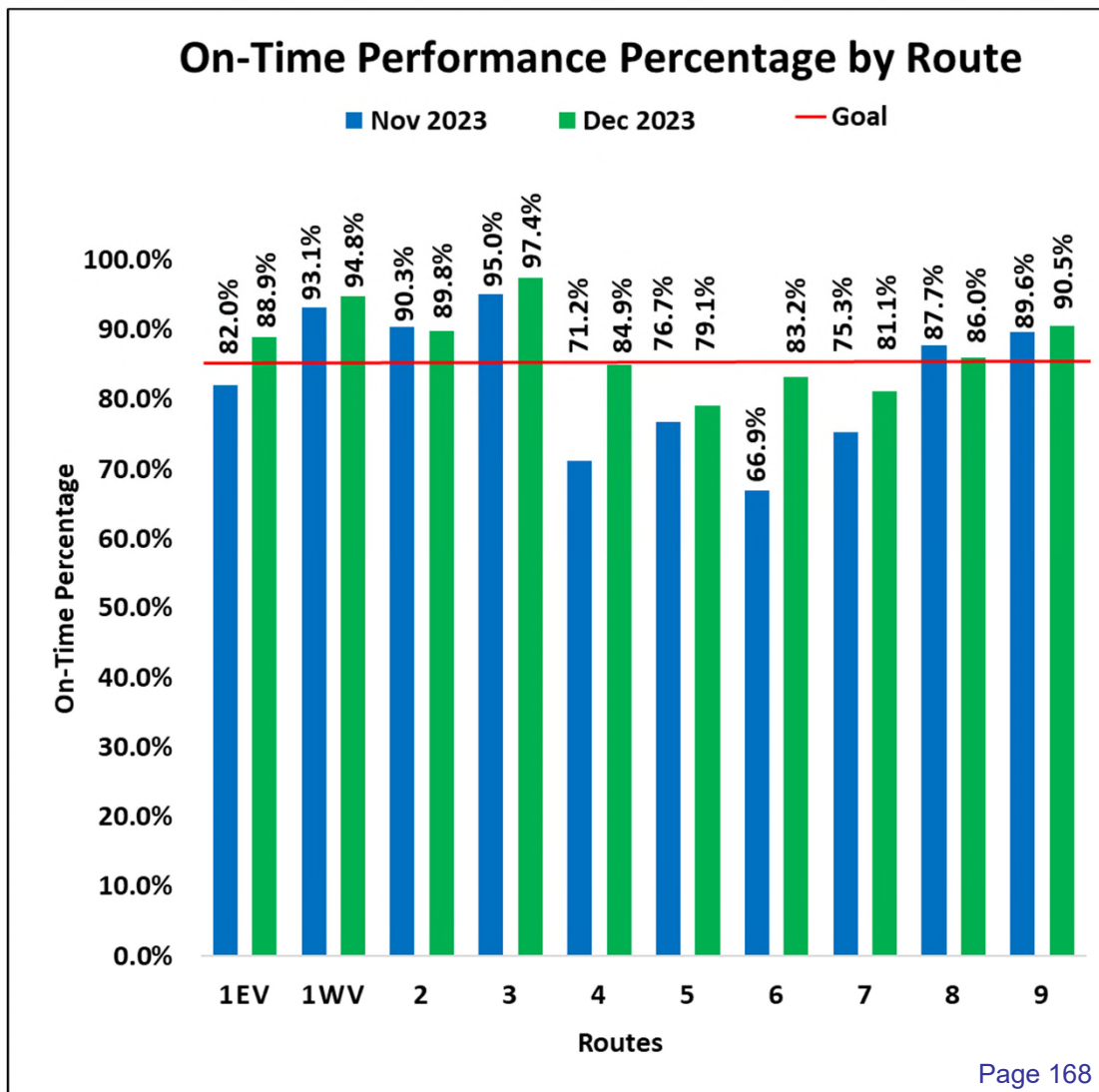
- 38 buses available daily from 47 buses needed to provide scheduled service
- Total of 49 trips impacted
- No tripper routes nor Route 10 Commuter Link trips were impacted

Percentage of Trips Cut Daily - December 2023

■ Percentage Trips Cut



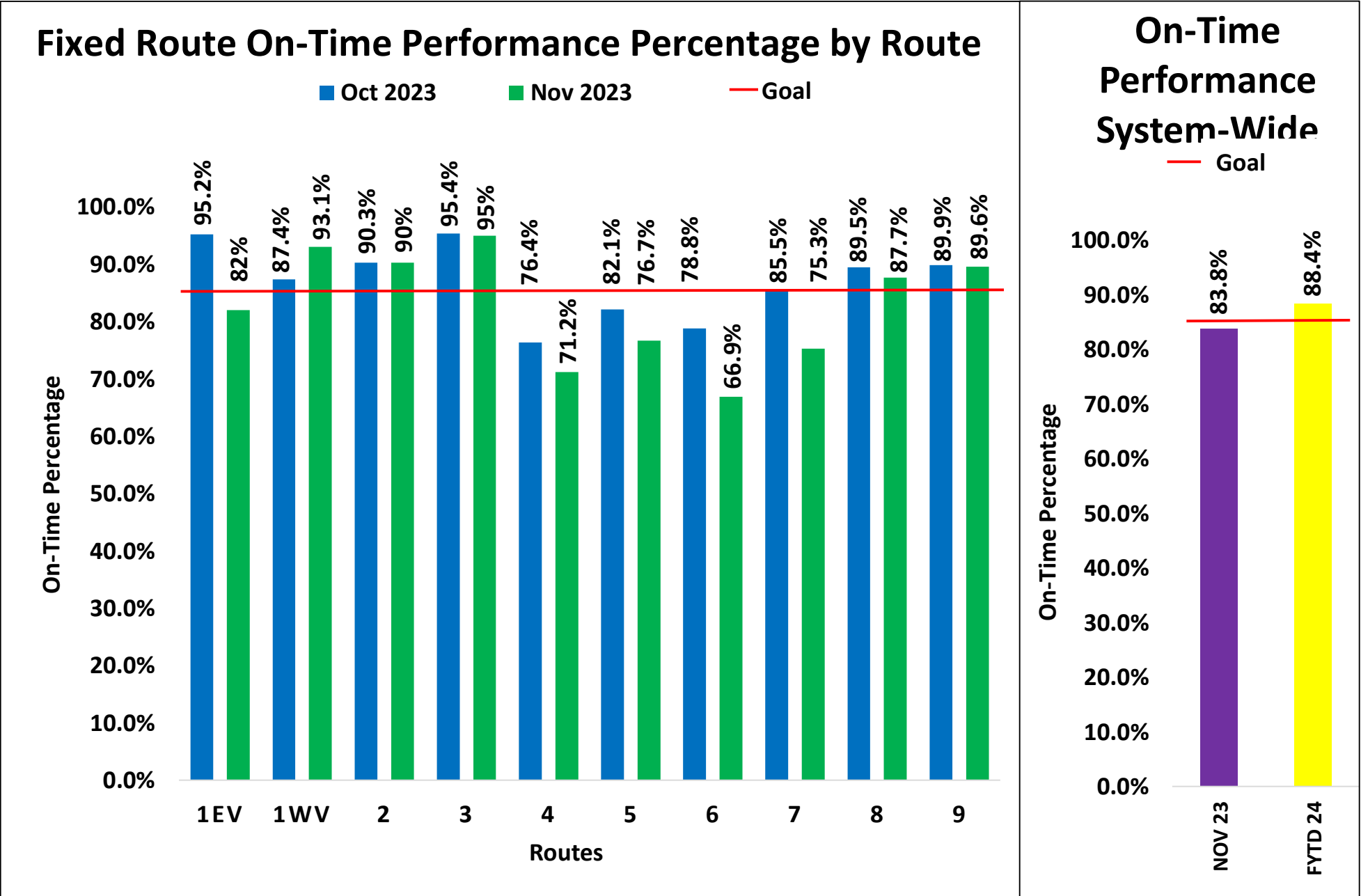
- 49 total daily trips cut on worst day
- 26 days in the month ran full scheduled service



- On-time performance is based on service operated
- Six (6) routes met goal
- Construction and detours are the primary cause for decreased on-time performance

Questions?

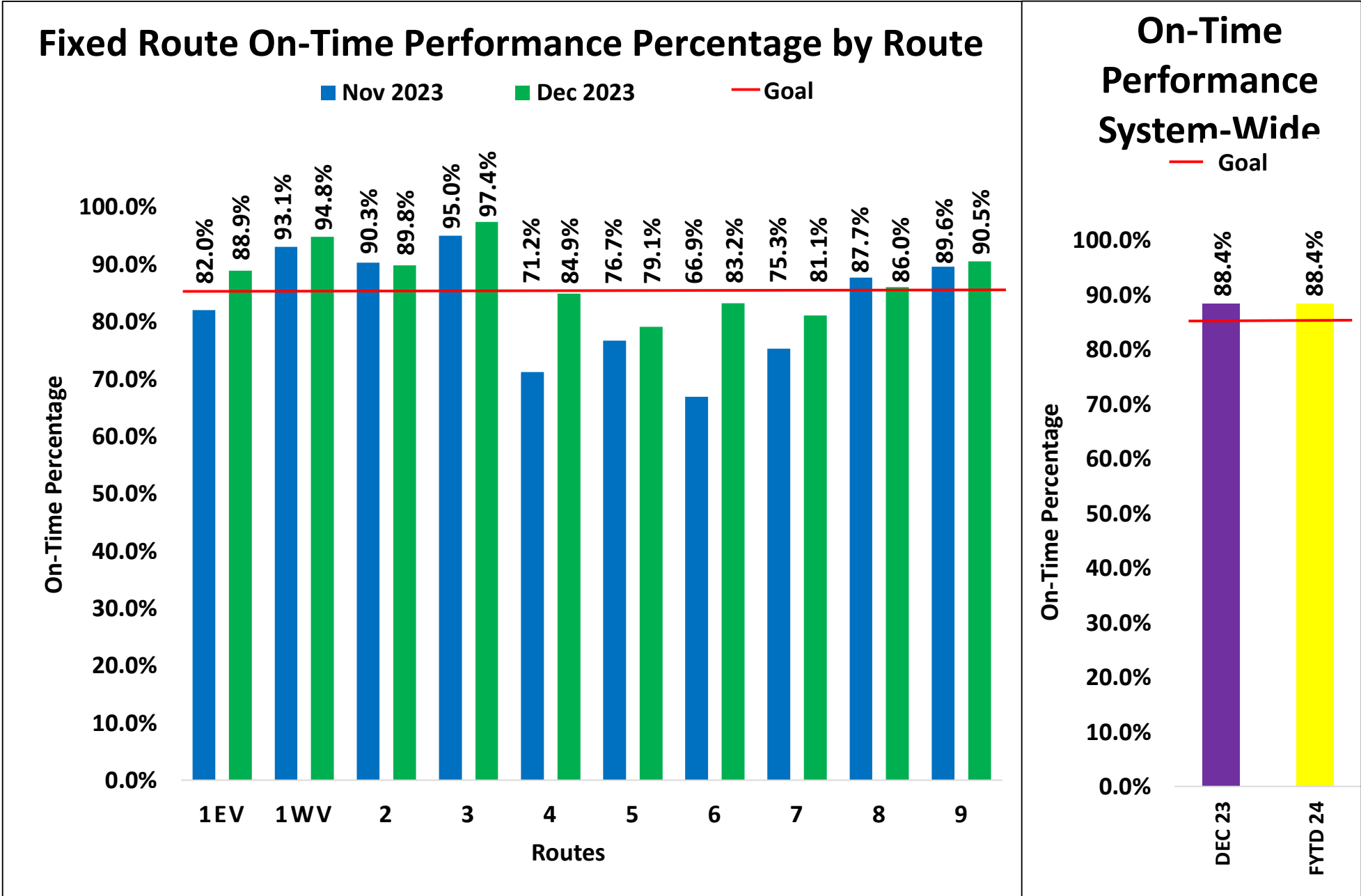




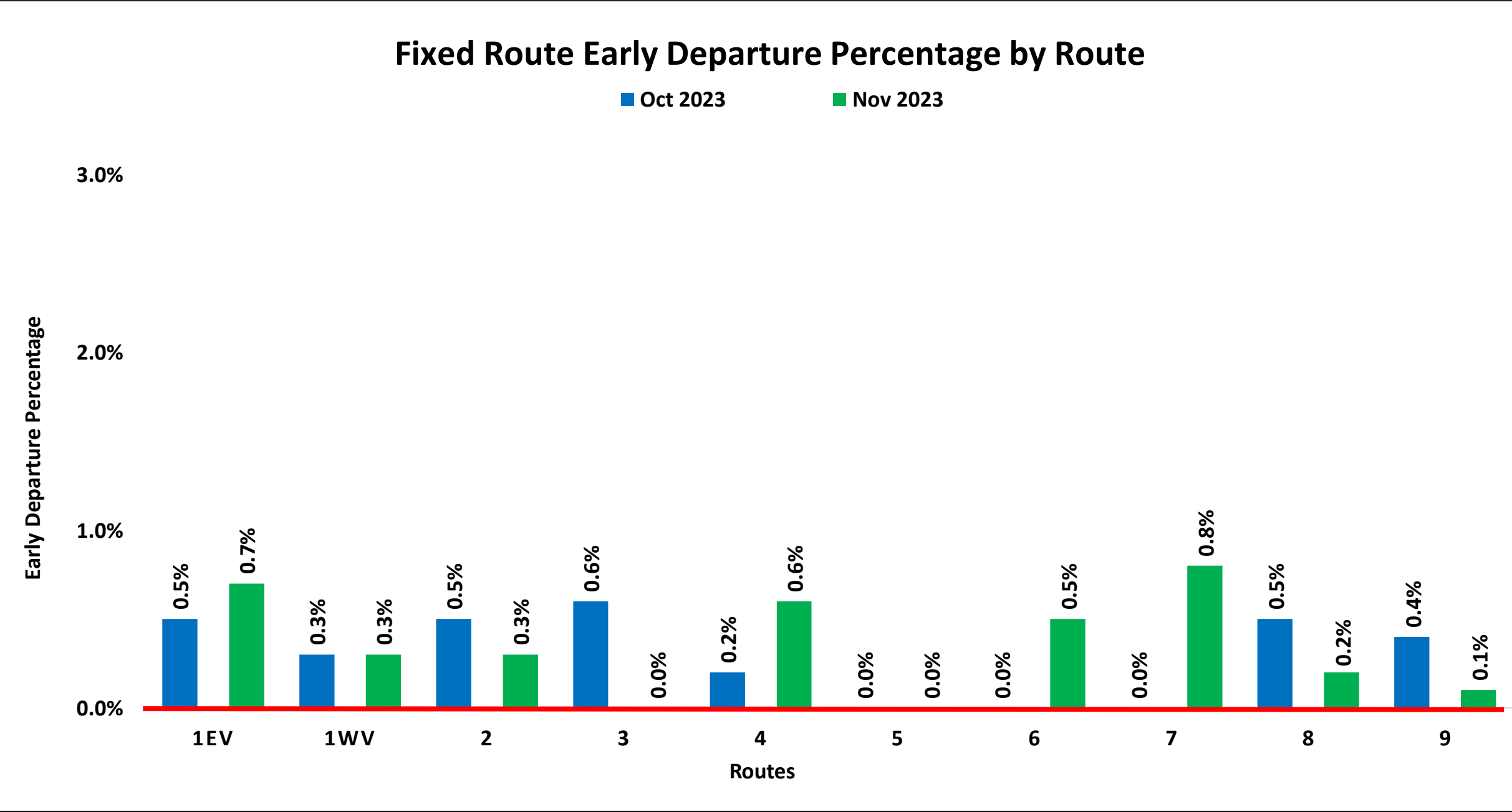
On-Time: When a trip departs a time point within a range of zero (0) minutes early to five (5) minutes late.

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

Note: For the month of November 2023, the Agency's on-time performance was at 83.8% when compared to November 2022 at 81.7%. This is an increase of 2.1%.



On-Time: 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%.
Note: For the month of December 2023, the Agency's on-time performance was at 88.4% when compared to December 2022 at 80.9%. This is an increase of 7.5%.

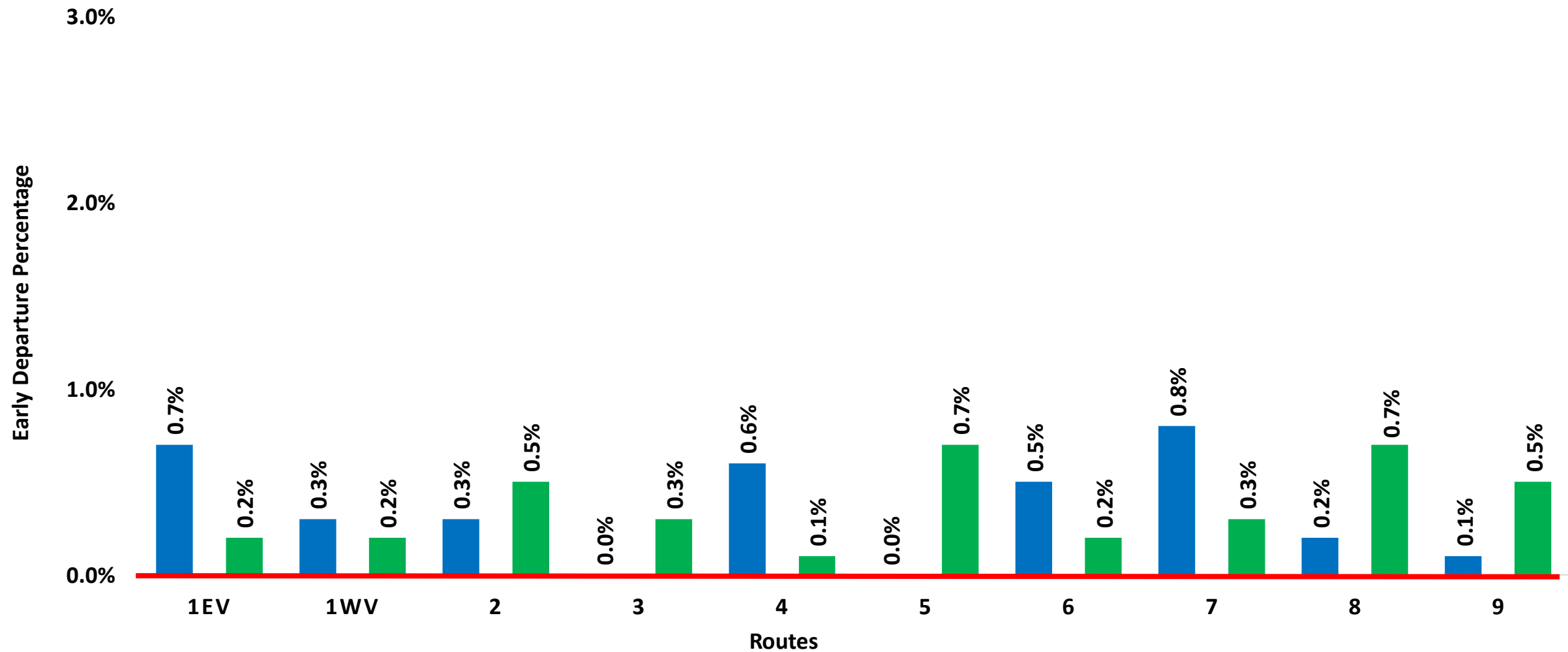


Early Departure: When a bus leaves a time point ahead of the scheduled departure time.
Goal: To reduce early departures to 0%.

Fixed Route Early Departure Percentage by Route

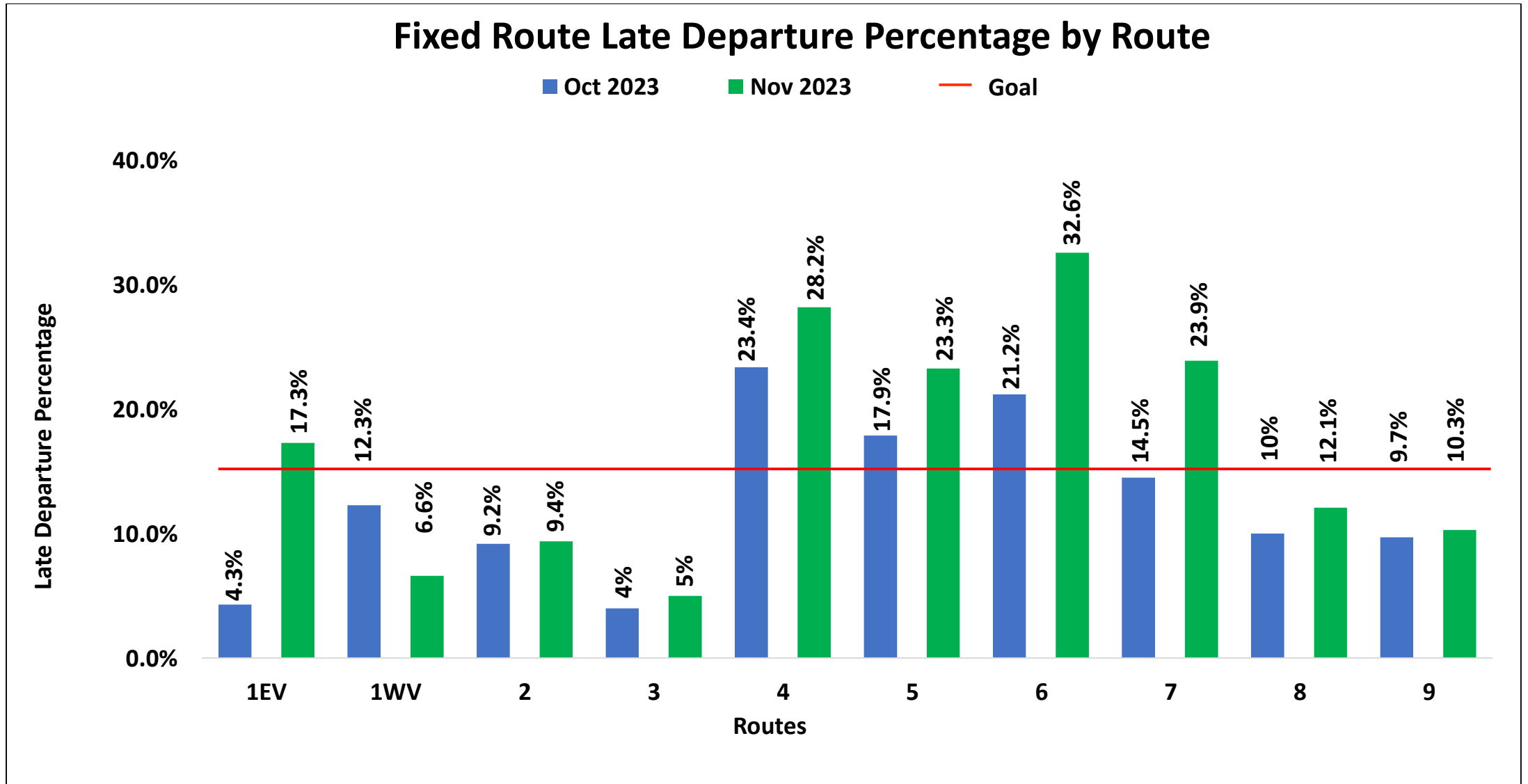
■ Nov 2023

■ Dec 2023



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

Goal: To reduce early departures to 0%.

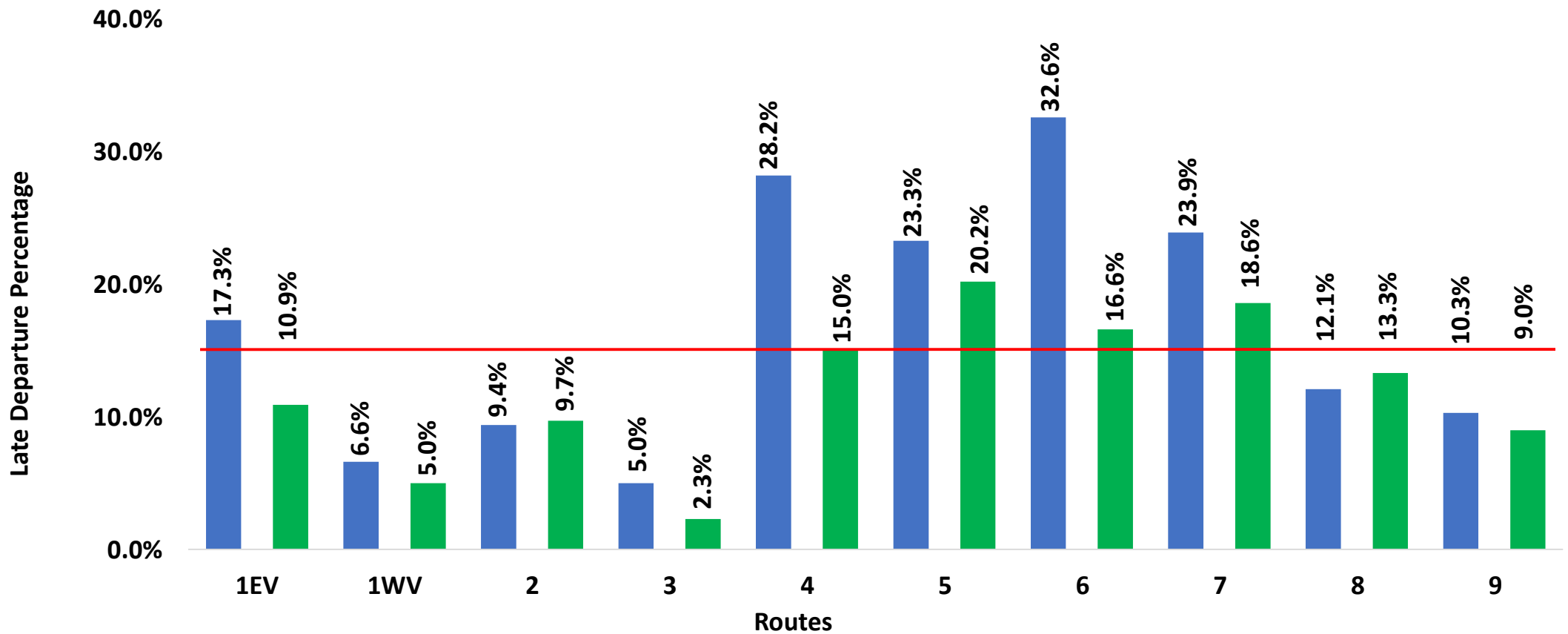


Late Departure: When a bus leaves a time point after the scheduled departure time and the route is running late with a departure greater than five (5) minutes.

Goal: To ensure late departures remain below 15%.

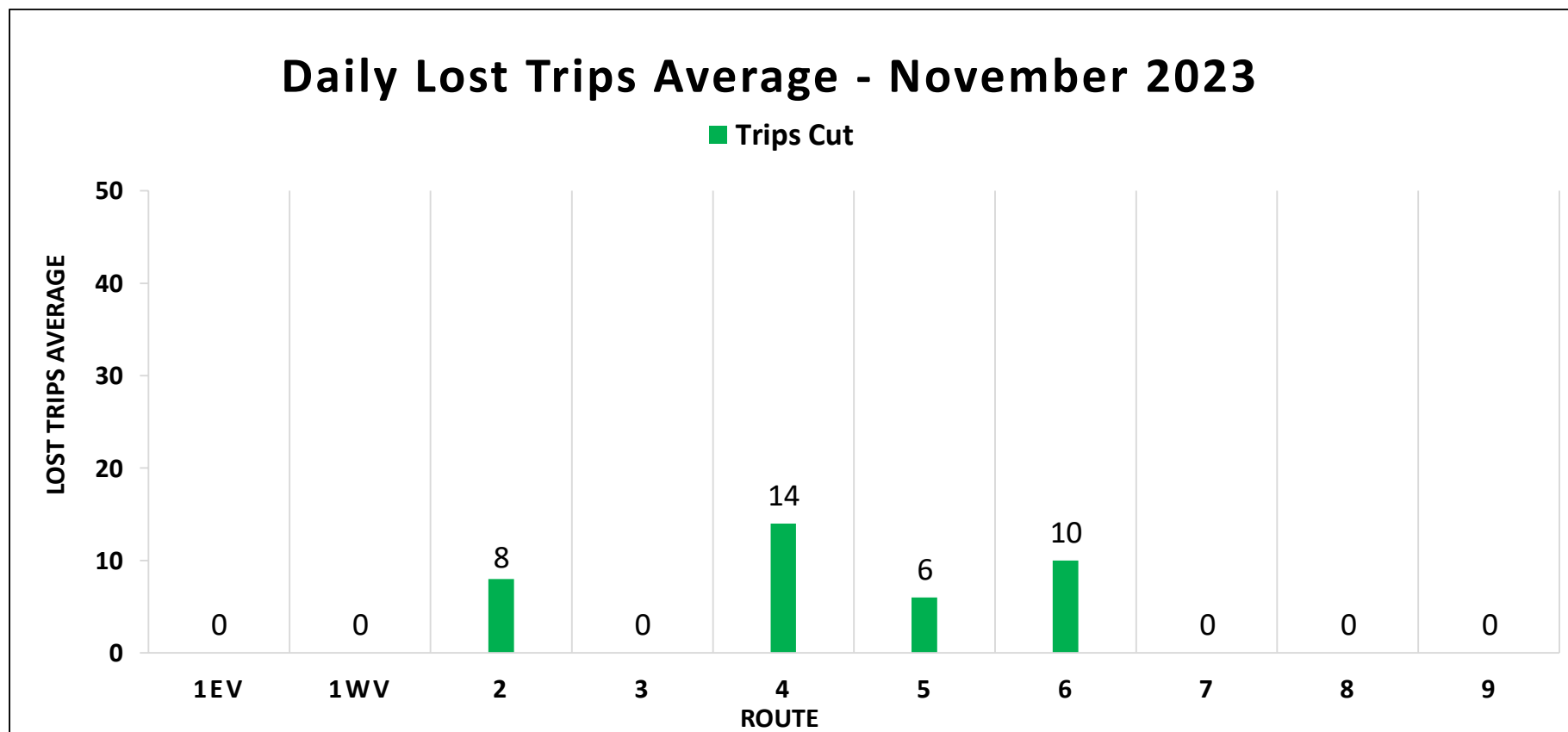
Fixed Route Late Departure Percentage by Route

■ Nov 2023 ■ Dec 2023 — Goal

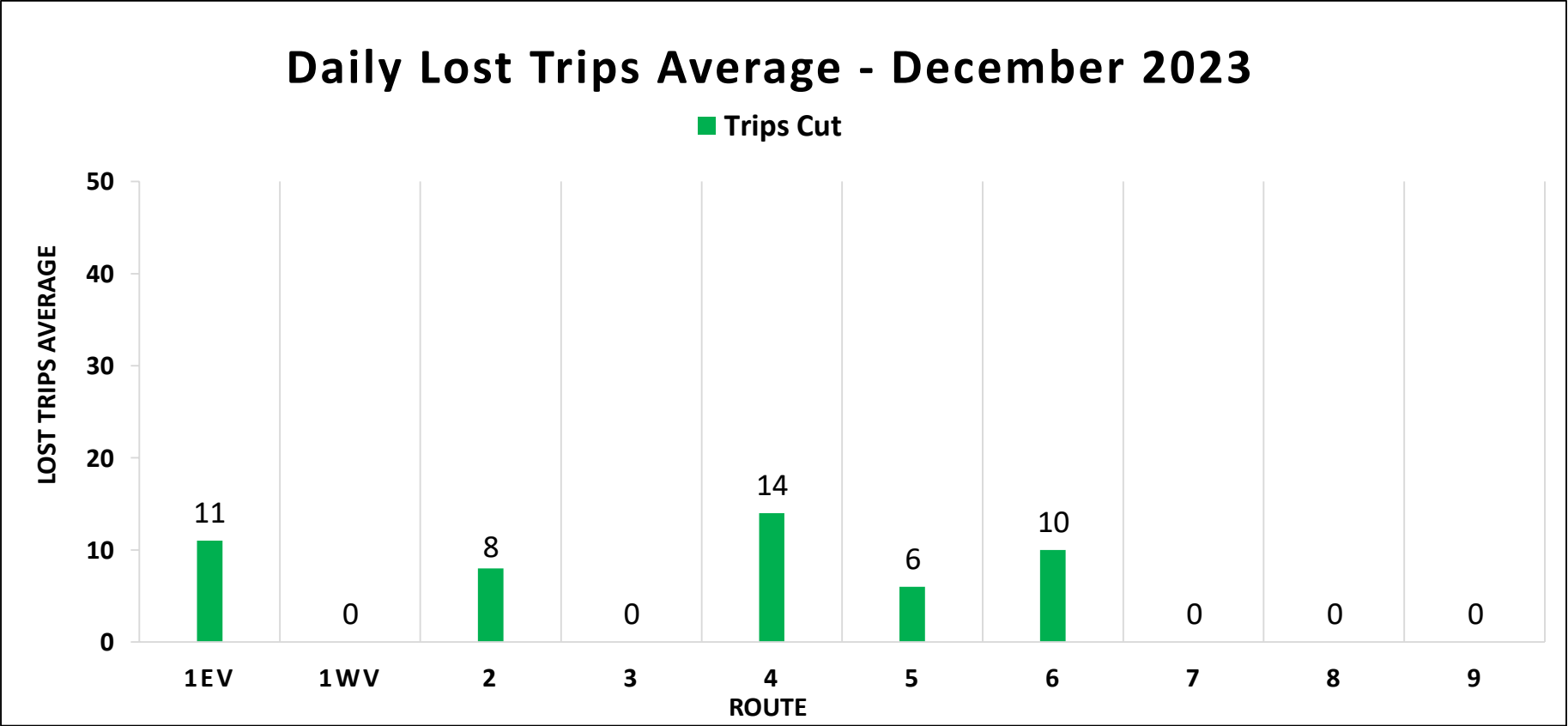


Late Departure: When a bus leaves a time point after the scheduled departure time and the route is running late with a departure greater than five (5) minutes.

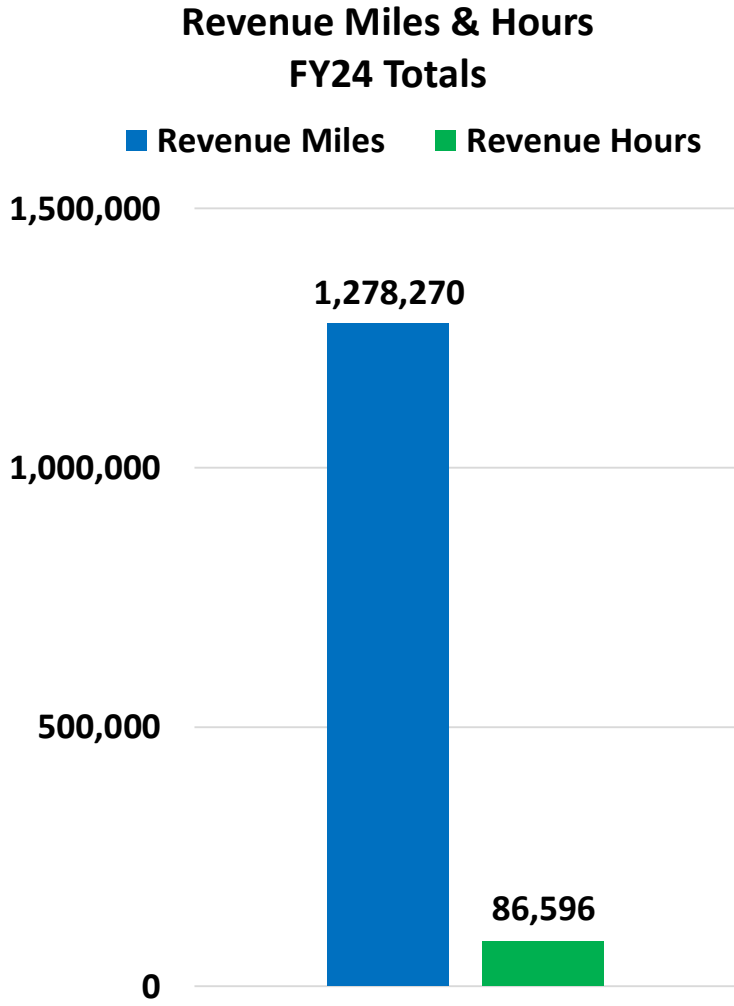
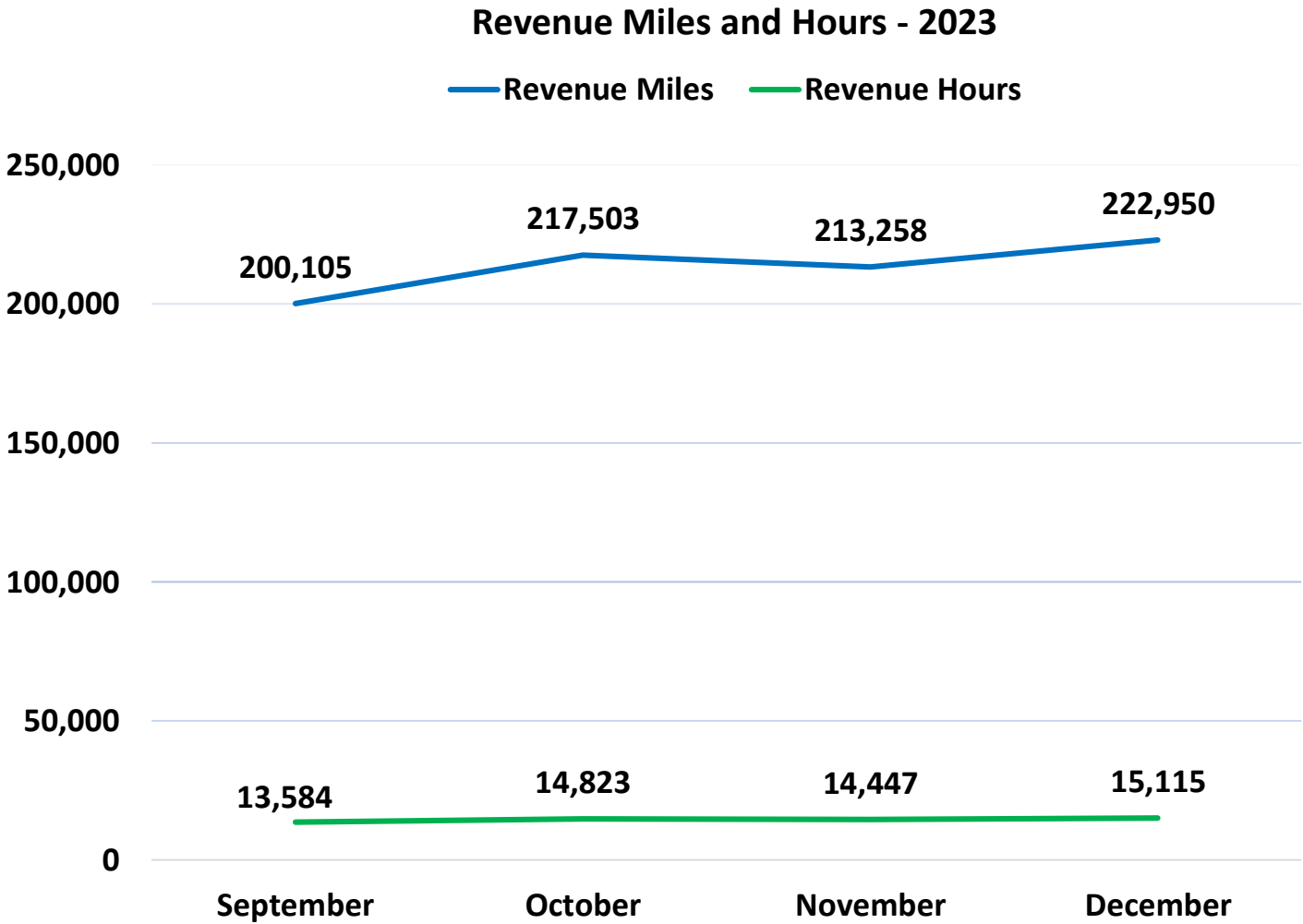
Goal: To ensure late departures remain below 15%.



This chart represents the daily lost trips on average per route during the month of November 2023. Lost trips are due to lack of buses coming from the Nel hydrogen electrolyzer fueling station failure.



This chart represents the daily lost trips on average per route during the month of December 2023. Lost trips are due to lack of buses coming from the Nel hydrogen electrolyzer fueling station failure.



This chart represent the trend of fixed route revenue miles and revenue hours.

For November 2023, the scheduled fixed route revenue miles are 221,683 and the scheduled fixed route revenue hours are 14,939.

For December 2023, the scheduled fixed route revenue miles are 225,472 and the scheduled fixed route revenue hours are 15,257.

Revenue Miles: Are the number of miles of service available to passengers for transport.
Excludes deadhead miles. Calculated for each route and for the system as a whole.

Revenue Hours: Are the number of hours of service available to passengers for transport.
Excludes deadhead hours, but includes layover time. Calculated for each route and for the system as a whole.

SunLine Transit Agency

DATE: January 24, 2024 **INFORMATION**

TO: Board of Directors

FROM: Mona Babauta, CEO/General Manager

RE: General Manager's Report for January 2024

The Center for Transportation and the Environment (CTE) Presentation

CTE delivered a presentation in December 2023. It is attached at the end of this report for your reference.

Nel Hydrogen Electrolyzer Station Update

SunLine assumed title to the station from Nel on December 12, 2023, in spite of the fact that it was not able to dispense fuel. The station's electrolyzer continues to operate and produce hydrogen at roughly half its capacity, however. The hydrogen is then moved to SunLine's old station, which continues to operate over 20 years later, allowing staff to fuel approximately half of the hydrogen fuel cell bus fleet each day.

Coachella Transit Hub

Construction on the Coachella Transit Hub, located at 4th Street and Cesar Chavez in the City of Coachella, started this month. The facility should be completed by May/June 2024.

Human Resource Updates

On January 10, 2024, SunLine University launched its first-ever Supervisor Training and Development program for participants selected from among the ranks of the Agency's supervisory, management and executive teams. The program is comprised of a comprehensive curriculum spanning across three learning paths that 1) establishes the foundation of skills and abilities needed to successfully supervise employees, 2) develops supervisory competency to grow and develop high functioning and effective teams, and 3) constructs the paradigms supervisors need to engage in strategic staff management to achieve maximum effectiveness and efficiency. The curriculum, provided through the Pryor Learning Platform, a long-standing training and development company, is delivered in a "microlearning" format that breaks down concepts into a series of short videos designed to maximize learning opportunities given the challenges of time and competing work demands of adult learners. Dedicating just an hour a week to their training and learning goals, participants will easily complete the program in time to participate in the planned December 2024 graduation ceremony.

Community/Industry Engagement Events

College of the Desert's Family Night in Palm Desert – December 6

Marketing team members attended the College of the Desert's Family Night on Wednesday, December 6, 2023. The event was geared towards College of the Desert students and their families. We spoke to about 30 students and families about the amazing opportunity they have to ride the bus for free with Haul Pass, for both those in college and their younger siblings in high school.

Travel Training at Ron F. Kenny Regional Training Center in Indio – December 8 and 12

On December 8th, staff went out to the Ron F. Kenny Regional Training Center in Indio to give a presentation to 22 of their students regarding our services. We also helped answer questions they had about our services and the half fare program for those with disabilities. On December 12th staff accompanied two (2) of the students that attended the travel training, and two (2) of their teachers, on a bus ride along. They were educated on where they can get the bus, how to read the schedules at the bus stops and how to board and ride the bus.

Parade of Lights and Holiday Festival in Desert Hot Springs – December 9

On Saturday, December 9th the SunLine team participated in the Desert Hot Springs Parade of Lights and Holiday Festival. The team participated in the parade by driving a Santa themed decorated SunRide along the parade route to give exposure to our SunRide service. Staff handed out candy canes and played some holiday tunes along the way.

Wrap Around Christmas Event – December 18

On December 18th staff was at the Wrap Around Christmas event hosted in Palm Desert from 10:00 am – 1:00 pm. The event included games and goodies for children and their families. We had 32 interactions and spoke to these families regarding SunRide, our fixed route, the 10 Commuter Link and its promotion as well as handed out candy and promotional items to many families.

January 2024 Service Change Outreach – January 2, 2024 through January 11, 2024

SunLine staff from all departments went out to major timepoints the week prior to the service change and the week following the service change to educate riders about the changes taking place. The changes included frequency changes to the routes 1WV, 1EV, 2, 3, 5, 6 and 7. We wanted to ensure this schedule change was well communicated to our riders. There were many opportunities to interact with our riders, and staff received much feedback, which was largely positive.

Hydrogen Fueling System Support

Center for Transportation and the Environment



Erik Bigelow, Engineering Director

December 8, 2023

About CTE



Who We Are

501(c)(3) non-profit engineering and planning firm



Our Mission

Improve the health of our climate and communities by bringing people together to develop and commercialize clean, efficient, and sustainable transportation technologies



Portfolio

\$1B+

- Research, Demonstration, Deployment
- 100+ active projects totaling \$365m+



Our Focus

Zero-Emission Transportation Technologies



National Presence

Atlanta, Berkeley, Los Angeles, St. Paul

Key Supporting Staff

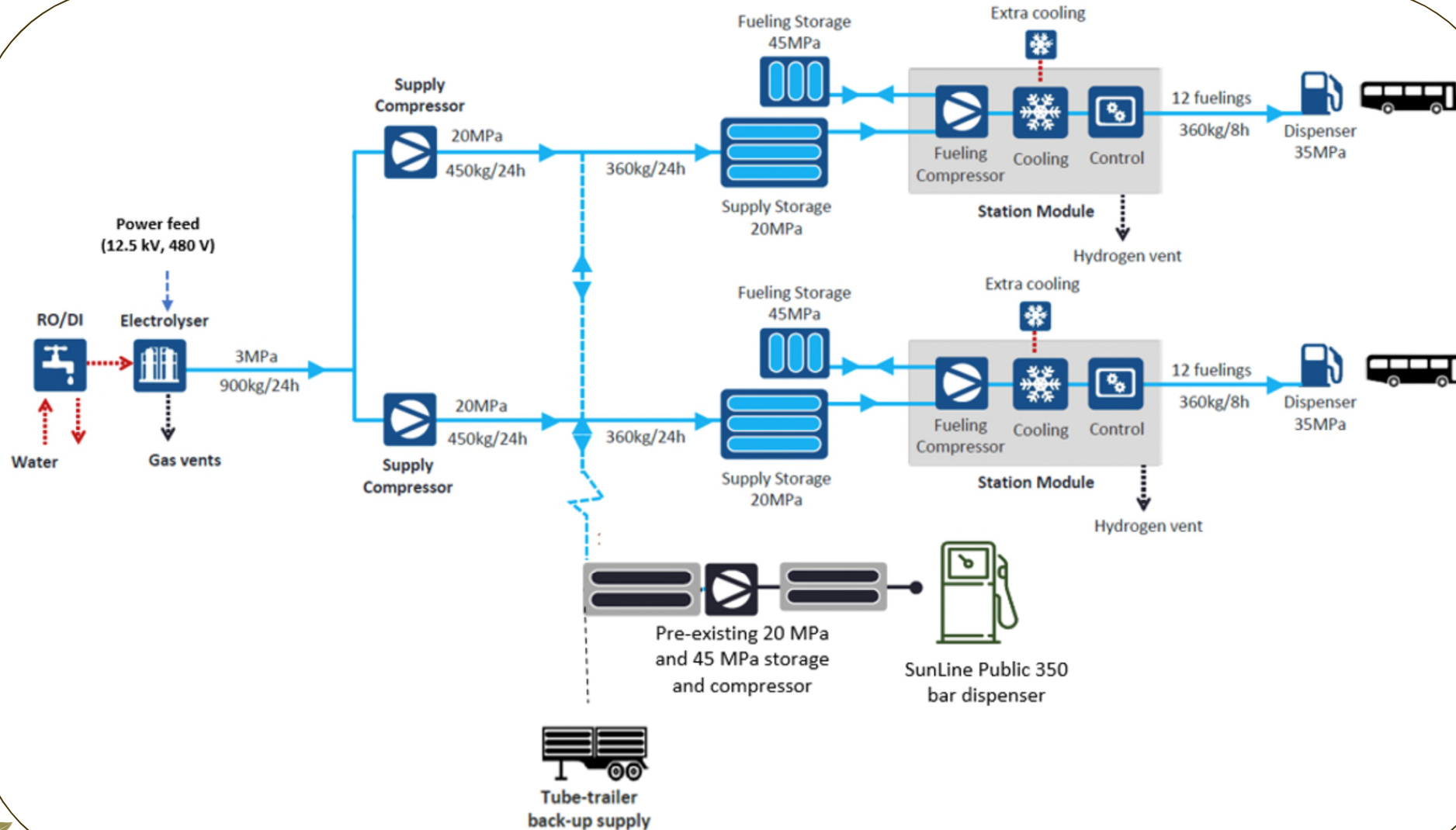


Aydin Manouchehri
**Lead Engineering
Consultant**

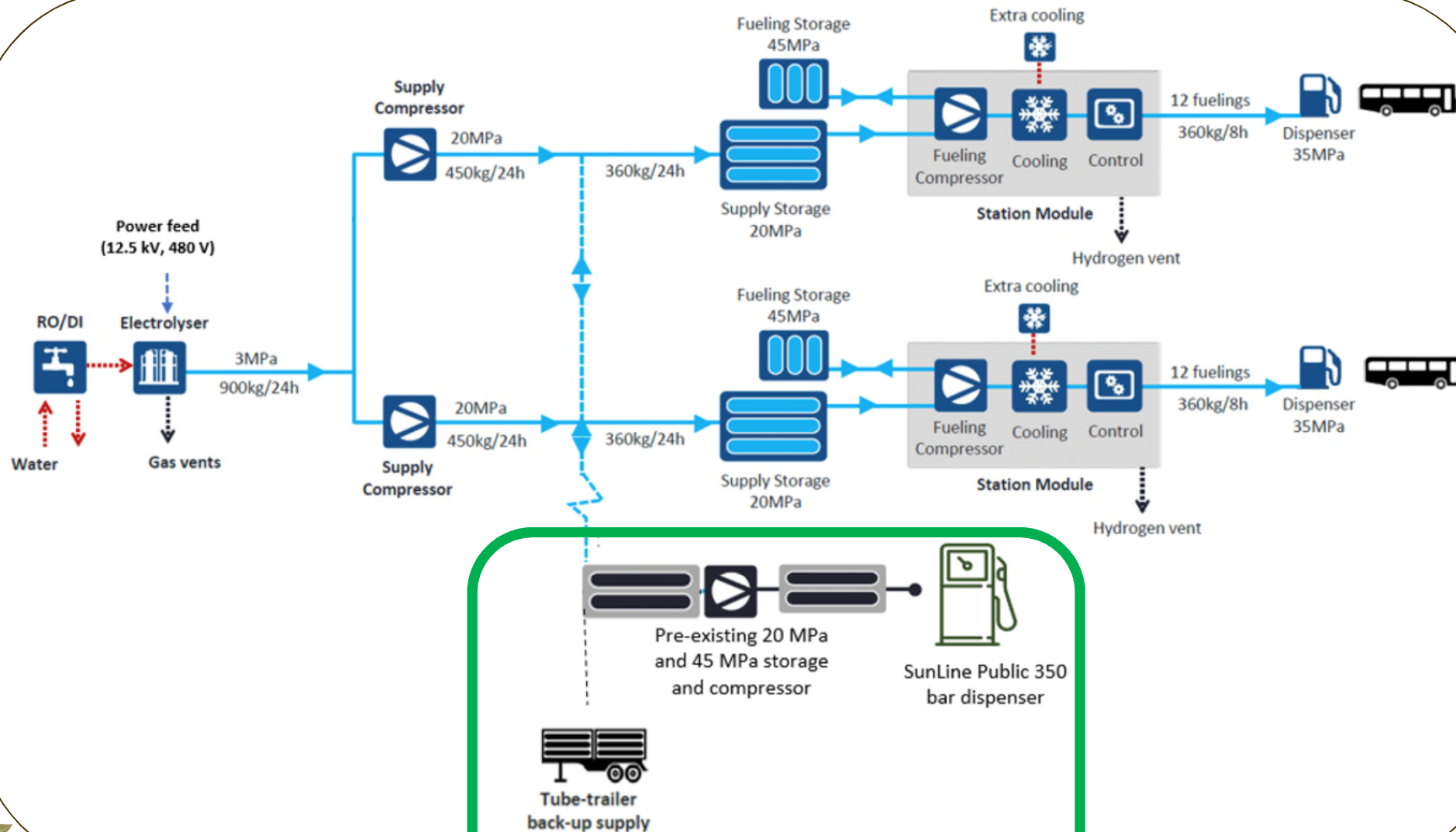


Michael Tosca
**Senior Engineering
Consultant**

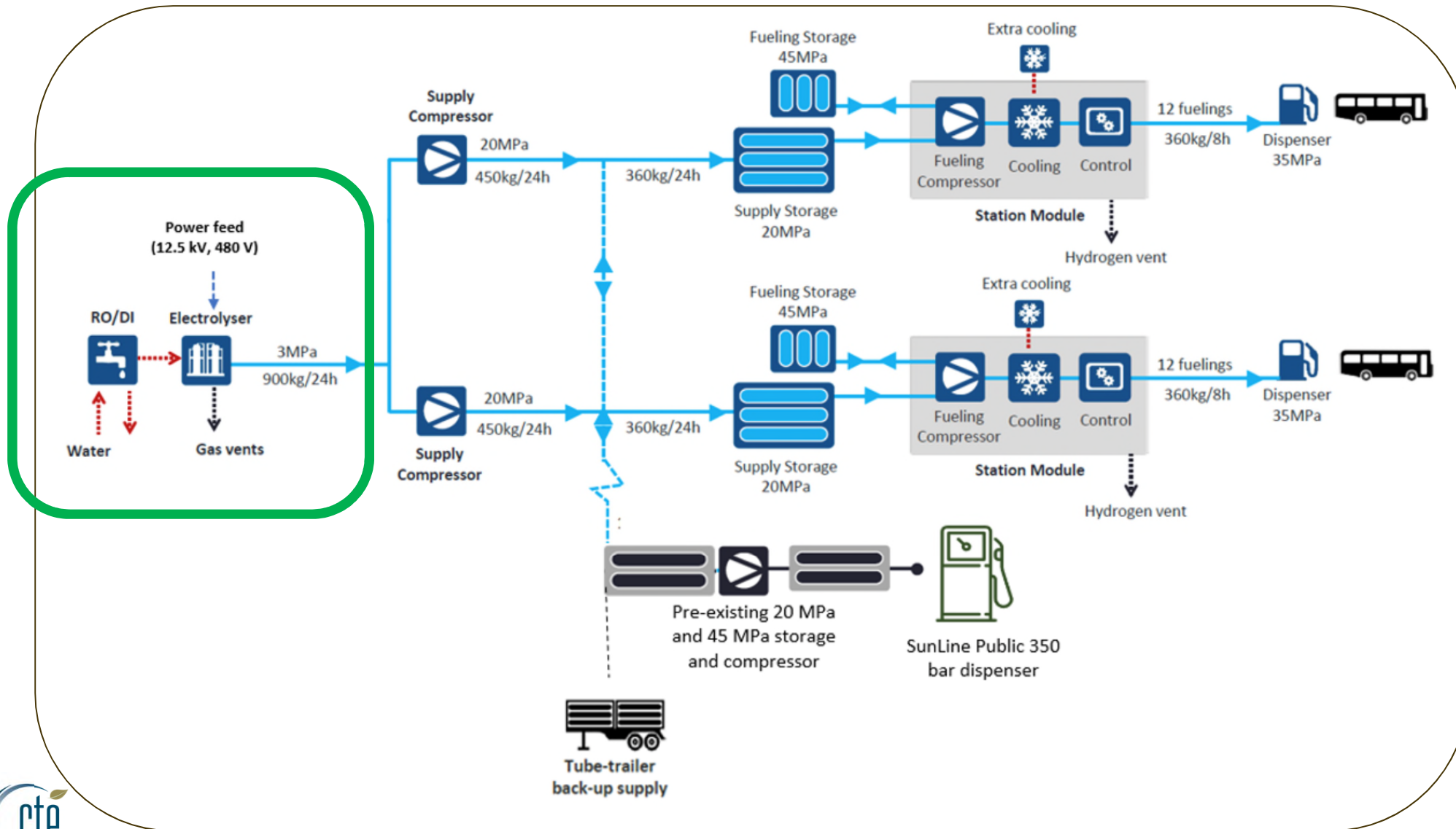
Current Hydrogen Station Background



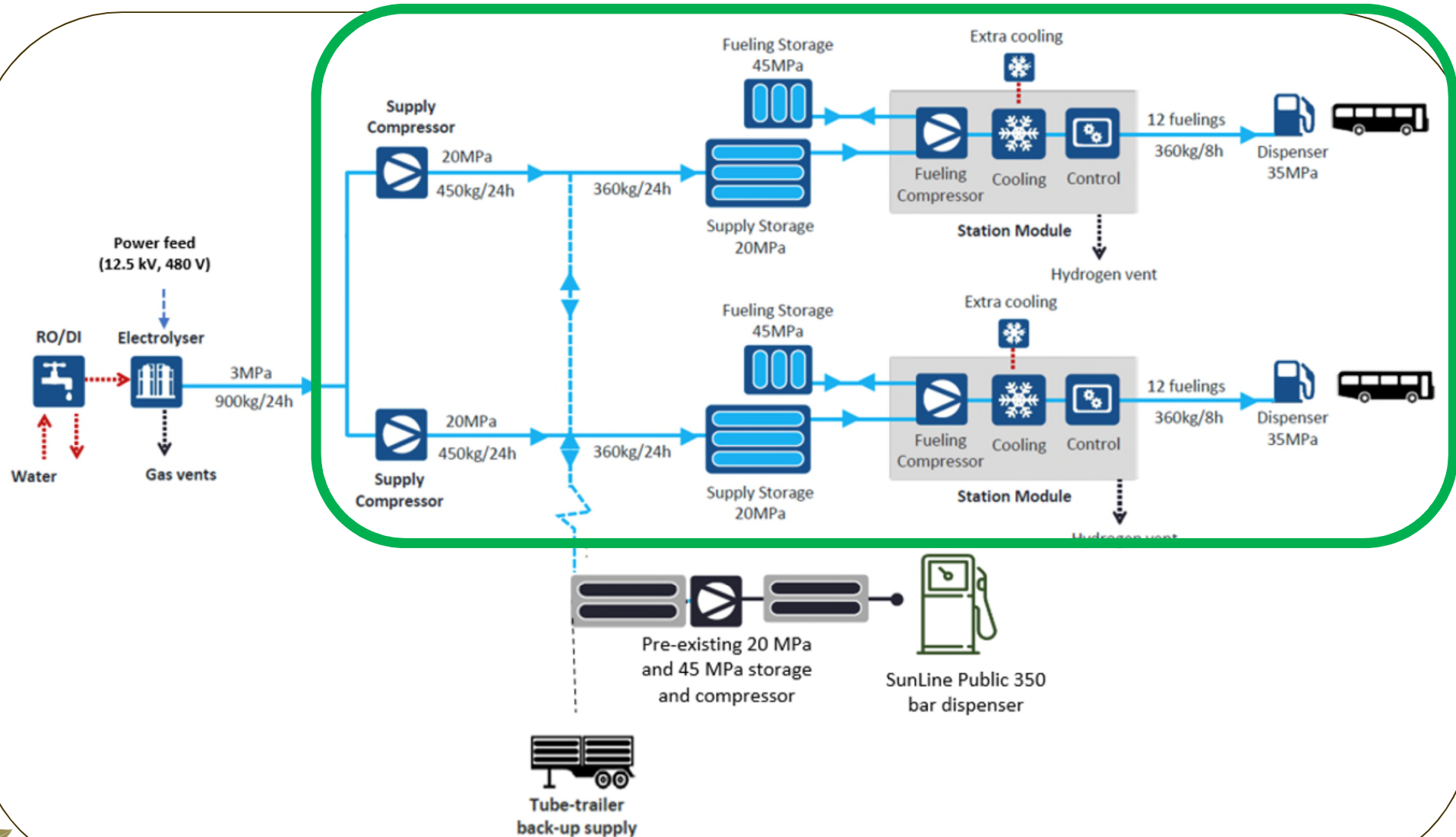
Existing Hydrogen Station



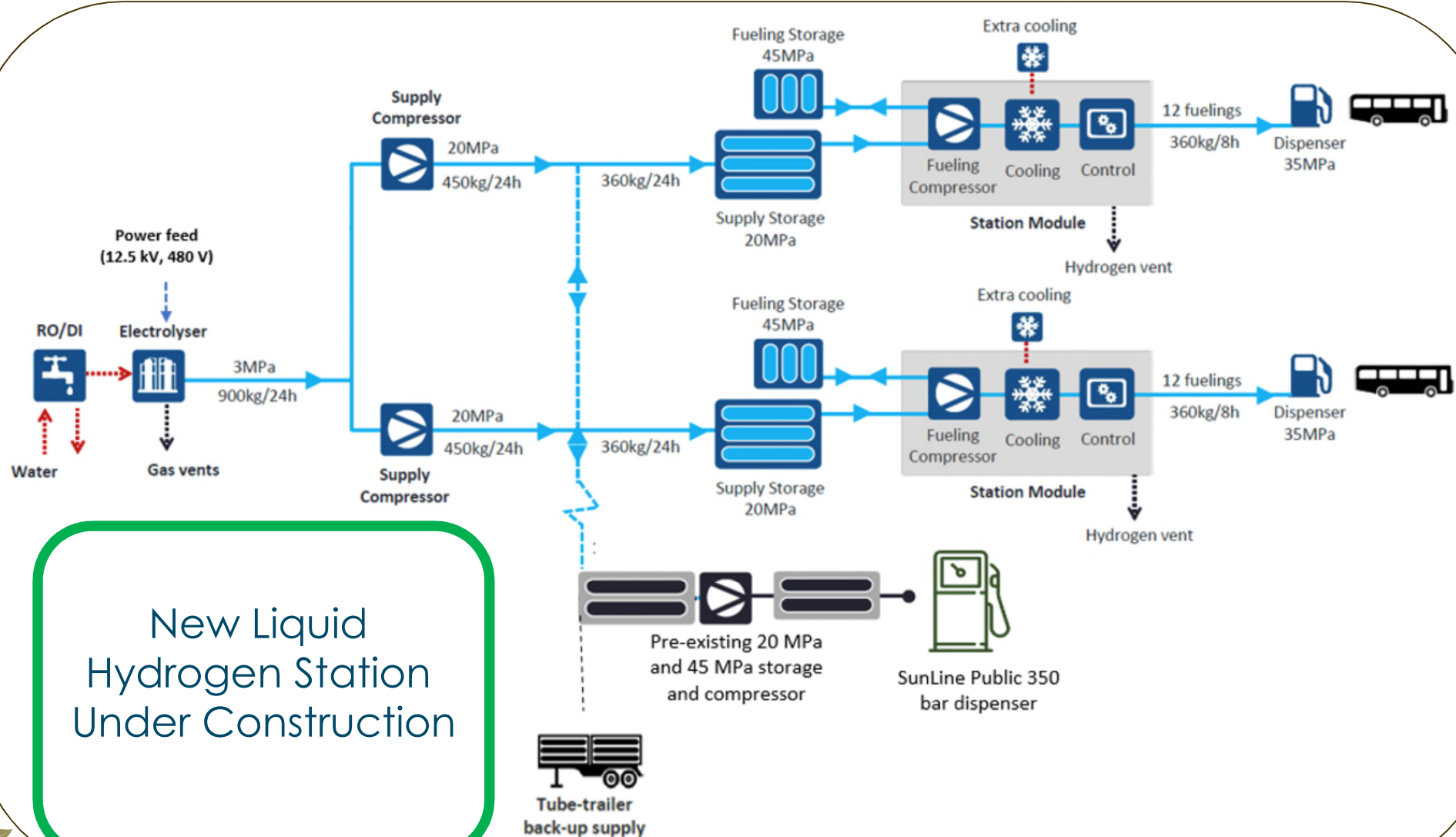
Electrolyzer – CARB Station



Compression, Dispensing – CARB Station



Liquid Hydrogen Station – Under Construction



Recent Electrolyzer Station Challenges

- Since last October only one of two station modules operating at a time
- The station does not currently have capability to dispense at the rate needed, and is not meeting daily operational requirements

CTE Work to Date

- Supporting review of options for hydrogen station availability
- Assessment of current technical concerns on station performance
- Initial support of new liquid supply station
- Beginning Cost Analysis framework for hydrogen cost analysis

Next Steps

- Help track and resolve station issues
- Financial analysis to support future fuel hydrogen supply and fueling equipment
- Determine best path for future hydrogen supply
- Evaluate future fueling solutions, as needed
- Project management and oversight for liquid station
- Ensure hydrogen program is resilient